Using Human Resources Administration

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The Solution Series

cyborg™

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Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Human Resources Administration, which provides the tools to manage the flow of employees in and out of your organization, maintain employee career development, track employee safety and behavior, and maintain compensation functions..

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- Human Resource Managers
  Human Resource Managers will find it helpful to read through the entire manual, concentrating on Parts 1 and 2. These parts provide a big picture of the system and also cover considerations for implementing it.

- Human Resource personnel
  All Human Resource personnel who will be using Human Resources Administration should read Part 1 to obtain an overview of the system. Additional parts should be read as they apply.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Basic understanding of Microsoft Windows
- Completed either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions computer-based training course
- Attended training, or have experience using the system (either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training class is recommended)

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand and administer Human Resources Administration.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course documentation covers the introductory concepts and tasks related to Cyborg's administration solutions. It describes how to navigate through the software and explains important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions. It may be completed by attending a class or by completing computer-based training. All implementation team members are required to take the classroom training.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	These chapters introduce Human Resources Administration by providing an overview of the system and explaining its interaction with other components of the system.
2. Employee Resourcing	3–6	These chapters provide an explanation of the concepts and detailed directions needed to set up Human Resources Administration.

Part	Chapters	Description
3. Employee Development	7–8	These chapters provide a detailed explanation of the procedures for tracking employee development.
4. Employee Relations	9–10	These chapters provide directions for managing well-being and behavior (health and safety, grievances, and so forth).
5. Employee Compensation	11–13	These chapters provide directions for dealing with employee compensation issues.
6: Appendices	A–C	The appendices provide quick references for reports and tables.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Human Resources Administration:

Read this chapter		To learn about
1	About This Manual	How the manual is organized, where to find what you are looking for, who should use the manual, and where to get help.
2	Overview of Human Resources Administration	The features included in Human Resources Administration and how this component interfaces with other HR components, Payroll Administration, and Time and Attendance Administration.

Part 2: Employee Resourcing

The chapters in Part 2 explain the concepts and provide detailed directions for setting up essential Human Resources Administration data:

Read this chapter		To learn about
3	Recruiting and Selecting Employees	Using Human Resources Administration for recruitment and selection of employees.
4	Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee	Using Human Resources Administration for hiring new employees; rehiring, reinstating, or recalling former or inactive employees; and transferring existing employees.
5	Managing Employee Attendance	Methods of tracking employee attendance including recording, reporting, and analyzing all employee absences.
6	Processing Terminations, Leaves and Returns, and Other Major Activities	Using Human Resources Administration to process employee terminations, leaves, returns, and other major activities.

Part 3: Employee Development

The chapters in Part 3 describe how to track employee development and performance:

Read this chapter		To learn about
7	Tracking Employee Skills, Competencies, and Training	Recording and tracking key information about employee abilities, including formal training and education, tuition costs, and certificates, and licenses.
8	Tracking Performance Appraisals	Tracking assessments of employee work-related strengths and weaknesses and the link of performance appraisals to salary considerations, employee development, and advancement.

Part 4: Employee Relations

The chapters in Part 4 provide directions for tracking employee welfare and behavior:

Read this chapter		To learn about
9	Managing Employee Health and Safety	Recording employee health information, including disabilities and restrictions, and the results of physical exams.
10	Tracking Discipline and Grievances	Tracking discipline and grievances, reviewing procedures and legal requirements, investigating cases, conducting meetings or hearings, and recording actions taken.

Part 5: Employee Compensation

The chapters in Part 5 provide directions for managing employee compensation activities:

Read this chapter		To learn about
11	Managing Employee Compensation	Administering employee pay and benefits, formulating compensation policies and procedures, and developing compensation cost containment and management strategies.
12	Tracking Employee Relocation Expenses	Recording and analyzing important aspects of employee relocation such issues as bridge loans, temporary living expenses, moving expenses, and house-hunting expenses.
13	Allocating Property to and Recovering Property from Employees	Establishing accurate and timely employee records used to track the costs and allocation measures associated with non-monetary perquisites, company property, and automobiles.

Part 6: Appendices

The appendices in Part 6 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	Human Resources Administration reports and their business uses.
B	Form Title/Form ID/Segment Cross-reference	A cross-reference of Human Resources Administration form titles, IDs, and segment codes.
C	Practice and Review Answers	Detailed answers to the practices and reviews at the end of the instructional chapters.

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept
To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions
When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice
The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice
To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered
To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual
The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references
Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Human Resources Administration

In This Chapter

Introduction

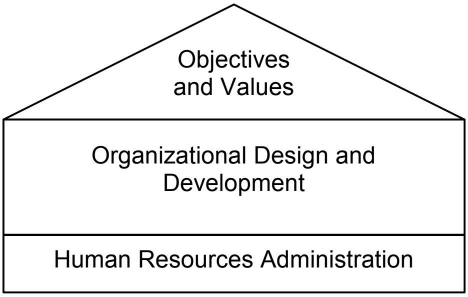
Today's Human Resource departments are being called upon to move beyond their traditional objective—the management of an organization's key asset, its human resources—and to align themselves with organizational business strategies. The HR strategy must support the larger goals of the organization. This section provides an overview of Human Resources Administration and introduces the features that can be used to support a business-led human resource strategy.

HR areas and solutions

In determining their strategies, many organizations follow processes defined by organizational design and development (OD&D). OD&D is generally conducted as a means of:

- Identifying an organization's critical success factors
- Clarifying the organization's desired mission, objectives, or purpose
- Stating the values or principles by which the organization will be governed and by which it hopes to achieve its stated objectives
- Redefining job roles, work methods, policies, procedures, and hierarchical structure to achieve alignment with organizational objectives and values

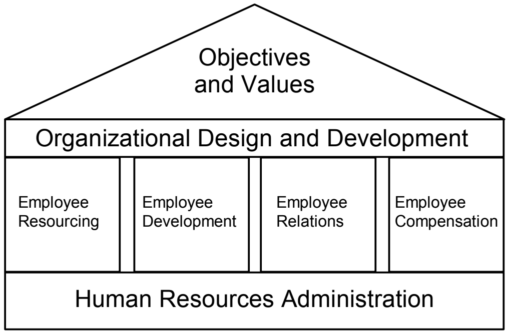
We can view the relationship between HR management (HRM) and OD&D like this. HRM supports OD&D and, in turn, an organization's objectives and values:



Integrated, business-led human resource management can be divided into four functional areas as follows:

- Employee resourcing
- Employee development
- Employee relations
- Employee compensation

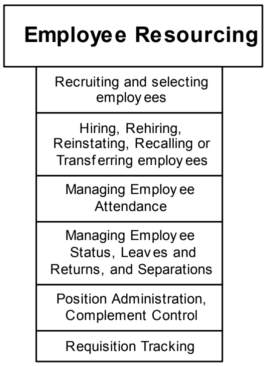
These four areas become the 'pillars' of the integrated HRM solution, as represented here:



Area 1: Employee Resourcing

'Resourcing' involves recruiting, selecting, hiring, utilizing employees with the knowledge, skills and abilities that make them useful to the organization, and eventually retiring or terminating those employees. It ensures that an organization's demand for human assets is supplied at all times by competent workers.

The employee resourcing processes undertaken by most organizations are shown in the employee resourcing pillar:



To support these processes, Human Resources Administration provides the following functionality:

Recruiting and selecting employees

Human Resources Administration provides a variety of facilities to assist you in recruiting and selecting employees.

- Using Applicant Tracking, you can manage the applicant process from the recording of initial applicant information through the interviewing and hiring stages. This component provides facilities to:

- Separate applicant records from employee records.
- Record extensive information on applicants including demographics, job or position applied for, preferred work environment, work history, and contacts/references.
- Record recaps of each interview conducted.

- Hire an applicant and transfer all information to a production company.

- Using Position Administration, you can match the requirements for an open position against those of active applicants.

- Using Requisition Administration, you can track applicants and new hires through the recruitment and selection process. You can ensure that no position is filled without a formal request.

- Using Complement Control, you will automatically be notified of any position vacancies. Complement Control also manages the number of vacancies for which you can recruit.

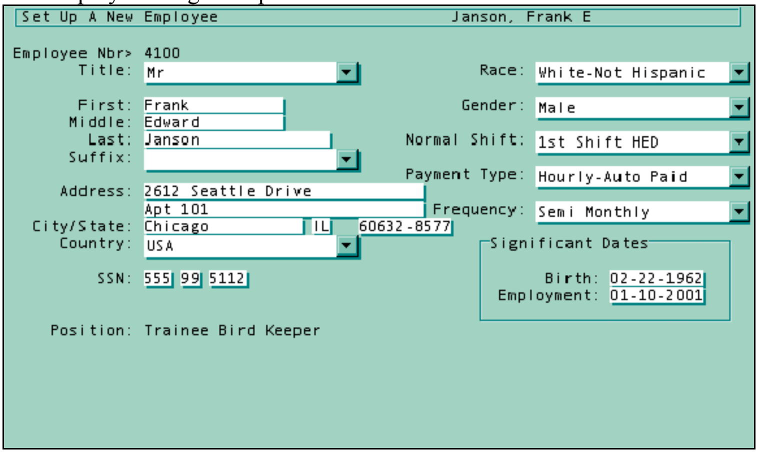
Hiring, rehiring, reinstating, recalling, and transferring employees

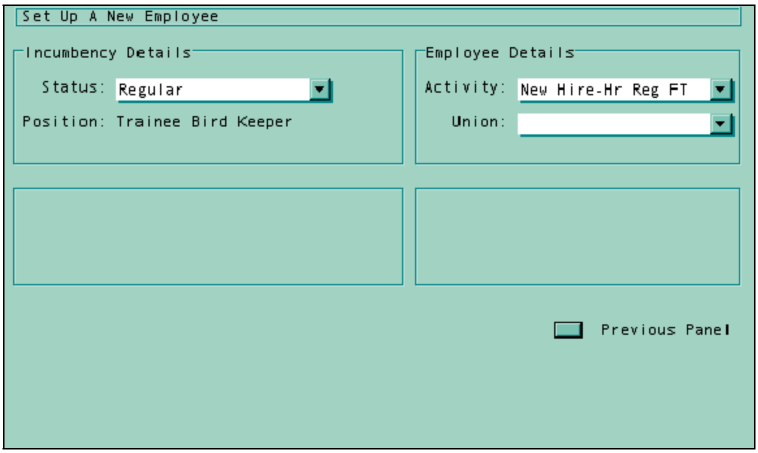
During the hiring process, you assign an Employee Number to an employee and enter demographic and work-related information.

To hire an employee, you will use a pre-defined template. Templates are used to establish common information for a group of employees in one model record. For example, you might create separate templates for hourly, union employees and full-time, salaried employees. When an employee is hired using a template, the template's information is automatically copied to the employee's master record. Because templates populate forms with pre-defined information, they also save data entry time and prevent data entry errors.

Two methods are provided for hiring employees. Using the Employee Information form (EF-SCR) method, you complete detailed information on a series of forms. Using the Quick Hire method, you can hire an employee using a single form (NH-SCR). This method allows you to enter just enough information to get an employee on the payroll. You can add more detailed information about the employee at a later time.

The first and second panels of the following form show the result of using Quick Hire for a new employee using a template:





Optional information you can add about employees includes the following:

- Personal and identification information, including marital and citizenship status, visa information, and security clearance.
- Contact information, including the employee's e-mail address, fax number, cellular, car, and pager numbers.
- Telephone and employment information, including work and home telephone numbers, original applicant number, and employment agency used for hiring, if applicable. If you use applicant tracking, this information is automatically populated.

- Spouse and dependent information, which is helpful for tracking benefit entitlements. Data that can be recorded includes names, ages, and birth dates.

Which procedure you will follow to enter an employee's initial salary depends on whether or not you are using Position Administration.

Rehiring, reinstating, and recalling former employees is simply a matter of updating an employee's master record with current information. The parity requalification date calculated by the system, along with your company policies for leaves of absence, can be used to modify the employee's adjusted seniority date.

Transferring employees is accomplished on a single form (ET-SCR). During the transfer process, you indicate whether payroll, basic human resource, and benefits data should reside in both the old and the new organization, just the old organization, or just the new organization.

☞ *Refer to* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Managing employee attendance

Absence Management provides a foundation for employee scheduling and tracking employee absences by providing running balances for different types of absences, for example, jury duty, sick day, funeral, and various medical leaves.

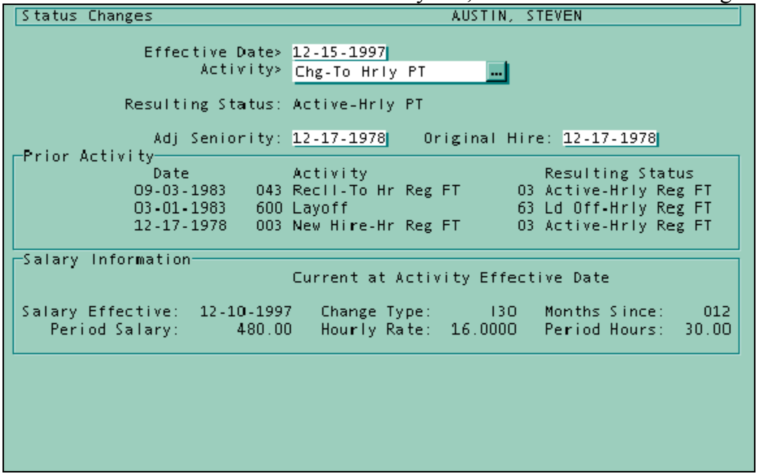
Tracking both excused and unexcused absences provides a clear understanding of why and how previous absences have occurred, and how much time remains for the balance of the year. This information can be used to spot trends in employee absenteeism.

In addition, you can establish weighted absence rating schemes based on individual company policies.

☞ *Refer to* **Managing Employee Attendance** *(on page 165) for more information.*

Managing employee status changes, leaves and returns, and separations

During the implementation of the Human Resources Administration, you will establish a table of valid activities and their resulting employment statuses. When processing employee status changes, leaves and returns, and separations, these rules will be automatically invoked to determine resulting employee statuses. For example, the following form shows that employee Steven Austin is being changed from an hourly full-time employee to an hourly part-time employee. Because the activity of 'Chg-To Hrly PT' is used, the system determines his new status to be 'Active-Hrly PT', as shown on the following form:


Status Changes AUSTIN, STEVEN

Effective Date> 12-15-1997
Activity> Chg-To Hrly PT

Resulting Status: Active-Hrly PT

Adj Seniority: 12-17-1978 Original Hire: 12-17-1978

Prior Activity

Date	Activity	Resulting Status
09-03-1983	043 Recll-To Hr Reg FT	03 Active-Hrly Reg FT
03-01-1983	600 Layoff	63 Ld Off-Hrly Reg FT
12-17-1978	003 New Hire-Hr Reg FT	03 Active-Hrly Reg FT

Salary Information

Current at Activity Effective Date

Salary Effective:	12-10-1997	Change Type:	130	Months Since:	012
Period Salary:	480.00	Hourly Rate:	16.0000	Period Hours:	30.00

☞ *Refer to* **Processing Terminations, Leaves and Returns, and Other Major Activities** *(on page 205) for more information.*

Position Administration

Position Administration facilitates an integration of organizational vision and HRM.

An organization's mission can be defined as 'what the organization is in business to do'. An organization's vision can be defined as 'what the organization will look like when it does this right'. A key component of achieving an organizational vision is implementing an organizational structure. Using Position Administration, you can define the structure of your organization, in terms of units and roles (positions). Position Administration makes possible the strategic alignment of HRM and an organization's goals.

Position Administration provides you with the ability to:

1. Identify gaps in your organization for the following critical activities:

   - Recruitment—Find 'best fit' applicants by defining requirements for positions, and then match those to the external or internal applicant's data.

   - Succession planning—Define requirements for key positions, and then match against information on the Employee Database.

   - Employee development/career planning—Identify what skills/education is required for a position and then determine if an employee has the skills/education. The identified gap becomes the training plan for the employee.

   - Project staffing—Build an organization unit for a project, define positions for each project role, and then search the Employee Database for 'best fit' candidates.

2. View your organization's resource strengths and weaknesses:

- Determine where your organization has a concentration of skills.
- Determine where your organization has vacancies.

3. Restructure your organization.

You can easily reorganize the structure of an organization, or experiment with different scenarios and evaluate their impact, simply by using the dynamic reorganization facilities.

Refer to the Using Position Administration documentation for more information.

Complement Control

Complement Control can be used with Position Administration to limit hires and transfers based on headcounts, Full Time Equivalents (FTEs), or hours budgeted for positions. The values at the organization unit level can be used for complement control purposes, or separate complement values can be set up on a position-by-position basis. This facility prevents the complement from being exceeded when new hires or internal transfers take place.

Refer to the Using Position Administration documentation for more information.

Requisition Administration

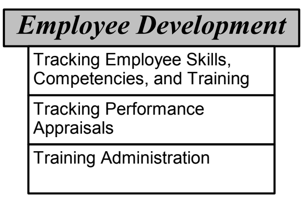
The Requisition Administration component provides the means for controlling the recruitment process through the use of authorized requisitions. Requisition Administration is fully integrated with Position Administration. It can also be used in conjunction with Applicant Tracking.

Refer to the Using Requisition Administration documentation for more information.

Area 2: Employee Development

This function is sometimes narrowly referred to as 'training' or 'training and development.' The employee development function focuses on the abilities of your organization's employees to successfully complete the work they are assigned. It involves much more than simply providing training materials or courses to employees. It includes a wide range of such activities as identifying needed skills through competency gap analysis, providing development opportunities, tracking employee competencies, and tracking and analyzing performance appraisal results. These activities can be undertaken on both an organizational level and an individual employee level.

The processes that will help you manage employee development effectively are shown in the employee development pillar:



Tracking employee skills, competencies, and training

Succession planning, career planning, and workforce planning are three areas of employee development that require extensive information about employees. To foster these types of planning, you can track the following types of information about employees:

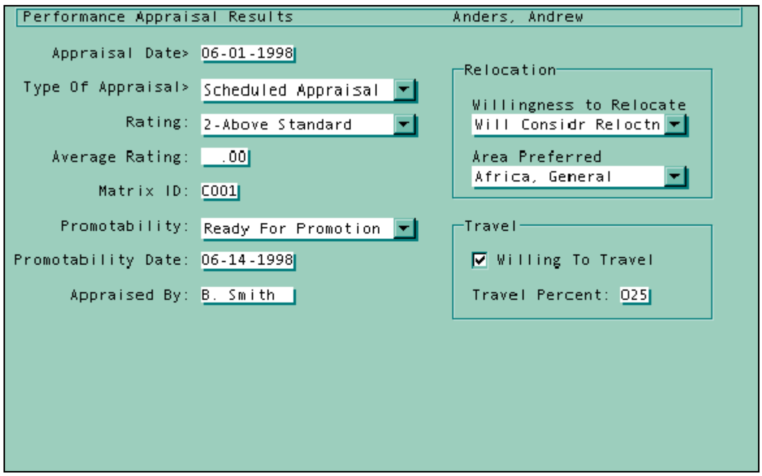
- Formal education
- Training scheduled and taken
- Tuition reimbursement
- Skills and competencies
- Certificates, licenses, permits, and their expiration dates
- Professional association memberships

☞ *Refer to* **Tracking Employee Skills,Competencies, and Training** *(on page 237) for more information.*

Tracking performance appraisals

Human Resources Administration provides facilities for you to both schedule/track performance appraisals and record their results.

Extensive information can be recorded about performance appraisals. The following form shows the results of a scheduled performance appraisal for employee Andrew Anders:



The two following reports are provided to help you track performance appraisals:

- Performance Appraisal Scheduled For Month Of: XX (1R-RPT)
- Performance Appraisals Not Returned By Expected Date (1Q-RPT)

If you are using Salary Administration, you can link performance appraisal ratings to automatically generate pay increases.

☞ *Refer to* **Tracking Performance Appraisals** *(on page 267) for more information.*

Training Administration

The Training Administration component allows you to define courses, schedule classes, and set up training programs. Complete registration and reporting facilities are provided, including automatic wait-listing of students for fully booked classes and class confirmation/cancellation and reminder notifications.

Cost analysis and chargebacks can be tracked using standard reports, including the following:

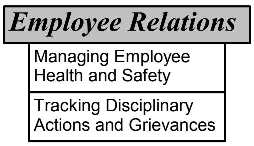
- Training Expenditure Charge-Back (27RRPT)
- Training Expenditure Disbursement (28RRPT)

Refer to the Using Training Administration documentation for more information.

Area 3: Employee Relations

'Employee relations' refers to aspects of the employee-organization relationship that are not already provided for under the areas of employee resourcing, employee development, and employee compensation. These are employee health and safety management and the tracking of disciplinary actions and employee grievances.

The two processes of the human relations area in an integrated HRM solution take their place in our diagram of an integrated HRM solution as shown here:



Managing employee health and safety

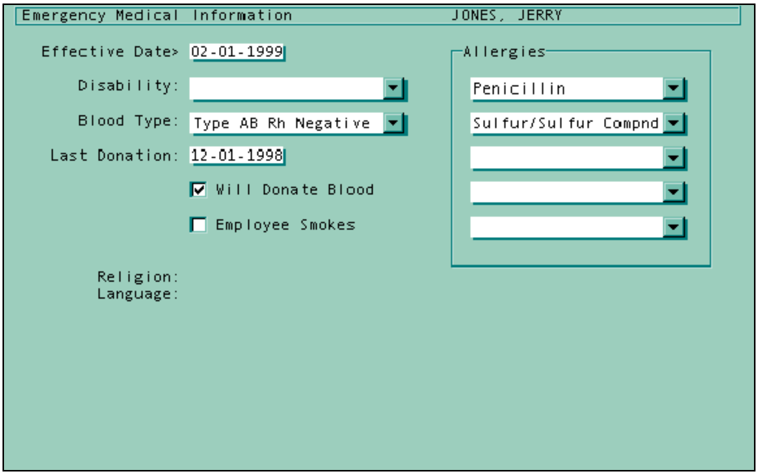
Facilities are provided for you to record, track, and report on the health and safety of employees including individual employee conditions, such as allergies, work restrictions, and workplace accidents. Standard reports are provided for reporting accidents to regulatory organizations, such as OSHA.

Job forming and wellness plans are accommodated through physical exam scheduling and reporting.

You can record and track the following:

- Emergency medical information (15-SCR)
- Injury, illnesses and work restrictions (17-SCR)
- Emergency contact and physician (16-SCR)
- Physical exams scheduled and completed (18-SCR)
- Physical exam test results (19-SCR)
- Injury Information (PR-SCR)
- Additional Injury Information (PROSCR)

The following form shows the emergency medical information recorded for an employee:



Refer to **Managing Employee Health and Safety** *(on page 285) for more information.*

Tracking discipline and grievances

Part of employee or labor relations includes the tracking of disciplinary actions taken against employees and the tracking of grievances filed by employees.

For disciplinary actions, you can track the date and type of problem and then the specific information about the action taken. You can also indicate whether a follow up review should take place, and, if so, when.

For grievances, you can record complete information about the grievance, including occurrence date, type of grievance, and location. You can also track additional information, such as references to any contract bearing on the grievance.

The following reports are provided to help you track disciplinary actions and grievances:

- Disciplinary Actions Report (3M-RPT)—This report provides a summary of the disciplinary actions taken against employees by the organization.
- Grievance Recording And Status Report (3V-RPT)—This report provides a summary of the employee grievance information on file.

Refer to **Tracking Discipline and Grievances** *(on page 319) for more information.*

Area 4: Employee Compensation

'Employee compensation' encompasses a range of business practices aimed at securing and retaining the right employees with the right skills. It refers to all forms of both monetary and nonmonetary compensation or remuneration paid to an employee.

An important emphasis of employee compensation is total or overall compensation. It refers to more than just payroll; it includes all forms of compensation between the organization and the employee. Those forms can be divided roughly into the two following broad categories:

- **Monetary compensation—**Includes basic payroll (salary or wages), performance-based bonuses and increases, cost-of-living adjustments, special-duty or hazard pay, annual and other periodic bonuses, and any other form of monetary compensation, including benefit plans (such as retirement programs) and reimbursement of employee relocation expenses.

- **Nonmonetary compensation—**Includes all other forms of compensation or perquisites, such as use of company property (automobiles, computers, and other equipment or tools), use of company credit cards, health-club memberships, and discount buying-club memberships.

The processes of managing the various forms of employee compensation take their place in our diagram as shown here:

Employee Compensation
Managing Employee Compensation
Tracking Employee Relocation Expenses
Allocating and Recovering Property from and Employee
Salary Administration
Benefits Administration

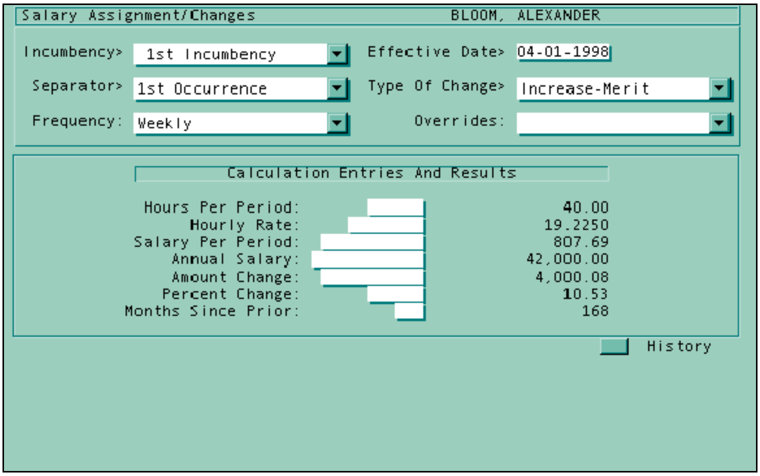
Managing employee compensation

Managing employee compensation involves the following issues:

- Salary changes
- Monetary perquisites and bonuses
- Salary reviews
- Analysis of salary data

Employee salary increases can be entered manually or generated using Salary Administration. All generated and calculated amounts can be overridden.

The following form (with Position Administration in use) shows the results of recording a salary change directly for an employee:



The system allows for the recording of both monetary perquisites, such as automobile allowances, travel subsidies, bonuses, and commissions.

Salary reviews are handled separately from performance reviews. Salary reviews can be scheduled online and tracked online or by using standard reports. The following reports are available to help manage the salary review process:

- Scheduled Salary Reviews Within Selected Months (19-RPT)
- Salary Review Forms Not Returned By Date (18-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

Among the reports available for analysis of employee salary data are the following:

- Salary Analysis By Grade (14-RPT)
- Over Maximum/Under Minimum (17-RPT)
- No Salary Adjustment On File For Last 12 Month Period (1Z-RPT)
- Salary Distribution By Performance/Time-In Job (1Y-RPT)
- Salary Increase Analysis (1V-RPT)

☞ *Refer to* **Managing Employee Compensation** *(on page 335) for more information.*

Tracking employee relocation expenses

Facilities are provided for you to record and analyze all important aspects of employee relocation, including such items as:

- Employee relocation moves (34-SCR)
- Closing costs (35CSCR)
- House-hunting expenses (35HSCR)
- Moving expenses (35MSCR)
- Shipping/storage costs (35SSCR)
- Temporary living expenses (35TSCR)
- Bridge loans (36-SCR)

☞ *Refer to* **Tracking Employee Relocation Expenses** *(on page 369) for more information.*

Allocating and recovering property from an employee

You can track the costs and allocation measures associated with non-monetary perquisites, company property, and automobiles that are often tied to an employee's compensation package. Specifically, you can:

- Record non-monetary perquisites (20-SCR)
- Assign company property (22-SCR)
- Assign company automobiles (24-SCR)
- View company property and automobiles not yet returned (96RSCR)
- Record the return of company property (99-SCR)
- Record the recovery of company automobiles (98-SCR)

☞ *Refer to* **Allocating Property to and Recovering Property from Employees** *(on page 401) for more information.*

Benefits Administration

The Benefits Administration component provides complete functionality for defining and administering benefits plans. It retains information about employee eligibility and participation in any or all benefits plans, and tracks benefits costs for the employee as well as for the company. Specific features of Benefits Administration include the following:

Plan setup

All benefits plan rules are defined using standard tables. When an employee is enrolled in a plan, the plan rules are automatically invoked.

Using a benefits Control Number, each company can have its own set of benefits tables, or several or all companies can share the same benefits tables.

Plan administration

Benefits Administration provides complete support for the following categories of plans:

- Welfare
- Deferred (Defined Benefit, Defined Contribution, and Thrift/savings)
- Flexible Benefits

The system automatically recalculates coverage and contribution amounts based on changes to an employee's master record (for example, a salary increase) or to a plan in which an employee is enrolled (for example, a change in the employee contribution amount).

Facilities are provided for spouse, dependent, and beneficiary tracking. Multiple beneficiaries and associated percentages can be identified for a plan.

Reports used for the administration of benefits

An extensive library of standard reports is provided for organizational, administrative, and regulatory reporting. Types of reports include:

- Plan rules
- Enrollment registers
- Flex benefits communication forms
- Benefits activities
- Retirement counseling notices
- Plan premium statements
- Actuarial interface tapes can be created in your desired format

☞ *Refer to the Using Benefits Administration documentation for more information.*

Salary Administration

The Salary Administration component tracks job evaluations and merit increase guidelines, performs budgeting analysis, and automates the salary review and performance appraisal process. Salary Administration allows you to do the following:

Process salary reviews and conduct salary analysis

Facilities are provided to record the dates and types of reviews to be conducted, as well as their projected completion dates. Online or packaged reports are provided to determine who is due for a performance or merit review in a specified time period. Salary authorization forms can be produced for use as turnaround documents for management signatures.

Produce salary forecasts for budgetary purposes

Multiple salary plans can be created using different increase policies, creating 'what-if' scenarios. Within the various scenarios, employees can be simultaneously assigned to a maximum of three plans (for example, a 3 percent, 5 percent, and 8 percent increase), allowing you to compare the results among the three plans.

Salary Administration accommodates a variety of methods for budgeting of salary changes. These methods can be used interchangeably and in combination:

- Manager's discretion
- Increase matrices to consider each employee's job performance rating and position in salary grade
- Across-the-board increases targeted to specific groups of employees

Update salary grades and ranges

Each job may be tied to a salary grade and range, allowing you to access an employee's compa ratio and position in range. Once salary ranges have been established, they can be easily changed as salary grades are reevaluated. Changes to salary grades can be calculated and applied automatically using a percentage or midpoint formula.

Mass salary updates

Mass salary updates may be processed based on parameters entered on a parameters form. The update program has the ability to update as well as report mass salary changes. This program can also be used in a 'what-if' mode.

An audit report is produced each time the program is run, showing the results of the calculation for each selected employee. This report is produced in both update and report-only mode.

Report information used in the administration of salary changes/budgeting

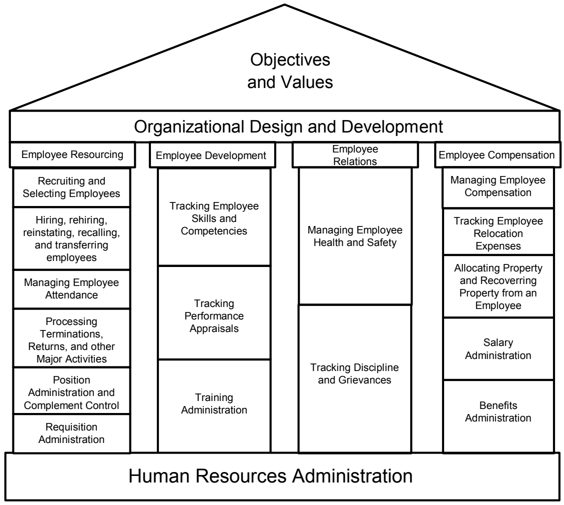
Numerous standard reports are provided, including the following:

- Salary Increase Analysis (1V-RPT)
- Annual Budget (5C-RPT)
- Over Maximum/Under Minimum (17-RPT)
- Budget to Actual Comparison (5J-RPT)

☞ *Refer to the Using Salary Administration documentation for more information.*

The complete, integrated HRM solution

The four functional areas of an integrated HRM solution are now complete:



eCyborg Interactive Workforce---to manage employee information

As you determine your HR strategy, consider the advantages of using eCyborg Interactive Workforce. This web-based employee self-service application gives your employees real-time access to view, add, and update their personal information held within The Solution Series. A user-friendly, web-based interface, Interactive Workforce enables employees to enter, update, or view their personal information. In addition, it contains a benefits module that enables your employees to enroll in benefits online and to view their current benefits enrollments.

Interactive Workforce does not display the forms used in The Solution Series. Instead, Interactive Workforce presents web pages on which users view, enter, or update information. Communication between Interactive Workforce and The Solution Series is performed via an application programming interface (API) that allows the two software applications to pass information to each other. Following are some of the factors to consider as you determine your HR strategy.

Added focus on HR strategic tasks

One of the obvious benefits of using eCyborg Interactive Workforce is that HR staff can spend less time dealing with tactical work, such as updating basic employee details and handling information requests. This allows more time to focus on strategic work.

Employee information more current

Employees who own their data can control their data by updating personal information immediately without assistance. Information is as current as employees choose to make it. Information maintained by employees includes:

- Marital status
- Family members
- Name and address including a separate mailing address
- Contact information including phone, fax, and email details
- Emergency contacts
- Emergency doctor

Online access to personal information for employees

Instant access to information is an important benefit to employees, particularly being able to review their pay information online. Employees can potentially access eCyborg Interactive Workforce any time they want at work via the network. If they have access to their organization's intranet from remote locations, they can also access their information from home or another offsite location.

Online benefits enrollment

Using the benefits enrollment functionality significantly reduces the level of HR staff involvement in benefits enrollment, leaving them more time to focus on the more strategic aspects of benefits administration.

Reporting options

Human Resources Administration provides a variety of reporting options.

Reporting Administration

Reporting Administration is a value-add product from Cyborg that combines the power of the business intelligence tools from Cognos Corporation, a Cyborg strategic partner, with a relational database (data mart) package from Cyborg.

Reporting Administration includes the following:

- Functionality to extract data from the system into a relational database data mart.
- Functionality to launch the Cognos reporting tools directly from the system.
- Cyborg-specific Impromptu catalogs for the delivered data mart, which promote intuitive user access to the data extracted from the system and placed in the data mart.
- Cognos reporting tools (Impromptu, Power Play, and so on).

Standard human resource management reports

Nearly 100 HR packaged reports are delivered with the system. You can use these reports as delivered, or customize them to meet your needs. The reports range from simple alphabetic listings of current employees to regulatory reports.

☞ *Refer to the* **Report Quick Reference** *(on page 421) for samples of the standard HR reports delivered with the system.*

HR queries and reports

Custom online queries and reports can be developed using Solution View. Queries are developed by choosing text boxes to be displayed and then specifying what mathematical operations to perform on the data (totals, averages, counts, and so forth). Selection criteria includes point-in-time reporting and literal comparisons (for example, equal to, less than, greater than, and, or, and/or). Query definitions can be saved for future use.

☞ *Refer to the Using Solution View documentation for more information on creating and running online queries and reports.*

P A R T 2

Employee Resourcing

In This Section

CHAPTER 3

Recruiting and Selecting Employees

In This Chapter

Introduction

The recruitment and selection of employees is one of the first steps in implementing the employee resourcing phase of your organization's integrated human resource management plan. This section focuses on the nine key stages of the recruitment and selection process and explains how you can use Cyborg's products to accomplish each of these stages and associated tasks.

Tasks

This section explains the following:

- Adding an applicant's basic information
- Entering an applicant's name and address details
- Entering an applicant's job or position applied for
- Entering an applicant's work history
- Entering an applicant's job references
- Recording an applicant's contact information
- Recording an applicant's identifying information
- Recording an applicant's preferred work environment
- Selecting candidates for interview
- Monitoring an applicant's interview process
- Reviewing the applicant's profile
- Entering the successful candidate's job details

☞ *Refer to* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) to learn how to transfer applicants to an active employee organization.*

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- An employee template (Logical Employee Model) for the applicant organization
- Applicant tracking Control Numbers on the Company-To-Rules Cross-Reference for Applicant Tracking form (AT-SCR)
- System Options form (TG-SCR) with Position Administration option set to 'In Use' if you will be using the Position Administration

If you are not using Position Administration, set the Position Administration option on the System Options form (TG-SCR) to 'Not In Use'.

Questions answered

The following questions are answered in this section:

1. What are the options available when recruiting employees?
2. How can using applicant organizations facilitate the recruitment process?
3. How are templates used to enter information in the system?
4. What data is required and what data is optional when entering applicant information?

The recruitment and selection process

The recruitment and selection of employees is the first step in implementing the employee resourcing phase of your organization's integrated human resource management plan. Ideally, the process of recruiting and selecting employees follows a careful analysis of the skills, competencies, and other workforce characteristics needed by your organization. Individuals (from either inside or outside the organization) who possess the skills, competencies, and other characteristics identified through that analysis become the target of the recruitment and selection process. These individuals are generally recruited for a particular job or position in which their qualifications match the necessary skills. Qualifications are often classed into 'minimum required' qualifications and additional 'desired' qualifications that further distinguish one candidate as being more suitable than another for a particular job.

The process of recruiting and selecting employees may be developed from any of the various strategies. Each organization tends to go about recruitment and selection in its own unique way. In general, organizations typically complete the nine key stages in the recruitment and selection process that are discussed next.

1. Identify a vacancy and obtain authorization to fill it

Vacancies are customarily identified when a staff opening occurs in a team or work group, sometimes because an employee leaves a position or because of a budgetary allocation of an additional position. Your organization can also identify vacancies by using the Position Administration and Requisition Administration components. Requisition Administration is particularly useful because of its capability in tracking authorizations to fill vacant positions. Vacancies are easily tracked and managed using both Position Administration and Requisition Administration.

2. Define the particulars of the specific job or position to be filled

Once a vacancy has been identified and approved for filling, particulars such as starting salary, salary range, start date, department, and location must be defined. These factors usually become part of the information you will advertise to recruit candidates. Additionally, you will need to define details about the recruitment effort itself, such as the period of time to be allowed before the application-submission deadline, when the position is to be filled, and whether applicants from outside a particular department or from outside your organization will be considered.

3. Advertise the job opening and recruit potential candidates for the position

The job opening may be advertised either inside or outside of the organization, or both, depending on your organization's strategy for filling a particular position. Typical forms of recruitment advertising include mass advertising such as newspaper ads, radio spots, internet notices, internal postings, employee-referral programs, job-placement agencies, job fairs, campus recruiting, and professional search firms. Your organization may also use the system to identify current employees who have the skills and competencies needed to fill the available job.

The goal of all these forms of recruitment is to generate a pool of interested (yet not necessarily qualified) candidates. Internal candidates may complete a job-bid form or submit a full application to indicate their interest in the vacant position. An abbreviated application may be acceptable from internal candidates, as more in-depth information about current employees' qualifications and work history is maintained on each employee's record within the system. Applicants from outside the organization will typically complete a comprehensive job application. They may be asked to submit a personal resume or Curriculum Vitae showing recent work history, educational achievements, and other information about their qualifications.

4. Eliminate candidates who do not meet the minimum qualifications for the position

Once a pool of candidates has been created, you should evaluate and eliminate those candidates who do not meet the minimum qualifications for the position. Minimum qualifications are frequently described in easily quantifiable terms, such as 'two years of experience', 'Bachelor of Science degree', and 'current certification as medical technologist'. Candidates who do not possess the minimum qualifications are removed from the candidate pool and eliminated from further consideration for the position.

5. Assess the qualifications of the remaining candidates

Candidates who meet the minimum qualifications for the position should now be reevaluated in terms of skills, competencies, work history, educational achievements, licenses and certifications, and so forth. Depending on the nature of the job for which a candidate is being considered, your organization may complete such evaluation tasks as holding one or more interviews with each candidate, conducting assessment or other aptitude tests, and administering written or oral examinations of a candidate's knowledge, skills, and competencies. Your organization may also contact individuals whose names have been given as references for each candidate as a means of evaluating the employee's work habits, communication skills, problem-solving abilities, and so forth. It is possible that a candidate must pass a physical examination because of the physical requirements of a particular job. Cyborg's products become valuable tools as you record the results of each type of evaluation conducted for each candidate.

6. Select the individual or individuals who appear to best fit the organization's needs

The results of your evaluations of the candidates may be quantified by the use of a rating scale for each qualification or attribute being sought. You may decide to weigh certain qualifications more heavily than others because of the importance of those qualifications to your organization and/or position. Candidates with the highest overall score or those that best fit the ideal candidate profile are selected as being the most suitable for the position. You may want to avoid contacting any remaining qualified candidates to tell them they have not been selected for a position at this stage, since the candidate selected may not accept the terms of employment offered or may have accepted employment elsewhere during the time that passed since applying for the position.

7. Extend a job offer to the selected individuals

Although it is likely you will have already outlined the particulars about the available job to the candidate early in the recruitment process, this information should be reviewed in more detail when tendering a job offer to the successful candidate. Terms of employment such as working hours, starting date, and salary should be agreed upon. The candidate will either accept or reject your organization's offer at this time. Once the offer is accepted, the candidate becomes an employee. The system simplifies converting a candidate into an active employee, as the system uses the information captured during the recruitment and selection process to build what will become the employee record.

8. Notify unsuccessful candidates

Candidates not selected for employment should be told that they have not been selected for the job in a timely fashion. Typically, a letter is used to inform the unsuccessful candidates that the position has been filled by another candidate. It is a good idea to maintain a positive relationship with these unsuccessful candidates, as you may consider them for future positions for which they qualify. The system assists you in notifying the unsuccessful candidates and maintains data about each candidate for future evaluation.

9. Analyze the recruitment and selection process just completed

The overall success of your organization's recruitment and selection effort over the long term is greatly enhanced by effectively tracking candidate qualifications and your recruitment methods. It is also possible that information about your organization's recruitment efforts may be required by various government agencies for monitoring of fair employment practices or for other purposes.

As the final stage in the recruitment process, you should look back at the process and discover improvement opportunities for the future. You may want to analyze the effectiveness of the recruitment process by examining the number of candidates (qualified and not qualified) obtained from each recruitment source. You can also analyze recruitment results by job or the current status of each candidate. A list of all active applicants that can be considered for another position is readily available. The information recorded in the system throughout the recruitment and selection process makes all this analysis and reporting possible in an efficient and meaningful way.

Cyborg's products provide ample capability for tracking and managing information at each step in the recruitment and selection process, from identifying a vacancy and defining the job to be filled, to notifying unsuccessful candidates and hiring successful candidates as employees. Timely analysis of each recruitment effort is facilitated by having complete information about the job opening, candidates recruited, and recruiting sources available within the system.

Apply the Concept
What are the nine stages in the recruitment and selection process?

Which functionality to use in the recruitment and selection process

The system contains several components that can be used in the recruitment and selection process. Each of these components is designed to improve the efficiency of your recruitment processes, and to improve the quality and functionality of the data that is being tracked. The components that you select are entirely up to your organization. The functionality of the Applicant Tracking, Position Administration, Requisition Administration, and Complement Control components is discussed in the following sections in relation to the recruitment and selection process.

Use of Applicant Tracking functionality

The Applicant Tracking component allows you to store and track details about an applicant. It is up to you to determine when in the recruitment process that you will start using the system to record applicant details.

It is also up to your organization to decide how much detail will be recorded for each applicant. An applicant record can be created by entering a minimum of data. However, a wide range of forms are available for recording a variety of applicant data. Any data entered at the applicant stage is not a waste of time, as most of this data is transferred to the employee record when the candidate is hired and becomes an employee. You may choose to enter detailed information for only those applicants who are considered strong candidates for the position.

Use of Position Administration functionality

In the area of recruitment and selection, very strong links exist between the Position Administration and the Applicant Tracking components. Identifying candidates who meet your minimum requirements is easily accomplished by matching these requirements to those of the position for which the applicant is applying. For example, if your minimum requirement for a position is a degree in engineering, you can track the educational credentials of all candidates to find a match.

The Position Administration component can also help you identify internal applicants who meet the minimum requirements.

To create the link between Position Administration and your applicant organizations, you must switch the Position Administration setting on the System Options form (TG-SCR) to 'In Use'. Alternatively, you can set the Control Number for System Options on the Company-To-Rules Cross-Reference For HR form (AX-SCR) to the same Control Number in your position management organization.

☞ *Refer to the Using Position Administration documentation for more information.*

Use of Requisition Administration functionality

A key element in the recruitment and selection process is being able to adequately fill positions with the right candidate (or candidates) when vacancies occur. Requisition Administration allows your organization to fill vacancies with candidates who are either applicants or existing employees. While the Applicant Tracking component focuses on applicant details, the Requisition Administration component focuses on requisition details.

The use of Requisition Administration in your organization can improve management of the requisition process for a new job or position and can also help in facilitating the tracking of internal candidates for vacant positions. It allows you to track applicants and new hires throughout the recruitment and selection process. The system keeps track of all requisitions, and ensures that a position is not filled without a formal request. Particularly useful is the ability to notify you immediately when a vacancy has been filled. This prevents you from hiring more than one candidate for a given position. Use of the Position Administration component is not required to make use of the functionality found in the Requisition Administration component.

☞ *Refer to the Using Requisition Administration documentation for more information.*

Use of Complement Control functionality

The Complement Control component can be used during the recruitment and selection process to automatically identify a position vacancy and to manage the number of vacancies for which you can recruit. The Complement Control functionality provides you a comparison complement for each position. Position Administration must be in use to use the Complement Control functionality.

☞ *Refer to the Using Position Administration documentation for more information.*

Use of applicant organizations

It is critical that you keep applicant data safely apart from regular employee data so, for example, an applicant can never receive a paycheck. In order to access the applicant tracking forms within the system, you must use an applicant organization. The Company Category list box on the Company Options form (AF-SCR) identifies whether or not it is an applicant organization.

It is up to your company to determine how many applicant organizations to set up. For example, you could set up separate applicant organizations for current applicants, rejected applicants, and any other unsuccessful applicants. This will help you keep active applicants apart from inactive applicants who have been eliminated from consideration.

The decisions on which applicant organizations will be created within your organization are usually decided upon during implementation of the system. When you hire an applicant, basic information about the applicant is automatically transferred to the employee organization. If you transfer an applicant to another applicant organization, the basic data is also transferred.

Apply the Concept
How is a transfer defined in the system?

Use of templates

The system allows you to record applicant information on templates (also called Logical Employee Models) that are stored on the Employee Database. The use of templates ensures that vital applicant information is entered in a consistent, correct, and usable manner. It will also save you time because you will not have to reenter data that is common to a group of applicants.

You must use one of the applicant templates to add an applicant to the system. A base template with default information should be defined for adding your applicants and employees. The system also allows you to use more than one template in cases where you are entering different information for different groups of applicants. Templates should be set up when you implement the system.

The system allows you to change the default information when adding an applicant or employee if the information is different from that on the template.

A template must be named as follows: LMODEL<space>unique, two-character alphanumeric value. For example, 'LMODEL A1' is a valid applicant template name.

☞ *Refer to the Implementing Human Resources Administration documentation for more information on setting up Logical Employee Models.*

Note: *Position Administration must be set to 'Not in Use' on the System Options form (TG-SCR) in order to set up or edit Logical Employee Models. The setting can then be reset to 'In Use' after the Logical Employee Model has been created or changed.*

See also:

■ Adding an applicant's basic information ***(on page 51)***
For detailed directions on adding an applicant's basic information.

■ Entering an applicant's name and address details ***(on page 54)***
For detailed directions on entering an applicant's name and address details.

■ Entering an applicant's job or position applied for ***(on page 56)***
For detailed directions on entering an applicant's job or position applied for information.

■ Entering an applicant's work history ***(on page 59)***
For detailed directions on entering an applicant's work history.

■ Entering an applicant's job references ***(on page 61)***
For detailed directions on entering an applicant's job references.

■ Recording an applicant's contact information ***(on page 63)***
For detailed directions on recording an applicant's contact information.

■ Recording an applicant's identifying information ***(on page 65)***
For detailed directions on recording an applicant's identifying information.

■ Recording an applicant's preferred work environment ***(on page 68)***
For detailed directions on recording an applicant's preferred work environment.

- Selecting candidates for interview ***(on page 71)***
For detailed directions on selecting candidates for interview.
- Monitoring an applicant's interview progress ***(on page 73)***
For detailed directions on monitoring an applicant's interview progress.
- Reviewing the applicant's profile ***(on page 75)***
For detailed directions on reviewing the applicant's profile.
- Entering the successful candidate's job details ***(on page 76)***
For detailed directions on entering the successful candidate's job details.

Required and optional applicant data

It may be helpful to know that only two forms are required to add an applicant record to the system. The remaining forms contain optional information.

Required applicant forms

These forms are required when adding applicants:

- Applicant Information (001SCR)—Used to add a new applicant to one of your applicant organizations. Also records basic applicant information such as applicant number, social security number (US), application date, and status.

- Applicant Name and Address (002SCR)—Used to record a job applicant's name and address information.

Optional applicant forms

The following forms are optional:

- Applicant Contact Information (008SCR)—Used to record information regarding when, where, and how an applicant wants to be contacted. This information will only reside on the applicant record.

- Applicant Identifying Documentation (005SCR)—Used to record an applicant's credentials, such as citizenship and visa information. This information will transfer to the employee record.

- Applicant Job Reference (009SCR)—Used to record information about the persons the applicant has supplied to you as job or personal references. An unlimited number of references can be recorded. This information will transfer to the employee record.

- Applicant Preferred Work Environment (004SCR)—Used to record the applicant's preferred work environment, current work status, and availability details. This information will only reside on the applicant record.

- Applicant Work History (006SCR)—Used to record an applicant's previous employment information. This information will only reside on the applicant record.

- Hired Applicant Pre-Transfer Information (020SCR)—Used to enter additional information about the successful candidate before being hired and transferred to an active employee organization. Location information will transfer to the employee record, but salary information will only reside on the applicant record.

- Interview Recap (007SCR)—Used to record the results from applicant interviews. A separate record for each interview is recorded. If an applicant is transferred to active employee status using the Applicant Transfer form, this form information is not transferred.

- Job or Position Applied For (003SCR)—Used to record information about the position for which an applicant has applied. The position interfaces with the Position Administration. If hired, the applicant is automatically linked to the position. For this to occur, you must also enter the position on the Applicant Transfer form. If you are not using Position Administration, you can enter the job for which the applicant is applying on this form.

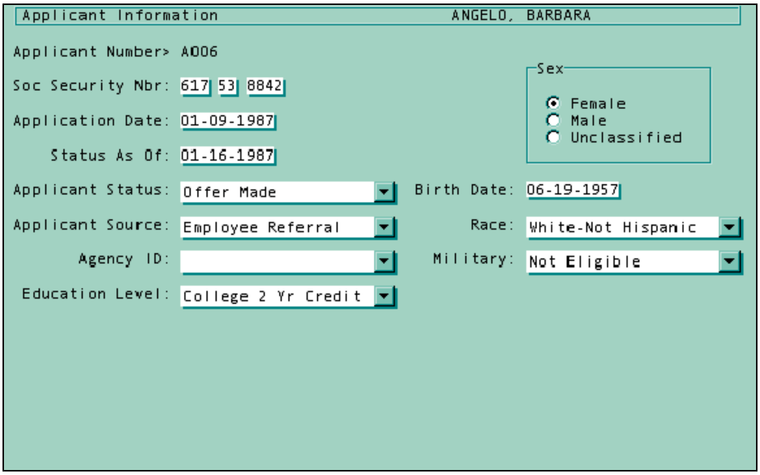
- On-Line Applicant Profile (010SCR)—Used to view the data that has been recorded for an applicant online.

Identification of applicants and references

Before you begin recording applicant information, devise a numbering scheme for uniquely identifying applicants and each of their references.

Applicant numbers

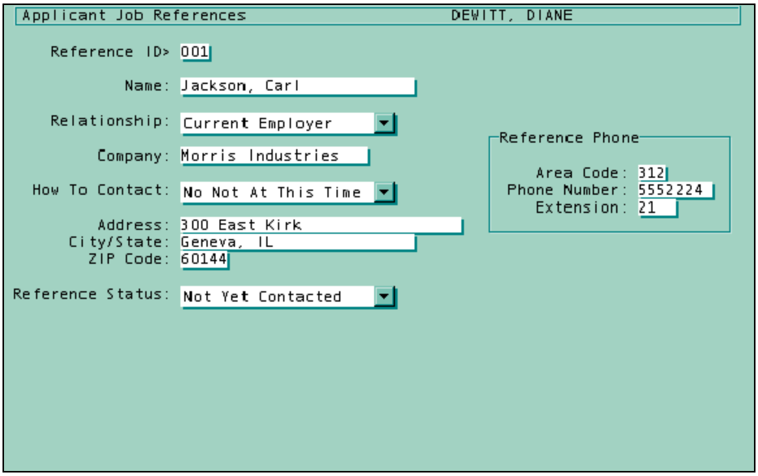
An applicant number is an alphanumeric identifier of up to ten positions. Your organization should devise a numbering scheme for assigning these, such as the example that follows:



Note: *The assignment of applicant numbers can be automated by customizing the system.*

Reference IDs

This text box contains the unique three-position identifier assigned to each of the business or personal references supplied by an applicant. You will need to devise a scheme for tracking these, such as the example that follows:


Applicant Job References
DEWITT, DIANE
Reference ID> 001
Name: Jackson, Carl
Relationship: Current Employer
Company: Morris Industries
How To Contact: No Not At This Time
Address: 300 East Kirk
City/State: Geneva, IL
ZIP Code: 60144
Reference Status: Not Yet Contacted
Reference Phone
Area Code: 312
Phone Number: 5552224
Extension: 21

Reports used for recruiting and selecting employees

Reporting is an important part of the recruitment and selection process, allowing you to check, review, and analyze the information you have recorded for your applicants. For example, you can produce reports that list all applicants that have been interviewed or all employees hired after a specified date.

The following is a list of the standard reports that are related to the employee recruitment and selection process:

- Active Applicants With Specific Education report (0U-RPT)—Identifies active applicants who have major and minor subjects on file that match your specified subject option(s), for example, education, degrees earned, or cumulative grade point averages achieved.

- Active Applicants With Specific Skills (0V-RPT)—Identifies active applicants whose recorded skills and abilities match your specified skill options, allowing you to identify which potential employees have the skills required to perform a job/position.

- Alphabetic Listing Of Active Applicants (0B-RPT)—Identifies active applicants within the Applicant Tracking component.

- Alphabetic Listing Of Active/Inactive Applicants (0A-RPT)—Identifies active and inactive applicants within the Applicant Tracking component.

- Applicant Certificates, Licenses, And Permits (0F-RPT)—Lists unexpired certificates, licenses, and permits (CLPs) for all applicants as of a specified date.

- Applicant Education And Skills Profile (0H-RPT)—Provides a list of the education and skills on file for all active applicants. The information included on this report is recorded on the Formal Education form (30-SCR) and the Skills And Competencies form (33-SCR).

- Applicant Expired Certificates, Licenses, And Permits (0G-RPT)—Provides a list all of your active applicant's certificates, licenses, and permits that have expired and are due to be renewed on or before a specified date. This allows you to identify which applicants to contact for renewal.

- Applicant Listing By Job Code (0J-RPT)—Produces a listing of applicants by the job code for which they have applied or are being considered. This report may be helpful in identifying those jobs that have a high turnover and those that have a large number of interviews conducted before an applicant is hired.

- Applicant Listing By Major Code and Education Level (0P-RPT)—Provides educational information for all active applicants.

- Applicant Listing By Position Number (0K-RPT)—Produces a listing of applicants by the positions for which they have applied or are being considered. The current applicant status and position status are also displayed.
- Applicant Listing By Skill Code And Proficiency Rating (0R-RPT)—Provides skill information for all active applicants.
- Applicant Listing By Source (0S-RPT)—Provides the source where your applicants first heard about a job opening along with applicable job agency information. This information may help you identify which advertising media are most effective in recruiting applicants for specific positions.
- Applicant Listing By Status (0I-RPT)—Produces a listing of all applicants by their current applicant status code and the jobs for which they are being or have been considered.
- Applicant Listing By Training Course (0T-RPT)—Produces a list of the recorded training information for applicants.
- Applicant Listing With Specified Training Course (0W-RPT)—Identifies active applicants who have a required training course code recorded.
- Applicant Mailing Address Labels (0Q-RPT)—Produces a mail label for correspondence with applicants.
- Applicant Preferred Work Environment (0Z-RPT)—Provides information on each applicant's preferred work environment, current work status, and availability details.
- Applicant Professional Associations (0E-RPT)—Provides a list of active applicants and their recorded professional membership information. The information on this report is recorded on the Professional Association Memberships form.
- Applicant References (03-RPT)—Provides an alphabetical list of all the reference information on an applicant's file, identifying if the reference has been contacted, and if so, any responses.
- Applicant Telephone Contact Directory (0C-RPT)—Provides all of the information necessary to contact an applicant by telephone. The report displays an alphabetical listing of all telephone information given by active applicants.
- EEO-1 Report for Applicants by All Jobs Applied For (02-RPT)—Produces a listing of applicants considered for jobs which are part of a formal, on-the-job training program.
- EEO-1 Report for Applicants by All Jobs Applied for and EEO Establishment (02ERPT)—Produces a listing of applicants considered for jobs which are part of a formal, on-the-job training program sorted by EEO location.

- EEO-1 Report for Applicants by Single Job and EEO Establishment (01ERPT)—Produces a listing of applicants totaled by sex, race and EEO job category sorted by EEO location.
- EEO-1 Report for Applicants Counted by Single Job (01-RPT)—Produces a listing of applicants totaled by sex, race and EEO job category.
- Interview Evaluation (04-RPT)—Creates an evaluation form to be sent to the interviewer of every applicant whose interview has not yet been evaluated.
- I.R.C.A. Record of Verification (0M-RPT)—Provides a listing of all applicants in regards to meeting the Immigration Reform and Control Act of 1986.
- Newly Added Applicants By Position Number (0N-RPT)—Produces a listing of newly added applicants by the positions for which they have applied or for which they are being considered.
- Newly Added Applicants With Job Code (0L-RPT)—Produces a list of applicants by job code within a specified range of original application dates.
- Reference Request Letter (0X-RPT)—Provides a personalized reference request letter for each of your applicant's job references, making it easy for the job reference to respond more promptly after being contacted.
- Telephone Reference Check (05-RPT)—Produces a checklist of questions to ask an applicant's job reference that you have been requested to contact by telephone.

Applicant letters

The following is a list of the letters that you can send candidates who send you resumes and who interview with you:

- Applicant Interview Response/Negative (04CRPT)—Prints a negative response letter to an applicant you have interviewed but do not want to continue interviewing or hire.
- Applicant Interview Response/Positive (04DRPT)—Prints a positive response letter to an applicant you have interviewed and want to return for additional interviewing.
- Applicant Resume Response/Negative (04ARPT)—Prints a negative response letter to an applicant for whom you have received a resume but do not want to interview.
- Applicant Resume Response/Positive (04BRPT)—Prints a positive response letter to an applicant for whom you have received a resume and want to interview.

Note: *These letters may be customized to include the name, title, phone number, and other information about the sender of the letter.*

Detailed Directions

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will be adding an applicant (applicant number A012, Andrew Anders) to an applicant organization (993333). You will be using employee template 'LMODEL AT'.

Before starting the Guided Practice, verify that the Company-To-Rules Cross-Reference For Applicant Tracking form (AT-SCR) for organization 993333 has '9999' in the System Options and Activities text boxes.

If using Position Administration, also verify that the System Options form (TG-SCR) for organization 993333 is set to Position Administration 'In Use'.

Where needed, there are separate instructions for Position Administration users and non-users.

Adding an applicant's basic information

To enter basic information for an applicant, follow these steps:

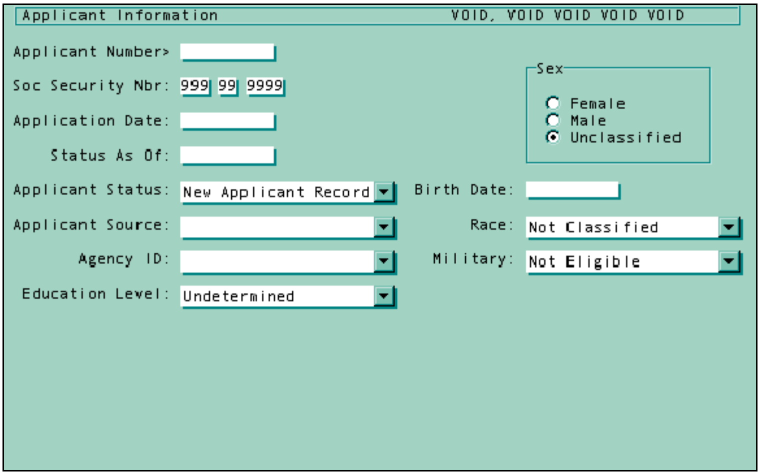
1. Access the Applicant Information form (001SCR)

The Applicant Information form (001SCR) is used to record basic applicant data and is similar to the Employee Information form for an active employee.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Basic Information

For practice, access the Applicant Information form (AT-SCR) for employee number 'LMODEL AT' in the 993333 organization.



2. Enter the Applicant Number

Enter an alphanumeric identifier of up to ten positions.

For practice, type 'A012'.

3. Enter the Soc Security Nbr

Enter the nine-digit social security number.

For practice, type '012-01-2012'.

4. Enter the Application Date

Enter the date that the applicant applied for the job. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1997' (US and Canada) or '15-12-1997' (elsewhere).

5. Enter the Status As Of

Enter the date that the application was submitted by the applicant. This text box is used in conjunction with the Applicant Status text box. When the status of an applicant changes, you must change the date in this text box to reflect the effective date of the change.

Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1997' (US and Canada) or '15-12'1997' (elsewhere).

6. Select the Applicant Status

The Applicant Status is automatically displayed by the system as 'New Applicant Record'.

For practice, leave this text box as 'New Applicant Record'.

7. Select the Applicant Source

Select the source of how the applicant found out about the job opening. You may update this option list (HR21) to include all of the applicant source options needed by your organization.

For practice, select 'Employment Agency'.

8. Select the Agency ID

Select the name of the applicant's employment agency. You may update this option list (PP589) to include all of the applicant agency IDs needed by your organization.

For practice, select 'ABC Executive Search'.

9. Select the Education Level

Select the highest level of education achieved by the applicant. You may update this option list (HR31) to include all of the education level source options needed by your organization.

For practice, select 'Bachelor Deg Business'.

10. Select the Sex (if provided)

Select the gender of the applicant from one of the options.

For practice, select 'Male'.

11. Enter the Birth Date (if provided)

Enter the applicant's birth date in MM-DD-CCYY or CCYYMMDD format. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '09-15-1960' (US and Canada) or '15-09-1960' (elsewhere).

12. Select the Race

Select the applicant's race. This option list (HR22) should already include all of the necessary race options.

For practice, select 'White-Not Hispanic'.

13. Select Military

Select the applicant's military status. You may update this option list (HR07) to include all of the military source options needed by your organization.

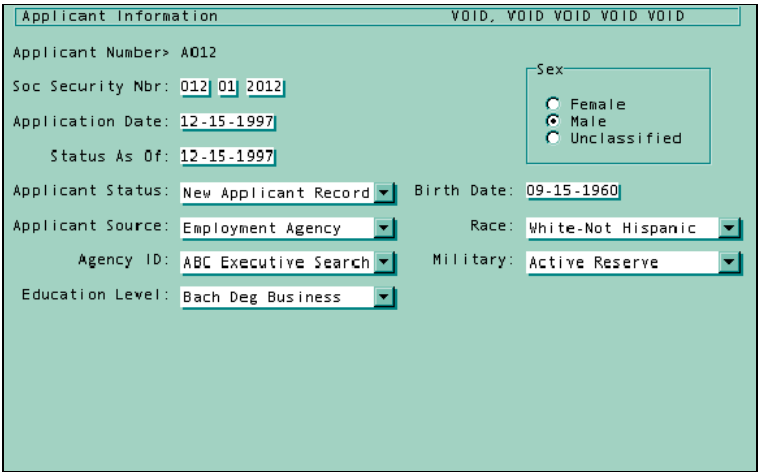
For practice, select 'Active Reserve'.

14. Click Save or press Enter

The applicant's information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Entering an applicant's name and address details

To enter an applicant's name and address details, follow these steps:

1. Access the Applicant Name and Address form (002SCR)

The Applicant Name and Address form (002SCR) is used to record a job applicant's name and address information.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Name and Address

For practice, access the Applicant Name and Address form (002SCR) for applicant A012, Andrew Anders.

2. Enter the Name Code

Typically, this text box is populated from the template being used. It is a three-digit value that describes the function of the name and address information that immediately follows it on the form. For example, '001' specifies a legal name and address.

For practice, leave this text box as '001'.

Enter the name (Steps 3 through 7)

3. Select the Title

This list box selection identifies the applicant's name prefix or title.

For practice, select 'Mr'.

4. Enter the First (name)

Type the applicant's first name.

For practice, type 'Andrew'.

5. Enter the Middle (name)

Optionally, type the middle name of the applicant. The first character of this text box will display as the last position on the title line of each form.

For practice, type '#' and delete the remaining text in this text box to remove the 'VOID' entry.

6. Enter the Last (name)

Type the applicant's legal surname.

For practice, type 'Anders'.

7. Select the Suffix

This list box selection identifies the applicant's name suffix, such as Jr. or Sr.

For practice, make no selection in this list box.

8. Enter the Address

Enter the applicant's street address in the first text box. The second text box is reserved for additional address information, such as apartment number.

For practice, type '2020 Michigan Avenue' and make no entry in the second text box.

9. Enter the City/State

Enter the city and state portions of the applicant's address.

For practice, type 'Chicago' and 'IL'.

10. Enter the ZIP

Enter the applicant's five-digit postal code. Optionally, enter the four-digit extended postal code preceded by a hyphen.

For practice, type '60606-0899'.

11. Select the Country

Select the applicant's country of residence.

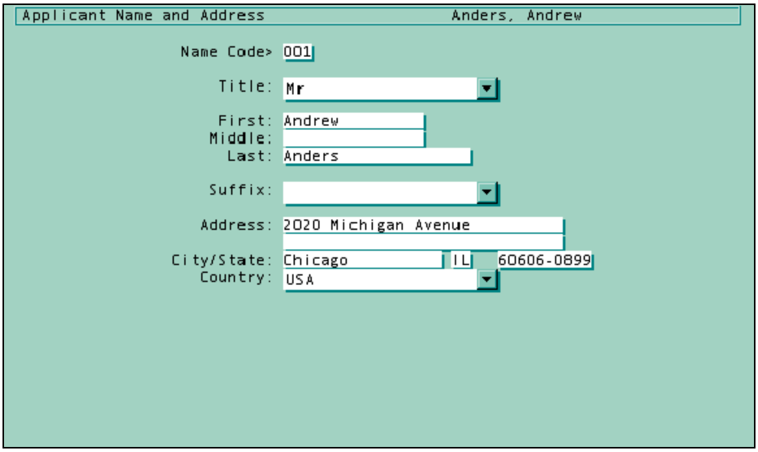
For practice, select 'USA'.

12. Click Save or press Enter

The applicant's name and address is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Applicant Name and Address   Anders, Andrew

Name Code> 001

Title: Mr

First: Andrew
Middle:
Last: Anders

Suffix:

Address: 2020 Michigan Avenue

City/State: Chicago IL 60606-0899
Country: USA

See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Entering an applicant's job or position applied for

To enter the job or position for which the applicant has applied, follow these steps:

1. Access the Job Or Position Applied For form (003SCR)

The Job Or Position Applied For form (003SCR) is used to record information about the job(s) and/or position(s) for which an applicant has applied.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Job/Position Applied for

For practice, access the Job Or Position Applied For form (003SCR) for applicant A012, Andrew Anders.

2. Select the Job Sequence Number

Select a number from 1 to 99 to identify the information for a specific job/position if the applicant is being considered for more than one job/position.

For practice, select '1'.

3. Enter the Date 1st Considered

Enter the date in which the applicant was first considered for the position for which he or she is applying. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1997' (US and Canada) or '15-12-1997' (elsewhere).

4. Enter the Requisition ID (optional)

Enter an up-to-six-position requisition identification of the job and/or position. This is the organization-defined requisition identifier of the job and/or position for which the applicant is being considered.

For practice, type '1270'.

Note: If Position Administration is not used, this text box requires no entry.

For practice, leave this field blank.

5. Select the Position (optional)

Select the position for which the applicant is being considered.

For practice, select 'Zoo Manager'.

Note: If Position Administration is not used, use the Job Code/Extent text boxes to enter the job code and extent for which the applicant is being considered (Zoo Manager is not included in existing job codes).

For practice, type a job code of '68000' and an extent of '0001'.

6. Select the Interview Status

Select the stage of the applicant in the interview process. You may update this option list (AT12) to include all of the interview status options needed by your organization.

For practice, select '1st Interviews Sched'.

7. Select the Standing

Select the applicant's standing in the evaluation process. You may update this option list (AT02) to include all of the standing options needed by your organization.

For practice, select 'Under Consideration'.

8. Enter the Org

Enter the organization where the job and/or position being applied for is located.

For practice, type '999999'.

9. Select the Dept

Select the department location for the job and/or position. You may update this option list (HR439) to include all of your departments. If the Department organization level being used is not level 3, the Field Maintenance And Edit form (F-NAME) must be used to read the appropriate option list and then link it to the Department text box.

For practice, leave this text box blank.

10. Select the EEO Loc

Select the EEO location where the job and/or position being applied for is located. You may update this option list (EO069) to include all of the EEO locations needed by your organization.

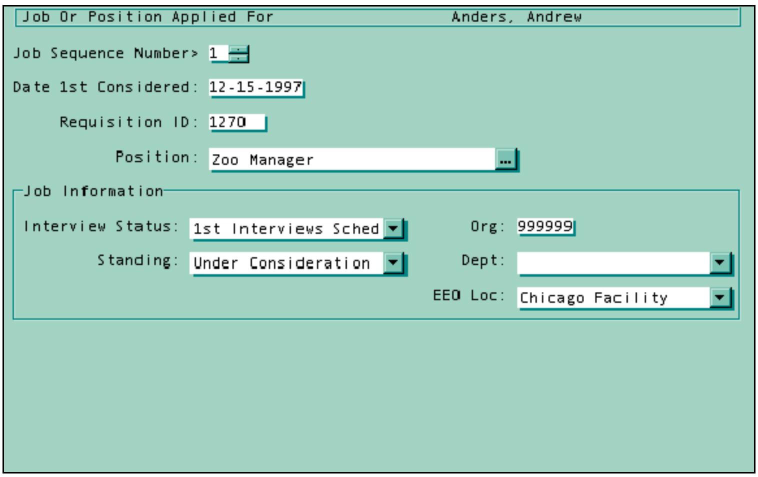
For practice, select 'Chicago Facility'.

11. Click Save or press Enter

The applicant's job or position applied for is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice and are using Position Administration, the resulting form should look similar to the example that follows:


Job Or Position Applied For   Anders, Andrew

Job Sequence Number> 1

Date 1st Considered: 12-15-1997

Requisition ID: 1270

Position: Zoo Manager

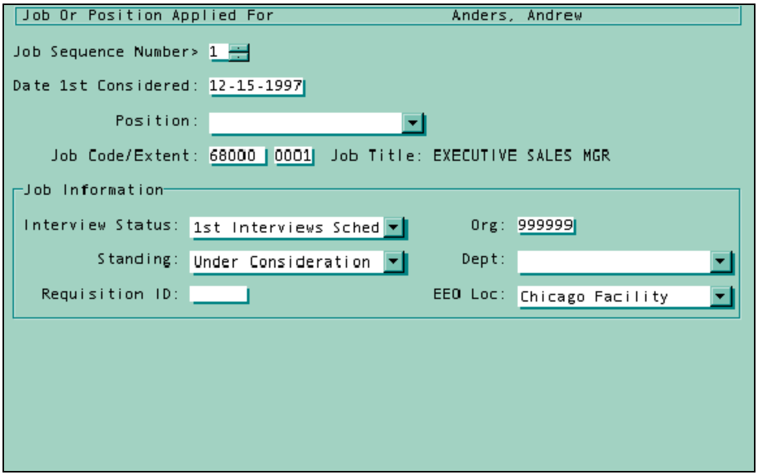
Job Information

Interview Status: 1st Interviews Sched   Org: 999999

Standing: Under Consideration   Dept:

EEO Loc: Chicago Facility

If you completed the Guided Practice and are *not* using Position Administration, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Entering an applicant's work history

To enter the work history for an applicant, follow these steps:

1. Access the Applicant Work History form (006SCR)

The Applicant Work History form (006SCR) is used to record information about an applicant's previous jobs. This information may be helpful when determining if an applicant has had the work experience necessary to make a contribution to your company.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Work/Salary History

For practice, access the Work/Salary History form (006SCR) for applicant A012, Andrew Anders.

2. Enter the From Date

Enter the date that the applicant began a specific job. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-09-1996' (US and Canada) or '09-02-1996' (elsewhere).

3. Enter the To Date

Enter the date that the applicant stopped working at the job listed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For example, type '12-01-1997' (US and Canada) or '01-12-1997' (elsewhere).

4. Select the Job Title Category

Select the job title category from the option list. You may update this option list (AT06) to include all of the job title categories needed by your organization. This text box allows you to record the job level held at the organization.

For practice, select 'Manager'.

5. Select the Job/Industry

Select the job/industry category of the applicant's former position. You may update this option list (AT07) to include all of the job/industry options needed by your organization.

For practice, select 'Sciences/Technology'.

6. Enter the Prior Company

Enter the name of the company for which the applicant worked.

For practice, type 'Widget, Inc.'

7. Enter the Prior Salary

Enter the last salary paid to the applicant at the job being reported if the applicant has provided a salary history. This is a numeric text box that contains 9 digits.

For practice, type '54,000.00'.

8. Select the Reason Left

Select the reason given by the applicant for leaving the employment listed. You may update this option list (AT08) to include all of the reasons for leaving needed by your organization.

For practice, select 'Dissatisfaction'.

9. Enter the Job Reference Xref

Enter the three-digit reference ID of the person the applicant has assigned as the business reference for this job. Job reference numbers make it possible for you to record multiple references. This text box cross references the Reference ID text box on the applicant form that is used to record information regarding work references.

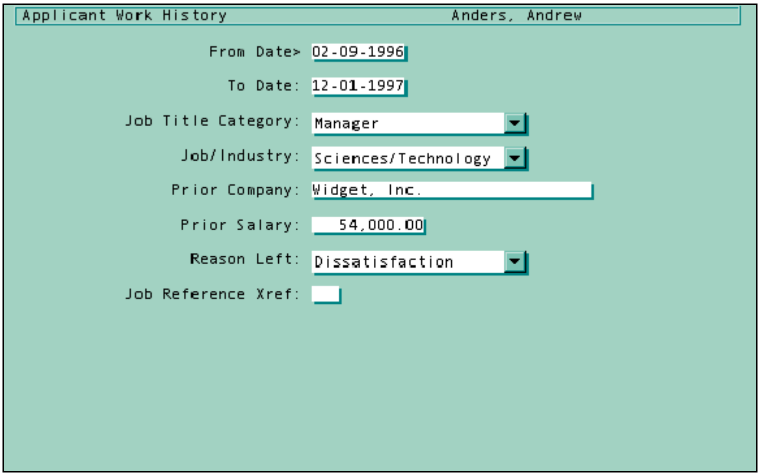
For practice, leave this text box blank.

10. Click Save or press Enter

The applicant's work history is now recorded.

For practice, click Save or press Enter.

If you competed the Guided Practice, the resulting form should look similar to the example that follows:



Applicant Work History   Anders, Andrew

From Date> 02-09-1996

To Date: 12-01-1997

Job Title Category: Manager

Job/Industry: Sciences/Technology

Prior Company: Widget, Inc.

Prior Salary: 54,000.00

Reason Left: Dissatisfaction

Job Reference Xref:

See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Entering an applicant's job references

To enter the job references for an applicant, follow these steps:

1. Access the Applicant Job References form (009SCR)

The Applicant Job References form (009SCR) is used to record information about the persons the applicant has supplied to you for business or personal references. An unlimited number of references can be recorded.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: References

For practice, access the Applicant Job References form (009SCR) for applicant A012, Andrew Anders.

2. Enter the Reference ID

Enter the reference identification number assigned to each of the business or personal references supplied by the applicant.

For practice, type '001'.

3. Enter the Name

Enter the name of the business/personal reference supplied by the applicant.

For practice, type 'Smith, Tony'.

4. Select the Relationship

Select the relationship between the applicant and the business or personal reference supplied by the applicant. You may update this option list (AT10) to include all of the relationship options needed by your organization.

For practice, select 'Prior Manager'.

5. Enter the Company

Enter the business or personal reference's company name if the reference is to be contacted at a place of business.

For practice, type 'Widget, Inc.'

6. Select How To Contact

Select how and when the applicant wants you to contact the business or personal reference. You may update this option list (HR71) to include all of the contacts needed by your organization.

For practice, select 'Yes But Phone Only'.

7. Enter the Address

Enter the street address to be used to contact the applicant's business or personal reference by mail.

For practice, type '32 Barton Circle'.

8. Enter the City/State

Enter the city and state of the address for the business or personal reference supplied by the applicant.

For practice, type 'Chicago, IL'.

9. Enter the ZIP Code

Enter the postal code of the address for the applicant-supplied business or personal reference.

For practice, type '60111'.

10. Select the Reference Status

Select the status and results of the reference checking process. You may update this option list (AT13) to include all of the reference status options needed by your organization.

For practice, select 'Phone Interview Pos'.

11. Enter the Area Code

Enter the reference's three-digit telephone area code.

For practice, type '312'.

12. Enter the Phone Number

Enter the reference's seven-digit telephone number including the hyphen.

For practice, type '342-4444'.

13. Enter the Extension

Enter the reference's telephone extension number.

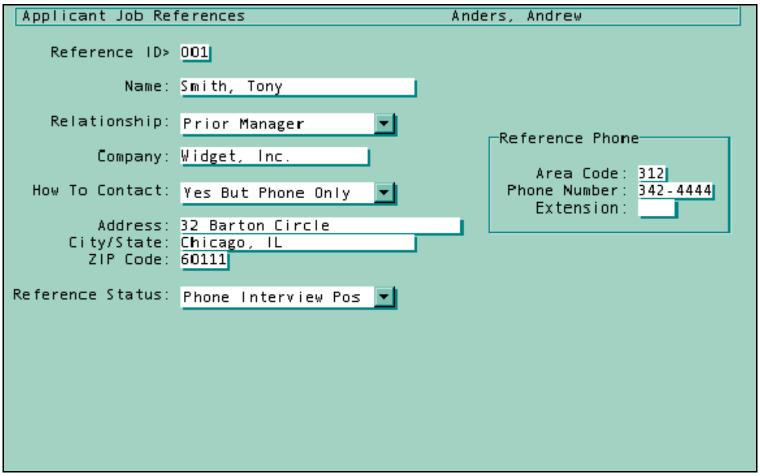
For practice, leave this text box blank.

14. Click Save or press Enter

The applicant's reference is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Applicant Job References Anders, Andrew

Reference ID> 001
Name: Smith, Tony
Relationship: Prior Manager
Company: Widget, Inc.
How To Contact: Yes But Phone Only
Address: 32 Barton Circle
City/State: Chicago, IL
ZIP Code: 60111
Reference Status: Phone Interview Pos

Reference Phone
Area Code: 312
Phone Number: 342-4444
Extension:

See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Recording an applicant's contact information

To enter contact information for an applicant, follow these steps:

1. Access the Applicant Contact Information form (008SCR)

The Applicant Contact Information form (008SCR) is used to record information regarding when, where, and how an applicant wants to be contacted by you.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Contact Information

For practice, access the Applicant Contact Information form (008SCR) for applicant A012, Andrew Anders.

2. Enter the Home Area Code

Enter the area code of the applicant home telephone number.

For practice, type '312'.

3. Enter the Home Phone Number

Enter the home telephone number of the applicant including the hyphen.

For practice, type '454-5432'.

4. Enter the Contact Hours

Enter the time frame during which the applicant will be available to be contacted at the applicant's home telephone number.

For practice, type '8AM - 10PM'.

5. Enter the Work Area Code

Enter the area code of the applicant's work telephone number.

For practice, leave this text box blank.

6. Enter the Work Phone Number

Enter the work telephone number of the applicant.

For practice, leave this text box blank.

7. Enter the Work Extension

Enter the extension number to be used with the applicant's work telephone number.

For practice, leave this text box blank.

8. Enter the Contact Hours

Enter the time frame during which the applicant will be available to be contacted by you at the applicant's work telephone number.

For practice, type 'None'.

9. Select Mail

Select whether or not the applicant wants to be contacted by mail. You may update this option list (AT09) to include all of the mail contact preferences needed by your organization.

For practice, select 'Contact at Home Only'.

10. Select Phone

Select whether or not the applicant wants to be contacted by telephone. You may update this option list (AT09) to include all of the phone contact preferences needed by your organization.

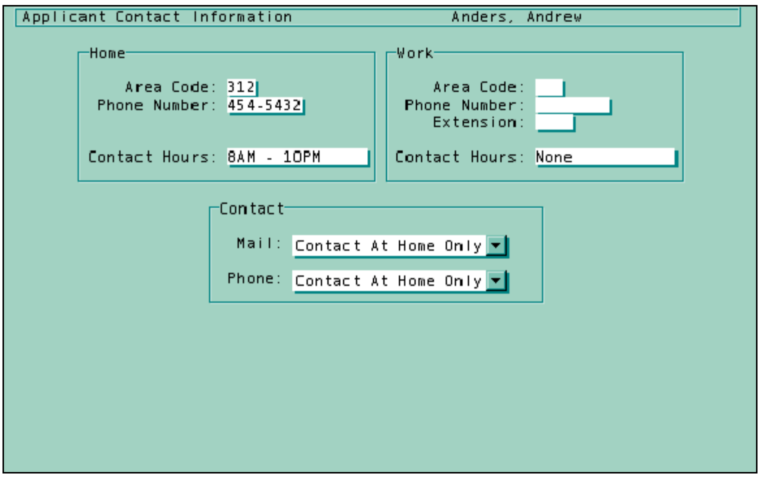
For practice, select 'Contact at Home Only'.

11. Click Save or press Enter

The applicant's contact information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Recording an applicant's identifying information

To record identifying information for an applicant, follow these steps:

1. Access the Applicant Identifying Documentation form (005SCR)

The Applicant Identifying Documentation form (005SCR) is used to continue recording applicant information and to add or change basic applicant data currently on an applicant's record.

Note: This type of information is usually not entered at this point in the recruitment process; typically, this is recorded after the applicant has been hired.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Identifying Information Documentation

For practice, access the Applicant Identifying Documentation form (005SCR) for applicant A012, Andrew Anders.

2. Enter the Record Date

Enter the effective date of the form's information. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1997' (US and Canada) or '15-12-1997' (elsewhere).

3. Select the Citizenship

Select the citizenship option of the country where the applicant holds citizenship. You may update this option list (HR05) to include all of the citizenship options needed by your organization.

For practice, select 'USA'.

4. Select the Visa

Select the visa type a non-citizen applicant has been granted. You may update this option list (HR06) to include all of the visa options needed by your organization.

For practice, leave this text box blank.

5. Enter Visa Expires

Enter the expiration date of the employee's current visa.

For practice, leave this text box blank.

6. Enter the Prior Name

Enter the employee's or applicant's prior surname (if applicant volunteered that a name change occurred).

For practice, leave this text box blank.

7. Select the Clearance (optional)

Select the level of security that has been granted this applicant. You may update this option list (HR08) to include all of the security levels needed by your organization.

For practice, leave this text box blank.

8. Enter the Clearing Agency (optional)

Enter the name of the agency used to establish the applicant's level of security clearance.

For practice, leave this text box blank.

9. Select the Verification

Select the identification procedure status. The status denotes whether or not the procedure has started and if identification could be produced. You may update this option list (HR49) to include all of the verification options needed by your organization.

For practice, select 'Documents Verified'.

10. Select the ID Provided

Select the type of identification document produced for verification. You may update this option list (HS09) to include all of the document options needed by your organization.

For practice, select 'Prov'd 2 Documents'.

11. Select the Identity

Select the type of document produced proving identity of the applicant. You may update this option list (HR49) to include all of the document options needed by your organization.

For practice, select 'Drivers License'.

12. Select the Employment

Select the type of document produced proving the applicant has employment authorization. You may update this option list (HR43) to include all of the document options needed by your organization.

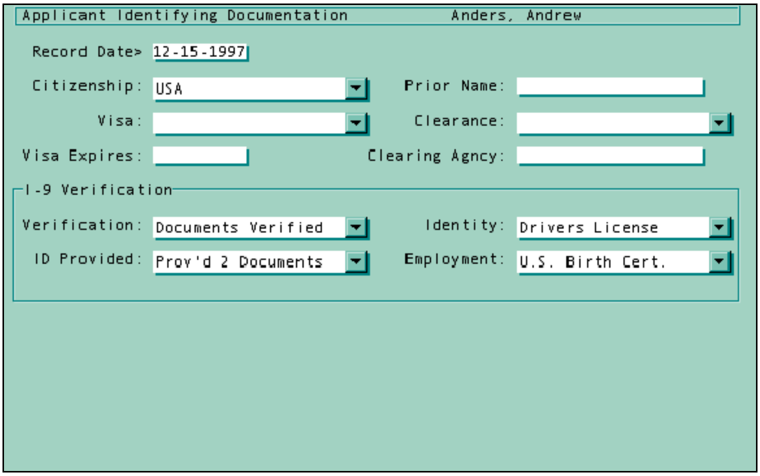
For practice, select 'U.S. Birth Cert.'

13. Click Save or press Enter

The applicant's identifying documentation is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Required and optional applicant data ***(on page 43)***
For a description of how this form is used to track applicant data.

Recording an applicant's preferred work environment

To record the preferred work environment for an applicant, follow these steps:

1. Access the Applicant Preferred Work Environment form (004SCR)

The Applicant Preferred Work Environment form (004SCR) is used to record the applicant's preferred work environment, current work status, and availability details.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Preferred Work Environment

For practice, access the Applicant Preferred Work Environment form (004SCR) for applicant A012, Andrew Anders.

2. Enter Recorded

Enter the date on which the applicant's preferred work environment and availability was recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1997' (US and Canada) or '15-12-1997' (elsewhere).

3. Enter the Req Days Notice

Enter the number of days of notice the applicant must give when terminating prior employment.

For practice, leave this text box blank.

4. Enter the Earliest Available

Enter the earliest date on which the applicant may be available to begin work. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1998'.

5. Check/do not check Lower Rated Job

Select the check box if the applicant prefers to be considered for a lower- or less-rated job than the one for which the original consideration was performed. If the applicant does not want to be considered for a lower rated job, leave the text box empty.

For practice, leave this text box blank.

6. Select Relocation Election

Select the applicant's willingness to relocate as a condition of employment. You may update this option list (HR19) to include all of the relocation elections needed by your organization.

For practice, select 'Will Consider Relocation'.

7. Select Preference 1

Select the applicant's geographic relocation preference. You may update this option list (HR20) to include all of the geographic preferences needed by your organization.

For practice, select 'USA Northwest'.

8. Select Preference 2

Select the applicant's second geographic relocation preference. You may update this option list (HR20) to include all of the geographic preferences needed by your organization.

For practice, leave this text box blank.

9. Check/do not check Will Work Shift

Select the check box if the applicant is willing to work on a job that requires working a shift other than straight days. If the applicant is not willing to do shift work, leave the text box empty.

For practice, leave this text box blank.

10. Select Shift Preference

Select which shift is acceptable to the applicant. You may update this option list (HR52) to include all of the shift preferences needed by your organization.

For practice, select '1st/ Day Shift Only'.

11. Select Schedule Preference

Select which of the work schedules the applicant prefers to work. You may update this option list (HR53) to include all of the schedule preferences needed by your organization.

For practice, select 'Any Schedule'.

12. Check/do not check Will Travel

Select the check box if the applicant is willing to travel as part of the job or position. If the applicant is not willing to travel, do not make an entry.

For practice, select 'Will Travel'.

13. Enter the Pct

If the applicant is willing to travel as part of the job or position, enter the percent of time the applicant finds acceptable for travel as part of a job or position.

For practice, type '025'.

14. Enter the Hourly

Enter the hourly rate the applicant expects to earn or the lowest amount the applicant will consider accepting as a starting hourly rate of pay.

For practice, bypass this entry. The text box will display .0000 when the form is saved.

15. Enter the Monthly

Enter the monthly salary that the applicant expects to be paid, or the lowest amount the applicant will consider as an acceptable starting monthly wage.

For practice, bypass this entry. The text box will display .00 when the form is saved.

16. Enter the Annual

Enter the annual salary that the applicant expects to be paid or the lowest amount the applicant will consider as an acceptable starting annual wage.

For practice, type '60,000'.

17. Enter the Term Date

Enter the date on which the applicant left your employment if they had previously worked for your organization. The date in this text box will help you determine if you have the Employee Database record on file. If so, you can process a rehire against the old record instead of entering a new record.

Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

18. Enter the Empl Nbr

If the applicant was previously employed by your organization, enter the applicant's previous employee number. If the applicant has not been previously employed by your organization, leave this text box blank.

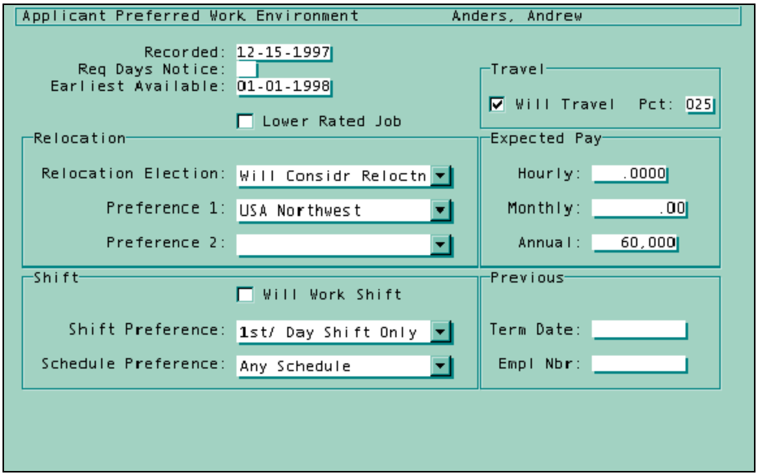
For practice, leave this text box blank.

19. Click Save or press Enter

The applicant's preferred work environment is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Selecting candidates for interview

To select candidates for interview, follow these steps:

1. Update Applicant Status on the Job or Position Applied For form (003SCR)

The Job Or Position Applied For form (003SCR) is used to record information about the job(s) and/or position(s) for which an applicant has applied, or is being considered.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Job/Position Applied for

For practice, access the Update Applicant Status on the Job or Position Applied For form (003SCR) for applicant A012, Andrew Anders.

2. Select the Interview Status

Select and update the applicant's status in the interview process for this job and/or position. You may update this option list (AT12) to include all of the interview status code options needed by your organization.

For practice, select '2nd Interviews Scheduled'.

3. Select the Standing

Select the status of an applicant's progress through the interview process for this job and/or position. You may update this option list (AT02) to include all of the standing status options needed by your organization.

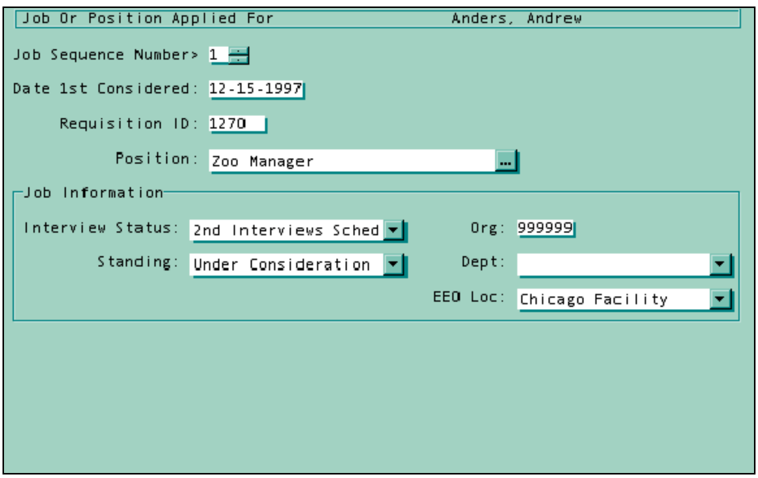
For practice, select 'Under Consideration'.

4. Click Save or press Enter

The applicant's updated status information is now recorded.

For practice, click Save or press Enter.

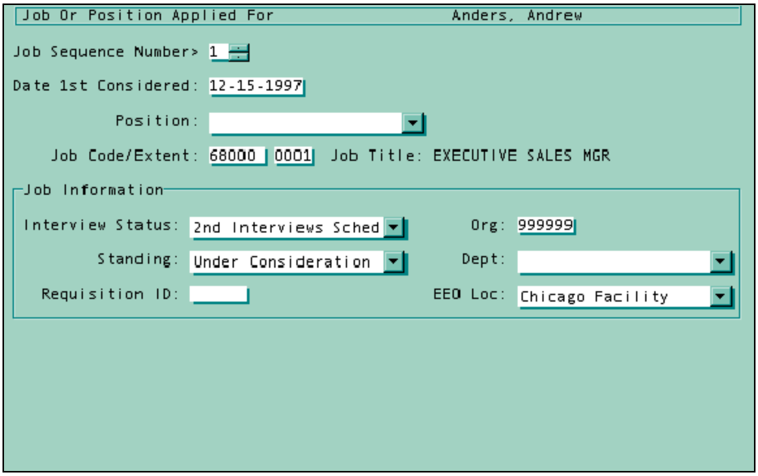
If you completed the Guided Practice and are using Position Administration, the resulting form should look similar to the example that follows:


Job Or Position Applied For   Anders, Andrew

Job Sequence Number> 1
Date 1st Considered: 12-15-1997
Requisition ID: 1270
Position: Zoo Manager

Job Information
Interview Status: 2nd Interviews Sched   Org: 999999
Standing: Under Consideration   Dept:
EEO Loc: Chicago Facility

If you completed the Guided Practice and are *not* using Position Administration, the resulting form should look similar to the example that follows:


Job Or Position Applied For Anders, Andrew

Job Sequence Number> 1

Date 1st Considered: 12-15-1997

Position:

Job Code/Extent: 68000 0001 Job Title: EXECUTIVE SALES MGR

Job Information

Interview Status: 2nd Interviews Sched Org: 999999

Standing: Under Consideration Dept:

Requisition ID: EEO Loc: Chicago Facility

See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Monitoring an applicant's interview progress

To monitor an applicant's interview progress, follow these steps:

1. Complete the Interview Recap form (007SCR)

The Interview Recap form (007SCR) is used to record information about applicant interviews. A separate record for each interview is recorded.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Recruit and Select Employees
Task:	Interview Results

For practice, access the Interview Recap form (007SCR) for applicant A012, Andrew Anders.

2. Select the Type

Select the type or level of the applicant interview that was conducted. You may update this option list (AT03) to include all of the interview recap type options needed by your organization.

For practice, select 'Second Department'.

3. Enter the Date

Enter the date on which the interview was conducted. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-22-1997' (US and Canada) or '22-12-1997' (elsewhere).

4. Select the Interviewer

Select the interviewer conducting the applicant interview. You may update this option list (AT03) to include all of the interviewers needed by your organization.

For practice, select 'Armstrong, Tom'.

5. Select the Sequence Number

Select the job sequence number of the job for which the interview was held.

For practice, select '1'.

6. Select the Rating

Select the rating the interviewer assigned to the applicant as a result of the interview. You may update this option list (AT05) to include all of the rating options needed by your organization.

For practice, select 'Recommend Hire'.

7. Enter the Interview Notes

Enter the notes from the interview that you may want to record for analysis purposes.

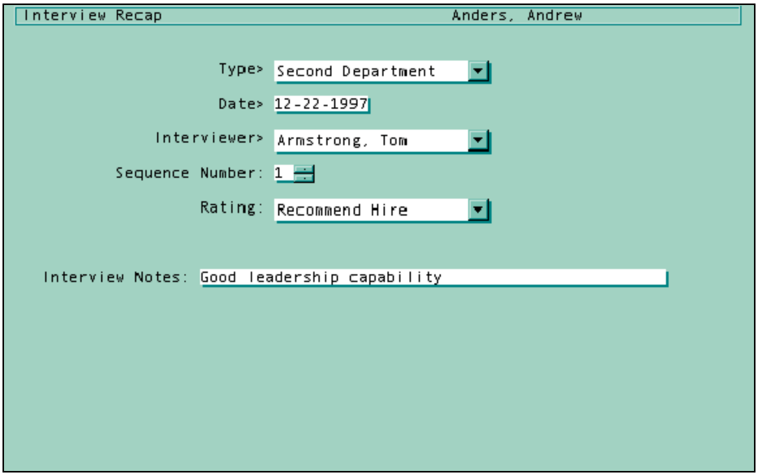
For practice, type 'Good leadership capability'.

8. Click Save or press Enter

The applicant's interview recap is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Reviewing the applicant's profile

To review the applicant's profile, follow this step:

Access the On-Line Applicant Profile form (010SCR)

The On-line Applicant Profile form (010SCR) allows you to view an applicant's Employee Database record online. After you have established a starting point on the Employee Database record to begin the profile process, the system continues paging through the applicant's record and displays all occurrences of the segments as they appear on the file. Each segment's data is prefaced with a two-line heading defining the information that appears.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: View Applicant Profile

For practice, access the On-Line Applicant Profile form (010SCR) for applicant A012, Andrew Anders.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

```
On-Line Applicant Profile                               Anders, Andrew

                 S
      Social     E       Appl        Birth        Appl     Appl   Status     Edu Mil
SC   Security    X Race Srce Agcy     Date        Date     Stat    As-Of     Lvl Stat
-- ------------ - ---- ---- ---- ---------- ---------- ---- ---------- --- ----
E  012-01-2012  M  01   01   AE  09-15-1960 12-15-1997  000 12-15-1997 405   7

SC   Key    Name / Address - Line 2             Address / City / State / Zip Code
--   ---    ------------------------------      ---------------------------------
F    001    Anders, Andrew                      2040 Michigan Avenue
F    001                                        Chicago, IL                 60606

   Area   Home    Area      Work        Contact
SC Code  Phone    Code    Phone  Ext  Mail/Phone Home-Cont-Hours  Work-Cont-Hours
-- ---- -------- ---- ------------ ---------- --------------- ---------------
OF 312  454-5432                        H    H   8AM - 10PM       None

       Rel                             Ref                        Area
SC Key Code Reference Name              C  Reference Company      Code/Phone/Ext
-- --- ---- -------------------------  -  -------------------- --- -------- ----
OG 001  05  Smith, Tony                 P  Widget, Inc.           312 342-4444
```

See also:

- Required and optional applicant data ***(on page 43)***

For a description of how this form is used to track applicant data.

Entering the successful candidate's job details

To enter the successful candidate's job details, follow these steps:

1. Access the Applicant Information form (001SCR)

The Status text box must be changed to 'Offer Accepted' on the Applicant Information form (001SCR) for the successful candidate.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Basic Information

For practice, access the Applicant Information form (001SCR) for applicant A012, Andrew Anders.

2. Change Applicant Status to 'Offer Accepted'

The Applicant Status text box must be changed to 'Offer Accepted' for the successful candidate.

Applicant Status: Offer Accepted

For practice, select 'Offer Accepted'.

3. Click Save or press Enter

Execute the form to process the entry. The applicant status information is now recorded.

For practice, click Save or press Enter.

4. Access the Job or Position Applied For form (003SCR)

The Standing text box must be changed to 'Offer Accepted' on the Job Or Position Applied For form (003SCR) for the successful candidate.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Update Applicant Status

For practice, access the Job Or Position Applied For form (003SCR) for applicant A012.

5. Change Standing to 'Offer Accepted'

The Standing text box must be changed to 'Offer Accepted' for the successful candidate.

For practice, select 'Offer Accepted'.

6. Click Save or press Enter

Execute the form to process the entry. The standing information is now recorded.

For practice, click Save or press Enter.

7. Access the Hired Applicant Pre-Transfer Information form (020SCR)

This form is used to enter some job details for the candidate when hired. This information does not transfer to the hired employee's record.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Pre-Transfer Information

For practice, access the Hired Applicant Pre-Transfer Information form (020SCR) for applicant A012.

8. Enter the Date

Enter the date on which the applicant was or will be hired. It is also the date that will be used as the key date for the location segments that may be created. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

9. Enter the Hourly Rate

Enter the hourly rate of pay that will be paid to the applicant when hired.

Note: Salary information does not transfer, so you may wish to simply provide an annual salary or an hourly rate for informational purposes.

For practice, bypass this text box. The text box will display .0000 when the form is saved.

10. Enter the Salary Per Period

Enter the salary per period that will be paid to the applicant when hired. Multiply the hourly rate by the number of hours in a period to determine the amount.

Note: Salary information does not transfer, so you may wish to simply provide an annual salary or an hourly rate for informational purposes.

For practice, bypass this entry. The text box will display .00 when the form is saved.

11. Enter the Annual Salary

Enter the annual salary that will be paid to the applicant when hired.

Note: Salary information does not transfer, so you may wish to simply provide an annual salary or an hourly rate for informational purposes.

For practice, type '64,500.00'.

12. Select the Pay Frequency

Select the pay frequency (PP29) that will be used to calculate the applicant's salary when hired.

For practice, select 'Semi Monthly'.

13. Enter the Hours Per Period

Enter the hours per pay period (in this case, semi-monthly) that the applicant will be working.

For practice, type '86.67'.

14. Select the Geographic Range

Select the geographic range (HR66) the applicant will, or is authorized to work within. Select 'All Locations' unless there are geographic differences in effect that apply to this particular position.

For practice, select 'All Locations'.

15. Select the Payment Type

Select the payment type that will be used to calculate the applicant's salary when hired. You may update this option list (PP40) to include all the various payment options you may require.

For practice, select 'Salary-Auto Paid'.

16. Select the EEO Establishment

Select the EEO establishment option for the location where the applicant will be working. You may update this option list (EO069) to include all of the EEO establishments you may require.

For practice, select 'Chicago Facility'.

17. Enter Organization Level 1

Enter the organization level 1 value in which the applicant's record will reside when it has been transferred at hire. This is an alphanumeric text box containing 2 characters.

For practice, type '99'.

18. Enter Organization Level 2

Enter the organization level 2 value in which the applicant's record will reside when it has been transferred at hire. This is an alphanumeric text box containing four characters.

For practice, type '9999'.

19. Select Organization Level 3

Select the organization level 3 value for the applicant's location when the applicant's record is transferred to the active organization as an employee.

For practice, select 'Region 3030'.

20. Select Organization Level 4

Select the organization level 4 value for the applicant's location when the applicant's record is transferred to the active organization as an employee.

For practice, select 'Department 4040'.

21. Select Organization Level 5

Select the organization level 5 value for the applicant's location when the applicant's record is transferred to the active organization as an employee.

For practice, select 'Section 5050'.

22. Select Organization Level 6

Select the organization level 6 value for the applicant's location when the applicant's record is transferred to the active organization as an employee.

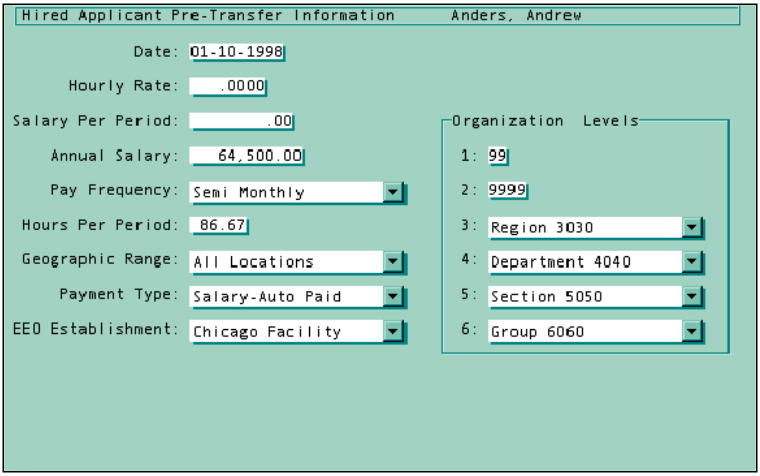
For practice, select 'Group 6060'.

23. Click Save or press Enter

The hired applicant's pre-transfer information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required and optional applicant data *(on page 43)*

For a description of how this form is used to track applicant data.

Extended Practice

Using the Applicant Tracking organization of 993333 and an employee template of 'LMODEL AT', add yourself as a new applicant as of the 1st of the current month. Repeat your initials twice (example: NENE) for the applicant number. You are applying for the position (requisition number 1805) of Zoo Manager and already have the first round of interviews scheduled. Enter all of the appropriate data on the Applicant Information form (001SCR), Applicant Name and Address form (002SCR), and Job Or Position Applied For form (003SCR).

Use the appropriate form to enter two references (current manager and a neighbor) for yourself.

You were offered, and accepted, the Zoo Manager position today. Update the Status As Of and Applicant Status text boxes on the Applicant Information form (001SCR) and the Interview Status and Standing text boxes on the Job Or Position Applied For form (003SCR). Also, complete the appropriate pre-transfer information on the Hired Applicant Pre-Transfer Information form (020SCR). You will be paid an annual salary of 38,500.00 based on a weekly pay frequency and will be assigned to Region 3030, Department 4040, Section 5050, and Group 6060.

Review of Questions Answered

1. What are the options available when recruiting employees?

2. How can using the applicant organizations facilitate the recruitment process?

3. How are employee templates used to enter information in the system?

4. What data is required and what data is optional when entering applicant information?

C H A P T E R 4

Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee

In This Chapter

Introduction

This section discusses some of the most important processes that your organization performs—hiring new employees, rehiring, reinstating, or recalling former or inactive employees, and transferring existing employees to different organizations.

Tasks

This section explains the following:

- Transferring an applicant to an employee organization
- Hiring a new employee using the Quick Hire process (Position Administration users)
- Hiring a new employee using the Quick Hire process (Non-Position Administration users)
- Hiring a new employee using the Employee Information form
- Entering new hire activity details
- Adding/maintaining job assignment details
- Assigning/changing location
- Assigning/changing salary
- Recording contact information
- Recording personal and ID information
- Recording employee telephone numbers
- Recording spouse/dependent information
- Rehiring, reinstating, or recalling an employee
- Transfer an employee to another organization
- Recording contact information
- Recording personal and ID information
- Recording telephone numbers
- Recording spouse/dependent information
- Verifying employee information
- Recording employee, job, and institution information
- Recording demographic data for EEO and Affirmative Action (optional)
- Entering EEO-4 reporting information
- Recording EEO prior year totals

Prerequisites

Before you can perform the tasks in this section the following must be completed.

- You must have set up your organizations and implemented the system.

Questions answered

The following questions are answered in this section:

1. What considerations are there when hiring, rehiring, reinstating, or recalling, and transferring employees?
2. What information is required on the employee record for him or her to be active in the system?
3. How are major activities and employee statuses handled?

4. What are the various methods used for adding new employees to your organization?
5. How are positions and jobs handled when adding new employees?
6. What are the important dates used to track employees in the system?
7. Which employee-level data is optional when adding new employees?

Hiring, rehiring, reinstating, recalling, and transferring

The processes of hiring, rehiring, reinstating, recalling, and transferring your employees are similar from an administrative perspective because they all require the gathering and recording of certain key information. For example, hiring, rehiring, reinstating, and recalling all involve recordkeeping tasks that result in an employee record with an 'active status'. This indicates the individual employee is included in your organization's headcount and other statistical analyses. However, each process also requires its own unique considerations and tasks.

Apply the Concept
What are the differences between *rehiring*, *reinstating*, and *recalling* employees?

New hire considerations

Once a candidate has been selected to fill a vacant position in the organization and an employment agreement has been reached, one of your first tasks to be completed is information gathering. The new hire stage is an ideal opportunity for you to gather all the information that will be useful to your organization in managing, compensating, and training the employee and in fully using his or her skills and competencies to accomplish organizational objectives. An organized, carefully thought-out information-gathering process at the time the employee is hired is often more efficient than a piecemeal approach later.

The specific information to be gathered may vary somewhat from one employee to another. Individuals who have been tracked as applicants in the system will already have certain key information recorded about them. In such a case, you need to gather and add to the individual's record only the information that was not provided at the time of application. If applicants have been tracked manually, all of the information about each applicant will need to be recorded.

Some information is typically considered mandatory when hiring a new employee. These data elements include the individual's name, home address and telephone number, Social Security or National Insurance Number, position, salary, location, and starting employment date. Information that your organization may consider optional includes the employee's skills, competencies, training, education, emergency-contact information, medical and health information, and dependent information. Although such information may be considered optional, this information can help form a comprehensive and useful employee record and is gathered much more efficiently at the new hire stage than at any other time.

If you are using eCyborg Interactive Workforce, newly hired employees can enter and maintain much of their personal data. However, to gain access to Interactive Workforce, the following information must be in The Solution Series:

- First and last name
- Employee ID
- Employment date
- ID of organization (Control 1-2s) to which the employee belongs
- Status
- Pay frequency

Employees can not enter their salary information; therefore, the HR representative must enter the new employee's salary in The Solution Series .

Other new hire considerations may include other activities, such as scheduling reviews or tests and notifying other departments within the organization. Depending on your organization and the job or position for which a new employee has been hired, you may need to consider the following issues:

- Meeting legal requirements (proof of citizenship, fair-employment monitoring, and so forth)
- Scheduling new-employee orientation (induction training)
- Setting up a training plan
- Scheduling probationary reviews and the employee's first performance review
- Scheduling medical examinations or testing
- Enrolling the employee in benefit programs
- Setting up vacation and sick-leave benefits
- Allocating or assigning company property to the employee
- Setting up payroll details

Rehire, reinstatement, and recall considerations

The process of rehiring, reinstating, or recalling an employee is really very similar to the hiring process—you must gather and record certain key information and change the employee's status from 'inactive' to 'active'.

The key difference in the information-gathering activity for a rehire, reinstatement, or recall is, of course, that certain information about the employee will already exist in the organization's records. This information should be carefully reviewed for accuracy and completeness and updated as needed. The system makes it easy for you to review an employee's current record using system reports such as the Employee Personal Data Profile report (1J-RPT).

A key consideration when rehiring, reinstating, or recalling employees is the length of time the employee has been away from the job. The length of the gap in the employee's service to the organization may affect his or her seniority as well as certain benefit entitlements. The updates you make to the employee's record at the time of rehire, reinstatement, or recall must correctly reflect answers to questions like the following:

- Will this employee maintain the seniority earned before leaving, or will seniority calculations be adjusted by the amount of time the employee has been out of the organization's employ?

- Will this employee continue to accrue personal leave or vacation time at the same rate of accrual used before the employee status was changed to inactive, or will the new-hire accrual rate be applied?

You may need to make adjustments to a returning employee's key employment dates (original hire date, seniority-related dates, and so forth) to reflect your organization's policy governing employee leaves.

Transfer considerations

A transfer of an employee may be brought about by the employee's taking a position in a different company. When this occurs, it is an ideal opportunity to perform a thorough review of the employee's record so that all necessary information can be updated. Much like a rehire, reinstatement, or recall, a transfer may also affect the employee's benefits, taxes, or possibly even seniority.

Required employee data

The system provides the capability to record a wide range of employee level data, and some of these data elements must be recorded when an employee is hired to establish the employee as active.

If eCyborg Interactive Workforce is in use, you must set up newly hired employees within The Solution Series so that Interactive Workforce can extract their user IDs and generate their passwords. Before a new employee can access eCyborg Interactive Workforce, the following information must exist in The Solution Series for the employee:

- First and last name
- Employee ID
- Employment date
- ID of organization (Control 1-2s) to which the employee belongs
- Status
- Pay frequency

In addition, you may want to include the employee's date of birth and salary. Employees can not enter or maintain this information using Interactive Workforce.

If your organization uses eCyborg Interactive Benefits, you may need additional information in The Solution Series to calculate benefits information for the employee. Also, if your organization requires other information based on your business processes, the information must first exist in The Solution Series in order to be extracted and loaded into Interactive Workforce.

If Position Administration is in use, the required data elements include:

If you are using Position Administration	
What to record	**Form**
Basic employee information (employee number, name, address, social security number (US), gender, race, pay frequency, birth date, employment data, and the new hire activity, position, complement and requisition information, if used)	Manually enter the Employee Information form (EF-SCR) or Set Up A New Employee form (NH-SCR) (a two-panel form when Position Administration is in use).
New hire activity information	Automatically recorded on the New Hire form (01-SCR).
Position information	Automatically recorded on the Incumbency - Basic Details form (M40SCR) and the Job Assignment/ Changes form (05-SCR). Additional incumbencies must be recorded manually on the Incumbency - Basic Details form (M40SCR).
Salary information	Manually enter the Salary Assignment/Changes form (40-SCR) for any incumbencies.

If you are using Position Administration	
Location information	Manually enter the Location Assignment/Changes form (05CSCR) to maintain organization levels 3 through 6.

If you are not using Position Administration

If you are not using Position Administration, you have slightly different employee data requirements, as follows:

If you are not using Position Administration	
What to record	**Form**
Employee data requirements	Manually record on the Set Up A New Employee form (NH-SCR) to perform a 'Quick Hire'. (This two-panel form streamlines the new hire process by automatically populating five required forms.)
Basic employee information (including employee number, name, address, gender, race, pay frequency, birth date, and employment data)	Automatically recorded on the Employee Information (EF-SCR) and Additional Employee/Payroll Information (EG-SCR) forms.
New hire activity information	Automatically recorded on the New Hire form (01-SCR).
Job assignment information	Automatically recorded on the Job Assignment/Changes form (05-SCR).
Location information	Automatically recorded on the Location Assignment/Changes form (05CSCR).
Salary information	Automatically recorded on the Salary Assignment/Changes form (40-SCR).

The New Hire form (01-SCR) is used only for the initial entry. Each form listed above should be accessed individually for maintenance.

The Incumbency - Basic Details form (M40SCR) is not used.

Apply the Concept
What is the *Quick Hire* process?

Establishing data for government compliance reporting

The system provides several forms for recording government compliance information, such as Affirmative Action, EEO reporting, and OSHA reporting. You can customize your new hire process to include the necessary forms and ensure that appropriate data is entered.

The following table describes the forms you will use to set up data for compliance reporting:

Use this form	For this report
EEO/AAP Demographic Data form (TY-SCR)	EEO and Affirmative Action reports
Additional Personal and ID Information form (02-SCR)	EEO Vets-100 report (73-RPT) I.R.C.A. Immigration Reform Verification (1M-RPT) IPEDS Fall Staff Survey (76-RPT)
EEO-4 Reporting Information form (EO4SCR)	EEO-4 - State and Local Government Information (74-RPT)
IPEDS/Employee Tenure/Rank form (05ESCR)	EEO-6 Report for Higher Education Institutions (7E-RPT)
Set Up A New Employee form (NH-SCR)	New Hire Report (37-RPT)
Injury Information form (PR-SCR)	OSHA Form 200 Lost Time Detail (3S-RPT) OSHA Form 200 Lost Time Totals (3Q-RPT) OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT) OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT) OSHA Form 301 Injury and Illness Incident Report (22-RPT)
Additional Injury Information form (PROSCR)	OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT) OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT) OSHA Form 301 Injury and Illness Incident Report (22-RPT)
Employee Information form (EF-SCR), Job Assignment/Changes form (05-SCR), and Location Assignment/Changes form (05CSCR)	EEO-1 Report for Active Employees (75-RPT) EEO-1 Report for Active Employees in Detail (70DRPT) EEO-1 Report for Active Employees by EEO Establishment (70ERPT) EEO-1 Multiple Establishment Report in Computerized Format (70MRPT) EEO-1 Single Establishment Report in Computerized Format (70SRPT) EEO-5 Report for Active Employees (75-RPT)

☞ *Refer to the Managing Employee Health and Safety documentation for additional information about OSHA reporting.*

See also:

■ Recording employee, job, and institution information ***(on page 154)***
For detailed directions on recording employee, job, and institution information.

■ Recording demographic data for EEO and Affirmative Action (optional) ***(on page 156)***
For detailed directions on recording demographic data for EEO and Affirmative Action.

- Entering EEO-4 reporting information ***(on page 159)***
For detailed directions on enteringEEO-4 reporting information.
- Recording EEO prior year totals ***(on page 160)***
For detailed directions on Recording EEO prior year totals.

Major activities and employee statuses

You are able to track the major activities and status changes that affect your employees. This area focuses on the new hire activity but activities can include leaves, returns, separations, or terminations. Activities in turn cause changes to employee status. For example, a 'New Hire' activity can result in a status of 'Active-Salrd Reg FT' (active - salaried, regular full-time).

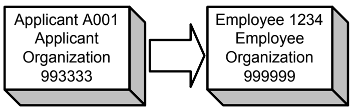
Methods for adding employees

To add or hire employees to your organization, employee records that contain the required data are added to the Employee Database. The options available to add employees to your organization include:

- Transferring an applicant
- Hiring a new employee
- Transferring an internal candidate
- Rehiring, reinstating, or recalling a former employee

Transferring an applicant

The system lets you easily hire an applicant whose applicant record is already recorded in an applicant organization. Essentially, you transfer an applicant from the applicant organization to an employee organization. This procedure requires you to use the Applicant Transfer form (ET-SCR) when using an applicant organization. When transferring an applicant from the Applicant Tracking organization, you must provide the new employee number, the new organization to which the applicant is being transferred, and the date the applicant was hired. If you are using Position Administration, you will also supply the position for which the applicant is being hired.



During the transfer process, certain applicant data automatically populates the appropriate text boxes in the active employee organization, which is also retained in the applicant record. The amount of information that transfers is dependent on which forms are used when processing your applicant information.

If you are using Position Administration, the Applicant Transfer form (ET-SCR) automatically creates the New Hire form (01-SCR), Job Assignment/Changes form (05-SCR), and Incumbency - Basic Details form (M40SCR) for you. It is recommended that before you transfer the applicant, you first record that the job offer was accepted by the applicant. This is done on the Job Or Position Applied For form (003SCR) by changing the Standing list box to 'Offer Accepted'. By doing this, a Location Assignment/Changes form (05CSCR) is automatically populated for the new employee during the transfer (it is only needed if you are going to track this kind of information when using Position Administration).

If you are not using Position Administration, you must manually enter the New Hire form (01-SCR) after transferring. It is recommended that before you transfer the applicant that you first record that the job offer was accepted by the applicant. This is done on the Job Or Position Applied For form (003SCR) by changing the Standing list box to 'Offer Accepted'. By doing this, a Job Assignment/Changes form (05-SCR) and Location Assignment/Changes form (05CSCR) are automatically created for the new employee during the transfer.

The system leaves the applicant record intact in the Applicant organization. Salary data and phone number information (if entered), does not transfer to the employee record.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) for a discussion about pre-transfer activities.*

Hiring a new employee

Hiring a new employee involves recording data on the following forms for the employee to be considered active.

Set Up A New Employee form or Employee Information form

You must enter one of these forms to hire a new employee who is not in one of your applicant organizations. Before you enter a new employee using one of these forms, you must decide which employee template (Logical Employee Model) to use. Employee templates are used to copy default information to the new employee's record. You can then add or change the information on the form that is specific to the new hire, such as birth date, social security number(US), name, address, and so forth.

☞ *Refer to the Implementing Human Resources Administration documentation for more information on setting up Logical Employee Models.*

If you are using Position Administration, both of these forms automatically create the New Hire form (01-SCR), Job Assignment/Changes form (05-SCR), and the Incumbency - Basic Details form (M40SCR) for the employee. An advantage to the Set Up A New Employee form (NH-SCR) is that it lets you enter a Union option value that will feed to the Incumbency - Basic Details form (M40SCR) if this applies to your organization.

If you are not using Position Administration, the Set Up A New Employee form (NH-SCR) automatically creates the New Hire form (01-SCR), Job Assignment/Changes form (05-SCR), Location Assignment/Changes form (05CSCR), and Salary Assignment/Changes form (40-SCR) for the employee if you enter the appropriate data. The Employee Information form (EF-SCR) does not create any of these forms.

If you are using eCyborg Interactive Workforce and have added a new employee, you can give the employee access to Interactive Workforce. The employee can then review and update their existing information as well as add other personal information not entered during the recruitment process. In addition, if you have eCyborg Interactive Benefits installed, the new employee can complete initial enrollment in benefits. Personal information the new employee can view or update depends on your settings.

New Hire form

If you are using Position Administration, this form is automatically created for you when you enter the Employee Information form (EF-SCR) or Set Up A New Employee form (NH-SCR). The form holds new hire data including the employee's original date of hire with your organization. The new hire activity and resulting status are also tracked on this form.

If you are not using Position Administration, the Set Up A New Employee form (NH-SCR) will create the New Hire form (01-SCR) for you. However, the Employee Information form (EF-SCR) will not. In the latter case, when you do enter the New Hire form (01-SCR), the date of hire is automatically copied to the employment date on the Employee Information form (EF-SCR) if this date was left blank originally. If the employment date was recorded on the Employee Information form (EF-SCR) and is different than the new hire date on the New Hire form (01-SCR), an informational warning message is displayed.

Job Assignment/Changes form

If you are using Position Administration, this form is automatically created for you when you enter the Employee Information form (EF-SCR) or Set Up A New Employee form (NH-SCR). This form is used to assign the new employee to a position.

If you are not using Position Administration, the Set Up A New Employee form (NH-SCR) will create the Job Assignment/Changes form (05-SCR) for you; however, the Employee Information form (EF-SCR) will not.

Salary Assignment/Changes form

The Salary Assignment/Changes form (40-SCR) is used to record salary information for the new employee. It is only automatically created for you when you enter this information on the Set Up A New Employee form (NH-SCR) and are not using Position Administration. Otherwise, you must enter this form.

Incumbency - Basic Details form

(Position Administration users only)

The Incumbency - Basic Details form (M40SCR) is used to assign new employees to a position or to multiple positions. The first position incumbency is automatically created for you by the Employee Information form (EF-SCR) or the Set Up A New Employee form (NH-SCR) when using Position Administration.

Location Assignment/Changes form

(Non-Position Administration users only)

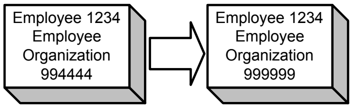
The Location Assignment/Changes form (05CSCR) is used to record the new employee's work location in terms of EEO Establishment and HR organization levels 3 through 6. It displays External Labor Market (ELM) options. This form is not required unless you have multiple establishments for EEO reporting or are subject to VETS-100 reporting. If you are using Position Administration, employee location is tracked by Organization Units, not organization levels 3 through 6 values.

You may specify the number assigned to the OSHA Establishment to which the employee usually reports by using the OSHA Establishment list box (option list HS52) on this form. This entry provides information that will be used for the OSHA Form 300A Summary of Work-Related Injuries and Illnesses.

Additionally, for VETS-100 reporting you may specify the number assigned to the hiring location to which an employee reports using the VETS Establishment list box (option list EO???).

Transferring an internal candidate

The system lets you transfer a candidate whose record is already on the system to a new position. As in the process of hiring an applicant, you will be transferring an applicant from one organization to another organization. When transferring an internal candidate, you may be transferring from either an active or inactive organization. This procedure also requires you to use the Employee Transfer form (ET-SCR).



When transferring an internal candidate to a different organization, you must provide the new employee number, the new organization, and the date that the transfer took place. The system also allows you to choose whether to move resident data from the Payroll, Human Resources, or Benefits Administration components. For example, if you are transferring an internal candidate who is an active employee in the US, you may want to move the payroll data to the new organization so that only one W-2 tax document is created at year-end. This helps you to avoid creating multiple W-2s and also prevents duplicate earning and tax information.

Note: *Moving an internal candidate to a different job or position in the same organization does not require a transfer. It may require only a job or position change.*

Note: *Transferring an internal candidate to a different position in a new organization can be complicated because of labor and tax laws among other issues. You should investigate these issues before transferring your employees.*

Rehiring, reinstating, or recalling a former employee

The system lets you easily rehire, reinstate, or recall a former employee. It is likely you still have the former employee's record on file. To rehire the employee, you need to enter new information on the Rehire/Reinstatement/Recall form (04-SCR). This form is used to record an employee rehire, reinstatement, or recall to work. For this form to be processed, a separation or termination activity must have already been recorded on the system for the candidate. Only certain activities are allowed on this form:

- 021—02x Rehire Activity
- 031—03x Reinstatement Activity
- 041—04x Recall Activity
- 051—05x Return from Non-CSSS Location
- 061—06x Return from Labor Dispute Activity
- 081—08x User-defined Return Activity
- 091—09x User-defined Return Activity

After processing the Rehire/Reinstatement/Recall form (04-SCR), the termination date on the Employee Information form (EF-SCR) will be automatically cleared for rehire activities (021-02x). For all other activities, the termination date on the Employee Information form (EF-SCR) must be manually cleared.

You may also want to change the employment date on the Employee Information form (EF-SCR) after processing the Rehire/Reinstatement/Recall form (04-SCR). Typically, when processing a rehire, you will change the employment date. When processing a reinstatement, however, you would typically not change the employment date, since the employee will likely be restored full benefit credit as if the employee never left.

Note: *The original hire date displayed on the New Hire form (01-SCR) should not be changed in a rehire/recall/reinstate situation. This date should always remain intact as the original hire date.*

The system automatically calculates a rehired employee's seniority status. The Parity Requal date text box on the Rehire/Reinstatement/Recall form (04-SCR) is defined by ERISA as the date by which a separated employee or an employee on leave must return to prevent incurring a break in service. It is informational only, but the Parity Requal date can be used along with your company policies to track the seniority status of a rehired employee.

The Adjusted Seniority text box on the Rehire/Reinstatement/Recall form (04-SCR) contains a date that is propagated through activity history when you invoke a New Hire Activity or another service adjustment status change. By adjusting this date here, all of your future-dated entries on forms and reports that use the Adjusted Seniority date will return this new date. Historical data on the system will still have the Adjusted Seniority date that was effective at the time the employee was originally hired.

Note: *If you are using eCyborg Interactive Workforce, you can give the employee access so that he or she can view personal details and update any information that has changed.*

Viewing employee information

At any time during the processing of an employee's record, you may view all of the existing information by accessing the Online Employee Profile form (PROFIL). Once you have established where you want to begin, the system pages through the employee's record and displays all occurrences of the forms on file. Descriptive headings are displayed above each data element.

If you are using eCyborg Interactive Workforce, employees can view their own data and make any changes when needed.

Verifying employee information

Employers are required to provide employee verification for various reasons: loans, mortgages, background checks, previous dates of employment, and so forth. The Employment Verification form (EMVSCR) makes it easy to access information at a glance. This form provides employee information relating to date of hire, last date activity occurred, last increase, status, pay frequency and amount of pay per period.

See also:

- Transferring an applicant to an employee organization ***(on page 108)***
For detailed directions on transferring an applicant to an employee organization.

- Hiring a new employee using the Quick Hire process (Position Administration users) ***(on page 110)***
For detailed directions on hiring a new employee using the Quick Hire process (Position Administration users).

- Hiring a new employee using the Quick Hire process (Non-Position Administration users) ***(on page 115)***
For detailed directions on hiring a new employee using the Quick Hire process (Non-Position Administration users).

- Hiring a new employee using the Employee Information form ***(on page 122)***
For detailed directions on hiring a new employee using the Employee Information form.
- Entering new hire activity details ***(on page 129)***
For detailed directions on entering new hire activity details.
- Adding/maintaining job assignment details ***(on page 130)***
For detailed directions on adding/maintaining job assignment details.
- Assigning/changing location ***(on page 133)***
For detailed directions on assigning/changing location.
- Assigning/changing salary ***(on page 136)***
For detailed directions on assigning/changing salary.
- Rehiring, reinstating, or recalling an employee ***(on page 150)***
For detailed directions on rehiring, reinstating, or recalling an employee.
- Transferring an employee to another organization ***(on page 151)***
For detailed directions on transferring an employee to another organization.
- Verifying employee information ***(on page 153)***
For detailed directions on verifying employee information.

Positions and jobs

When you hire a new employee, you must select the employee's position on either the Employee Information form (EF-SCR) or Set Up A New Employee form (NH-SCR). This position is automatically written to the Job Code text box on the Job Assignment/Changes form (05-SCR).

If you are not using Position Administration

Positions are not used, so you must enter the employee's job code on the Set Up A New Employee form (NH-SCR) or Job Assignment/Changes form (05-SCR). This option is not available on the Employee Information form (EF-SCR).

Important dates

This chart defines some of the important dates used when tracking employees.

Date Type	Use
Original Hire Date	This is the original hire date and does not change. It is displayed on the New Hire form (01-SCR).
Employment Date	This is the date of the most recent hire and is replaced by a new date if the employee leaves the company, then subsequently returns. It is recorded on the Employee Information form (EF-SCR).
Adjusted Seniority Date	This date can be used on the Rehire/Reinstatement/Recall form (04-SCR), depending on your organization policies, to reflect adjustments to seniority per employee activities.

Optional employee data

The system provides the capability for you to record these optional data elements:

- Personal and identification information, including marital and citizenship status, visa information, military status, and security clearance. This information is recorded on the Additional Personal And ID Information form (02-SCR).

- Contact information, including the employee's email address, fax number, cellular, car, and pager numbers. This information is recorded on the Employee Contact form (EM-SCR).

- Telephone and employment information, including work and home telephone numbers, original applicant number, and employment agency used for hiring, if applicable. If you are using the applicant tracking component, these data elements are automatically populated. This information is recorded on the Phone Numbers And Employment Information form (03-SCR).

- Spouse and dependent information, which is helpful for tracking benefit entitlements. Data that can be recorded includes names, ages, and birth dates. Each spouse and dependent is assigned a unique, three-character ID. This information is recorded on the Spouse/Dependent Information form (10-SCR). Using eCyborg Interactive Workforce, you can set up a dependent numbering scheme, and eCyborg Interactive Workforce automatically creates a number for any dependents entered by the employee or the HR representative. When generating a new dependent ID, eCyborg Interactive Workforce always checks to be sure the number has not already been used in The Solution Series. eCyborg Interactive Workforce will not duplicate dependent ID numbers regardless of whether the number was created using eCyborg Interactive Workforce or by an administrator entering a dependent directly into The Solution Series.

See also:

- Recording contact information ***(on page 139)***

For detailed directions on recording contact information.

- Recording personal and ID information ***(on page 141)***

For detailed directions on recording personal and ID information.

- Recording employee telephone numbers ***(on page 144)***

For detailed directions on Recording employee telephone numbers.

- Recording spouse/dependent information ***(on page 147)***

For detailed directions on recording spouse/dependent information.

eCyborg Interactive Workforce---to manage employee information

Maintaining employee information is an important and time-consuming part of hiring, rehiring, and reinstating employees. During all these processes the HR department must enter and maintain a certain amount of personal information for the candidate or employee. At a minimum, the individual's name, gender, birth date, address, contact information, and Social Security or National Insurance Number must be entered into the system. If the individual is an employee rather than a candidate, information on dependents and benefit enrollments must also be entered.

Review these details carefully for accuracy and completeness, and update as needed. Using eCyborg Interactive Workforce, Cyborg's web-based solution, employees can maintain their personal information, thus ensuring that the information is up-to-date. Information maintained by employees includes:

- Marital status
- Family members
- Name and address including a separate mailing address
- Contact information including phone, fax, and email details
- Emergency contacts
- Emergency doctor

Reports used for hiring, rehiring, reinstating, recalling, and transferring employees

Reporting is an important part of the hiring process, allowing you to check, review, and analyze the information you have recorded for your current employees.

The following is a list of the standard reports that are related to the hiring, rehiring, and transferring process:

- Alphabetic Listing Of Active and Inactive Employees report (1A-RPT)—Identifies active and inactive employees in alphabetical order.
- Alphabetic Listing report (3C-RPT)—Provides an alphabetical listing of active employees on file.
- Anniversary Listing report (1F-RPT)—Lists all employees who will attain an anniversary within the current calendar year.
- Birthday Listing report (1G-RPT)—Provides a listing of all employees having a birthday during a three-month period from the date entered in the report parameters.
- Current Job Report (3W-RPT)—Lists all active employees and their current job and salary data, with associated salary grade information.
- EEO-1 Multiple Establishment Report in Computerized Format (70MRPT)—Produces the EEO-1 report for one EEO establishment of a multiple establishment reporting company. The format of the report follows the EEOC specifications for a computer printed Multiple Establishment EEO-1 report.
- EEO-1 Report for Active Employees (70-RPT)—Produces a one page report totaling required EEO-1 data for a single organization.
- EEO-1 Report for Active Employees by EEO Establishment (70ERPT)—Produces a one page report totaling required EEO-1 data for each establishment within a single organization.
- EEO-1 Report for Active Employees in Detail (70DRPT)—Produces a listing of employees showing required EEO-1 data for a single organization.
- EEO-1 Single Establishment Report in Computerized Format (70SRPT)—Produces a one page total EEO-1 report for a single EEO establishment that combines all employees in a Control 1-2. The format of the report follows the EEOC specifications for a computer printed Single Establishment EEO-1 report.
- EEO-4 Report - State and Local Government Information (74-RPT)—Produces data that can be used to complete EEOC Form 164, State and Local Government

Information (74-RPT) for state and local governments that have more than 249 full-time employees

- EEO-4 State and Local Government Employer Detail Report (74DRPT)—Provides the detailed information about the employees who are counted on the EEO-4 State and Local Government Report. This report can be used to validate the EEO-4 State and Local Government Employer Detail Report.
- EEO-5 Report for Active Employees (75-RPT)—Produces the required data for your EEO-5 report totaled by sex, race and EEO job category which is filed by certain elementary and secondary school systems and districts every other year
- EEO Vets-100 Report (73-RPT)—Provides the information for your VETS-100 report, which reports annually the number of special disabled and Vietnam-era veterans by job category and hiring location
- EEO Vets-100 Employer Detail Report (73DRPT)—Provides the detailed information about the employees who are counted on the EEO Vets-100 Report (73-RPT). This report can be used to validate the EEO Vets-100 Report (73-RPT).
- Employee Profile Report (1K-RPT)—Prints a multi-page Human Resource Profile for all employees.
- Employee Headcount (1N-RPT)—Provides a statistical count of the number of employees on file by Resulting Employee Status and Job Type.
- Employee Job Listing (3N-RPT)—Lists all employees, showing their current job and rating information and providing a length of time in the current job in years, months, and days.
- Employees Active, Inactive, Separated Within Three Months (1B-RPT)—Provides an alphabetic listing of all active, inactive, and separated employees.
- Internal Mailing Labels (1E-RPT)—Provides an internal mailing list of all employees.
- IPEDS Employee Tenure and Rank (7E-RPT)—Provides information pertaining to the employee, job, and institutions of higher education.
- IPEDS Fall Staff Survey (76-RPT)—Provides information on staff that is employed at all post-secondary institutions for the National Center for Education Statistics (NCES). Formerly the EEO-6 report.
- I.R.C.A. Immigration Reform Verification (1M-RPT)—Provides information regarding employees who have or have not presented proper identification to satisfy the requirements of the Immigration Reform and Control Act of 1986

- Job Change Activity Report (3A-RPT)—Lists all employees who have had a job change since the specified date.
- LOA/Disability (1T-RPT)—Lists all active employees who are currently on a leave of absence or disability leave.
- Major Activity Listing (1U-RPT)—Lists all major activities within a specific time period.
- Monthly Payroll/Personnel Summary (3B-RPT)—Provides a summary of payroll and personnel activity within the organization.
- New Hire Report (37-RPT)—Provides federal government reporting requirements for new hires.
- Office And Home Telephone Directory (1D-RPT)—Provides a listing of all employees showing their office number, extension selection, and home telephone number.
- Office Telephone Directory (1C-RPT)—Lists all active employees, with office telephone numbers and extensions.
- Postal Mailing Labels (3D-RPT)—Produces multi-purpose, employee mailing labels for active employees.
- Seniority Listing (3K-RPT)—Lists the length of service of all active employees based on their original date of hire.
- Separation Analysis (1O-RPT)—Provides a summary of turnover activity within the organization, including monthly and cumulative statistics.
- Separation Detail Report (1S-RPT)—Lists all employees who have been separated from the organization within a specified one-month period.
- Termination Report (3X-RPT)—Lists all terminated employees.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will transfer applicant A012, Andrew Anders, from the applicant organization (993333) to an active employee organization (999999). You will then record the information needed for him to become an active employee in the organization.

There is also an example of how to add new employees to the file using the Set Up A New Employee form (NH-SCR) and the Employee Information form (EF-SCR).

You must have completed the Guided Practice in the preceding sections to guarantee the successful completion of the Guided Practice that follows.

Transferring an applicant to an employee organization

To transfer an applicant to an employee organization, follow these steps:

1. Access the Applicant Transfer form (ET-SCR)

The Applicant Transfer form (ET-SCR) is used to transfer Employee Database records from an applicant organization to an active employee organization. This form must be used online and can not be processed in a batch run. Transfers are made online and in real time so you can immediately verify, modify, or add data.

Note: *If transferring an applicant record to a live pay organization, the new employee number is usually different from the applicant number that was used by the applicant organization.*

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Hire, Rehire, Reinstate an Employee
Task:	Transfer Emp to New Organization

For practice, access the Applicant Transfer form (ET-SCR) for applicant A012 in the 993333 organization.

2. Enter the New Employee Number

Enter the new employee number.

For practice, type '0012'.

3. Enter the New Control 1-2

Enter the organization to which the applicant is being transferred.

For practice, type '999999'.

4. Enter the Applicant Hire Date

Enter the effective date of hire for the applicant. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

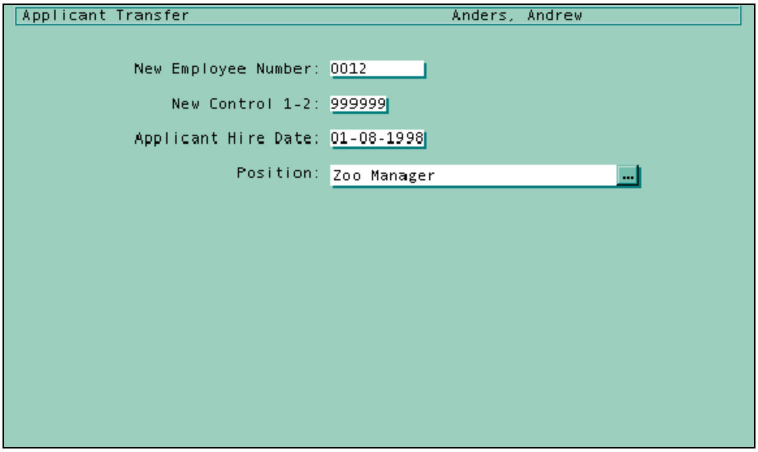
For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

5. Select the Position (Position Administration users only)

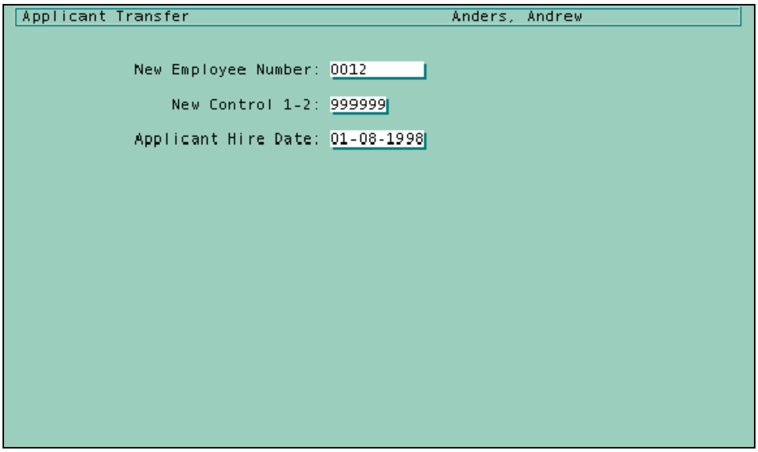
Select the new employee's position.

For practice, select 'Zoo Manager'.

If you completed the Guided Practice and Position Administration is in use, the resulting form should look similar to the example that follows:



If you completed the Guided Practice and Position Administration is *not* in use, the resulting form should look similar to the example that follows:



6. Click Save or press Enter

The second panel of the Applicant Transfer form (ET-SCR) is displayed if Position Administration is in use.

If Position Administration is *not* in use, this is the last step of the process. The transfer is processed.

For practice, click Save or press Enter.

7. Select the Status (Position Administration users only)

Select the Incumbency Status. This is typically 'Acting' or 'Regular', depending on the position.

For practice, select 'Regular'.

8. Select the Activity (Position Administration users only)

Select the appropriate new hire activity. You may update this option list (HR72) to include all of the activities needed by your organization.

For practice, select 'New Hire-Sal Reg FT' to hire the employee for salaried full-time.

If you completed the Guided Practice and Position Administration is in use, the resulting form should look similar to the example that follows:

9. Click Save or press Enter (Position Administration users only)

The applicant is transferred to the active employee organization and a 'Transfer successfully completed' message is displayed.

For practice, click Save or press Enter.

See also:

- Methods for adding employees ***(on page 94)***

For the considerations when transferring applicants.

Hiring a new employee using the Quick Hire process (Position Administration users)

To set up a new employee using the Quick Hire process, follow these steps:

1. Access the Set Up A New Employee form (NH-SCR)

The Set Up A New Employee form (NH-SCR) is used to add a new employee to the Employee Database. This is a different procedure than transferring an applicant to an active employee organization.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Hire, Rehire, Reinstate an Employee
Task:	Quick Hire

An Employee Selection dialog box is displayed.

For practice, access the Set Up a New Employee form (NH-SCR).

2. Enter the Logical Employee Model designation

In the Number text box, enter the employee template to be used in creating this new employee record, for example, 'LMODEL E1'.

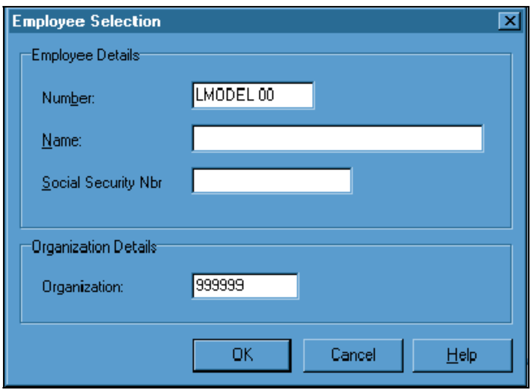
For practice, type 'LMODEL 00'.

3. Enter an Organization

In the Organization text box, enter the designation of the organization into which the employee is to be hired.

For practice, type '999999'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



4. Click OK or press Enter

Click OK or press Enter to display the Set Up A New Employee form (NH-SCR) that contains the template's default information. Your next step is to modify this information to complete the Quick Hire process.

For practice, click on OK or press Enter.

5. Enter the Employee Number

Enter the assigned employee number for the employee.

For practice, type '4100'.

Enter the name (Steps 6 through 10)

6. Select the Title

This list box selection identifies the employee's name prefix or title.

For practice, select 'Mr'.

7. Enter the First (name)

Type the employee's first name.

For practice, type 'Frank'.

8. Enter the Middle (name)

Optionally, type the middle name of the employee. The first character of this text box will display as the last position on the title line of each form.

For practice, type '#' and delete the remaining text in this text box to remove the 'VOID' entry.

9. Enter the Last (name)

Type the employee's legal surname.

For practice, type 'Janson'.

10. Select the Suffix

This list box selection identifies the employee's name suffix, such as Jr. or Sr.

For practice, make no selection in this list box.

11. Enter the Address

Enter the employee's street address in the first text box. The second text box is reserved for additional address information, such as apartment number.

For practice, type '2112 Seattle Drive' and make no entry in the second text box.

12. Enter the City/State

Enter the city and state portions of the employee's address.

For practice, type 'Chicago' and 'IL'.

13. Enter the ZIP

Enter the employee's five-digit postal code. Optionally, enter the four-digit extended postal code preceded by a hyphen.

For practice, type '60632-5431'.

14. Select the Country

Select the employee's country of residence.

For practice, select 'USA'.

15. Enter the SSN (Social Security Number)

Enter the new employee's nine-digit social security number.

For practice, type '555995112'.

16. Select the Position

Select the new employee's position.

For practice, select 'Trainee Bird Keeper'.

17. Select the Race

Select the new employee's race. You may update this option list (HR22) to include all of the races needed by your organization.

For practice, select 'White-Not Hispanic'.

18. Select the Gender

Select the gender designation for the new employee.

For practice, select 'Male'.

19. Select the Normal Shift

Select the new employee's normal shift. You may update this option list (PP43) to include all of the normal shifts needed by your organization.

For practice, select '1st Shift HED'.

20. Select the Payment Type

Select whether the new employee is to be paid automatically or through time document entry. You may update this option list (PP40) to include all of the payment types needed by your organization.

For practice, select 'Hourly-Auto Paid'.

21. Select the Frequency

Select the new employee's pay frequency. You may update this option list (PP29) to include all of the pay frequencies needed by your organization.

For practice, select 'Semi Monthly'.

22. Enter the Birth (date)

Enter the new employee's date of birth. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

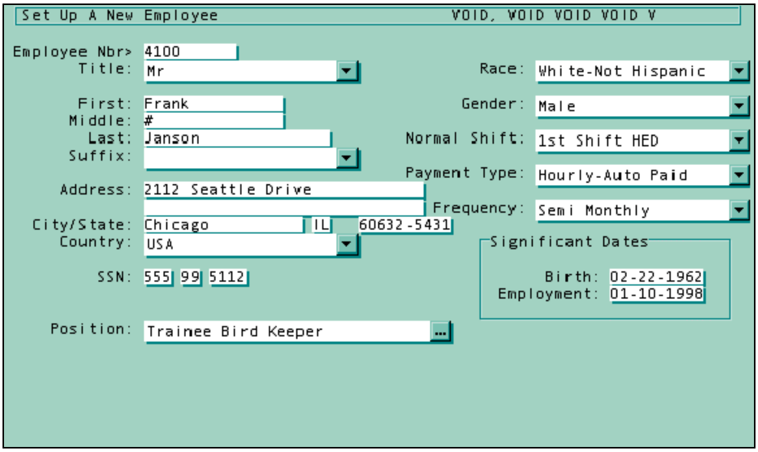
For practice, type '02-22-1962' (US and Canada) or '22-02-1962' (elsewhere).

23. Enter the Employment (date)

Enter the date employment becomes effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



24. Click Save or press Enter

The second form panel for the Set Up A New Employee form (NH-SCR) is displayed.

For practice, click Save or press Enter.

25. Select the Status

Select the Incumbency Status. This is typically 'Acting' or 'Regular' depending on the position.

For practice, select 'Regular'.

26. Select the Activity

Select the appropriate new hire activity. You may update this option list (HR09) to include all of the activities needed by your organization.

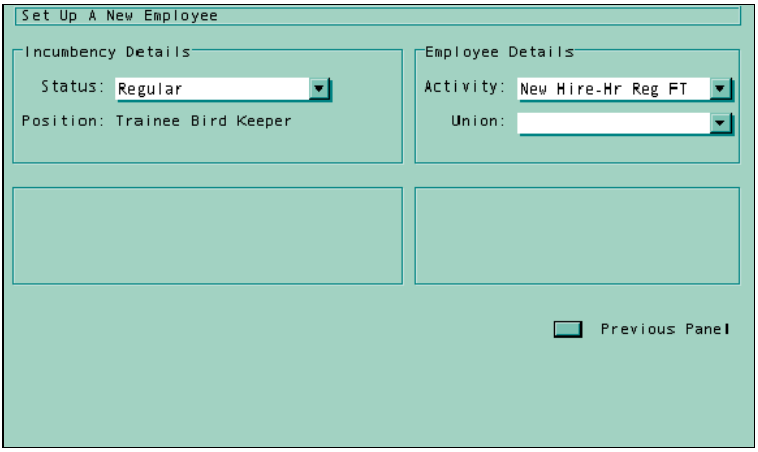
For practice, select 'New Hire-Hr Reg FT' to hire the employee for hourly full-time.

27. Select the Union

Select the union designation. You may update this option list (PP429) to include all of the unions needed by your organization.

For practice, leave this list box blank.

If you completed the Guided Practice and Position Administration is in use, the resulting form should look similar to the example that follows:



28. Click Save or press Enter

The first panel is displayed and the employee has now been set up in an active organization.

For practice, click Save or press Enter.

See also:

■ Methods for adding employees ***(on page 94)***

For the considerations when hiring new employees using the Set Up A New Employee form (NH-SCR).

Hiring a new employee using the Quick Hire process (Non-Position Administration users)

To set up a new employee using the Quick Hire process, follow these steps:

1. Access the Set Up A New Employee form (NH-SCR)

The Set Up A New Employee form (NH-SCR) is used to add a new employee record. This is a different procedure than transferring an applicant to an active employee organization.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Quick Hire

An Employee Selection dialog box is displayed.

For practice, access the Set Up a New Employee form (NH-SCR) using LMODEL 00 (employee template) for organization 999999.

2. Enter the Logical Employee Model designation

In the Number text box, enter the employee template to be used in creating this new employee record, for example, 'LMODEL E1'.

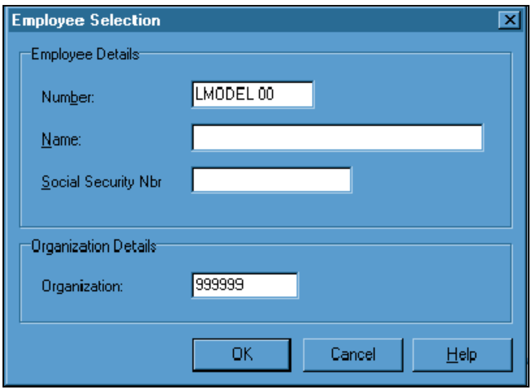
For practice, type 'LMODEL 00'.

3. Enter an Organization

In the Organization text box, enter the designation of the organization into which the employee is to be hired.

For practice, type '999999'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



4. Click OK or press Enter

Click OK or press Enter to display the Set Up A New Employee form (NH-SCR) that contains the template's default information. Your next step is to modify this information to complete the Quick Hire process.

For practice, click on OK or press Enter.

5. Enter the Employee Number

Enter the assigned employee number for the employee.

For practice, type '4100'.

Enter the name (Steps 6 through 10)

6. Select the Title

This list box selection identifies the employee's name prefix or title.

For practice, select 'Mr'.

7. Enter the First (name)

Type the employee's first name.

For practice, type 'Frank'.

8. Enter the Middle (name)

Optionally, type the middle name of the employee. The first character of this text box will display as the last position on the title line of each form.

For practice, type '#' and delete the remaining text in this text box to remove the 'VOID' entry.

9. Enter the Last (name)

Type the employee's legal surname.

For practice, type 'Janson'.

10. Select the Suffix

This list box selection identifies the employee's name suffix, such as Jr. or Sr.

For practice, make no selection in this list box.

11. Enter the Address

Enter the employee's street address in the first text box. The second text box is reserved for additional address information, such as apartment number.

For practice, type '2112 Seattle Drive' and make no entry in the second text box.

12. Enter the City/State

Enter the city and state portions of the employee's address.

For practice, type 'Chicago' and 'IL'.

13. Enter the ZIP

Enter the employee's five-digit postal code. Optionally, enter the four-digit extended postal code preceded by a hyphen.

For practice, type '60632-5431'.

14. Select the Country

Select the employee's country of residence.

For practice, select 'USA'.

15. Enter the SSN (Social Security Number)

Enter the new employee's nine-digit social security number.

For practice, type '555995112'.

16. Select the Race

Select the new employee's race. You may update this option list (HR22) to include all of the races needed by your organization.

For practice, select 'White-Not Hispanic'.

17. Select the Gender

Select the gender designation for the new employee.

For practice, select 'Male'.

18. Select the Normal Shift

Select the new employee's normal shift. You may update this option list (PP43) to include all of the normal shifts needed by your organization.

For practice, select '1st Shift HED'.

19. Select the Payment Type

Select whether the new employee is to be paid automatically or through time document entry. You may update this option list (PP40) to include all of the payment types needed by your organization.

For practice, select 'Hourly-Auto Paid'.

20. Select the Frequency

Select the new employee's pay frequency. You may update this option list (PP29) to include all of the pay frequencies needed by your organization.

For practice, select 'Semi Monthly'.

21. Enter the Birth (date)

Enter the new employee's date of birth. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

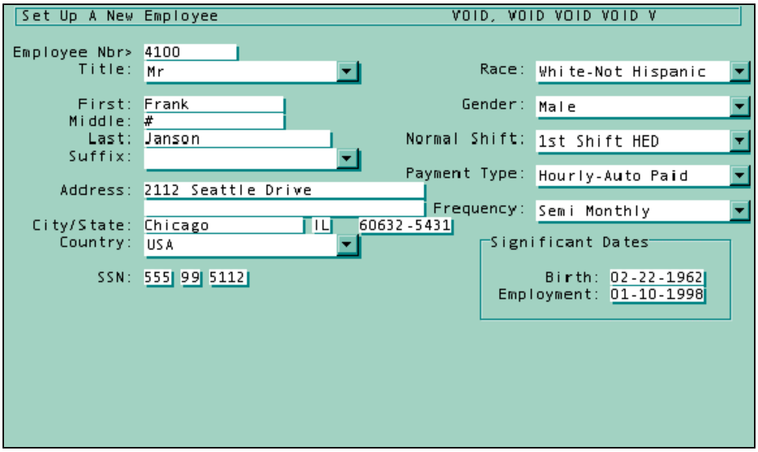
For practice, type '02-22-1962' (US and Canada) or '22-02-1962' (elsewhere).

22. Enter the Employment (date)

Enter the date employment becomes effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Set Up A New Employee VOID, VOID VOID VOID V

Employee Nbr> 4100
Title: Mr
First: Frank
Middle: #
Last: Janson
Suffix:
Address: 2112 Seattle Drive
City/State: Chicago IL 60632-5431
Country: USA
SSN: 555 99 5112

Race: White-Not Hispanic
Gender: Male
Normal Shift: 1st Shift HED
Payment Type: Hourly-Auto Paid
Frequency: Semi Monthly

Significant Dates
Birth: 02-22-1962
Employment: 01-10-1998

23. Click Save or press Enter

The first panal for the Set Up A New Employee form (NH-SCR) is accepted.

For practice, click Save.

24. Click Continue New Hire

Click the Continue New Hire button to display the second panal of the Set Up A New Employee form (NH-SCR).

For practice, click Continue New Hire.

25. Enter the Job Code and Extent

Type the code that identifies the job assignment for this employee.

For practice, select '10500' and '0001'.

26. Select the Union

Select a union code. This option list (PP429) should include all of the union types your organization may need.

For practice, bypass this entry.

27. Enter the Hours per Period

Type the number of scheduled hours in the employee's pay period. This value can default if populated on the Pay Rate Or Salary form (H1-SCR).

For practice, type '86.67'.

28. Enter the Hourly Rate or Annual Salary

You must make an entry in one of these two text boxes, Hourly Rate or Annual Salary. Do not complete both text boxes.

Hourly rate is the amount that the employee will be paid per hour. If you do not type a rate in this text box, the system calculates it based on the annual salary. Type this amount with a decimal point or with four decimal places, for example, 8.67 or 86700.

Annual salary is the result of calculating the hourly rate times the number of hours per period times the number of periods in the year. If you do not enter this amount, the system calculates it. Type this amount with a decimal point or with two decimal places, for example 23452. or 2345200.

For practice, type '24,350.00' in the Annual Salary text box.

29. Select the New Hire Activity

Select an option that identifies the new-hire activity type for this employee. As a shortcut, type a search value of 'N' to quickly go to the part of the alphabetized list that contains the new-hire options.

For practice, select 'New Hire-Hr Reg FT' to hire the employee for hourly full-time.

30. Select the OL 3 (HR Location)

Select an option to specify the new employee's Human Resource organization level 3 assignment.

For practice, select 'Region 3030'.

31. Select the OL 4 (HR Location)

Select an option to specify the new employee's Human Resource organization level 4 assignment.

For practice, select 'Department 4040'.

32. Select the OL 5 (HR Location)

Select an option to specify the new employee's Human Resource organization level 5 assignment.

For practice, select 'Section 5050'.

33. Select the OL 6 (HR Location)

Select an option to specify the new employee's Human Resource organization level 6 assignment.

For practice, select 'Group 6060'.

34. Select the EEO Locale

Select an option to record where the employee is located or counted for EEO purposes.

For practice, select 'Chicago Facility'.

35. Enter the Geographic

Select an option that indicates the employee's location assignment used to associate the employee with salary grades by location. If your company uses only one location for salary grade purposes, select 'All Locations' in the list box.

For practice, select 'All Locations'.

36. Enter the Home Phone

Type the employee's area code in the first text box and seven-digit phone number in the second text box. If this information is entered, it will update the Phone Numbers And Employment Information form (03-SCR) automatically.

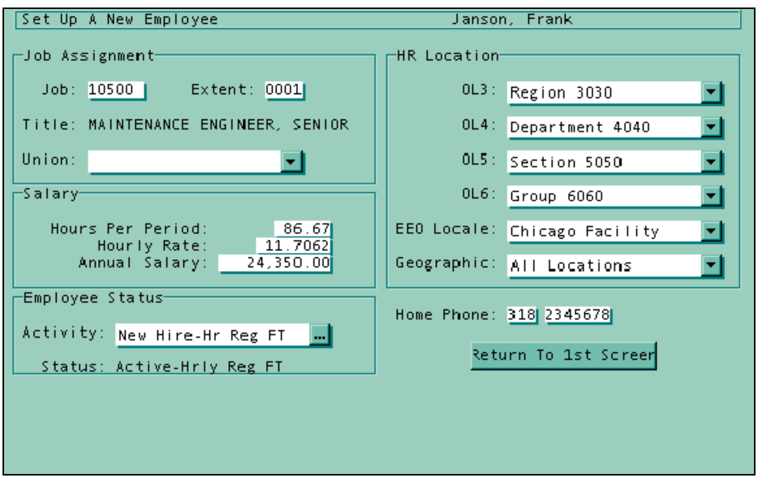
For practice, type '318' and '2345678'.

37. Click Save or press Enter

The employee has now been set up in an active organization.

For practice, click Save.

If you completed the Guided Practice and Position Administration is *not* in use, the resulting form should look similar to the example that follows:



See also:

- Methods for adding employees ***(on page 94)***

For the considerations when hiring new employees using the Set Up A New Employee form (NH-SCR).

Hiring a new employee using the Employee Information form

To hire a new employee using the Employee Information form, follow these steps:

1. Access the Employee Information form (EF-SCR)

The Employee Information form (EF-SCR) is used to add new employees to an active organization using a Logical Employee Model. The form can also be used to update and maintain basic employee information.

Note: *This task assumes you are adding a new employee using a Logical Employee Model. If you have already transferred an applicant using the Applicant Transfer form (ET-SCR) or added a new employee using the Quick Hire process Set Up a New Employee form (NH-SCR), you do not have to add the employee again using this task. This task is an alternative to the previous two tasks. If you want to maintain employee information, access this form for an employee, then only change or enter the necessary text boxes.*

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Hire, Rehire, Reinstate an Employee
Task:	Add Basic Employee Information

For practice, access the Employee Information form (EF-SCR) using Logical Employee Model 'LMODEL 00'.

2. Enter the Employee Nbr

Enter the assigned employee number for the employee.

For practice, type '4200'.

3. Enter the Name Code

Only '001' is valid for a new hire's name code.

For practice, type '001'.

Enter the name (Steps 6 through 10)

4. Select the Title

This list box selection identifies the employee's name prefix or title.

For practice, select 'Miss'.

5. Enter the First (name)

Type the employee's first name.

For practice, type 'Geena'.

6. Enter the Middle (name)

Optionally, type the middle name of the employee. The first character of this text box will display as the last position on the title line of each form. If no middle name is to be entered, type '#' and delete the remaining text in this text box to remove the 'VOID' entry.

For practice, type 'Louise'.

7. Enter the Last (name)

Type the employee's legal surname.

For practice, type 'Sandran'.

8. Select the Suffix

This list box selection identifies the employee's name suffix, such as Jr. or Sr.

For practice, make no selection in this list box.

9. Enter the Address

Enter the employee's street address in the first text box. The second text box is reserved for additional address information, such as apartment number.

For practice, type '1118 South Central' in the first text box and '#208' in the second text box.

10. Enter the City/State

Enter the city and state portions of the employee's address.

For practice, type 'Chicago' and 'IL'.

11. Enter the ZIP

Enter the employee's five-digit postal code. Optionally, enter the four-digit extended postal code preceded by a hyphen.

For practice, type '60642-5454'.

12. Select the Country

Select the employee's country of residence.

For practice, select 'USA'.

13. Enter the SSN (Social Security Number)

Enter the employee's nine-digit social security number.

For practice, type '222334444'.

14. Select the Position (Position Administration users only)

Select the new employee's position.

For practice, select 'Senior Bird Keeper'.

15. Enter the Birth date

Enter the employee's date of birth. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '09-15-1960' (US and Canada) or '15-09-1960' (elsewhere).

16. Enter the Employment date

Enter the effective date of employment. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

Position Administration users, type '12-22-1997' (US and Canada) or '22-12-1997' (elsewhere).

Non-Position Administration users, leave this field blank so it can be filled from the New Hire form (01-SCR).

17. Enter the Termination date

No entry is required in this field for a new hire. This is the date the employee was terminated from employment, or was transferred to another organization. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

18. Select the Gender

Select the gender designation for the employee.

For practice, select 'Female'.

19. Select the Race

Select the employee's race. You may update this option list (HR22) to include all of the races needed by your organization.

For practice, select 'White-Not Hispanic'.

20. Select the FLSA

Select the Fair Labor Standards Act (FLSA) designation for overtime calculation that applies to the employee's job. You may update this option list (HR13) to include all of the FLSA designations needed by your organization.

For practice, leave this list box blank.

21. Select the Frequency

Select the employee's pay frequency. You may update this option list (PP29) to include all of the pay frequencies needed by your organization.

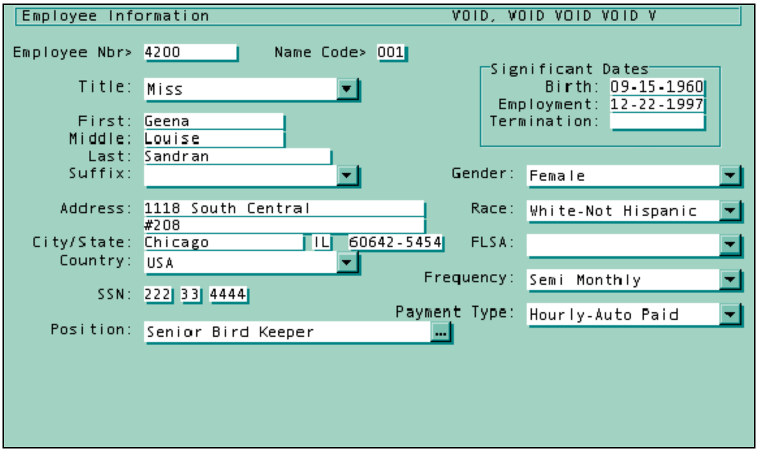
For practice, select 'Semi Monthly'.

22. Select the Payment Type

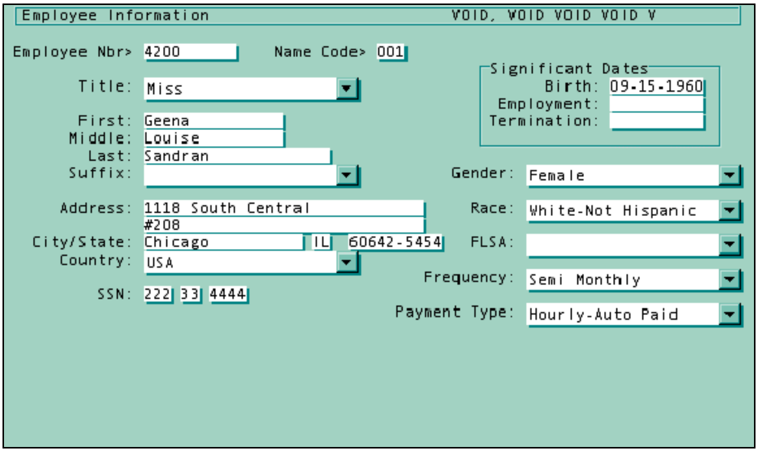
Select whether an employee is to be paid automatically or through time document entry. You may update this option list (PP40) to include all of the payment types needed by your organization.

For practice, select 'Hourly-Auto Paid'.

If you completed the Guided Practice and Position Administration is in use, the resulting form should look similar to the example that follows:



If you completed the Guided Practice and Position Administration is *not* in use, the resulting form should look similar to the example that follows:



23. Click Save or press Enter

If Position Administration is in use, the second panel of the Employee Information form (EF-SCR) is displayed. Continue the new hire process by completing steps 22 through 24.

If Position Administration is *not* in use, a second form is used to complete the new hire process. Continue the new hire process by completing steps 25 through 32.

For practice, click Save or press Enter.

Position Administration users only

24. Select the Status

Select the Incumbency Status. This is typically 'Acting' or 'Regular', depending on the position.

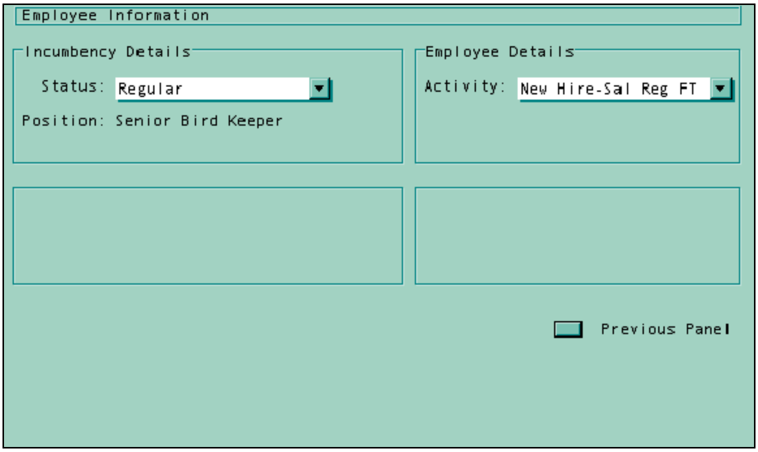
For practice, select 'Regular'.

25. Select the Activity

Select the appropriate new hire activity. You may update this option list (HR09) to include all of the activities needed by your organization.

For practice, select 'New Hire-Sal Reg FT' to hire the employee for salaried full-time.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



26. Click Save or press Enter

The first panel of the form is displayed and the employee information has now been set up. This is the last step of the new hire process.

For practice, click Save or press Enter.

Non-Position Administration users only

27. Access the Additional Employee/Payroll Information form (EG-SCR)

The Additional Employee/Payroll Information form (EG-SCR) is used to record supplemental payroll information for a new hire.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Basic Employee Information 2

For practice, access the Additional Employee/Payroll Information form (EG-SCR) for employee 4200 in the 999999 organization.

28. Select the Normal Shift

Select the employee's normal shift. You may update this option list (PP43) to include all of the normal shifts needed by your organization.

For practice, select '1st Shift HED'.

29. Select Split Type

Select the split type that determines how time document earnings and automatic earnings are to be divided for labor distribution purposes. You may update this option list (PP44) to include all of the split types needed by your organization.

For practice, select 'Split Auto and TE'.

30. Select the Union

Select the union. You may update this option list (PP429) to include all of the unions needed by your organization.

For practice, leave this list box blank.

31. Enter the Workers Comp Code

Enter a user-defined Workers' Compensation Code. This entry identifies the worker's compensation policy for a job. This assignment can also be made on the Job Code Table form (TA-SCR) for all employees assigned to a job.

For practice, leave this text box blank.

32. Enter the Auto Pay Override

Auto Pay Override is used to stop payment to an automatically paid employee for a specified number of pay periods. The system decrements the number entered here each time the employee's pay frequency is paid.

'00' is the default entry for this text box. Automatic pay is not prevented when this value is displayed.

For practice, type '00' if the entry is not already present.

33. Enter the User Field (optional)

Enter user-defined values here.

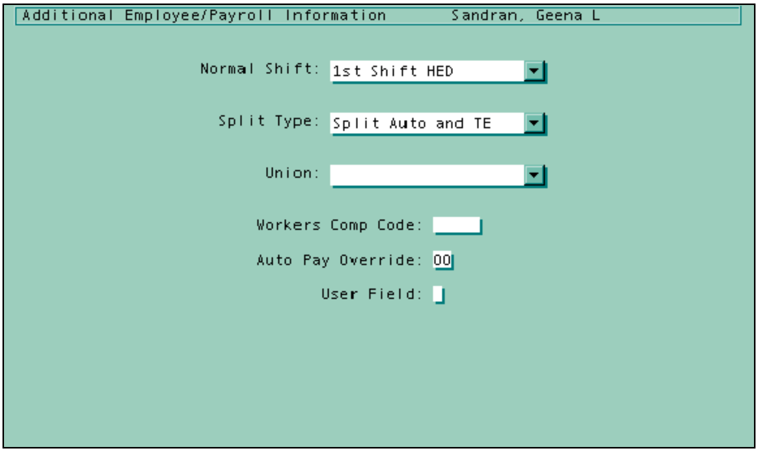
For practice, leave this text box blank.

34. Click Save or press Enter

The remaining employee new hire information has been recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods for adding employees ***(on page 94)***

For the considerations when hiring new employees using the Employee Information form (EF-SCR).

Entering new hire activity details

To enter new hire activity details, follow these steps:

1. Access the New Hire form (01-SCR)

The New Hire form (01-SCR) is used to record the effective date of an employee's new hire activity.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Record Status for New Hire

For practice, access the New Hire form (01-SCR) for employee 4200 in the 999999 organization.

2. Enter the Effective Date

Enter the date the employee's new hire is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

Position Administration users, leave this text box as is because the Effective Date has already been entered on the Employee Information form (EF-SCR).

Non-Position Administration users, type '12-22-1997' (US and Canada) or '22-12-1997' (elsewhere).

3. Select the Activity

Select the major activity affecting the employee. You may update this option list (HR09) to include all of the activities needed by your organization.

Position Administration users, leave this list box as is because the Activity has already been entered on the Employee Information form (EF-SCR).

Non-Position Administration users, select 'New Hire-Hr Reg FT'.

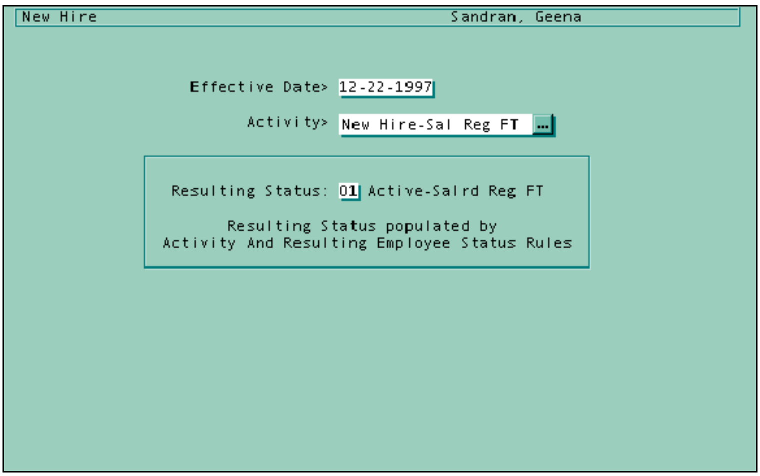
4. Click Save or press Enter

The system automatically generates the Resulting Status based on the Activity.

Position Administration users, do not click Save, because the Resulting Status has already been generated by the system.

Non-Position Administration users, click Save.

If you completed the Guided Practice in the previous tasks, the resulting form should look similar to the example that follows:



See also:

- Methods for adding employees ***(on page 94)***

For the considerations when using the New Hire form (01-SCR).

Adding/maintaining job assignment details

When using Position Administration, the system automatically assigns the position for the employee in the Job Code and Job Code Extent on the Job Assignment/Changes form (05-

SCR) when the employee is hired. If you are not using Position Administration, you must enter this form by following these steps:

1. Access the Job Assignment form (05-SCR)

The Job Assignment/Changes form (05-SCR) is used to record employee job assignments.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Assign Job

For practice, access the Job Assignment/Changes form (05-SCR) for employee 0012 in the 999999 organization.

2. Enter the Effective Date

Enter the effective date of the job code/job code extent. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

Position Administration users, leave this text box as is.

Non-Position Administration users, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

3. Select the Key Separator

Position Administration automatically assigns a Key Separator of 'Tenth Occurrence'. If you are not using Position Administration, select the key separator to ensure multiple entries of a segment on the same date will be sequenced properly on the employee's record. You may update this option list (HR70) to include all of the key separators needed by your organization.

Position Administration users, leave this list box as is.

Non-Position Administration users, select '1st Occurrence'.

4. Select the Type Of Change

Position Administration automatically assigns a Type of Change of 'Created by PM'. If you are not using Position Administration, select the reason the job assignment change is taking place. You may update this option list to include all of the change types needed by your organization.

Position Administration users, leave this list box as is.

Non-Position Administration users, select 'New Hire'.

5. Enter the Job Code/Extent

Position Administration automatically assigns the position you selected when the employee was hired into the active organization. A Job Code Extent of '9999' is also assigned. If you are not using Position Administration, enter the Job Code/Extent for the job to which you want to assign the employee.

Position Administration users, leave this text box as is.

Non-Position Administration users, type '10500' and '0001'.

6. Select the Union

Select the employee's union. You may update this option list (PP429) to include all of the unions needed by your organization.

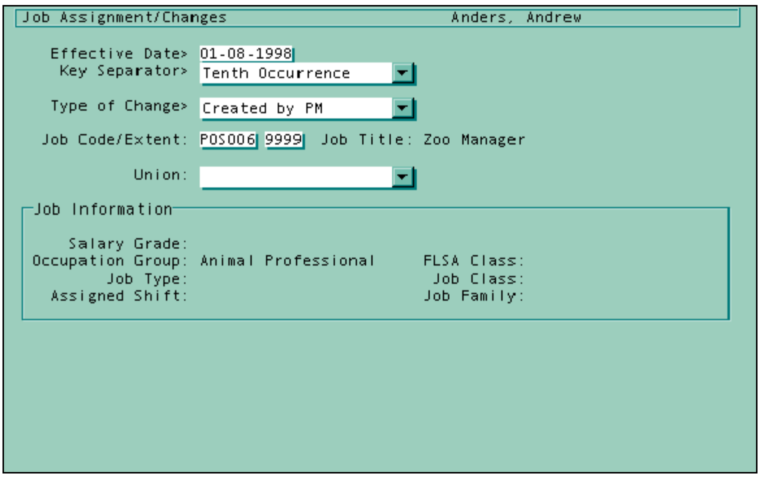
For practice, leave this list box blank.

7. Click Save or press Enter

The employee's job/position information is now set up. The Occupation Group for the job/position is automatically displayed.

For practice, click Save or press Enter.

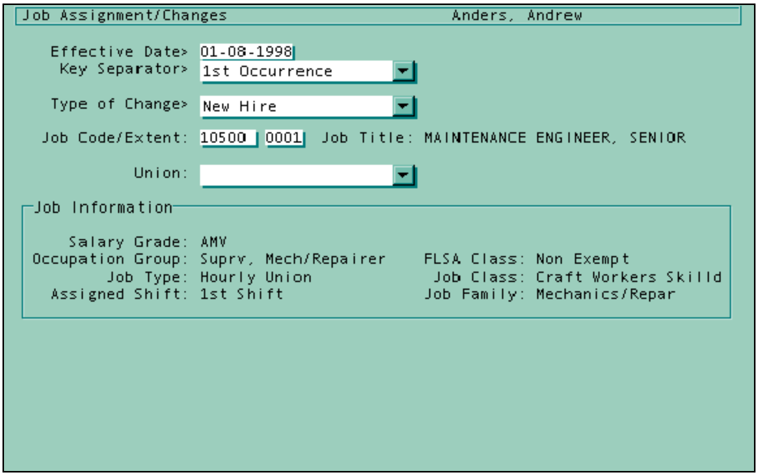
If you completed the Guided Practice for Transferring an applicant to an employee organization, and Position Administration is in use, the applicant transfer populates this form and it should look similar to the example that follows:


Job Assignment/Changes Anders, Andrew

Effective Date> 01-08-1998
Key Separator> Tenth Occurrence
Type of Change> Created by PM
Job Code/Extent: POS006 9999 Job Title: Zoo Manager
Union:

Job Information
Salary Grade:
Occupation Group: Animal Professional FLSA Class:
Job Type: Job Class:
Assigned Shift: Job Family:

If you completed the Guided Practice and Position Administration is *not* in use, the resulting form should look similar to the example that follows:



Note: *You may access the Job Assignment Inquiry form (06-SCR) to view the results of the entry recorded on the Job Assignment/Changes form (05-SCR).*

See also:

- Methods for adding employees ***(on page 94)***

For the considerations when using the Job Assignment/Changes form.

Assigning/changing location

An employee's location information is assigned using the Location Assignment/Changes form (05CSCR). However, if you are using Position Administration, entry of this form may be unnecessary because employee location is tracked by Organization Units, not organization levels. If you want to assign an employee's location here, for such things as mail distribution location, follow these steps:

1. Access the Location Assignment/Changes form (05CSCR)

The Location Assignment/Changes form (05CSCR) is used to record location change data due to a change in an employee's job or assigned location.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Employee Details
Task: Location Change

For practice, access the Location Assignment/Changes form (05CSCR) for employee 0012 in the 999999 organization.

2. Enter the Effective Date

Enter the effective date of the location change. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

3. Select the Key Separator

Select the key separator to ensure multiple entries of a segment on the same date will be sequenced properly on the employee's record. You may update this option list (HR70) to include all of the key separators needed by your organization.

For practice, select '1st Occurrence'.

4. Select the Type Of Change

Select the location assignment change. You may update this option list to include all of the change types needed by your organization.

For practice, select 'Trfr from Applic'.

5. Select the EEO Establishment

Select the EEO establishment number assigned to the location where the employee will work. You may update this option list to include all of the EEO establishments needed by your organization.

For practice, select 'Chicago Facility'.

6. Select the Geographic Range

Select the area of the country in which the employee is being placed. You may update this option list (HR66) to include all of the geographic ranges needed by your organization.

For practice, select 'All Locations'.

7. Enter the Mail Distribution

Enter the internal mail station or distribution data that is used in producing internal mailing labels.

For practice, type 'FL 9 North' to indicate the mail stop on the 9th floor at the north side of the office.

8. Select the OSHA Establishment

Select the number assigned to the OSHA Establishment to which the employee usually reports. You may update this option list (HS52) to include all of the OSHA Establishments needed by your organization.

For practice, leave this entry blank or select 'None'.

9. Select the OL 3

Select the organization level 3 value assigned this employee. You may update this option list (HR439) to include all of the organization level 3 values needed by your organization.

For practice, leave this list box blank.

10. Select the OL 4

Select the organization level 4 value assigned this employee. You may update this option list (HR449) to include all of the organization level 4 values needed by your organization.

For practice, leave this list box blank.

11. Select the OL 5

Select the organization level 5 value assigned this employee. You may update this option list (HR459) to include all of the organization level 5 values needed by your organization.

For practice, leave this list box blank.

12. Select the OL 6

Select the organization level 6 value assigned this employee. You may update this option list (HR469) to include all of the organization level 6 values needed by your organization.

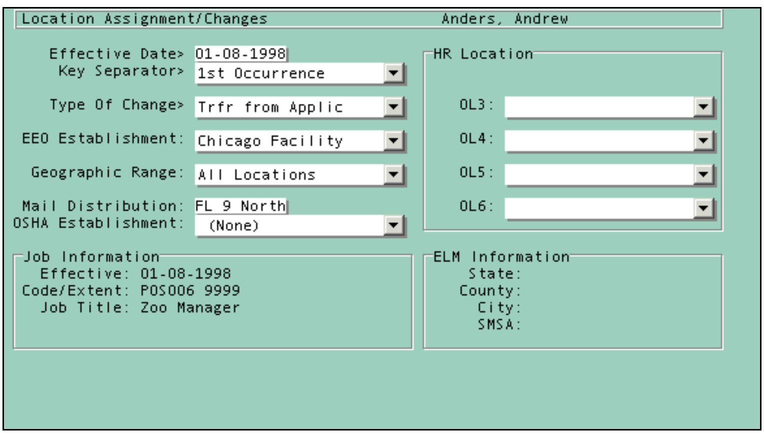
For practice, leave this list box blank.

13. Click Save or press Enter

The Location Assignment/Changes form (05CSCR) is now recorded. Job, position, and ELM (External Labor Market) information is automatically displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Location Assignment/Changes Anders, Andrew

Effective Date> 01-08-1998
Key Separator> 1st Occurrence
Type Of Change> Trfr from Applic
EEO Establishment: Chicago Facility
Geographic Range: All Locations
Mail Distribution: FL 9 North
OSHA Establishment: (None)

HR Location
OL3:
OL4:
OL5:
OL6:

Job Information
Effective: 01-08-1998
Code/Extent: POS006 9999
Job Title: Zoo Manager

ELM Information
State:
County:
City:
SMSA:

See also:

- Methods for adding employees ***(on page 94)***

For the considerations when using the Location Assignment/Changes form (05CSCR).

Assigning/changing salary

To assign or change an employee salary, follow these steps:

1. Access the Salary Assignment/Changes form (40-SCR)

The Salary Assignment/Changes form (40-SCR) is used to record authorized salaries, hourly rates, and changes to any of those amounts. You may also view an employee's salary history.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Maintain Basic Employee Details
Task:	Salary Change

For practice, access the Salary Assignment/Changes form (40-SCR) for employee 0012 in the 999999 organization.

2. Select the Incumbency (Position Administration users only)

Select the position incumbency for this salary entry.

For practice, select '1st Incumbency'.

3. Enter the Effective Date

Enter the effective date of the salary change. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

4. Select the Key Separator

Select the key separator to distinguish between two salary changes made on the same date. You may update this option list (HR70) to include all of the key separators needed by your organization.

For practice, select '1st Occurrence'.

5. Select the Type Of Change

Select the reason for a salary change. You may update this option list to include all of the change types needed by your organization.

For practice, select 'New Hire'.

6. Select the Frequency (optional)

Select the employee's pay frequency. You may update this option list (PP29) to include all of the pay frequencies needed by your organization.

If you do not enter data in this list box, the system uses the value in the Frequency list box on the Employee Information form (EF-SCR).

If you select an option in the list box, the system compares it to the value in the Frequency list box on the Employee Information form (EF-SCR). If the values are different, the system displays a warning message. If you accept the warning, the salary calculation will no longer equate to the Payroll frequency.

For practice, select 'Weekly'.

7. Select the Override (optional)

Select one of these override options, if applicable:

- History—No PR Update: Used to enter salary history records that have no direct effect on the Payroll system.
- Not 1st Change For Date—Used to process multiple salary changes on the same date with a Key Separator list box entry of '2nd Occurrence' or higher.
- Override Calculation—Used to calculate a salary change manually. This option requires that you enter all the text boxes on this form. The form records exactly what you entered.

For practice, leave this list box blank.

8. Enter the Hours Per Period (optional)

Enter the normal hours in the employee's pay period. This is a five-digit text box with two decimal places.

If you do not enter data in this text box, the system uses the value in the Normal Hours text box in the Employee Pay Rate Or Salary form (H1-SCR).

If you type an entry in this text box, the system uses it to calculate the pay assignment.

For practice, type '40.00'.

9. Enter the Hourly Rate

Enter the employee's hourly rate of pay. This is a seven-digit text box with four decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, or Annual Salary); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

10. Enter the Salary Per Period

Enter the amount of the employee's salary per pay period. This is an eight-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, or Annual Salary); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

11. Enter the Annual Salary

Enter the amount of the employee's annual salary. This is a nine-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, or Annual Salary); the system calculates the results in the remaining text boxes based on your single entry.

For practice, type '65000.00'.

12. Enter the Amount Change

Enter the amount the salary has changed. This is an eight-digit text box with two decimal places. For an initial salary assignment, the system calculates this text box based on your single entry in one of the salary amount text boxes.

For practice, leave this text box blank.

13. Enter the Percent Change

Enter the percentage change in salary amount. This is a five-digit text box with two decimal places. For an initial salary assignment, the system calculates this text box based on your single entry in one of the salary amount text boxes.

For practice, leave this text box blank.

14. Enter the Months Since Prior (optional)

Enter the number of months between the employee's prior and current salary effective dates. If you make no entry in this text box, the system fills the text box with zeros for the initial calculation. Thereafter, this text box is calculated based on the most recent salary change.

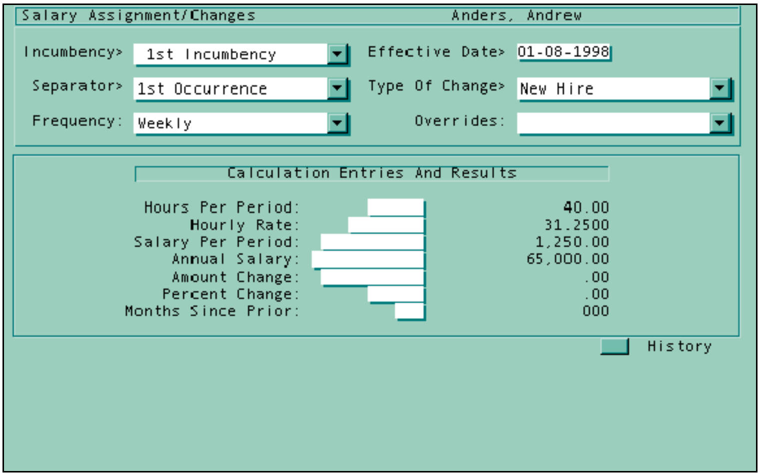
For practice, leave this text box blank.

15. Click Save or press Enter

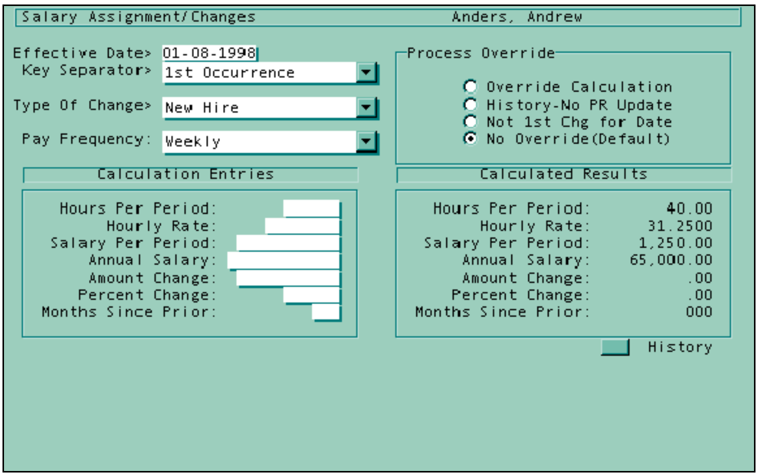
The employee salary has been set up. The entries made in one or more of the amount text boxes are used to calculate the remaining amounts. For example, if you entered an annual salary for the employee, the system calculates the hourly rate, salary per period, amount change, and percent change.

For practice, click Save or press Enter.

If you completed the Guided Practice and Position Administration is in use, the resulting form (after the calculation) should look similar to the example that follows:



If you completed the Guided Practice and Position Administration is *not* in use, the resulting form (after the calculation) should look similar to the example that follows:



See also:

- Methods for adding employees ***(on page 94)***

For the considerations when using the Salary Assignment/Changes form (40-SCR).

Recording contact information

To record contact information, follow these steps:

1. Access the Employee Contact Information form (EM-SCR)

The Employee Contact Information form (EM-SCR) is used to record electronic mail (email) address, cellular telephone number, or other employee contact information. Multiple types of employee contact information can be recorded, including (but not limited to): email address, fax number, cellular phone, car phone, pager number.

Note: *The email address recorded on this form is used by the Communication Events feature of the system.*

☞ *Refer to the Optimizing System Features documentation for more information about Communication Events.*

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Maintain Basic Employee Details
Task:	Employee Contact Information

For practice, access the Employee Contact Information form (EM-SCR) for employee 0012 in the 999999 organization.

2. Select the Contact Type

Select the type of contact such as email, fax, cell phone, and so forth. You may update this option list (HR71) to include all of the contact types needed by your organization.

For practice, select 'Cell Phone Number'.

3. Enter the Contact Effective

Enter the date this employee contact information is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

4. Enter the Contact Expired

Enter the date this employee contact information will no longer be valid. This text box can be entered later if the date is not currently known. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

5. Select the Contact Sequence

Select the contact sequence number for this contact information. This tells the viewer in what order this contact information should be used. For example, which address should be used first, second, and so forth.

For practice, select '1'.

6. Click the Confidential check box

Click this check box to indicate if the contact information can be used to send confidential information to the employee.

For practice, do not click this check box.

7. Click the Unlisted check box

Click this check box to indicate if the contact information may be made available to others without the employee's permission.

For practice, click on 'Unlisted'.

8. Enter the Contact Information (optional)

Enter any additional details about the contact information in this 50-character text box.

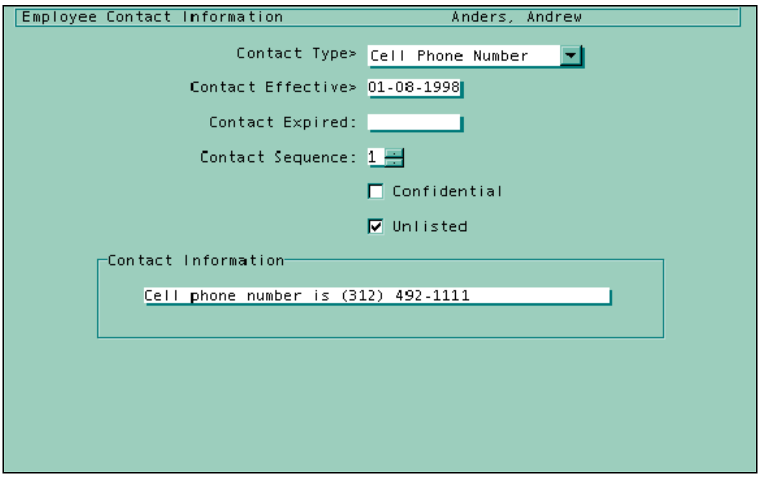
For practice, type 'Cell phone number is (312) 492-1111'.

9. Click Save or press Enter

The Employee Contact information form (EM-SCR) is now recorded.

For practice, click Save or press Enter.

If you competed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Optional employee data ***(on page 102)***

For a description of the Employee Contact form (EM-SCR).

Recording personal and ID information

To record personal and ID information, follow these steps:

1. Access the Additional Personal And ID Information form (02-SCR)

The Additional Personal And ID Information form (02-SCR) is used to continue the employee New Hire process, to add optional information, and to change basic employee data on an employee's record.

Note: *If you have already transferred an applicant using the Applicant Transfer form (ET-SCR), some steps described here will be unnecessary, as many text boxes are automatically populated from the applicant record. Skip any steps that have already been completed.*

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Employee Details
Task: Personal Information

For practice, access the Additional Personal and ID Information form (02-SCR) for employee 0012 in the 999999 organization.

2. Enter the Effective Date

Enter the effective date of the form's information. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

3. Select the Marital Status

Select the employee's current marital status. You may update this option list (HR04) to include all of the marital status types needed by your organization.

For practice, select 'Divorced'.

4. Select Dependents

Select the number of employee dependents.

For practice, select '2'.

5. Enter the Prior Name

Enter the employee's prior surname if employee volunteers information.

For practice, leave this text box blank.

6. Select the Citizenship

Select the country where the employee holds citizenship. You may update this option list (HR05) to include all of the citizenship types needed by your organization.

For practice, select 'USA'.

7. Select the Military Status

Select the employee's military status. You may update this option list (HR07) to include all of the military status types needed by your organization.

For practice, select 'Inactive Reserve'.

8. Enter Military Separation date

Enter the date upon which the employee was discharged or released from active duty. If this date falls between the VETS-100 reporting run dates, the employee is considered a 'Newly Separated Veteran'.

For practice, type '??-??-????'

9. Select the Visa

Select the visa type that a non-citizen employee has been granted. You may update this option list (HR06) to include all of the visa types needed by your organization.

For practice, leave this list box blank.

10. Enter Expires On

Enter the expiration date of the employee's current visa. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

11. Select the Security Clearance

If applicable, select the level of security granted to this employee. You may update this option list (HR08) to include all of the security clearances needed by your organization.

For practice, select 'Confidential'.

12. Enter the Agency

Enter the agency used to establish the employee's level of security clearance, if applicable. You are required to make an entry here only when you have made an entry in the security clearance text box.

For practice, type 'Federal Gov't'.

13. Select the Verification

Select the identification procedure status that denotes whether or not the procedure has started and if identification could be produced. You may update this option list (HR50) to include all of the ID/Work Authorization types needed by your organization.

For practice, select 'Documents Verified'.

14. Select the ID Provided

Select the type of identification document produced. You may update this option list (HR47)to include all of the identification types needed by your organization. When two documents have been submitted for identification, subsequent entries in the employment and identity list boxes are required to identify the two separate documents.

For practice, select 'Prov'd 2 Documents'.

15. Select Identity

Select the type of document produced to prove the identity of the employee. You may update this option list (HR49) to include all of the identity documents needed by your organization.

For practice, select 'Drivers License'.

16. Select Employment

Select the type of document produced to prove that the employee has employment authorization. You may update this option list (HR48) to include all of the employment documents needed by your organization.

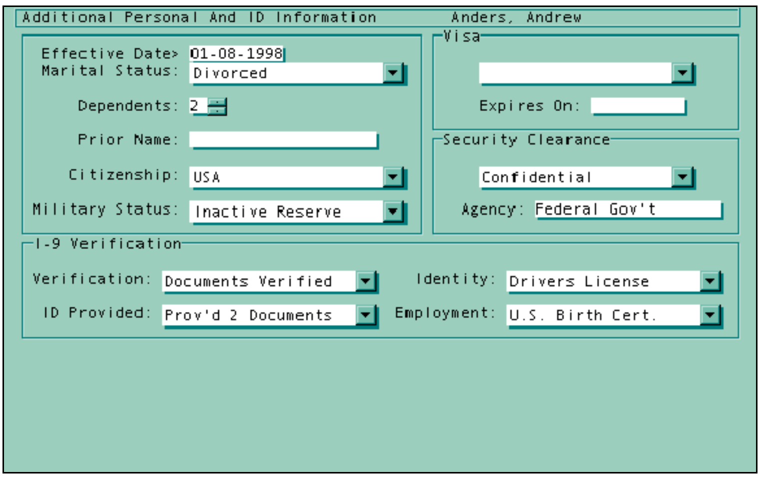
For practice, select 'U.S. Birth Cert'.

17. Click Save or press Enter

The personal and ID information is now recorded.

For practice, click Save or press Enter.

If you have completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Optional Employee Data ***(on page 102)***

For a description of the Additional Personal And ID Information form (02-SCR).

Recording employee telephone numbers

To record telephone numbers, follow these steps:

1. Access the Phone Numbers And Employment Information form (03-SCR)

The Phone Numbers And Employment Information form (03-SCR) is used to continue the New Hire process. This form allows you to add or change basic data on an employee record.

Note: If you have already transferred an applicant using the Applicant Transfer form (ET-SCR), some steps described here will be unnecessary, as many text boxes are automatically populated for you from the applicant record. Skip any steps that have already been completed.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: Telephone/Previous Applicant Info

For practice, access the Phone Numbers And Employment Information form (03-SCR) for employee 0012 in the 999999 organization.

2. Enter the Effective Date

Enter the effective date of the form information. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-08-1998' (US and Canada) or '08-01-1998' (elsewhere).

3. Enter the Applicant Number

If you use the Applicant Tracking component and transferred this employee from the applicant organization, the applicant's number is displayed here.

For practice, leave this text box as is.

4. Select the Employee Source

Select the source of hire for this employee. You may update this option list (HR21) to include all of the sources needed by your organization.

For practice, leave this list box as is.

5. Enter the Agency Fee

Enter the finding fee paid to an outside employment agency or to an employee for referring an employee. This entry must be to the nearest whole amount.

For practice, type '1500'.

6. Enter the Relocation Expense

Enter the amount of all relocation expenses paid to the employee. This entry must be to the nearest whole amount.

Note: The Employee Relations component allows the detailed entry of relocation-related costs.

☞ *Refer to* **Tracking Employee Relocation Expenses** *(on page 369) for details.*

For practice, leave this text box blank.

7. Enter Home

Enter the employee's home telephone number, including area code.

For practice, leave this text box as is.

8. Enter Work

Enter the employee's work telephone number, including area code.

For practice, leave this text box blank.

9. Enter the Ext

Enter the work telephone extension, if applicable.

For practice, leave this text box as is.

10. Select the Language

Select the employee's native language. You may update this option list (PP54) to include all of the languages needed by your organization.

For practice, select 'English'.

11. Select the Religion

Select the employee's religious preference. You may update this option list (HR35) to include all of the religious preferences needed by your organization.

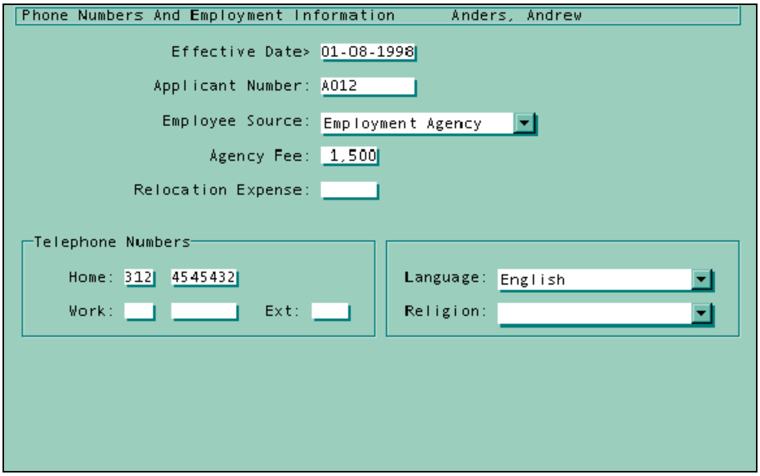
For practice, select 'None'.

12. Click Save or press Enter

The phone numbers and other employment information are now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Optional employee data ***(on page 102)***

For a description of the Phone Numbers And Employment Information form (03-SCR).

Recording spouse/dependent information

To record spouse/dependent information, follow these steps:

1. Access the Spouse/Dependent Information form (10-SCR)

The Spouse/Dependent Information form (10-SCR) is used to record information concerning an employee's spouse and dependents. This information can be especially useful for verifying benefit coverage eligibility or coordinating benefits and is used by Benefits Administration.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Employee Details
Task: Dependent Information

For practice, access the Spouse/Dependent Information form (10-SCR) for employee 0012 in the 999999 organization.

2. Enter the Dependent ID

Type the identification number for the employee's dependent. The number of spouse and dependent records should equal at least the number of dependents entered on the Additional Personal And ID Information form (02-SCR). These numbers will vary only if the number of dependents living with the employee, and entered on the Additional Personal And ID form (02-SCR), is also entered on this form as children covered by legal decree for insurance purposes but who may not be living at home.

Each spouse and dependent record is identified by a unique three-position Dependent ID. Establish a numbering scheme for this text box value that allows you to easily identify which type of record (spouse or dependent) you are viewing.

For practice, type '001'.

3. Enter the Name

Type the name of the employee's spouse or dependent, using the format: last name, [space] first name.

For practice, type 'Anders, Emily'.

4. Select the Relationship

Select an option to indicate the relationship of the spouse or dependent to the employee. You may update this option list (HR23) to include all of the relationships needed by your organization.

For practice, select 'Daughter'.

5. Select the Student Status

Select a value from this option list (HR30) to indicate whether or not the spouse or dependent named in this form is a student and what level of school participation is involved.

For practice, select 'Full Time Student'.

6. Enter the Birth Date

Type the date of birth for the spouse or dependent listed on this form. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '09-10-1992' (US and Canada) or '10-09-1992' (elsewhere).

7. Enter the Social Security Nbr

Type the social security number of the spouse or dependent listed on this form.

For practice, type '444221111'.

8. Enter the Telephone Number

Type the telephone number of the spouse or dependent listed on this form.

For practice, type '3124545432'.

9. Enter the Insurance Carrier

Type the insurance carrier for the spouse or dependent listed on this form.

For practice, type 'CIGNA'.

10. Enter the Employer Name

Type the name of the employer of the spouse or dependent listed on this form.

For practice, leave this text box blank.

11. Enter the Address

Type the street address for the employer of the spouse or dependent listed on this form.

For practice, leave this text box blank.

12. Enter the City/State

Type the city/state portion of the address of the employer of the spouse or dependent listed on this form.

For practice, leave this text box blank.

13. Enter the ZIP Code

Type the postal code of the employer of the spouse or dependent listed on this form.

For practice, leave this text box blank.

14. Select the Sex

Select the appropriate gender classification of the spouse or dependent.

For practice, select 'Female'.

15. Click the Alternate Taxpayer ID command box (optional)

Click 'Alternate Taxpayer ID' to record alternate tax identification data for a employee's spouse or dependent. This form is identical to the Spouse/Dependent Information form (10-SCR), with the exception of the Social Security Number text box described here. This text box is renamed as Taxpayer ID. The Taxpayer ID number is also the Social Security Number of the spouse or dependent being listed. The text box accepts up to 12 characters (as opposed to nine for Social Security Number).

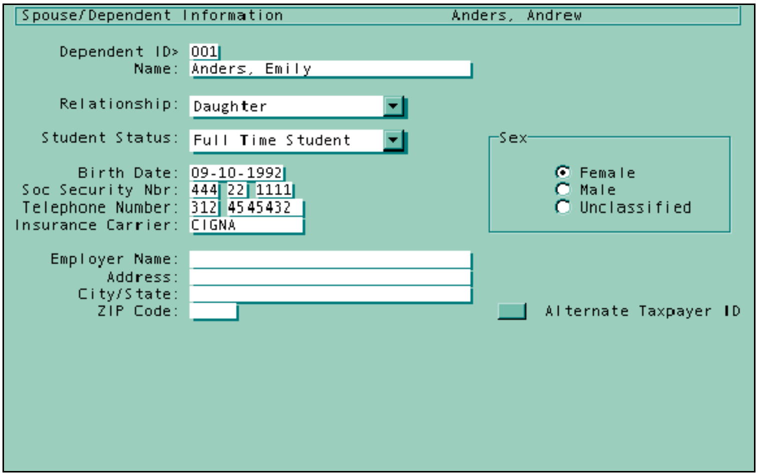
For practice, do not click this command box.

16. Click Save or press Enter

The spouse and dependent information is now recorded for the employee.

For practice, click Save or press Enter.

If you competed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Optional employee data ***(on page 102)***

For a description of the Spouse/Dependent form (10-SCR).

Rehiring, reinstating, or recalling an employee

To rehire, reinstate, or recall an employee, follow these steps:

1. Access the Rehire/Reinstatement/Recall form (04-SCR)

The Rehire/Reinstatement/Recall form (04-SCR) is used to record an employee reinstatement, rehire, or recall to work. For this form to be processed, a separation, termination, or major activity (such as return from labor dispute) must have been recorded for the employee on the Separations And Terminations form (96-SCR) or Status Changes form (08-SCR).

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Rehire/Reinstatement

For practice, access the Rehire/Reinstatement/Recall form (04-SCR) for employee 1975 in the 999999 organization.

2. Enter the Effective Date

Enter the date the employee's rehire, recall to work, or reinstatement is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-15-1998' (US and Canada) or '15-01-1998' (elsewhere).

3. Select the Activity

Select the description of the rehire, reinstatement, or recall activities. You may update this option list (HR09) to include all of the activities needed by your organization.

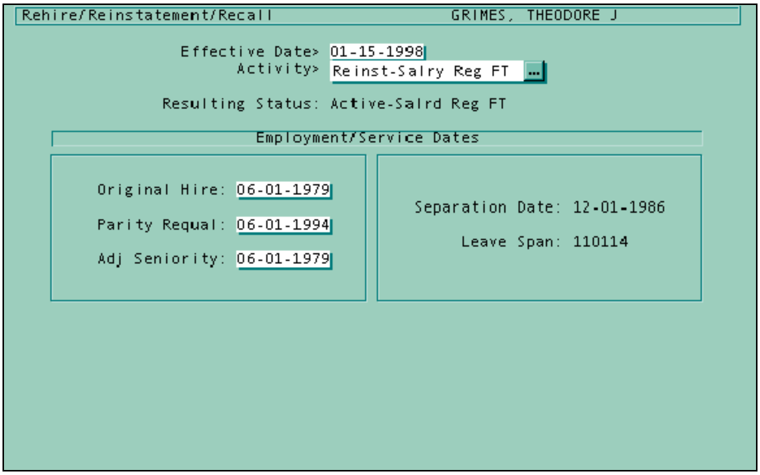
For practice, select 'Reinst-Salry Reg FT' to rehire this employee to a salaried full time status.

4. Click Save or press Enter

The Rehire/Reinstatement/Recall information form (04-SCR) is now recorded and the Original Hire, Parity Requal, and Adj Seniority dates are automatically populated by the system.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Remember to access the Employee Information form (EF-SCR) and delete the Termination date and change or update the Employment date.*

See also:

- Methods for adding employees ***(on page 94)***

For a description of how rehiring, reinstating, and recalling employees is accomplished.

Transferring an employee to another organization

To transfer an employee to another organization, follow these steps:

1. Access the Employee Transfer form (ET-SCR)

The Employee Transfer form (ET-SCR) is used to transfer Employee Database records from one organization to another. This form can not be processed in a batch run. It must be entered online. The transfer is made in 'real-time' so you can immediately modify or add data.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Transfer Emp to New Organization

For practice, access the Employee Transfer form (ET-SCR) for employee 2001 in the 999999 organization.

2. Enter the New Employee Number

If you want the employee to have a different employee number in the new organization, enter it here. Otherwise, enter the employee's current number here.

For practice, type '2001' to keep the same employee number in the new organization.

3. Enter the New Control 1-2

Enter the employee's new organization designation.

Note: *The system may display error messages if the new organization does not have taxes set up.*

For practice, type '991111'.

4. Enter the Transfer Date

Enter the effective date of the transfer. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-15-1998' (US and Canada) or '15-01-1998' (elsewhere).

5. Select the Payroll Data

Select one of the payroll data/amount options described in this chart. Information is to move to the new organization, stay with the old organization, or reside on Employee Database records in both organizations.

Data	Amounts	Description
Old/New C1-2s	Old Control 1-2	Payroll data resides on the old and new organizations. Amounts reside on the old organization only.
New Control 1-2	New Control 1-2	Payroll data and amounts reside on the new organization only.
Old/New C1-2s	Old/New C1-2s	Payroll data and amounts reside on the old and new organizations.
Old/New C1-2s YTD Wage	Old Control 1-2 Old/New C1-2s	Payroll data resides on the old and new organizations. Amounts reside on the old organization. YTD wages also reside on the new organization.

For practice, select 'Data Amounts YTD Wage' (last option).

6. Select the Basic HR Data

Select the basic human resource data that designates whether information is to move to the new organization, stay with the old organization, or reside on the Employee Database records in both organizations.

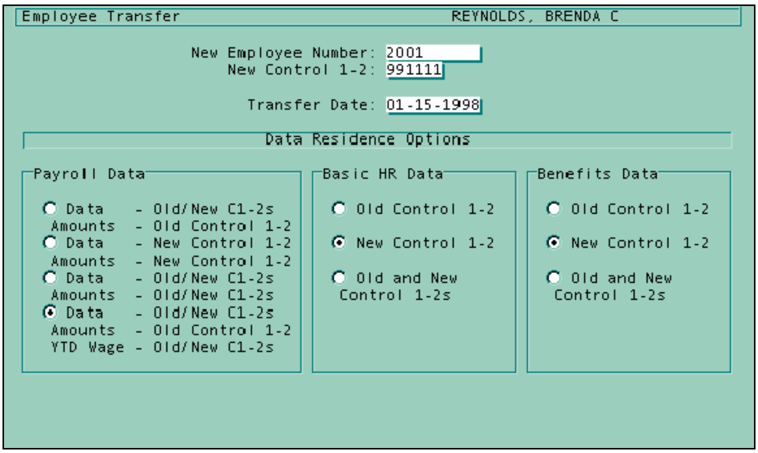
For practice, select 'New Control 1-2' (second option).

7. Select the Benefits Data

Select the benefits data that designates whether information is to move to the new organization, stay with the old organization, or reside on Employee Database records in both organizations.

For practice, select 'New Control 1-2' (second option).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. Click Save or press Enter

The employee transfer information is now recorded. A 'Transfer successfully completed' message is displayed.

For practice, click Save or press Enter.

See also:

- Methods for adding employees ***(on page 94)***

For the considerations when transferring employees within the organization.

Verifying employee information

To verify employee information, follow this step:

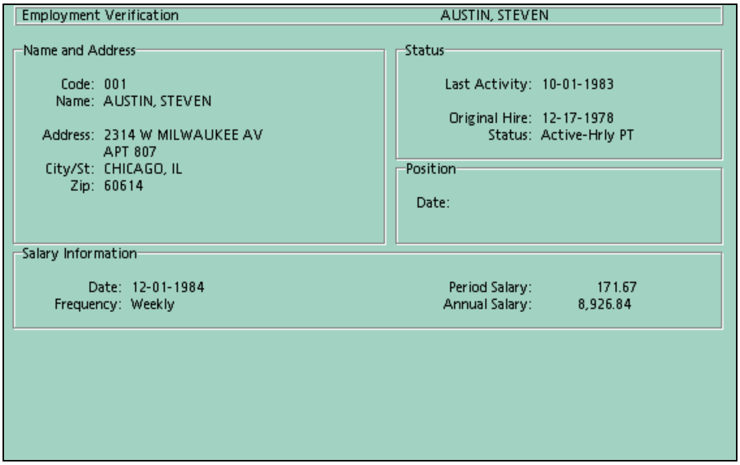
Access the Employment Verification form (EMVSCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: Employment Verification

For practice, access the Employment Verification form (EMVSCR) for employee 1234 in the '999999' organization.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods for adding employees ***(on page 94)***

For information about the reports related to the data on this form.

Recording employee, job, and institution information

The IPEDS Employee Tenure and Academic Rank form (O5ESCR) is used to record the employee, job, and institution information required by the EEO-6 Report for Higher Education Institutions (7E-RPT). Information entered on this form is completed for each employee and maintained during employment. This information is not available on any other Human Resources Administration segments. This form can be completed as part of the new hire process.

Complete this task be performing the following steps:

1. Access the IPEDS Employee Tenure and Academic Rank form (O5ESCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: IPEDS/Employee Tenure/Rank

For practice, access the IPEDS Employee Tenure and Academic Rank form (05ESCR) for Steven Austin, employee 1234.

2. Enter the effective date

This is the date on which the employee's EEO-6 pertinent data was recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1999'.

3. Select the Rank/Tenure

This value defines the employee as having rank or tenure.

For practice, select 'No Rank/Tenure'.

4. Select the On Track Tenure

This option defines whether an employee who does not have tenure is in a job or position which will lead to tenure.

For practice, leave this field blank.

5. Select the length of contract

This option defines which contract length category the employee's contract falls.

For practice, select 'No Contract'.

6. Select the soft money option

This option defines whether the monies paid to the employee are from soft money sources (not from the general fund).

For practice, leave this field blank.

7. Select the FICE ID

This is the FICE (Federal Interagency Committee of Education) Code for the Campus to which the employee is assigned.

This FICE Code is an unstructured number unique for each organization.

For practice, leave this field blank.

8. Select the Main Campus

This is the Main Campus FICE Code for when an institution is multi-campus. The FICE Code (Federal Interagency Committee of Education) is an unstructured number unique for each organization.

In those institutions consisting of a main campus and one or more branch campuses, this is the location of the core, primary, or most comprehensive program.

If there is only one location for the institution, this field will be blank.

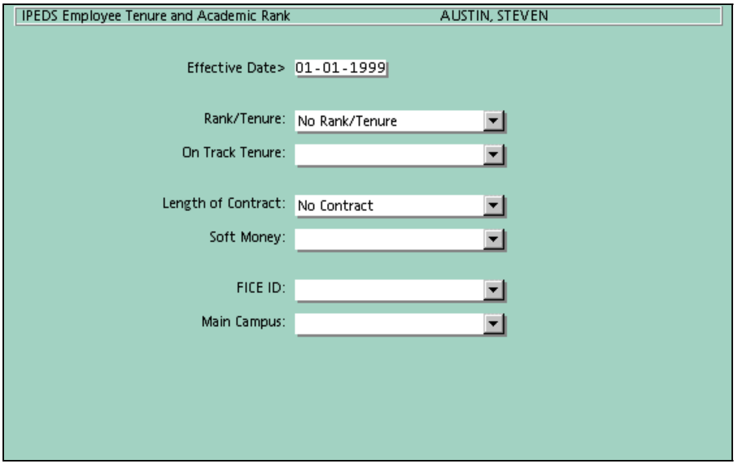
For practice, leave this field blank.

9. Click Save or press Enter

The information is saved.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Required employee data ***(on page 89)***

For information about the reports related to the data on this form.

Recording demographic data for EEO and Affirmative Action (optional)

Use the EEO/AAP Demographic Data form (TY-SCR) to record demographic data for EEO and Affirmative Action analysis. Data entered on this form includes the total persons in each occupation group and the percentage distribution by race, by demographic region, as defined by you. The demographic area can be defined as region, state, SMSA, city, or county, depending in your reporting requirements. This is an optional form.

To record employee information, follow these steps:

1. Access the EEO/AAP Demographic Data form (TY-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup EEO Rules
Task: EEO/AAP Demographic Data

For practice, access the EEO/AAP Demographic Data form (TY-SCR) for the 999999 organization.

2. Select the level of demographic data

Select a Level of demographic data from the option list (EO02). This value determines what type of data is resident in the remainder of the form fields.

For practice, select 'State'.

3. Select the state in which to record the data

If you are entering state demographic data, select the state from the option list (EO01).

For practice, select 'Louisiana'.

4. Enter the CSS Code

Enter the CSS Code if you are recording SMSA (Standard Metropolitan Statistical Area) data.

For practice, leave this field blank.

5. Select the Occupation Group Level

Select an Occupation Group Level from the option list (EO13). This value determines if the data is based on an EEO, Occupation Group, or user-defined grouping.

For practice, select 'User Defined'.

6. Select the Occupation Group

Select an Occupation Group from the big option list (EO08).

For practice, select 'Accountnts & Auditrs' from the big option list.

7. Enter the Total Force

Type the total number of persons in the work force for the demographic level specified on this table.

This total is used with the individual ELM 4 percentages to determine the numbers of males and females by race for EEO/AAP analysis purposes.

For practice, type '2,500'.

8. Enter the Male percentages

Type the percentages in the Male Percentages text boxes. Enter the values using two decimal places. For example, enter 43 percent as 04300.

The values entered for each demographic must equal the percentage in the Total text box.

For practice, type the following values:
Total: 58%
Native American: 5%
Asian: 13%
Black: 10%
Hispanic: 12%
White: 18%

9. Enter the Female percentages

Type the percentages in the Female Percentages text boxes. Enter the values using two decimal places. For example, enter 43 percent as 04300.

The values entered for each demographic must equal the percentage in the Total text box.

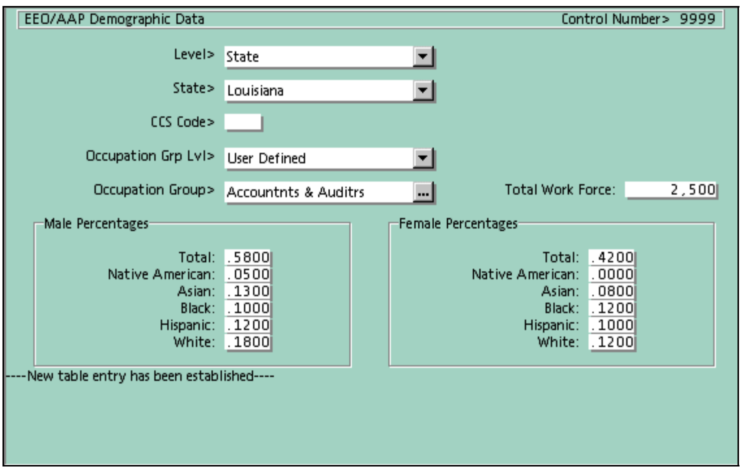
For practice, type the following values:
Total: 42%
Native American: 0%
Asian: 8%
Black: 12%
Hispanic: 10%
White: 12%

10. Click Save or press Enter

The message '---New table entry has been established—' confirms the changes.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



EEO/AAP Demographic Data   Control Number> 9999

Level> State
State> Louisiana
CCS Code>
Occupation Grp Lvl> User Defined
Occupation Group> Accountnts & Auditrs
Total Work Force: 2,500

Male Percentages
Total: .5800
Native American: .0500
Asian: .1300
Black: .1000
Hispanic: .1200
White: .1800

Female Percentages
Total: .4200
Native American: .0000
Asian: .0800
Black: .1200
Hispanic: .1000
White: .1200

----New table entry has been established----

See also:

- Required employee data ***(on page 89)***

For information about the reports related to the data on this form.

Entering EEO-4 reporting information

The EEO-4 Reporting Information form (EO4SCR) provides additional data for the EEO-4 Report- State and Local Government Information report (74-RPT). This form displays the function to which the employee belongs, including the effective date. When an employee changes function, create a new form with the new effective date. This form can be added to the new hire process.

To enter report information, follow these steps:

1. Access the EEO-4 Reporting Information form (EO4SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: EEO-4 Reporting Information

The EEO-4 Reporting Information form is displayed for the selected employee.

For practice, access the EEO-4 Reporting Information form (EO4SCR) for Steven Austin, employee 1234.

2. Enter the effective date

Enter the date on which the change is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1999'.

3. Select the EEO-4 Function

Select an EEO-4 value from this option list (EO21). This value is used as a breakdown as defined by the EEOC for reporting purposes.

For practice, select 'Other'.

4. Select the EEO-4 exemption status

This field is used to exempt certain elected and appointed officials from the EEO-4 report (74-RPT). Any employee with an exemption status on this form will not be included in the EEO-4 Report - State and Local Government Information report (74-RPT).

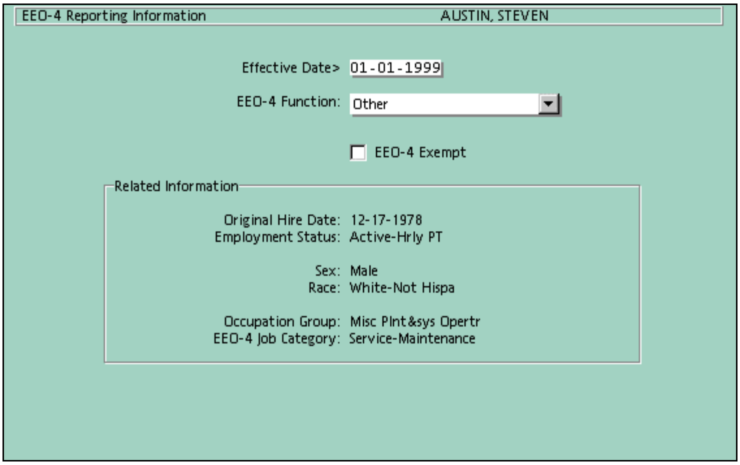
For practice, leave this check box blank.

5. Click Save or press Enter

The information is saved and will be noted on the EEO-4 Report - State and Local Government Information (74-RPT).

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required employee data ***(on page 89)***

For information about the reports related to the data on this form.

Recording EEO prior year totals

This form is used to record prior year EEO-1 total, which is reported on the EEO-1 Report (70-RPT). You must have an EEO Establishment Totals form (TW-SCR) recorded for the prior year for each of your EEO Establishments. This form should be updated on an annual basis to ensure accurate reporting.

To record prior year EEO-1 Report totals, follow these steps:

1. Access the EEO Establishment Totals form (TW-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup EEO Rules
Task: EEO Prior Year Totals

For practice, access the EEO Establishment Totals form (TW-SCR).

2. Select the EEO Establishment

From the values in this option list (EO069), select the name of the EEO Establishment that has been assigned to the location where the employee works.

For practice, select 'Chicago Facility'.

3. Enter the Effective Date

Enter the effective date of the Table entry. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-01-2000' (US and Canada) or '01-03-2000' (elsewhere).

4. Enter the Male totals

Enter the number of male employees recorded on last year's EEO-1 report. The total of these categories is calculated automatically by the EEO Establishment Totals form (TW-SCR) when it is returned.

For practice, type the following values:
White: 111
Black: 110
Hispanic: 68
Asian or Pacific Islander: 67
American Indian/Alaskan Native: 1

5. Enter the Female totals

The total of these categories is calculated automatically by the EEO Establishment Totals form (TW-SCR) when it is returned.

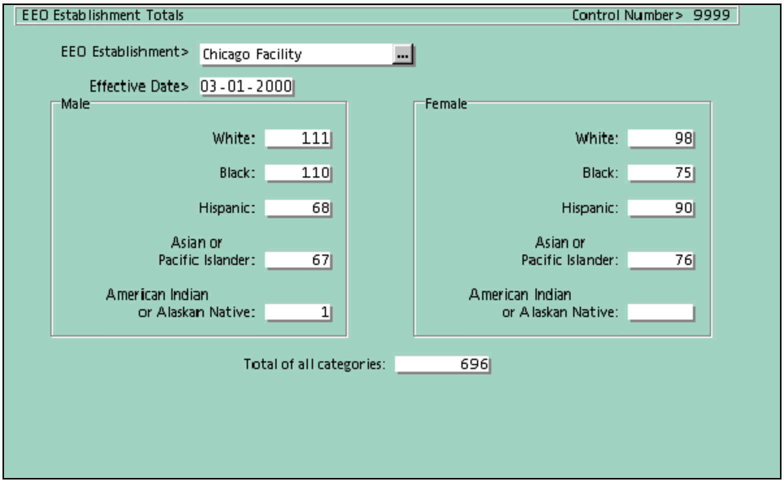
For practice, type the following entries:
White: 98
Black: 75
Hispanic: 90
Asian or Pacific Islander: 76
American Indian/Alaskan Native: 0

6. Click Save or press Enter

Note: *After you run the 70SRPT or 70MRPT reports, the current years totals are automatically written to the EEO Establishment Totals form (TW-SCR). These are used for the prior year totals for next years EEO-1 Report (70-RPT). If the reports are run multiple successful times in one year, the totals are rewritten each time.*

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Required employee data ***(on page 89)***

For the considerations when setting up government compliance data.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Transfer the applicant record you created in the last section to the active employee organization as of today. Use your applicant number as your employee number. Confirm that you now exist in both the applicant organization (993333) and the active organization (999999).

   Complete the new hire process by using the Set Up A New Employee form (NH-SCR) to add your weekly pay frequency and payment type of 'salaried auto-paid'.

   View these forms to be sure that all of the needed new hire information has been populated:

- Employee Information (EF-SCR)
- New Hire (NH-SCR)
- Job Assignment/Changes (O5-SCR)
- Location Assignment/Changes (05CSCR)
- Salary Assignment/Changes (40-SCR)

2. Use the Set Up A New Employee form (NH-SCR) with Logical Employee Model 'LMODEL 01' to hire a new employee, Thomas Larson, as of January 15th of this year. He did not go through the applicant tracking process. Thomas Larson is a white male hired as a Head Reptile Keeper.

Review of Questions Answered

1. What considerations are there when hiring new employees?

2. What information is required on the employee record for him or her to be active in the system?

3. How are major activities and employee statuses handled?

4. What are the various methods used for adding new employees?

5. How are positions and jobs handled when adding new employees?

6. What are the important dates used to track employees in the system?

7. What employee-level data is optional when adding new employees?

CHAPTER 5

Managing Employee Attendance

In This Chapter

Introduction

Developing a productive, efficient workforce starts with good attendance management. Attendance management involves recording, reporting, and analyzing all employee absences, whether authorized or unauthorized. Cyborg's products provide the functionality to help you accomplish the tasks of recording and reporting your employees' absences.

Tasks

This section explains how to do the following:

- Setting annual paid absence entitlements
- Recording employee absences
- Recording unauthorized time off
- Viewing employee absences
- Viewing employee absences by type
- Viewing employee absences by points

Prerequisites

Before you can manage your employee attendance, the following must be established:

- Companies (organizations)
- Employees

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Note: Position Administration can be implemented and used to find replacement staff when employees are absent by matching skills, competencies, education, and so forth.

☞ *Refer to the Using Position Administration documentation for more information.*

Questions answered

The following questions are answered in this section:

1. What needs to be considered when managing employee attendance effectively?
2. What functionality is available to manage employee attendance?
3. What are absence types and absence points and how are they used?
4. How are annual paid absence entitlements used?

Overview of employee attendance management

Your organization is likely to have developed its own policies regarding employee absence and procedures for managing absences. Those policies and procedures may provide different courses of action for various types of absences (planned, unplanned, authorized, unauthorized, long-term, short-term, emergency) that may affect employee compensation, performance appraisals, employee status, and leave eligibility. Your organization's ability to implement or enforce its own policies and follow its established procedures will be dependent on good recordkeeping and reporting of employee absences.

An effective attendance-management process includes the following five stages:

- Record employee leave entitlements
- Consider implications of each absence
- Record employee absence information
- Manage leave entitlement
- Analyze absences

Record employee leave entitlements

'Leave entitlement' is the amount of time an employee is entitled to leave work, generally for specified purposes (such as vacation or holiday, sickness, jury duty, and funerals). Leave entitlement is referred to in various ways. Your organization may refer to it as vacation benefit, sick leave benefit, accrued vacation time, or available personal time off.

Leave entitlement is generally managed on an annual basis and it may accrue throughout the year at a specified rate for each month worked or be granted in lump-sum fashion at the beginning of each calendar year or an individual employee's year of employment. How leave entitlement is granted and recorded is governed by your organization's specific leave policy. For example, if your organization awards leave entitlements in lump-sum fashion at the beginning of each calendar year, you would record a number of days or hours of leave entitlement for vacation, sick leave, and so on for each employee at the beginning of the year.

Consider implications of employee absences

Any employee absence may have a number of implications within your organization. The primary implications are the effect on payroll, the term of the absence and its possible effect on employee status, and work coverage during the absence.

Payroll implications

The question of an absence's effect on payroll is tied directly to your organization's policy. That policy may specify the effect of the absence on payroll and is influenced by whether the absence was planned or unplanned, authorized or unauthorized, or within the employee's available leave entitlement. If the absence is to be unpaid, you must not only record the absence but also take action to deduct the appropriate amount from the employee's pay. Also, the employee's return to work will need to be verified and resumption of regular payroll initiated.

Term-of-absence implications

Most short-term absences, including reportable tardiness, are recorded simply as absences. If the absence is long term (according to your organization's policy) or at the point a short-term absence becomes long-term, you may need to change the employee's status.

☞ *Refer to* **Processing Terminations, Leaves and Returns, and Other Major Activities** *(on page 205) for more information.*

Work-coverage implications

Depending on the employee's job and the duration of the absence, work coverage could be a significant implication of the absence. Finding qualified employees who are available to cover for the absent employee is frequently an extremely important and time-sensitive task. You can use the Position Administration component to generate a list of other available employees who have the skills and competencies needed to cover for an absent employee.

☞ *Refer to the Using Position Administration documentation for more information.*

Record employee absence information

Accurate and timely recording of each employee absence is critical to good absence management. Generally, the following details are recorded:

- Date, day, time, and duration of the absence
- Type of absence (vacation, sickness, jury duty, emergency at home, and so forth)
- Whether the absence was authorized
- Whether the absence was planned
- Whether the employee is to be paid for the time off work

Recording this type of information about each absence enables you to analyze patterns and causes of absences within the organization. All of this information can be recorded and tracked using Cyborg's products.

Manage leave entitlement

By managing leave entitlement (employees use of vacation and sick-leave time) instead of simply letting it happen, your organization can facilitate leave scheduling to help employees avoid the loss of unused leave hours to which they are entitled, to maintain organizational productivity, and to schedule workers more effectively. The task of managing leave entitlement is essentially a matter of monitoring actual employee absences in view of time-off entitlements. The system is very helpful in accomplishing this because it automatically produces a list of the authorized time-off hours remaining in the current calendar year for each employee. After reviewing the list, you can take appropriate steps to notify employees of the need to schedule and obtain authorization for planned leaves or to notify department managers of the need to anticipate worker absences and plan for work coverage.

See also:

- Recording employee absences ***(on page 188)***

For detailed directions on recording employee absences.

- Recording unauthorized time off ***(on page 190)***
For detailed directions on recording unauthorized time off.

- Viewing employee absences ***(on page 192)***
For detailed directions on viewing employee absences.

Analyze absences

Analyzing absences is possible only when the previous steps of recording individual employee leave entitlements and actual absences have been completed accurately and in a timely fashion. You are then able to generate absence reports that will help you:

- Look for patterns. Within the entire workforce, or within an individual employee's record, look for proximity of absences to public holidays and weekends, sports events, completion of major projects, and so on. Look for organization-wide patterns as well as departmental or individual employee patterns. Do certain buildings, locations, departments, or job types show absence patterns that would help managers schedule work coverage more effectively or take other corrective actions?

- Analyze business impact. Examine the cost of absences, their impact on productivity, and their effect on work coverage, product delivery, and customer service.

- Determine causes. Are absences caused by lack of motivation? Poor management? Environmental conditions? Stress? Drug and alcohol abuse? Reviewing any discernible patterns of employee absence may help you determine why the absences are occurring and how to solve any problems.

- Take corrective and preventative action. The patterns, effects, and causes you have examined will help you determine appropriate corrective and preventative action within the context of your organization's policy. Such action could include such steps as disciplinary action against individual employees, reassignment of employees or managers, restructuring of work hours or locations, better scheduling of personal time off for holidays, and so forth.

As with many other important human resource management functions, managing employee attendance is rooted in good record keeping, effective reporting, and timely report analysis. The system gives you all the tools you need to accomplish these steps with a high degree of effectiveness and efficiency.

Overview of the absence functionality

When considering the absence functionality, you may need to consider how the following components interact with the absence functionality:

- Time and Attendance
- Payroll Administration

Time and Attendance component interaction with the absence functionality

The Time and Attendance Administration provides separate functionality that collects, maintains, and processes employee time entry data for upload into the Cyborg Payroll Administration. Although this functionality may not be implemented by all clients, many absence tracking features and forms are available to all users, letting you track employee absences and monitor when excessive absences are occurring. If your organization uses Time and Attendance, the general ledger interface feature automatically books the accrual of excused and unexcused absences. When in use, this component lets you focus solely on tracking excessive absences or to actually trigger payments or deductions through the Payroll Administration.

The following forms are used in recording and tracking employee absences:

- Absences form (93-SCR)
- Absences (Single & Multiple) form (93XSCR)
- Authorized Time-Off Hours Remaining form (93ASCR)
- Absence Entitlement form (93BSCR)
- Unauthorized Time-Off Hours Taken form (93USCR)
- Absence Inquiry form (93ISCR)
- Absence Points form (93PSCR)
- Absence Inquiry By Type form (93TSCR)

These forms can be used even if you are not using the full functionality of the Time and Attendance Administration. However, the forms are limited to tracking and reporting on employee absence data and no interface with the Payroll Administration is possible.

Note: *The Absences (Single & Multiple) (93XSCR) and the Absence Entitlement (93BSCR) are used by the time away function in Interactive Manager. You can, however, use these forms without having Interactive Manager installed.*

☞ *Refer to the Using the Time and Attendance Administration documentation for more information.*

Absences form (93-SCR)

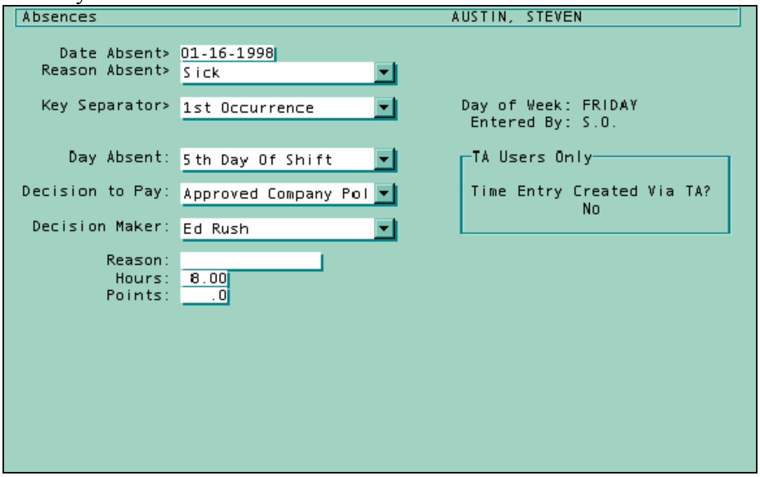
This form is used to record excused and unexcused absences for your employees. These absences are set up in the Absence Type option list (TA01). This option list can be changed and options can be added to meet the needs of your organization.

The Absences form (93-SCR) records the date and type of absence as well as the number of hours your employees are absent. The form also records approvals to pay for excused absences, including the name of the person who gave the approval.

The day of the week on which an absence occurred and any relationship that a day may have had to a holiday or to a day the employee was scheduled to work can be assigned here. This enables you to identify absence trends as related to holidays or other non-work days.

The number of points that you want to assign to the absence can also be entered on this form. Absence points are user-defined and can be totaled over time to determine if an employee is within the accepted number of points for a time period.

Here is an example of an Absences form (93-SCR) that has been entered for Steven Austin for a day he was absent from work because he was sick:



Note: *This form can be used along with the functionality of the Time and Attendance Administration by setting up a table record for each type of absence to be paid. This is done by generating a time entry from an Absence record by setting up the Absence Type/HED Number Cross Reference form (TAASCR). When you are generating a time entry using this form, you need to be aware that the Decision to Pay list box (TA03) must be one of your approved choices for the Time and Attendance component to generate a time entry from the Absence record. For this to occur, the option must start with the letter 'A.' If no table record is found for the Reason Absent list box (TA01), an error message will be displayed. Also, once a time entry is created from an absence, you are notified in the TA Users Only recess box on the Absences form (93-SCR).*

☞ *Refer to the Using the Time and Attendance Administration documentation for more information.*

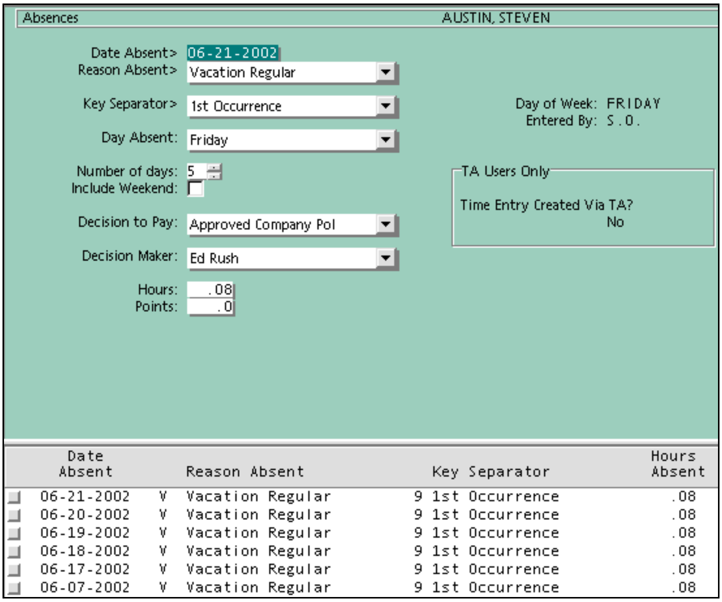
Absences (Single and Multiple) form (93XSCR)

This form is similar to the Absences form (93-SCR) in that it is used to record excused and unexcused absences for your employees. However, this form has additional entries and functionality. The following lists the added entries and the purpose of each.

- Number of Days—Total number of days the employee will be away from work
- Include Weekend—If the employee normally works on weekends and you check this box, the system will include Saturday and Sunday when creating absence records

The increased functionality allows you to create multiple absence records by completing the form only once. When you enter an absence for an employee that spans more than a single day, you enter the number of days and indicate whether to include weekends. The system then generates the absence records.

Following is an example of an Absences (Single and Multiple) form (93XSCR) created for Steven Austin for a week he was on vacation. The entries on the form generated the records that appear in the message area.


Absences AUSTIN, STEVEN

Date Absent> 06-21-2002
Reason Absent> Vacation Regular
Key Separator> 1st Occurrence
Day Absent: Friday
Number of days: 5
Include Weekend:
Decision to Pay: Approved Company Pol
Decision Maker: Ed Rush
Hours: .08
Points: .0

Day of Week: FRIDAY
Entered By: S.O.

TA Users Only
Time Entry Created Via TA? No

Date Absent		Reason Absent	Key Separator	Hours Absent
06-21-2002	V	Vacation Regular	9 1st Occurrence	.08
06-20-2002	V	Vacation Regular	9 1st Occurrence	.08
06-19-2002	V	Vacation Regular	9 1st Occurrence	.08
06-18-2002	V	Vacation Regular	9 1st Occurrence	.08
06-17-2002	V	Vacation Regular	9 1st Occurrence	.08
06-07-2002	V	Vacation Regular	9 1st Occurrence	.08

Note: *The Absences (Single & Multiple) (93XSCR) is used by the time away function in Interactive Manager. You can, however, use these forms without having Interactive Manager installed.*

☞ *Refer to the Interactive Workforce: The Administrators' Guide for additional information on the Time Away process.*

Authorized Time-Off Hours Remaining form (93ASCR)

This form is intended to be used at the beginning of a year to record authorized time-off hours by absence type. The system will allow you only one record per year, with the record being updated each time an entry is made for a year. The year may be a calendar year or any other annual period for which you record and maintain records for employee absences. History can be kept from year to year.

When one of your employees uses authorized hours, you will need to record these hours on the Absences form (93-SCR). After recording these hours, you must adjust the remaining hours on the Authorized Time-Off Hours Remaining form (93ASCR). Whether unauthorized hours taken are paid or not, they should be recorded on the Unauthorized Time-Off Hours Taken form (93USCR).

Note: *If you are using the Authorized Time-Off Hours Remaining form (93ASCR) and have the eCyborg Interactive Workforce installed, employees can view their remaining time-off balances online.*

Absence Entitlement form (93BSCR)

This form is similar to the Authorized Time-Off Hours Remaining form (93ASCR) in that the form displays the time off remaining for an employee. However, this form works with the Absences (Single and Multiple) form (93XSCR) by recalculating the entitlement balance for each entry made on the record created on the Absences (Single and Multiple) form (93XSCR).

The following list shows the functionality available on the Absence Entitlement form (93BSCR):

- Allows you to enter up to 40 valid reasons for absence
- For each reason, you can enter the entitlement amount carried over from the previous year
- The system calculates and displays the total absence hours taken, for each reason, between the beginning of the current year (Start Date) and a specified date in the current year (As of Date)
- The system calculates and displays the entitlement balance for each reason, at a specific date in the current year

Note: *The Absence Entitlement (93BSCR) is used by the time away function in Interactive Manager. You can, however, use these forms without having Interactive Manager installed.*

☞ *Refer to the Interactive Workforce: The Administrators' Guide for additional information on the Time Away process.*

Unauthorized Time-Off Hours Taken form (93USCR)

This form is used to identify and to accumulate the hours that your employees are away from their regularly scheduled work that are not considered as authorized time off. Generally, employees are not paid for unauthorized time off. After you have recorded the unauthorized time-off absence (s) on the Absences form (93-SCR) for each category, you will use the Unauthorized Time-Off Hours Taken form (93USCR) to add these unauthorized time-off hours to the appropriate category total.

Absence Inquiry form (93ISCR)

This is a display form that lets you view an employee's absence history. This form enables you to display all absences for an employee by date, starting with the most recent occurrences. As more than one form of absence history may be on file for an employee, you can page through the absence history to find the earliest occurrences.

Absence Points form (93PSCR)

This form is also used to view the absence points an employee has had for a single absence type.

Absence Inquiry By Type form (93TSCR)

This form is used to view the absence history for an employee by absence type. All absences of a specified type for an employee by date starting with the most recent occurrences are displayed. More than one form of absence history may be on file for the employee. You can page through absence history to find the earliest occurrences.

Apply the Concept

How does the Time and Attendance component interact with managing employee attendance?

Payroll Administration interaction with the absence functionality

Using the Payroll Administration, you may choose to use the reduced payment option. This means a reduced payment is made based on insufficient accrued hours or company-determined rules for excessive absences. The system accumulates both the time taken and the payments made to an employee, while producing either detail or summary reports.

Absence types

When recording an employee absence, you must indicate the absence type, or the category of the absence. Values for absence types are supplied from the Absence Type option list (TA01), and include the following: birth in family, holiday, and sick time. Your organization should modify this option list to reflect the values you need.

It is often useful to be able to view all of the absences an employee has had of a single absence type. This can be accomplished using the Absence Inquiry By Type form (93TSCR). Enter the Absence Type from the Absence Type option list (TA01) entered with the number of years, months, and days for which to search from the current date. For example, you may want to view the number of sick days an employee has taken over a specified period of years, months, and days. xx

See also:

- Viewing employee absences by type ***(on page 194)***

For detailed directions on viewing employee absences by type.

Absence points

When you record an absence for an employee using the Absences form (93-SCR), you can optionally assign a number of absence points to the absence. The number of absence points you assign for an absence is up to your organization. By adding up the number of absence points an employee has accumulated over a period of time, you can determine if the employee is within the allowable number of absence points. If not, you may want to pursue some form of disciplinary action.

For example, you could assign one absence point to an employee for each excused absence and two absence points for each unexcused absence from work. At the end of a sixth month period, you could send all employees that exceed a total of five absence points a written warning that their attendance must improve in the next six months.

Absence point totals can be viewed by employee on the Absence Points form (93PSCR). You can enter the number of years, months, and days to search for absences and their assigned absence points from the current date.

See also:

- Viewing employee absences by points ***(on page 196)***

For detailed directions on viewing employee absences by points.

Apply the Concept
What are absence points?

When to set annual paid absence entitlement

The system requires you to determine annual paid absence entitlements at the beginning of a year period, or when the employee is hired. The system will allow you only one record per year, with the record being updated each time an entry is made for a year. The year may be a calendar year or any other annual period for which you record and maintain records for employee absences. The system accommodates different types of absences that begin at different times of the year through the 'Year-end Date' and 'As-of Date' text boxes on the Authorized Time-Off Hours Remaining form (93ASCR).

Any annual absence entitlements used by the employee will be prorated based on the start date that you record when they are set up on the system. Annual entitlements can also change for existing employees due to job promotions or changes in their contractual relationships.

A leave-of-absence entitlement is also considered an absence entitlement. Leave-of-absence entitlements can change due to an employee beginning or returning from a leave of absence.

See also:

- Setting annual paid absence entitlements ***(on page 185)***

For detailed directions on setting annual paid absence entitlements.

Employee attendance reports and their uses

A suite of batch reports are delivered with the system that are designed to assist you in managing your employee attendance. The following categories of reports are delivered.

Managing absence entitlement

- Remaining Time Off - Current Year (6A-RPT)—Provides a list of all employees and how much authorized time off they have remaining.
- Absence Record By Employee (6B2RPT)—Provides a list of all absences for employees in employee number order. All absences within a specified date range are displayed and grouped by employee, allowing you to maintain a record of absences for each employee.
- Denied Absence (6U2RPT)—Displays all absences that have been denied pay within a specified date range, grouped by employee, to allow you to maintain a record of such absences.

Looking for absence patterns

- Absence Record-By Employee-Specified Period report (6B-RPT)—Provides a list of employees who have been absent within a range of dates. The exact date an employee was absent along with the reason is also printed.
- Absence Record By Date report (6B1RPT)—Provides a list of all absences for employees in date order. All absences are displayed within a specified date range in order of occurrence to allow you to maintain a record of absences.
- Absence Record By Employee report (6B2RPT)—Provides a list of all absences for employees in employee number order. All absences within a specified date range are displayed and grouped by employee, allowing you to maintain a record of absences for each employee.
- Absence Record Summary report (6B4RPT)—Displays a summary of the absence data that can be maintained for comparison purposes for past and future periods to determine trends.

Analyzing business impact

- Unauthorized Time Off-Year To Date report (6U-RPT)—Provides a list of employees and how much unauthorized time off they have used.
- Approved Absences report (6N1RPT)—Provides a list of all absences that have been approved for payment. It allows for selection of specific absent types to be included. This report can be used to show all absences of specified types that have been approved for payment. It can be used to list all non-work hours that must be paid.

- Paid/Non-Paid Absence report (6N2RPT)—Provides a list of all absences. Absences are grouped based on whether or not they have been paid.

Determining cause

- Absence Log-By Absence Type report (6C-RPT)—Provides a list of employees who have been absent for a specified absence type.
- Absence Record By Type report (6B3RPT)—Provides a list of all absences for employees grouped by Absence Type. All absences within a specified date range are displayed, grouped by absence type, allowing you to maintain a record of the different types of absences and their frequency of occurrence.

Taking corrective action

- Unauthorized Time Off-Year To Date report (6U-RPT)—Provides a list of employees and how much unauthorized time off they have used.
- Absence Record By Employee report (6B5RPT)—Displays all absences within a specified date range and prints one employee per page. It allows you to provide feedback to individual employees regarding their absenteeism.
- Unexcused Absence report (6U1RPT)—Details all unexcused absence data within a specified date range for managers to view or maintain as a permanent record.

Time away setup for Interactive Manager

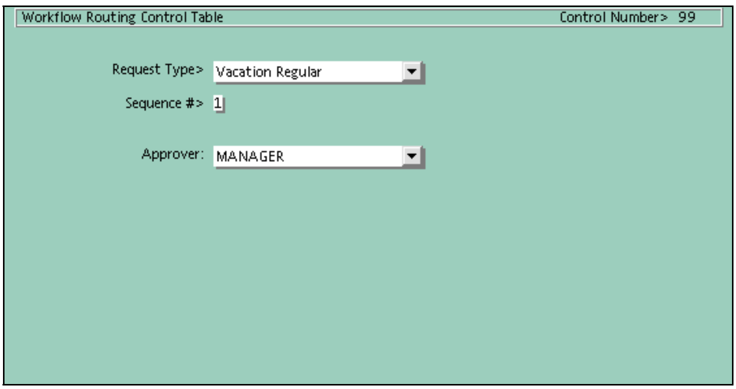
Interactive Manager uses a number of The Solution Series forms to route, record, approve, and track employee absences. The forms used include:

- Workflow Routing Control Table form (T93SCR)
- Absences (Single and Multiple) form (93XSCR)
- HR-Approve/Deny Requests form (93MSCR)
- System Administrator – Approve/Deny Requests form (93WSCR)
- Absences Entitlement form (93BSCR)

Time away work flow routing setup

When you implement Interactive Manager, you give employees the ability to request time away from work online. When an employee submits an online request for time away, Interactive Manager can route the request to the employee's manager and/or to the HR department. Using the work flow Routing Control Table form (T93SCR) you determine where you want each time away request type routed.

Note: *If a time request type has no routing set up, the system automatically approves any requests for that type of time away.*



You can set a different approval routing for each of the request types that appear in the drop down option list. The number in the sequence field tells Interactive Workforce the order in which you want the request routed. Following are examples for routing requests for the request type, Vacation Regular:

- Enter 1 in the sequence field, select Manager in the Approve field, and click Save or press Enter. If you make no other entries, the system routes the request to the Manager. When the manager responds, the request is routed back to the employee's In box.
- Enter 1 in the sequence field, select Manager in the Approve field, and click Save or press Enter. Then enter 2 in the sequence field, select HR, and click Save or press Enter. If the manager approves the request, the request continues on to the HR

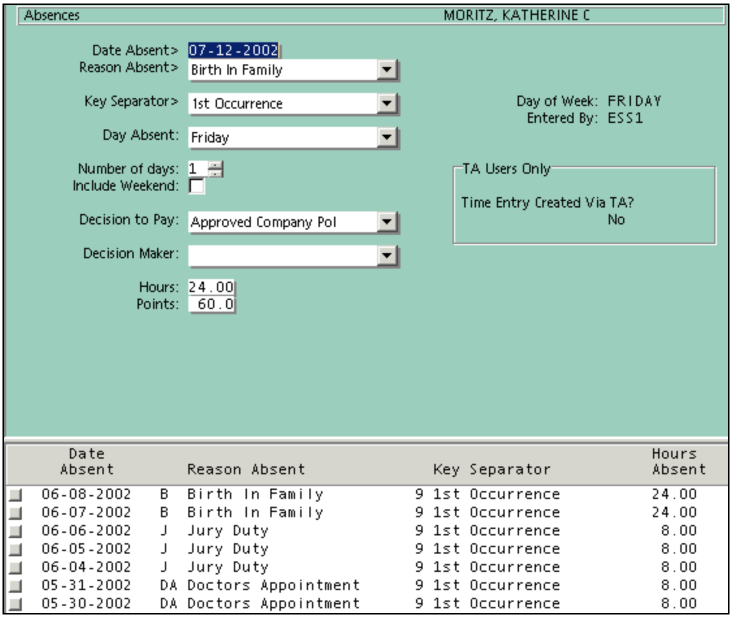
department for approval. When the HR department responds, the system routes the request back to the employee's In box.

If the request is denied at the first destination on the routing, the denied request is sent back to the In box of the employee who originated the request. No further routing occurs.

Note: *Time away request types are on the TA05 option list.*

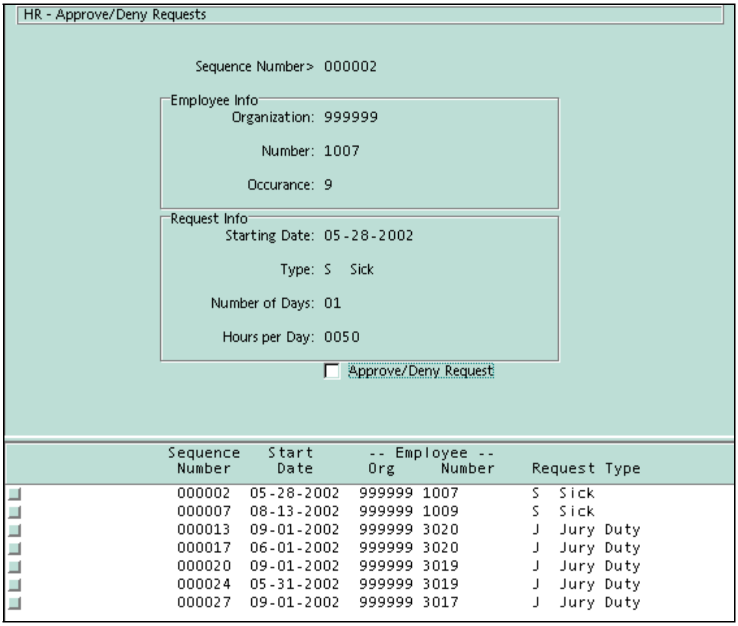
Employee absence records

If the manager and/or HR department approve an employee's request for time away from work, Interactive Manager creates the records for the absences using the Absences form (93XSCR). The following illustration shows examples of these records in the message area of the form.



Approval/Denial of time away requests by HR

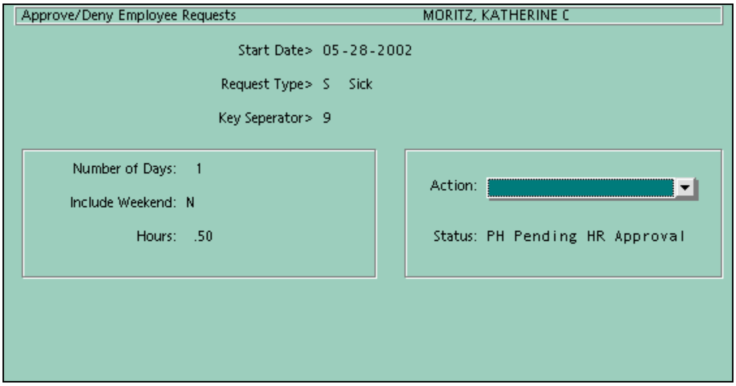
If you configured an online time away request in Interactive Manager to be approved by the HR department, HR users access the HR-Approve/Deny Requests form (93MSCR) to approve or deny the request.



Note: *Only pending time away requests with an HR routing display on the HR-Approve/Deny Requests form (93MSCR).*

The form shows Employee and Request Information along with a text box to enter a response. The employee information includes the organization for which the employee works, the employee's number, and the number of requests the employee has made for time away from work. The request information has the starting date for the time away, the type of time away requested, the number of days included in the request including the start date, and the hours the employee is regularly scheduled to work each day. The message area of the form shows the employee's requests that require an HR response.

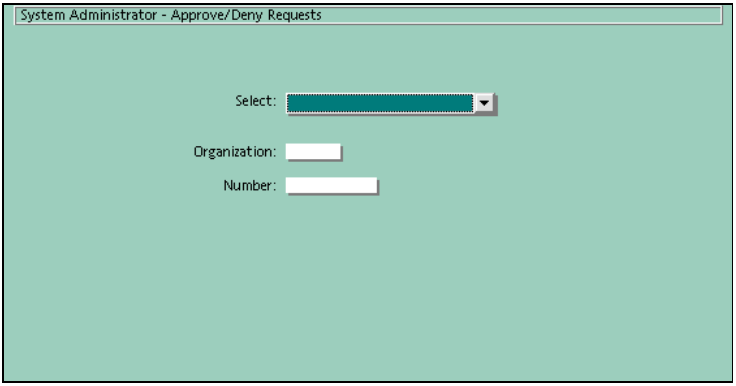
To respond to a request, select the record, and click the Approve/Deny Request checkbox.



The system then displays the Approve/Deny Employee Requests form (93RSCR), which contains the time-away request information. Use the arrow to display the drop down menu of options and select the appropriate response. If the HR department approves the request and the request does not need to be routed further, the system generates the appropriate absence records and updates the employee's time away balances.

Approval/Denial of time away requests by systems administrator

Your organization determines the work flow for the time away request. A request is pending until approved or denied. System administrators can access and act on any pending time away request in the system. Using the System Administrator - Approve/Deny Requests form (93WSCR) the administrator first selects a manager or employee request using the drop down list of options and then enters the organization (control 1-2) and employee number of the manager or employee.



If the administrator selects manager, the system displays the Direct Report - Approve/Deny Requests form (93NSCR). The message area shows the pending requests in the manager's In box. The administrator selects a record and clicks the checkbox, Approve/Deny Request.

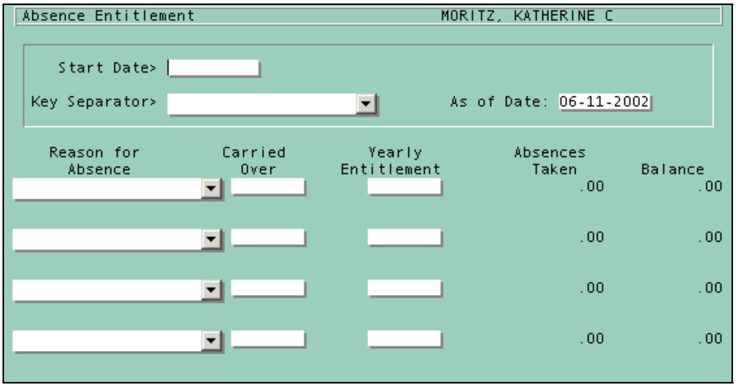
The system then displays the Approve/Deny Employee Requests form (93RSCR) allowing the administrator to select an Action from the drop down list.

If the administrator selects Employee on the System Administrator - Approve/Deny Requests form (93WSCR), the system displays the Approve/Deny Employee Requests form (93RSCR) allowing the administrator to select an Action from the drop down list.

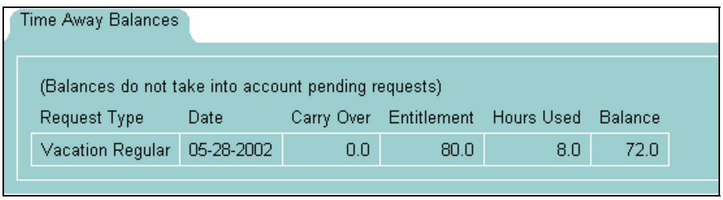
If the approved request is configured to be routed to HR after manager approval, the request is still pending subject to the response of the HR department representative.

Time away balances

When a time away request is approved by a manager and/or the HR department, the system updates the appropriate time away balances for the employee on the Absence Entitlement form (93BSCR).



When an employee or manager checks time away balances, the information they view in Interactive Manager originates from this form. The following graphic shows the Time Away Balances page viewed online with the browser.



Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will add absence information for Robert Morris, employee number 1005. He is an active employee at Acme Manufacturing.

You must have completed the Guided Practices in the preceding sections to guarantee the successful completion of the Guided Practice that follows.

Setting annual paid absence entitlements

To set annual paid absence entitlements, follow these steps:

1. Access the Authorized Time-Off Hours Remaining form (93ASCR)

The Authorized Time-Off Hours Remaining form (93ASCR) is used to record authorized time-off hours, by absence type, at the beginning of a year. Generally, authorized time off is paid.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: Authorized Hours Remaining

For practice, access the Authorized Time-Off Hours Remaining form (93ASCR) for employee 1005.

Note: *The text boxes on this form that are used to enter authorized time-off hours are optional. If no entry is made in a text box, it is recorded as having .00 hours.*

2. Enter the Year-end Date

Enter the last day of the entitlement year. This is the year-end date of the period for which the authorized time off category amounts are recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere).

3. Enter the As-of Date

Enter the as of date for this data. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1998'.

4. Enter Vacation (hours)

Enter the amount of vacation hours awarded to the employee or the amount of vacation time remaining. Vacation time differs from 'holiday' time (entered in step 6 below) in that 'vacation' refers to those days for which an employee is authorized to be off work for purposes of vacation.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can type '4.', '4.0' or 4.00'.

For practice, type '80.00'.

5. Enter Sick (hours)

Enter the sick leave hours for which the employee will receive payment. These are days the employee can use when ill and unable to attend work and for which they will be paid.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can type '4.', '4.0' or 4.00'.

For practice, type '40.00'.

6. Enter Holiday (hours)

Enter the holiday time for which the employee will receive payment. Holiday time differs from 'vacation' time (entered in step 4 above) in that 'holiday' refers to those legal holidays for which employees are authorized to be off work.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can type '4.', '4.0' or 4.00'.

For practice, type '72.00'.

7. Enter Personal (hours)

Enter the personal hours that the employee has been awarded. Personal days are authorized for personal use. These absences are generally considered paid time away from regularly scheduled work, but can be either paid or unpaid.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

For practice, type '16.00'.

8. Enter Comp Time (hours)

Enter the comp time for which the employee is to be compensated. Comp time is personal time off with pay that an employee is granted in lieu of money for hours worked.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

For practice, leave this text box blank.

9. Enter Excused Absences (hours)

Enter the excused time off that has been awarded to the employee.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

For practice, leave this text box blank.

10. Enter Jury Duty (hours)

Enter the number of hours that are expected to be used for jury duty.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

For practice, leave this text box blank.

11. Enter Family Funeral (hours)

Enter the funeral time off for which the employee will receive pay while attending the funeral of an immediate family member.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

For practice, type '16.00'.

12. Enter Other Funeral (days)

Enter the time for which the employee will receive pay to attend funerals for persons other than the employee's immediate family.

Note: There are several ways to enter data in this text box, but each entry must always include a decimal point (.). For example, to indicate four hours, you can enter '4.', '4.0' or 4.00'.

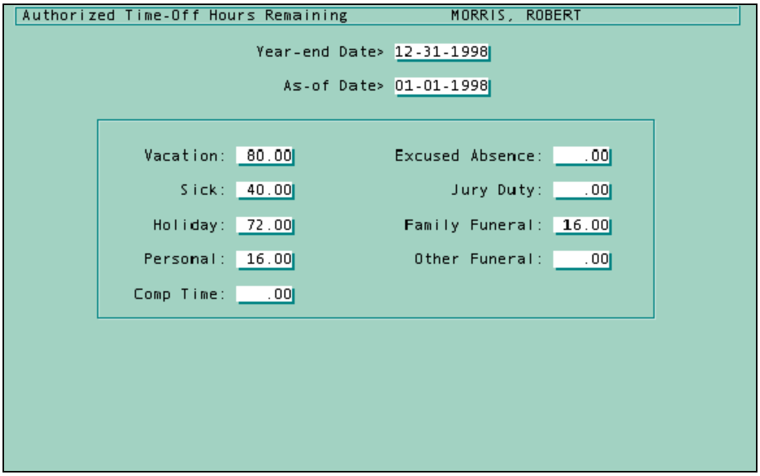
For practice, leave this text box blank.

13. Click Save or press Enter

The Authorized Time-Off Hours Remaining form (93ASCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Authorized Time-Off Hours Remaining MORRIS, ROBERT

Year-end Date> 12-31-1998

As-of Date> 01-01-1998

Vacation:	80.00	Excused Absence:	.00
Sick:	40.00	Jury Duty:	.00
Holiday:	72.00	Family Funeral:	16.00
Personal:	16.00	Other Funeral:	.00
Comp Time:	.00		

See also:

- When to set annual paid absence entitlement ***(on page 177)***

For an explanation of annual paid absence entitlements.

Recording employee absences

To record absences, follow these steps:

1. Access the Absences form (93-SCR)

The Absences form (93-SCR) is used to record employee excused and unexcused absences. On this form, you may also record the date and type of absence and the number of hours absent.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: Absences

For practice, access the Absences form (93-SCR) for employee 1005.

2. Enter the Date Absent

Enter the date the employee was absent from scheduled work. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-04-1998' (US and Canada) or '04-02-1998' (elsewhere).

3. Select the Reason Absent

Select the type of absence. If you are using the full functionality of the Time and Attendance component, this is used in the process to create time entries from absence data. For a time entry to be generated from an Absences form (93-SCR) entry, a corresponding Absence Type/HED Number Cross Reference form (TAASCR) must be established for the entry to this list box.

For practice, select 'Unexcused Absence'.

4. Select the Key Separator

Select the key separator to ensure that multiple entries of a segment on the same date with the same reason absent are sequenced properly on the employee's record. Each key combination may have a maximum of ten entries for the same absent-date and absent type. You may update this option list (HR70) to include all of the key separators needed by your organization.

For practice, select '1st Occurrence'.

5. Select the Day Absent

Select the day absent and its relationship to a holiday or the day of the employee's scheduled shift on which the absence occurred. You may update this option list (TA-02) to include all of the absence types needed by your organization.

For practice, select '3rd Day of Shift'.

6. Select the Decision to Pay

Select the designation of whether the employee's absence was approved (paid) or denied (not paid) and the determining authority. You may update this option list (TA03) to include all of the decision types needed by your organization.

For practice, select 'Denied Pay Personnel'.

7. Select the Decision Maker

Select the name of the person who determined the type of absence and whether it was approved for payment. You may update this option list (TA049) to include all of the decision makers needed by your organization.

For practice, select 'Ed Rush'.

8. Enter the Reason

Use this text box to enter details on the absence. For instance, an employee may have an excused absence, with 'car trouble' entered in this text box to provide more detail.

For practice, leave this text box blank.

9. Enter the Hours

Enter the number of hours the employee was absent from work. This is a numeric text box containing four digits and one decimal position. For example, 12.4 hours would be entered as '12.4', '1240', or 12.40'.

For practice, type '8.00'.

10. Enter the Points

Enter the user-defined point value you want to assign for this absence. This is a numeric text box containing three digits and one decimal position, for example, 4.5 points would be entered as '45' or '4.5'.

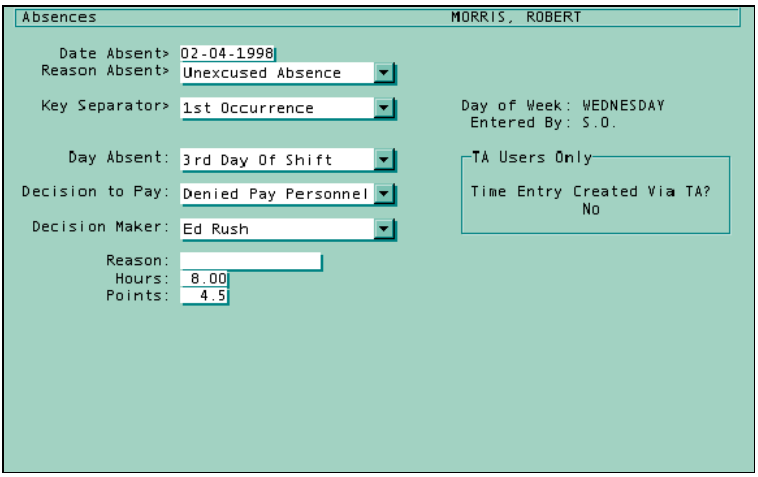
For practice, type '4.5'.

11. Click Save or press Enter

The absences information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Absences form (93-SCR ***(see "Absences form (93-SCR)" on page 170))***
For an explanation of how this form is used.

Recording unauthorized time off

To record unauthorized time off, follow these steps:

1. Access the Unauthorized Time-Off Hours Taken form (93USCR)

The Unauthorized Time-Off Hours Taken form (93USCR) is used to accumulate the unauthorized hours an employee was absent from work and that typically are not considered paid time off. This form is recorded only when an unauthorized absence has been recorded on the Absences form (93-SCR) and you wish to add those hours to an appropriate category total for tracking, accumulation, and reporting purposes.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: Unauthorized Hours Taken

For practice, access the Unauthorized Time-Off Hours Taken form (93USCR) for employee 1005.

2. Enter the Year-end Date

Enter the date of the last day of the year during which unexcused time accumulated. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere).

3. Enter the As-of Date

Enter the date through which unexcused hours have been accumulated. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-04-1998' (US and Canada) or '04-02-1998' (elsewhere).

4. Enter the Left Early (hours)

Enter the accumulated number of hours that the employee left early this year. This is a numeric text box containing 4 digits and 1 decimal position. For example, 12.5 hours would be entered as '12.5', '1250', or 12.50'.

For practice, leave this text box blank.

5. Enter the Tardy (hours)

Enter the accumulated number of hours that the employee was tardy this year. This is a numeric text box containing 4 digits and 1 decimal position. For example, 12.5 hours would be entered as '12.5', '1250', or 12.50'.

For practice, type leave this text box blank.

6. Enter the Unexcused Absence (hours)

Enter the accumulated number of unexcused hours that the employee was absent this year. This is a numeric text box containing 4 digits and 1 decimal position. For example, 12.5 hours would be entered as '12.5', '1250', or 12.50'.

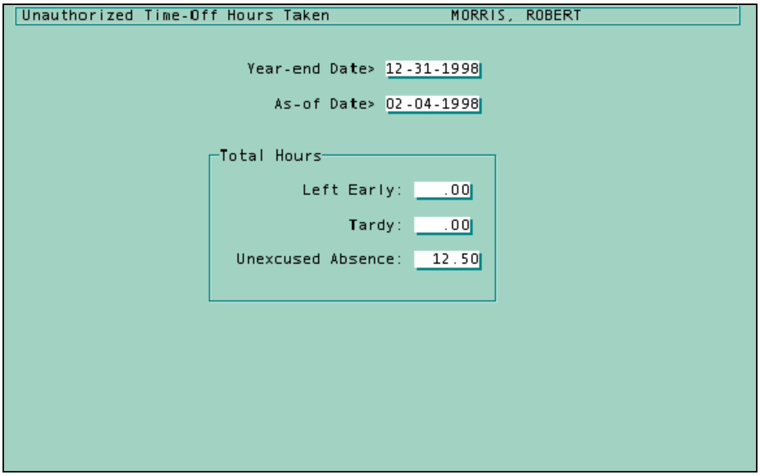
For practice, type '12.50'.

7. Click Save or press Enter

The Unauthorized Time-Off Hours Taken form (93USCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Unauthorized Time-Off Hours Taken form (93USCR) ***(on page 173)***

For an explanation of how this form is used.

Viewing employee absences

To view employee absences in Display mode, follow these steps:

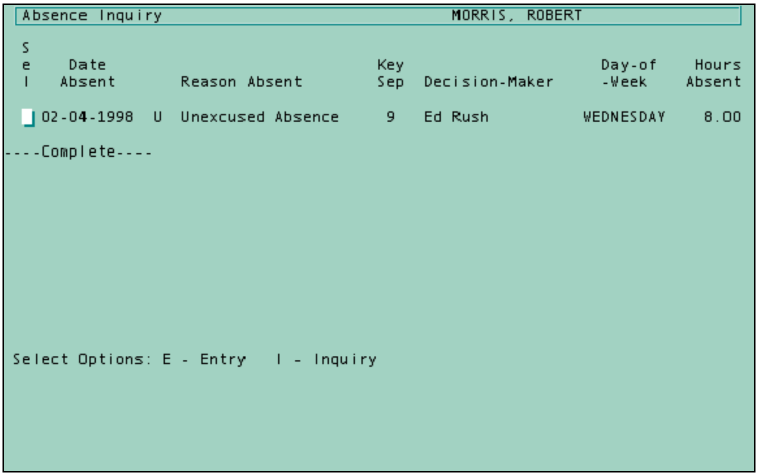
1. Access the Absence Inquiry form (93ISCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Manage Employee Attendance
Task:	View Absences

For practice, access the Absence Inquiry form (93ISCR) for employee 1005.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



2. Enter the Sel(ection)

Enter 'E' for Entry or 'I' for Display mode for the absence you want to view in the Selection text box. The Entry option displays the Absences form (93-SCR) for the absence. The Display option displays an Absence detail form panel that lists the absence information in Display mode.

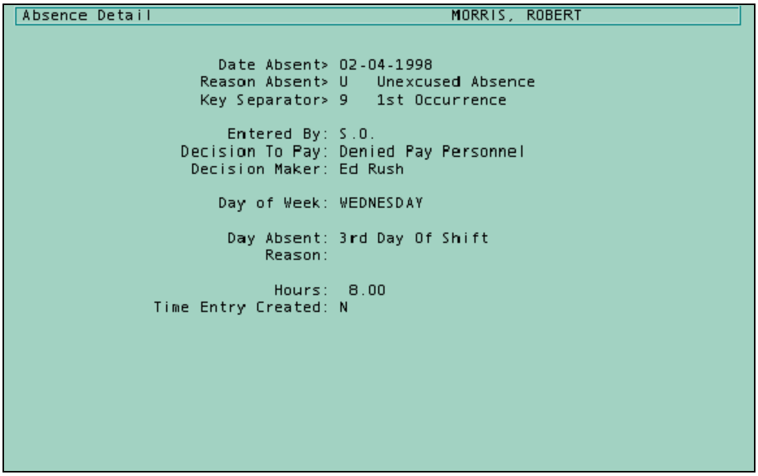
For practice, type 'I'.

3. Click Save or press Enter

The appropriate form panel is displayed according to your entry in the Selection text box.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Absence Detail MORRIS, ROBERT

Date Absent> 02-04-1998
Reason Absent> U Unexcused Absence
Key Separator> 9 1st Occurrence

Entered By: S.O.
Decision To Pay: Denied Pay Personnel
Decision Maker: Ed Rush

Day of Week: WEDNESDAY

Day Absent: 3rd Day Of Shift
Reason:

Hours: 8.00
Time Entry Created: N

See also:

- Absence Inquiry form (93ISCR ***(see "Absence Inquiry form (93ISCR)" on page 173))***

For an explanation of how this form is used.

Viewing employee absences by type

To view employee absences by type, follow these steps:

1. Access the Absence Inquiry By Type form (93TSCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Manage Employee Attendance
Task:	View Absences by Type

For practice, access the Absence Inquiry By Type form (93TSCR) for employee 1005.

2. Select the Absence Type

Select the type of absence you want to view.

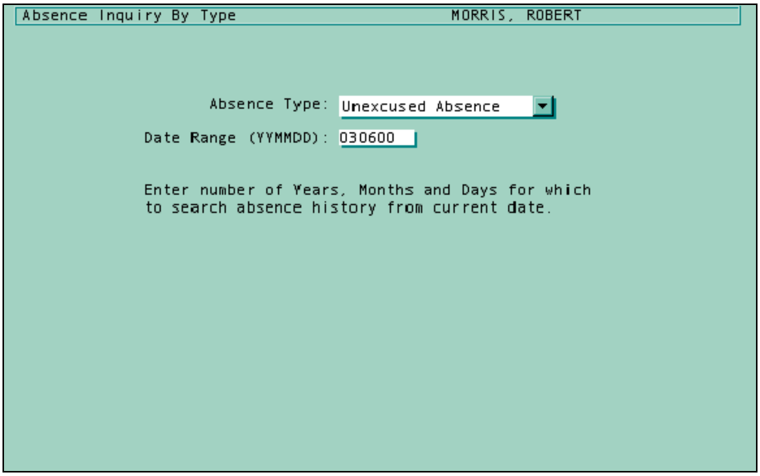
For practice, select 'Unexcused Absence'.

3. Enter a Date Range (optional)

Enter the number of years, months, and days in YYMMDD format to search for absence history from the current date. For example, an entry of '010300' is one year and three months from the current date.

For practice, type a range that indicates 3.5 years, '030600'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Absence Inquiry By Type MORRIS, ROBERT

Absence Type: Unexcused Absence

Date Range (YYMMDD): 030600

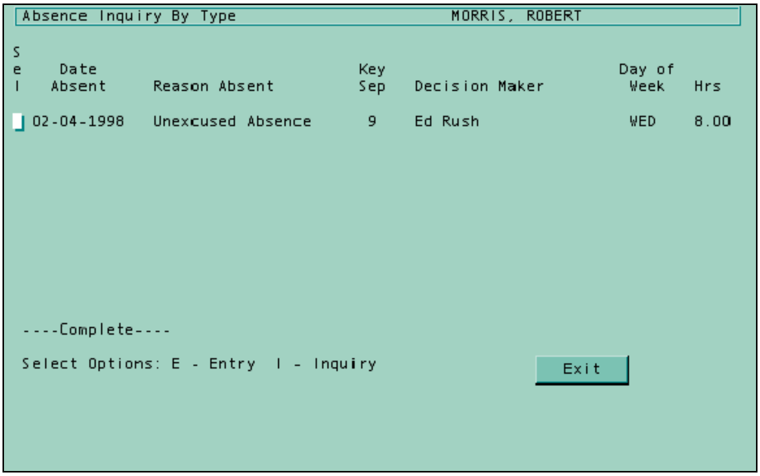
Enter number of Years, Months and Days for which
to search absence history from current date.

4. Click Save or press Enter

The absence records for the type you specified are displayed. You can now access the absence records using the same method as used on the Absence Inquiry form (93ISCR).

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Absence Inquiry By Type MORRIS, ROBERT

Sel	Date Absent	Reason Absent	Key Sep	Decision Maker	Day of Week	Hrs
	02-04-1998	Unexcused Absence	9	Ed Rush	WED	8.00

----Complete----

Select Options: E - Entry I - Inquiry

Exit

Note: *Click Exit to return to the first form panel.*

See also:

- Absence types ***(on page 175)***

For an explanation of how this form is used.

Viewing employee absences by points

To view employee absences by points, follow these steps:

1. **Access the Absence Points form (93PSCR)**

   This form is used to view absence history (including points, if assigned), starting with the most recent occurrence. Pressing Enter on this form allows you to page through absence history to the earliest occurrence as specified in the Date Range text box. Only part of each record is displayed, but you may select one or more records for a more detailed view by typing 'E' (entry) or 'I' (display) in the appropriate Sel(ection) text boxes.

   Access this form by making the following selection from the Navigator:

   Component: Employee Resourcing
   Process: Manage Employee Attendance
   Task: View Absences with Points

   For practice, access the Absence Points form (93PSCR) for employee 1005.

2. **Enter a Date Range**

   Enter the number of years, months, and days in YYMMDD format to search for absence history from the current date. For example, an entry of '010300' is one year and three months from the current date and '000100' is one month from the current date.

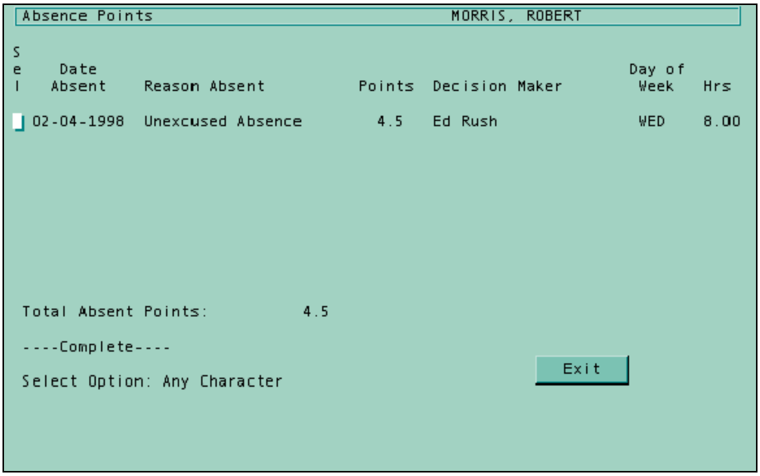
   For practice, type '030600' for 3.5 years.

3. **Click Save or press Enter**

   The absence points for the date range you specified are displayed. You can now access the absence records using the same method as used on the Absence Inquiry form (93ISCR).

   For practice, click Save or press Enter.

   If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Absence Points MORRIS, ROBERT

Sel	Date Absent	Reason Absent	Points	Decision Maker	Day of Week	Hrs
	02-04-1998	Unexcused Absence	4.5	Ed Rush	WED	8.00

Total Absent Points: 4.5

----Complete----

Select Option: Any Character

Exit

Note: *Click Exit to return to the first form panel.*

See also:

- Absence points ***(on page 176)***

For an explanation of how this form is used.

Setting up time away request routing

When an employee submits an online request for time away, Interactive Manager can route the request to the employee's manager and/or to the HR department. Using the work flow Routing Control Table form (T93SCR) you determine where you want the request routed. You can set a different approval routing for each of the request types that appear in the drop down option list. The number in the sequence field tells Interactive Workforce the order in which you want the request routed.

Follow these steps to set up a time away work flow routing.

1. Access the work flow routing control table form (T93SCR)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: Time Away Workflow

For practice, access the Workflow routing control table form (T93SCR).

2. Select a Request Type

From the drop down list, select a Request Type for which you want to set a workflow routing.

For practice, select Vacation Regular.

3. Enter the Sequence Number

Enter 1 for the Sequence Number if:

- this request type will be routed only to one destination
- this is the first destination to which this request type will be routed

Enter 2 for the Sequence Number if this is the second destination to which this request type will be routed.

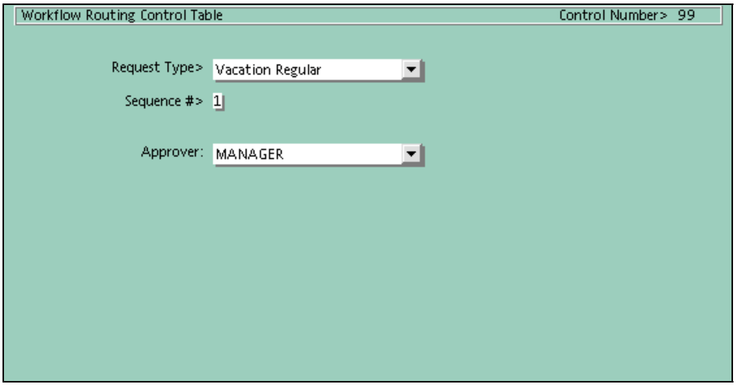
For practice, enter 1.

4. Select the Approver

From the drop down list, select Manager or HR.

For practice, select Manager.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



5. Click Save or press Enter

The system saves your routing destinations for the request type.

For practice, press Enter.

Approving/denying time away requests by HR

If you configured a time away request completed online in Interactive Manager to be approved by the HR department, HR users access the HR-Approve/Deny Requests form (93MSCR) to approve or deny the request. Follow these steps to approve a time away request.

1. Access the HR-Approve/Deny Requests form (93MSCR)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: Time Away HR Approval

For practice, access the HR-Approve/Deny Requests form (93MSCR).

2. Select a time away request

Select, from the message area of the form, the time away request to which you want to respond.

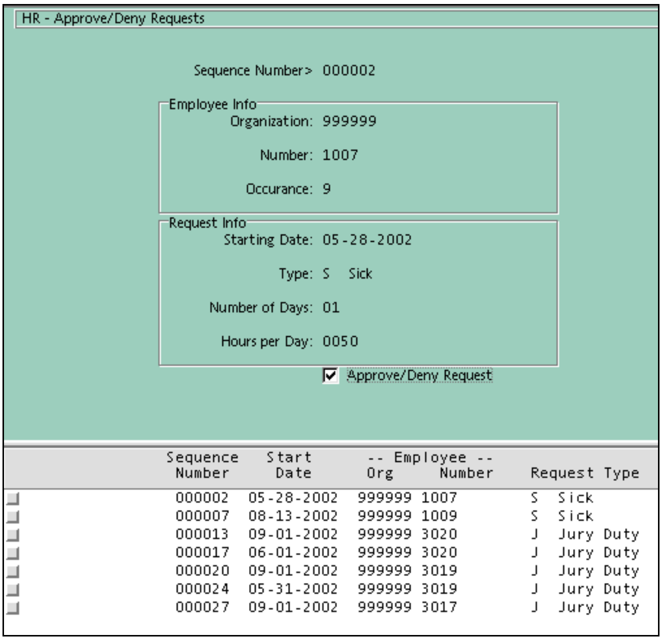
For practice, select the first record from the records displayed.

3. Check the Approve/Deny Request checkbox

Click the Approve/Deny Request checkbox, and click Save or press Enter.

For practice, place a check in the checkbox, and press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



HR - Approve/Deny Requests

Sequence Number> 000002

Employee Info
Organization: 999999
Number: 1007
Occurance: 9

Request Info
Starting Date: 05-28-2002
Type: S Sick
Number of Days: 01
Hours per Day: 0050

☑ Approve/Deny Request

Sequence Number	Start Date	-- Employee -- Org	Number	Request Type
000002	05-28-2002	999999	1007	S Sick
000007	08-13-2002	999999	1009	S Sick
000013	09-01-2002	999999	3020	J Jury Duty
000017	06-01-2002	999999	3020	J Jury Duty
000020	09-01-2002	999999	3019	J Jury Duty
000024	05-31-2002	999999	3019	J Jury Duty
000027	09-01-2002	999999	3017	J Jury Duty

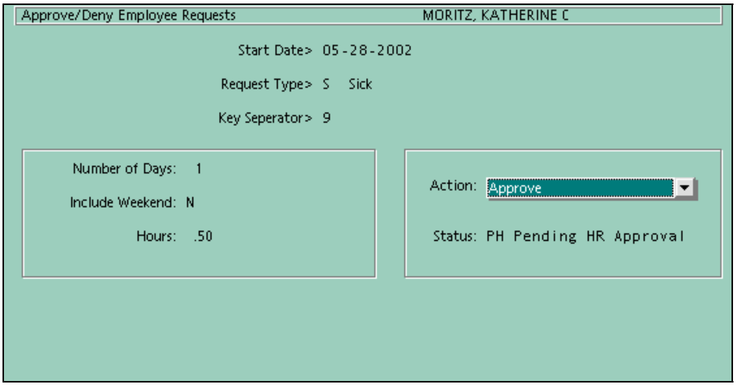
The system displays the Approve/Deny Employee Requests form (93RSCR).

4. Select an Action

From the drop down list on the Approve/Deny Employee Requests form (93RSCR) select Approve or Deny.

For practice, select Approve.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



5. Click Save or press Enter

The system saves your response and routes the time away request to the next destination in the routing work flow. If no other routing is required, the system returns the request to the employee's In box.

For practice, press Enter.

Approving/denying time away requests by the systems administrator

The system administrator has access to all pending time away requests and can approve or deny the request. If a manager and/or the HR representative is unexpectedly not available to respond to a request that requires an immediate response, the system administrator can access and respond to the request.

1. Access the System Administrator - Approve/Deny Requests form (93WSCR)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Manage Employee Attendance
Task: In box Maintenance

For practice, access the System Administrator - Approve/Deny Requests form (93WSCR).

2. Select a manager or employee

Select, from the drop down list, manager or employee to view a manager's or employee's pending time away requests.

For practice, select the first record from the records displayed.

3. Enter the manager's or employee's organization (control 1-2)

In the Organization text box enter the organization (control 1-2) of the employee or manager.

For practice, select Manager.

4. Enter the ID number of the employee or manager

In the Number text box enter the ID of the employee or manager.

If you selected employee, continue to Step 5.

If you selected manager, the system displays the Direct Report - Approve/Deny Requests form (93NSCR). Go to Step 6.

For practice, enter .

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

5. Check the Approve/Deny Request box

The system displays the time away request information. Check Approve/Deny Request and press Enter or Click Save. The system displays the Approve/Deny Employee Requests form (93RSCR).

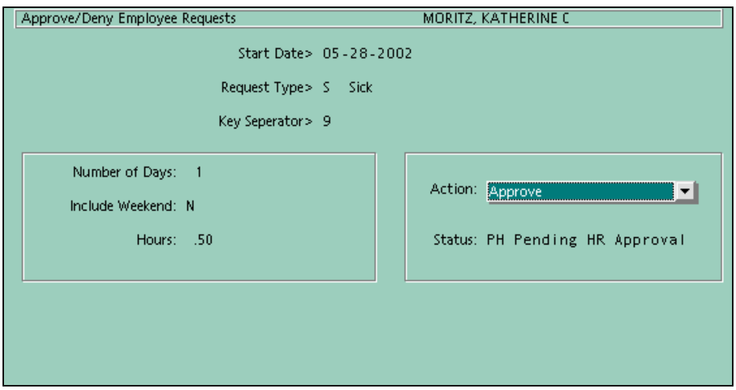
For practice, check the Approve/Deny Request and press Enter.

6. Select an Action.

From the drop down list on the Approve/Deny Employee Requests form (93RSCR) select Approve or Deny.

For practice, select Approve.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



7. Click Save or press Enter

The system saves your response and routes the time away request to the next destination in the routing work flow. If no other routing is required, the system send the request to the employee's In box.

For practice, press Enter.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Record some authorized time-off remaining hours for yourself, the new employee in the '999999' organization you set up in the last section. Use the last day of the current year as your year-end date and first day of the year as the as of date. Enter the following hour amounts:

   - Vacation 96.00
   - Sick 40.00
   - Holiday 64.00
   - Personal 16.00
   - Family Funeral 16.00

2. You used one of your personal days on January 30 and were sick on February 17. You properly notified your manager, Bill Ryder, according to company policy. Record each of these paid absences (8.00 hours per day) on the appropriate form. Your company does not use absence point values.

3. Use the Absence Inquiry to view, in Display mode, the detail for each of the absences you just recorded.

Review of Questions Answered

1. What needs to be considered when managing employee attendance effectively?

2. What functionality is available to manage employee attendance?

3. What are absence types and absence points and how are they used?

4. How are annual paid absence entitlements used?

CHAPTER 6

Processing Terminations, Leaves and Returns, and Other Major Activities

In This Chapter

Introduction

Employment status can be affected by a number of major activities that include changes in full- or part-time status, leaves of absence, returns from leave, and separation or termination from employment because of retirement, resignation, dismissal, or death. Major activities and status changes are dated so you can track a history of these events for each of your employees. This section focuses on how to enter major activities into the system to prompt the appropriate employee-status changes.

Tasks

This section explains the following:

- Processing terminations and retirements
- Recording exit interview details
- Performing termination reviews
- Processing leaves
- Processing returns from leaves of absence
- Recording status changes
- Viewing employee status history

Prerequisites

Before you can process separations, terminations, or any other major activities, the following must be established:

- Companies (organizations)
- Employees

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What types of employee status changes are typically used in an organization?
2. How are activities and employee statuses used in the system?
3. What are the payroll implications of employee status changes?
4. What are the benefits implications of employee status changes?
5. What are the Position Administration implications of employee status changes?

Managing employment changes

A variety of changes in the relationship between an individual employee and your organization can affect the employee's 'status' or relationship with the organization. Those changes can be brought about by such major activities as these:

- Change in part-time or full-time work status
- Change in permanent, temporary, or seasonal employment classification
- Leaves of absence (short- or long-term disability leave, sabbatical leave, family leave, military leave, disciplinary leaves or suspensions, bereavement leaves, jury leave, or simple leaves of absence requested by the employee)
- Returns from leave
- Separation from employment because of retirement, resignation, dismissal, or death

For each type of employee status change, regulatory requirements and your organization's own policies will dictate the specific actions or processes that must be completed.

Important issues that need to be considered in the case of any change in an employee's status include changes to the employee's:

- Compensation
- Seniority
- Benefit entitlements (vacation and sick-leave benefits as well as insurance benefits and company property or other perks)
- Job location
- Service dates
- Eligibility for future or continued employment

Generally, for any type of change in employee status, you will probably complete at least these steps:

1. Record all pertinent information about the major activity and status change.
2. Complete necessary documentation and communication to other functions (such as payroll administration or outside regulatory agencies).

In addition, your organization may choose to complete one additional step:

3. Generate status-change reports and analyze trends.

Generating reports and analyzing trends in employee status changes on a departmental or organizational level is particularly helpful in managing leaves, turnover, work coverage, and attrition. Gathering and recording complete information at the time a leave, separation, or other activity occurs is critical to producing useful reports for performing statistical analysis about change in your organization and managing that change.

The following suggested process may help you manage status changes, leaves, and separations effectively:

Consider relevant issues and plan accordingly

As soon as you become aware of an employee status change and the cause of the change, whether it be a separation, a leave, or just a job transfer, plan for such issues as legal implications of the change, separation and relocation counseling, payroll changes, company property recovery, benefits entitlements, completion of necessary documentation, and possible necessary communication to the employee's co-workers or to customers and suppliers. In addition, particularly in the case of separations or extended leaves, schedule exit interviews and exit appraisals, and consider determination of rehire or return-to-work eligibility.

Recover company property

Initiate appropriate action to recover company property that has been assigned to the employee. Although the need for this action is obvious in the case of separations, you may also need to recover company property from employees who are changing from full-time work to part-time (or vice versa), who are transferring from one job or location to another, or who are beginning some form of a leave of absence. Of course, the nature of the company property and the nature of the change in employee status will determine what action is necessary in each instance.

☞ *Refer to* **Allocating Property to and Recovering Property from Employees** *(on page 401) for more information about recovering company property.*

Conduct an exit interview

Much like recovering company property (which is often done in conjunction with an exit interview), the need and reason for conducting an exit interview is obvious in the case of separations; it is to the benefit of your organization to know the reasons why an employee left. An 'exit' interview may also be useful and appropriate in the case of leaves (particularly long-term leaves).

Record major activity and status-change information

Make a timely and complete record of all pertinent information concerning the employee's major activity and change of status: cause, date, new status, rehire or return-to-work eligibility, exit interview or appraisal results, benefits continuation eligibility, and so forth. The system will be a valuable resource to you as you record this key information.

Notify others

Notify your payroll department and benefits administrator of all adjustments brought about by the major activity and status change. In the case of employees who walk off the job or who are dismissed for cause, you should make such notification immediately. Depending on the nature of each job change, you may also need to notify other employees with whom the employee worked or will work, your organization's security officers, other department managers, and regulatory agencies.

Analyze employee status changes

Generate and then analyze reports of the various types of status changes taking place in your organization, using the information you record whenever someone leaves your organization or makes other changes in their employee status. The system provides specific reports to help you, such as the Job Change Activity report (3A-RPT), the Separation Analysis by Reason/Service report (1P-RPT), and the Termination report (3X-RPT). That information will help you analyze future attrition, analyze the business impact of the employee status changes, and look for patterns:

- Look for reasons why people leave your organization.
- Determine how long entry-level employees remain in their initial job assignments until they are ready for promotion.
- See which departments, locations, or work environments have the highest turnover because of transfers or separations.
- Analyze how rapidly attrition is occurring in your organization or in particular departments or locations because of retirement.
- Identify high turnover among newer employees (possibly indicating 'induction crisis').
- Identify high numbers of people at a particular job grade (possibly indicating the need for employee development or compensation review).
- Anticipate future high turnover among newer employees because of low turnover at senior levels.
- Identify extremely low turnover (perhaps indicating a need for new blood, new ideas, and increased creativity in the organization).

With status-change information properly gathered, recorded, reported, and analyzed, your organization can conduct effective workforce planning by taking corrective, preventative, and strategic action as appropriate.

As with many other fundamental human resource management functions, the key to managing employee status changes, leaves and returns, and separations/terminations is workforce tracking: information gathering, reporting, and analysis. The system is designed to help you accomplish these important functions efficiently.

Understanding major activities and employee statuses

Using the system, you are able to track the major activities and status changes that affect your employees. Activities can include leaves, returns, separations, or terminations. These activities in turn cause changes to an employees status. Often, a status change requires you to perform minor activities such as changes in salary, location, job title, and so forth.

Several forms are used to record employee major activities and status changes. Each of these forms deals with a specific type of activity. It is good practice to only enter one major activity for a single date.

Form Name	**Purpose**
Leaves And Returns (95-SCR)	Records various types of leaves (both paid and unpaid) and returns from those leaves.
Status Changes (08-SCR)	Records activities that result in an employee's status remaining active, such as: transfers, conversions, file additions, changes from full-time to part-time status or vice versa, and adjustments to benefit service dates.
Separations And Terminations (96-SCR)	Records employee separations and terminations that would change the employee's status from active to inactive, such as voluntary or involuntary terminations, retirement, deaths and layoffs.
Employee Status History (09-SCR)	Displays each major activity and the resulting status for an employee.

Note: The New Hire form (01-SCR) and the Rehire/Reinstatement/Recall form (04-SCR) are also used to record major activities. These forms are covered in Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee.

Apply the Concept
How do *major activities* affect changes in *employee status*?

Activity And Resulting Employee Status Rules form (TF-SCR)

The valid activities and resulting employee statuses for each of the major activity forms are set up on the Activity And Resulting Employee Status Rules form (TF-SCR). This form checks if an activity can be processed for an employee based on the employee's current status. Ten pairs of status ranges can be entered on this form. A new, resulting employee status is then defined for this activity/status relationship. If the activity/status relationship is not valid on this form, the activity form will reject and a message is displayed that the activity is not allowed for the current employee status.

You can set up a range of valid statuses for each activity. This should be done for all of your valid employee statuses prior to entering activity forms for your employees. Activities are set up in the Activity Codes option list (HR09) and employee statuses are set up in the Employee Status option list (HR10).

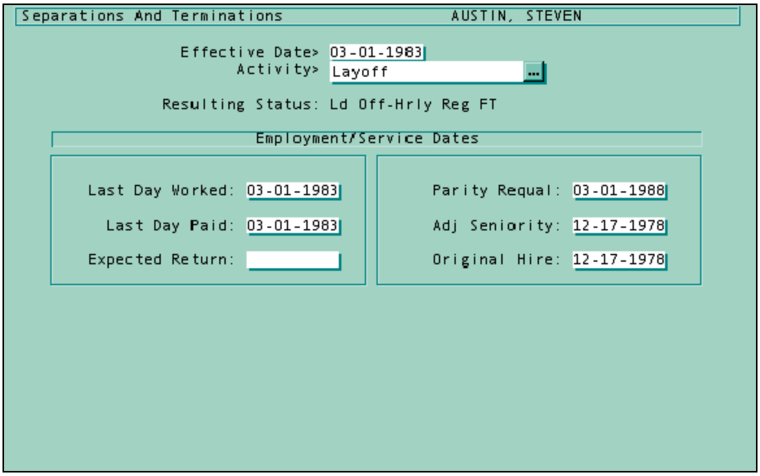
Major activity forms

The chart that follows summarizes which forms to use for each of the major activities. Each form allows a specific range of activities.

Form	Activities allowed
Separations And Terminations (96-SCR)	Death Involuntary termination Layoff Retirement Voluntary termination
Leaves And Returns (95-SCR)	Beginning disability (long-term disability) Beginning family leave with pay Beginning family leave without pay Beginning leave of absence with pay Beginning leave of absence without pay Return from disability (long-term disability) Return from leave of absence, paid and unpaid
Status Changes (08-SCR)	Adjustment to benefits service dates Beginning of labor dispute/labor walkout Changes in status (such as full-time to part-time) File conversions and file adds Transfers between organizations

Separations And Terminations form (96-SCR)

Use this form to enter activities that result in an inactive status for the employee. Such activities include death, termination, retirement, and layoff as shown on the following form:



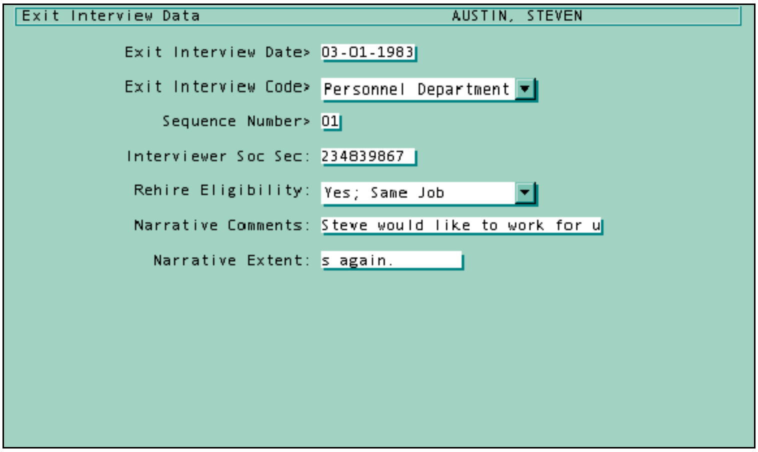
Entering an Activity Date with a termination Activity here updates the Termination date text box on the Employee Information form (EF-SCR).

If you leave the Last Day Worked and Last Day Paid text boxes blank, these text boxes default to the Effective Date. If pay is continuing for a period of time following the separation (such as for severance pay), enter the last day for which pay will be received in the Last Day Paid text box. If this is a layoff activity, use the Expected Return text box to record the anticipated date the employee is expected to return to work. Otherwise, leave this text box blank. The Parity Requal(ification) date is calculated by the system and is defined by ERISA (US only) as the date by which a separated employee or an employee on a leave of absence must return to work to prevent incurring a break-in-service. The Adjusted Seniority and Original Hire dates default from the Activity Date on the prior segment, which may or may not be a new hire.

When an employee is separated or terminated using the Separations And Terminations form (96-SCR) the employee is automatically unassigned from all positions on the Incumbency - Basic Details form (M40SCR) in Position Administration. A message is displayed notifying you of this.

Exit Interview Data form (97-SCR)

Use this form to record exit interview data for an employee who is separating from your organization:



In addition to the date of the exit interview, you can record the relationship of the interviewer (such as the Personnel Department) to the separating employee in the Exit Interview Code text box. The Social Security Number or other identifier of the interviewer can be recorded as can the interviewer's decision on whether the separating employee is eligible to be rehired.

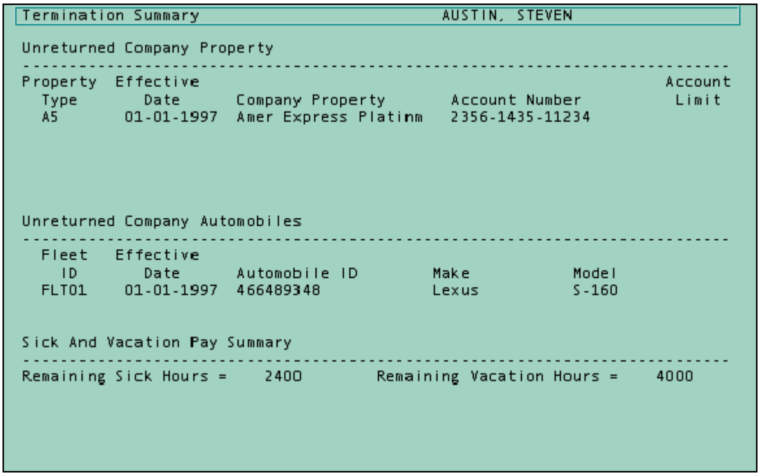
Text boxes are also provided here for narrative comments that come up during the exit interview. A Sequence Number text box is included to allow for multiple narrative comment entries. For example, the first narrative comment is entered with a sequence number of '01', the second with '02', and so forth. The other text boxes on the form can remain the same.

Note: *The Exit Interview Narrative form (97ISCR) can be used to view the exit interview data in Display mode.*

Termination Summary form (96RSCR)

Use this form to produce a display summary of the company property and vehicles assigned to the terminating employee that have not been returned to the company. Additionally, any remaining sick and vacation hours are displayed if you change the program source code using the EDIT Utility form (EDIT) to define the HED numbers used for sick and vacation pay.

The sick and vacation pay summary information comes from the HED Amount One hours for vacation and sick time on the Employee Earnings And Deductions form (HH-SCR):


```
Termination Summary                                AUSTIN, STEVEN

Unreturned Company Property
---------------------------------------------------------------------------
Property  Effective                                                 Account
  Type       Date      Company Property       Account Number         Limit
  A5       01-01-1997  Amer Express Platinm   2356-1435-11234

Unreturned Company Automobiles
---------------------------------------------------------------------------
  Fleet   Effective
    ID       Date      Automobile ID        Make           Model
  FLT01    01-01-1997  466489348            Lexus          S-160

Sick And Vacation Pay Summary
---------------------------------------------------------------------------
Remaining Sick Hours =    2400       Remaining Vacation Hours =    4000
```

Company property is assigned to employees using the Company Personal Property form (22-SCR) and company automobiles are assigned on the Automobile Information form (24-SCR).

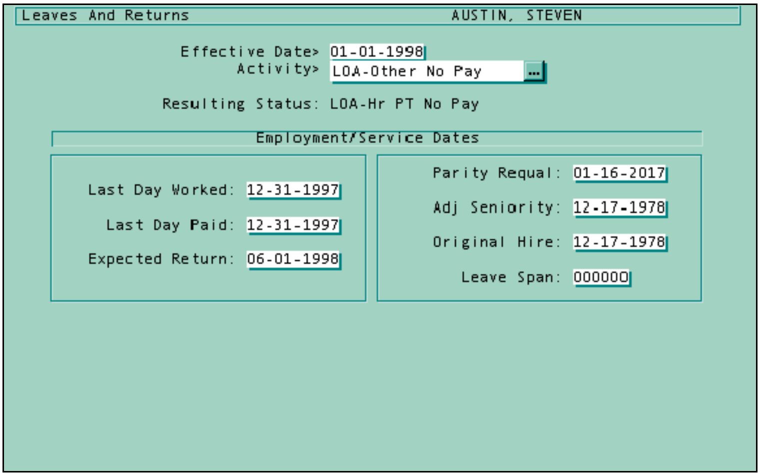
Use the Separations: Recovery Of Company Property form (99-SCR) and the Separations: Recovery Of Automobiles form (98-SCR) to recover the company property and automobiles when the employee is terminated.

☞ *Refer to* **Allocating Property to and Recovering Property from Employees** *(on page 401) for more information.*

Leaves And Returns form (95-SCR)

Use this form to record regular, family, and disability leaves (inactive status) and the subsequent return to active status. The resulting statuses are generated by the entries on the Activity And Resulting Employee Status Rules form (TF-SCR).

When an employee returns from a leave of absence, record that activity on this form. Once completed, the form will display the employee's new active status and calculate the leave span:



Form processing

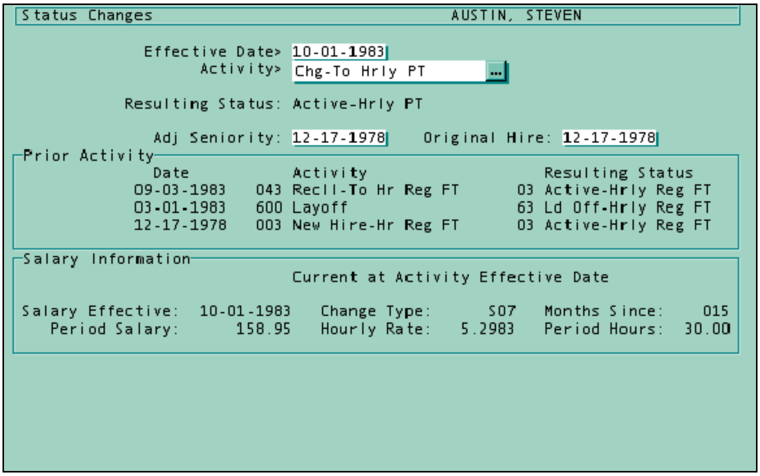
If you leave the Last Day Worked and Last Day Paid text boxes blank, these text boxes default to the Activity Date. Typically, however, the Last Day Worked will be at least one day prior to the Activity Date if pay is continuing during a leave, so the last day for which pay will be received can be recorded in the Last Day Paid text box. For unpaid leaves, the Last Day Worked and Last Day Paid text boxes are usually the same. The Expected Return date is required unless you are entering a permanent leave activity. The Parity Requal(ification) Date text box is calculated by the system and is defined by ERISA (US only) as the date by which a separated employee or an employee on a leave of absence must return to work to prevent incurring a break-in-service. The Adjusted Seniority and Original Hire dates default from the Activity Date on the prior segment, which may or may not be a new hire. The Leave Span (in months, days, and years) is the amount of time between the separation Activity Date and the return Activity Date.

Apply the Concept

What is the difference between a *leave of absence* and a *retirement*?

Status Changes form (08-SCR)

Use this form to record activities that result in an employee remaining in active status, such as when an employee moves from full-time to part-time status, changes from hourly to salaried status, or to record an employee's transfer-in activity from another organization:



Status Changes AUSTIN, STEVEN

Effective Date> 10-01-1983
Activity> Chg-To Hrly PT

Resulting Status: Active-Hrly PT

Adj Seniority: 12-17-1978 Original Hire: 12-17-1978

Prior Activity

Date		Activity		Resulting Status
09-03-1983	043	Recll-To Hr Reg FT	03	Active-Hrly Reg FT
03-01-1983	600	Layoff	63	Ld Off-Hrly Reg FT
12-17-1978	003	New Hire-Hr Reg FT	03	Active-Hrly Reg FT

Salary Information

Current at Activity Effective Date

Salary Effective: 10-01-1983 Change Type: S07 Months Since: 015
Period Salary: 158.95 Hourly Rate: 5.2983 Period Hours: 30.00

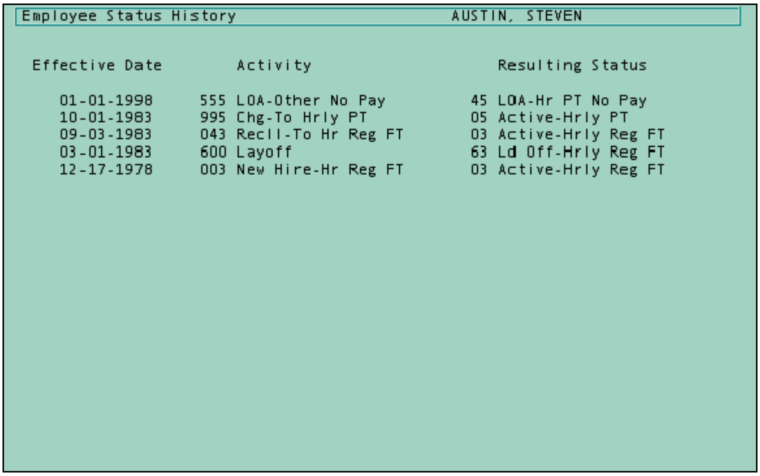
Form processing

After entering the Effective Date and Activity and pressing Enter, this form displays the three most recent major activities for the employee and the most recent salary change in Display mode. Employee salary changes as a result of status changes can not be made on this form, only on the Salary Assignment/Changes form (40-SCR).

You can change the Adj(usted) Seniority and/or the Original Hire dates here, if needed. This may be necessary if you have employees hired from a subsidiary and you want the New Hire form's Activity Date to reflect the date they began work with your organization, while the Original Hire date may remain the date they began at the subsidiary.

Employee Status History form (09-SCR)

This form provides a quick review of each major activity and the resulting status held on file for an employee:


Employee Status History AUSTIN, STEVEN

Effective Date	Activity	Resulting Status
01-01-1998	555 LOA-Other No Pay	45 LOA-Hr PT No Pay
10-01-1983	995 Chg-To Hrly PT	05 Active-Hrly PT
09-03-1983	043 Recll-To Hr Reg FT	03 Active-Hrly Reg FT
03-01-1983	600 Layoff	63 Ld Off-Hrly Reg FT
12-17-1978	003 New Hire-Hr Reg FT	03 Active-Hrly Reg FT

See also:

- Processing terminations and retirements ***(on page 222)***
For detailed directions on processing terminations and retirements.

- Recording exit interview details ***(on page 224)***
For detailed directions on recording exit interview details.

- Performing termination reviews ***(on page 226)***
For detailed directions on performing termination reviews.

- Processing leaves ***(on page 227)***
For detailed directions on processing leaves.

- Processing returns from leaves of absence ***(on page 229)***
For detailed directions on processing returns from leaves of absence.

- Recording status changes ***(on page 230)***
For detailed directions on recording status changes.

- Viewing employee status change history ***(on page 232)***
For detailed directions on viewing employee status change history.

Payroll implications of status changes

Once you have performed a leave or termination activity, you can check if any holiday or sick payments are outstanding and calculate the final payment for payroll. The pay period in which the leave or termination process occurs will impact how the final payment is calculated. When an employee leaves or is terminated between payroll periods, payroll does not automatically prorate the final payroll and benefit payments. Some manual intervention is usually required to give an off-cycle payment or to prorate the normal period amount.

When you process a termination on the Separations And Terminations form (96-SCR), the termination date is automatically entered on the Employee Information form (EF-SCR) and automatic pay is turned off. Pay may still be produced for terminated employees using a time entry.

☞ *Refer to the Payroll Administration documentation for more information.*

Benefits implications of status changes

When an employee is separated or terminated from the organization, your benefits department should be alerted. Employees may lose their benefits coverage based on the benefit plan rules that have been established for your organization.

☞ *Refer to the Using Benefits Administration documentation for more information on methods that can be used to flag terminated employees.*

Position Administration system implications

Position Administration allows you to strategically manage the in-and-out flow to positions within your company.

In cases where you are terminating an employee, you need to be aware that when you unassign an employee in a single incumbency, he or she will be unassigned from the most recent position held. The system will automatically unassign employees who hold multiple incumbencies from all positions held.

☞ *Refer to the Using Position Administration documentation for more information.*

Status change reporting options

A number of reports are delivered that report on data related to employee major activities. The following reports are related to employee terminations, leaves, and returns:

- LOA/Disability Report (1T-RPT)—Lists all active employees who are currently on leave of absence or disability leave.
- Major Activity Listing (1U-RPT)—Lists all of the major activities that have occurred during a period of time.
- Separation Analysis (1O-RPT)—Provides you with an analysis of turnover activity within the organization. Monthly and cumulative statistics are provided for the number of separations and rate of turnover, as well as annual rate of turnover.
- Separation Analysis By Reason And Service (1P-RPT)—Provides an analysis of separations by reason and service on a monthly basis. Statistics for both current month and year-to-date are provided.
- Separation Detail Report (1S-RPT)—Lists all employees who have been separated from the organization within a one-month period.
- Termination Report (3X-RPT)—Lists all employees terminated from the organization.

☞ *Refer to the* **Report Quick Reference** *(on page 421) for samples of these reports and the parameters used to define these reports.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

You must have completed the Guided Practice from the preceding sections to guarantee the successful completion of the Guided Practice that follows.

Processing terminations and retirements

To enter the information for processing terminations and retirements, follow these steps:

1. Access the Separations And Terminations form (96-SCR)

The Separations And Terminations form (96-SCR) is used to record activities that result in an inactive status. These activities include terminations, layoffs, retirements, and deaths.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Terminate/Retire

For practice, access the Separations And Terminations form (96-SCR) for employee 1764, Steven W. Hancock. Mr. Hancock has decided to take another job.

Note: *If the previous termination activity displays, click on the Clear button on the toolbar to clear the text boxes on the form.*

2. Enter the Effective Date

Enter the date an employee's separation is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-18-1997' (US and Canada) or '18-12-1997' (elsewhere).

3. Select the Activity

Select the specific activity that is occurring. This option list (HR09) should include all of the activities you want, but only activities that are terminations, retirements, deaths, or layoffs are allowed on this form.

For practice, select 'Term - Job Opportunity'.

4. Enter the Last Day Worked (optional)

Enter the last date the employee worked before leaving the organization. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This text box defaults to the Effective Date if no entry is made here.

For practice, leave this text box blank.

5. Enter the Last Day Paid (optional)

Enter the last date for which regular pay was received or will be received as a result of this activity. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This text box defaults to the Effective Date if no entry is made here. This text box is for informational purposes only.

For practice, leave this text box blank.

6. Enter the Expected Return (optional)

If this is a separation or layoff activity, enter the date the employee is expected to return; otherwise, leave this text box blank. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

7. Enter the Parity Requal (optional)

This date represents the parity re-qualification date as defined by ERISA (US only). It is the date by which a separated employee or an employee on leave must return to prevent incurring a break in service. This text box will be automatically populated when you click Save or press Enter.

For practice, leave this text box blank.

8. Enter the Adj Seniority (optional)

This is the adjusted seniority date for an employee. This date is initially entered on the New Hire form (01-SCR) when the new hire activity is entered and is equal to the activity date. This text box will be automatically populated when you click Save or press Enter.

For practice, leave this text box blank.

9. Enter the Original Hire (optional)

This is the employee's original date of hire that was initially entered by the New Hire form (01-SCR). This text box will be automatically populated when you click Save or press Enter.

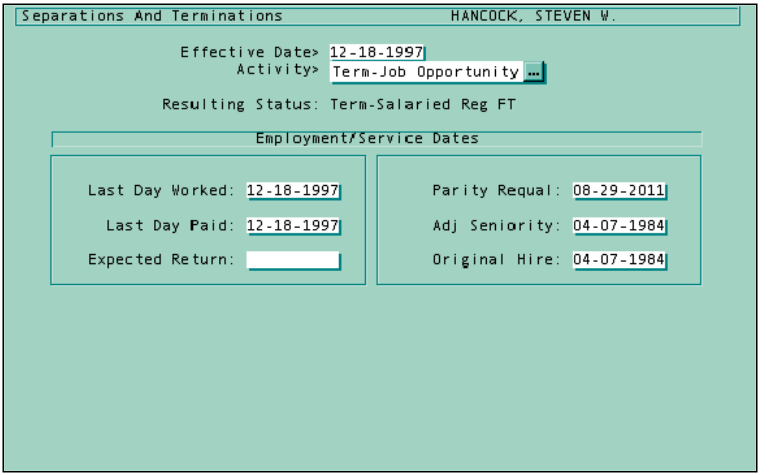
For practice, leave this text box blank.

10. Click Save or press Enter

The Separations And Terminations form (96-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Separations And Terminations form (96-SCR) ***(on page 212)***

For details on how to process this form.

Recording exit interview details

To enter the information from employee exit interviews, follow these steps:

1. Access the Exit Interview Data form (97-SCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Managing Terminations, Leaves and Returns
Task:	Record Exit Interview Results

For practice, access the Exit Interview Data form (97-SCR) for employee 1764, Steven W. Hancock.

2. Enter the Exit Interview Date

Enter the date of the separating employee's exit interview. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-18-1997' (US and Canada) or '18-12-1997' (elsewhere).

3. Select the Exit Interview Code

Select an option to identify the relationship of the exit interviewer to the separating employee.

For practice, select 'Immediate Supervisor'.

4. Enter the Sequence Number

Type the sequence number as a value ranging between 01–99. This number is used to link multiple exit interview narrative comments.

For practice, type '01'.

5. Enter Interviewer Soc-Sec (optional)

Type the social security number, employee number, or other identifying scheme for the person responsible for conducting the exit interview.

For practice, type '529689988'.

6. Select the Rehire Eligibility (optional)

Select the rehire eligibility option that indicates the separating employee's rehire potential.

For practice, select 'Yes, same job'.

7. Enter the Narrative Comments (optional)

Type the interviewer's comments pertaining to the exit interview.

For practice, type 'Steve has a better opportunity'.

8. Enter the Narrative Extent (optional)

Type any additional comments the interviewer may have pertaining to the exit interview.

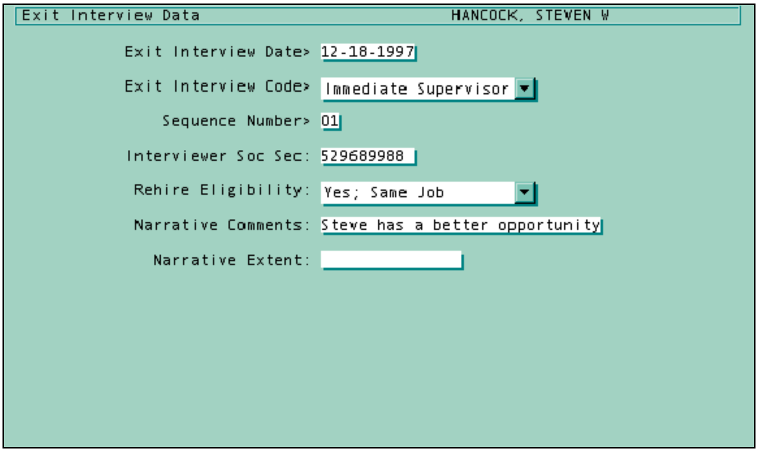
For practice, leave this text box blank.

9. Click Save or press Enter

The Record Exit Interview Results form (97-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Exit Interview Data form (97-SCR) ***(on page 213)***

For details on how to process this form.

Performing termination reviews

To perform a termination review, follow this step:

Access the Termination Summary form (96RSCR)

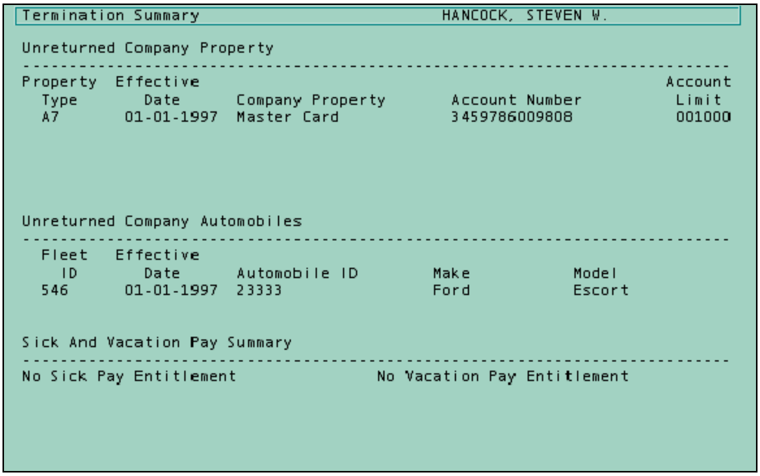
View the Termination Summary form (96RSCR) to see a display summary of company property and/or vehicles that were assigned to a terminated employee and must now be recovered.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Managing Terminations, Leaves and Returns
Task:	Termination Review

For practice, access the Termination Summary form (96RSCR) for employee 1764.

The resulting form will look similar to the example that follows, provided company property and/or automobile information had been entered for this employee.


Termination Summary HANCOCK, STEVEN W.

Unreturned Company Property

Property Type	Effective Date	Company Property	Account Number	Account Limit
A7	01-01-1997	Master Card	3459786009808	001000

Unreturned Company Automobiles

Fleet ID	Effective Date	Automobile ID	Make	Model
546	01-01-1997	23333	Ford	Escort

Sick And Vacation Pay Summary

No Sick Pay Entitlement No Vacation Pay Entitlement

See also:

- Termination Summary form (96RSCR) ***(on page 213)***

For details on how to process this form.

Processing leaves

To process leaves of absence, follow these steps:

1. Access the Leaves And Returns form (95-SCR)

Note: *The Leaves And Returns form (95-SCR) is used to record major activities pertaining to a leave of absence or disability leave.*

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Leave/Return

For practice, access the Leaves And Returns form (95-SCR) for employee 1111, Jerry Jones. Mr. Jones has decided to take a temporary, unpaid leave of absence.

Note: *If the previous leave and return activity displays, click on the Clear button on the toolbar to clear the text boxes on the form.*

2. Enter Effective Date

Enter the date an employee's major activity is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '11-07-1997' (US and Canada) or '07-11-1997' (elsewhere).

3. Select the Activity

Select the major activity that is occurring. This option list (HR09) should already include all of the activities needed by your organization, but only activities that are regular or long-term disability leaves of absence or returns of leaves of absence are allowed on this form.

For practice, select 'LOA-Other No Pay'.

4. Enter the Last Day Worked

Enter the last date the employee worked prior to the start of this leave activity. This is typically one day prior to the leave date. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '11-06-1997' (US and Canada) or '06-11-1997' (elsewhere).

5. Enter the Last Day Paid (optional)

Enter the last date for which regular pay was or will be received as a result of this activity. If left blank, this text box will be automatically populated when you click Save or press Enter. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave blank.

6. Enter the Expected Return

Enter the date the employee is expected to return. If you are processing a leave activity, you must provide a date. If the exact date of return is unknown, enter an estimated date and reevaluate it periodically. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

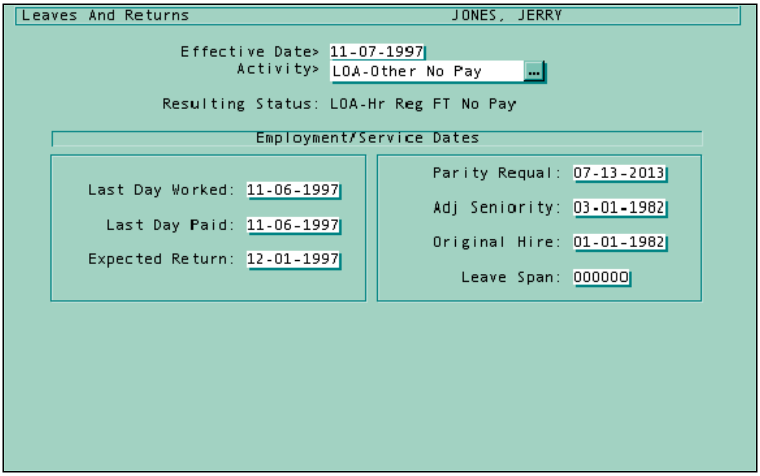
For practice, type '12-01-1997' (US and Canada) or '01-12-1997' (elsewhere).

7. Click Save or press Enter

The Leaves And Returns form (95-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Leaves And Returns form (95-SCR) ***(on page 214)***

For information on how to process this form for leaves of absence.

Processing returns from leaves of absence

To process returns, follow these steps:

1. Access the Leaves And Returns (95-SCR)

The Leaves And Returns form (95-SCR) is used to record major activities pertaining to a leave of absence or disability leave.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Leave/Return

For practice, access the Leaves And Returns form (95-SCR) for employee 1111, Jerry Jones. You will process his return from his unpaid leave of absence.

2. Enter Effective Date

Enter the date an employee's major activity is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-01-1997' (US and Canada) or '01-12-1997' (elsewhere).

3. Select the Activity

Select the major activity that is occurring. This option list (HR09) should already include all of the activities needed by your organization.

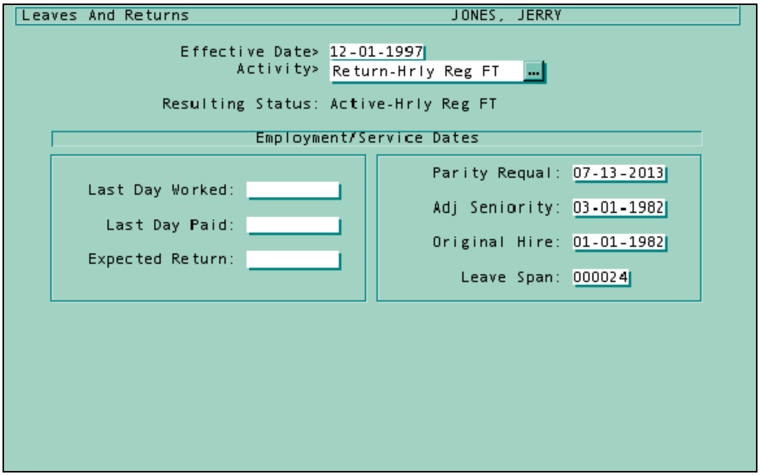
For practice, select 'Return-Hrly Reg FT'.

4. Click Save or press Enter

The Leaves And Returns form (95-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Leaves And Returns JONES, JERRY

Effective Date> 12-01-1997
Activity> Return-Hrly Reg FT

Resulting Status: Active-Hrly Reg FT

Employment/Service Dates

Last Day Worked:
Last Day Paid:
Expected Return:

Parity Requal: 07-13-2013
Adj Seniority: 03-01-1982
Original Hire: 01-01-1982
Leave Span: 000024

See also:

- Leaves And Returns form (95-SCR) ***(on page 214)***

For information on how to process this form for returns from leaves of absence.

Recording status changes

To record employee status changes, follow these steps:

1. Access the Status Changes form (08-SCR)

The Status Changes form (08-SCR) is used to process an activity that changes an active employee's status (and the employee remains active). For example, you can change an employee from hourly to salaried, or part-time to full-time.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Change Employee Status

For practice, access the Status Changes form (08-SCR) for employee 1111, Jerry Jones. You will change Mr. Jones' status from an hourly, regular full-time employee to a salaried, regular, full-time employee.

2. Enter the Effective Date

Enter the date an employee's major activity is effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-19-1997' (US and Canada) or '19-12-1997' (elsewhere).

3. Select the Activity

Select the major activity that is occurring. This option list (HR09) should already include all of the activities needed by your organization, but only activities that are transfers between organizations, beginning labor disputes, file conversions/file adds, and changes in status (where the employee remains active) are allowed on this form.

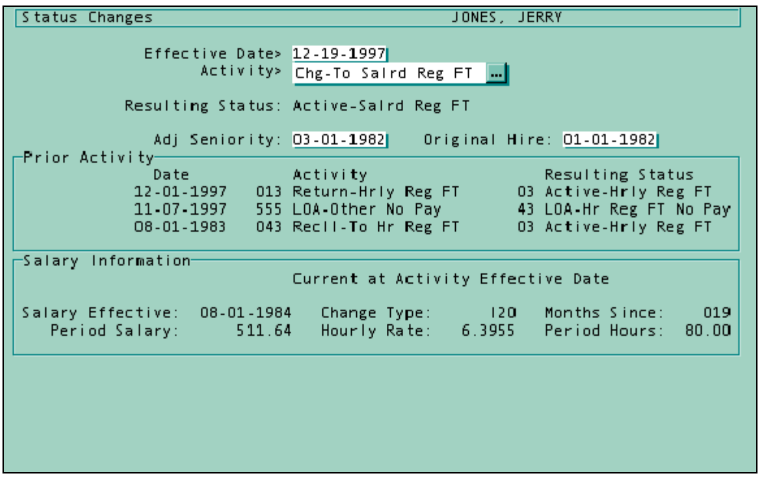
For practice, select 'Chg-To Salrd Reg FT'.

4. Click Save or press Enter

The Status Changes form (08-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Status Changes form (08-SCR) ***(on page 215)***

For details on how to process this form.

Viewing employee status change history

To view a history of employee status changes online, follow these steps:

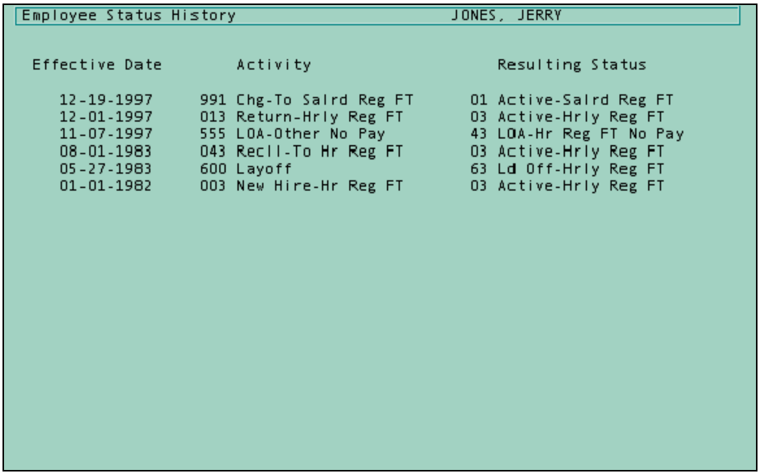
Access the Employee Status History form (09-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: View Historical Changes

For practice, access the Employee Status History form (09-SCR) for employee 1111, Jerry Jones.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Employee Status History JONES, JERRY

Effective Date	Activity	Resulting Status
12-19-1997	991 Chg-To Salrd Reg FT	01 Active-Salrd Reg FT
12-01-1997	013 Return-Hrly Reg FT	03 Active-Hrly Reg FT
11-07-1997	555 LOA-Other No Pay	43 LOA-Hr Reg FT No Pay
08-01-1983	043 Recll-To Hr Reg FT	03 Active-Hrly Reg FT
05-27-1983	600 Layoff	63 Ld Off-Hrly Reg FT
01-01-1982	003 New Hire-Hr Reg FT	03 Active-Hrly Reg FT

See also:

- Employee Status History form (09-SCR) ***(on page 217)***

For details on how to process this form.

Extended Practice

Note: *You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.*

1. Alexander Bloom, employee number 3001, found a better job opportunity and terminated his employment on February 27 of this year. He met with the personnel department for an exit interview on his last day of work. Enter Alexander's termination record as well as the following exit interview comments: 'Alexander had an offer he just could not refuse and we were unable to match salary. He is definitely eligible for rehire in the Accounting Department.'

Note: *You will need to use multiple sequence numbers to enter the narrative and you can view the entire exit interview narrative in Display mode on the Exit Interview Narrative form (97ISCR).*

2. Record a paid maternity leave that began April 1 of this year and will continue through May 15 for Brenda Reynolds. She worked up to the day prior to the start of her leave and will be paid through May 15. Brenda is expected to return to work on Monday, May 18.

3. Brenda Reynolds did return to work on her expected return date. Record her return from leave of absence. Her status will remain Salaried, Regular, Full-Time.

Review of Questions Answered

1. What types of employee status changes are typically used in an organization?

2. How are activities and employee statuses used in the system?

3. What are the payroll implications of employee status changes?

4. What are the benefits implications of employee status changes?

5. What are the Position Administration implications of employee status changes?

PART 3

Employee Development

In This Section

CHAPTER 7

Tracking Employee Skills,Competencies, and Training

In This Chapter

Introduction

Employee development focuses on the qualitative characteristics of your organization's employees or employee abilities. This section focuses on how to record and track key information about employee abilities, including formal training and education, tuition costs, certificates, and licenses.

Tasks

This section explains the following:

- Recording completed and ongoing formal education information
- Tracking training scheduled and/or taken
- Tracking tuition costs
- Recording skills and competencies
- Tracking certificates, licenses, and permits
- Tracking professional association memberships
- Tracking driver license information

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- You must have implemented and added your employees to the system.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

- If you will be combining the features introduced in this section with those of Position Administration associated with job and/or position-related skill/education requirements, you must have implemented Position Administration.

☞ *Refer to the Using Position Administration documentation for more information.*

- If you will be combining the features introduced in this section with those of Training Administration, you must have implemented the Training Administration component.

☞ *Refer to the Using Training Administration documentation for more information.*

Questions answered

The following questions are answered in this section:

1. How is an up-to-date record of an employee's qualifications maintained?
2. How is training scheduled and completed for an employee recorded in the system; and how are training costs tracked?
3. How are qualifications-related information such as licenses, certificates, permits, association memberships, and driver's licenses tracked?

Overview of tracking employee skills, competencies, and training

Whereas the main focus of employee resourcing or deployment can seem to be very quantitative, the employee development function focuses on the qualitative characteristics of the workforce or employee abilities. Measuring and tracking employee skills and competencies will help your organization to increase and enhance the abilities of the workforce through strategically-planned training and development efforts.

The role of competency tracking

The main steps required for useful tracking of employee skills, competencies, and training are built around the process of 'competency gap analysis':

1. Identify the competencies needed to complete the work to be done in the organization. This can be done at the job, position, project role, department or function, or organizational level.
2. Identify and record the qualifications of individual employees.
3. Compare the needed workforce competencies to the current workforce competencies to determine the competency 'gap' (as well as competency matches).
4. Take action to assign employees with particular skills to jobs requiring those skills, and to develop skills in employees whose current or anticipated jobs in the organization require greater abilities than those employees currently possess.
5. Record and track training completed and new skills and competencies acquired by individual employees so that future competency gap analyses will reflect the increased qualifications of the workforce.

In fact, competency gap analysis becomes not only the key to strategic employee-development planning but also the underlying rationale for tracking skills, competencies, and training.

How competency tracking and gap analysis are used

The usefulness of competency gap analysis is apparent in such areas as recruitment and selection, performance management, succession and career planning, and workforce planning.

Recruitment and selection

Whenever recruitment is conducted within your organization to find employees currently qualified to fill new vacancies or to take on project roles or temporary assignments, you record the requirements of the job or assignment using the Position Administration functionality. The system can then be used to produce a list of current employees who are qualified (or partially qualified) for the promotion, transfer, or assignment.

Performance management

Creating appropriate training and development plans for individual employees within the context of organizational development plans is the focus of performance management. Competency gap analysis is conducted on an individual-employee level to compare the requirements for a particular job or role to the individual's qualifications and determine the specific training needs for that employee. Those training needs, and the employee's completion of training in response to those needs, can be recorded and tracked within the Training Administration functions.

Succession and career planning

Succession planning focuses on finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future. For example, you may know that the manager of a large division of your organization will be retiring in one year. You would likely want to initiate succession planning to identify and develop potential employees to move into that manager's position with the required qualifications.

Career planning, on the other hand, focuses on providing career incentives for individual employees and on meeting organizational needs through planning for promotional or learning opportunities for individuals. For example, an employee adequately qualified for his or her current position as a marketing executive could, through career planning, acquire the skills needed to be promoted sometime in the future into a job as a marketing manager. The individual would thus have additional career incentive and commitment to the organization, and the organization would benefit from having an available qualified employee for promotion into another job when the need arises.

In both succession planning and career planning, competency gap analysis is the key to equipping current employees for potential future jobs within the organization or to finding potential candidates for a particular anticipated vacancy.

Apply the Concept
What is career planning?

Workforce planning

Similar to career planning for an individual employee, workforce planning attempts to identify the competencies the organization will need in the future and then determine the gap between those competencies and those generally possessed by the current workforce. The organization can then identify the training and development efforts that will be required to enable it to respond to its anticipated future needs. For example, an organization's former methods of manufacturing a product by hand may be in the process of conversion to computerized production. Competency gap analysis may indicate the need for basic computer skills among the organization's workers, and appropriate computer training could then be planned.

Workforce planning is particularly crucial to organizations going through change brought about by technological advances, a maturing market or product line, changes in the available labor force, or even changes in environmental conditions that affect the company's manufacturing methods or product functionality.

Apply the Concept
What is the importance of tracking employee skills, competencies, and training in an organization?

The tracking tasks

The tasks required for tracking skills, competencies, and training are essentially those of data entry, reporting, and analysis. The most obvious data you will want to enter are the current skills and competencies identified in individual employees, and the training scheduled and completed for each employee. In addition, the system provides for easy and effective recording of such other relevant information as the following:

- Licenses
- Certificates
- Permits
- Professional or trade association memberships
- Driver licenses

The system also allows you to record expiration dates for these competency-related documents and certifications. This lets you take the appropriate steps to ensure that renewals are completed in a timely fashion. Timely renewal of certificates, licenses, and permits could be critical to organizational compliance with governmental regulations or restrictions.

In many cases, a license, certificate, or permit is also the clearest way to identify employees with certain skills or competencies. Accurate recording of that information can be a great help to effective competency gap analysis.

In addition, the system lets you record and track tuition costs incurred for enrolling individual employees in classes or other training, to track training costs to the organization generally, and to allocate costs to departments, divisions, or other areas within the organization. It can also record and track reimbursements paid to individual employees for training costs they have incurred, as may be specified by the policies and procedures of your particular organization.

See also:

- Tracking certificates, licenses, and permits ***(on page 259)***

For detailed directions on tracking certificates, licenses, and permits.

Recordkeeping aspects of tracking employee skills, competencies, and training

The tasks of tracking employee skills, competencies, and training are primarily recordkeeping in nature. When recording this information you will find some interaction between the Training Administration component and other components of the system. Most of the information that you gather for tracking employee skills, competencies, and training will be recorded manually on Base Human Resource forms. The forms that you will be using to record this information are as follows:

- Certificates, Licenses And Permits (28-SCR)—Used to record any certificates, licenses, and/or permits an employee or applicant has been granted.
- Driver License Information (25-SCR)—Records driver license information for those employees operating company vehicles, or applicants who will be required to operate company vehicles if they are hired.
- Formal Education (30-SCR)—Used to record an employee's or applicant's formal education, both completed and in-progress.
- Professional Association Memberships (29-SCR)—Used to record any professional associations of which an employee or applicant is a member, both personally and on behalf of the company.
- Skills And Competencies (33-SCR)—Used to record skills and competencies acquired by an employee or applicant through formal education, work experience, and training courses.
- Training Scheduled/Taken (31-SCR)—Used to record training courses an employee or applicant has attended or is scheduled to attend.
- Tuition Information (32-SCR)—Used to record information about education reimbursements granted for each course taken by an employee in a tuition reimbursement program. The amount refunded to the employee for the course is recorded here. A separate form must be recorded for each course taken by the employee. Modifications may be made to this form to automatically generate a time entry to pay tuition reimbursements to the employee.

See also:

- Recording formal education details ***(on page 248)***

For detailed directions on recording formal education details.

- Tracking training scheduled and/or taken ***(on page 250)***

For detailed directions on tracking training scheduled and/or taken.

- Tracking tuition costs ***(on page 256)***

For detailed directions on tracking tuition costs.

- Recording skills and competencies ***(on page 254)***
For detailed directions on recording skills and competencies.
- Tracking professional association memberships ***(on page 261)***
For detailed directions on tracking professional association memberships.
- Tracking driver license information ***(on page 263)***
For detailed directions on tracking driver license information.

Uses of Position Administration to record required skills, competencies and training

When you are using the Position Administration component to track job and/or position-related skill, competency, and training requirements, you will be involved in aspects of workforce and/or training planning. Your attention will be focused on identifying the types of job and position-related skills, education, training, experience, and other job/position attributes that will be necessary later when trying to match employees or applicants to jobs and/or specific positions. This analysis will assist you in identifying an individual's shortfall between skill-based requirements already acquired and those that may be needed to effectively pursue a particular job or position.

The Position Administration functionality allows you to enter job requirement information on the following optional forms:

- Job - Education Required (30-SCR)—Used to enter the education required for a job.
- Job - Experience Required (05-SCR)—Used to enter experience required for a job.
- Job - Licenses Required (28-SCR)—Used to enter the licenses required for a job.
- Job - Memberships Required (29-SCR)—Used to enter the memberships required for a job.
- Job - Skills/Competencies Required (33-SCR)—Used to enter the skills and competencies required for a specific job.
- Job - Training Required (31-SCR)—Used to enter the training required for a job.

The Position Administration functionality allows you to enter position requirement information on the following optional forms:

- Position - Education Required (M15SCR)—Used to enter the education required for a position.
- Position - Experience Required (M1ESCR)—Used to enter experience required for a position.
- Position - Licenses Required (M16SCR)—Used to enter the licenses required for a position.
- Position - Memberships Required (M14SCR)—Used to enter the memberships required for a position.
- Position - Skills/Competencies Required (M13SCR)—Used to enter the skills and competencies required for a position.

- Position - Training Required (M1TSCR)—Used to enter the training required for a position.

☞ *Refer to the Using Position Administration documentation for more information on recording required skills, competencies, and training.*

The added functionality of the Training Administration component

The Training Administration component has been designed to provide you with information that you can use to make informed decisions about department staffing, scheduling employees for training, deciding whether new courses or classes need to be added, and so forth. This system component is designed to assist your organization in the administration of employee training classes. Administrative support is provided, allowing you to have detailed recordkeeping pertaining to employee training history, class results, and skills/competencies acquired during training.

The Training Administration component is designed to record when training is required for an employee, and it uses this data to alert you that there are potential future students for a class. Once a class has been completed, class results can be recorded and stored in your system. The system allows you to keep a history of past training and class results on file for analysis and reporting purposes.

Linking the Training Administration functionality to other HRMS components

Without a formal link between tracking skills and competencies on the Base HR component and information on the Training Administration component, the system enables you to manually map information held for an employee in relation to a specific position. This Base HR component information allows you to do a gap analysis that shows the employee qualifications versus job or position expectations. Using the Position Administration, Base HR, and Training Administration components, you can manually run reports or create your own reports. The Training Administration component provides you with a variety of online queries that will help you make decisions regarding employee training plans and class development. Use of these components should help you maintain greater control of employee training.

The Skills/Competencies panel found on the Course Directory form (10RSCR) in the Training Administration component lets you input skills that will be obtained by students/employees who successfully complete a course. These skills will subsequently be populated onto the student/employee's skills history panel found on the Skills And Competencies form (33-SCR) upon successful completion of the course. This effectively reduces the amount of data input that would be necessary for you to maintain a current and accurate skills log record on employees.

If your organization chooses not to track skills and competencies information in the Training Administration component, you are still able to record this information on the Skills And Competencies form (33-SCR) found in the Base HR component. This form serves as supplement to the Training Administration component's management tools and provides decision-making information regarding department or organization staffing requirements.

☞ *Refer to the Using Training Administration documentation for more information on prerequisites and skills.*

Reports for tracking employee skills, competencies, and training

The following reports are related to tracking employee skills, competencies, and training:

- Certificate, License And Permit (1I-RPT)—Provides a listing of all employees for whom unexpired certificates, licenses, and permits have been recorded.
- Driver License Information (15-RPT)—Displays information on employee driver licenses.
- Education And Tuition Refund Profile (1L-RPT)—Lists education backgrounds past and present for all active employees. This report also contains tuition refund information, if any is to be applied.
- Education Information-Formal And In-Progress (30-RPT)—Displays a list of all your employee's formal and in-progress education information.
- Education Statistics (3Y-RPT)—Provides a listing of formal education totals for active employees, the type of education received, and the average and total years of education.
- Employee Listing Of Skills And Abilities (33-RPT)—Provides skill information for active employees. The skill codes, level of proficiency, and method of verification for each employee is included.
- Employee Listing Of Training Courses Scheduled/Attended (31-RPT)—Displays training information for active employees, including the training course, completion status, instructor, and evaluation.
- Expired Certificates, Licenses And Permits (3I-RPT)—Provides a listing of all active employee's certificates, licenses, and permits that have expired and are due to be renewed.
- Tuition Information (32-RPT)—Provides tuition reimbursement information. The report lists all employees with tuition information, or just employees who have tuition that has not been paid.

☞ *Refer to the Using Training Administration documentation for more information on additional reports you may find useful in tracking employee skills.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice in this section. In the Guided Practice for this section, you will be going through the seven tasks listed above for tracking employee skills, competencies, and training for an employee (employee number 0012, Andrew Anders) in an employee organization (999999).

Recording formal education details

To record formal education details, follow these steps:

1. Access the Formal Education form (30-SCR)

The Formal Education form (30-SCR) is used to record an employee's or applicant's formal education, both completed and in-progress. For in-progress education, you may want to update both the current and cumulative grade point averages, as well as the credit hours completed, at the conclusion of each semester. However, this is not a requirement.

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Formal Education

For practice, access the Formal Education form (30-SCR) for employee number 0012, Andrew Anders.

2. Select the Education Level

Select the type of education an employee has completed or is in the process of completing.

For practice, select 'Bach Deg Business'.

3. Select the School Code

Select the school that the employee attended or is currently attending.

For practice, select 'Abraham Baldwin Ag C'.

4. Select the Major

Select the employee's primary course of study.

For practice, select 'Business Economics'.

5. Select the Minor

Select the employee's secondary course of study.

For practice, select 'Accounting'.

6. Enter the Years Attended

Enter the numeric, two-digit number of years the employee attended at the indicated school.

For practice, type '04' to indicate four years.

7. Enter the Year Graduated

Enter the numeric, two-digit year the employee graduated from the indicated school. Enter the year in YY format.

For practice, type '83' to indicate 1983.

8. Enter the Grade Point Average (Current)

Enter the grade point average for the current term completed by the employee. This is a numeric text box containing three digits with two decimal places, for example, the number 3.75 would be entered as '3.75'.

For practice, type '3.60'.

9. Enter the Grade Point Average (Cumulative)

Enter the grade point average of all courses completed by the employee at the indicated school. This is a numeric text box containing three digits with 2 decimal places, for example, the number 3.75 would be entered as '3.75'.

For practice, type '3.40'.

10. Enter the Credit Hours (Required)

Enter the number of credit hours required to be completed by the employee before the degree defined by the education-level code could be granted. This is a three-digit, numeric text box.

For practice, type '125' to indicate 125 credit hours.

11. Enter the Credit Hours (Completed)

Enter the total number of credit hours actually completed by the employee at the school defined by the school code.

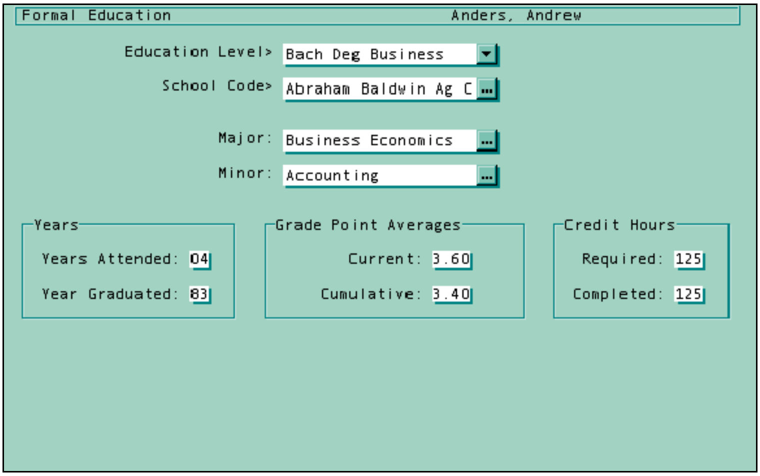
For practice, type '125' to indicate 125 credit hours.

12. Click Save or press Enter

The Formal Education form (30-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Tracking training scheduled and/or taken

To track training scheduled and/or taken, follow these steps:

1. Access the Training Scheduled/Taken form (31-SCR)

The Training Scheduled/Taken form (31-SCR) is used to record training courses an employee or applicant has attended or is scheduled to attend. A status is assigned to each course identifying whether the course is completed or scheduled for a later date. The Training Scheduled/Taken (31-SCR) form also may be used to record the rating and credits the employee or applicant has received by taking a training course.

Note: *If the Training Administration component is being used, then it is likely the Training Scheduled/Taken form (31-SCR) will not be used, particularly since the Training Course* *option list (MP02) as used on this form is totally separate from the Course Codes option list (TR33) used on multiple forms in the Training Administration component.*

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Training Scheduled/Taken

For practice, access the Training Scheduled/Taken form (31-SCR) for employee number 0012, Andrew Anders.

2. Select the Course

Select the training course that the employee has, or is scheduled to, attend. You may update this option list (TR33) to include all of the training courses needed by your organization.

For practice, select 'Manager Training'.

3. Enter the Year

Enter the two-digit equivalent for the year the training is scheduled to be taken. Enter the year in YY format.

For practice, type '98'.

4. Enter the Number

This is the sequence of the course in the year this record identifies.

For practice, type '1' to indicate it is the first course taken this year.

5. Select the Status

Select the status of the trainee in the course recorded. This code also identifies courses in which the employee may be enrolled, but has not yet attended.

For practice, select 'Course Scheduled Fut'.

6. Select the Type

Select the type of training course being recorded. This option list (MP03) identifies whether the training is internal or external and if taking it has any impact on the employee's job or employment status.

For practice, select 'Internal Comp Policy'.

7. Select the Location

Select the physical location where the training was held. You may update this option list (TR13) to include all of the locations needed by your organization.

For practice, select 'Headquarters 12th W'.

8. Select the Instructor

Select the instructor of the course. You may update this option list to include all of the instructors needed by your organization.

For practice, select 'Unknown'.

9. Select the Evaluation

Select the attending employee's evaluation of the course. It is used to determine if a course should be continued or would be beneficial for other employees.

For practice, leave this list box blank.

10. Enter the Rating

Enter the rating the employee received in the course. This text box is left blank when attendees do not receive ratings.

For practice, leave this text box blank.

11. Enter the Credit

Enter the number of credits awarded to the employee for satisfactory completion of the course. This text box is left blank when no credit is given.

For practice, leave this text box blank.

12. Enter the Course Dates (Start)

Enter the starting date the course is/was scheduled to begin. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-15-1998' (US and Canada) or '15-12-1998' (elsewhere).

13. Enter the Course Dates (Complete)

Enter the date the course was/will be completed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). Leave blank for a course that is scheduled but not yet taken, or if the employee did not attend.

For practice, type '12-17-1998' (US and Canada) or '17-12-1998' (elsewhere).

14. Select the PL3

Select the payroll level 3 value to which costs of the course are to be charged. You may update this option list (HR439) to include all of the payroll level 3s needed by your organization.

For practice, select 'Region 3030'.

15. Select the PL4

Select the payroll level 4 value to which the costs of the course are to be charged. You may update this option list (HR449) to include all of the payroll level 4s needed by your organization.

For practice, select 'Department 4040'.

16. Select the PL5

Select the payroll level 5 value to which the costs of the course are to be charged. You may update this option list (HR459) to include all of the payroll level 5s needed by your organization.

For practice, select 'Section 5050'.

17. Select the PL6

Select the payroll level 6 value to which the costs of the course are to be charged. You may update this option list (HR469) to include all of the payroll level 6s needed by your organization.

For practice, select 'Group 6060'.

18. Enter the Costs

Enter the cost of the training course the employee attended. Enter the total amount whether or not the company pays a portion or all of the cost. This is a six-digit text box with two decimal places.

For practice, type '1500.00'.

19. Enter Company Paid

Enter the amount of the training cost paid by the company. Normally, this text box contains only course costs, but you may wish to include related expenses as well. This is a six-digit text box with two decimal places.

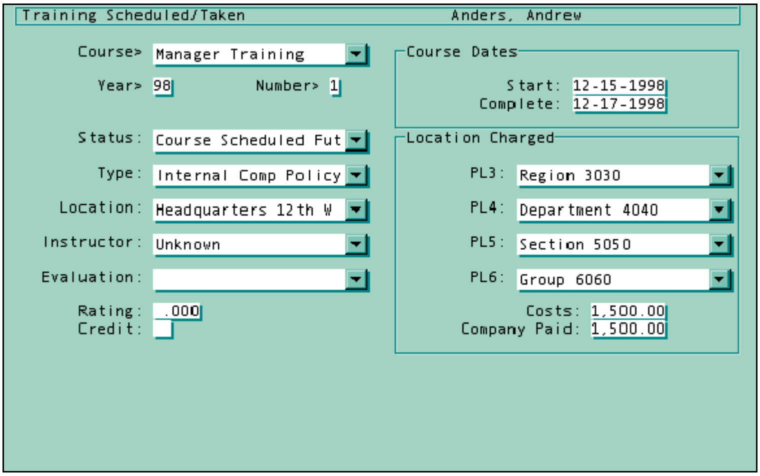
For practice, type '1500.00'.

20. Click Save or press Enter

Completed and ongoing formal education information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Recording skills and competencies

To track employee skills and competencies, follow these steps:

1. Access the Skills And Competencies form (33-SCR)

The Skills And Competencies form (33-SCR) is used to record skills and competencies acquired by an employee or applicant through formal education, work experience, and training courses. This form allows you to record these skills and competencies by code, along with the source, and the evaluated proficiency.

Note: *If the Training Administration component is in use— and if the skills panel of the Course Directory form (10RSCR) is completed—then this employee-level form is automatically updated with the skill and proficiency levels acquired as a result of successful completion of a course. In such cases, the following text boxes will be populated: Skill Code, Date Obtained, Proficiency, and Training Admin.*

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Skills and Competencies

For practice, access the Skills And Competencies form (33-SCR) for employee number 0012, Andrew Anders.

2. Select the Skill Code

Select the option that describes the skill the employee or applicant possesses.

For practice, select 'Management'.

3. Enter the Date Obtained

Enter the date on which the employee or applicant obtained the skill or the training course was completed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-15-1997' (US and Canada) or '15-04-1997' (elsewhere).

4. Select the Proficiency

Select the assessment of the employee's or applicant's skill proficiency. You may update this option list (MP08) to include all of the skill proficiencies needed by your organization.

For practice, select 'Above Average Knowld'.

5. Select the Source

Select the means or source through which the employee or applicant obtained the skill.

For practice, select 'Formal Education'.

6. Select the School Attended

Select the school or university from which the employee or applicant obtained the skill.

For practice, select 'Chicago, U of'.

7. Select the Skill Verified By

Select the means used to verify the fact the employee actually does possess the skill indicated.

For practice, select 'Certificate Provided'.

8. Select the Training Admin

This list box would be used only if you are using Training Administration. Otherwise, you must skip this list box and go on to the Base HR list box.

Note: If you are using the Training Administration functionality, this list box is populated automatically with the appropriate course from which the skill level was derived.

For practice, leave this list box blank.

9. Select the Base HR

Select the training course from which the employee obtained the skill.

For practice, leave this list box blank.

10. Enter the User Fields, 1-4

These four 6-digit alphanumeric text boxes are provided to allow the customer to define and enter skill-related data for analysis purposes. If applicable, this text box's definition may be modified to access a customer-defined option list.

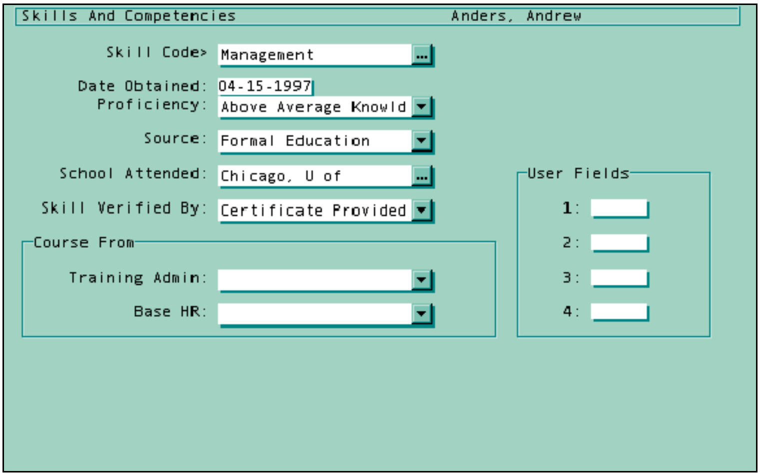
For practice, leave these text boxes blank.

11. Click Save or press Enter

The Skills And Competencies form (33-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Tracking tuition costs

To track tuition costs, follow these steps:

1. Access the Tuition Information form (32-SCR)

The Tuition Information form (32-SCR) is used to record information about education reimbursements granted for each course taken in a tuition reimbursement program.

Note: *The employee's Education Level and School attended should be entered on the Formal Education form (30-SCR) prior to processing reimbursements on the Tuition Information form (32-SCR).*

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Course Completion and Refund

For practice, access the Tuition Information form (32-SCR) for employee number 0012, Andrew Anders.

2. Select Education Level

Select the education an employee has completed or is in the process of completing.

For practice, select 'Master Deg Bus Admin'.

3. Select the School

Select the school the employee attended or is currently attending. You may update this option list (HR32) to include all of the schools needed by your organization.

For practice, select 'Abraham Baldwin Ag C'.

4. Enter the Year

Enter the year the course was taken or will be taken by the employee.

For practice, type '98'.

5. Enter the Course Number

Enter a unique value for each course taken in a semester/quarter. This allows for separate reimbursement records when more than one course is attended within the same term.

For practice, type '1'.

6. Enter the Title

Enter the title of the course taken by the employee. The course number or code assigned by the school may be entered here when it is necessary to track multiple attempts at the same course.

For practice, type 'Business Strate'.

7. Enter the Semester/Quarter

Enter the semester or quarter the course was taken by the employee.

For practice, type '1'.

8. Enter the Grade

Enter the grade the employee earned for the course.

For practice, leave this text box blank.

9. Enter the HED Cross Reference

Enter the HED number used to pay the reimbursement.

Note: This HED cross-reference is a customer-defined reference text box that is intended for informational purposes only. There is no direct link or feed to payroll. Payroll will need to be notified.

For practice, type '120'.

10. Enter the Tuition Paid Date

Enter the date on which the tuition reimbursement was paid to the employee. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-27-1998' (US and Canada) or '27-01-1998' (elsewhere).

11. Enter the Tuition Amount

Enter the amount of the tuition reimbursement. This is a six-digit text box with two decimal places.

For practice, type '1500.00'.

12. Enter the Tuition Percent

Enter the three-digit percentage represented by the tuition reimbursement. For example, if the tuition cost is 100.00 and the reimbursed amount is 75.00, then this percentage is '075'.

For practice, type '080'.

13. Enter the Books Amount

Enter the amount of reimbursement for book charges. This is a six-digit text box with two decimal places.

For practice, type '250.00'.

14. Enter the Books Percent

Enter the three-digit percentage represented by the book reimbursement. For example, if the book cost is 100.00 and the reimbursed amount is 50.00, then this percentage is '050'.

For practice, type '050'.

15. Enter Fees/Other Amounts

Enter the amount of reimbursement for fees and other charges. This is a six-digit text box with two decimal places.

For practice, type '75.00'.

16. Enter the Fees/Other Percent

Enter the three-digit percentage represented by the fee/other amounts reimbursement. For example, if the fee is 100.00 and the reimbursed amount is 25.00, then this percentage is '025'.

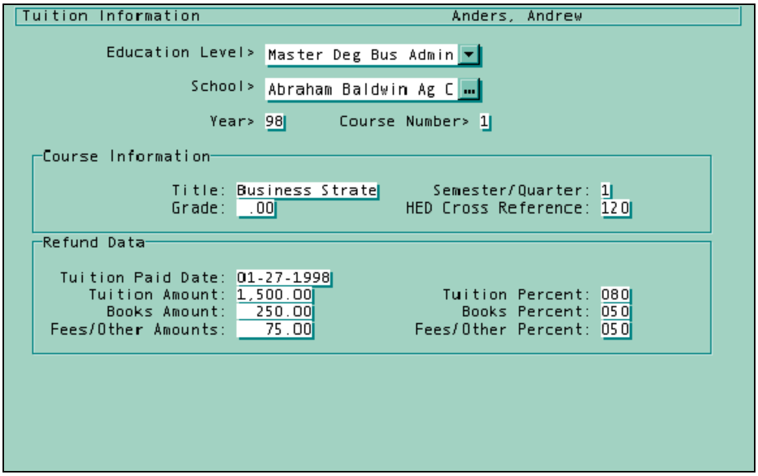
For practice, type '050'.

17. Click Save or press Enter

Completed and ongoing formal education information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Tracking certificates, licenses, and permits

To track certificates, licenses, and permits, follow these steps:

1. Access the Certificates, Licenses And Permits form (28-SCR)

The Certificates, Licenses And Permits form (28-SCR) is used to record any certificates, licenses, and/or permits an employee or applicant has been granted.

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Certificates, Licenses and Permits

For practice, access the Certificates, Licenses And Permits form (28-SCR) for employee number 0012, Andrew Anders. You should clear the text boxes on the form before entering the data.

2. Select the Type of CLP

Select the type of certificate, license, or permit the employee holds. You may update this option list (HR62) to include all of the certificates, licenses, and/or permits needed by your organization.

For practice, select 'Auditor, Internal'.

3. Enter the Date Recorded

Enter the date you recorded the certificate, license, or permit information. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '11-01-1997' (US and Canada) or '01-11-1997' (elsewhere).

4. Enter the CLP Number

Enter the identification number of the certificate, license, or permit.

For practice, type 'Audit1515'.

5. Enter the Expiration Date

If applicable, enter the expiration date of the certificate, license, or permit. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '11-01-1999' (US and Canada) or '01-11-1999' (elsewhere).

6. Select the Current Status

Select the current status (expired or renewed) of the recorded certificate, license, or permit.

For practice, select 'Renewed'.

7. Select the State Of Issue

Select the state in which the certificate, license, or permit was issued.

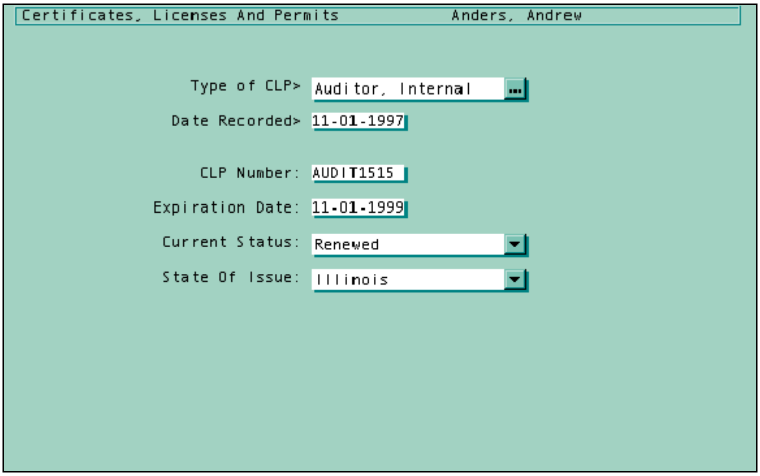
For practice, select 'Illinois'.

8. Click Save or press Enter

The Certificates, Licenses And Permits form (28-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Overview of tracking employee skills, competencies, and training ***(on page 239)***

For additional information on using this form.

Tracking professional association memberships

To track professional association memberships, follow these steps:

1. Access the Professional Association Memberships form (29-SCR)

The Professional Association Memberships form (29-SCR) is used to record any professional associations of which an employee or applicant is a member, whether personally or on behalf of the company.

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Employee Skills, Competencies, Training
Task: Professional Associations

For practice, access the Professional Association Memberships form (29-SCR) for employee number 0012, Andrew Anders.

2. Select the Association

Select the association to which the employee belongs. You may update this option list (HR58) to include all of the associations needed by your organization.

For practice, select 'Assn Intl Mgmnt Con'.

3. Enter the Membership Date

Enter the date the employee became affiliated or renewed membership with the association. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-25-1997' (US and Canada) or '25-02-1997' (elsewhere).

4. Enter the Membership Number

Enter the membership identification number, using up to ten alphanumeric characters.

For practice, type 'AM-4275'.

5. Enter the Expiration

If applicable, enter the association membership expiration date. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

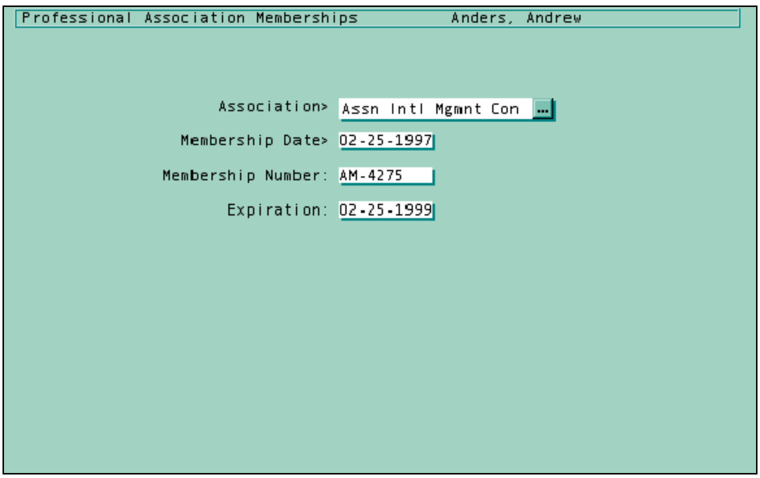
For practice, type '02-25-1999' (US and Canada) or '25-02-1999' (elsewhere).

6. Click Save or press Enter

The Professional Association Memberships form (29-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Tracking driver license information

To track driver license information, follow these steps:

1. Access the Driver License Information form (25-SCR)

The Driver License Information form (25-SCR) is recorded for employees operating company vehicles, or applicants who will be required to operate company vehicles if they are hired.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Maintaining Employee Details
Task:	Drivers License

For practice, access the Driver License Information form (25-SCR) for employee number 0012, Andrew Anders.

2. Enter the License ID

Enter the driver license ID number assigned to the employee.

For practice, type 'DL001'.

3. Enter the Date

Enter the effective date of the employee's driver license information. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-01-1994' (US and Canada) or '01-03-1994' (elsewhere).

4. Enter the Number

Enter the employee's driver license number as printed on the license.

For practice, type 'ILDL439507602'.

5. Enter the State

Enter the state where the employee's driver license is valid.

For practice, type 'Illinois'.

6. Enter the Class

Enter the driver license class from the employee's driver license.

For practice, type 'A'.

7. Enter the Restrictions

Enter the driving restrictions stated on the employee's driver license.

For practice, type 'None'.

8. Enter the Expiration

Enter the date on which the driver license will expire. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

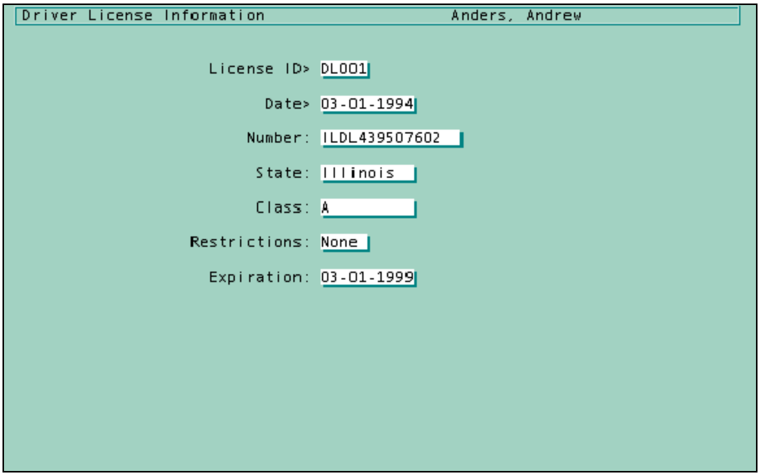
For practice, type '03-01-1999' (US and Canada) or '01-03-1999' (elsewhere).

9. Click Save or press Enter

The Drivers License Information form (25-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recordkeeping aspects of tracking employee skills, competencies, and training ***(on page 242)***

For additional information on using this form.

Review of Questions Answered

1. How is an up-to-date record of an employee's qualifications maintained?

2. How is training scheduled and completed for an employee recorded in the system; and how are training costs tracked?

3. How are qualifications-related information such as licenses, certificates, permits, association memberships, and driver's licenses tracked?

CHAPTER 8

Tracking Performance Appraisals

In This Chapter

Introduction

Tracking the performance of your employees is essential to maintaining an effective workforce. The performance appraisal process involves assessing the individual work-related strengths and weaknesses of employees. This process is linked to salary considerations, employee development, advancement, and status record updates. Cyborg's products provide the functionality to make the performance appraisal process a valuable aspect of your organization's performance management systems.

Tasks

This section explains the following:

- Scheduling and tracking performance appraisals
- Recording performance appraisal results

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- Your companies (organizations)
- Your employees

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What different types of performance appraisals can be given to employees?
2. What is the performance appraisal process when using the system?
3. What reports are available to aid in the performance appraisal process?
4. How can performance appraisals be linked to salary reviews?

Scheduling and tracking performance appraisals

Performance management is critically important to the success of your organization. It seeks to improve the work performance of individual employees and to increase the success of the organization as a whole. A key element in effective performance management is the process of giving performance appraisals to your employees.

The aim of performance appraisals

Performance appraisals assess individual employee strengths and areas of improvement in relation to job performance and help the organization to build on those strengths and facilitate improvement. The process of giving performance appraisals is tied closely to the process of tracking employee skills, competencies, and training. In fact, performance appraisals are often key in first identifying and then closing the competency gap identified through competency tracking. Performance appraisals may affect employee compensation, job assignment, or even job status.

☞ *Refer to* **Tracking Employee Skills, Competencies, and Training** *(see "Tracking Employee Skills,Competencies, and Training" on page 237) for more information.*

Apply the Concept
What is the aim of performance appraisals for an organization?

Frequency of appraisals

Performance appraisals are generally viewed as a continuous process that take place in some form each day an employee works. Formal performance appraisals are often performed on an annual basis (on an employee's hire-date anniversary or at a specific time of year), but they may be performed more frequently, especially if an employee is working on probationary status following a new hire, reinstatement, transfer, promotion, or other status change.

Types of performance appraisals

Formal performance appraisals can be conducted in a variety of ways, using a wide range of performance appraisal systems. Perhaps most traditional of the various systems in use today is the 'top-down' rating made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of the employee's work performance and will usually include an appraisal interview with the employee. In the appraisal interview, the supervisor and the employee may review both positive and negative incident reports entered in the employee's file during the previous year (or other time period), discuss improvements made and training completed, and review the supervisor's evaluation of the employee's performance.

In addition to the typical manager-subordinate appraisal, many organizations use 'peer-group' appraisal, 'upward' appraisal, and '360-degree' appraisal methods. Peer-group appraisals use performance evaluations completed by an individual employee's co-workers or project team members. Upward appraisals call for evaluations by those who work under the direction of the employee being evaluated. Finally, 360-degree appraisals include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Regardless of the type of performance appraisal conducted, typical results of an appraisal include the assessment (or performance evaluation) itself, as well as performance goals or objectives and specific training and development needs. At the conclusion of a performance appraisal, the date of the next appraisal is usually set and recorded.

A potentially large amount of information will result from one of these performance appraisal processes and the key task is recording appraisal results so they can be used in the organization's efforts to most effectively use the capabilities of each employee. The system is designed to make performance-review scheduling and results tracking as easy as possible. Whether your organization utilizes a simple manager-employee appraisal or a more complex 360-degree appraisal, the system will help you record and manage all the necessary information for effective performance management.

Typical appraisal tasks

The basic tasks associated with tracking performance appraisals are as follows:

1. Schedule the next performance appraisal for an employee.
2. Identify employees eligible for a performance appraisal within a customer-defined timeframe.
3. Prepare the appraisal forms and distribute them to the appropriate reviewers.
4. Record the results of the performance appraisal (depending on the type of appraisal used by your organization, you may need to record the results of multiple evaluations, such as for a 360-degree appraisal).
5. Enter other changes brought about by the performance appraisal. For example: If the appraisal process results in employee salary increases/changes, these can be entered using the Salary Assignment/Changes form (40-SCR). And, if you are using Salary Administration, additional features are available to help you manage the compensation-related events in your organization with a bit more sophistication, including the ability to link an employee's performance rating to a specific pay-for-performance salary increase.

☞ *Refer to* **Managing Employee Compensation** *(on page 335) or the Using Salary Administration documentation for more information on salary assignments and changes.*

Appraisals may identify training and development needs for an individual employee. Training requirements can be scheduled using the Training Scheduled/Taken form (31-SCR). Or, the Training Administration functionality can be used to facilitate the entry of requests for future employee training (both required and elective) and the administration of those requests that ultimately become class registrations.

☞ *Refer to* **Tracking Employee Skills, Competencies, and Training** *(see "Tracking Employee Skills,Competencies, and Training" on page 237) for more information.*

Skills and competencies that are not yet part of an employee's record may be identified during the appraisal. These can be entered on the Skills And Competencies form (33-SCR) so the employee's work qualifications are accurately recorded for future reference and competency gap analysis.

A promotion or other job change may result from the appraisal. Such job changes may also require changes in salary, job location, company property assigned to an employee, and so forth. Those changes must be entered as well as the promotion or job change itself.

Cyborg's products will be the key to your organization's efforts to manage employee performance by helping you track performance appraisals effectively. The system gives you the capability to comprehensively schedule appraisals, record appraisal results and related impacts on training, compensation, and employee status.

See also:

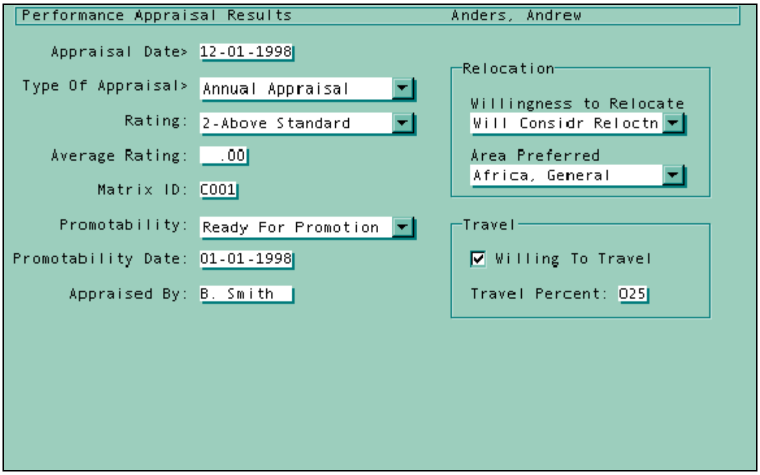
- Scheduling and tracking performance reviews ***(on page 277)***

For detailed directions on scheduling and tracking performance reviews.

Apply the Concept
What tasks are typically associated with tracking performance appraisals?

The recording of performance appraisal results

The Performance Appraisal Results form (49-SCR) is used to record the results for all of the performance appraisal types discussed in this section. The types of appraisals your organization uses can be added to the option list that is shown on the following form:



In the case of the 360-degree appraisals, the option list could be modified to include the relationship the appraiser has to the employee being reviewed (for example, manager, peer, direct report, and so forth). This gives you the ability to record a number of separate appraisals for the same appraisal date, as the appraisal type is a key text box (unique identifier) for the record.

In addition to recording the appraisal rating, you may record a promotability assessment and the date the employee should be considered for promotion as well as the employee's willingness to travel or to relocate.

See also:

- Recording performance appraisal results ***(on page 279)***

For detailed directions on recording performance appraisal results.

Linking performance appraisals and salary reviews

Many organizations link performance appraisals with salary reviews. The system can easily accommodate this approach. To link a performance appraisal with a salary review, you must use functionality in the Salary Administration component. The Salary Administration component accommodates three types of salary reviews:

- Across-the-board
- Discretionary
- Pay-for-performance

You can use any one of these, but if you want the salary review to be directly linked to the performance appraisal, you must use the Pay-for-Performance option. To use this option, you must set up rules for the salary increase amounts that are related to each appraisal score.

☞ *Refer to the Using Salary Administration documentation for more information on performance appraisal and salary reviews.*

Processing unrelated performance appraisals and salary reviews

To conduct a performance appraisal that is not connected to a salary review, you schedule the review using the Schedule/Track Performance Appraisals form (50-SCR) and then record the performance appraisal results on the Performance Appraisal Results form (49-SCR). The Performance Appraisals Scheduled For Month Of: XX report (1R-RPT) provides a distribution list of performance appraisals scheduled for a given month.

Use of matrix IDs

Pay-for-Performance salary plans require a number of different table records to be set up in the system that contain the rules of the salary plan. These tables are linked together as a matrix. These matrices are chart representations of salary increase variables that give the specifications of what level of salary employees should be paid under specific qualifying circumstances. The system allows you to set up different rules for different groups of employees, locations, grades, and time periods. Each employee is linked to a specific pay-for-performance rule set using a matrix ID that is entered on the Performance Appraisal Results form (49-SCR). If you are not using a Pay-for-Performance salary plan, an entry is not required in this text box.

☞ *Refer to the Using Salary Administration documentation for more information about the salary administration process and linking salary reviews with performance appraisals.*

Creation of training plans

As part of the appraisal process, it is common to look at enhancement opportunities or skills gaps and create a training plan for an employee. The Training Administration component is used to accomplish this. You can easily use this component's functionality to capture future training requirements for employees; and, once classes are established and scheduled, the actual registrations can be processed with speed and efficiency. The training results history for each employee is easily tracked and maintained using Training Administration.

☞ *Refer to the Using Training Administration documentation for more information on how to use this component.*

Performance appraisal reports

To help you with this process, there are also two useful reports:

- Performance Appraisals Scheduled For Month Of: XX report (1R-RPT)—Provides a distribution list of performance appraisals scheduled for a given month.
- Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT)—Identifies employee records that have not been updated with appraisal results by the due date.

☞ *Refer to the* **Report Quick Reference** *(on page 421) for more information on available reports related to performance appraisals and the Using Salary Administration documentation for more information on reports related to this component.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will be scheduling, recording, and tracking a performance review for Andrew Anders, employee number 0012.

Scheduling and tracking performance reviews

To schedule and track performance reviews, follow these steps:

1. Access the Schedule/Track Performance Appraisals form (50-SCR)

The Schedule/Track Performance Appraisals form (50-SCR) is used to record data for an employee's next scheduled performance appraisal.

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Track Performance Appraisals
Task: Next Performance Review Date

For practice, access the Schedule/Track Performance Appraisals form (50-SCR) employee number 0012, Andrew Anders.

2. Enter the Date Scheduled

Enter the date the next appraisal review is to be performed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

3. Select the Type Of Appraisal

Select the type of appraisal review that is to be performed. You may update this option list to include all of the appraisal types needed by your organization.

For practice, select 'Scheduled Appraisal'.

4. Enter the Location Delivered

Enter the mail or distribution information indicating where the performance appraisal form was or will be sent.

For practice, type 'Chic, Off'.

5. Enter the Date Distributed

Enter the date the performance appraisal form was or will be sent. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '05-25-1998' (US and Canada) or '25-05-1998' (elsewhere).

6. Enter the Person Responsible

Enter the name of the person who will be completing and returning the form; or in the case of mass distribution, the person responsible for collecting completed performance appraisal forms.

For practice, type 'Jones, John - Supervisor'.

7. Enter the Date Expected

Enter the date the performance appraisal form is due back to the originating department. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '06-14-1998' (US and Canada) or '14-06-1998' (elsewhere).

8. Enter the Date Returned

Enter the date the performance appraisal was actually received back in the originating department. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

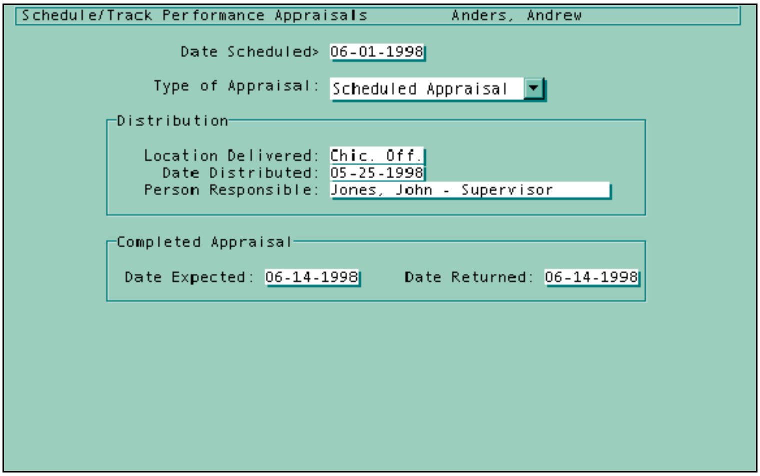
For practice, type '06-14-1998' (US and Canada) or '14-06-1998' (elsewhere).

9. Click Save or press Enter

The Schedule/Track Performance Analysis form (50-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Scheduling and tracking performance appraisals ***(on page 269)***

For an explanation of the contents and use of this form.

Recording performance appraisal results

To enter performance appraisal results, follow these steps:

1. Access the Performance Appraisal Results form (49-SCR)

The Performance Appraisal Results form (49-SCR) is used to record the results of an employee's performance appraisal.

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Track Performance Appraisals
Task: Performance Appraisal Results

For practice, access the Performance Appraisal Results form (49-SCR) for employee number 0012, Andrew Anders.

2. Enter the Appraisal Date

Enter the date of the employee's performance appraisal. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

3. Select the Type Of Appraisal

Select the type of performance appraisal performed for the employee. You may update this option list (HR15) to include all of the appraisal types needed by your organization.

For practice, select 'Scheduled Appraisal'.

4. Select the Rating

Select the employee's performance appraisal rating.

Note: *The values in this option list (HR16) should never be changed because it is a calculation option list. However, you may change the descriptions.*

For practice, select '2-Above Standard'.

5. Enter the Average Rating

If desired, enter the average of the employee's scores in the various performance appraisal rating categories.

For practice, leave this text box blank.

6. Enter the Matrix ID

This matrix ID should be completed if a pay-for-performance salary plan is being used.

For practice, type 'C001' in this text box.

7. Select the Promotability (optional)

Select the employee's promotability potential. You may update this option list (HR17) to include all of the promotability options you many need.

For practice, select 'Ready For Promotion'.

8. Enter the Promotability Date (optional)

Enter the date the employee may be considered for a promotion. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '06-14-1998' (US and Canada) or '14-06-1998' (elsewhere).

9. Enter Appraised By

Enter the employee number or any other identification scheme that indicates the person or persons responsible for completing and/or administering the employee's performance appraisal.

For practice, type 'B. Smith' to identify the person performing the appraisal.

10. Select the Willingness To Relocate

Select the employee's willingness to relocate. You may update this option list (HR19) to include all of the variables needed by your organization.

For practice, select 'Will Consdr Reloctn'.

11. Select the Area Preferred

Select the employee's geographic preference for relocation. You may update this option list (HR20) to include all of the geographic preferences needed by your organization.

For practice, select 'Africa, General'.

12. Click the Willing To Travel check box

Click this check box if the employee is willing to travel as part of the job.

For practice, click 'Willing to Travel'.

13. Enter the Travel Percent

Enter the percentage of time the employee is willing to travel as part of the job.

Note: *Decimals are not used when entering numbers in this text box.*

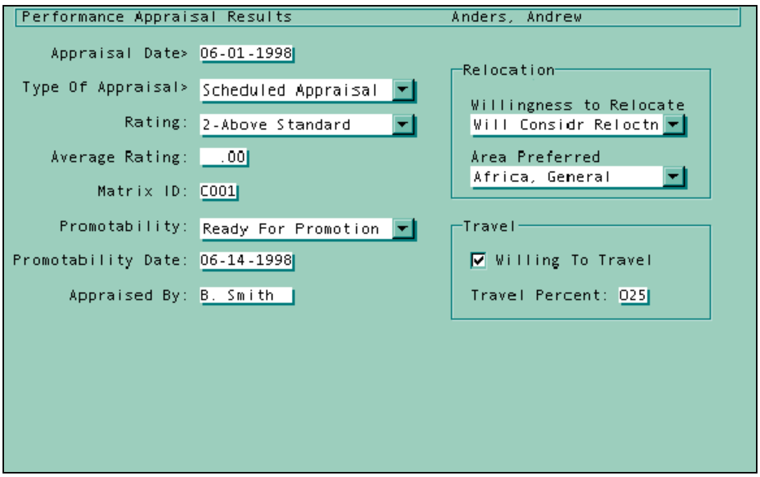
For practice, type '25', indicating the employee is willing to travel twenty-five percent of the time.

14. Click Save or press Enter

The Performance Appraisal Results form (49-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- The recording of performance appraisal results ***(on page 272)***

For an explanation of the contents and use of this form.

Review of Questions Answered

1. What different types of performance appraisals can be given to employees?

2. What is the performance appraisal process when using the system?

3. What reports are available to aid in the performance appraisal process?

4. How can performance appraisals be linked to salary reviews?

P A R T 4

Employee Relations

In This Section

CHAPTER 9

Managing Employee Health and Safety

In This Chapter

Introduction

Managing the health and safety of your employees starts by maintaining adequate employee records. Cyborg's products provide you with the necessary functionality to record employee information such as medical exams, blood types, disabilities, and emergency contacts.

Tasks

This section explains the following:

- Recording employee health information
- Recording disabilities and restrictions
- Recording physician and emergency contact information
- Recording language and religion information
- Scheduling physical exams
- Entering physical exam results
- Recording illness and injury information

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- You must have implemented and added your employees to the system.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. How is the health and safety functionality used in the system?
2. What is the advantage of recording language and religion information for your employees?
3. What is the possible impact of health and safety information on Benefits Administration?

Employee health and safety

The system focuses on the effective deployment and development of employees to accomplish organizational objectives. Your organization's success is dependent on the ability of your employees to fully use their skills and competencies on behalf of the organization. Employee health and safety on the job is a major factor in your employees' ability to do so. This ability is further enhanced by the employees' feeling that they work in a safe and healthy environment where there is evidence of management's proactive interest in their welfare.

A proactive health and safety program is a key element in your organization's success. Such a program provides benefits for each employee and for the organization. Good health and safety management can reduce business costs from losses and damages resulting from on-the-job accidents, injuries, and illnesses. This can improve workforce morale, reduce the cost of liability insurance, reduce workforce absences and related costs, reduce the risk of legal actions against the organization because of workplace accidents, enhance the overall image of the organization in the marketplace, and avoid penalties imposed by health and safety regulatory agencies.

Employee health and safety programs will generally include these basic steps:

- Implement programs and procedures to avoid workplace accidents, injuries, and illnesses and to promote general workplace health and safety.
- Prepare for proper handling of accidents, injuries, illnesses, and other emergencies by having key health and safety information readily available for each employee.
- Record accurate and timely information about each accident, injury, or illness that occurs so that employee leaves, medical claims, and disabilities can be managed appropriately.
- Report and analyze accident, injury, and illness information so that trends can be identified, lessons can be learned from failures, and steps can be taken to prevent recurrences.

The system provides the foundation for an effective employee health and safety management program by recording employee-level information used for ongoing health and safety maintenance or for handling of emergency situations. The types of information that can be recorded include:

- Scheduled medical exams
- Medical exam results
- Employee blood type
- Allergies
- Disabilities
- Religious preferences
- Native language
- Emergency contacts
- Physician names and contact information
- On-the-job accident and injury details

In addition, Cyborg's products provide important tie-ins between health and safety incidents to employee salary and benefits and job-performance appraisals that may be affected. It also provides the reporting capability required for management analysis of health and safety information.

The information recorded can help your organization fulfill its legally-mandated recordkeeping obligations. It provides evidence of required health and safety monitoring. This information is essential to properly monitor on-the-job health risks and to meet the legal implications potentially associated with any on-the-job accident, injury, or illness.

The system will help your organization efficiently manage employee health and safety. This allows employees to perform to their fullest potential and allows management to focus more on achieving organizational objectives rather than on the details of resolving avoidable health and safety problems.

See also:

- Recording employee health information ***(on page 298)***

For detailed directions on recording employee health information.

Note: *If you are using eCyborg Interactive Workforce, employees can view and maintain their physician, emergency contact, and smoker information online.*

Apply the Concept
What are the advantages of tracking health and safety information for your employees?

Using the health and safety functionality

The system allows you to create a health and safety profile on new and existing employees. You may choose to begin gathering information to create a health and safety profile on potential employees during the applicant recruitment stages. This information, if entered, will transfer to the employee's record at time of hire. Or, you may choose to begin entering this type of data and actively maintain it after the employee is hired. The Health and Safety forms can be accessed by using applicant organizations or active organizations.

A Health and Safety profile is helpful in emergency situations and should include the following information:

- Blood type and allergies—Emergency Medical Information form (15-SCR).
- Smoker/non-smoker status—Emergency Medical Information form (15-SCR).
- Disabilities and any resulting work restrictions—Injury/Illness And Work Restriction form (17-SCR).
- On-the-job accident and injury information—Injury/Illness And Work Restriction form (17-SCR) is used to record if an employee is disabled and/or has any work-related restrictions. The Injury Information form (PR-SCR) is used to record employee injury and illness information.
- Physician and emergency contact information—Emergency Contact/Physician form (16-SCR).
- On-the-job accident and injury information—Injury/Illness And Work Restriction form (17-SCR) is used to record if an employee is disabled and/or has any work-related restrictions. The Injury Information form (PR-SCR) is used to record OSHA or non-OSHA related employee injury and illness information. The Additional Injury Information form (PROSCR) is used to store supplemental information for an initial injury or illness event. This form contains only data related to OSHA-reportable events.
- Results of physical exams—Physical Exam Scheduled/Completed form (18-SCR) is used to record information about the physical examinations an employee or applicant has taken or is scheduled to take. Several fields on this form provide information to the OSHA 300 record keeping reports. The information may or may not be related to an OSHA injury or illness event. The Physical Exam Test/Results form (29-SCR) is used to record the tests an employee or applicant received during a scheduled physical examination. Medical test results may also be recorded.

Establishing data for government compliance

The system provides two reports for government compliance reporting: The OSHA Form 200- Lost Time Totals report (3Q-RPT) and the OSHA Form 200 - Lost Time Details report (3S-RPT). These reports provide analyses of injuries, locations, time lost, disability or worker's compensation status, and the OSHA qualifications. Use the Injury Information form (PR-SCR) to record this information.

Three other reports are available for employers who are responsible for OSHA Establishment reporting:

- OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT)
- OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT)
- OSHA Form 301 Injury and Illness Incident Report (22-RPT)

To correctly generate these reports, the following forms must be completed if applicable to the injury or illness:

- Location Assignment/Changes (05CSCR)
- Injury Information (PR-SCR)
- Additional Injury Information (PROSCR)
- Physical Exam Scheduled/Completed (18-SCR)

Employee OSHA location

You may specify the number assigned to the OSHA Establishment to which the employee usually reports by using the OSHA Establishment (option list HS52) on the Locations/Assignment Changes form (05CSCR). This satisfies the requirements of the new OSHA Form 300A Summary of Work-Related Injuries and Illnesses.

This entry is tied to the OSHA Establishment Information form (OE-SCR), where the establishment information is stored. It is also tied to the Additional Injury Information form (PROSCR), where the OSHA Establishment site of the injury must be reported.

☞ *Refer to the Implementing the Human Resources Administration documentation for more information about setting up the OSHA Establishment Information form (OE-SCR).*

The option—Chg to OSHA Est (C40)—in the Location Chng Reason option list (HR65) allows modification of the establishment location.

Employee injury information

The Injury Information form (PR-SCR) is used to store information related to an initial injury or illness event by the initial occurrence date, rather than by subsequent events related to that initial event. This form may store non-OSHA related data for an employee as well.

You may use the Days Transferred text box to represent the number of days the employee was assigned to another job on a temporary basis because of the illness or injury.

The Most Serious Result list box (option list HS51) stores the classification of the most serious outcome associated with the injury/illness case recorded on the form. Each of these values is considered an escalating event from highest to lowest code (40-10).The values for this list box are as follows:

Code	Description
#	(None)

Code	Description
10	Death Employee died as a result of work-related illness or injury
20	Days away from work Employee experienced days away from work as a result of work-related illness or injury
30	Transfer or Restriction Employee remained at work but was transferred or restricted due to work-related illness or injury
40	Other Recordable Cases Employee remained at work but experienced an OSHA-recordable illness or injury

The first character of the Injury Code represents whether an illness or injury has occurred, and its type. The first character of the Injury Code must be a 1, 2, 3, 4, 5, 6, 7, 8, 9, or A. The remaining characters are user-defined.

The first character must conform with the following definitions so that OSHA reporting can properly classify and display the injury/illness totals.

Option Code	Illness	Injury	OSHA Report 300 column
1	Skin Disease – Disorders or illnesses caused by work exposure to chemicals, plants, or other substances		Skin disorder
2	Lung Dust – Disorders of the lungs (Pneumoconioses)		Respiratory condition
3	Respiratory – illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors or fumes at work		Respiratory condition
4	Poisoning –examples: disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids or the breath that are caused by the ingestion or absorption of toxic substances into the body.		Poisoning
5	Disorder – agents: Disorders due to physical agents (other than toxic materials)		All other illnesses

Option Code	Illness	Injury	OSHA Report 300 column
6		Disorder – trauma: Disorders associated with repeated trauma	Injury
7	Other illness – All other occupational illnesses. Examples: heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; blood borne pathogenic diseases such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.		All other illnesses
8	User defined		All other illnesses
9	User defined		All other illnesses
A		Injury – any wound or damage to the body resulting from an event in the work environment.	Injury

Employee additional injury information

You must use the Additional Injury Information form (PROSCR) to store supplemental information for an initial injury or illness event if you are reporting an OSHA event. This form contains only data related to OSHA-reportable events. The information on this form supports the requirements of OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT) and OSHA Form 301 Injury and Illness Incident Report (22-RPT).

A special 'Privacy Case' indicator allows you to display the text 'PRIVACY CASE' instead of personally identifiable information on the OSHA Forms 300 and 301. The following types of cases MUST be considered privacy concern cases:

- An injury or illness to an intimate body part or to the reproductive system
- An injury or illness resulting from a sexual assault
- A mental illness
- A case of HIV infection, hepatitis, or tuberculosis
- A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material
- Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log

The OSHA 'Reportable' or 'Non-reportable' selection on this form specifies whether or not the injury or illness is reportable to OSHA. The OSHA Form 300 utilizes this indicator to determine whether or not the injury/illness will be included in the report.

Physical exam information

Several entries on the Physical Exam Scheduled/Completed form (18-SCR) provide information to the OSHA 300 record keeping reports. The information may or may not be related to an OSHA injury or illness event. The Claim Nbr text box is the OSHA case number; it is used to determine the first exam occurrence for correct reporting on OSHA Form 301. Options in the Type of Exam list box (option list HS07) that will be used for OSHA reporting are:

- OSHA Scheduled (9)
- Post-Accident Chemcl (7)
- Post-Accident Physcl (8)

See also:

- Recording disabilities and work restrictions ***(on page 300)***

For detailed directions on recording disabilities and work restrictions.

- Recording emergency contact and physician information ***(on page 302)***

For detailed directions on recording emergency contact and physician information.

- Scheduling physical exams ***(on page 306)***

For detailed directions on scheduling physical exams.

- Entering physical exam results ***(on page 309)***

For detailed directions on entering physical exam results.

- Recording illness and injury information ***(on page 311)***

For detailed directions on recording illness and injury information.

Language and religion information

During the applicant recruiting process, or after hiring a new employee, you may want to record information regarding an employee's native language and religious preference. If entered in the applicant organization, this information transfers with the employee record to the active organization. Language and religion information could be useful in emergency situations and is recorded on the Phone Numbers And Employment Information form (03-SCR).

See also:

- Recording language and religion information (optional) ***(on page 304)***

For detailed directions on recording language and religion information (optional).

Health implications for Benefits Administration

Health and safety data you have recorded for your employees may have a direct impact on the area of benefits administration. For example, in many organizations employees who smoke pay more for their benefits than do non-smokers. There could also be associated legal ramifications. It is possible the government could make judgments or set employee safety standards based on the information you track regarding employee health and safety. Governmental organizations may require reporting from your employee health and safety records.

Health and safety reports and their uses

The following is a list of reports related to employee health and safety:

- Blood Donors report (3H-RPT)—Provides a list of those employees who have indicated that they are willing to donate blood. This information is recorded on the Emergency Medical Information form (15-SCR).
- Disability And Work Restrictions report (5X-RPT)—Displays your employees who have disabled conditions and/or any work-related restrictions. This information is recorded on the Injury/Illness And Work Restriction form (17-SCR).
- Emergency Contact Listing report (3F-RPT)—Provides a listing of all active employees by employee name and employee number, including the emergency contact name and address, personal physician name and address, emergency phone number, and physician phone number. This information is recorded on the Emergency Contact/Physician form (16-SCR).
- Emergency Medical Information report (5W-RPT)—Displays emergency medical information recorded on the Emergency Medical Information form (15-SCR) for active employees.
- Injury/Illness Report (3R-RPT)—Provides a listing of general information regarding injuries and recorded illnesses. This information is recorded on the Injury Information form (PR-SCR).
- OSHA Form 200 Lost Time Totals report (3Q-RPT)—Provides the injury and illness totals necessary for OSHA reporting.
- OSHA Form 200 Lost Time Detail report (3S-RPT)—Provides injury and illness details necessary for OSHA reporting.
- OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT)—Displays the information that satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970.
- OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT)—Displays the information that satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970.
- OSHA Form 301 Injury and Illness Incident Report (22-RPT)—Displays a separate page for each OSHA-reportable injury/illness, which satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970.

- Physical Examinations Schedule (5Y-RPT)—Displays a physical examination schedule. The information recorded on the Physical Exam Scheduled/Completed form (18-SCR) is displayed on this report.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice in this section. In the Guided Practice for this section, you will be recording health and safety information for employee number 0012, Andrew Anders, in the 999999 organization.

Recording employee health information

To record employee health information, follow these steps:

1. Access the Emergency Medical Information form (15-SCR)

The Emergency Medical Information form (15-SCR) is used to record personal and health related information that may be helpful in an emergency. You may want to record this data if your employees participate in a Blood Donor program or if you have a company medical facility. The information on this form may be helpful to your medical staff in treating employees in a medical emergency.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Blood Type/Allergies

For practice, access the Emergency Medical Information form (15-SCR) for employee number 0012, Andrew Anders.

2. Enter the Effective Date

Enter the date the emergency information was effective or is being recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1998'.

3. Select the Disability

Select the option that identifies an employee's disability. You may update this option list (HS03) to include all of the disabilities needed by your organization.

For practice, select 'Allergic/Endocrine'.

4. Select the Blood Type

Select the employee's blood type.

For practice, select 'Type A RH Positive'.

5. Enter the Last Donation

Enter the date when the employee last donated blood. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-07-1980' (US and Canada) or '07-12-1980' (elsewhere).

6. Click the Will Donate Blood check box

Click this check box if the employee is willing to donate blood.

For practice, click 'Will Donate Blood'.

7. Click the Employee Smokes check box

Click this check box only if the employee smokes.

For practice, do not click this check box.

8. Select the Allergies

Select the allergic condition(s) that apply to this employee.

For practice, select 'Aspirin' in the first allergy list box.

9. Select additional Allergies

Select additional allergic condition(s) which apply to this employee.

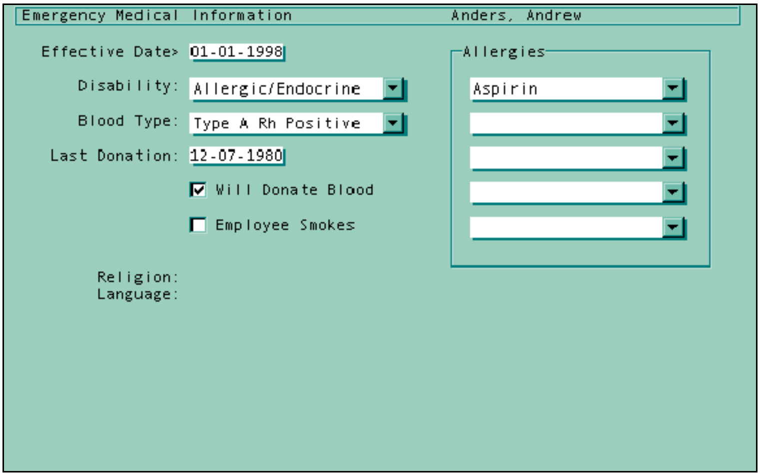
For practice, leave the remaining allergy list boxes unselected.

10. Click Save or press Enter

The Emergency Medical Information form (15-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also:

- Employee health and safety ***(on page 287)***

For an explanation of the contents and use of this form.

Recording disabilities and work restrictions

To record disabilities and work restrictions, follow these steps:

1. Access the Injury/Illness And Work Restriction form (17-SCR)

The Injury/Illness And Work Restriction form (17-SCR) is used to record an employee's disabled condition (if any) and/or any work-related restrictions.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Disabilities/Restrictions

For practice, access the Injury/Illness And Work Restriction form (17-SCR) for employee number 0012, Andrew Anders.

2. Enter the Effective Date

Enter the date the emergency information was effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1998.

3. Select the Work Restriction

Select the employee's work restriction. You may update this option list (HS05) to include all of the work restrictions needed by your organization.

For practice, select 'Chemical Allergies'.

4. Select the Injury/Illness

Select the option that best identifies the employee's condition. You may update this option list (HS04) to include all of the disabilities needed by your organization.

For practice, select 'Respiratory Condition'.

5. Enter the Restriction Date

Enter the date the employee's disability occurred. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

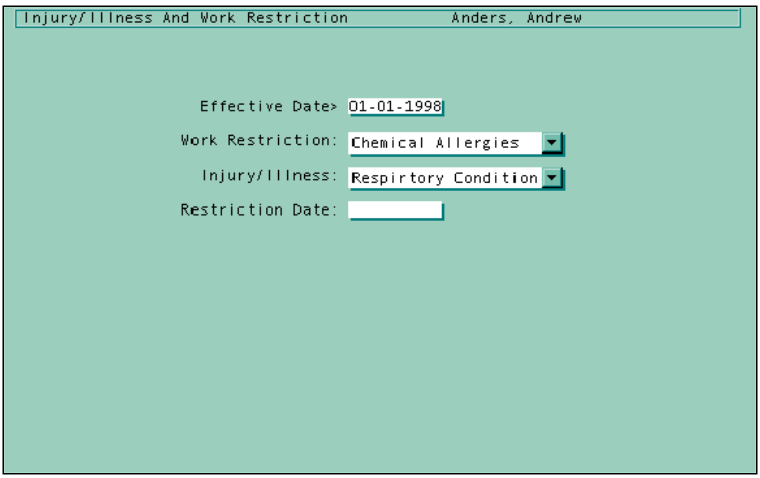
For practice, leave this text box blank.

6. Click Save or press Enter

The Injury/Illness And Work Restriction form (17-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Using the health and safety functionality ***(on page 289)***

For additional information on using this form.

Recording emergency contact and physician information

To record physician and emergency contact information, follow these steps:

1. Access the Emergency Contact/Physician form (16-SCR)

The Emergency Contact/Physician form (16-SCR) is used to record emergency contact information for an employee. This information includes the person(s) to contact in the case of an emergency, the employee's personal physician(s), and the phone number and address of these individuals.

Note: *Adding physician data is an optional feature. Most organizations do not enter this data, because an employee's physician can change frequently. However, it is helpful to add this data if the employee has a known medical problem that may require immediate attention from a personal physician.*

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Physicians and Emergency Contacts

For practice, access the Emergency Contact/Physician form (16-SCR) for employee number 0012, Andrew Anders.

2. Enter the Emergency Key

Enter a three-character identifier to separate multiple emergency records for a given employee.

Note: *The Emergency Key for the primary contact must always be '001'. This is the individual that will appear on the Emergency Contact Listing report and the ESS Emergency Doctor page, even if there are multiple emergency contacts listed. Other emergency contacts could be numbered '002' for the employee's parent, '003' for the employee's neighbor, and so on.*

For practice, type '001'.

3. Enter the Contact

Enter the name of the individual that the employee has authorized to contact in an emergency. Enter the name in the following format: Last Name, (comma/blank) First Name (blank) Middle Initial (period).

For practice, type 'Goodman, Ronald P.'

4. Enter the Area Code/Phone

Enter the telephone number of the person to contact in an emergency.

For practice, type '505 456-7890'.

5. Enter the Address

Enter the street address of the person to contact in an emergency.

For practice, type '2750 Monroe Place'.

6. Enter the City/State

Enter the city and state portion of the emergency contact's address.

For practice, type 'Chicago, IL'.

7. Enter the ZIP Code

Enter the postal code for the emergency contact's address.

For practice, type '60606'.

8. Enter the Physician (optional)

Enter the name of the physician the employee requests you contact in case of an emergency. Enter the name in the following format: Last Name, (comma/blank) First Name (blank) Middle Initial (period).

For practice, type 'Johnson, Dr. Robert L.'

9. Enter the Area Code/Phone

Enter the telephone number of the physician to contact in an emergency.

For practice, type '901 957-4321'.

10. Enter the Address

Enter the street address of the physician to contact in an emergency.

For practice, type '8000 Medical Plaza'.

11. Enter the City/State

Enter the city and state portion of the physician's address.

For practice, type 'Chicago, IL'.

12. Enter the ZIP Code

Enter the postal code for the physician's address.

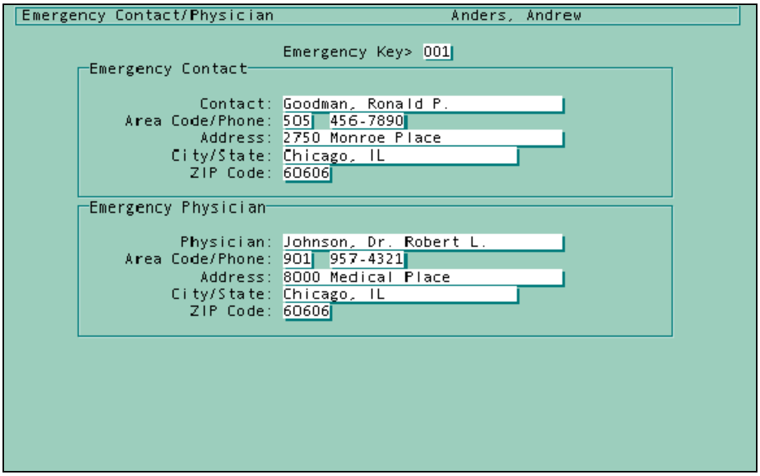
For practice, type '60606'.

13. Click Save or press Enter

The Emergency Contact/Physician form (16-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:


Emergency Contact/Physician Anders, Andrew

Emergency Key> 001

Emergency Contact

Contact: Goodman, Ronald P.
Area Code/Phone: 505 456-7890
Address: 2750 Monroe Place
City/State: Chicago, IL
ZIP Code: 60606

Emergency Physician

Physician: Johnson, Dr. Robert L.
Area Code/Phone: 901 957-4321
Address: 8000 Medical Place
City/State: Chicago, IL
ZIP Code: 60606

See also:

- Using the health and safety functionality ***(on page 289)***

For additional information on using this form.

Recording language and religion information (optional)

The Phone Numbers And Employment Information form (03-SCR) is used to enter and track an employee's language and religion. If it is entered on this form, it will also display on the Emergency Medical Information form (15-SCR), if this form has been activated/entered for an employee. From a medical standpoint, the Emergency Medical Information form (15-SCR) is the preferred location for language and/or religion information, particularly if pastoral intervention is needed quickly.

☞ *Refer to* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information on completing this form.*

To enter language and religion details, follow these steps:

1. Access the Phone Numbers And Employment Information form (03-SCR)

The Phone Numbers And Employment Information form (03-SCR) is used to record information about an employee's language and religion.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: Telephone/Previous Applicant Info

For practice, access the Phone Numbers And Employment Information form (03-SCR) for employee number 0012, Andrew Anders.

2. Enter the Effective Date (optional)

Enter the effective date for this entry. However, it this form has already been entered for the employee, no entry needs to be made here. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

3. Select the Language

Select the employee's native language.

For practice, select 'Danish'.

4. Select the Religion

Select the employee's religious preference.

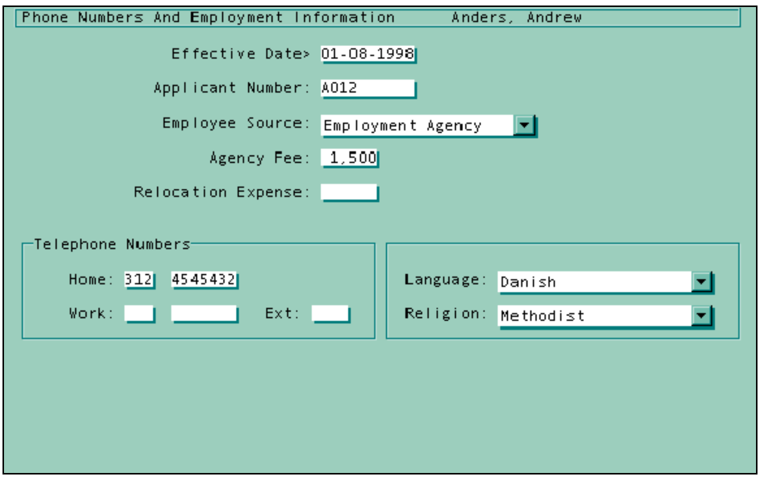
For practice, select 'Methodist'.

5. Click Save or press Enter

The language and religion information is recorded on the Phone Numbers And Employment Information form (03-SCR). This information is now updated and will display on the Emergency Medical Information form (15-SCR).

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also:

■ Language and religion information ***(on page 294)***
For an explanation of the contents and use of this form.

Scheduling physical exams

To schedule physical exams, follow these steps:

1. Access the Physical Exam Scheduled/Completed form (18-SCR)

The Physical Exam Scheduled/Completed form (18-SCR) is used to record information about the physical examinations an employee or applicant has taken or is scheduled to take.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Physical Exams Scheduled/Completed

For practice, access the Physical Exam Scheduled/Completed form (18-SCR) for employee number 0012, Andrew Anders.

2. Enter the Date Recorded

Enter the date on which the physical examination data was recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1998'.

3. Select the Type Of Exam

Select the type of physical examination scheduled or taken by the employee or applicant. You may update this option list (HS06) to include all of the examination types needed by your organization.

Valid delivered options for OSHA reporting are:

- OSHA Scheduled
- Emergency
- Post-Accident Chemcl
- Post-Accident Physcl

For practice, select 'Insurance'.

4. Enter the Claim Nbr

Type the OSHA case number, used to determine the first exam occurrence for reporting on OSHA Form 301.

For practice, leave ths entry blank.

5. Select the Physician

Select the physician who is in charge of the employee's or applicant's physical examination.

For practice, select 'Bechtel, Dr. Mary'.

6. Select the Exam Reason

Select the reason why the physical examination is to be performed. You may update this option list (HS07) to include all of the reasons needed by your organization.

For practice, select 'Required Insurance'.

7. Enter the Cost

Enter the cost of the physical examination. This is an eight-digit text box with two decimal places. For OSHA purposes, this may be the cost the employer pays for the OSHA examination.

Note: *This information may be taken into consideration when reporting on an employee's total compensation package.*

For practice, type '65.00'.

8. Enter the Date Scheduled

Enter the date on which the physical examination is scheduled to be performed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-18-1998' (US and Canada) or '18-03-1998' (elsewhere).

9. Enter the Date Taken

Enter the date on which the physical examination was actually performed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-18-1998' (US and Canada) or '18-03-1998' (elsewhere).

10. Select the Facility

Select the location where the physical examination will be. You may update this option list (HS089) to include all of the physical examination locations needed by your organization.

For practice, select 'Main Plant Medical'.

11. Enter the Address

Type the address of the facility where the exam or treatment took place, if away from the work site.

For practice, leave this entry blank.

12. Enter the City/ST

Type the city and state of the facility where the exam or treatment took place, if away from the work site.

For practice, leave this entry blank.

13. Enter the ZIP Code

Type the postal code of the facility where the exam or treatment took place, if away from the work site.

For practice, leave this entry blank.

14. Select the Result

Select the overall outcome of the physical examination. This option may also indicate whether or not an additional examination is required.

For practice, since we are only scheduling the exam, leave this list box blank.

15. Click the Exam Provided As Perq check box

Click this check box if the examination was provided to the employee/applicant as a perquisite.

For practice, do not click this check box.

16. Click the Emergency Room check box

Click this check box if the employee was treated in an emergency room for an OSHA-reportable event.

For practice, do not click this check box.

17. Click the Hospitalized Overnight check box

Click this check box if the employee stayed in the hospital as an inpatient for an OSHA-reportable event.

For practice, do not click this check box.

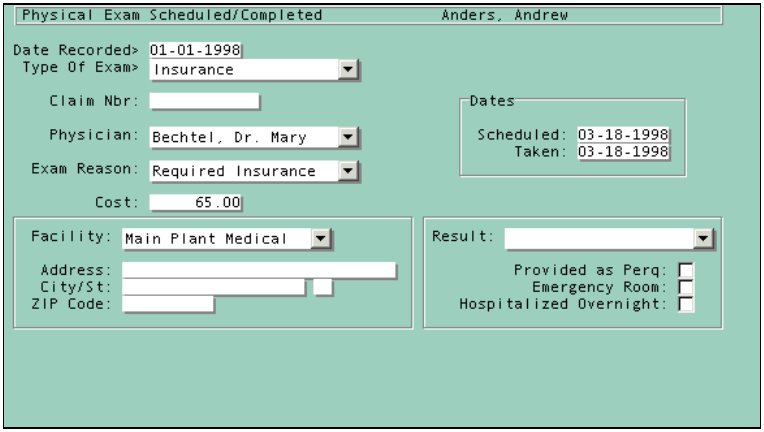
18. Click Save or press Enter

The Physical Exam Scheduled/Competed form (18-SCR) is recorded.

Note: *To continue recording the injury/illness information, access the Injury Information form (PR-SCR) and the Additional Injury Information form (PROSCR) from the menu or Navigator.*

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also:

- Establishing data for government compliance ***(on page 289)***

For additional information on using this form.

Entering physical exam results

To enter physical exam results, follow these steps:

1. Access the Physical Exam Test/Results form (19-SCR)

The Physical Exam Test/Results form (19-SCR) is used to record the tests and results of a scheduled physical examination of an employee or applicant.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Physical Exam Tests/Results

For practice, access the Physical Exam Test/Results form (19-SCR) for employee number 0012, Andrew Anders.

2. Enter the Date Of Physical

Enter the same date as the 'physical scheduled' or 'physical taken' date. The date selection depends on whether you enter the date before or after the physical examination is performed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-18-1998' (US and Canada) or '18-03-1998' (elsewhere).

3. Enter the Form Number

Enter the number of this form. This allows multiple sets of physical examination tests to be entered for an employee or applicant.

For practice, type '1'.

4. Select the Tests/Results 1

Select the physical examination tests. Multiple sets of tests may be entered.

For practice, select 'Cardiovascular Stres' for the first Test list box.

5. Enter the Results

Enter the result of the corresponding physical examination test. This is a free-form text box to use as needed for any individual test result.

For practice, type 'Normal' in the first Results text box.

6. Select the Tests/Results 2

Select the physical examination tests. Multiple sets of tests may be entered.

For practice, select 'Alcohol, Blood Chem' for the second Test list box.

7. Enter the Results

Enter the result of the corresponding physical examination test. This is a free-form text box to use as needed for any individual test result.

For practice, type 'Normal' in the second Results text box.

8. Select the Tests/Results 3

Select the physical examination tests. Multiple sets of tests may be entered.

For practice, select 'Carbon Monoxide' for the third Test list box.

9. Enter the Results

Enter the result of the corresponding physical examination test. This is a free-form text box to use as needed for any individual test result.

For practice, type 'High' in the third Results text box.

10. Select the Tests/Results 4

Select the physical examination tests. Multiple sets of tests may be entered.

For practice, select 'Drug Screen' for the fourth Test list box.

11. Enter the Results

Enter the result of the corresponding physical examination test. This is a free-form text box to use as needed for any individual test result.

For practice, type 'Passed' in the fourth Results text box.

12. Click the More check box or the Last check box

Click 'More' if there are additional tests/results to be entered than can be entered on the first form. Click 'Last' if all of the tests/results have been entered.

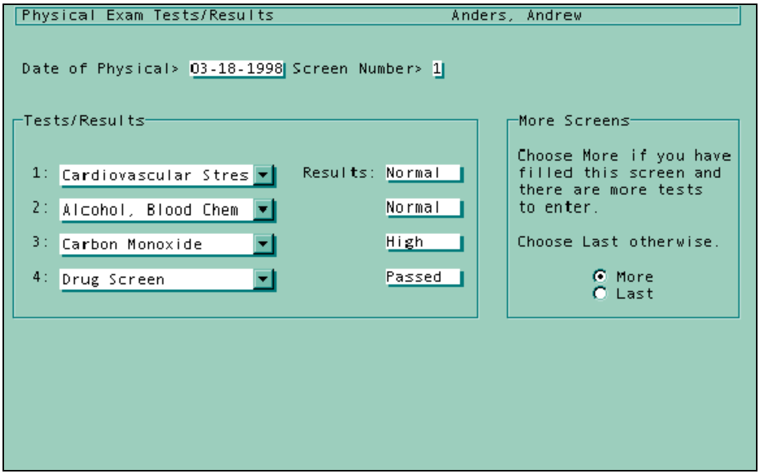
For practice, do not click the check boxes.

13. Click Save or press Enter

The Physical Exam Test/Results form (19-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also:

- Using the health and safety functionality ***(on page 289)***

For additional information on using this form.

Recording illness and injury information

To record illness and injury information, follow these steps:

1. Access the Injury Information form (PR-SCR)

The Injury Information form (PR-SCR) is used to record illness and injury information that is used for government compliance reporting.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Illness/Injury Status

For practice, access the Injury Information form (PR-SCR) for employee 3001, Alexander Bloom.

2. Enter the Injury Date

Enter the date that the injury or initial illness diagnosis took place. If an absence of work occurred before the diagnosis of illness, use this entry to record the first day of the absence attributable to the illness that was later diagnosed or recognized. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-05-1999' (US and Canada) or '05-01-1999' (elsewhere).

3. Enter the Injury Code

Enter the code corresponding to the type of illness or injury that the employee has. The text box allows up to 4 alphanumeric characters. The first position must follow the Cyborg-defined coding scheme because all Cyborg-delivered reports are coded to use the first position in a consistent manner. The remaining positions are user-defined.

For practice, type 'A001'.

4. Enter the Injury

Enter a description of the illness or injury.

For practice, type 'Chronic Back Pain'.

5. Enter the Claim Number

Enter the claim number associated with the illness or injury. This is the OSHA case number and can contain letters and dashes, if appropriate.

For practice, type 'D-7654'.

6. Enter the Days Lost

Enter the number of days that the employee was absent from work due to the illness or injury, starting from the day after the event occurred.

For practice, type '7'.

7. Enter Days Restricted

Enter the number of days that the employee was not working in his or her normal capacity, starting from the day after the event occurred. The employee may be assigned to another job on a temporary basis, working at his or her permanent job less than full time, or otherwise be unable to perform normal duties due to the illness or injury.

For practice, type '5'.

8. Enter Days Transferred

Enter the number of days that the employee was assigned to another job on a temporary basis because of the injury/illness.

For practice, leave this entry blank.

9. Enter the Home Department

Enter the user-defined code for the department to which the employee is regularly assigned.

For practice, type '3131'.

10. Select the Most Serious Result

Select the classification of the most serious outcome associated with the injury/illness case recorded on this form. Options for this list box are listed in the Most Serious Result option list (HS51). This entry may be changed subsequently to report a more serious result.

For practice, select 'Transfer or Restrict'.

11. Click the Still Missing Days/Restricted Work check box

Click this check box if the employee is still losing days or is in restricted status due to the illness or injury.

For practice, do not check this box.

12. Select the Litigation

Select the appropriate option to indicate the status of litigation as a result of the illness or injury.

For practice, select 'No Litigation'.

13. Select the Disability Type

Select the appropriate option to indicate whether or not a Disability Claim was filed.

For practice, select 'No Disability'.

14. Select the OSHA

Select the appropriate option to indicate whether or not the illness or injury was reported to OSHA.

For practice, select 'Reportable'.

15. Select the Worker's Compensation

Select the appropriate option to indicate whether or not the employee has received Worker's Compensation for the illness or injury.

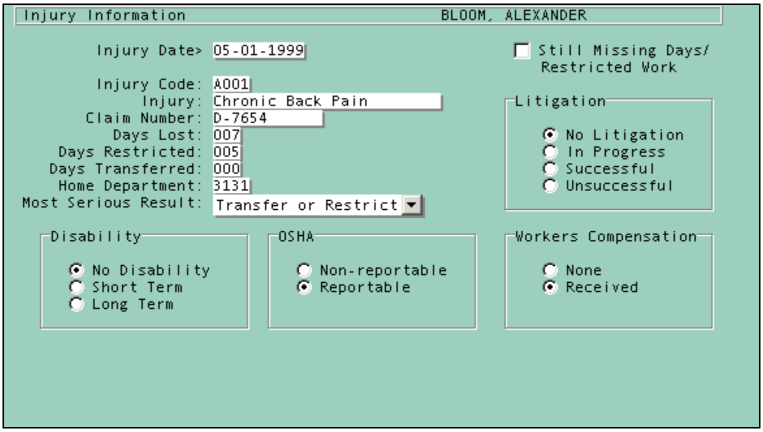
For practice, select 'Received'.

16. Click Save or press Enter

The Injury Information form (PR-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also:

- Establishing data for government compliance ***(on page 289)***

For more information about government compliance reporting.

Recording additional injury information

To record OSHA-related injury information using the Additional Injury Information form (PROSCR), follow these steps:

1. Access the Additional Injury Information form (PROSCR)

The Additional Injury Information form (PROSCR) is used to record injury or illness information that is used for government compliance reporting. This form contains only data related to OSHA-reportable events.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Manage Employee Health and Safety
Task: Additional Injury Information

2. Enter the Injury Date

Enter the date on which the injury or initial illness diagnosis took place. If an absence of work occurred before the diagnosis of illness, use this entry to record the first day of the absence attributable to the illness that was later diagnosed or recognized. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

3. **Click the Privacy Case**

   Use this entry to specify whether the injury or illness is of a privacy concern. If this check box is selected, the employee's personally identifiable information will be suppressed on OSHA reports that are run with a privacy parameter.

   The following types of cases MUST be considered privacy concern cases:

   - An injury or illness to an intimate body part or to the reproductive system
   - An injury or illness resulting from a sexual assault
   - A mental illness
   - A case of HIV infection, hepatitis, or tuberculosis
   - A needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material
   - Other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log

4. **Select the Report OSHA Est**

   Select the OSHA Establishment for which the injury should be reported. This option list (HS52) is user-defined and may be updated to meet the needs of your organization.

5. **Enter Where did the event occur**

   Type a short description of where the event occurred, for example, 'Loading dock north end'.

6. **Enter What object or substance harmed employee**

   Type a short description of the object or substance that harmed the employee. Leave this entry blank if it does not apply to the event.

7. **Enter What happened**

   Type a short description of how the injury occurred. Text may be abbreviated to fit into this text box.

8. **Enter What employee was doing before the incident**

   Type a short description of the employee activity as well as the tools and equipment being used.

9. **Enter the Time Employee Started**

   Type the time the employee began work on the day of the event. You may right-click the text box to display a Show Clock dialog from which you can select the time entry.

10. **Enter the Time Injury Occurred**

    Type the time of the event. You may right-click the text box to display a Show Clock dialog from which you can select the time entry. If the entry is left blank, then the OSHA 301 report will display the phrase 'Not determined'.

11. **Click Save or press Enter**

    The Additional Injury Information form (PROSCR) is recorded.

Note: *To continue recording the injury/illness information, access the Injury Information form (PR-SCR) from the menu or Navigator.*

See also:

- Establishing data for government compliance ***(on page 289)***

For more information about government compliance reporting.

Review of Questions Answered

1. How is the health and safety functionality used in the system?

2. What is the advantage of recording language and religion information for your employees?

3. What is the possible impact of health and safety information on Benefits Administration?

CHAPTER 10

Tracking Discipline and Grievances

In This Chapter

Introduction

Tracking your organization's employee discipline and grievances starts with having appropriate procedures in place. These procedures allow you to manage discipline and grievance issues from the inception of a problem to any action taken by the organization. Cyborg's products provide functionality that enables you to track discipline and grievances, review procedures and legal requirements, investigate cases, conduct meetings or hearings, and to record any actions taken.

Tasks

This section explains the following:

- Tracking disciplinary actions
- Tracking grievances

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- You must have implemented and added your employees to the system.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. How are employee grievances and disciplinary actions recorded using the system?
2. What reports are available to track employee grievances and disciplinary actions taken by the organization?

Overview of tracking disciplinary and grievance actions

Just as the feeling that employee health and safety considerations in the work environment have been met is critical to a worker's ability to contribute effectively, a feeling that an employee's grievances (or the organization's disciplinary actions against the employee) are handled appropriately is critical to the worker's peace of mind, morale, and motivation to perform well for the organization.

Disciplinary actions

Disciplinary actions are generally directed at the employee by a supervisor or manager in response to what the organization perceives as poor job performance, unsafe work practices, inappropriate or ineffective dealings with other employees or with customers or clients, habitual tardiness or unplanned and unauthorized absences, and so forth. The goal of most disciplinary actions is to help employees improve their work performance and become more valuable to the organization. When disciplinary actions fail to bring about the desired improvements, the record of any disciplinary actions on file becomes a key supporting factor in the organization's decision to reassign the employee or terminate the individual's employment. Of course, some disciplinary actions deal with matters that are serious enough to warrant dismissal or demotion of an employee without the need for additional or repeated disciplinary actions.

Grievances

Employee grievances are generally directed at what the employee perceives to be poor working conditions, unfair employment or supervision practices, inequitable treatment in matters of pay or other benefits, harassment by others on the job, and so forth. Employee grievances often enable the organization to identify opportunities for improvement of job processes, procedures, or policies, or to make changes in the workforce that will boost productivity, morale, and employee health and safety. Employees who see that their grievances are being handled professionally and in a timely manner are likely to feel that they are in fact being heard by management and that their concerns are of interest to the organization. Those employees are most likely to maintain their commitment to organizational success and to providing their best work performance.

Apply the Concept
What are disciplinary actions and grievances?

Disciplinary and grievance procedures

Your organization has likely established formal procedures for handling both disciplinary actions and employee grievances. Those procedures probably require accurate, timely, and detailed recording of key information about each action. Recording and tracking disciplinary actions and grievances is important because of the possible legal implications and employee-relations issues connected with them. It also provides opportunities for improving the situations that brought about the disciplinary action or grievance.

The following is a typical disciplinary/grievance procedure:

1. Review and plan for adherence to your organization's disciplinary and grievance procedure and any applicable legal requirements.
2. Investigate the facts surrounding the disciplinary action or grievance. This investigation could include interviewing supervisors or managers, visiting the work site and observing conditions, and so forth.
3. Conduct a disciplinary meeting or grievance hearing with the employee and other concerned individuals in attendance.
4. Determine the action to be taken to resolve the grievance or to impose appropriate discipline. The action taken to resolve an employee grievance or disciplinary action may include one or more of the following:

   - Issuing a warning to the employee or others
   - Dismissal
   - Demotion
   - Reassignment
   - Counseling
   - Training
   - Changes to a policy or procedure

5. Record the results of the disciplinary meeting or grievance hearing.
6. Notify the employee (and any others affected) and take necessary action.

The system provides the foundation for managing these potentially sensitive employee-relations issues by recording employee-level information about critical dates, actions, and resulting statuses. It also provides important tie-ins or cross-references to paper documentation required for proper handling of employee disciplinary actions or grievances.

In addition, you may want to take an overall view of the level of disciplinary or grievance action occurring within your organization. The standard reporting functions provide the capability to view information recorded at the employee level in response to each instance of a grievance or disciplinary action.

Use of disciplinary and grievance actions

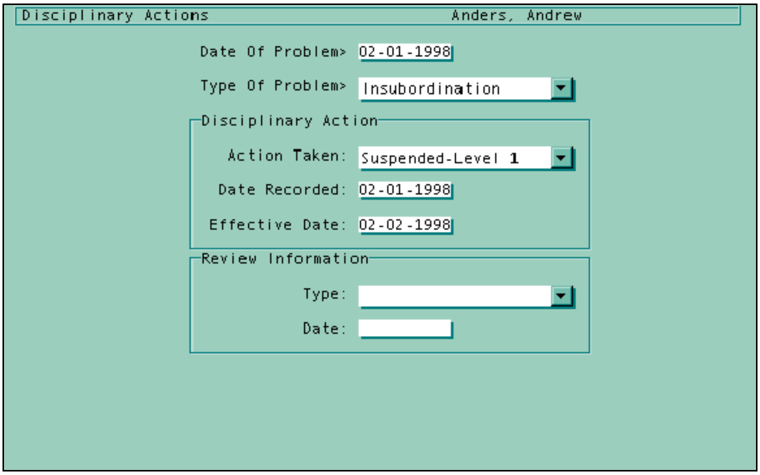
These forms are used to track employee disciplinary actions and grievance procedures:

Disciplinary Actions form (DA-SCR)

This form is used to record disciplinary actions taken against employees by your organization.

You can record the type of problem and the disciplinary actions taken. Each incident is dated to keep an accurate history of actions taken. You may also record any review information, if applicable. In the example shown below, the Disciplinary Actions form (DA-SCR) displays a disciplinary action filed against employee Andrew Anders on February 1, 1998 for insubordination. The disciplinary action taken was to issue the employee a level one suspension that became effective on February 2, 1998:

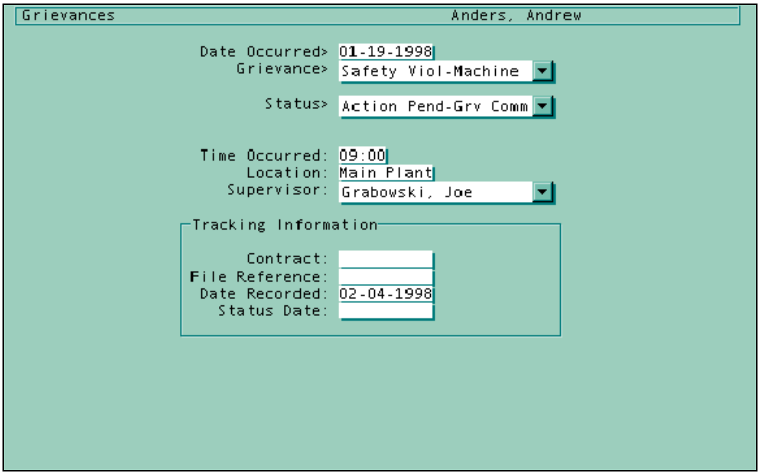
Note: *The review information area on this form provides an opportunity to record the type of disciplinary follow-up review that may be needed as a result of this disciplinary problem, as well as the date on which that follow-up review should be conducted.*



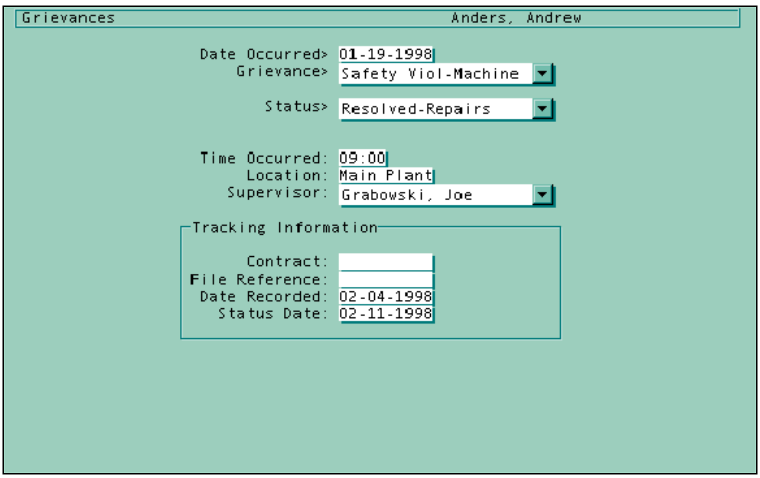
Grievances form (GT-SCR)

This form is used to record the details of grievances that are filed by your employees. A history of each time the status of a grievance changes can be tracked.

You can also track information such as supervisor name, contract number, file reference, date recorded, and status date. The first form below is an example of how the Grievances form (GT-SCR) looks initially when a grievance is filed by an employee. In this case, employee Andrew Anders has filed a grievance for a safety violation on a piece of machinery in the main plant that occurred on January 19, 1998. The violation was recorded on February 4, 1998:



The second form shows what the Grievances form (GT-SCR) looks like after resolution of the grievance. In this case, as of the status date, February 11, 1998, the machine was repaired and the grievance was resolved:



See also:

- Tracking disciplinary actions ***(on page 327)***

For detailed directions on tracking disciplinary actions.

- Tracking grievances ***(on page 329)***
For detailed directions on tracking grievances.

Disciplinary and grievance reports and their uses

The following is a list of reports that are related to employee disciplinary actions and grievances:

- Disciplinary Actions Report (3M-RPT)—Provides a summary of the disciplinary actions taken against employees by the organization as recorded on the Disciplinary Actions form (DA-SCR).

- Grievance Recording And Status Report (3V-RPT)—Provides a summary of the employee grievance information on file as recorded on the Grievances form (GT-SCR).

☞ *Refer to the* **Report Quick Reference** *(on page 421) for more information on these reports.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Tracking disciplinary actions

To track disciplinary actions, follow these steps:

1. Access the Disciplinary Actions form (DA-SCR)

The Disciplinary Actions form (DA-SCR) is used to record information about disciplinary actions taken by your organization against an employee.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Tracking Discipline and Grievances
Task: Track Disciplinary Actions

For practice, access the Disciplinary Actions form (DA-SCR) for employee number 1117, Richard Adams.

2. Enter the Date of Problem

Enter the date on which the action occurred that warranted disciplinary action. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-02-1997'.

3. Select the Type Of Problem

Select the reason for the disciplinary action. You may update this option list (ER04) to include all of the types needed by your organization.

For practice, select 'Intoxicated Drugs'.

4. Select the Action Taken

Select the disciplinary action that has taken place. You may update this option list (ER05) to include all of the disciplinary actions needed by your organization.

For practice, select 'Probation-Level 2'.

5. Enter the Date Recorded

Enter the date on which the disciplinary action is actually recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-03-1997' (US and Canada) or '03-02-1997' (elsewhere).

6. Enter the Effective Date

Enter the date on which the disciplinary action goes into effect. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-03-1997' (US and Canada) or '03-02-1997' (elsewhere).

7. Select the Type

Select the review required for the disciplinary action. You may update this option list (ER06) to include all of the review types needed by your organization.

For practice, leave this list box blank.

8. Enter the Date

Enter the date the disciplinary action review is scheduled for. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

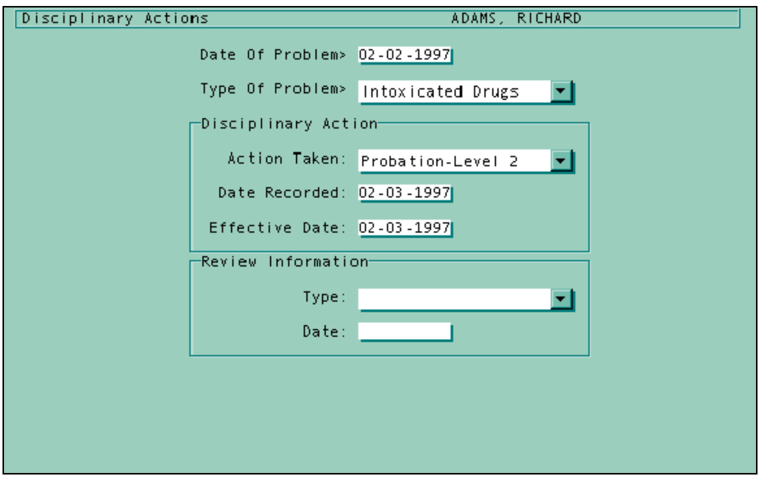
For practice, leave this text box blank.

9. Click Save or press Enter

The Disciplinary Actions form (DA-SCR) is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Use of disciplinary and grievance actions ***(on page 323)***

For an explanation of the contents and use of this form.

Tracking grievances

To track grievances, follow these steps:

1. Access the Grievances form (GT-SCR)

The Grievances form (GT-SCR) is used to record information regarding grievances filed by an employee.

Access this form by making the following selection from the Navigator:

Component: Employee Relations
Process: Tracking Discipline and Grievances
Task: Track Grievances

For practice, access the Grievances form (GT-SCR) for employee number 1113, Jonathan Batholow III.

2. Enter the Date Occurred

Enter the date on which the incident that prompted the grievance occurred. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '10-05-1997' (US and Canada) or '05-10-1997' (elsewhere).

3. Select the Grievance

Select the grievance that is being recorded. You may update this option list (ER01) to include all of the grievance types needed by your organization.

For practice, select 'On Call Dispute'.

4. Select the Status

Select the status of the grievance. You may update this option list (ER02) to include all of the various status descriptions needed by your organization.

For practice, select 'Action Pending-Grv Comm'.

5. Enter the Time Occurred

Enter the time (military) at which the incident that prompted the grievance occurred.

For practice, type '12:00'.

6. Enter the Location

Enter the location where the incident that prompted the grievance took place.

For practice, type 'Chicago'.

7. Select the Supervisor

Select the supervisor of the employee. You may update this option list (ER039) to include all of the supervisors needed by your organization.

For practice, select 'Carling, Martin'.

8. Enter the Contract

Enter up to a 10-digit alphanumeric reference number that indicates the location of a cross-reference in a contract (union or otherwise). This may be a legal and/or contractual reference to the occurrence of an incidence like the one that prompted the grievance.

For practice, leave this text box blank.

9. Enter the File Reference

Enter up to a 10-digit alphanumeric number or notation to identify where additional information concerning the grievance may be obtained.

For practice, leave this text box blank.

10. Enter the Date Recorded

Enter the date on which the grievance was recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '10-06-1997' (US and Canada) or '06-10-1997' (elsewhere).

11. Enter the Status Date

Enter the date on which the status of the grievance was evaluated. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

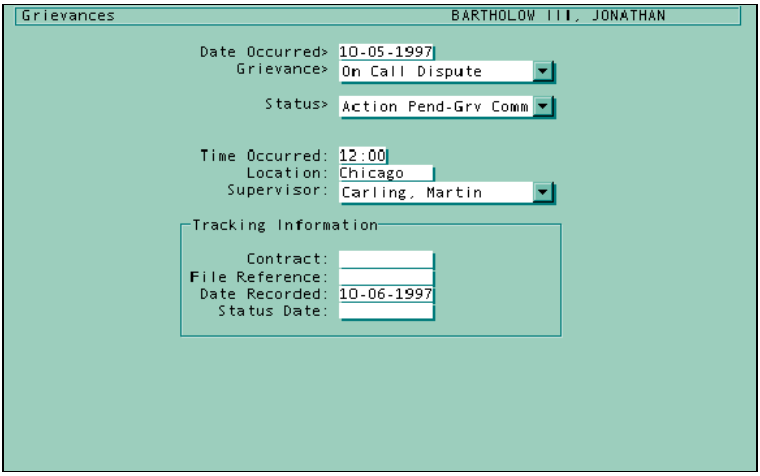
For practice, leave this text box blank.

12. Click Save or press Enter

The Grievances form (GT-SCR) is recorded.

For practice, click Save or press Enter.

If you competed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Use of disciplinary and grievance actions ***(on page 323)***

For an explanation of the contents and use of this form.

Review of Questions Answered

1. How are employee grievances and disciplinary actions recorded using the system?

2. What reports are available to track employee grievances and disciplinary actions taken by the organization?

PART 5

Employee Compensation

In This Section

CHAPTER 11

Managing Employee Compensation

In This Chapter

Introduction

Effective management of employee compensation starts with having the proper compensation management systems in place. The management of employee compensation requires you to have a knowledge of events that trigger compensation changes and an understanding of the compensation data that is recorded. The system enables you to administer employee pay and benefits, formulate compensation policies and procedures, and develop compensation cost containment and management strategies.

Tasks

This section explains the following:

- Entering a salary change directly
- Recording monetary perquisites and bonuses
- Scheduling a future review
- Viewing the results of a salary calculation

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- Salary Grade tables
- Job Code tables
- Job Points tables (optional)
- Salary assignments for each employee
- Job/position assignments for each employee
- Location assignments for each employee, if you are not using Position Administration

☞ *Refer to the Implementing Human Resources Administration documentation for information on setting up HR tables.*

Questions answered

The following questions are answered in this section:

1. What considerations are involved in managing employee compensation?
2. What are the different methods of entering salary changes?
3. Why is periodically reviewing the salary review process beneficial to your organization?
4. What are the different ways to analyze cost results?
5. What are the implications of the different system components on managing employee compensation?

Managing your employee compensation

Much more than simply 'payroll administration', employee compensation management is key to your organization's ability to recruit and retain an effective workforce, especially when integrated with the employee relations, development, and resourcing activities conducted by your organization. Compensation issues are generally viewed by employees as one of the most important considerations affecting their relationship with the organization.

Managing compensation effectively is a critical human resources management function. The system is equipped to help your organization succeed in that function by providing a range of compensation-management tools from employee-level recordkeeping to organizational budgeting and reporting.

What is compensation management?

Compensation management is the process of maintaining the types and levels of compensation that enable an organization to recruit and retain the workforce it needs to fulfill organizational objectives at an acceptable cost to the organization. In other words, it is the process of paying the right amount of money and other benefits to get the right employees with the right skills to help your organization succeed.

The key elements of compensation management

The most obvious focus of compensation management is providing types and levels of competitive wages, salaries, benefits, and other forms of compensation to your employees that allow the organization to recruit and retain suitably skilled and experienced employees. When compensation falls below competitive levels, the organization is unable to attract new employees with desired qualifications, and employee turnover increases as current employees leave the organization for better compensation elsewhere.

Designing and delivering competitive compensation is rarely accomplished without careful analysis and planning and a carefully formulated compensation strategy and policy. Keeping an organization's compensation policy effective in the face of changing market conditions is an important objective of compensation management activities.

An effective compensation policy has another purpose besides the establishment of competitive compensation levels—cost management. Cost management includes a variety of costing or budgeting activities, including scenario modeling of compensation changes and identification of your organization's total labor costs.

Managing employee compensation includes three key elements:

- Individual compensation administration (including both pay and benefits)
- Compensation policy formulation
- Compensation cost management

Cost management is accomplished through effective policy formulation. Policy formulation not only governs individual compensation administration but also is influenced by (and is dependent on) information gathered at the individual employee level. The foundation of good employee compensation management is the administration of individual employee compensation. Other influences on policy formulation will include information on external labor markets, such as salary surveys, benchmarking, and competitor analysis.

Tasks in administering individual employee compensation

Administering individual employee compensation includes three key tasks:

1. Recording total compensation for each employee
2. Recording changes in employee compensation
3. Scheduling upcoming compensation-related activities

The initial task of recording total compensation for each employee involves recording such items as the following:

- Basic salary or wages
- Allowances
- Special payments
- Performance-related pay
- Bonuses
- Financial and non-financial benefits such as health insurance, pensions, and company property
- Overtime payments
- Employee loans or certain expense reimbursements

Recording and tracking these various forms of compensation is facilitated by the Human Resources, Payroll, Salary Administration, and Benefits Administration components.

☞ *Refer to the Using Benefits Administration manual and Using Salary Administration manual for additional information on the impact on your employee benefits, salary issues, and paying your employees.*

The task of recording changes in employee compensation may take place annually, but will often occur more frequently. Basic salary or wage changes as well as changes in other forms of compensation (such as assignment of company property) can be brought about by such events as performance appraisals, promotions or other job changes, reduction or increase in hours worked, transfers, and status changes between part-time and full-time employment. Each compensation change is documented by such details as effective date of the change, reason for the change, and amount of the change.

The remaining task in administering individual employee compensation is the scheduling of each employee's next compensation review. The system will automatically prompt you when the next salary review is due to ensure timely handling of this type of event.

Policy formulation tasks

With employee-level compensation information accurately recorded, you are able to use the consolidated reporting functionality to identify patterns or trends within your organization's workforce. Identification of trends may be helpful in analyzing the effectiveness of your organization's compensation policy. For example, consolidated reporting that shows a high level of turnover tied to compensation issues may prompt your organization to review its compensation policy for competitiveness in the market. In addition, many organizations use external benchmarking to compare their compensation programs to market norms. 'Benchmarking' is the process of gathering comparative information about types and levels of compensation being offered by other organizations in the market (through use of salary surveys, for example). The Salary Administration, Benefits Administration, and Payroll components can help you complete these important benchmarking comparison activities and other advanced management and analysis functions relating to compensation policy formulation.

Cost management tasks

Many cost management tasks focus on the current implementation of your organization's compensation policy. For example, charging compensation costs to appropriate divisions or departments within your organization and identifying total labor costs. Other cost management tasks focus on the future implementation of compensation policy or on anticipated changes in compensation policy.

Apply the Concept

What are the key elements of compensation management?

How to enter salary changes

Salary changes that result from a new hire or employee review (or any other types of necessary salary changes) are recorded manually by entering the actual salary information into the system. As an alternative, the Salary Administration component gives you the added flexibility to convert proposed salary increase information from an employee's salary budget record to an actual salary increase.

☞ *Refer to the Using Salary Administration documentation for more information.*

Direct entry of salary changes

The Salary Assignment/Changes form (40-SCR) is used to record individual employee salary and hourly rate changes. The system accommodates the entry of current and future-dated salary changes, as well as historical salary changes. You can also override a salary calculation by choosing the override option and entering new amounts in any or all of the numeric text boxes.

Even if you are using Salary Administration to process salary changes, you always have the option to manually record changes directly on the Salary Administration/Changes form (40-SCR). Of course, the alternative is to allow the system to convert your proposed salary information into actual salary changes.

Multiple changes on the same date

It occasionally may be necessary to process multiple salary changes with the same effective date, such as merit and promotional increases. If you enter multiple salary changes for an employee as percentages (versus multiple changes as monetary values), each percentage is calculated on the same annual salary base instead of being compounded with each addition.

For example, if an employee has a starting annual salary of 10,000 and you give that person a merit increase of 5 percent and a promotional increase of 10 percent on the same date, the system calculates the increase amounts as follows:

```
Merit          =      10,000 x 5 percent      =        500
Promotion      =      10,000 x 10 percent     =      1,000
New salary     =      10,000 + 500 + 1000     =     11,500
```

It is important to enter salary changes in the order in which you want to have them presented on reports and forms. For example, enter a merit increase before a promotional increase or vice versa, because the last entry will be considered the most current salary change.

Viewing future-dated salary changes

Once salary changes have been entered into the system, you may want to follow up on those that are future-dated. A future-dated increase is one that will become actual on a date that exceeds the current pay period ending date.

You may monitor these salary changes by using the Future Dated Salary Adjustments On File report (3T-RPT). The report parameters allow the entry of an 'as of' date. Only salary changes with an effective date greater than the 'as of' date are included in the report.

Monetary perquisites and bonuses

In addition to salary changes, you may also approve employee bonuses or monetary perquisites based on employee performance ratings, or have a need to record this type of information on some other discretionary basis not directly linked to performance.

Use the Bonus/Commission Information form (26-SCR) to record bonuses awarded to an employee. This information is often considered part of total compensation and is stored on the employee record. Authorization data can be entered, including location and the person or department.

The Perquisites: Monetary form (27-SCR) is used to record monetary perquisites or special allowances granted to an employee. These may be generally recurring payments such as automobile allowances, travel subsidies, and so forth.

Multiple perquisites may be active at the same time as long as each is paid by a separate HED. The Date Awarded text box is not necessarily the first date a perquisite was paid—you can award a perquisite that is not to be paid until the employee relocates, receives a green card, or meets some other criterion. You may want to record the award now as the Date Awarded and enter the perquisites effective date in the Start Text box.

If you need to change the perquisite parameters, inactivate the existing perquisite and add a new perquisite with a new date and amount. Do this instead of changing the current perquisite. This provides a running history of the perquisites.

Bonus and monetary perquisite information does not automatically update payroll information. Time entries or one-time payments must be processed to actually compensate the employee. However, both of these forms can be modified to create a payment automatically.

See also:

■ Entering a salary change directly ***(on page 356)***
For detailed directions on entering a salary change directly.

■ Recording bonus information ***(on page 361)***
For detailed directions on recording bonuses.

■ Recording monetary perquisites ***(on page 363)***
For detailed directions on recording monetary perquisites.

Salary effective date considerations

The system can be set up to have Human Resources automatically update Payroll with salary change information entered on the Salary Assignment/Changes form (40-SCR). This is done by selecting 'HR Controls Field' for the Pay Freq, Hourly Rate, Normal Hours, and Sal Per Period list boxes on the System Options form (TG-SCR).

Note: *If Position Administration is in use, an employee must have an Incumbency - Basic Details form (M40SCR) on file to allow the Salary Assignment/Changes form (40-SCR) to update payroll.*

The system uses the Effective Date of the salary change and the employee's pay frequency to determine the pay period during which the salary change will be processed by Payroll. The Employee Information form (EF-SCR) indicates an employee's pay frequency, for example, 'Monthly'. The pay frequency's period end date is then used by the Salary Assignment/Changes form (40-SCR) to perform specific functions.

An organization record contains the period end dates for each pay frequency. The Company Pay Frequencies form (AJ-SCR) is updated with the following information each time a pay run occurs for the pay frequency:

- Anniversary Date—Contains the period end date of the next pay run for a pay frequency
- Period-end Date—Contains the period end date for the last pay run for a pay frequency

Salary Change processing

If you choose to have salary changes update the Employee Pay Rate Or Salary form (H1-SCR), then the Effective Date plays an important role in determining just when the updating will occur. The following Effective Date definitions apply to salary changes you can make:

Salary changes dated prior to the current pay period

This is considered a retroactive increase. The salary effective date is prior to the last pay period ending date for an employee's frequency. The Salary Assignment/Changes form (40-SCR) automatically updates HED 001 (Regular Pay) on the Employee Pay Rate Or Salary form (H1-SCR) so on the next pay run for the employee's pay frequency, the employee will be paid at the new rate.

The retroactive amount due the employee prior to the current pay period may be handled using a time entry. It may also be calculated and a time entry automatically created by using the Set Up A Retroactive Pay form (RT-SCR).

The Salary Assignment/Changes form (40-SCR) does not create an HR To Payroll Salary Information form (PH-SCR). To have this form created for a retroactive increase, you may modify the Cyborg Scripting Language code for the Salary Changes Edit Routine (40EDIT). Refer to the documentation within the form coding for more information about this modification.

Salary changes dated within the current pay period

The salary effective date is within the current pay period for an employee's frequency. The Salary Assignment/Changes form (40-SCR) does not immediately update HED 001 (Regular Pay) on the Employee Pay Rate Or Salary form (H1-SCR). HED 001 (Regular Pay) is updated on the next pay run for the employee's pay frequency and the employee is paid at the new rate.

You may choose to have increases within the period automatically update HED 001 by making the changes documented in the form coding. If this programming is activated, any increase within the current pay period will be applied to all the earnings in the pay period.

The Salary Assignment/Changes form (40-SCR) creates an HR To Payroll Salary Information form (PH-SCR) for the pay period. This allows mid-period increases to be paid on the actual effective date and prior days to be paid at the prior rate. This feature can be implemented on the Company Options form (AF-SCR).

Salary changes dated after the current pay period

This is considered a future-dated salary increase. The salary effective date is greater than the next pay period ending date for an employee's frequency. The Salary Assignment/Changes form (40-SCR) does not automatically update HED 001 (Regular Pay) because the Employee Pay Rate Or Salary form (H1-SCR) has no Effective Date text box. Instead, it creates an HR To Payroll Salary Information form for the future-dated change, so the system can hold it until the appropriate pay period. HED001 (Regular Pay) is updated in the pay period in which the effective date occurs.

Job and position changes

Changing an employee's job or position can affect his or her salary grade. A new salary grade can obviously affect an employee's compensation, position-in-range, and so forth.

If you change an employee's Job or Position on the Job Assignment/Changes form (05-SCR), a new Salary Assignment/Changes form (40-SCR) record is automatically created to reflect the salary grade for the new job or position. The type of change is 'Sys Chg for Job-Assg' for jobs and positions. Once the new Salary Assignment/Changes form (40-SCR) is created, the Salary Information form (41-SCR) may be displayed to show the new compa ratio, position in range, and red/green indicator, all of which would change if the salary grade changed.

Note: *A change to the Job Assignment/Changes form (40-SCR) code will prevent the Salary Assignment/Changes form (40-SCR) from being created for a job change, if desired.*

Review schedules

As soon as salary review results have been recorded on the employee's record, you may schedule the next salary review and/or performance appraisal. When your organization's salary review policy includes a fixed period, a procedure of setting schedules in advance makes the review process more efficient. Future review dates can be canceled or rescheduled if changes occur.

Salary review schedules

The next salary review may be scheduled on the Scheduled Salary Review Data form (43-SCR). This information may be used by these Salary Administration reports to determine who is eligible for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

These HRMS reports may also be used for a salary review:

- Salary Review Authorization Form I (3O-RPT)
- Salary Review Authorization Form II (3P-RPT)

Performance appraisal schedules

You may schedule future-dated performance appraisals on the Schedule/Track Performance Appraisals form (50-SCR). This information may be used by the Performance Appraisals Scheduled For Month Of: XX report (1R-RPT) to determine who is eligible for a performance appraisal.

See also:

- Scheduling a future review ***(on page 365)***

For detailed directions on scheduling a future review.

Overview of the review analysis process

Once the salary review process is completed and the results are recorded, you may want to periodically review and analyze the information for an employee or group of employees. Salary increase analysis allows you to monitor current employee compensation as compared with the corporation's proposed salary budget. You may even have a policy of monitoring and then updating the salary budget at specific points in the fiscal year.

You may decide you need to review one or a combination of the reports provided by the system to see how your budgeted projections varied or what you may need to change for next year's salary projections. There may be a need for a display of summary information for employee groups or you may want to display totals with embedded individual employee salary information.

The information the system provides can specifically help you to analyze employee salary distribution by performance rating or by job. A summary salary analysis by salary grade is available. Any employee whose salary is over the maximum or under the minimum salary allowed by the salary grade can be reported as well. You may also want to monitor periods during which compensation incentive programs are in place, to learn whether employee job performance shows any improvement.

You can schedule monthly, quarterly, or as-needed reporting to satisfy your corporation's analysis requirements. You can also view individual employee salary grade and performance information online.

☞ *Refer to the Using Salary Administration documentation for more information.*

Ways of analyzing cost results

As salary reviews occur and employee salary changes are entered, you will need to review the effects of the changes. You may do this online or by using the several reports that are available for this purpose.

Employee salary calculation information

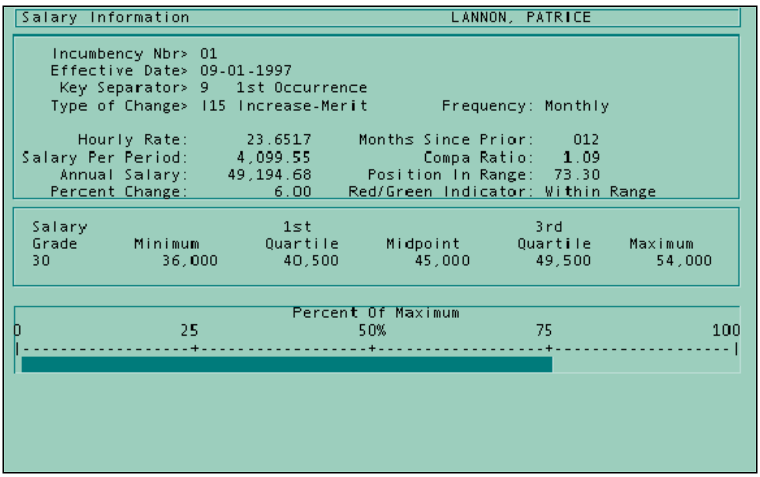
The effect of an employee's salary calculation can be viewed online as soon as the salary change entry has been recorded. The Salary Information form (41-SCR) displays not only the result of the calculation, but several other indicators that may be helpful in reviewing the cost results of a salary change.

The salary grade used in the form calculation is displayed on the form. The salary grade range is shown in levels or quartiles, whichever is appropriate.

Also displayed is the red/green indicator resulting from a comparison of an employee's salary with the maximum and minimum of the salary grade range for the grade associated with an employee's job assignment on the Job Assignment/Changes form (05-SCR).

A histogram shows the percent of maximum and graphically indicates where an employee's salary falls in the salary grade range.

In the following illustration, Patrice Lannon's most recent merit increase is represented on this inquiry-only form. Her salary now represents a compa ratio of 1.09 and a position in range of 73.30. The red/green indicator shows that her salary is within the salary grade range. The histogram at the bottom of the form pictorially shows her salary's range penetration as a percent of maximum:



```
Salary Information                                LANNON, PATRICE

   Incumbency Nbr> 01
   Effective Date> 09-01-1997
    Key Separator> 9   1st Occurrence
   Type of Change> I15 Increase-Merit         Frequency: Monthly

      Hourly Rate:      23.6517     Months Since Prior:    012
Salary Per Period:     4,099.55            Compa Ratio:   1.09
    Annual Salary:    49,194.68      Position In Range:  73.30
   Percent Change:         6.00    Red/Green Indicator: Within Range

 Salary                      1st                        3rd
 Grade       Minimum       Quartile     Midpoint      Quartile     Maximum
 30            36,000       40,500        45,000       49,500        54,000

                           Percent Of Maximum
0                 25                 50%                75                  100
|-----------------+------------------+------------------+-------------------|
```

See also:

- Viewing the results of a salary calculation ***(on page 366)***

For detailed directions on viewing the results of a salary calculation.

Implications of the Salary Administration component

As an integrated component of the Human Resource Administration functionality, the Salary Administration component is designed to help you manage the salary-related functions in your organization. The Salary Administration component provides you with the resources to track job evaluations, establish merit increase guidelines, perform budgeting analysis, and automate the salary review and performance appraisal processes. Specifically, the Salary Administration component is able to:

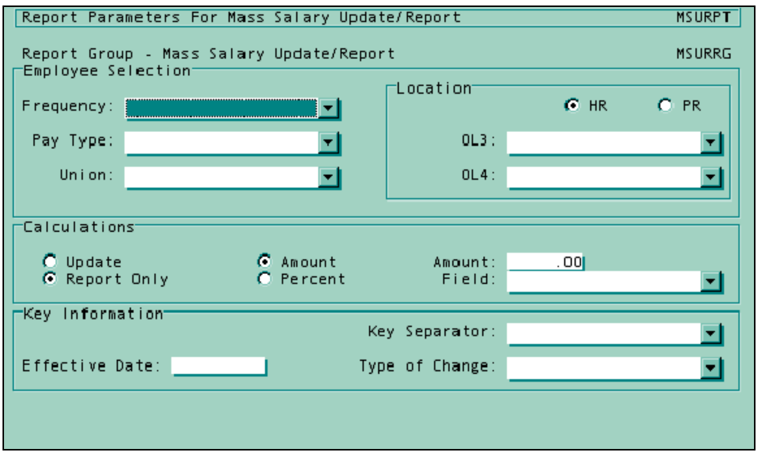
- Process salary reviews and conduct salary analysis
- Produce salary forecasts for budget purposes
- Update salary grades and ranges
- Report information used in the administration of salary changes/budgeting

☞ *Refer to the Using Salary Administration documentation for more information.*

Mass Salary Update/Report

The Mass Salary Update/Report program (MSURPT) is used to process mass salary updates based on parameters entered on a parameters form. It has the ability to update as well as report mass salary changes.

A parameters form is used to specify the parameters of the Mass Salary Update/Report program (MSURPT):



An audit report is produced each time the Mass Salary Update/Report program (MSURPT) is run, showing the results of the calculation for each selected employee. This report is produced in both update and report-only mode. The mode is indicated in the heading of the report, as can be seen in the sample that follows:

```
 RATION  99   ACME MANUFACTURING                Mass Salary Update/Report    REPT                          PAGE
 SION     7777 PRODUCTION CTL 1-2                   * Report Only *          MSUR              TIME 18:32 DATE 07-27-19.

----  Control Levels ------    Employee Name                Employee                                   Previous          Ne
OL3:    OL4:     OL5:     OL6:                                 Number       Employee Status                  Amount        Amoun

3030    4040     5050     6060    Abrams, Geoffrey             3003         01 Active-Salrd Reg FT  A    1,333.33        1,466.66
 030    4040     5050     6060    Adams, Richard               1117         01 Active-Salrd Reg FT  A    1,592.56        1,751.82
 030    4040     5050     6060    Beachem, Judith              6009         01 Active-Salrd Reg FT  A    1,416.67        1,558.34
  30    4040     5050     6060    Betts, Barbara               6003         01 Active-Salrd Reg FT   * Duplicate Salary Entry   *
                                                                                                  A      426.40          469.0
```

☞ *Refer to the Using Salary Administration documentation for complete information about the Mass Salary Update/Report program (MSURPT).*

Implications of the Benefits Administration component

If you are using the Benefits Administration component, the Salary Assignment/Changes form (40-SCR) can be used to calculate Benefit Plan coverage amounts for life insurance plans, health coverage, retirement plans, and other company-paid benefits that are included in an employee's total compensation.

The most recent salary information for your employees can be obtained from the Salary Assignment/Changes form (40-SCR) to calculate Benefit Plan amounts.

Salary-based benefits plans

Some benefits plan's coverage or costs are based on employee salary information. For example, a life insurance plan may cover employees for one or two times their annual salary. Salary is recorded on the Salary Assignment/Changes form (40-SCR). If an employee's salary information changes because of an increase or change in position, the life insurance coverage also changes.

There are two situations where plan coverage and costs are not based on the current salary recorded on the Salary Assignment/Changes form (40-SCR). Some benefits plans calculate coverage and costs for the whole year based on employees' salary as of a certain date or at the end of the previous year, so that a salary change will not affect coverage or costs during the plan year. Other plans, which have employees that receive multiple salaries for different positions concurrently, calculate coverage and costs based on a total annual salary. Salary information in either case would come from the Alternative Compensation Totals form (BACSCR). This salary information must be entered or calculated prior to enrolling the employee in the plan.

For benefits plans that base coverage or costs on the previous year's salary or the salary as of a specified date, you must record this information on the Alternative Compensation Totals form (BACSCR). You can record this information in the Previous Years Salary or Frozen Salary text box.

☞ *Refer to the Using Benefits Administration documentation for more information.*

Implications of the Payroll component

When managing employee compensation, the key function of the Payroll component is to process accurate organizational payrolls so employees are paid correctly and on time. The Payroll component allows you to maintain the payroll cycle, involving such functions as timekeeping, compensation, and benefits. The management of employee compensation requires constant update and maintenance of your organization and employee records. This maintenance includes the online processing of newly-hired employees, terminations, employee status changes, organization and employee earnings and deductions, time entries, and adjustments.

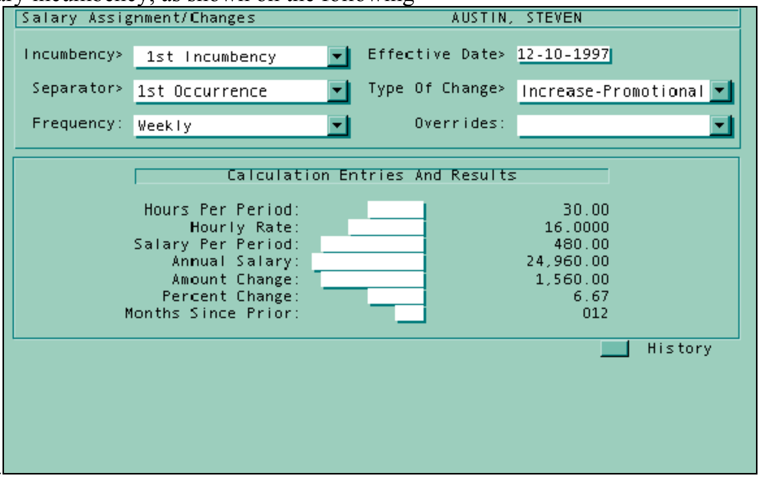
Payroll is a production process, and with the Payroll component you are able to automate most of the tasks of calculating employee pay, updating organization and employee records, and generating pay documents. The Payroll component allows you to produce payroll-related reports, interface files, and direct deposit tapes. The system also allows you to perform many post-payroll functions like balancing the payroll and distributing data to companion applications such as the general ledger, time and attendance, tax filing services, and archives.

☞ *Refer to the Payroll documentation for more information.*

Implications of the Position Administration component

An 'incumbent' is an employee who is linked with a specific position or role within your organization. This relationship, called an 'incumbency', is accomplished using the Position Administration component. You are able to link an employee with multiple incumbencies, which means he or she holds more than one position at a time. An employee who does this is considered to have multiple incumbencies. Employees are assigned to positions using the Incumbency - Basic Details form (M40SCR).

To meet this requirement for multiple incumbencies, the Salary Assignment/Changes form (40-SCR) has an Incumbency identifier when Position Administration is being used. The Incumbency identifier allows for multiple incumbencies, salaries, or rates of pay for a single employee. When multiple incumbencies exist, the employee will be paid through the primary incumbency, as shown on the following



form.

☞ *Refer to the Using Position Administration documentation for more information.*

Multi-incumbency and salary-based benefits plans

Position Administration enables organizations to assign multiple incumbencies to employees. Benefits plans coverage and costs can be based on an employee's total salary and hours. An Alternative Compensation Totals form (BACSCR) will automatically be created and the total salary and hours will be calculated when multiple incumbencies and salaries are assigned to an employee.

☞ *Refer to the Using Benefits Administration documentation for more information.*

Reports used for employee compensation

A suite of batch reports are provided that are related to the employee compensation process. A brief description of each report follows:

- Future Dated Salary Adjustments On File report (3T-RPT)—Provides a listing of employees who have a future-dated salary adjustment that will become actual on the effective date as recorded on the Salary Assignment/Changes form (40-SCR).

- No Salary Adjustment On File For Last 12 Month Period report (1Z-RPT)—Identifies employees who have had no salary adjustment for 12 months as recorded on the Salary Assignment/Changes form (40-SCR).

- Over Maximum/Under Minimum report (17-RPT)—Lists employees whose salary amounts are either above the maximum or below the minimum of the salary grade range as recorded on the Salary Assignment/Changes form (40-SCR).

- Salary Analysis By Grade report (14-RPT)—Provides a statistical analysis of salary variance by job code within a salary grade for all active employees as recorded on the Salary Assignment/Changes form (40-SCR) and the Job Assignment/Changes form (05-SCR).

- Salary Distribution By Performance/Time-In Job report (1Y-RPT)—Provides an analysis (with supporting employee detail) of salary treatment by time-in job within a performance appraisal period as recorded on the Salary Assignment/Changes form (40-SCR), Job Assignment/Changes form (05-SCR), and Performance Appraisal Results form (49-SCR).

- Salary Increase Analysis report (1V-RPT)—Provides an analysis of the number and distribution of job appraisal ratings and the average percent of salary change as classified by appraisal rating as recorded on the Salary Assignment/Changes form (40-SCR) and the Job Assignment/Changes form (05-SCR).

- Salary Review Forms Not Returned By Date report (18-RPT)—Lists employees who are scheduled for a salary review and have not had the salary review paperwork returned to the originating department by a specified date as recorded on the Scheduled Salary Review Data form (43-SCR).

- Scheduled Salary Reviews Within Selected Months report (19-RPT)—Lists employees who are scheduled to receive salary reviews within the next month as recorded on the Scheduled Salary Review Data form (43-SCR).

What is a garnishment?

A garnishment is a court action initiated by a creditor in an effort to obtain a part of an employee's earnings before the earnings are turned over to the employee. Garnishments include child support, IRS liens for non-payment of taxes, and so forth.

Once the employer receives the copy of the court documents, the employer is required to deduct the amount ordered from the employee's pay.

The Garnishment Administration form

The Garnishment Administration form (PO-SCR) contains all the data necessary to enter basic child support information and update withholding information.

The Illinois Child Support Register (6H6H), Illinois ACH Tape (6161), and the Direct Deposit Register (6R6R) produce the ACH Garnishment Interface file to automate child support payments through use of Electronic Funds Transfer.

☞ *Refer to the Payroll Employee Setup documentation for detailed instructions for establishing a garnishment.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will be entering a salary change directly for employee 3001, Alexander Bloom. Then you will record a bonus for the employee. This is followed by the scheduling of the employee's next salary review. The last task explains how to view your salary entry and calculation for the employee.

You must have completed the Guided Practices in the previous sections to guarantee the successful completion of the Guided Practice that follows.

Entering a salary change directly

To enter salary changes directly on an employee record using the Salary Assignment/Changes form (40-SCR), follow these steps:

Note: *This procedure assumes that an initial salary assignment has already been recorded for the employee at the time of hire.*

Note: *Salary reductions may be recorded by preceding amount entries with a minus sign (-).*

1. Access the Salary Assignment/Changes form (40-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Manage Employee Compensation
Task: Salary Change

For practice, access the Salary Assignment/Changes form (40-SCR) for employee 3001, Alexander Bloom.

2. Click the Clear button

To avoid copying pre-existing information, select the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button.

3. Select the Incumbency (Position Administration users only)

Select the position incumbency for this salary entry.

For practice, select ' 1st Incumbency'.

4. Enter the Effective Date

Type the effective date. This is the effective date of the employee's salary change. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

5. Select the Separator

Select the key separator.

The key separator is used to distinguish between two salary changes effective on the same date.

- If only one salary change is entered on a date, you must select '1st Occurrence' in this list box.
- If more than one salary change is effective on the same date, you must select an incremental key separator for each salary change. For example, the first change for the date must be entered with a key separator of '1st Occurrence', the second with '2nd Occurrence', and so on.

Note: *If an entry other than '1st Occurrence' is selected in this list box, 'Not 1st Chg for Date' must be selected in the Overrides list box.*

For practice, select '1st Occurrence'.

6. Select the Type Of Change

Select the type of change. This value identifies the reason for the employee's salary change.

Note: *Do not change the meaning of the Change Type options, because they are used by other forms and reports. Changing the meaning could result in conflicting reports/calculations.*

For practice, select 'Increase-Merit'.

7. Select the Frequency (optional)

Select a pay frequency option.

You may leave this list box blank and allow the system to insert an entry.

- If you do not select an option in this list box, the system uses the value in the Frequency list box on the Employee Information form (EF-SCR).
- If you select an option in this list box, the system compares it with the value in the Frequency list box on the Employee Information form (EF-SCR). If the values are different, the system displays a warning message. If you accept the warning message, the salary calculation will no longer equate to the payroll frequency. The selected value will be used to calculate the salary.

For practice, select 'Semi Monthly'.

8. Select the Override (optional)

Select an override value, if applicable:

- History-No PR Update—Used to enter salary history records that have no direct effect on the Payroll system.
- Not 1st Chg For Date—Used to process multiple salary changes on the same date with a Key Separator list box entry of '2nd Occurrence' or greater.
- Override Calculation—Used to calculate a salary change manually. This option requires that you enter all the text boxes on this form. The form records exactly what you entered.

For practice, leave this list box blank.

9. Enter the Hours Per Period (optional)

Enter the normal hours in the employee's pay period. This is a five-digit text box with two decimal places.

You may leave this text box blank and allow the system to insert an entry.

- If you do not enter data in this text box, the system uses the value in the Normal Hours text box in the Employee Pay Rate Or Salary form (H1-SCR).
- If you type an entry in this text box, the system uses it to calculate the pay assignment.

For practice, leave this text box blank.

10. Enter the Hourly Rate

Enter the employee's hourly rate of pay. This is a seven-digit text box with four decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, Annual Salary, Amount Change, or Percent Change); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

11. Enter the Salary Per Period

Enter the amount of the employee's salary per pay period. This is an eight-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, Annual Salary, Amount Change, or Percent Change); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

12. Enter the Annual Salary

Enter the amount of the employee's annual salary. This is a nine-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, Annual Salary, Amount Change, or Percent Change); the system calculates the results in the remaining text boxes based on your single entry.

For practice, type '42000.00'.

13. Enter the Amount Change

Enter the amount the salary has changed. This is an eight-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, Annual Salary, Amount Change, or Percent Change); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

14. Enter the Percent Change

Enter the percentage change in salary amount. This is a five-digit text box with two decimal places. You only need to enter information in one calculation text box (Hourly Rate, Salary Per Period, Annual Salary, Amount Change, or Percent Change); the system calculates the results in the remaining text boxes based on your single entry.

For practice, leave this text box blank.

15. Enter the Months Since Prior (optional)

Enter the number of months between the employee's prior and current salary effective dates.

You may leave this text box blank and allow the system to insert an entry.

If you make no entry in this text box, the system fills the text box with zeros for the initial calculation. Thereafter, this text box is calculated based on the most recent salary change.

For practice, leave this text box blank.

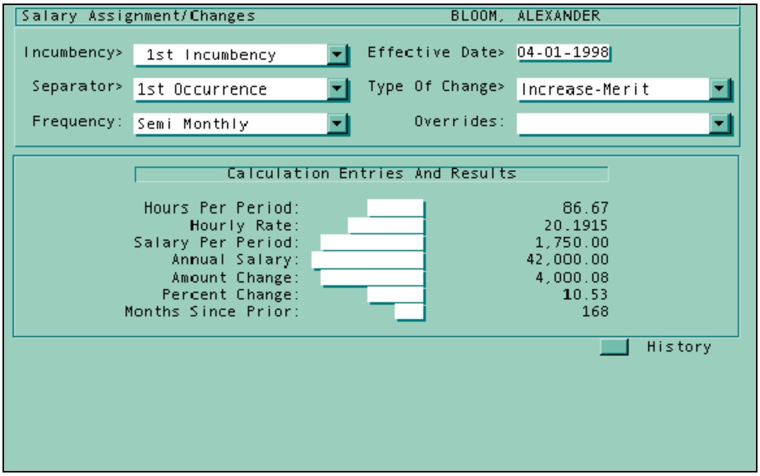
16. Click Save or press Enter

The system performs all calculations and displays the results in the Calculated Results section on the form. The number of months since the last salary change occurred is also calculated and displayed.

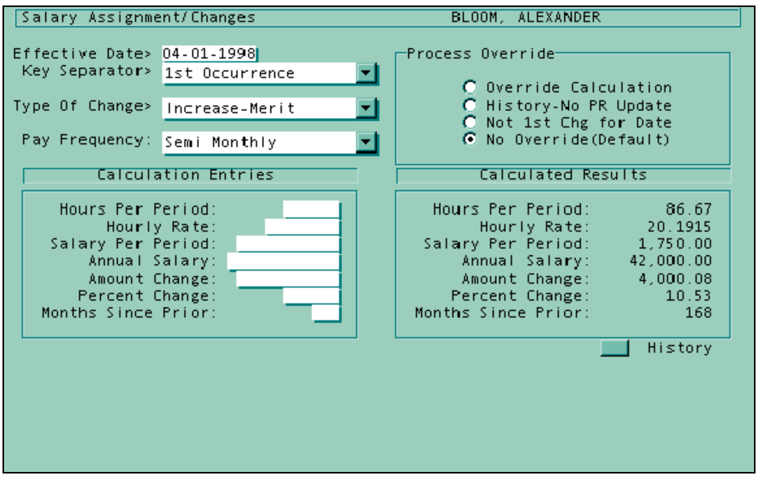
Note: *If the form displays a warning about the employee's incumbency, click on the Yes command button to override the warning.*

For practice, click Save or press Enter.

If you completed the Guided Practice and Position Administration is in use, the resulting form (after the calculation) should look similar to the example that follows:



If you completed the Guided Practice and Position Administration is *not* in use, the resulting form (after the calculation) should look similar to the example that follows:



Note: *Because this form has calculation capabilities, salary errors can be corrected in the following ways:*

- *To recalculate the form, access the erroneous form and type zero (0) in the Percent Change text box. Execute the form. The system zero-fills all calculation text boxes on* *the returned form.* Then *enter the correct data and execute the form. When complete, only the correct data will be on the employee's record.*

- *To delete the form when an incorrect Effective Date or Type of Change was used or when an entry for an employee should not have been made, click the Del Entry button on the toolbar.*

See also:

- Direct entry of salary changes ***(on page 340)***

For an explanation of this method of entering salary changes.

Recording bonus information

To record an employee bonus using the Bonus/Commission Information form (26-SCR), follow these steps:

Note: *This form is only used to record bonus/commission information and does not interact with the payroll information used to pay the employee bonus/commission unless modified to do so.*

1. Access the Bonus/Commission Information form (26-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Manage Employee Compensation
Task: Bonuses and Commissions

For practice, access the Bonus/Commission Information form (26-SCR) for employee 3001, Alexander Bloom.

2. Select the HED Xref

Select the appropriate earning HED.

This list box is used to record the Payroll Hours, Earnings, or Deduction by which the bonus is paid to the employee.

For practice, select 'Bonus'.

3. Enter the Date Recorded

Type the award date. This text box is used to record the date on which the bonus was granted. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

4. Enter the Amount Awarded

Type the award amount using up to eight digits with two decimals, for example, 1,275.00 is entered as '1,275.' (or '127500').

This text box is used to record the amount of the bonus to be paid.

For practice, type '1500.00'.

5. Enter the Date Paid

Type the date of the payment. This text box is used to record the check/pay run date of the bonus payment. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-07-1998' (US and Canada) or '07-04-1998' (elsewhere).

6. Select the Authorization Location

Select the authorization location.

This list box is used to specify the plant, office, or department location where the bonus was authorized.

For practice, select 'Accounting Dept'.

7. Enter the Authorization By

Type an up-to-30-character name for the authorizing person, function, department, or other agency.

For practice, type 'J.P. Miller'.

8. Enter the Bonus/Commission Year

Type a two-digit year for which the bonus was granted.

For practice, type '98'.

9. Enter the Bonus/Commission Month

Type a two-digit month for which the bonus was granted.

This is the month to which the bonus applies. Generally, you will record a bonus-month or bonus-quarter to further define the bonus-year.

For practice, leave this text box blank.

10. Enter the Bonus/Commission Quarter

Type a single-digit quarter for which the bonus was granted.

This is the quarter to which the bonus applies. Generally, you will record either a bonus-month or bonus-quarter to further define the bonus-year.

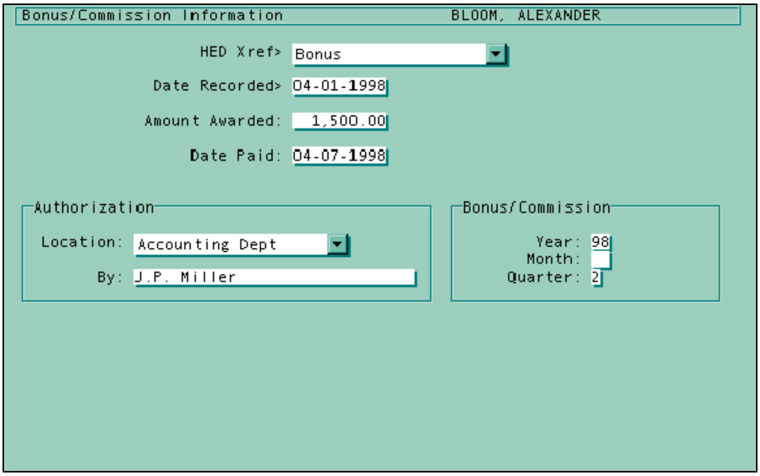
For practice, type '2'.

11. Click Save or press Enter

The employee bonus information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Bonus/Commission Information BLOOM, ALEXANDER

HED Xref> Bonus

Date Recorded> 04-01-1998

Amount Awarded: 1,500.00

Date Paid: 04-07-1998

Authorization

Location: Accounting Dept

By: J.P. Miller

Bonus/Commission

Year: 98

Month:

Quarter: 2

See also:

- Monetary perquisites and bonuses ***(on page 341)***

For an explanation of recording employee bonuses.

Recording monetary perquisites

To record an employee monetary perquisite using the Perquisites: Monetary form (27-SCR), follow these steps:

1. Access the Perquisites: Monetary form (27-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Manage Employee Compensation
Task: Monetary Perquisites

For practice, access the Perquisites: Monetary form (27-SCR) for employee 3001, Alexander Bloom.

2. Select the HED Xref

Select the earning HED.

This list box is used to record the Payroll Hours, Earnings, or Deduction by which the monetary perquisite is paid to the employee.

For practice, select 'Housing Allowance'.

3. Enter the Date Awarded

Type the award date. This text box is used to record the date on which the monetary perquisite was awarded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

4. Enter the Amount Awarded

Type the award amount using up to eight digits with two decimals, for example, 455.00 is entered as '455.' (or '45500').

This text box is used to record the amount of the monetary perquisite to be paid each period.

For practice, type '25500.00'.

5. Enter the Start Field (optional)

Type the start date in the format YYMMDD. This text box is for informational use only. The start date used for an automatic payment of the perquisite must be entered on the Employee Earnings And Deductions form (HH-SCR).

For practice, leave this text box blank.

6. Select the Stop Method (optional)

Select the stop method. This list box is for informational use only. The stop method used for an automatic payment of the perquisite must be entered on the Employee Earnings And Deductions form (HH-SCR).

For practice, leave this list box blank.

7. Enter the Stop Field (optional)

Type the stop date in the format YYMMDD. This text box is for informational use only. The stop date used for an automatic payment of the perquisite must be entered on the Employee Earnings And Deductions form (HH-SCR).

For practice, leave this text box blank.

8. Click the Active check box

Click the Active check box to indicate that the perquisite is active and still being paid.

If you need to change the perquisite parameters, set the Active check box to inactive by clicking it again; then add a new perquisite with a new date and amount. Do this instead of changing the existing perquisite. This provides a running history of the perquisites.

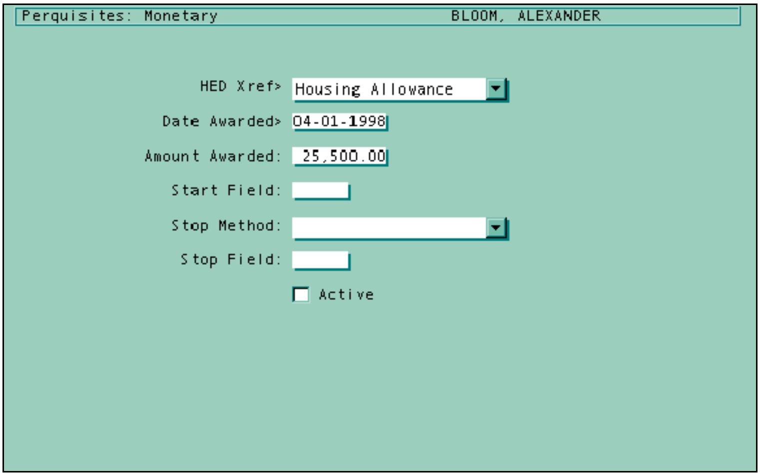
For practice, do not click this check box.

9. Click Save or press Enter

The monetary perquisite information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Monetary perquisites and bonuses ***(on page 341)***

For an explanation of recording monetary perquisites.

Scheduling a future review

To schedule a future salary review using the Scheduled Salary Review Data form (43-SCR), follow these steps:

1. Access the Scheduled Salary Review Data form (43-SCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Manage Employee Compensation
Task:	Next Salary Review Date

For practice, access the Scheduled Salary Review Data form (43-SCR) for employee 3001, Alexander Bloom.

2. Enter the Next Review Date

Type the next review date Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

This text box contains the date of the next salary review to be performed.

For practice, type '03-16-1999' (US and Canada) or '16-03-1999' (elsewhere).

3. Select the Type of Review

Select the type of review.

This list box defines the type of salary review to be performed.

For practice, select 'Sal Review Annual'.

Note: *The remaining text boxes may be left blank until the review date approaches and the form is actually sent out, or you can enter the pertinent information now, if known.*

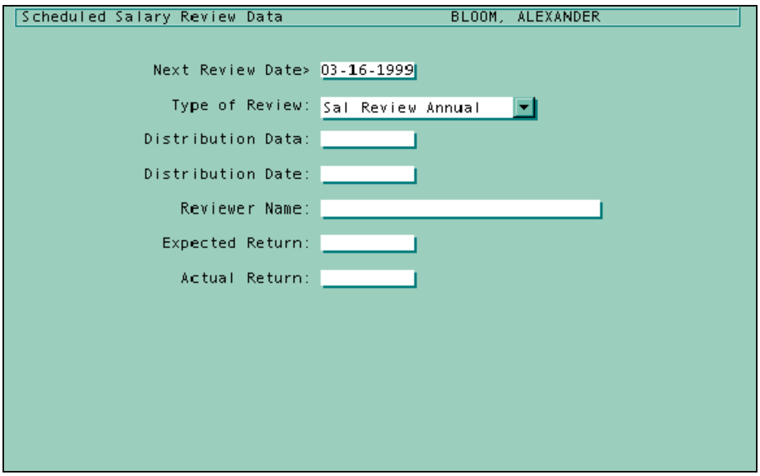
4. Click Save or press Enter

The next scheduled salary review date is recorded and may be used by the following Salary Administration reports to determine who is eligible for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Scheduled Salary Review Data BLOOM, ALEXANDER

Next Review Date> 03-16-1999

Type of Review: Sal Review Annual

Distribution Data:

Distribution Date:

Reviewer Name:

Expected Return:

Actual Return:

See also:

- Salary review schedules ***(on page 345)***

For an explanation of scheduling future salary reviews.

Viewing the results of a salary calculation

To view the results of a salary calculation using the Salary Information inquiry form (41-SCR), follow this step:

Access the Salary Information inquiry form (41-SCR)

Access this form by making the following selection from the Navigator:

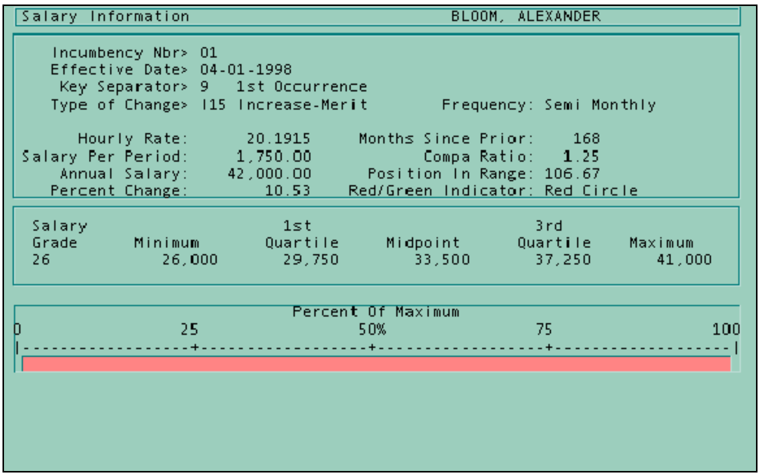
Component: Employee Compensation
Process: Manage Employee Compensation
Task: View Salary/Range Information

The Salary Information form (41-SCR) displays the calculated results of entries made to the Salary Assignment/Changes form (40-SCR) for an employee's new compa ratio and position in range.

This is a display-only form. Calculations may not be updated on this form.

For practice, access the Salary Information inquiry form (41-SCR) for employee 3001, Alexander Bloom.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Employee salary calculation information ***(on page 347)***

For an explanation of how this form is used to view the results of the salary calculation.

Review of Questions Answered

1. What considerations are involved in managing employee compensation?

2. What are the different methods of entering salary changes?

3. Why is periodically reviewing the salary review process beneficial to your organization?

4. What are the different ways to analyze cost results?

5. What are the implications of the different system components on managing employee compensation?

CHAPTER 12

Tracking Employee Relocation Expenses

In This Chapter

Introduction

The tracking of employee relocation expenses is a process that involves matching organizational policies and procedures with employee needs and entitlement. To effectively manage this process, you must understand the compensation issues that are involved in employee relocations. The system allows you to record and analyze all of the important aspects of employee relocation, including such issues as bridge loans, temporary living expenses, moving expenses, and house-hunting expenses.

Tasks

This section explains the following:

- Defining employee relocation moves
- Recording closing costs
- Recording house-hunting expenses
- Recording moving expenses
- Recording shipping/storage costs
- Recording temporary living expenses
- Recording bridge loans
- Creating relocation expenses summary

Prerequisites

Before you can perform the tasks in this section, the following must be established:

- You must have implemented and added your employees to the system.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What considerations are involved in tracking employee relocation expenses?
2. What forms are provided for managing employee relocations?

Overview of tracking employee relocation expenses

Employees are sometimes required to relocate their residences in order to accept employment with an organization or to accept a transfer, promotion, or reassignment to a new work location. Many organizations compensate employees for the costs associated with such a relocation, particularly when the relocation involves the sale of one residence and the purchase of another.

The nature of relocation expense compensation will vary from one organization to another. Organizational policy may specify a total allowance for each type of expense or for each relocation and may base the allowance on distance and type of employee, among other factors. Compensation for relocation expenses may be considered part of the overall compensation plan and may form part of the overall employee-compensation management process. Relocation cost compensation can also be a negotiated part of a new or existing employee's total compensation package.

Relocation compensation policies typically provide for some or all of the following:

- Compensation for all costs associated with selling the employee's former residence.
- Compensation for all costs associated with the purchase of a new residence.
- Compensation for costs associated with house-hunting trips, transportation of the employee and the employee's family to the new location, shipping of household goods, personal belongings, and automobiles to the new location, as well as temporary living arrangements and storage of goods and belongings in the new area if the new home isn't complete at the time of the employee's arrival in the area.
- 'Grossing up' of compensated costs to allow for payment of taxes that may be imposed against the expense compensation received by the employee.
- Bridge loans (also known as equity advance loans) that assist the employee in purchasing a new residence before the sale of the former residence is complete (for example, to enable the employee to make a down payment on the new residence).
- Advances of money in anticipation of relocation costs so the employee does not have to pay expenses out of his or her own pocket.

When an employee relocation is complete, the employee's 'relocation account' must be balanced, with actual expenses, advances, and loans considered. Accurate and thorough recordkeeping is essential because relocation compensation is part of the overall compensation package and has important tax implications for the individual employee.

The system provides complete functionality for recording and tracking all key aspects of an employee relocation, including house-hunting, closing, transportation, shipping and storage, temporary living, gross-up costs, bridge loans, and cash advances. The system also gives you the ability to view a summary of all relocation-related expenses and to track all advances made to an employee. Balancing an employee's relocation account and generating reports showing outstanding relocation advances are accomplished easily and accurately. If you use the Applicant Tracking component, all aspects of applicant relocation can also be recorded and tracked in an applicant organization. This information will transfer to your active pay organization after processing the Applicant Transfer form (ET-SCR).

On an organizational level, it also allows you to perform consolidated reporting to view and analyze relocation costs. Reporting can be done by type of expense or type of relocation. For example, you could generate reports that help you analyze relocation compensation costs for domestic and international relocations, or relocations to specific company work sites. Organizational-level reporting and analysis are made possible by accurate and complete recording of employee-level information.

Apply the Concept

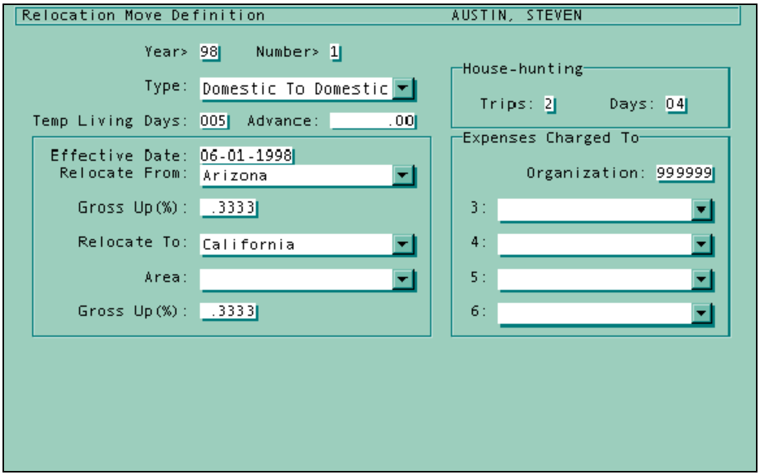
What are the different types of costs associated with relocating employees?

Use of the relocation feature

Effectively using the relocation feature involves a number of forms. These forms are discussed in the following sections.

Relocation Move Definition form (34-SCR)

This form records the primary indicative data related to the move, including year of the move, whether the move is domestic or international, number of approved temporary living days, cash advance amount, effective date, old and new residence sites, gross-up percentages to be used to calculate the amount of tax gross-up for expenses reportable to the old and new residence sites, number of approved house hunting trips and days, and the organization level 1-6 values where the employee's relocation expenses are to be charged. This form should be entered first when setting up an employee relocation, as shown in the following example:


Relocation Move Definition AUSTIN, STEVEN

Year> 98 Number> 1

Type: Domestic To Domestic

Temp Living Days: 005 Advance: .00

House-hunting

Trips: 2 Days: 04

Effective Date: 06-01-1998

Relocate From: Arizona

Gross Up(%): .3333

Relocate To: California

Area:

Gross Up(%): .3333

Expenses Charged To

Organization: 999999

3:

4:

5:

6:

Gross-up calculations

Several text boxes have been provided to help you calculate gross-up amounts. These amounts are added to the employee's gross taxable and tax deduction amounts. Gross-up amounts are used to ensure that a company-requested move, or one that is applicant-negotiated, does not cost the employee or applicant any out-of-pocket money. Whether you use gross-up amounts depends on your organizational relocation policy.

The gross-up amount is usually calculated by multiplying the expense amount by a percentage. This percentage can be a fixed amount set by your organizational policy or it may vary depending on the employee's annual salary and whether local income taxes apply. The total gross-up amount should be added to the employee's taxable gross wages.

See also:

- Defining an employee relocation move ***(on page 377)***

For detailed directions on defining an employee relocation move.

Relocation Closing Cost Expenses form (35CSCR)

This form is used to record the amounts that have been paid to the employee for reimbursement of the closing costs for his or her new residence. These expenses may include sales commissions, advertising costs, attorney fees, title and escrow fees, and so forth. The name of realty companies involved and the number of points given for the closing can also be recorded. One form can be recorded for each tax year.

See also:

- Recording closing costs ***(on page 381)***

For detailed directions on recording closing costs.

Relocation House Hunting Expenses form (35HSCR)

This form is used to record the house hunting expenses incurred by the employee (and spouse) to travel to the new location to secure housing. Expenses are entered on this form by Trip number. Before recording these expenses, you should ensure that the number of authorized trips allowed on the Relocation Move Definition form (34-SCR) has not been exceeded. The expenses entered on this form are for that trip only Expenses should not be brought forward.

See also:

- Recording house-hunting expenses ***(on page 383)***

For detailed directions on recording house-hunting expenses.

Relocation Moving Expenses form (35MSCR)

This form is used to record the moving expenses incurred by the employee during the physical move from the old residence to the new residence. These expenses may include transportation and lodging. Expenses related to the packing and moving of the employee's belongings are not included on this form.

See also:

- Recording moving expenses ***(on page 386)***

For detailed directions on recording moving expenses.

Relocation Shipping Inventory Expenses form (35SSCR)

This form is used to record the relocation expenses related to the packing, moving, storage, and insuring of the household goods and personal effects of the employee from the old residence to the new residence. If it is necessary to store the inventory because the new residence is not yet available, the number of authorized storage days and the days actually used can be tracked. Special text boxes are provided to record the cost of shipping automobiles and boats.

See also:

- Recording shipping/storage costs ***(on page 389)***

For detailed directions on recording shipping/storage costs.

Relocation Temporary Living Expenses form (35TSCR)

This form is used to record the temporary living expenses incurred by the employee while in temporary quarters at the old and/or new residence. Before you record these expenses, verify that adding these days will not exceed the number of days authorized for temporary living on the Relocation Move Definition form (34-SCR). The expenses entered on this form should not be brought forward.

See also:

- Recording temporary living expenses ***(on page 391)***

For detailed directions on recording temporary living expenses.

Relocation Expenses Summary form (35-SCR)

This form is used to record the total relocation monetary amounts, by expense type, paid to the employee for a relocation. Entries here should be made by tax year.

The amounts entered here will not automatically update the employee's taxable income and tax deduction amounts. This can be accomplished by creating a timecard and generating a check using Payroll Administration. You can also enter the reimbursement and tax deduction amounts on the Manual Payment form (KA-SCR).

See also:

- Creating a relocation expenses summary ***(on page 396)***

For detailed directions on creating a relocation expenses summary.

Relocation Bridge Loan form (36-SCR)

This form is used to record the details of a loan given to an employee who has purchased a residence in the new work location but has not yet sold the current residence. The employee may need the money to finalize the new home purchase.

See also:

- Recording a bridge loan ***(on page 394)***

For detailed directions on recording a bridge loan.

Reports used for tracking relocation expenses

The following reports are related to tracking employee relocation expenses:

- Outstanding Relocation Advances report (34-RPT)—Provides a list of employees who have outstanding relocation advances as recorded on the Relocation Bridge Loan form (36-SCR).
- Relocation Total Costs - Form 4782 (3G-RPT)—Produces a distribution-ready Form 4782 that reflects the relocation expenses reimbursed or paid on behalf of an employee or applicant by expense, reimbursement, and payment type.
- Total Relocation Closing Costs report (35CRPT)—Provides a listing of employees with relocation closing costs as recorded on the Relocation Closing Cost Expenses form (35CSCR).
- Total Relocation Costs By Employee report (35-RPT)—Displays a listing of each employee's relocation costs listed by expense type.
- Total Relocation Costs By Expense Type report (36-RPT)—Provides a listing of relocation expenses by expense type.
- Total Relocation House Hunting Expenses report (35HRPT)—Provides a listing of employees with relocation house hunting expenses as recorded on the Relocation House Hunting Expenses form (35HSCR).
- Total Relocation Moving Expenses report (35MRPT)—Provides a listing of employees with relocation moving expenses as recorded on the Relocation Moving Expenses form (35MSCR).
- Total Relocation Shipping Inventory Costs report (35SRPT)—Provides a listing of employees with relocation shipping inventory costs as recorded on the Relocation Shipping Inventory Expenses form (35SSCR).
- Total Relocation Temporary Living Expenses report (35TRPT)—Provides a listing of employees with relocation temporary living expenses as recorded on the Relocation Temporary Living Expenses form (35TSCR).

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will be entering relocation information for employee 1234, Steven Austin. Since this is an existing employee, this Guided Practice does not depend on the completion of the Guided Practices in previous sections.

Defining an employee relocation move

To define an employee relocation move, follow these steps:

1. Access the Relocation Move Definition form (34-SCR)

The Relocation Move Definition form (34-SCR) is used to record indicative data concerning an employee's or applicant's relocation move.

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Tracking Employee Relocation Expenses
Task: Define Employee Relocation Move

For practice, access the Relocation Move Definition form (34-SCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the employee's relocation activities occurred or were initiated.

For practice, type '98'.

3. Enter the Number

Enter the number of the move for the employee during the calendar year indicated in the previous step.

For practice, type '1'.

4. Select the Type

Select the type of relocation occurring. You may update this option list (ER08) to include all of the various types of moves needed by your organization.

For practice, select 'Domestic to Domestic'.

5. Enter the House-hunting Trips

Enter the number of trips that have been authorized to the employee and spouse for the purpose of house hunting in the new location.

For practice, type '3'.

6. Enter the House-hunting Days

Enter the number of days that have been authorized to the employee and spouse for the purpose of house hunting in the new location.

For practice, type '06'.

7. Enter the Temp Living Days

Enter the number of days that have been authorized and for which the company will pay temporary living expenses for the employee and the employee's family.

For practice, type '60'.

8. Enter the Advance

Enter the amount of money advanced to the employee for moving expenses. This money is treated as any other travel advance and must be offset by expense reports or returned to the company if unused. Enter the advance with up to five whole numbers and two decimals.

Note: This text box is informational only and does not impact payroll.

For practice, type '2000.00'.

9. Enter the Effective Date

Enter the effective date of the relocation or the day on which the employee is to report to work in the new location. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-07-1998' (US and Canada) or '07-01-1998' (elsewhere).

10. Select the Relocate From

Select the location from which the employee is relocating. You may update this option list (HR20) to include all of the locations needed by your organization.

For practice, select 'California'.

11. Enter the Gross Up (%)

Enter the percent to be used to calculate the amount of tax gross-up for expenses reportable to the old residence state. This is a five-digit text box with four decimal places, for example, 25 percent is entered as '.2500'.

For practice, type '.3333'.

12. Select the Relocate To

Select the location to which the employee is relocating. You may update this option list (HR20) to include all of the locations needed by your organization.

For practice, select 'Arizona'.

13. Select the Area

Select the area to which the employee is relocating. You may update this option list (HR20) to include all of the relocation areas needed by your organization.

For practice, select 'USA Southwest'.

14. Enter the Gross Up (%)

Enter the percent to be used to calculate the amount of tax gross-up for expenses reportable to the new residence state. This is a five-digit text box with four decimal places, for example, 25 percent is entered as '.2500'.

For practice, type '.3333'.

15. Enter the Expenses Charged To Control 1-2

Enter the organization designation to which the employee's relocation expenses are to be charged.

Note: *This text box is informational only and does not impact payroll.*

For practice, type '999999'.

16. Select the Expenses Charged To (organization level) 3

Select the OL3 value where the employee's relocation expenses are to be charged. You must update this option list (HR439) to include all of the organization level 3 values needed by your organization.

Note: *This list box is informational only and does not impact payroll.*

For practice, select 'Midwest'.

17. Select the Expenses Charged To (organization level) 4

Select the OL4 value where the employee's relocation expenses are to be charged. You must update this option list (HR449) to include all of the organization level 4 values needed by your organization.

Note: *This list box is informational only and does not impact payroll.*

For practice, select 'Department 4040'.

18. Select the Expenses Charged To (organization level) 5

Select the OL5 value where the employee's relocation expenses are to be charged. You must update this option list (HR459) to include all of the organization level 5 values needed by your organization.

Note: *This list box is informational only and does not impact payroll.*

For practice, select 'Section 5050'.

19. Select the Expenses Charged To (organization level) 6

Select the OL6 value where the employee's relocation expenses are to be charged. You must update this option list (HR469) to include all of the organization level 6 values needed by your organization.

Note: *This list box is informational only and does not impact payroll.*

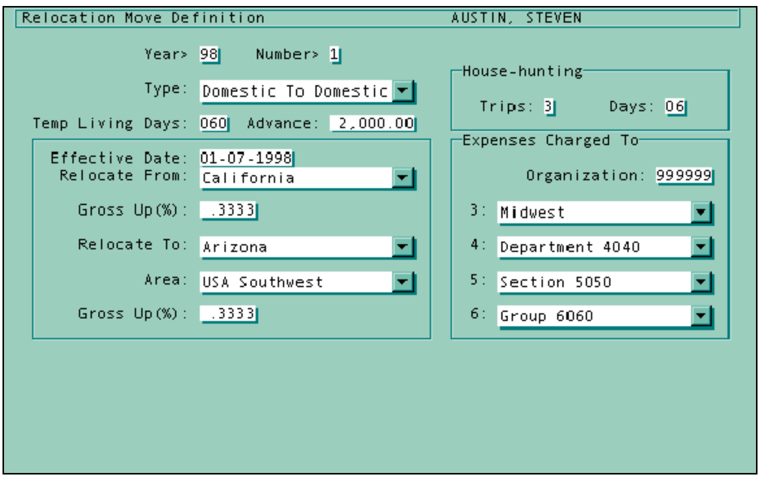
For practice, select 'Group 6060'.

20. Click Save or press Enter

The relocation move definition information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Relocation Move Definition form (34-SCR) ***(on page 373)***

For an explanation of the contents and use of this form.

Recording closing costs

To record closing costs, follow these steps:

1. Access the Relocation Closing Cost Expenses form (35CSCR)

The Relocation Closing Cost Expenses form (35CSCR) is used to record the amounts that have been paid to, or on behalf of, the employee or applicant for reimbursement of closing costs covered by the organization's relocation policy. These expenses may be any of the following: sales commissions, advertising costs, attorney's fees, title and escrow fees, state transfer taxes, and costs to settle an unexpired lease or to get a new lease.

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Tracking Employee Relocation Expenses
Task:	Record Closing Costs

For practice, access the Relocation Closing Cost Expenses form (35CSCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the relocation occurs.

For practice, type '98'.

3. Enter the Number

Enter the number of this move during the year entered in the previous step.

For practice, type '1'.

4. Enter the Tax Year

Enter the tax year in which the move expenses are to be credited.

For practice, type '98'.

5. Select the Prior Residence, Realty

Select the realty company used to handle the sale of the employee's prior residence. You may update this option list (ER12) to include all of the realty companies needed by your organization.

For practice, select 'Century 21'.

6. Enter the Prior Residence, Date

Enter the date of the closing for the prior residence. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '04-14-1998' (US and Canada) or '14-04-1998' (elsewhere).

7. **Enter the Prior Residence, Closing**
Enter the amount of the closing costs associated with the prior residence. This is a seven-digit text box with two decimal places.

For practice, type '5000.00'.

8. **Enter the Prior Residence, Points**
Enter the number of closing points for the prior residence that will be reimbursed. This is a three-digit text box with two decimal places.

For practice, type '1.00'.

9. **Enter the Prior Residence, Amount**
Enter the monetary amount associated with the points assigned to the closing on the prior residence. This is a seven-digit text box with two decimal places.

For practice, type '1000.00'.

10. **Select the New Residence, Realty**
Select the realty company that handled the new residence sale. You may update this option list (ER12) to include all of the realty companies needed by your organization.

For practice, select 'Century 21'.

11. **Enter the New Residence, Org Fee**
Enter the amount of the mortgage origination fees. This is a seven-digit text box with two decimal places.

For practice, type '250.00'.

12. **Enter the New Residence, Date**
Enter the date of the closing for the new residence. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-24-1998' (US and Canada) or '24-02-1998' (elsewhere).

13. **Enter the New Residence, Closing**
Enter the amount of the closing costs associated with the new residence. This is a seven-digit text box with two decimal places.

For practice, type '6000.00'.

14. **Enter the New Residence, Points**
Enter the number of closing points for the new residence that will be reimbursed. This is a three-digit text box with two decimal places.

For practice, type '3.00'.

15. Enter the New Residence, Amount

Enter the monetary amount associated with the points assigned to the closing on the new residence. This is a seven-digit text box with two decimal places.

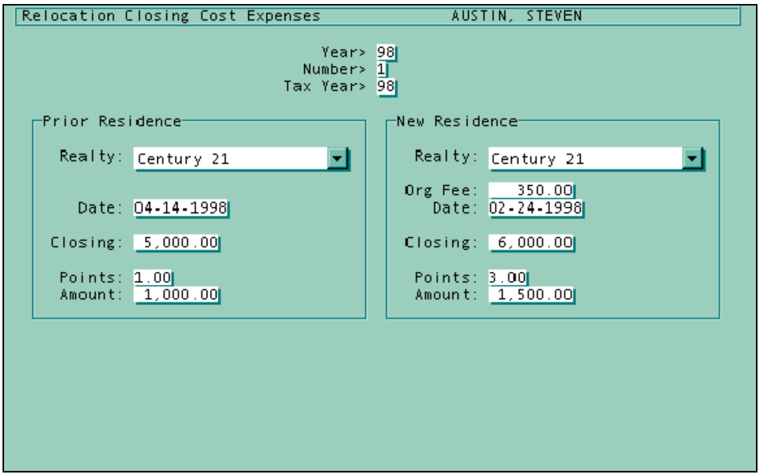
For practice, type '1500.00'.

16. Click Save or press Enter

The relocation closing cost expense information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follow:



See also:

- Relocation Closing Cost Expenses form (35CSCR) ***(on page 374)***

For an explanation of the contents and use of this form.

Recording house-hunting expenses

To record house-hunting expenses, follow these steps:

1. Access the Relocation House Hunting Expenses form (35HSCR)

The Relocation House Hunting Expenses form (35HSCR) is used to record the house hunting expenses incurred by the employee or applicant and spouse to travel to the new location to secure housing. These expenses should be submitted on expense reports for reimbursement, advance offset, tax reporting, and taxable income gross-up calculations.

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Tracking Employee Relocation Expenses
Task: Record House Hunting Expenses

For practice, access the Relocation House Hunting Expenses form (35HSCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the move commenced.

For practice, type '98'.

3. Enter the Number

Enter the number of the move for the employee during this calendar year.

For practice, type '1'.

4. Enter the Tax Year

Enter the tax year into which the amounts from this house hunting trip are to be added.

For practice, type '98'.

5. Enter the Trip

Enter the number of the house hunting trip being recorded.

For practice, type '1'.

6. Enter the Expense Date

Enter the date on which the expense report was recorded, or if you prefer, the date of the expense report. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-18-1998' (US and Canada) or '18-02-1998' (elsewhere).

7. Enter the Trip Days

Enter the number of days covered by this trip.

For practice, type '06'.

8. Enter the Expenses, Meals

Enter the amount reported by the employee during this house hunting trip as meal expenses. This is a six-digit text box with two decimal places.

For practice, type '240.00'.

9. Enter the Expenses, Lodging

Enter the amount reported by the employee during this house hunting trip as lodging expenses. This is a six-digit text box with two decimal places.

For practice, type '440.00'.

10. Enter the Expenses, Telephone

Enter the amount reported by the employee during this house hunting trip as telephone expenses. This is a six-digit text box with two decimal places.

For practice, type '12.50'.

11. Enter the Expenses, Air/Train

Enter the amount reported by the employee during this house hunting trip as air, train, or other travel expenses. This is a six-digit text box with two decimal places.

For practice, type '457.00'.

12. Enter the Expenses, Automobile

Enter the amount reported by the employee during this house hunting trip as automobile expenses. This is a six-digit text box with two decimal places.

For practice, type '455.00'.

13. Enter the Expenses, Misc

Enter the amount reported by the employee during this house hunting trip as miscellaneous expenses. This is a five-digit text box with two decimal places.

For practice, leave this text box blank.

14. Enter the Expenses, Total

Enter the total amount of house hunting expenses for this trip. This is a seven-digit text box with two decimal places.

For practice, type '1604.50'.

15. Enter the Expenses, Advance Offset

Enter the amount of the relocation advance reduction because of this expense report. This is a seven-digit text box with two decimal places.

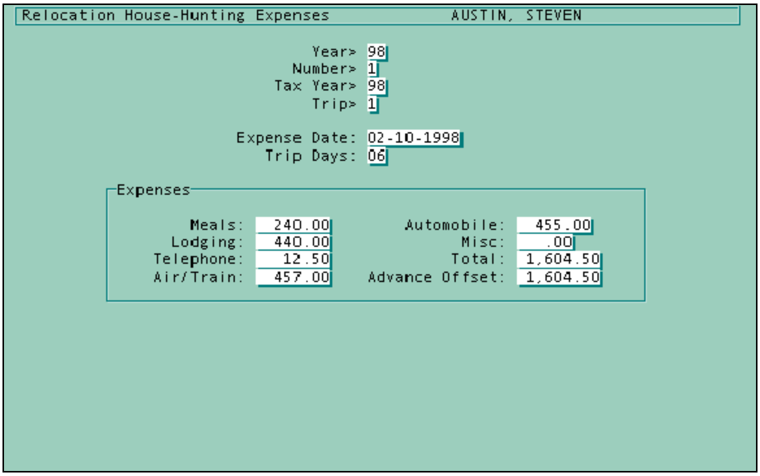
For practice, type '1604.50'.

16. Click Save or press Enter

The relocation house hunting expense information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Relocation House Hunting Expenses form (35HSCR) ***(on page 374)***
For an explanation of the contents and use of this form.

Recording moving expenses

To record moving expenses, follow these steps:

1. Access the Relocation Moving Expenses form (35MSCR)

The Relocation Moving Expenses form (35MSCR) is used to record the relocation expense report submitted by the employee or applicant that covers the expenses incurred during the physical move of the of employee and family members or applicant and family members from the old location to the new location.

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Tracking Employee Relocation Expenses
Task: Record Transportation Costs

For practice, access the Relocation Moving Expenses form (35MSCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the employee relocated.

For practice, type '98'.

3. Enter the Number

Enter the number of the move for the employee during the calendar year.

For practice, type '1'.

4. Enter the Tax Year

Enter the tax year in which the moving expenses are to be reported.

For practice, type '98'.

5. Enter the Expense Date

Enter the date on which the expense report was filed or the date the report was recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-14-1998' (US and Canada) or '14-03-1998' (elsewhere).

6. Enter the Trip Days

Enter the number of days it took for the employee to move to the new location.

For practice, type '04'.

7. Enter the Expenses, Meals

Enter the total expense incurred for meals during the trip to the new residence. This is a six-digit text box with two decimal places.

For practice, type '150.00'.

8. Enter the Expenses, Lodging

Enter the total expense incurred for lodging during the trip to the new residence. This is a six-digit text box with two decimal places.

For practice, type '375.00'.

9. Enter the Expenses, Air/Train

Enter the total expense incurred for air, train, or other transportation during the trip to the new residence. This is a six-digit text box with two decimal places.

For practice, leave this text box blank.

10. Enter the Expenses, Telephone

Enter the total expense incurred for telephone usage during the trip to the new residence. This is a six-digit text box with two decimal places.

For practice, leave this text box blank.

11. Enter the Expenses, Automobile

Enter the total expense incurred for automobile use during the trip to the new residence. This is a six-digit text box with two decimal places.

For practice, type '300.00'.

12. Enter the Expenses, Misc

Enter the total expense incurred for miscellaneous expenses during the trip to the new residence. This is a five-digit text box with two decimal places.

For practice, type '27.00'.

13. Enter the Expenses, Total

Enter the total of all expenses reported on the expense report submitted for the move from the old to the new residence. This is a seven-digit text box with two decimal places.

For practice, type '852.00'.

14. Enter the Expenses, Advance Offset

Enter the amount of the relocation advance reduction due to amounts given in this expense report. This is a seven-digit text box with two decimal places.

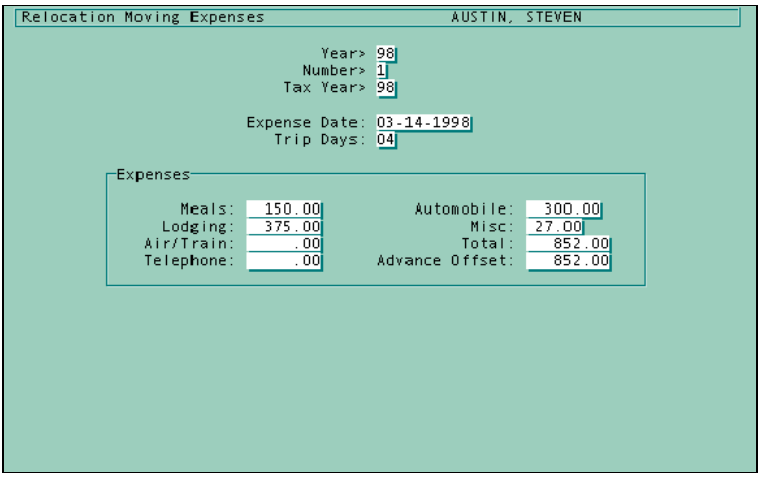
For practice, type '852.00'.

15. Click Save or press Enter

The relocation moving expense information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Relocation Moving Expenses form (35MSCR) ***(on page 374)***

For an explanation of the contents and use of this form.

Recording shipping/storage costs

To record shipping/storage costs, follow these steps:

1. Access the Relocation Shipping Inventory Expenses form (35SSCR)

The Relocation Shipping Inventory Expenses form (35SSCR) is used to record the relocation expenses related to the packing, moving, storage, and insuring of the household goods and personal effects of an employee/applicant.

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Tracking Employee Relocation Expenses
Task:	Record Shipping/Storage Costs

For practice, access the Relocation Shipping Inventory Expenses form (35SSCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year of the move.

For practice, type '98'.

3. Enter the Number

Enter the number of the move this calendar year.

For practice, type '1'.

4. Enter the Tax Year

Enter the tax year in which these amounts are to be reported.

For practice, type '98'.

5. Enter the Loading Date

Enter the date on which the employee's belongings were loaded.

For practice, type '01-03-1998'.

6. Enter the Delivery Date

Enter the date on which the delivery of the inventory was made to the new residence.

For practice, type '02-28-1998'.

7. Select the Shipping Co

Select the company used to ship the employee's belongings. You may update this option list (ER10) to include all of the shipping companies needed by your organization.

For practice, select 'Allied Van Lines'.

8. Enter the Move Weight

Enter the weight of the employee's belongings moved and/or stored. This is a five-digit text box with no associated weight type.

For practice, type '4500'.

9. Enter the Inventory

Enter the cost of moving the employee's belongings (furniture, and so on). This is a seven-digit text box with two decimal places.

For practice, type '2250.00'.

10. Enter the Autos

Enter the number of automobiles (if any) being moved.

For practice, leave this text box blank.

11. Enter the Cost

Enter the cost to ship the automobile(s) for the employee. This is a seven-digit text box with two decimal places.

For practice, leave this text box blank.

12. Enter the Boats

Enter the number of boats being moved.

For practice, leave this text box blank.

13. Enter the Cost

Enter the cost to ship the boat(s) for the employee. This is a seven-digit text box with two decimal places.

For practice, leave this text box blank.

14. Select the Storage Co

Select the company used to store the employee's belongings. You may update this option list (ER11) to include all of the storage companies needed by your organization.

For practice, select 'Allied Warehouse'.

15. Enter the Days Authorized

Enter the number of days that have been authorized for storage of belongings.

For practice, type '90'.

16. Enter the Days Used

Enter the actual number of days used for storage of the employee's belongings.

For practice, type '56'.

17. Enter the Cost

Enter the cost to store the employee's belongings. This is a seven-digit text box with two decimal places.

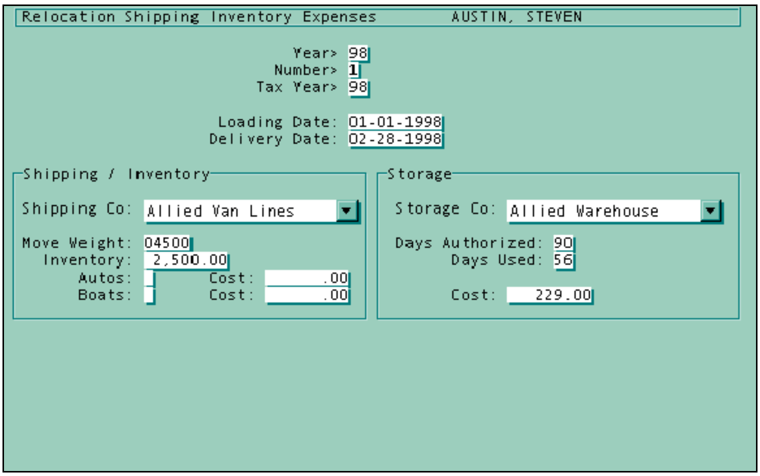
For practice, type '229.00'.

18. Click Save or press Enter

The relocation shipping inventory expense information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Relocation Shipping Inventory Expenses form (35SSCR) ***(on page 374)***

For an explanation of the contents and use of this form.

Recording temporary living expenses

To record temporary living expenses, follow these steps:

1. Access the Relocation Temporary Living Expenses form (35TSCR)

The Relocation Temporary Living Expenses form (35TSCR) is used to record the temporary living expenses incurred by the employee and family, or applicant and family, while in temporary quarters at the old and/or new location (depending on your company relocation policy). These expenses should be submitted on expense reports for reimbursement, advance offset, tax reporting, and taxable income gross-up calculations.

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Tracking Employee Relocation Expenses
Task:	Record Temporary Living Expense

For practice, access the Relocation Temporary Living Expenses form (35TSCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the employee's relocation occurred.

For practice, type '98'.

3. Enter the Number

Enter the number of the move for the employee in the calendar year.

For practice, type '1'.

4. Enter the Tax Year

Enter the tax year in which the expenses will be reported.

For practice, type '98'.

5. Enter the Expense Date

Enter the date on which the expense report was filed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-04-1998' (US and Canada) or '04-03-1998' (elsewhere).

6. Enter the Number of Days

Enter the number of days covered by the expense report.

For practice, type '03'.

7. Enter the Number of People

Enter the number of people covered by the expense report.

For practice, type '04'.

8. Select the Location

Select the location for which temporary living expenses are being reported.

For practice, Select 'Arizona'.

9. Enter the Temporary Expenses, Meals

Enter the amount of expenses that are for meals during this temporary living period. This is a six-digit text box with two decimal places.

For practice, type '3250.00'.

10. Enter the Temporary Expenses, Lodging

Enter the amount of expenses that are for lodging during this temporary living period. This is a six-digit text box with two decimal places.

For practice, type '2500.00'.

11. Enter the Temporary Expenses, Telephone

Enter the amount of expenses that are for telephone usage during this temporary living period. This is a six-digit text box with two decimal places.

For practice, type '250.00'.

12 Enter the Temporary Expenses, Automobile

Enter the amount of expenses that are for automobile use during this temporary living period. This is a six-digit text box with two decimal places.

For practice, type '350.00'.

13. Enter the Temporary Expenses, Miscellaneous

Enter the amount of expenses that are defined as miscellaneous during this temporary living period. This is a five-digit text box with two decimal places.

For practice, leave this text box blank.

14. Enter the Temporary Expenses, Total

Enter the total amount of expenses reported on this expense report. This is a seven-digit text box with two decimal places.

For practice, type '6325.00'.

15. Enter the Temporary Expenses, Advance Offset

Enter the amount by which the relocation advance is to be reduced because of this expense report. This is a seven-digit text box with two decimal places.

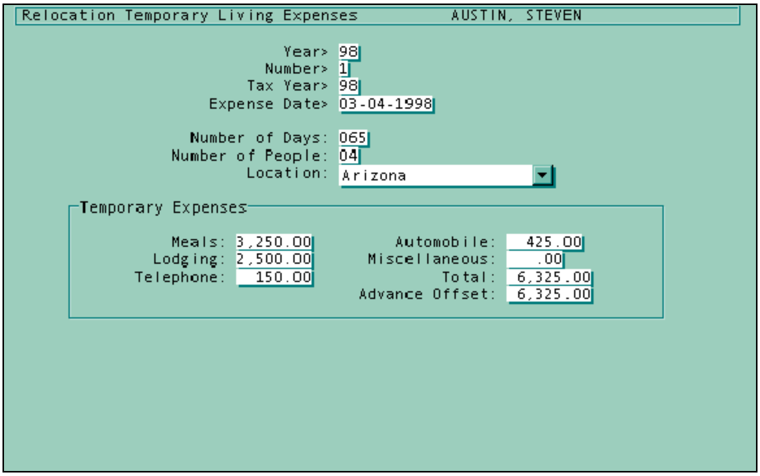
For practice, type '6325.00'.

16. Click Save or press Enter

The relocation temporary living expense information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Relocation Temporary Living Expenses AUSTIN, STEVEN

Year> 98
Number> 1
Tax Year> 98
Expense Date> 03-04-1998

Number of Days: 065
Number of People: 04
Location: Arizona

Temporary Expenses

Meals:	3,250.00	Automobile:	425.00
Lodging:	2,500.00	Miscellaneous:	.00
Telephone:	150.00	Total:	6,325.00
		Advance Offset:	6,325.00

See also:

- Relocation Temporary Living Expenses form (35TSCR) ***(on page 374)***

For an explanation of the contents and use of this form.

Recording a bridge loan

To record a bridge loan, follow these steps:

1. Access the Relocation Bridge Loan form (36-SCR)

The Relocation Bridge Loan form (36-SCR) records the details of a relocation bridge loan. These loans are often given to employees who have purchased a new residence in the new work location but have not yet sold their old residence. For example, the employee might not have the down payment for the new residence. Companies often supply the necessary money so the employee can purchase the new residence. Relocation bridge loans are also known as equity advance loans.

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Tracking Employee Relocation Expenses
Task: Record Bridge Loan

For practice, access the Relocation Bridge Loan form (36-SCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the year in which the move occurred.

For practice, type '98'.

3. Enter the Number

Enter the number of the relocation move during the calendar year entered in the previous step.

For practice, type '1'.

4. Enter the Bridge Loan Info, Date

Enter the date on which the bridge loan was granted. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '02-21-1998' (US and Canada) or '21-02-1998' (elsewhere).

5. Enter the Bridge Loan Info, Amount

Enter the original amount of the bridge loan. This is an eight-digit text box with two decimal places.

For practice, type '10000.00'.

6. Enter the Bridge Loan Info, Percent

Enter the percentage of interest to be paid for the bridge loan. This is a five-digit text box with four decimal places.

For practice, type '6.00'.

7. Enter the Bridge Loan Info, Due Date

Enter the date on which the bridge loan is due. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '07-19-1998' (US and Canada) or '19-07-1998' (elsewhere).

8. Enter the Bridge Loan Info, Equity

Enter the amount of the equity for this bridge loan. This is an eight-digit text box with two decimal places.

For practice, leave this text box blank.

9. Select the Bridge Loan Info, Funded By

Select the means by which the bridge loan was funded. You may update this option list (ER09) to include all of the funding sources needed by your organization.

For practice, select 'Internal Resources'.

10. Enter the Bridge Loan Info, Date Paid

Enter the date on which the bridge loan was paid. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

11. Enter the Bridge Loan Info, Amount Paid

Enter the amount paid toward the retirement of the bridge loan. This is an eight-digit text box with two decimal places.

Note: *An amount is entered in this text box when the bridge loan is paid in part or in whole.*

For practice, leave this text box blank.

12. Enter the Bridge Loan Info, Interest

Enter the amount of the interest due on the bridge loan. This is a seven-digit text box with two decimal places.

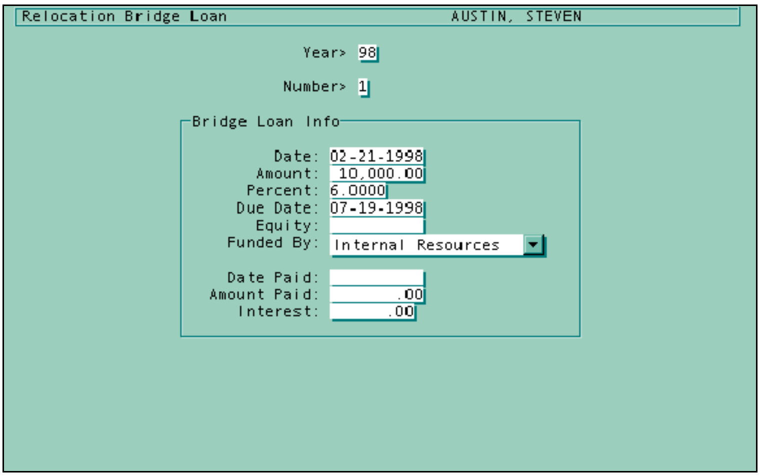
For practice, leave this text box blank.

13. Click Save or press Enter

The relocation bridge loan information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Relocation Bridge Loan form (36-SCR) ***(on page 375)***

For an explanation of the contents and use of this form.

Creating a relocation expenses summary

To create a relocation expenses summary, follow these steps:

1. Access the Relocation Expenses Summary form (35-SCR)

The Relocation Expenses Summary form (35-SCR) is used to record the total relocation monetary amounts, by reimbursement/payment type, paid to an employee or applicant.

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Tracking Employee Relocation Expenses
Task:	Summary of Relocation Costs

For practice, access the Relocation Expenses Summary form (35-SCR) for employee number 1234, Steven Austin.

2. Enter the Year

Enter the calendar year in which the employee's relocation activities occurred or were initiated.

For practice, type '98'.

3. Enter the Number

Enter the number of the move for the employee during the calendar year.

For practice, type '1'.

4. Enter the Tax Year

Enter the year in which the relocation payments to the employee will be reported.

For practice, type '98'.

5. Enter the House-hunting Exp, Non-Taxable

Enter the non-taxable monetary amount paid to or on behalf of the employee attributable to house hunting activities. This is a six-digit text box with two decimal places.

For practice, leave this text box blank.

6. Enter the House-hunting Exp, Taxable

Enter the taxable monetary amount paid to or on behalf of the employee attributable to house hunting activities. This is a nine-digit text box with two decimal places.

For practice, type '1604.50'.

7. Enter the House-hunting Exp, Gross-up

Enter the amount of the tax gross-up paid on behalf of the employee attributable to house hunting activities. This is a nine-digit text box with two decimal places.

For practice, type '534.78'.

8. Enter the House-hunting Exp, Meals

Enter the amount spent for meals while house hunting. This is a six-digit text box with two decimal places.

For practice, type '240.00'.

9. Enter the Temp Living Expenses, Non-Taxable

Enter the non-taxable monetary amount attributable to temporary living expenses. This is a six-digit text box with two decimal places.

For practice, leave this text box blank.

10. Enter the Temp Living Expenses, Taxable

Enter the taxable monetary amount attributable to temporary living expenses. This is a nine-digit text box with two decimal places.

For practice, type '6325.00'.

11. Enter the Temp Living Expenses, Gross-up

Enter the amount of the tax gross-up attributable to temporary living expenses. This is a nine-digit text box with two decimal places.

For practice, type '2108.12'.

12. Enter the Temp Living Expenses, Meals

Enter the amount spent for meals while on temporary living because of a relocation. This is a six-digit text box with two decimal places.

For practice, type '3250.00'.

13. Enter the Moving Expenses, Meals

Enter the amount spent for meals while moving from old residence to new. This is a six-digit text box with two decimal places.

For practice, type '150.00'.

14. Enter the Moving Expenses, Travel Non Tax

Enter the non-taxable monetary amount paid to or on behalf of the employee attributable to the physical move from the old to the new residence. This is a nine-digit text box with two decimal places.

For practice, type '852.00'.

15. Enter the Moving Expenses, Shipping Non Tax

Enter the amount of the invoice for shipping the employee's personal possessions from the old to the new residence (include in transit storage fees). This is a nine-digit text box with two decimal places.

For practice, type '2454.00'.

16. Enter the Closing Expenses, Non Taxable

Enter the non-taxable monetary amount paid to or on behalf of the employee attributable to closing costs. This is a six-digit text box with two decimal places.

For practice, leave this text box blank.

17. Enter the Closing Expenses, Taxable

Enter the taxable monetary amount paid to or on behalf of the employee attributable to closing costs. This is a nine-digit text box with two decimal places.

For practice, type '13500.00'.

18. Enter the Closing Expenses, Gross-up

Enter the amount of the tax gross-up paid on behalf of the employee attributable to the employee's housing closing costs. This is a nine-digit text box with two decimal places.

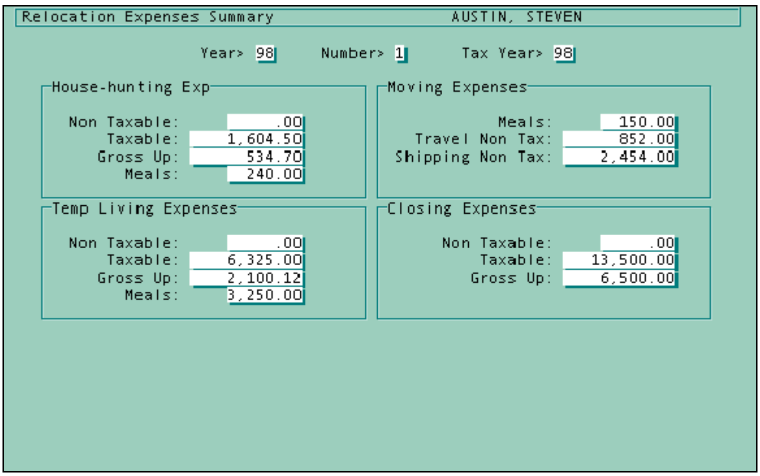
For practice, type '4500.00'.

19. Click Save or press Enter

The relocation expenses summary information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Relocation Expenses Summary AUSTIN, STEVEN

Year> 98 Number> 1 Tax Year> 98

House-hunting Exp
Non Taxable: .00
Taxable: 1,604.50
Gross Up: 534.70
Meals: 240.00

Moving Expenses
Meals: 150.00
Travel Non Tax: 852.00
Shipping Non Tax: 2,454.00

Temp Living Expenses
Non Taxable: .00
Taxable: 6,325.00
Gross Up: 2,100.12
Meals: 3,250.00

Closing Expenses
Non Taxable: .00
Taxable: 13,500.00
Gross Up: 6,500.00

See also:

- Relocation Expenses Summary form (35-SCR) ***(on page 375)***

For an explanation of the contents and use of this form.

Review of Questions Answered

1. What considerations are involved in tracking employee relocation expenses?

2. What forms are provided for managing employee relocations?

CHAPTER 13

Allocating Property to and Recovering Property from Employees

In This Chapter

Introduction

Developing efficient procedures for allocating property to and recovering the property from your employees begins with establishing accurate and timely recordkeeping. The system lets you track the costs and allocation measures associated with nonmonetary perquisites, company property, and automobiles that are often tied to an employee's compensation package.

Tasks

This section explains the following:

- Recording nonmonetary perquisites
- Assigning company property
- Assigning company automobiles
- Viewing company property and automobiles not yet returned
- Recording return of company property
- Recording recovery of company automobiles

Prerequisites

Before you can perform the tasks in this section, the following must be completed:

- You must have implemented and added your employees to the system.

☞ *Refer to* **Recruiting and Selecting Employees** *(on page 33) and* **Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What needs to be considered when allocating property to and recovering property from employees?
2. What reports are available to assist in allocating property to and recovering property from employees?

Achieving allocation and recovery of company property

Using the system, you are able to allocate and recover property to and from your employees. Details can be recorded for nonmonetary perquisites, company property, and company automobiles. This data may be accessed through a variety of forms or displayed on a termination review form to let you collect all company property upon employee termination:

- **Automobile Information (24-SCR)—**Records company automobiles allocated to the employee.
- **Company Personal Property (22-SCR)—**Records company personal property allocated to the employee, such as credit cards or computer equipment.
- **Perquisites: Non-Monetary (20-SCR)—**Records nonmonetary perquisites allocated to the employee, such as health club memberships or restaurant accounts.
- **Separations: Recovery of Automobiles (98-SCR)—**Records that an employee has returned the company automobile that was allocated to him or her.
- **Separations: Recovery of Company Property (99-SCR)—**Records that an employee has returned the company property that was allocated to him or her. A summary of sick and vacation hours that remain credited to the employee is also provided.
- **Termination Summary (96RSCR)**—Provides a summary of company property and automobiles that have been allocated to the employee but not yet returned.

See also:

- Recording nonmonetary perquisites ***(on page 407)***
For detailed directions on recording nonmonetary perquisites.

- Assigning company property ***(on page 409)***
For detailed directions on assigning company property.

- Assigning company automobile(s) ***(on page 411)***
For detailed directions on assigning company automobile(s).

- Viewing company property and automobiles not yet returned ***(on page 413)***
For detailed directions on viewing company property and automobiles not yet returned.

- Recording the return of company property ***(on page 414)***
For detailed directions on recording the return of company property.

- Recording the recovery of company automobiles ***(on page 415)***
For detailed directions on recording the recovery of company automobiles.

Allocating and recovering company property

Property may be allocated to employees either as perquisites awarded for performance, because of seniority or position in the organization, or as tools necessary for completing their assigned work. Property typically allocated to employees for their personal use (as perquisites) includes such items as health or country club memberships, store accounts, use of a company condominium, medical examinations, and use of a company automobile. Other property typically allocated to employees for their use on the job includes such items as computer equipment, company credit cards, and company vehicles.

Property allocated to employees can represent a major organizational investment. Managing that property is as important as managing any other organizational asset. Proper management starts with accurate accounting or recordkeeping about the asset, including recording such information as a complete description of the property and the date it was allocated to an employee, as well as the date the property was returned to the company. With accurate recordkeeping methods in place, an organization can then move beyond basic property tracking to the more important tasks of budgeting property costs and calculating the value of allocated property as part of total employee compensation packages.

Company property is typically allocated or awarded to employees at the time of an event such as a new hire or a transfer or promotion into a new position. Other changes in an employee's work assignments, such as a change in specific duties performed in his or her current position, may call for allocation of new or different property. Transfers, promotions, and employment termination or separation generally call for recovery of the property from the employee.

The system is key to your organization's efforts to track and manage company property assigned to employees. Besides providing the necessary functionality for recording the allocation and return of nonmonetary perquisites, company property, and company automobiles, the system provides a range of standard reports to assist you in managing those assets. Also, all property allocated to an employee can be easily reviewed so recovery of the property can become a part of an employee's termination or separation process.

Apply the Concept
What are perquisites?

Allocation and recovery considerations

The Perquisites: Non-Monetary (20-SCR), Company Personal Property (22-SCR), and Automobile Information (24-SCR) forms are used to allocate property or perquisites to the employee when they are hired or during his or her employment with your organization.

When the employee is terminating or separating from your organization, the Termination Summary form (96RSCR) is used to review the company property and automobiles allocated to the employee that must be returned. It is important to understand that any perquisites that were recorded on the Perquisites: Non-Monetary form (20-SCR) are not displayed on the Termination Summary form (96RSCR). The recovery of company property is then achieved on the Separations: Recovery Of Company Property form (99-SCR) while automobiles are returned on the Separations: Recovery Of Automobiles form (98-SCR). The recovery of the property and autos can be verified on the Company Personal Property form (22-SCR) and Automobile Information form (24-SCR) that are automatically updated with a 'Date Returned'. This allows you to keep a history of the allocation and recovery. Perquisites are returned (if applicable) by entering the 'Date Returned' on the Perquisites: Non-Monetary form (20-SCR).

It is recommended that you limit the use of the Perquisites: Non-Monetary form (20-SCR) to recording such items as awards or other perquisites that do not actually need to be recovered. Then a quick review of the Termination Summary form (96RSCR) will alert you to exactly what needs to be recovered when the employee separates from the organization.

Apply the Concept
How is company property allocated and recovered?

Reports used for allocating and recovering company property

The following is a list of the batch reports that can be used when allocating property to and recovering property from employees:

- Automobile Information report (16-RPT)—Provides a listing of the organization's automobile-related data as recorded on the Automobile Information form (24-SCR).
- Company Personal Property Information report (12-RPT)—Provides information on company property assigned to employees as recorded on the Company Personal Property form (22-SCR).
- Monetary Perquisite Information report (3E-RPT)—A Salary Administration report that provides a listing of employees who have received monetary perquisites as recorded on the Perquisites: Monetary form (27-SCR).
- Non-Monetary Perquisite Information report (13-RPT)—Provides information on nonmonetary perquisites assigned to employees as recorded on the Perquisites: Non-Monetary form (20-SCR).

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will be assigning and recovering company property and a company automobile for employee 0012, Andrew Anders.

Because this employee was hired in a previous section, you must have completed the Guided Practices in that section to guarantee the successful completion of the Guided Practice that follows.

Recording nonmonetary perquisites

To record nonmonetary perquisites, follow these steps:

1. Access the Perquisites: Non-Monetary form (20-SCR)

The Perquisites: Non-Monetary form (20-SCR) is used to record nonmonetary perquisites awarded to an employee for performance or granted due to seniority or position.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: Non-Monetary Perquisites

For practice, access the Perquisites: Non-Monetary form (20-SCR) for employee number 0012, Andrew Anders.

2. Select the Perquisite Type

Select the perquisite type granted the employee. You may update this option list (HR24) to include all of the perquisites needed by your organization.

For practice, select 'Amer Express Gold'.

3. Enter the Perquisite Date

Enter the date on which the perquisite was awarded to the employee. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

4. Enter the Member Number

Enter the membership or account number that relates to a particular perquisite. For example, in the case of a credit card, enter the credit card account number.

For practice, type '2890-566009-17880'.

5. Enter the Dollar Value

Enter the monetary value, rounded to the nearest whole amount, of each perquisite awarded an employee. For example, in the case of a credit card, enter the monetary amount limit the employee is authorized to charge against the credit card. This is a six-digit text box with no decimal places.

Note: All entries in this text box are automatically right justified.

For practice, type '1000'.

6. Enter the Expiration Date

Enter the date the perquisite is due to expire and must be renewed. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1999'.

7. Enter the Date Returned

Enter the date the perquisite was returned or canceled. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

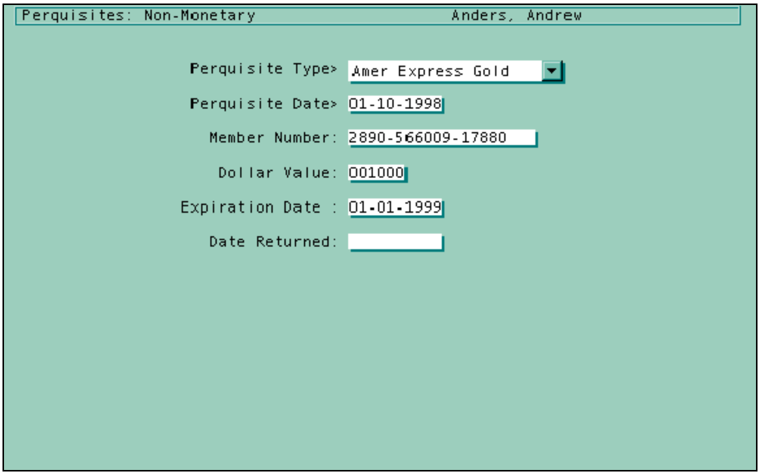
For practice, leave this text box blank to indicate that the perquisite has not been returned or canceled.

8. Click Save or press Enter

The Perquisites: Non-Monetary form (20-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation how this form is used to record nonmonetary perquisites.

Assigning company property

To assign company property, follow these steps:

1. Access the Company Personal Property form (22-SCR)

The Company Personal Property form (22-SCR) is used to record and track company property allocated to an employee.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: Company Property

For practice, access the Company Personal Property form (22-SCR) for employee 0012, Andrew Anders.

2. Select the Property Type

Select the type of property given to an employee. You may update this option list (HR24) to include all of the company property needed by your organization.

For practice, select 'Computer Printer'.

3. Enter the Property Date

Enter the date property was given to an employee. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

4. Enter the Account Number

Enter the account number of a credit card or the account or serial number of property given to an employee.

For practice, type '0090-11221'.

5. Enter the Account Limit

Enter the monetary limit of an account given to an employee if the company property is a credit card or other property with a monetary limit associated with it. Round the amount to the nearest whole figure. This is a six-digit text box with no decimal places. All entries in this text box are automatically right justified.

For practice, type '550'.

6. Enter the Expiration Date

Enter the date the company property in an employee's possession may be used, must be turned in, or will be canceled. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '12-31-2000' (US and Canada) or '31-12-2000' (elsewhere).

7. Enter the Date Returned

This date reflects when the employee has returned the property to the organization. It is automatically populated by the system when a Separations: Recovery Of Company Property form (99-SCR) is recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

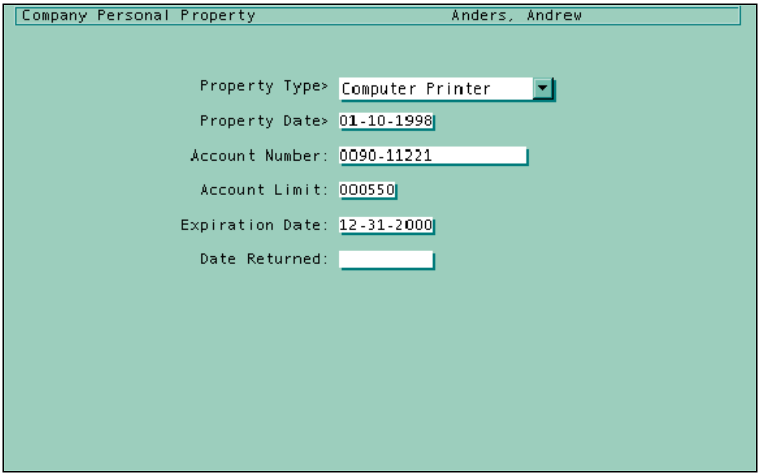
For practice, leave this text box blank to indicate that the property has not yet been returned.

8. Click Save or press Enter

The Company Personal Property form (22-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Company Personal Property Anders, Andrew

Property Type> Computer Printer

Property Date> 01-10-1998

Account Number: 0090-11221

Account Limit: 000550

Expiration Date: 12-31-2000

Date Returned:

See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation how this form is used to assign company property.

Assigning company automobile(s)

To assign a company automobile, follow these steps:

1. Access the Automobile Information form (24-SCR)

The Automobile Information form (24-SCR) is used to record information related to the company auto assigned to an employee for business use.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: Automobile

For practice, access the Automobile Information form (24-SCR) for employee 0012, Andrew Anders.

2. Enter the Fleet ID

Enter the number assigned by the fleet department, or according to company policy, to identify the company automobile assigned to an employee. This is a 5-digit alphanumeric text box.

For practice, type '00001'.

3. Enter the Date

Enter the date the automobile was given to the employee. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-10-1998' (US and Canada) or '10-01-1998' (elsewhere).

4. Enter the Number

Enter the serial number (or vehicle identification number) of the employee's company automobile.

For practice, type 'F-4900-567-4485'.

5. Enter the Make

Enter the make or brand of the employee's company automobile.

For practice, type 'Ford'.

6. Enter the Model

Enter the model or type of the employee's company automobile.

For practice, type 'Mustang'.

7. Enter the Color

Enter the color of the company automobile.

For practice, type 'Green'.

8. Enter the Miles

Enter the mileage listed on the odometer of the company automobile when the employee receives the auto, or the mileage when it was last serviced. This is a six-digit text box with no decimal places.

For practice, type '24500'.

9. Enter the Serviced (MM/YY)

Enter the month in the first text box and the year in the second text box when the company auto was last serviced.

For practice, type '12' and '97'.

10. Enter the Date Recovered

This date reflects when the employee has returned the automobile to the organization. It is automatically populated by the system when a Separations: Recovery Of Automobiles form (98-SCR) is recorded. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

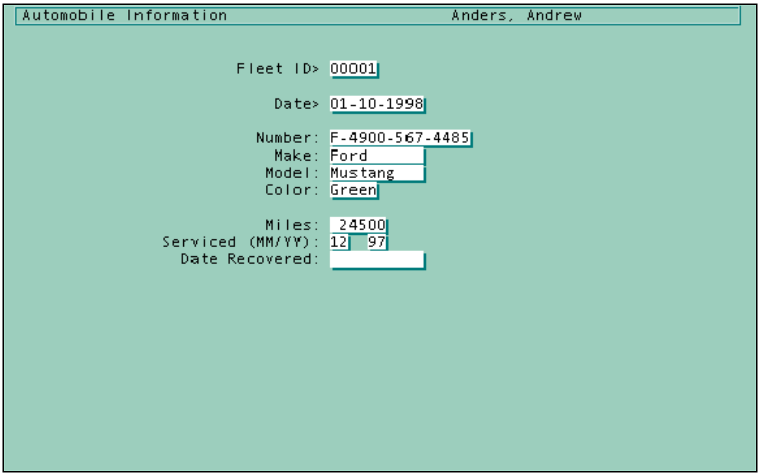
For practice, leave this text box blank to indicate that the automobile has not yet been returned.

11. Click Save or press Enter

The Automobile Information form (24-SCR) is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Automobile Information Anders, Andrew

Fleet ID> 00001

Date> 01-10-1998

Number: F-4900-567-4485
Make: Ford
Model: Mustang
Color: Green

Miles: 24500
Serviced (MM/YY): 12 97
Date Recovered:

See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation of how this form is used to assign company automobiles to employees.

Viewing company property and automobiles not yet returned

To view company property and automobiles not yet returned, follow this step:

Access the Termination Summary form (96RSCR)

The Termination Summary form (96RSCR) provides a summary of the company property and vehicles, assigned to this employee, that have not been returned to the company.

Note: *Nonmonetary perquisites are not displayed on this form.*

Access this form by making the following selection from the Navigator:

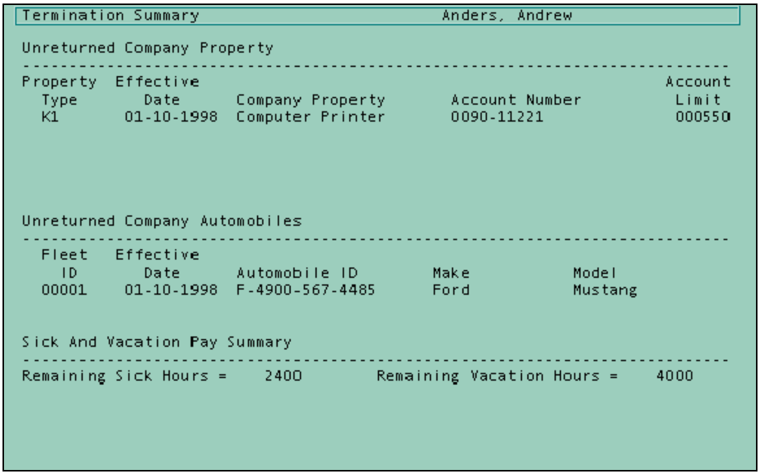
Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Termination Review

You can now view the termination summary, including unreturned company property, unreturned company automobiles, and a sick and vacation pay summary. The terminating employee's remaining sick and vacation day hours are reported from the sick and vacation HEDs set up in the Amount One text box on the Employee Earnings And Deductions form

(HH-SCR). This information will display here after you enter a Separations And Terminations form (96-SCR) for the employee.

For practice, access the Termination Summary form (96RSCR) for employee 0012, Andrew Anders.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Termination Summary Anders, Andrew

Unreturned Company Property

Property Type	Effective Date	Company Property	Account Number	Account Limit
K1	01-10-1998	Computer Printer	0090-11221	000550

Unreturned Company Automobiles

Fleet ID	Effective Date	Automobile ID	Make	Model
00001	01-10-1998	F-4900-567-4485	Ford	Mustang

Sick And Vacation Pay Summary

Remaining Sick Hours = 2400 Remaining Vacation Hours = 4000

See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation of how this form is used to view company property and automobiles not returned.

Recording the return of company property

To record the return of company property, follow these steps:

1. Access the Separations: Recovery of Company Property form (99-SCR)

The Separations: Recovery Of Company Property form (99-SCR) displays all company property issued to an employee during his or her employment with the company that has not been returned. Each type of company property is displayed on a separate form panel. After entering the return date for a property type, the next property type is displayed.

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Managing Terminations, Leaves and Returns
Task:	Return Company Property

For practice, access the Separations: Recovery of Company Property form (99-SCR) for employee number 0012, Andrew Anders.

2. Enter the Date Returned

Enter the date the employee returned the company property to the company. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

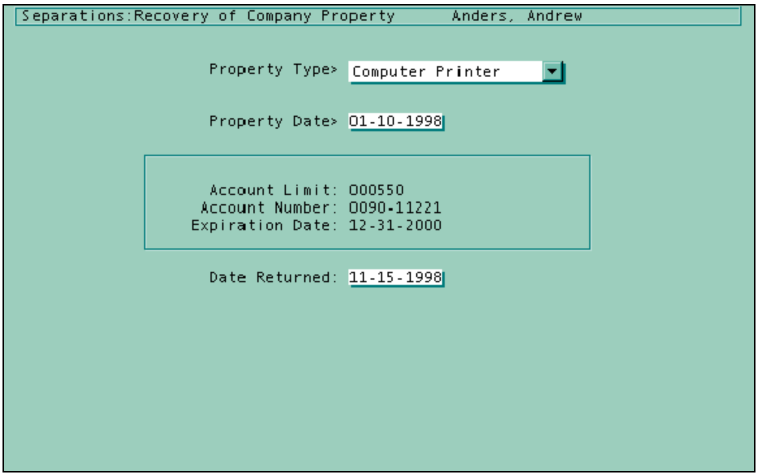
For practice, type '11-15-1998' (US and Canada) or '15-11-1998' (elsewhere).

3. Click Save or press Enter

The returned property is recorded. The Company Property form (22-SCR) is automatically updated to reflect that the property was returned and the property will no longer be displayed on the Termination Summary form (96RSCR) as not being returned.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation of how this form is used to return company property.

Recording the recovery of company automobiles

To record the recovery of company automobiles, follow these steps:

1. Access the Separations: Recovery of Automobiles form (98-SCR)

The Separations: Recovery of Automobiles form (98-SCR) form displays information regarding the company automobile(s) issued to an employee during his or her employment with the company that has not been recovered.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Managing Terminations, Leaves and Returns
Task: Recover Company Automobile

For practice, access the Separations: Recovery of Automobiles form (98-SCR) for employee number 0012, Andrew Anders.

2. Enter the Recovery Date

Enter the date the employee returned the company automobile. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

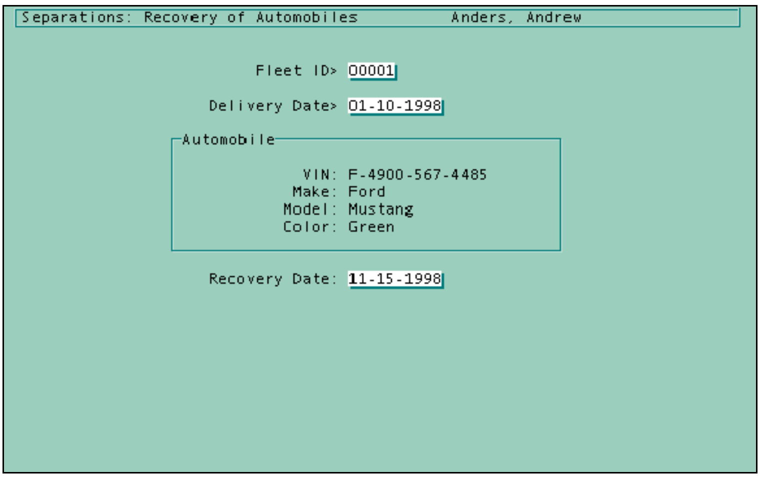
For practice, type '11-15-1998' (US and Canada) or '15-11-1998' (elsewhere).

3. Click Save or press Enter

The returned automobile is recorded. The Automobile Information form (24-SCR) is automatically updated to reflect that the auto was returned and the auto is no longer displayed on the Termination Summary form (96RSCR) as not being returned.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Achieving allocation and recovery of company property ***(on page 403)***

For an explanation of how this form is used to recover company automobiles.

Review of Questions Answered

1. What needs to be considered when allocating property to and recovering property from employees?

2. What reports are available to assist in allocating property to and recovering property from employees?

P A R T 6

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This section provides a quick reference guide to the Human Resources Administration reports. Three Time and Attendance reports are included for your convenience.

Absence Log-By Absence Type (6C-RPT)

The Absence Log-By Absence Type report (6C-RPT) is a Time and Attendance tool that provides a list of all employees who have been absent for a specified absence type.

Business Tasks

This report is used to complete the following business tasks:

- Track patterns in employee absence behavior.
- Analyze the frequency of approved and non-approved absences among your employees.

Report field details

- **Absent Type**—Two characters that identifies an absent type.
- **Description**—Description of the absent type.
- **Absent Date**—Day of the week and its relationship to a holiday or the day of the employee's scheduled shift on which the absence occurred.
- **Employee Name**—First 25 positions of an employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Hours**—Number of hours the employee was absent from scheduled work.
- **Day-Code/Description**—Day of the week and its relationship to a holiday or the day of the employee's scheduled shift on which the absence occurred.
- **Approval-Code/Desc**—Designation of whether the employee's absence was approved (paid) or denied (not paid) and the determining authority.

Report sort order

As delivered, the sort order of this report is CONTROL 1-2, ABSENT-TYPE-CODE, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Employee attendance reports and their uses ***(on page 178)***

For information on this report.

Absence Log-By Absence Type (6C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                              ABSENCE LOG             REPT               FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                      6C-R               TIME 13:52     DATE 02-17-1998

ABSENT                ABSENT
TYPE   DESCRIPTION     DATE          EMPLOYEE NAME      NUMBER          HOURS     DAY-CODE/DESCRIPTION         APPROVAL-CODE/DESC

H  Holiday           02-12-1988      MEYER, JUNE         1001            8.00     MOH Mon Holiday              AA Approved Company Pol
                                     JOHNSON, WALTER     1255            8.00     MOH Mon Holiday              AA Approved Company Pol
                                     CACH, ROBERT        1258            8.00     MOH Mon Holiday              AA Approved Company Pol
                                     PRESCOTT, KEVIN     1313            8.00     MOH Mon Holiday              AA Approved Company Pol
                                     HAYES, JOHNS A      1806            8.00     MOH Mon Holiday              AA Approved Company Pol
                     01-01-1988      MEYER, JUNE         1001            8.00     FRH Fri Holiday              AA Approved Company Pol
                                     JOHNSON, WALTER     1255            8.00     FRH Fri Holiday              AA Approved Company Pol
                                     CACH, ROBERT        1258            8.00     FRH Fri Holiday              AA Approved Company Pol
                                     PRESCOTT, KEVIN     1313            8.00     FRH Fri Holiday              AA Approved Company Pol
                                     HAYES, JOHNS A      1806            8.00     FRH Fri Holiday              AA Approved Company Pol

   TOTAL ABSENCES FOR     HOLIDAY         20

P  Personal Day      03-10-1988      CACH, ROBERT        1258           16.00     6TH 6th Day Of Shift         AC Approved Contract
                     01-10-1988      COMPTON, SUSAN      1116            8.00     5TH 5th Day Of Shift         AC Approved Contract

   TOTAL ABSENCES FOR     PERSONAL-DAY     2

S  Sick              03-10-1988      PRESCOTT, KEVIN     1313           16.00                                  AC Approved Contract
                     03-02-1988      MOHR, MICHAEL T     1010           40.00                                  AC Approved Contract
                     02-20-1988      JOHNSON, WALTER     1255            8.00                                  AA Approved Company Pol
                     01-28-1988      MEYER, JUNE         1001           80.00                                  AA Approved Company Pol

   TOTAL ABSENCES FOR     SICK             4

V  Vacation Regular  03-28-1988      SWEENY, BARBARA     1115           16.00                                  AC Approved Contract
                     03-10-1988      MERTZ, LYNNE C.     1006           40.00                                  AC Approved Contract
                                     MAURICE, STACY      1008            8.00                                  AC Approved Contract
                     01-10-1988      HAYES, JOHNS A      1806           24.00                                  AC Approved Contract

   TOTAL ABSENCES FOR     VACATION         4
```

Absence Record-By Employee-Specified Period (6B-RPT)

The Absence Record-By Employee-Specified Period report (6B-RPT) is a Time and Attendance tool that provides a list of employees who have been absent within a range of dates. The exact date that an employee was absent along with the reason is also printed.

Business Tasks

This report is used to complete the following business tasks:

- Analyze patterns of employee absences within a specific range of time.
- Analyze patterns of absences for specific employees by reporting the number of hours absent, the day of the week on which an employee absence occurred, and whether or not the absence was approved.

Report field details

- **Absent Date**—Day of the week on which the absence occurred and its relationship to a holiday or the day of the employee's scheduled shift.
- **Type**—Type of absence day taken whether excused or unexcused.
- **Code/Desc**—Type of absence recorded for the employee.
- **Employee Name**—Absent employee's last and first name.
- **Number**—Employee's identification number.
- **Hours**—Number of hours the employee was absent from scheduled work.
- **Day-Code/Description**—Day of the week on which the absence occurred and its relationship to a holiday or the day of the employee's scheduled shift.
- **Approval-Code/Desc**—Designation of whether the employee's absence was approved (paid) or denied (not paid) and the determining authority.

Report sort order

As delivered, the sort order of this report is CONTROL 1-2, SAVE-DATE, ABSENT-TYPE-CODE, and EMPLOYEE-NAME-15.

Parameter options and setup

- **From Date**—Enter the absence start date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **To Date**—Enter the absence ending date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Employee attendance reports and their uses ***(on page 178)***

For information about this report.

Absence Record-By Employee-Specified Period (6B-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       ABSENCE RECORD        REPT                         FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                             6B-R                         TIME 12:52      DATE 02-19-1998

 ABSENT
  DATE          TYPE CODE/DESC                EMPLOYEE NAME      NUMBER       HOURS     DAY-CODE/DESCRIPTION                  APPROVAL-CODE/DESC

01-01-1988      H     HOLIDAY                 CACH, ROBERT       1258          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              COMPTON, SUSAN     1116          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              HAYES, JOHNS A     1806          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              JOHNSON, WALTER    1255          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              MAURICE, STACY     1008          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              MERTZ, LYNNE C.    1006          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              MEYER, JUNE        1001          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              MOHR, MICHAEL T    1010          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              PRESCOTT, KEVIN    1313          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL

                                              SWEENY, BARBARA    1115          8.00     FRH FRI HOLIDAY                       AA APPROVED COMPANY POL


01-10-1988      P     PERSONAL DAY            COMPTON, SUSAN     1116          8.00     5TH DAY OF SHIFT                      AC APPROVED CONTRACT

                V     VACATION REGULAR        HAYES, JOHNS A     1806         24.00                                           AC APPROVED CONTRACT


01-28-1988      S     SICK                    MEYER, JUNE        1001         80.00                                           AA APPROVED COMPANY POL


02-12-1988      H     HOLIDAY                 CACH, ROBERT       1258          8.00     MOH MON HOLIDAY                       AA APPROVED COMPANY POL

                                              COMPTON, SUSAN     1116          8.00     MOH MON HOLIDAY                       AA APPROVED COMPANY POL

                                              HAYES, JOHNS A     1806          8.00     MOH MON HOLIDAY                       AA APPROVED COMPANY POL
```

Active Applicants With Specific Education (0U-RPT)

The Active Applicants With Specific Education report (0U-RPT) identifies active applicants who have major and minor subjects on file that match specified subject code(s), such as education, degrees earned, or cumulative grade point averages achieved.

Business Tasks

This report is used to complete the following business tasks:

- Identify potential candidates for a job or position based on education requirements.
- Narrow a position search by looking at applicants' major and minor fields of study.
- Set job criterion for positions being filled by looking specifically at an applicant's cumulative grade point average, the number of years the applicant was in school, and the year of graduation.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Applicant Number**—Unique applicant identifier, up to ten characters in length.
- **Education Code/Level**—Three characters that identify the type of education that an employee has completed or is in the process of completing.
- **Cum GPA**—Grade point average of all courses completed by the employee at the indicated school.
- **# Yrs**—Number of years the employee attended at the indicated school.
- **Grad**—Year the employee graduated from the indicated school.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, W8-03-803 (which holds the subject code that matched the applicant to one of the report subject codes), W8-01-806 (which holds the flag that indicates major or minor), EDUCATION-LEVEL, GRADE-PT-AVG-CUML, and APPLICANT-NAME.

Parameter options and setup

- **First**—Enter the applicant's first subject code.
- **Second**—Enter the applicant's second subject code.
- **Third**—Enter the applicant's third subject code.

An active applicant is printed on the report if he or she matches a major or minor subject, at any recorded level of education. The subject codes do not have to be entered in any particular order, but are printed in alphanumeric order. You only have to specify one subject code to receive report output.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Active Applicants With Specific Education (0U-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         APPLICANT LISTING              REPT             FILE VERSION 00        PAGE       1
DIVISION     3333 APPLICANT TRACKING CTL 1-2               BY SPECIFIED EDUCATION           0U-R             TIME 14:06          DATE 02-17-1998

                                                  ---- MAJOR ----                                                       ---- MINOR ----
APPLICANT NAME            NUMBER   EDUCATION CODE/LEVEL       CUM.GPA #YRS GRAD          EDUCATION CODE/LEVEL         CUM.GPA #YRS GRAD

APPLICANTS WITH CODE:B09 Business Economics

GOMEZ, JOSEPH              A008    405 Bach Deg Business        3.25   04   81
WEAVER, SEAN               A011    590 Master Deg Other         3.75   02   66
HELMS, DANITA              A003    200 College 1 Yr Credit      2.85
WEAVER, SEAN               A011    780 Doctor of Philosophy     3.89   03   69

APPLICANTS WITH CODE:B15 Commerce

GOMEZ, JOSEPH              A008    405 Bach Deg Business        3.25   04   81

APPLICANTS WITH CODE:B55 Labor Relations

BRADY, KENNETH             A009    590 Master Deg Other         3.50   02   67
WEAVER, SEAN               A011    590 Master Deg Other         3.75   02   66
```

Active Applicants With Specific Skills (0V-RPT)

The Active Applicants With Specific Skills report (0V-RPT) lists active applicants whose recorded skills and abilities match specified skill codes, allowing you to identify which potential employees have the skills required to perform the job/position being interviewed for.

Business Tasks

This report is used to complete the following business tasks:

- Narrow the field of candidates for a specific position by setting job requirements and parameters based on a level of skill proficiency.
- Verify whether an applicant has actually attained a skill proficiency and has achieved the skill proficiency rating reported.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Skills Code**—Code that describes the skill which the employee or applicant possesses.
- **Skills Description**—Description of the skill.
- **Proficiency Code**—Code that describes the assessment of the employee or applicant's skill proficiency.
- **Proficiency Desc**—Description of the proficiency.
- **Verification Code**—Code that identifies the means used to verify the fact that the employee does possess the skill.
- **Verification Description**—Description of the verification.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, SKILLS-CODE, SKILL-PROFICIENCY-CD, APPLICANT-NAME, and W8-02-803 that holds the skill level (the first two characters of a SKILLS-CODE) if a level is entered on the parameter form rather than an entire SKILLS-CODE.

Parameter options and setup

- **First**—Select the first skill code.
- **Second**—Select the second skill code.

Only one skill code or skill level is necessary to generate report output. If you only specify a skill level, information is printed for all active applicants who have a skill code recorded which begins with this level.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Active Applicants With Specific Skills (0V-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         APPLICANT LISTING           REPT                  FILE VERSION 00  PAGE       1
DIVISION     3333 APPLICANT TRACKING CTL 1-2             BY SPECIFIED SKILLS CODE        0V-R                  TIME 08:33    DATE 02-25-1998


APPLICANT NAME               NUMBER          SKILLS CODE/DESCRIPTION           PROFICIENCY CODE/DESC        VERIFICATION CODE/DESC

APPLICANTS WITH SKILLS CODE:  AC2015

MCKOY, EUGENE                A001            AC2015  Manpower Budgeting         02  Above Average Knowld     20  Certificate Provided

APPLICANTS WITH SKILLS CODE:  DP2006

GOMEZ, JOSEPH                A008            DP2006  Integer Programming        02  Above Average Knowld     50  Resume
```

Alphabetic Listing Of Active And Inactive Employees (1A-RPT)

The Alphabetic Listing Of Active And Inactive Employees report (1A-RPT) provides you with a listing of all active and inactive employees in alphabetical order. An employee count is also provided.

Business Tasks

This report is used to complete the following business task:

- Display current information such as the employee's name, number, and resulting employee status.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Mail Distribution**—Employee's internal mail station or distribution data.
- **Hire Date**—Employee's original date of hire.
- **Employee Status**—Employee's status as a result of an activity.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Alphabetic Listing Of Active And Inactive Employees (1A-RPT) Example

CORPORATION 99 ACME MANUFACTURING ALPHABETIC LISTING OF ACTIVE REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 AND INACTIVE EMPLOYEES 1A-R TIME 17:18 DATE 04-27-1998

EMPLOYEE-NAME	EMPLOYEE NUMBER	CTRL THREE	CTRL FOUR	CTRL FIVE	CTRL SIX	MAIL DISTRIBUTION	HIRE DATE	EMPLOYEE STATUS
ADAMS, RICHARD	1117	3030	4040	5050	6060	2FLR-22W	02-19-1984	01 Active-Salrd Reg FT
ALSON, GEOFFERY	3003	3030	4040	5050	6060	2FLR-22W	02-19-1984	01 Active-Salrd Reg FT
ANDERSEN, KARI	6004	3333	4444	5555	6666	CORP-STENO	05-16-1974	01 Active-Salrd Reg FT
ANDERSON, DANIEL M	1616	3333	4444	5555	6666	CORP-STE3	04-24-1984	01 Active-Salrd Reg FT
ANDREWS, HENRY A.	2013	3388	4488	5555	6666	RC-212	03-09-1986	01 Active-Salrd Reg FT
AUSTIN, STEVEN	1234	3030	4040	5050	6060	B2-STN5	12-17-1978	05 Active-Hrly PT
BALDWIN, ALICE A	1043	3333	4444	5555	6666	5FLR-12W	08-20-1983	03 Active-Hrly Reg FT
BARNES, JOHNSON	2002	3388	4488	5508	6608		05-01-1985	01 Active-Salrd Reg FT
BARTHOLOW III, JONATHAN	1113	3333	4444	5555	6666	6FLR-8E	03-12-1982	01 Active-Salrd Reg FT
BEACHEM, JUDITH	6009	3030	4040	5050	6060	B2-STN10	09-26-1983	01 Active-Salrd Reg FT
BETTS, J.T.	6003	3030	4040	5050	6060	2FLR-22W	03-11-1985	01 Active-Salrd Reg FT
BISHOP, MARIA	3021	3388	4488	5508	6608	11TH-4000	07-07-1976	01 Active-Salrd Reg FT
BLOOM, ALEXANDER	3001	3333	4444	5555	6666	6FLR-8E	03-12-1978	01 Active-Salrd Reg FT
BROWN, WILLIAM R	2005	3388	4488	5508	6608	PLANT-24	07-01-1985	01 Active-Salrd Reg FT
BYERS, TODD	6001	3333	4444	5555	6666	6FLR-8E	06-15-1973	01 Active-Salrd Reg FT
CARLILE, WILLIAM E.	3013	3388	4488	5508	6608	ACCT-103	09-01-1984	01 Active-Salrd Reg FT
CHOU, LO	3020	3388	4488	5508	6608	10TH-2001	05-01-1981	01 Active-Salrd Reg FT
CMEYLA, JANE	2003	3388	4488	5508	6608	11TH-4212	05-23-1985	01 Active-Salrd Reg FT
COLLINS, ANNA MARIE	1848	3030	4040	5050	6060	B2-STN10	09-26-1983	01 Active-Salrd Reg FT
COMPTON, SUSAN A	1116	3333	4444	5555	6666	B2-LL	09-21-1982	05 Active-Hrly PT
COSTELLO, SUSANNE	2006	3388	4488	5508	6608	PLANT-26	07-10-1985	03 Active-Hrly Reg FT
CREMMINS, ALAN EDWARD	2009	3388	4488	5508	6608	ACCT-103	12-01-1985	01 Active-Salrd Reg FT
DANIELS, JEFFREY C.	3023	3333	4444	5508	6608	PLT24-STNL	04-13-1982	01 Active-Salrd Reg FT
GRANT, KEITH L.	2014	3030	4040	5050	6060		03-15-1986	01 Active-Salrd Reg FT
GRIFFITH, BERNARD	3008	3030	4040	5050	6060	CORP-STE1	06-01-1984	01 Active-Salrd Reg FT
GRIFFITHS, ROBERT	6008	3030	4040	5050	6060	CORP-STE1	06-01-1984	01 Active-Salrd Reg FT
HALL, RHONDA D.	2008	3388	4488	5508	6608	ACCT-100	09-06-1985	01 Active-Salrd Reg FT
HAMMER, JAMES B.	1236	3030	4040	5050	6060	5FLR-10W	07-22-1983	01 Active-Salrd Reg FT
HANCOCK, STEVEN W.	1764	3333	4444	5555	6666	5FLR-6W	04-07-1984	01 Active-Salrd Reg FT
HARRIS, CECELIA	3019	3388	4488	5508	6608	11TH-WPRM	03-19-1980	01 Active-Salrd Reg FT
HAYES, JOHNS A	1806	3333	4444	5555	6666	B2-LL	12-01-1983	05 Active-Hrly PT
HILLERY, THOMAS	3007	3333	4444	5555	6666	5FLR-6W	04-07-1984	01 Active-Salrd Reg FT
ISLEY, JEANETTE J.	1432	3333	4444	5555	6666	CORP-STE2	03-17-1983	33 LOA-Hr Reg FT W/Pay

Alphabetic Listing Of Active Applicants (0B-RPT)

The Alphabetic Listing Of Active Applicants report (0B-RPT) lists active applicants within the Applicant Tracking component.

Business Tasks

This report is used to complete the following business tasks:

- View employee's application history, including current and original application dates.
- Quickly find an applicant's information by displaying current information such as the applicant's name, number, and social security number information.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Social Security**—Social security (or insurance) number of the employee or applicant being added to the Employee Database.
- **Original Application**—Initial date when the applicant's application was taken.
- **Date**—Effective date of the current applicant status code.
- **Code**—Status of the applicant's request for employment with your organization.
- **Description**—Description of the status of the applicant's request for employment with your company.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NAME, and APPLICANT-NUMBER.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Alphabetic Listing Of Active Applicants (0B-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      ALPHABETIC LISTING OF        REPT                          FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                ACTIVE APPLICANTS          0B-R                          TIME 13:57     DATE 02-17-1998

                                                    SOCIAL           ORIGINAL          ---- CURRENT APPLICANT STATUS ----
APPLICANT NAME                    NUMBER           SECURITY         APPLICATION           DATE     CODE DESCRIPTION

ANGELO, BARBARA                   A006            617-53-8842        01-09-1987        01-16-1987   800  Offer Made
Anders, Andrew                    A012            012-01-2012        12-15-1997        12-15-1997   000  New Applicant Reco
BENTKOWSKI, TIMOTHY               A002            723-16-9223        01-09-1987        01-16-1987   700  Physical Exam #1
BRADY, KENNETH                    A009            745-67-8912        03-12-1987        03-12-1987   050  Called In For Init
DEWITT, DIANE                     A010            629-56-1349        02-02-1987        02-09-1987   200  Second Interview
GOMEZ, JOSEPH                     A008            563-76-2319        01-19-1987        01-19-1987   000  New Applicant Reco
HELMS, DANITA                     A003            522-93-1722        01-22-1987        01-22-1987   600  Aptitude Testing
MCKOY, EUGENE                     A001            629-34-5667        11-15-1986        12-01-1986   200  Second Interview
SAUNDERS, JORDAN                  A005            719-63-2354        02-06-1987        02-10-1987   100  First Interview
WEAVER, SEAN                      A011            429-81-7914        10-30-1987        07-28-1988   900  Offer Accepted
```

Alphabetic Listing Of Active/Inactive Applicants (0A-RPT)

The Alphabetic Listing Of Active/Inactive Applicants report (0A-RPT) lists active and inactive applicants within the Applicant Tracking component.

Business Tasks

This report is used to complete the following business tasks:

- Eliminate the need to sort through an entire history of applications by separating active applicants from inactive applicants.
- View employee's application history, including current and original application dates.
- Quickly find an applicants information by displaying current information such as the applicant's name, number, and social security number information.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Social Security**—Social security (or insurance) number of the employee or applicant.
- **Original Application**—Initial date indicating when the applicant's application was taken.
- **Date**—Effective date of the current applicant status code.
- **Code**—Status of the applicant's request for employment with your organization.
- **Description**—Description of the status of the applicant's request for employment.
- **Hire Date**—Date on which the applicant was or will be hired.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NAME, and APPLICANT-NUMBER.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Alphabetic Listing Of Active/Inactive Applicants (0A-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    ALPHABETIC LISTING OF ACTIVE      REPT                  FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2              AND INACTIVE APPLICANTS         0A-R                  TIME 13:57     DATE 02-17-1998
```

APPLICANT NAME	NUMBER	SOCIAL SECURITY	ORIGINAL APPLICATION	---- CURRENT APPLICANT STATUS ---- DATE	CODE	DESCRIPTION	HIRE DATE
ANGELO, BARBARA	A006	617-53-8842	01-09-1987	01-16-1987	800	Offer Made	
ANDERS, ANDREW	A012	012-01-2012	12-15-1997	12-15-1997	000	New Applicant Record	
BENTKOWSKI, TIMOTHY	A002	723-16-9223	01-09-1987	01-16-1987	700	Physical Exam #1	
BRADY, KENNETH	A009	745-67-8912	03-12-1987	03-12-1987	050	Called In For Initil	
DEWITT, DIANE	A010	629-56-1349	02-02-1987	02-09-1987	200	Second Interview	
FINKEL, JOHN	A004	892-76-5232	01-26-1987	01-30-1987	899	Offer Rejected	
GOMEZ, JOSEPH	A008	563-76-2319	01-19-1987	01-19-1987	000	New Applicant Record	
HELMS, DANITA	A003	522-93-1722	01-22-1987	01-22-1987	600	Aptitude Testing	
MCKOY, EUGENE	A001	629-34-5667	11-15-1986	12-01-1986	200	Second Interview	
SAUNDERS, JORDAN	A005	719-63-2354	02-06-1987	02-10-1987	100	First Interview	
STOLER, RUTGER	A007	719-23-5629	12-01-1986	12-08-1986	999	Hired	08-15-1987
WEAVER, SEAN	A011	429-81-7914	10-30-1987	07-28-1988	900	Offer Accepted	

Alphabetic Listing (3C-RPT)

The Alphabetic Listing report (3C-RPT) provides an alphabetical listing of active employees on file. Modification instructions to print this report in strict alphabetical sequence (not by organization), are documented internally in the report source program.

Business Tasks

This report is used to complete the following business tasks:

- Review employee organization level information.
- Verify active employee total count.

Report field details

- **Employee Name**—Employee's legal name.
- **Control One**—A value that represents the highest level of your company's hierarchy.
- **Control Two**—A value that represents the second level of your company's hierarchy.
- **Control Three**—Organization level 3 value assigned this employee.
- **Control Four**—Organization level 4 value assigned this employee.
- **Control Five**—Organization level 5 value assigned this employee.
- **Control Six**—Organization level 6 value assigned this employee.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Security**—Unique employee identifier used for taxation in the USA.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Alphabetic Listing (3C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                     ALPHABETIC LISTING                 REPT                       PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                                                        3C-R                TIME 17:07 DATE 04-27-1998

                                              -------------- CONTROL   ---------------         EMPLOYEE              SOCIAL
      EMPLOYEE NAME                              ONE   TWO   THREE  FOUR   FIVE   SIX             NUMBER                SECURITY

      ADAMS, RICHARD                              99   9999  3030   4040   5050   6060            1117                494-38-3678
      ALSON, GEOFFERY                             99   9999  3030   4040   5050   6060            3003                354-88-9003
      ANDERSEN, KARI                              99   9999  3333   4444   5555   6666            6004                600-64-6004
      ANDERSON, DANIEL M                          99   9999  3333   4444   5555   6666            1616                271-03-0773
      ANDREWS, HENRY A.                           99   9999  3388   4488   5555   6666            2013                562-45-2013
      AUSTIN, STEVEN                              99   9999  3030   4040   5050   6060            1234                123-45-6789
      BALDWIN, ALICE A                            99   9999  3333   4444   5555   6666            1043                753-41-7448
      BARNES, JOHNSON                             99   9999  3388   4488   5508   6608            2002                004-83-2002
      BARTHOLOW III, JONATHAN                     99   9999  3333   4444   5555   6666            1113                444-33-2222
      BEACHEM, JUDITH                             99   9999  3030   4040   5050   6060            6009                367-69-6009
      BETTS, J.T.                                 99   9999  3030   4040   5050   6060            6003                600-63-6003
      BISHOP, MARIA                               99   9999  3388   4488   5508   6608            3021                348-38-9021
      BLOOM, ALEXANDER                            99   9999  3333   4444   5555   6666            3001                234-33-9001
      BROWN, WILLIAM R                            99   9999  3388   4488   5508   6608            2005                844-84-2005
      BYERS, TODD                                 99   9999  3333   4444   5555   6666            6001                600-61-6001
      CARLILE, WILLIAM E.                         99   9999  3388   4488   5508   6608            3013                543-74-9013
      CHOU, LO                                    99   9999  3388   4488   5508   6608            3020                960-95-9020
      CMEYLA, JANE                                99   9999  3388   4488   5508   6608            2003                456-62-2003
      COLLINS, ANNA MARIE                         99   9999  3030   4040   5050   6060            1848                922-63-0746
      COMPTON, SUSAN A                            99   9999  3333   4444   5555   6666            1116                949-33-2121
      COSTELLO, SUSANNE                           99   9999  3388   4488   5508   6608            2006                683-39-2006
      CREMMINS, ALAN EDWARD                       99   9999  3388   4488   5508   6608            2009                568-56-2009
      DANIELS, JEFFREY C.                         99   9999  3333   4444   5508   6608            3023                234-75-9023
      GRANT, KEITH L.                             99   9999  3030   4040   5050   6060            2014                865-55-2014
      GRIFFITH, BERNARD                           99   9999  3030   4040   5050   6060            3008                358-93-9008
      GRIFFITHS, ROBERT                           99   9999  3030   4040   5050   6060            6008                358-68-6008
      HALL, RHONDA D.                             99   9999  3388   4488   5508   6608            2008                963-83-2008
      HAMMER, JAMES B.                            99   9999  3030   4040   5050   6060            1236                486-44-3339
      HANCOCK, STEVEN W.                          99   9999  3333   4444   5555   6666            1764                230-46-1783
      HARRIS, CECELIA                             99   9999  3388   4488   5508   6608            3019                080-86-9019
      HAYES, JOHNS A                              99   9999  3333   4444   5555   6666            1806                583-17-7699
```

Anniversary Listing (1F-RPT)

The Anniversary Listing report (1F-RPT) lists all employees who will attain an anniversary within the period of current date through one year from current date.

As delivered, the anniversary definitions will be one, five, ten, 15, 20, and 25 years. To change these definitions, you must change program instructions 00800 and 01060.

Business Tasks

This report is used to complete the following business task:

- Anticipate employee service anniversaries by listing them in advance of the actual anniversary date.

Report field details

- **Anniv Year—**Number of years elapsed since original hire date.
- **Anniv MM/DD—**Month and day on which anniversary will occur.
- **Employee Name—**Employee's legal name.
- **Employee Number—**Unique employee identifier, up to 10 characters in length.
- **Ctrl Three—**Organization level 3 value assigned this employee.
- **Ctrl Four—**Organization level 4 value assigned this employee.
- **Ctrl Five—**Organization level 5 value assigned this employee.
- **Ctrl Six—**Organization level 6 value assigned this employee.
- **Original Hire Date—**Employee's original date of hire.
- **Adjusted Seniority—**Adjusted date of hire based on break-in-service episodes.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Anniversary Listing (1F-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        ANNIVERSARY LISTING        REPT                                        PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                          AS OF 04-27-1998         1F-R                              TIME 17:03 DATE 04-27-1998

       ANNIV     ANNIV                                   EMPLOYEE         CTRL   CTRL   CTRL   CTRL          ORIGINAL        ADJUSTED
       YEAR      MM/DD        EMPLOYEE NAME               NUMBER          THREE  FOUR   FIVE   SIX           HIRE DATE       SENIORITY

        15       01/01        SPENSER, WILLIAM M.        3024             3333   4444   5508   6608          01-01-1983      01-01-1983
        15       05/15        WALSH, THEODORE            3002             3333   4444   5555   6666          05-15-1983      05-15-1983
        15       05/15        WELKER, GEORGE W           1114             3333   4444   5555   6666          05-15-1983      05-15-1983
        15       07/22        HAMMER, JAMES B.           1236             3030   4040   5050   6060          07-22-1983      07-22-1983
        15       08/20        BALDWIN, ALICE A           1043             3333   4444   5555   6666          08-20-1983      08-20-1983
        15       09/26        BEACHEM, JUDITH            6009             3030   4040   5050   6060          09-26-1983      09-26-1983
        15       09/26        COLLINS, ANNA MARIE        1848             3030   4040   5050   6060          09-26-1983      09-26-1983
        15       09/26        TEACHEN, JUDITH            3009             3030   4040   5050   6060          09-26-1983      09-26-1983
        15       11/16        SWEENY, BARBARA            1115             3030   4040   5050   6060          11-16-1983      11-16-1983
        15       12/01        HAYES, JOHNS A             1806             3333   4444   5555   6666          12-01-1983      12-01-1983

*ANNIVERSARY       15                   10
```

Applicant Certificates, Licenses, and Permits (0F-RPT)

The Applicant Certificates, Licenses, and Permits report (0F-RPT) lists active applicants' unexpired certificates, licenses, and permits (CLPs) 'as of' a specified date.

Business Tasks

This report is used to complete the following business tasks:

- Notify employees that their CLPs are due to expire
- Access CLP information quickly through an alphabetically ordered arrangement of CLP codes and names within CLP codes

Report field details

- **CLP Type**—Type of certificate, license, or permit held by the employee.
- **Cert/License/Permit**—Description of CLPs.
- **Applicant Name**—Applicant's first and last name.
- **Applicant Number**—Unique applicant identifier, up to ten characters in length.
- **CLP Number**—Identification number of the certificate, license, or permit.
- **CLP Date Recorded**—Date the certificate, license, or permit information is recorded.
- **CLP Date Expired**—Expiration date of the certificate, license, or permit.
- **CLP Status**—Status (expired or renewed) of the recorded certificate, license, or permit entry.
- **Expire IND**—Indicator for CLPs due to expire within the two months following the date entered in the report parameters.

Report sort order

As delivered, the sort order is CONTROL-1-2, CLP-TYPE, and APPLICANT-NAME.

Parameter option and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

If a CLP has no expiration date, it will always print. If no date is entered on the report parameter form, then every CLP entered for each applicant will be printed.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Certificates, Licenses, and Permits (0F-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                APPLICANT CERTIFICATES, LICENSES   REPT                       FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                AND PERMITS REPORT         0F-R                       TIME 16:10     DATE 01-24-1998

CLP                                                            APPLICANT        CLP            CLP DATE     CLP DATE     CLP      EXPIRE
TYPE     CERT/LICENSE/PERMIT          APPLICANT NAME           NUMBER           NUMBER         RECORDED     EXPIRED     STATUS     IND

B005     Boiler Operator              SAUNDERS, JORDAN         A005             5619023 43     02-06-1987   06-02-1991    0

C022     CPR Training                 WEAVER, SEAN             A011             MR9 012        11-01-1987   11-01-1990    0

C035     Contractor                   BENTKOWSKI, TIMOTHY      A002             G 7885 09      03-01-1985   02-28-1990    0

E035     Employment, Recruitr         WEAVER, SEAN             A011             1462 034       03-01-1985   03-01-1988    0

E050     Engineer, Professnl          DEWITT, DIANE            A010             KHN 785 5K     06-30-1984   06-30-1986    2

F005     First Aid                    MCKOY, EUGENE            A001             178 UI365      11-15-1986   11-15-1988    0
F005     First Aid                    WEAVER, SEAN             A011             MR9 412        12-01-1984   12-01-1987    0

F010     Fire Arms Instructor         WEAVER, SEAN             A011             FAIL956477     04-01-1982   04-01-1985    1

N010     Notary Public                ANGELO, BARBARA          A006             5548 302L      06-01-1986   06-01-1989    0

P055     Pilot, Private               DEWITT, DIANE            A010             5125 F2 56     05-15-1986   05-15-1989    0
P055     Pilot, Private               WEAVER, SEAN             A011             IL 5642 14     05-15-1986   05-15-1991    0

P075     Plumber                      SAUNDERS, JORDAN         A005             PR 5521        01-01-1985   01-01-1992    0

R030     Real Estate Sales            GOMEZ, JOSEPH            A008             IL 88765 1     07-15-1985   01-01-1990    0

S015     Shorthand Reporter           HELMS, DANITA            A003             KG 1785 4      01-22-1987   01-31-1990    0

S035     Surveyor, Registered         BENTKOWSKI, TIMOTHY      A002             SY 478 93      06-01-1978   05-30-1983    4

T010     Teacher                      GOMEZ, JOSEPH            A008             M 52 1 554     05-30-1986   05-30-1988    0
T010     Teacher                      WEAVER, SEAN             A011             IL L1458 4     01-01-1982   01-01-1985    2

W005     Water Suply Systm Op         BRADY, KENNETH           A009             17IL 2935      03-12-1987   03-01-1991    0

*CONTROL-2      3333                  19*CONTROL-1      99                19
```

Applicant Education And Skills Profile (0H-RPT)

The Applicant Education And Skills Profile report (0H-RPT) lists the education and skills on file for active applicants. The information included on this report is recorded on the Formal Education form and the Skills and Abilities form.

Business Tasks

This report is used to complete the following business tasks:

- Analyze an applicant's education profile and employment application.
- Research areas of expertise that have not been included on the employment application and that may be a source of questions that the interviewer can ask an applicant.

Report field details

- **Name**—Applicant's legal name.
- **SS#**—Social security (or insurance) number of the employee or applicant.
- **Appl #**—Applicant identifying number.
- **Date**—Date the report is being run.
- **Ctrl- 1-2**—Identifies a company and the employees associated with the company.
- **Original Appl Date**—First application date for a specific position.
- **Current Applicant Status**—Status of the applicant's employment request.
- **Education Level**—Type of education that an employee has completed or is in the process of completing.
- **School Attended**—School that the employee attended or is attending.
- **Education Major Subject**—Employee's primary course of study.
- **Education Minor Subject**—Employee's secondary course of study.
- **Education # Years**—Number of years the employee attended the indicated school.
- **Year Graduated**—Year the employee graduated from the indicated school.
- **Grade Point Avg Current**—Grade point average for the current term.
- **Grade Point Avg Cum**—Grade point average of all courses completed.
- **Credit Hour Req**—Number of required credit hours completed before the degree is granted.
- **Credit Hour Comp**—Number of credit hours completed.
- **Code**—Code that describes the skill.
- **Date Obtained**—Date on which the skill was obtained or the training course was completed.
- **Source**—Source of the skill.
- **Proficiency Rating**—Assessment of the skill proficiency.
- **Applicable Course**—Training course at which the employee obtained the skill.
- **Field1, 2, 3, 4**—Skill-related data for analysis purposes.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2 and APPLICANT-NUMBER.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Education And Skills Profile (0H-RPT) Example

```
NAME: MCKOY, EUGENE               DATE        REPT         APPLICANT EDUCATION    CTRL-1-2    ORIGINAL APPL DATE      CURRENT APPLICANT STATUS
SS# : 629-34-5667  APPL #: A001  02-17-1998   0H-R          AND SKILLS PROFILE    99  3333     11-15-1986             200 SECOND INTERVIEW


                                            ------ EDUCATION (FORMAL AND IN PROCESS) ------    YEAR      GRADE POINT AVG.     CREDIT HOUR
EDUCATION LEVEL      SCHOOL ATTENDED       MAJOR SUBJECT        MINOR SUBJECT        # YEARS GRADUATED     CURRENT  CUM.         REQ. COMP.

COLLEGE 1 YR CREDIT  CHGO CTY JC           EQUIPMENT OPERATION  TRAFFIC MANAGEMENT      01      84           3.00   3.25         036   120


                                                    ------ SKILLS AND ABILITIES ------
 CODE                       DATE OBTAINED   SOURCE               PROFICIENCY RATING    APPLICABLE COURSE      FIELD1  FIELD2  FIELD3  FIELD4

AC2015 MANPOWER BUDGETING   03-12-1984     INTERNAL TRAINING    ABOVE AVERAGE KNOWLD
                           SCHOOL ATTENDED:                     SKILL VERIFICATION: CERTIFICATE PROVIDED
```

Applicant Expired Certificates, Licenses, And Permits (0G-RPT)

The Applicant Expired Certificates, Licenses, And Permits report (0G-RPT) lists all active applicants' certificates, licenses and permits that have expired and are due to be renewed on or before the date entered on the report parameter form.

Business Tasks

This report is used to complete the following business task:

- Identify applicants who need to be notified that their certificates, licenses, or permits are due to expire.

Report field details

- **CLP Type**—Code that identifies the type of certificate license or permit held by the employee.
- **Cert/License/Permit**—Description of the CLP.
- **Applicant Name**—Applicant's legal name.
- **Applicant Number**—Unique applicant identifier, up to ten characters in length.
- **CLP Date Recorded**—Date the certificate license or permit information is recorded.
- **CLP Number**—Identification number of the certificate, license, or permit.
- **CLP Date Expired**—Expiration date of the certificate, license, or permit.
- **CLP Code**—Code that identifies the status (expired or renewed) of the recorded certificate, license, or permit entry.
- **CLP Status**—Description of CLPs status.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Expired Certificates, Licenses, And Permits (0G-RPT) Example

```
CORPORATION   99    ACME MANUFACTURING                 APPLICANT EXPIRED CERTIFICATES      REPT                FILE VERSION 00  PAGE       1
DIVISION      3333  APPLICANT TRACKING CTL 1-2              LICENSES AND PERMITS           0G-R                TIME 08:35    DATE 02-25-1998

      CLP                                                   APPLICANT    CLP DATE     CLP          CLP DATE     CLP
      TYPE  CERT/LICENSE/PERMIT     APPLICANT NAME          NUMBER       RECORDED     NUMBER       EXPIRED      CODE   CLP STATUS

      E050 Engineer, Professnl      DEWITT, DIANE           A010         06-30-1984  KHN 785 5K  06-30-1986     2  Exp:No Renewal Reqd

      F010 Fire Arms Instructor     WEAVER, SEAN            A011         04-01-1982  FAIL956477  04-01-1985     1  Exp: To Be Renewed

      S035 Surveyor, Registered     BENTKOWSKI, TIMOTHY     A002         06-01-1978  SY 478 93   05-30-1983     4  Exp: Tests Required

      T010 Teacher                  WEAVER, SEAN            A011         01-01-1982  IL L1458 4  01-01-1985     2  Exp: No Renewal Reqd
```

Applicant Interview Response/Negative (04CRPT)

The Applicant Interview Response/Negative report (04CRPT) prints a negative response letter to an applicant you have interviewed but do not want to continue interviewing or hire.

The applicant must have an Applicant Status list box entry of Send Reject Letter-I, Send Reject Letter-1, Send Reject Letter-2, or Send Reject Letter-3 on the Applicant Information form. There must be a corresponding Type list box entry on the Interview Recap form for a letter to be generated.

Acceptable code combinations are:

- **Send Reject Letter-I**—Investigation.
- **Send Reject Letter-1**—First Department.
- **Send Reject Letter-2**—Second Department.
- **Send Reject Letter-3**—Third Department.

After the letter has been generated, the applicant's Applicant Status list box is changed by the report to a rejection code (Rejection After Init, 1st, 2nd, or 3rd) on the Applicant Information form.

You must insert the appropriate sender's name and title in Paragraph P270-CLOSING in the report program. There is one line reserved for the name and two lines reserved for their title. Insert the name and title between the quotation marks on the appropriate lines. If the individual only has a one line title, insert spaces in the second title line.

Business Tasks

This report is used to complete the following business task:

- Communicate a negative interview response to an applicant.

Report field details

This report is a letter format that has no columnar format.

Parameter options and setup

- **Applicant Number**—Enter the number of the applicant for whom you are printing the letter. Up to ten alphanumeric characters may be entered.
- **Date Of Letter**—Enter the date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This is the date that will be printed at the top of the letter. Leave this entry blank to use the current date.

See also:

- Applicant letters ***(on page 50)***

For information about this report.

Applicant Interview Response/Negative (04CRPT) Example

```
                         ACME MANUFACTURING
                         APPLICANT TRACKING CTL 1-2
                         1142 N. RUSH STREET
                         COMMERCE
                         CHICAGO, IL                  60606


November 20, 1997

EUGENE MCKOY
7927 LANGLEY
CHICAGO, IL          60632

Dear EUGENE,

Thank you for taking the time from your schedule to come for the
interview on 11-15-1997.  While we were impressed with your
credentials, we are sorry we do not have an open position at this time
which meets your qualifications and interests.

As we stated before, we have entered your resume into our Applicant
Tracking system data bank.  We will notify you at the address and/or
telephone number you submitted on your resume should we have an open
position which requires your skills and background.

Thank you again for taking the time to submit your resume to
ACME MANUFACTURING.

Sincerely,



(Name entered in P-EDIT PROGRAM)
(Title entered in P-EDIT PROGRAM)
(Second title line or blanks)
```

Applicant Interview Response/Positive (04DRPT)

The Applicant Interview Response/Positive report (04DRPT) prints a positive response letter to an applicant you have interviewed and want to return for additional interviewing. The letter includes a date and time for the interview, a phone number to contact, the length of the interview, and the appropriate sender's name and title in the closing. You must have a Job Sequence Number list box entry recorded on the Job Or Position Applied For form. A matching Sequence Number list box entry recorded on the Interview Recap form to have a letter generated.

You must insert the appropriate sender's name and title in Paragraph P280-CLOSING in the report program. This is the individual who signs the letter in the space provided. There is one line reserved for the name and two lines reserved for their title. Insert the name and title between the quotation marks on the appropriate lines. If the individual only has a one line title, insert spaces in the second title line.

You must also insert the appropriate contact phone number in Paragraph P250-SCHEDULE-INTERVIEW and the length of the interview in Paragraph P260-MORE-INFO in the report program.

Business Tasks

This report is used to complete the following business task:

- Communicate a next interview response to an applicant.

Report field details

This report is a letter format that has no columnar format.

Parameter options and setup

- **Applicant Number**—Enter the number of the applicant for whom you are printing the letter. Up to ten alphanumeric characters may be entered.
- **Date Of Letter**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This is the date that will be printed at the top of the letter. Leave this entry blank to use the current date.
- **Interview Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **Interview Time**—Enter the scheduled appointment time for the interview in HHMM format.

See also:

- Applicant letters ***(on page 50)***

For information about this report.

Applicant Interview Response/Positive (04DRPT) Example

Applicant Interview Response/Positive (04DRPT)

```
                       ACME MANUFACTURING
                       APPLICANT TRACKING CTL 1-2
                       1142 N. RUSH STREET
                       COMMERCE
                       CHICAGO, IL                  60606


January 11, 1998

TIMOTHY BENTKOWSKI
14715 KEDVALE
OAK FOREST, IL             60523

Dear TIMOTHY,

Thank you for taking the time from your schedule to come for the
interview on 01-09-1998.  We would like to schedule an additional series
of interviews with the management and associates concerning our
position of GRINDING MACHINE SETTER.

We would like to give these people the opportunity to further discuss
your credentials and interests.  Our schedule indicates we would be
able to meet with you on 01-20-1998 at 9:00 a.m.  Please contact me or
my secretary at 312-454-1865 to confirm or reschedule this
appointment.

This interview should take about two hours.  If you have additional
information you feel may be of interest to these people, please bring
it with you to the interview.

Thank you for your interest in ACME MANUFACTURING.
We look forward to seeing you on 01-20-1998 at 9:00 a.m.

Sincerely,



(Name entered in P-EDIT PROGRAM)
(Title entered in P-EDIT PROGRAM)
(Second title line or blanks)
```

Applicant Listing By Job Code (0J-RPT)

The Applicant Listing By Job Code report (0J-RPT) lists applicants by the job code for which they have applied or are being considered. This could prove helpful in identifying positions that have a high turn-over or those that have a large number of interviews being conducted prior to an applicant being hired.

Business Tasks

This report is used to complete the following tasks:

- Identify those jobs which have a high turn-over and those jobs which have a large number of interviews that are being conducted before an applicant is hired.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Job Code**—Alphanumeric identifier of the job for which the applicant is being considered.
- **Job Code Extent**—Four-digit number that works in conjunction with the job code text box to further identify the job for which the applicant is being considered.
- **Job Title**—Title assigned to the job code/job code extent for the job for which an applicant is being considered.
- **Current Applicant Status Code**—Code that identifies the status of an applicant's progress through the interview process for this job and/or position.
- **Current Applicant Status Description**—Description of the status of an applicant's progress through the interview process for this job and/or position.
- **Job Application Status Code**—Code that identifies the status of an applicant's standing in the hiring process.
- **Dept**—Code that identifies the department in which the job and/or position opening exists.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, JOB-CODE-CONSIDERED, JOB-EXTENT-CONSIDERD, APPLICANT-NAME, and JOB-SEQ-NBR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Job Code (0J-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      APPLICANT TRACKING LIST        REPT                  FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                    BY JOB CODE              0J-R                  TIME 16:30     DATE 01-24-1998

                                    ------------- JOB -------------- CURRENT APPLICANT STATUS  ----- JOB APPLICATION STATUS ----
APPLICANT NAME           NUMBER     CODE/EXTENT TITLE                CODE DESCRIPTION             DATE    CODE DESCRIPTION          DEPT

SAUNDERS, JORDAN         A005       10500  0001 MAINTENANCE ENGINEER 100  First Interview      02-06-1987  00  Under Consideration  3333

MCKOY, EUGENE            A001       18020  0001 LATHE MACHINE TOOL S 200  Second Interview     11-15-1986  00  Under Consideration  3388

BENTKOWSKI, TIMOTHY      A002       18030  0001 GRINDING MACHINE SET 700  Physical Exam #1     01-09-1987  00  Under Consideration  3333
MCKOY, EUGENE            A001       18030  0001 GRINDING MACHINE SET 200  Second Interview     11-15-1986  00  Under Consideration  3388

HELMS, DANITA            A003       19260  0001 BILLING CLERK        600  Aptitude Testing     01-22-1987  00  Under Consideration  3388

ANGELO, BARBARA          A006       19270  0001 TRAFFIC CLERK        800  Offer Made           01-09-1987  00  Under Consideration  3388
MCKOY, EUGENE            A001       19270  0001 TRAFFIC CLERK        200  Second Interview     12-01-1986  00  Under Consideration  3030

HELMS, DANITA            A003       20002  0001 CLERK/TYPIST, SENIOR 600  Aptitude Testing     01-22-1987  00  Under Consideration  3388

WEAVER, SEAN             A011       21830  0001 LABOR RELATIONS SPEC 900  Offer Accepted       01-01-1987  99  Offer Accepted       3388

BRADY, KENNETH           A009       21840  0001 OCUPATIONL SAF & HLT 050  Called In For Initil 03-12-1987  00  Under Consideration  3388
SAUNDERS, JORDAN         A005       21840  0001 OCUPATIONL SAF & HLT 100  First Interview      04-15-1987  00  Under Consideration  3388

ANGELO, BARBARA          A006       22200  0001 ACCOUNTING CLERK     800  Offer Made           01-09-1987  00  Under Consideration  3388
HELMS, DANITA            A003       22200  0001 ACCOUNTING CLERK     600  Aptitude Testing     02-01-1987  00  Under Consideration  3333

BENTKOWSKI, TIMOTHY      A002       30650  0001 FIELD CONTACT TECHNI 700  Physical Exam #1     11-11-1987  00  Under Consideration  3388
DEWITT, DIANE            A010       30650  0001 FIELD CONTACT TECHNI 200  Second Interview     02-01-1987  00  Under Consideration  3388
FINKEL, JOHN             A004       30650  0001 FIELD CONTACT TECHNI 899  Offer Rejected       02-15-1987  71  Negative References  3388
GOMEZ, JOSEPH            A008       30650  0001 FIELD CONTACT TECHNI 000  New Applicant Record 01-19-1987  00  Under Consideration  3388

                                    30660  0001 WHOLESALE TRADE SALE 000  New Applicant Record 01-26-1987  00  Under Consideration  3388
STOLER, RUTGER           A007       30660  0001 WHOLESALE TRADE SALE 999  Hired                12-01-1986  99  Offer Accepted       3388

DEWITT, DIANE            A010       30670  0001 SALES ENGINEER       200  Second Interview     02-01-1987  00  Under Consideration  3388
FINKEL, JOHN             A004       30670  0001 SALES ENGINEER       899  Offer Rejected       01-26-1987  82  Incompat Per Personl 3388
```

Applicant Listing By Major Code And Education Level (0P-RPT)

The Applicant Listing By Major Code And Education Level report (0P-RPT) lists educational information for all active applicants.

Business Tasks

This report is used to complete the following business tasks:

- Narrows the scope of candidates for a specific position by listing applicants in alphabetical order by name, within each level of education, and by major and minor fields of study.
- Analyze which schools applicants are attending.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Education Code**—Type of education that an employee has completed or is in the process of completing.
- **Education Level**—Description of an applicant's education level.
- **Major Code**—Code that identifies the employee's primary course of study.
- **Major Description**—Description the employee's major course of study.
- **Minor Code**—Code that identifies the employee's secondary course of study.
- **Minor Description**—Description the employee's minor course of study.
- **School Attended**—Code that identifies the school the employee attended or is attending.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EDUCATION-LEVEL, MAJOR-CODE, MINOR-CODE, and APPLICANT-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Major Code And Education Level (0P-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        APPLICANT LISTING       REPT                         FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                   BY EDUCATION         0P-R                             TIME 14:06 DATE 02-17-1998

APPLICANT NAME             NUMBER       EDUCATION CODE/LEVEL       MAJOR CODE/DESCRIPTION      MINOR CODE/DESCRIPTION      SCHOOL ATTENDED

BENTKOWSKI, TIMOTHY        A002         120 GRADUATE TRADE SCHL    A55 MECHANICAL ARTS         A15 COMMERCIAL ART          ILLINOIS TECH C N

HELMS, DANITA              A003         200 COLLEGE 1 YR CREDIT    B01 ACCOUNTING              B09 BUSINESS ECONOMICS      CHGO CTY C LP
MCKOY, EUGENE              A001         200 COLLEGE 1 YR CREDIT    D25 EQUIPMENT OPERATION     B79 TRAFFIC MANAGEMENT      CHGO CTY JC
SAUNDERS, JORDAN           A005         200 COLLEGE 1 YR CREDIT    E59 OPERATION ENGINEERNG    E27 ELECTRICAL ENGINRING    CHICAGO STATE

ANGELO, BARBARA            A006         220 COLLEGE 2 YR CREDIT    B21 DATA PROC               B47 INFORMATN MANAGEMENT    WESTERN IL U

GOMEZ, JOSEPH              A008         405 BACH DEG BUSINESS      B09 BUSINESS ECONOMICS      B15 COMMERCE                DE PAUL UNIVERSITY

DEWITT, DIANE              A010         470 BACH DEG MECH ENGR     E49 MECHANICAL ENGINRING    D20 EDP MAINTENANCE         MASS INST OF TECH

WEAVER, SEAN               A011         590 MASTER DEG OTHER       B09 BUSINESS ECONOMICS      B55 LABOR RELATIONS         ILLINOIS, U OF/CHURB
BRADY, KENNETH             A009         590 MASTER DEG OTHER       B43 INDUSTRL MANAGEMENT     B55 LABOR RELATIONS         CAL, U OF/DAVIS

WEAVER, SEAN               A011         780 DOCTOR OF PHILOSOPHY   B65 PERSONNEL ADMINSTRTN    B09 BUSINESS ECONOMICS      LETHBRIDGE, U OF
```

Applicant Listing By Position Number (0K-RPT)

The Applicant Listing By Position Number report (0K-RPT) lists applicants by the positions for which they have applied or are being considered. The current applicant status and position status are also displayed.

Business Tasks

This report is used to complete the following tasks:

- Identify how many applicants are being considered for a specific position by displaying each applicant's current status and applicant position status.
- Identify positions which have a high turn-over ratio.
- Identify those jobs that have a large number of interviews that are being conducted before an applicant is hired.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Position Code**—Code which identifies the position for which the applicant is being considered.
- **Position Title**—Position title description.
- **Curr Appl Status Code**—Status code of the applicant's request for employment.
- **Curr Appl Status Description**—Description of the current status of the applicant's request for employment.
- **Position Standing Date**—Date on which the applicant's position standing was reviewed.
- **Position Standing Code**—Status of an applicant's progress through the interview process for this job and/or position.
- **Position Standing Description**—Applicant's standing in relation to the position being considered.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, POSITION-CONSIDERED, APPLICANT-NAME, and JOB-SEQ-NBR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Position Number (0K-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      APPLICANT TRACKING LIST        REPT                   FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                BY POSITION NUMBER           0K-R                   TIME 13:57     DATE 02-17-1998

                                   ----------- POSITION ----------- CURRENT APPLICANT STATUS  -------- POSITION STANDING  -------
APPLICANT NAME          NUMBER     CODE        TITLE                CODE DESCRIPTION            DATE    CODE DESCRIPTION           DEPT

ANDERS, ANDREW          A012       POS006   **INVALID CODE**        000  NEW APPLICANT RECORD 12-15-1997 00  UNDER CONSIDERATION
```

Applicant Listing By Skill Code And Proficiency Rating (0R-RPT)

The Applicant Listing By Skill Code And Proficiency Rating report (0R-RPT) lists skill information for active applicants.

Business Tasks

This report is used to complete the following business tasks:

- Narrow a position search by looking at applicants within a specific skill code and proficiency rating.
- Evaluate applicant skill proficiencies.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Skills Code**—Code that describes the applicant skill.
- **Skills Description**—Description of the applicant skill.
- **Proficiency Code**—Code that describes the assessment of the applicant's skill proficiency.
- **Proficiency Desc**—Description of the skill proficiency listed.
- **Verification Code**—Code that identifies the means used to verify the fact the applicant does possess the skill.
- **Verification Desc**—Description of the method for verifying the skill proficiency listed.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, SKILLS-CODE, SKILL-PROFICIENCY-CD, and APPLICANT-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Skill Code And Proficiency Rating (0R-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         APPLICANT LISTING       REPT                       FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                  BY SKILLS CODE         0R-R                        TIME 14:06     DATE 02-17-1998

APPLICANT NAME               NUMBER          SKILLS CODE/DESCRIPTION            PROFICIENCY CODE/DESC                 VERIFICATION CODE/DESC

HELMS, DANITA                A003            AC0003  ACCOUNTS RECEIVABLE        02  ABOVE AVERAGE KNOWLD              50  RESUME
ANGELO, BARBARA              A006            AC0003  ACCOUNTS RECEIVABLE        03  WORKING KNOWLEDGE                 70  TRANSCRIPT

HELMS, DANITA                A003            AC0009  ACTS PAY MAN/COMP/ME       02  ABOVE AVERAGE KNOWLD              50  RESUME

HELMS, DANITA                A003            AC0011  APPROPRIATION ACCT         03  WORKING KNOWLEDGE                 50  RESUME

WEAVER, SEAN                 A011            AC0048  RETIREMENT SYS ADMIN       03  WORKING KNOWLEDGE                 40  REFERENCE CHECK

WEAVER, SEAN                 A011            AC0054  THRIFT PLAN ADMIN          02  ABOVE AVERAGE KNOWLD              40  REFERENCE CHECK

MCKOY, EUGENE                A001            AC2015  MANPOWER BUDGETING         02  ABOVE AVERAGE KNOWLD              20  CERTIFICATE PROVIDED

WEAVER, SEAN                 A011            AD      ADMINISTRATION/MANAG       01  EXPERT                            70  TRANSCRIPT

BENTKOWSKI, TIMOTHY          A002            BC0017  FORM CONTROL/DESIGN        02  ABOVE AVERAGE KNOWLD              70  TRANSCRIPT

ANGELO, BARBARA              A006            DP      DATA PROCESSING            02  ABOVE AVERAGE KNOWLD              82  DATA ENTRY TEST

GOMEZ, JOSEPH                A008            DP2006  INTEGER PROGRAMMING        02  ABOVE AVERAGE KNOWLD              50  RESUME

GOMEZ, JOSEPH                A008            DP2008  LOGIC SIMULATION           02  ABOVE AVERAGE KNOWLD              50  RESUME

SAUNDERS, JORDAN             A005            EN0004  BUILDING CODES             02  ABOVE AVERAGE KNOWLD              20  CERTIFICATE PROVIDED

SAUNDERS, JORDAN             A005            EN0021  INDUSTRIAL ARCHTCTRE       03  WORKING KNOWLEDGE                 70  TRANSCRIPT

DEWITT, DIANE                A010            EN2083  NETWORK THEORY             02  ABOVE AVERAGE KNOWLD              70  TRANSCRIPT

DEWITT, DIANE                A010            EN2090  POWER CONVERSION           02  ABOVE AVERAGE KNOWLD              70  TRANSCRIPT

DEWITT, DIANE                A010            EN2102  ROTATING MACHINERY         02  ABOVE AVERAGE KNOWLD              70  TRANSCRIPT

BRADY, KENNETH               A009            LG2002  EEO REGULATIONS            03  WORKING KNOWLEDGE                 20  CERTIFICATE PROVIDED
```

Applicant Listing By Source (0S-RPT)

The Applicant Listing By Source report (0S-RPT) displays the source from which applicants first heard about a job opening, along with applicable job agency information. The applicant's name, number, source, and agency information are printed.

Business Tasks

This report is used to complete the following business task:

- Analyze and determine the most effective media for applicant recruiting for specific positions.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Applicant Source Code**—Original source of the application.
- **Applicant Source Description**—Description of the application source.
- **Source Agency Code**—Unique two-character code identifying the employee's employment agency.
- **Source Agency Name**—Name of the source (employment) agency.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-SOURCE-CD, AGENCY-ID, APPLICANT-NAME, and APPLICANT-NUMBER.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Source (0S-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       APPLICANT LISTING         REPT                        FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                  BY SOURCE              0S-R                        TIME 16:37     DATE 01-24-1998

APPLICANT NAME                   NUMBER            APPLICANT SOURCE CODE/DESCRIPTION    SOURCE AGENCY CODE/NAME

FINKEL, JOHN                     A004              01      Employment Agency
STOLER, RUTGER                   A007              01      Employment Agency            AE      ABC Executive Search
BRADY, KENNETH                   A009              01      Employment Agency            KT      Kelly Temporaries

GOMEZ, JOSEPH                    A008              10      Adv Natl Bus Wkly
HELMS, DANITA                    A003              10      Adv Natl Bus Wkly
SAUNDERS, JORDAN                 A005              10      Adv Natl Bus Wkly
WEAVER, SEAN                     A011              10      Adv Natl Bus Wkly

BENTKOWSKI, TIMOTHY              A002              20      Walk In
DEWITT, DIANE                    A010              20      Walk In

ANGELO, BARBARA                  A006              30      Employee Referral
MCKOY, EUGENE                    A001              30      Employee Referral
```

Applicant Listing By Status (0I-RPT)

The Applicant Listing By Status report (0I-RPT) lists all applicants by their current applicant status code and the jobs for which they are being, or have been, considered.

Business Tasks

This report is used to complete the following business tasks:

- Prepare for the interview process by reviewing all of the applicants who have not yet started the interview process for a specific position.
- Identify those applicants who should be moved to a 'dead' applicant file that contains applicants who have been hired or are not actively being considered for employment with your organization (moving these applicants to this file prevents them from showing up on active applicant reports).

Report field details

- **Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Current Applicant Status Code**—Status of the applicant's request for employment with your company.
- **Current Applicant Status Description**—Description of an applicant's current application status.
- **Job Code**—Alphanumeric identifier of the job for which the applicant is being considered.
- **Job Extent**—Four-digit number that works in conjunction with the job code text box to further identify the job for which the applicant is being considered.
- **Job Title**—Title assigned to the job code/job code-extent for the job for which an applicant is being considered.
- **Job Application Status Date**—Date on which the applicant's application status for a specific position was reviewed.
- **Job Application Status Code**—Code that identifies the status of an applicant's progress through the interview process for this job and/or position.
- **Job Application Status Description**—Description of an applicant's job application status.
- **Department**—Code that identifies the department in which the job and/or position opening exists.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, CURRENT-APPL-STATUS, APPLICANT-NAME, and JOB-SEQ-NBR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Status (0I-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       APPLICANT TRACKING LIST        REPT                    FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                  BY CURRENT STATUS           0I-R                    TIME 16:40     DATE 01-24-1998

                                 CURRENT APPLICANT STATUS  ------------- JOB -------------- ----- JOB APPLICATION STATUS ----
NAME                   NUMBER    CODE DESCRIPTION          CODE/EXTENT TITLE                   DATE    CODE DESCRIPTION         DEPT

GOMEZ, JOSEPH          A008      000  New Applicant Record 30650  0001 FIELD CONTACT TECHNI 01-19-1987 00  Under Consideration  3388
                                 000  New Applicant Record 30660  0001 WHOLESALE TRADE SALE 01-26-1987 00  Under Consideration  3388

BRADY, KENNETH         A009      050  Called In For Initil 21840  0001 OCUPATIONL SAF & HLT 03-12-1987 00  Under Consideration  3388
                                 050  Called In For Initil 21830  0001 LABOR RELATIONS SPEC 03-12-1987 00  Under Consideration  3388

SAUNDERS, JORDAN       A005      100  First Interview      10500  0001 MAINTENANCE ENGINEER 02-06-1987 00  Under Consideration  3333
                                 100  First Interview      21840  0001 OCUPATIONL SAF & HLT 04-15-1987 00  Under Consideration  3388

DEWITT, DIANE          A010      200  Second Interview     30650  0001 FIELD CONTACT TECHNI 02-01-1987 00  Under Consideration  3388
                                 200  Second Interview     30670  0001 SALES ENGINEER       02-01-1987 00  Under Consideration  3388
MCKOY, EUGENE          A001      200  Second Interview     18020  0001 LATHE MACHINE TOOLS  11-15-1986 00  Under Consideration  3388
                                 200  Second Interview     18030  0001 GRINDING MACHINE SET 11-15-1986 00  Under Consideration  3388
                                 200  Second Interview     19270  0001 TRAFFIC CLERK        12-01-1986 00  Under Consideration  3030

HELMS, DANITA          A003      600  Aptitude Testing     19260  0001 BILLING CLERK        01-22-1987 00  Under Consideration  3388
                                 600  Aptitude Testing     20002  0001 CLERK/TYPIST, SENIOR 01-22-1987 00  Under Consideration  3388
                                 600  Aptitude Testing     22200  0001 ACCOUNTING CLERK     02-01-1987 00  Under Consideration  3333

BENTKOWSKI, TIMOTHY    A002      700  Physical Exam #1     18030  0001 GRINDING MACHINE SET 01-09-1987 00  Under Consideration  3333
                                 700  Physical Exam #1     30650  0001 FIELD CONTACT TECHNI 11-11-1987 00  Under Consideration  3388

ANGELO, BARBARA        A006      800  Offer Made           19270  0001 TRAFFIC CLERK        01-09-1987 00  Under Consideration  3388
                                 800  Offer Made           22200  0001 ACCOUNTING CLERK     01-09-1987 00  Under Consideration  3388

FINKEL, JOHN           A004      899  Offer Rejected       30670  0001 SALES ENGINEER       01-26-1987 82  Incompat Per Personl 3388
                                 899  Offer Rejected       30650  0001 FIELD CONTACT TECHNI 02-15-1987 71  Negative References  3388

WEAVER, SEAN           A011      900  Offer Accepted       21830  0001 LABOR RELATIONS SPEC 01-01-1987 99  Offer Accepted       3388

STOLER, RUTGER         A007      999  Hired                30660  0001 WHOLESALE TRADE SALE 12-01-1986 99  Offer Accepted       3388
```

Applicant Listing By Training Course (0T-RPT)

The Applicant Listing By Training Course report (0T-RPT) displays the recorded training information for all applicants.

Business Tasks

This report is used to complete the following business tasks:

- Find applicants who have taken specific training courses.
- Focus on applicants with the most recent training by including dates that applicants attended specific courses.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Training Course Code**—Code that identifies the training course which the employee has attended or is scheduled to attend.
- **Training Course Description**—Description of the training course which the employee has attended or is scheduled to attend.
- **Course Completion**—Status of the trainee in the course; also identifies the courses in which the employee is enrolled, but has not yet attended.
- **Year**—Year in which the training is scheduled to be, or was, taken.
- **Course #**—Number assigned to the specified course.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, TRAINING-COURSE-CODE, TRAINING-YEAR, TRAINING-COURSE-NO, and APPLICANT-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing By Training Course (0T-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        APPLICANT LISTING         REPT                      FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                   BY TRAINING            0T-R                      TIME 14:06     DATE 02-17-1998

APPLICANT NAME              NUMBER           TRAINING COURSE CODE/DESC        COURSE COMPLETION                      YEAR  COURSE #

WEAVER, SEAN                A011             002  CYBORG HRMS BASE            COMPLETED - NORMAL                      72       0

DEWITT, DIANE               A010             126  PLANT SAFETY                COMPLETED - NORMAL                      84       1
GOMEZ, JOSEPH               A008             126  PLANT SAFETY                COMPLETED - INCOMPLT                    81       1
BRADY, KENNETH              A009             126  PLANT SAFETY                COMPLETED - NORMAL                      77       1

HELMS, DANITA               A003             201  MANAGER TRAINING            COMPLETED - NORMAL                      85       1
BRADY, KENNETH              A009             201  MANAGER TRAINING            COMPLETED - NORMAL                      80       2
SAUNDERS, JORDAN            A005             201  MANAGER TRAINING            COMPLETED - INCOMPLT                    80       2

MCKOY, EUGENE               A001             202  PERFORMANCE APPRAISL        COMPLETED - NORMAL                      85       1

HELMS, DANITA               A003             205  MBO                         COMPLETED - NORMAL                      85       2
SAUNDERS, JORDAN            A005             205  MBO                         COMPLETED - NORMAL                      82       3

BENTKOWSKI, TIMOTHY         A002             206  SUPERVISOR TRAINING         COMPLETED - NORMAL                      84       1
FINKEL, JOHN                A004             206  SUPERVISOR TRAINING         COMPLETED - INCOMPLT                    72       1
WEAVER, SEAN                A011             206  SUPERVISOR TRAINING         COMPLETED - NORMAL                      68       0

GOMEZ, JOSEPH               A008             215  SALES TRAINING 1            COMPLETED - NORMAL                      84       2
STOLER, RUTGER              A007             215  SALES TRAINING 1            COMPLETED - NORMAL                      76       1

STOLER, RUTGER              A007             216  SALES TRAINING 2            COMPLETED - NORMAL                      76       2

GOMEZ, JOSEPH               A008             217  SALES TRAINING 3            COMPLETED - NORMAL                      85       3
STOLER, RUTGER              A007             217  SALES TRAINING 3            COMPLETED - NORMAL                      77       3

STOLER, RUTGER              A007             218  SALES TRAINING 4            COMPLETED - NORMAL                      77       4

ANGELO, BARBARA             A006             221  TELEPHONE SUPPORT           COMPLETED - NORMAL                      84       1

SAUNDERS, JORDAN            A005             301  SPECIAL MACHINE MAIN        COMPLETED - NORMAL                      77       1
```

Applicant Listing With Specified Training Course (0W-RPT)

The Applicant Listing With Specified Training Course report (0W-RPT) lists active applicants who have a required training course code recorded.

Business Tasks

This report is used to complete the following business task:

- Narrow the list of possible candidates for a specific position by producing a list of applicants who have completed necessary training courses within a certain range of time.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Training Course Code**—Code that identifies the training course which the employee has attended or is scheduled to attend.
- **Training Course Desc**—Description of the training course.
- **Course Completion**—Description of the manner in which the course was completed.
- **Year**—Year in which the training has been scheduled or was taken.
- **Course #**—Number assigned to the course taken in the year that this record identifies.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, TRAINING-COURSE-CODE, TRAINING-YEAR, TRAINING-COURSE-NO, and APPLICANT-NAME.

Parameter options and setup

- **Training Course Code**—Select the three-character training course code.

- See also:
- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Listing With Specified Training Course (0W-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         APPLICANT LISTING         REPT                  FILE VERSION 00  PAGE         1
DIVISION     3333 APPLICANT TRACKING CTL 1-2               BY SPECIFIED TRAINING       0W-R                       TIME 19:33 DATE 05-06-1998


APPLICANT NAME                       NUMBER          TRAINING COURSE CODE/DESC       COURSE COMPLETION              YEAR  COURSE #

BENTKOWSKI, TIMOTHY                  A002            206  Supervisor Training        Completed - Normal              84       1
FINKEL, JOHN                         A004            206  Supervisor Training        Completed - Incomplt            72       1
WEAVER, SEAN                         A011            206  Supervisor Training        Completed - Normal              68       0
```

Applicant Mailing Address Labels (0Q-RPT)

The Applicant Mailing Address Labels report (0Q-RPT) produces a mailing label for correspondence with applicants.

Business Tasks

This report is used to complete the following business task:

- Improve the efficiency of correspondence with applicants through the creation of mailing labels with the applicant's name and address.

Report field details

- **Name/Address**—Applicant's name and address.
- **Zip Code**—Applicant's zip code.

Parameter options and setup

- **As of Date**—Enter the 'as of' date text box in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If a date is specified, only applicants whose original application date is equal to or later than the specified date are printed. If this text box is left blank, a label is printed for all active applicants.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Mailing Address Labels (0Q-RPT) Example

Applicant Mailing Address Labels (0Q-RPT)

```
BARBARA ANGELO
6402 BIRCH COURT
WESTMONT, IL              60157



TIMOTHY BENTKOWSKI
14715 KEDVALE
OAK FOREST, IL            60523



KENNETH BRADY
2554 W. BYRON
EVANSTON, I               60604



DIANE DEWITT
16742 WESTMINSTER LANE
TINLEY PARK, IL           60159



JOHN FINKEL
2527 JEFFERSON STREET
HANOVER PARK, IL          60620



JOSEPH GOMEZ
4386 S. HOYNE
CHICAGO, IL               60622



DANITA HELMS
5316 S. INGELSIDE
CHICAGO, IL               60630
```

Applicant Preferred Work Environment (0Z-RPT)

The Applicant Preferred Work Environment report (0Z-RPT) lists information on each applicant's preferred work environment, current work status, and availability details.

Business Tasks

This report is used to complete the following business tasks:

- Sort through applicant work environment preferences to find applicants who are willing to work in a position that has a required work schedule or shifts.
- Analyze applicant information to find all applicants who are willing to travel the necessary amount for a specific position.
- Track applicants' willing to relocate to a specific location, and the time-frame during which applicants will be available for work, and the number of days notice that they need to give their current employer.
- Monitor which candidates will consider a lower-rated job/position and their expectations concerning hourly, monthly, and/or annual pay.
- Analyze the qualifications of applicants who are previous employees, giving a prior termination date and employee number to help you locate the old employee record.

Report field details

- **Applicant Name**—Applicants first and last name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Recorded**—Date on which the data of the applicant's preferred work environment and availability was recorded.
- **Earliest Available**—Earliest date on which the applicant may be available to begin work.
- **Required Days-Notice**—Number of days notice the applicant must give when terminating prior employment.
- **Lower Rated-Job**—Indicator of whether or not the applicant wants to be considered for a lower or less-rated job than the one for which the original consideration was performed.
- **Will-Travel/Percent**—Applicant's willingness to relocate as a condition of employment.
- **Relocation Election**—Description of an applicant's willingness to relocate.
- **Will-Relocate-To**—Details of an applicant's relocation preferences.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, and EMPLOYEE- NAME-15.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Preferred Work Environment (0Z-RPT) Example

```
CORPORATION  99    ACME MANUFACTURING                         APPLICANT LISTING         REPT                     FILE VERSION 00  PAGE        1
DIVISION     3333  APPLICANT TRACKING CTL 1-2        OF PREFERRED WORKING ENVIRONMENT  0Z-R                     TIME 16:46     DATE 01-24-1998

                                          EARLIEST      REQUIRED      LOWER     WILL-TRAVEL/
APPLICANT NAME      NUMBER     RECORDED   AVAILABLE    DAYS-NOTICE  RATED-JOB     PERCENT       RELOCATION ELECTION        WILL-RELOCATE-TO
--------------      ------    ----------  ----------   -----------  ---------     -------       -------------------        ----------------

ANGELO, BARBARA      A006     01-09-1987  01-09-1987        00          Y          N  000       Will Not Consid Relo

         WILL-RELOCATE-TO-2:                                  SHIFT/PREFERENCE: 1st/ Day Shift Only      SCHEDULE/PREFERRED: Any Schedule

         XPT HRLY RATE:  6.25  XPT MNLY SAL:  1,083.00     XPT ANNL SAL:      13,000   PR. EMPLOYEE NO:               PR. TERM DT:


BRADY, KENNETH       A009     03-12-1987  03-26-1987        14          N          Y  025       Willing To Relocate        USA Anywhere

         WILL-RELOCATE-TO-2: USA South                        SHIFT/PREFERENCE: 1st/ Day Shift Only      SCHEDULE/PREFERRED: Any Schedule

         XPT HRLY RATE:  9.50  XPT MNLY SAL:  1,666.00     XPT ANNL SAL:      20,000   PR. EMPLOYEE NO:               PR. TERM DT:


DEWITT, DIANE        A010     02-02-1987  02-16-1987        14          N          N  000       Will Not Consid Relo

         WILL-RELOCATE-TO-2:                                  SHIFT/PREFERENCE: 1st/ Day Shift Only      SCHEDULE/PREFERRED: Any Schedule

         XPT HRLY RATE:  9.50  XPT MNLY SAL:  1,666.00     XPT ANNL SAL:      20,000   PR. EMPLOYEE NO:               PR. TERM DT:


FINKEL, JOHN         A004     01-26-1987  02-09-1987        14          N          Y  075       Willing To Relocate        USA Anywhere

         WILL-RELOCATE-TO-2: USA South              SHIFT/PREFERENCE: 1st/ Day Shift Only   SCHEDULE/PREFERRED: Any Schedule

         XPT HRLY RATE:   .00  XPT MNLY SAL:  3,333.00     XPT ANNL SAL:      40,000   PR. EMPLOYEE NO:            PR. TERM DT:
```

Applicant Professional Associations (0E-RPT)

The Applicant Professional Associations report (0E-RPT) lists active applicants and their recorded professional membership information.

Business Tasks

This report is used to complete the following business task:

- Track applicant association memberships in alphabetical order by applicant name and association number.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Applicant Number**—Unique applicant identifier, up to ten characters in length.
- **Association Date**—Date the employee became affiliated or renewed membership with the association.
- **Association Code**—Code that identifies the association.
- **Association Name**—Name of the association.
- **Association Number**—Membership identification number.
- **Association Expire**—Association membership expiration date.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NAME, and ASSOCIATION-CODE.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Professional Associations (0E-RPT) Example

```
 Example
CORPORATION  99   ACME MANUFACTURING                      APPLICANT  PROFESSIONAL       REPT                   FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2              ASSOCIATION MEMBERSHIPS       0E-R                   TIME 13:57     DATE 02-17-1998

                             APPLICANT     ASSOCIATION     ASSOCIATION                                    ASSOCIATION     ASSOCIATION
APPLICANT NAME               NUMBER           DATE            CODE           ASSOCIATION NAME               NUMBER          EXPIRE


ANGELO, BARBARA              A006          01-01-1987         A060           AM ACCOUNTING ASSN           JH4-554111      01-01-1990

BENTKOWSKI, TIMOTHY          A002          01-01-1986         A489           ARCHITECT METAL ASSN         GG4-5221-P      01-01-1988

BRADY, KENNETH               A009          04-15-1979         A255           AM INST PLANT ENGNRS         CA-A255         04-15-1985
                                           07-09-1980         B013           BUILD INSPECTOR ASSN         CA-B013         07-09-1985
                                           02-19-1981         I045           INDUST HYGIENE FNDN          IL-I045         02-19-1985

DEWITT, DIANE                A010          01-01-1985         A230           AM INST OF MECHN ENG         JN-4N445-4      01-01-1988

GOMEZ, JOSEPH                A008          10-12-1985         I020           INDUSTRL MNGMNT CLUB         AZ-I020         10-12-1988

HELMS, DANITA                A003          12-15-1985         A060           AM ACCOUNTING ASSN           AS3-9967UI      12-15-1987

MCKOY, EUGENE                A001          06-15-1986         A445           AM SOC TOOL MANFCTRN         GR-554D-65      06-15-1989

SAUNDERS, JORDAN             A005          03-01-1986         A205           AM INST CNSLTNG ENGR         OP-K4587        03-01-1988
                                           03-01-1986         A220           AM INST INDUS ENGNRS         OP-Q5598        03-01-1988

WEAVER, SEAN                 A011          02-28-1975         A020           ADVNCD MNGMNT ASSN           142536-99       03-01-1988
                                           06-01-1980         A085           AM ASSN UNIV PRO             82930-123       12-31-1990
                                           12-01-1982         H010           HUMN RES SYSTMS PROF         3179-27-BR      12-01-1990
                                           03-05-1982         I140           INTRNL COMMUNCTNS AS         WEA9812         01-01-1990
                                           07-01-1986         S130           SOC MNGMNT INFO SYST         23977043        01-01-1989
```

Applicant Profile (0D-RPT)

The Applicant References report (03-RPT) provides an alphabetical list of all the reference information on an applicant's file, identifying whether the applicant has been contacted and, if so, any responses given.

Business Tasks

This report is used to complete the following task:

- Track the details of communication with an applicant's references by printing the reference status on the report for each reference, identifying whether the reference has been contacted and, if so, the response.

Report field details

- **Applicant Name**—Applicant's last and first name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Reference Name**—Name of the job/personal reference supplied by the applicant.
- **Relationship**—Relationship of the job or personal reference to the applicant.
- **Contact Instructions**—Indicator for how and when the applicant wants job or personal reference to be contacted.
- **Reference Status**—Status and results of the reference checking process.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NAME-15, and REF-ID.

Parameter options and setup

- **Option**—Specify 'ALL' to print reference information for active and inactive applicants. Leave the text box blank to select that only active applicant information be printed.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***
For information about this report.

Applicant Profile (0D-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        APPLICANT REFERENCES        REPT                    FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                                            03-R                    TIME 16:23     DATE 01-24-1998

APPLICANT NAME            NUMBER      REFERENCE NAME            RELATIONSHIP            CONTACT INSTRUCTIONS            REFERENCE STATUS

ANGELO, BARBARA           A006        ROGER R. BOON             01 Current Employer     N No Not At This Time           0 Not Yet Contacted
                                      FRED W. DEWITT            04 Prior Employer       Y Yes Phone Or Write            6 Phone Interview Pos

BENTKOWSKI, TIMOTHY       A002        JAMES T. CAROL            06 Prior Supervisor     Y Yes Phone Or Write            1 Ref Request Letter
                                      RALPH BONNER              05 Prior Manager        Y Yes Phone Or Write            0 Not Yet Contacted

BRADY, KENNETH            A009        JOSEPH GIARDINO           01 Current Employer     N No Not At This Time           0 Not Yet Contacted
                                      MARK HILL                 05 Prior Manager        Y Yes Phone Or Write            6 Phone Interview Pos
                                      CHARLES O. WAIT           04 Prior Employer       Y Yes Phone Or Write            2 Ref Req Letter Pos

DEWITT, DIANE             A010        CARL JACKSON              01 Current Employer     N No Not At This Time           0 Not Yet Contacted
                                      MARSHA MASON              04 Prior Employer       Y Yes Phone Or Write            2 Ref Req Letter Pos

FINKEL, JOHN              A004        DOMENIC DEFALCO           06 Prior Supervisor     Y Yes Phone Or Write            2 Ref Req Letter Pos
                                      FREDRICK BURTON           05 Prior Manager        Y Yes Phone Or Write            2 Ref Req Letter Pos
                                      PATRICK SULLIVAN          06 Prior Supervisor     Y Yes Phone Or Write            2 Ref Req Letter Pos
                                      DEPARTMENT PERSONNEL      01 Current Employer     N No Not At This Time           0 Not Yet Contacted

GOMEZ, JOSEPH             A008        GERALD STEFFANI           02 Current Manager      P Yes But Phone Only            6 Phone Interview Pos
                                      STEVEN B. WOLF            05 Prior Manager        Y Yes Phone Or Write            6 Phone Interview Pos

HELMS, DANITA             A003        MARY ANNE WALTERS         05 Prior Manager        Y Yes Phone Or Write            0 Not Yet Contacted
                                      WILLIAM R. ST. JAMES      04 Prior Employer       Y Yes Phone Or Write            2 Ref Req Letter Pos

MCKOY, EUGENE             A001        HOWARD T. MILLER          02 Current Manager      Y Yes Phone Or Write            5 Phone Interview

SAUNDERS, JORDAN          A005        GARY L. ROOD              02 Current Manager      Y Yes Phone Or Write            2 Ref Req Letter Pos
                                      WILLIAM PARTELL           06 Prior Supervisor     Y Yes Phone Or Write            0 Not Yet Contacted

STOLER, RUTGER            A007        JOHN MCCOMB               01 Current Employer     N No Not At This Time           0 Not Yet Contacted
                                      CARL HILDEBRAN            07 Friend               Y Yes Phone Or Write            6 Phone Interview Pos

WEAVER, SEAN              A011        NIGEL PENNINGTON-SMYTH    06 Prior Supervisor     Y Yes Phone Or Write            2 Ref Req Letter Pos
                                      HIKARU LOOK               06 Prior Supervisor     Y Yes Phone Or Write            2 Ref Req Letter Pos_
```

Applicant Resume Response/Negative (04ARPT)

The Applicant Resume Response/Negative report (04ARPT) prints a negative response letter to an applicant for whom you have received a resume but do not want to interview.

You must insert the sender's name and title in Paragraph P270-CLOSING in the report program. This is the individual who signs the letter in the space provided. There is one line reserved for the name and two lines reserved for their title. Insert the name and title between the quotation marks on the appropriate lines. If the individual only has a one line title, insert spaces in the second title line.

Business Tasks

This report is used to complete the following task:

- Communicate a negative response to the resume submitted by an applicant.

Report field details

This report is a letter format that has no columnar format.

Parameter options and setup

- **Applicant Number**—Enter the number of the applicant for whom you are printing the letter. Up to ten alphanumeric characters may be entered.
- **Date Of Letter**—Enter the date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This is the date that will be printed at the top of the letter. Leave this entry blank to use the current date.

See also:

- Applicant letters ***(on page 50)***

For information about this report.

Applicant Resume Response/Negative (04ARPT) Example

```
                         ACME MANUFACTURING
                         APPLICANT TRACKING CTL 1-2
                         1142 N. RUSH STREET
                         COMMERCE
                         CHICAGO, IL                60606



April 30, 1998

JOSEPH GOMEZ
4386 S. HOYNE
CHICAGO, IL         60622

Dear JOSEPH,

Thank you for submitting your resume for our consideration.  We have
reviewed your qualifications and while we were impressed with your
credentials, we do not have an open position at this time which meets
your qualifications and interests.

However, we have entered your resume into our Applicant Tracking
system data bank.  We will notify you at the address and/or telephone
number you submitted on your resume should we have an open position
which requires your skills and background.

Thank you again for taking the time to submit your resume to
ACME MANUFACTURING.

Sincerely,


 (Name entered in P-EDIT PROGRAM)
(Title entered in P-EDIT PROGRAM)
(Second title line or blanks)
```

Applicant Resume Response/Positive (04BRPT)

The Applicant Resume Response/Positive report (04BRPT) prints a positive response letter to an applicant for whom you have received a resume and want to interview. The letter includes a date and time for the interview, a phone number to contact, the length of the interview, and the appropriate name and title in the closing.

You must insert the appropriate name and title in Paragraph P280-CLOSING in this report program. This is the individual who signs the letter in the space provided. There is one line reserved for the name and two lines reserved for their title. Insert the name and title between the quotation marks on the appropriate lines. If the individual only has a one line title, insert spaces in the second title line.

You must also insert the appropriate contact phone number in Paragraph P250-SCHEDULE-INTERVIEW and the length of the interview in Paragraph P260-MORE-INFO in this program.

Business Tasks

This report is used to complete the following task:

- Communicate a positive response to the resume submitted by an applicant.

Report field details

This report is a letter format that has no columnar format.

Parameter options and setup

- **Applicant Number**—Enter the number of the applicant for whom you are printing the letter. Up to ten alphanumeric characters may be entered.
- **Date Of Letter**—Enter the date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This is the date that will be printed at the top of the letter. Leave this entry blank to use the current date.
- **Interview Date**—Enter the interview date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **Interview Time**—Enter the scheduled appointment time for the interview in the format HHMM.

See also:

- Applicant letters ***(on page 50)***

For information about this report.

Applicant Resume Response/Positive (04BRPT) Example

```
                        ACME MANUFACTURING
                        APPLICANT TRACKING CTL 1-2
                        1142 N. RUSH STREET
                        COMMERCE
                        CHICAGO, IL                  60606


November 11, 1997

KENNETH BRADY
2554 W. BYRON
EVANSTON, IL         60604

Dear KENNETH,

Thank you for submitting your resume for our consideration.  We have
reviewed your qualifications and would like to schedule an interview
to further discuss your credentials and determine if we have an open
position at this time which meets your qualifications and interests.

Our schedule indicates we would be able to meet with you on 11-20-1997
at 10:00 a.m. Please contact me or my secretary at 312-454-1865 to
confirm or reschedule this appointment.

This interview should take about two hours.  We have entered your
resume into our Applicant Tracking system data bank, but we will want
to have you complete an application before the interview to gather
additional information.  If you have additional information you feel
we should have, please bring it with you to the interview.

Thank you for your interest in ACME MANUFACTURING.
We look forward to meeting you on 11-20-1997 at 10:00 a.m.

Sincerely,



(Name entered in P-EDIT PROGRAM)
(Title entered in P-EDIT PROGRAM)
(Second title line or blanks)
```

Applicant Telephone Contact Directory (0C-RPT)

The Applicant Telephone Contact Directory report (0C-RPT) provides all of the necessary information for contacting an applicant by telephone. The report displays an alphabetical listing of all telephone information given by active applicants.

Business Tasks

This report is used to complete the following task:

- Contact an applicant, using the applicant's preferred method of contact.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Mail Contact**—Indicator of whether or not the applicant wants to be contacted by mail.
- **Phone Contact**—Indicator of whether or not the applicant wants to be contacted by telephone.
- **Home Phone Number**—Home telephone number of the applicant.
- **Home Contact Hours**—Time frame in which the applicant will be available to be contacted at a home telephone number.
- **Work Phone Number/Ext**—Applicant's work telephone number and extension.
- **Work Contact Hours**—Time frame in which the applicant will be available to be contacted at a work telephone number.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NAME, and APPLICANT-NUMBER.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Applicant Telephone Contact Directory (0C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       APPLICANT TELEPHONE        REPT                     FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                CONTACT DIRECTORY         0C-R                     TIME 16:26     DATE 01-24-1998

                                                                                 ----------- HOME -----------      -------------- WORK --------------
APPLICANT NAME          MAIL CONTACT              PHONE CONTACT             PHONE NUMBER CONTACT HOURS        PHONE NUMBER EXT   CONTACT HOURS

ANGELO, BARBARA         Contact Either Place      Contact Either Place      312/342-6271 AFTER 6:00 P.M.      312/255-6700X465   8:00AM - 5:00PM.
BENTKOWSKI, TIMOTHY     Contact At Home Only      Contact At Home Only      312/454-1869 4:00PM - 8:00PM
BRADY, KENNETH          Do Not Directly Cont      Contact At Home Only      312/454-1868 7-8AM - & 6-9PM
DEWITT, DIANE           Contact Either Place      Contact Either Place      312/454-1832 AFTER 6:00 P.M.      312/454-1865X4344  9:00AM - 5:00PM
FINKEL, JOHN            Contact Either Place      Contact At Work Only      312/454-1865X0044  8:00AM-5:00PM
GOMEZ, JOSEPH           Contact Either Place      Contact Either Place      312/454-1897 BEFORE 5:00 PM       312/454-1865       6:00PM - 10:00PM
HELMS, DANITA           Contact Either Place      Contact Either Place      312/454-1872 AFTER 8:00 P.M.      312/454-1865X0087  12:00PM - 7:00PM
MCKOY, EUGENE           Contact Either Place      Contact At Home Only      312/454-1879 AFTER 6:00 P.M.      312/454-1865X0079  8:00AM - 6:00PM
SAUNDERS, JORDAN        Do Not Directly Cont      Contact At Home Only      312/454-1888 BEFORE 4:00P.M.
STOLER, RUTGER          Do Not Directly Cont      Do Not Directly Cont
WEAVER, SEAN            Contact Either Place      Contact Either Place      312/555-0007 EVENINGS > 7:00      312/555-1234X007   7:00AM.- 4:30PM.
```

Automobile Information (16-RPT)

The Automobile Information report (16-RPT) displays information about company automobiles.

Business Tasks

This report is used to complete the following tasks:

- List company automobiles that need to be serviced within a specified month.
- List all company automobile data.

Report field details

- **Fleet ID**—Number assigned according to company policy to identify the company automobile assigned to an employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Automobile Date**—Date the automobile was assigned to the employee.
- **Automobile Number**—Serial number of the employee's company automobile.
- **Automobile Make**—Make or brand of the employee's company automobile.
- **Automobile Model**—Model or type of the employee's company automobile.
- **Color**—Color of the company automobile.
- **Miles**—Mileage listed on the odometer of the company automobile when the employee receives the auto or it is serviced.
- **Date Last Serviced**—Date on which the company automobile was last serviced.
- **Date Recovered**—Date on which the employee returned the company automobile.

Parameter options and setup

- **Servicing Date**—Enter the date in YYMM format to print a report listing all company autos that were last serviced more than six months prior to the Servicing Date. Leave this text box blank to report all automobiles.

See also:

- Reports used for allocating and recovering company property ***(on page 406)***

For information about this report.

Automobile Information (16-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       AUTOMOBILE INFORMATION          REPT                                   PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                                                       16-R                       TIME 17:20 DATE 04-27-1998

FLEET                              EMPLOYEE   ------------------ AUTOMOBILE ------   ----------                          DATE LAST    DATE
 ID    EMPLOYEE NAME               NUMBER      DATE          NUMBER      MAKE      MODEL      COLOR      MILES          SERVICED     RECOVERED

2110   ADAMS, RICHARD               1117       05-01-1984    66445-84    AUDI      FOX        BROWN       1000          12/87
```

Birthday Listing (1G-RPT)

The Birthday Listing report (1G-RPT) provides a listing of all employees having a birthday during a three-month period from the date entered in the report parameters.

Business Tasks

This report is used to complete the following task:

- Provide employee birth date information.

Report field details

- **Birth Month**—Month of the year during which the employee was born.
- **Birth Day**—Day of the month on which the employee was born.
- **Employee Name**—Employee's legal name.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Sex Code**—Employee's gender.
- **Mail Distr Data**—Employee's internal mail station or distribution data.

Report sort order

As delivered, the sort order of this report is BIRTH-MONTH, BIRTH-DAY, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter the date MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the current date is used.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Birthday Listing (1G-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                            BIRTHDAY LISTING              REPT                             PAGE          4
DIVISION     9999 PRODUCTION CTL 1-2                           AS OF 04-27-1998              1G-R                   TIME 17:03 DATE 04-27-1998

             BIRTH        BIRTH                                   CTL       CTL       CTL       CTL      SEX           MAIL
             MONTH         DAY         EMPLOYEE NAME              THREE     FOUR      FIVE      SIX      CODE          DISTB DATA

             MAY          06           MOHR, MICHAEL T.           3388      4488      5508      6608      M            PLANT-54
             MAY          06           PENDARVIS, MARTIN M.       3388      4488      5508      6608      M            PLANT-24
             MAY          07           WALSH, THEODORE            3333      4444      5555      6666      M            5FLR-10E
             MAY          07           WELKER, GEORGE W           3333      4444      5555      6666      M            5FLR-10E
             MAY          17           SANTANA, LOUISE            3388      4488      5508      6608      M            11TH-4002

*SAVE-MONTH       05               5
```

Blood Donors (3H-RPT)

The Blood Donors report (3H-RPT) lists employees who have indicated that they are willing to donate blood.

Business Tasks

This report is used to complete the following business tasks:

- Provide a quick reference of donors alphabetically by name, including their internal mail distribution number and the last date that each donor gave blood so that you can determine when enough time has passed for the employee to give blood again.
- Identify and to locate employees with a specific blood type when there is a shortage or emergency.
- Quickly schedule employees for donation appointments during a blood drive.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Control Four**—Organization level 4 value assigned to this employee.
- **Control Five**—Organization level 5 value assigned to this employee.
- **Control Six**—Organization level 6 value assigned to this employee.
- **Blood Type**—Code that identifies an employee's blood type.
- **Willing To Give**—Code that identifies an employee's willingness to donate blood.
- **Date of Last Donation**—Date that identifies when an employee last donated blood.
- **Work Phone**—Employee's work telephone number.
- **Work Ext.**—Employee's work telephone extension number.
- **Mail Distrib Data**—Employee's internal mail station or distribution data.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, AND EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Blood Donors (3H-RPT) Example

CORPORATION 99 ACME MANUFACTURING AVAILABLE BLOOD DONORS REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 3H-R TIME 17:14 DATE 01-27-1998

EMPLOYEE NAME	EMPLOYEE NUMBER	CTRL THREE	CTRL FOUR	CTRL FIVE	CTRL SIX	BLOOD TYPE	WILLING TO-GIVE	DATE OF LAST DONATION	WORK PHONE	WORK EXT.	MAIL-DISTRIB DATA
AUSTIN, STEVEN	1234	3030	4040	5050	6060	ON	Y		4541865	1121	B2-STN5
BALDWIN, ALICE A	1043	3333	4444	5555	6666	ABN	Y		5722986	2987	5FLR-12W
COLLINS, ANNA MARIE	1848	3030	4040	5050	6060	ABN	Y	09-01-1983	4541865	1380	B2-STN10
COMPTON, SUSAN A	1116	3333	4444	5555	6666	ON	Y	12-21-1980	4541865	210	B2-LL
HAMMER, JAMES B.	1236	3030	4040	5050	6060	ABN	Y	02-10-1983	6631726	2928	5FLR-10W
HANCOCK, STEVEN W.	1764	3333	4444	5555	6666	ON	Y	04-01-1983	4541865	0269	5FLR-6W
HAYES, JOHNS A	1806	3333	4444	5555	6666	BN	Y	03-12-1981	8770099	1123	B2-LL
JOHNSON, WALTER D	1255	3030	4040	5050	6060	ABN	Y	06-30-1983	6322290	9982	B2-STN31
JONES, JERRY	1111	3030	4040	5050	6060	ABN	Y	12-01-1980	4541865	1122	B2-STN10
MAGUIRE, HENRY S.	1578	3030	4040	5050	6060	ABN	Y	09-30-1982	4541865	3209	CORP-STENO
MANNING, WILLIAM Z.	1165	3333	4444	5555	6666	ON	Y		4541865	8135	CORP-STENO
MAURICE, STACY E.	1008	3388	4488	5508	6608	OP	Y	11-12-1986	4541800	1594	ACCT-100
MERTZ, LYNNE C.	1006	3388	4488	5508	6608	OP	Y	11-13-1985	4507923	303	PLANT-26
MEYER, JUNE	1001	3388	4488	5508	6608	OP	Y	04-12-1984	8369400	1567	11TH-4040
MOHR, MICHAEL T.	1010	3388	4488	5508	6608	AP	Y	01-23-1984	4671212	0010	PLANT-54
MORRIS, ROBERT	1005	3030	4040	5050	6060	BP	Y		9691900	9919	PLANT-24
MORSE, GORDAN	1004	3388	4488	5508	6608	AP	Y	12-03-1983	4541800	1879	10TH-5500
PRESCOTT, KEVIN	1313	3333	4444	5555	6666	ABN	Y	03-15-1984	653320	2294	B3-RECV
SWEENY, BARBARA	1115	3030	4040	5050	6060	ON	Y		7611090	2117	B4-PACK

Certificate, License And Permit (1I-RPT)

The Certificate, License And Permit report (1I-RPT) lists employees who have certificates, licenses, and permits (CLPs) recorded.

Business Tasks

This report is used to complete the following business tasks:

- Provide a quick reference of the CLPs held by employees, indicating within a specified range of time which CLPs are due to expire.
- Focus on specific CLPs by grouping all employees who have the specified CLP together.

Report field details

- **CLP Type**—Code that identifies the type of certificate license or permit the employee holds.
- **Cert/License/Permit**—Description of CLP Type code.
- **Employee Name**—Employee's last and first name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **CLP Number**—Identification number of the certificate license or permit.
- **CLP Date Recorded**—Date the certificate license or permit information is recorded.
- **CLP Date Expired**—Expiration date of the certificate license or permit.
- **CLP Status**—Code that identifies the status (expired or renewed) of the recorded certificate license or permit entry.
- **Expire IND**—Indicator to identify the expiration of CLPs within two months of a stated date.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CLP-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Certificate, License And Permit (1I-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                  UNEXPIRED CERTIFICATES, LICENSES    REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                         AND PERMITS REPORT           1I-R                       TIME 17:30 DATE 01-27-1998

CLP                                                    EMPLOYEE      CTRL      CLP          CLP DATE       CLP DATE   CLP    EXPIRE
TYPE   CERT/LICENSE/PERMIT   EMPLOYEE NAME              NUMBER       FOUR      NUMBER       RECORDED       EXPIRED   STATUS   IND

C005   CRTFD DATA PRCSSR     MORITZ, KATHERINE C.        1007        4488      A2294-76     09-17-1985
```

Company Personal Property Information (12-RPT)

The Company Personal Property Information report (12-RPT) provides information on company property that has been assigned to employees.

Business Tasks

This report is used to complete the following business tasks:

- Provide a quick reference listing of company property accounts, including expiration dates within a specified range of time.
- Analyze company property that has been assigned to employees.
- Monitor balances of credit cards and other company accounts.
- Provide a listing of company property that must be collected or cancelled prior to an employee's termination.
- Record the date that company property is recovered.

Report field details

- **Employee Name**—Employee's last and first name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Property Date**—Date property was given to an employee.
- **Company Property Type**—Code that identifies the type of property given to an employee.
- **Company Property Description**—Description of the property given to an employee.
- **Account Number**—Account number of a credit card/account or serial number of property given to an employee.
- **Account Limit**—Limit amount for an employee credit account.
- **Expiration Date**—Last date that specific company property in an employee's possession may be used.
- **Date Returned**—Date the employee returned the company property to the company.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, EMPLOYEE-NAME, EMPLOYEE-NUMBER, PROPERTY-TYPE, and PROPERTY-DATE.

Parameter options and setup

- **Expiration Date**—Enter a date in YYMM format to print a report listing only those company property accounts due to expire, for example, company credit card accounts.

Leave the date parameter blank to list all company property assigned to employees.

See also:

- Reports used for allocating and recovering company property ***(on page 406)***

For information about this report.

Company Personal Property Information (12-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    COMPANY PERSONAL PROPERTY        REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                     12-R                               TIME 17:33 DATE 01-27-1998

                           EMPLOYEE     PROPERTY       COMPANY PROPERTY                                    ACCOUNT  EXPIRATION         DATE
EMPLOYEE NAME               NUMBER        DATE         TYPE/DESC                ACCOUNT NUMBER              LIMIT      DATE          RETURNED

MOORE, SAMUEL              1002        01-01-1987      A4  AMER EXPRESS GOLD    4174-665994-5483            015000  01-01-1990
```

Current Job Report (3W-RPT)

The Current Job Report (3W-RPT) lists all active employees and their current job and salary data, with associated salary grade information.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee current job information.
- Compare salary grade range penetration for employees in the same job.
- Analyze salary grade range information for employees.

Report field details

- **Job Code**—Alphanumeric identifier for the job that is currently assigned to the employee.
- **Job Code Extent**—Four-digit number that works in conjunction with the job code text box to further identify the job assigned to the employee.
- **Job Title**—Description assigned to this job.
- **Salary Grade**—Designation of the salary grade assigned to this job.
- **Employee Name**—Employee's legal name.
- **Hire Date**—Employee's original date of hire.
- **Converted Salary**—Employee's annual salary expressed in the same terms as the salary grade table being used, for example, annual, per period, or hourly.
- **Job Salary Range Minimum**—Lowest value on the salary range for this job.
- **Job Salary Range Midpoint**—Midpoint on the salary range for this job.
- **Job Salary Range Maximum**—Highest value on the salary range for this job.
- **Compa Ratio**—Ratio of the employee's salary compared to the midpoint of the salary range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, JOB-CODE, and JOB-CODE-EXTENT.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Current Job Report (3W-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                           CURRENT JOB REPORT         REPT                                PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                      3W-R                     TIME 17:10 DATE 04-27-1998

   JOB                                 SALARY                         HIRE          CONVERTED           JOB SALARY RANGE                COMPA
CODE/EXTENT      JOB TITLE             GRADE  EMPLOYEE NAME           DATE          SALARY         MINUMIM      MIDPOINT     MAXIMUM   RATIO

10500  0001 MAINTENANCE ENGINEER       S25    MORSE, GORDAN          08-30-1984    10.0000         7.6500 -     9.1750 -     10.7000    1.09
10500  0001 MAINTENANCE ENGINEER       S25    COMPTON, SUSAN A       09-21-1982     8.8725         7.6500 -     9.1750 -     10.7000     .97
10500  0001 MAINTENANCE ENGINEER       S25    PRESCOTT, KEVIN        05-20-1984     8.0000         7.6500 -     9.1750 -     10.7000     .87
10500  0001 MAINTENANCE ENGINEER       S25    HAYES, JOHNS A         12-01-1983     8.8403         7.6500 -     9.1750 -     10.7000     .96
10500  0001 MAINTENANCE ENGINEER       S25    KWONG, STEVEN S.       06-30-1985     9.4500         7.6500 -     9.1750 -     10.7000    1.03

TOTAL # OF EMPLOYEES FOR JOB-CODE  10500:          5


10600  0001 STATIONARY ENGINEER        S35    CREMMINS, ALAN EDWARD  12-01-1985    16.3540        12.5800 -    15.4105 -     18.2410    1.06

TOTAL # OF EMPLOYEES FOR JOB-CODE  10600:          1


10650  0001 ASSISTANT STATIONARY       S31    WARD, CHESTERON        03-01-1986    13.2250        10.7286 -    13.1426 -     15.5565    1.01

TOTAL # OF EMPLOYEES FOR JOB-CODE  10650:          1


15405  0001 SHIPPING/RECEIVING C       S10    MORRIS, ROBERT         08-01-1984     5.3300         3.8083 -     4.5700 -      5.3317    1.17
15405  0001 SHIPPING/RECEIVING C       S10    MOHR, MICHAEL T.       08-03-1984     5.3315         3.8083 -     4.5700 -      5.3317    1.17
15405  0001 SHIPPING/RECEIVING C       S10    SWEENY, BARBARA        11-16-1983     4.9048         3.8083 -     4.5700 -      5.3317    1.07
15405  0001 SHIPPING/RECEIVING C       S10    BROWN, WILLIAM R       07-01-1985     7.5456         3.8083 -     4.5700 -      5.3317    1.65
15405  0001 SHIPPING/RECEIVING C       S10    PITARO, JOSEPH C.      02-15-1986     4.2500         3.8083 -     4.5700 -      5.3317     .93

TOTAL # OF EMPLOYEES FOR JOB-CODE  15405:          5


17857  0001 ASSEMBLY LINE WORKER       S16    MERTZ, LYNNE C.        10-10-1984     6.6500         5.2500 -     6.0000 -      6.7500    1.11
17857  0001 ASSEMBLY LINE WORKER       S16    JONES, JERRY           01-01-1982    12.0193         5.2500 -     6.0000 -      6.7500    2.00
17857  0001 ASSEMBLY LINE WORKER       S16    AUSTIN, STEVEN         12-17-1978     5.7222         5.2500 -     6.0000 -      6.7500     .95
17857  0001 ASSEMBLY LINE WORKER       S16    JOHNSON, WALTER D      01-10-1984     6.0628         5.2500 -     6.0000 -      6.7500    1.01
```

Disability And Work Restrictions (5X-RPT)

The Disability And Work Restrictions report (5X-RPT) displays employees who have disabled conditions and/or any work-related restrictions. This information is recorded on the Injury/Illness And Work Restriction form (17-SCR).

Business Tasks

This report is used to complete the following business task:

- Verify or report disabilities or work-related restrictions that prevent employees from performing certain jobs.

Report field details

- **Employee Name**—Employee's last and first name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Emergency Effective Date**—Effective date of the emergency information.
- **Disability Codes**—Code that identifies the employee's disability condition.
- **Work Restriction Codes**—Code that identifies the employee's work restriction.
- **Disability Date**—Date that the employee's disability occurred.

Parameter options and setup

- **As of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Disability And Work Restrictions (5X-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                           DISABILITY AND        REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          WORK RESTRICTION       5X-R                            TIME 17:38 DATE 01-27-1998

                            EMPLOYEE      EMERGENCY                                          WORK RESTRICTION                  DISABILITY
EMPLOYEE NAME                NUMBER    EFFECTIVE DATE      DISABILITY CODES                        CODES                         DATE

JOHNSON, WALTER D            1255        01-10-1984        D01  OCCUP SKIN DISEASE        015  INTENSE LIGHT SENSTV          04-28-1984

TOTAL # OF EMPLOYEES FOR DISABILITY CODE: D01              1


BALDWIN, ALICE A             1043        08-20-1983        D03  RESPIRTORY CONDITION                                     03-23-1985

TOTAL # OF EMPLOYEES FOR DISABILITY CODE: D03              1


MOHR, MICHAEL T .            1010        08-03-1984        I03  INT NO LOST BODY PRT      005  LIFTING                       08-08-1987

TOTAL # OF EMPLOYEES FOR DISABILITY CODE: I03              1


MOORE, SAMUEL                1002        10-01-1984        I05  MISCELLANEOUS INJURY                                     07-12-1985

TOTAL # OF EMPLOYEES FOR DISABILITY CODE: I05              1

CONTROL-1-2      999999                                    4


        GRAND TOTAL FOR DISABILITY REPORT:                 4
```

Disciplinary Actions Report (3M-RPT)

The Disciplinary Actions Report report (3M-RPT) provides an alphabetical listing of employees who have disciplinary actions recorded. The information on this report is recorded on the Disciplinary Actions form.

Business Tasks

This report is used to complete the following business tasks:

- Analyze reasons for disciplinary action.
- Monitor dates of disciplinary actions.
- Monitor scheduling and levels of disciplinary reviews.

Report field details

- **Employee Name**—Employee's last and first name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Occur Date**—Date on which the action occurred which warranted the disciplinary action.
- **Reason Code**—Code that represents the reason for disciplinary action.
- **Reason Desc**—Description of the reason for disciplinary action taken.
- **Action Date**—Date on which the disciplinary action goes into effect.
- **Action Code**—Code that represents the disciplinary action which has taken place.
- **Action Desc**—Description of the disciplinary action taken.
- **Record Date**—Date on which the disciplinary action is actually recorded.
- **Review Date**—Date on which the disciplinary action review is scheduled.
- **Review Required Code**—Code that represents the review required for the disciplinary action.
- **Review Required Desc**—Description of the required disciplinary review.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, EMPLOYEE-NUMBER, DIS-OCCUR-DATE, and DIS-REASON-CODE.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Disciplinary and grievance reports and their uses ***(on page 326)***

For information on this report..

Disciplinary Actions Report (3M-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                          EMPLOYEE LISTING          REPT                                    PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      FOR DISCIPLINARY ACTIONS      3M-R                        TIME 16:20 DATE 02-17-1998

                               OCCUR                                   ACTION                                    RECORD
EMPLOYEE NAME       NUMBER     DATE         REASON CODE/DESC            DATE          ACTION CODE/DESC            DATE

AUSTIN, STEVEN      1234     03-03-1988     07 UNSAFE WORK HABITS     03-05-1988      03 MIN VERBAL WARNING    03-03-1988

                             REVIEW-DATE:                  REVIEW REQUIRED CODE/DESC: 01 NONE WARRANTED


COMPTON, SUSAN      1116     10-22-1988     06 INSUBORDINATION        10-22-1988      13 SUSPENDED-LEVEL 1     10-22-1988

                             REVIEW-DATE:   12-01-1988     REVIEW REQUIRED CODE/DESC: 03 SUSPENSION REVIEW

                    1116     09-09-1988     06 INSUBORDINATION        09-09-1988      06 MAJOR FORMAL WARNING  09-09-1988

                             REVIEW-DATE:   11-01-1988     REVIEW REQUIRED CODE/DESC: 03 SUSPENSION REVIEW

                    1116     08-15-1988     06 INSUBORDINATION        08-15-1988      04 MAJOR VERBAL WARNING  08-15-1988

                             REVIEW-DATE:                  REVIEW REQUIRED CODE/DESC: 02 ACTION REVIEW

                    1116     07-01-1988     08 IMPROPER ATTIRE        07-03-1988      08 VERBAL REP-SUPRVSR    07-02-1988

                             REVIEW-DATE:                  REVIEW REQUIRED CODE/DESC: 01 NONE WARRANTED


JOHNSON, WALTER     1255     09-07-1988     20 POOR PERFORMANCE       09-10-1988      11 ACTION PENDING        09-07-1988

                             REVIEW-DATE:   11-01-1988     REVIEW REQUIRED CODE/DESC: 02 ACTION REVIEW

                    1255     08-08-1988     07 UNSAFE WORK HABITS     08-10-1988      03 MIN VERBAL WARNING     08-08-1988
```

Driver License Information (15-RPT)

The Driver License Information report (15-RPT) displays employee driver license information as recorded on the Driver License Information form (25-SCR).

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee driver license information.
- Identify employees who should have their drivers licenses renewed within a specified month.
- Identifies employees with driving restrictions that prohibit them from driving under certain conditions.

Report field details

- **Employee Name**—Employee's last and first name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Driver License ID**—Driver license ID number assigned to the employee.
- **Driver License Date**—Effective date of the employee's drivers license information.
- **Driver License Number**—Employee's drivers license number.
- **Driver License State**—State where the employee's drivers license is registered.
- **Driver License Class**—Driver license class from the employee's drivers license.
- **Driver License Restrictions**—Driving restrictions stated on the employee's drivers license.
- **Driver License Expiration**—Date on which the drivers license will expire.

Parameter options and setup

- **Expiration Date**—Enter a date in YYMM format to print a report listing employee driver licenses that are due to expire within a specified month. Type all zeros in this entry to print driver license information for all employees.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Driver License Information (15-RPT) Example

CORPORATION 99 ACME MANUFACTURING DRIVER LICENSE INFORMATION REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 15-R TIME 16:20 DATE 02-17-1998

	EMPLOYEE	DRIVER LICENSE						
EMPLOYEE NAME	NUMBER	ID	DATE	NUMBER	STATE	CLASS	RESTRICTIONS	EXPIRATION
ADAMS, RICHARD	1117	I1117	02-01-1986	A2231-9903-4852	ILLINOIS	*B*	NONE	02-01-1989
ANDERSON, DANIEL M	1616	I1616	07-17-1988	A7754-9905-4432	ILLINOIS	*B*	NONE	07-17-1991
AUSTIN, STEVEN	1234	I1234	07-15-1988	A245-9904-8871	ILLINOIS	*B*	NONE	07-15-1991
AYERS, CHESTER D	1755	I1755	12-02-1987	A554-9923-0909	ILLINOIS	*A*	NONE	12-02-1990
BALDWIN, ALICE A	1043	N1043	09-08-1987	B632-9990-4435	NEW YORK	*A*	NONE	09-08-1990
BARKER, MARTINN A	1184	I1184	09-11-1986	B154-8879-6643	ILLINOIS	*B*		09-11-1989
BARTHOLOW III, JONATHAN	1113	I1113	02-16-1988	B542-9922-1145	ILLINOIS	*A*	NONE	02-16-1991
CACH, ROBERT	1258	I1258	07-03-1988	K544-8832-4197	ILLINOIS	*A*		07-03-1991
COLLINS, ANNA MARIE	1848	I1848	03-14-1987	C223-7748-9912	ILLINOIS	*A*	NONE	03-14-1990
COMPTON, SUSAN A	1116	I1116	11-14-1986	C432-9907-4421	ILLINOIS	*A*	NONE	11-14-1989
GRIMES, THEODORE J	1975	I1975	10-11-1986	G267-3321-0097	ILLINOIS	*B*	NONE	10-11-1989
HAMMER, JAMES B.	1236	I1236	11-05-1986	H854-0092-7721	ILLINOIS	*A*	NONE	11-05-1989
HANCOCK, STEVEN W.	1764	I1764	01-17-1988	H332-9987-4431	ILLINOIS	*B*		01-17-1991
HAYES, JOHNS A	1806	I1806	04-21-1986	M4421-7754-0090	ILLINOIS	*B*	NONE	04-21-1989
ISLEY, JEANETTE J.	1432	I1432	12-16-1987	I540-3321-0096	ILLINOIS	*A*	NONE	12-16-1990
JOHNSEN, RICH DANIEL	1112	N1112	11-07-1987	J9943-0092-1123	NEW YORK	*A*	NONE	11-07-1990
JOHNSON, WALTER D	1255	I1255	11-05-1987	J6625-7748-9911	ILLINOIS	*A*	NONE	11-05-1990
JONES, JERRY	1111	I1111	03-19-1988	J322-9987-4452	ILLINOIS	*B*	NONE	03-19-1991
JORDAN, WILLIAM M.	1257	I1257	02-11-1988	J990-3311-0432	ILLINOIS	*B*	NONE	02-11-1991
LYNDEN, ANNETTE C.	1378	I1378	08-17-1987	L221-5543-9921	ILLINOIS	*A*	NONE	08-17-1990
MAGUIRE, HENRY S.	1578	I1578	05-29-1988	M5543-0067-0112	ILLINOIS	*A*	NONE	05-29-1991
MANNING, WILLIAM Z.	1165	I1165	09-23-1985	M444-8879-6623	ILLINOIS	*A*	NONE	09-23-1988
MAURICE, STACY E.	1008	I1008	01-17-1987	M600-9981-1101	ILLINOIS	*A*	NONE	01-17-1990
MERTZ, LYNNE C.	1006	I1006	02-14-1986	M300-7765-0000	ILLINOIS	*A*	NONE	02-14-1989
MEYER, JUNE	1001	C1001	07-11-1986	CA400-9876-200	CALIFORNIA	*A*		07-11-1989
MOHR, MICHAEL T.	1010	I1010	05-06-1987	M350-4453-0012	ILLINOIS	*A*	NONE	05-06-1990
MOORE, SAMUEL	1002	N1002	06-30-1985	NY200-8876-0012	NEW YORK	*B*	NONE	06-30-1989
MOREAU, GARDNER	1009	M1009	08-16-1988	M190-8897-3324	ILLINOIS	*B*	NONE	08-16-1991
MORITZ, KATHERINE C.	1007	C1007	12-20-1986	M322-000-9978	CALIFORNIA	*A*	NONE	12-20-1989
MORRIS, ROBERT	1005	N1005	08-24-1987	NY600-9943-1112	NEW YORK	*B*		08-24-1989
MORSE, GORDAN	1004	I1004	12-27-1987	M700-4432-9967	ILLINOIS	*A*	NONE	12-27-1990
PRESCOTT, KEVIN	1313	I1313	03-11-1988	P656-5566-4123	ILLINOIS	*B*	NONE	03-11-1991
SWEENY, BARBARA	1115	I1115	03-03-1987	S267-8879-5421	ILLINOIS	*A*	NONE	03-03-1990

Education And Tuition Refund Profile (1L-RPT)

The Education And Tuition Refund Profile report (1L-RPT) lists education backgrounds past and present for all active employees. This report also contains tuition refund information, if any is to be applied.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee education information.
- Identify employees who have tuition refunds to be processed.

Report field details

- **Name**—Employee's last and first name.
- **SS #**—Unique employee identifier used for taxation in the USA.
- **Emp #**—Unique employee identifier, up to 10 characters in length.
- **Education Level**—Type of education that an employee has completed or is in the process of completing.
- **School Code & Name**—Identifier and name of the school that the employee attended or is currently attending.
- **#Yrs**—Number of years the employee attended this school.
- **Grad**—Year the employee graduated from this school.
- **Major**—Employee's primary course of study.
- **Minor**—Employee's secondary course of study.
- **Grade Pt Curr**—Grade point average for the current term completed by the employee.
- **Grade Pt Cum**—Grade point average of all courses completed by the employee at this school.
- **Hrs Comp**—Number of credit hours completed by the employee at this school .
- **Hrs Req**—Number of required credit hours to be completed before the degree defined by this education level is granted.
- **Tuition Refund Yr**—Year in which the course was taken.
- **Tuition Refund Qtr**—Quarter in which the course was taken.
- **Tuition Refund Course No & Title**—Unique value for a course taken in a semester when more than one course is taken.
- **Tuition Refund Grade**—Grade the employee earned for the course.
- **HED Xref**—HED number used to pay the tuition refund.
- **Tuition Pct**—Percent of reimbursed tuition granted the employee for this course.
- **Tuition Amount**—Amount of reimbursed tuition granted the employee for this course.
- **Books Pct**—Percent of reimbursement for book charges.
- **Books Amount**—Amount of reimbursement for book charges.
- **Fees Pct**—Percent of reimbursement for fees and other charges.
- **Fees Amount**—Amount of reimbursement for fees and other charges.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2 and SORT-KEY-SEPARATOR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information about this report.

Education And Tuition Refund Profile (1L-RPT) Example

```
NAME: MANNING, WILLIAM Z.              DATE          EDUCATION AND TUITION REFUND    REPT     CTRL-1  CTRL-2  CTRL-3  CTRL-4  CTRL-5  CTRL-6
SS #: 318-42-6307    EMP #: 1165      04-27-1998                   PROFILE            1L-RPT   99      9999    3333    4444    5555    6666

                                                     ---- EDUCATION ----                                      GRADE PT  HRS HRS
EDUCATION LEVEL           SCHOOL CODE & NAME           #YRS GRAD  MAJOR                  MINOR                  CURR CUM COMP REQ
220 College 2 Yr Credit   IL3360 Northwestern U         02        B01 Accounting         B57 Marketing          3.85 3.90 120 080

                                                    ---- TUITION REFUND ----            HED     -TUITION-      -BOOKS-        -FEES-
EDUCATION LEVEL           SCHOOL CODE & NAME         YR QTR  COURSE NO & TITLE   GRADE  XREF    PCT   AMOUNT   PCT   AMOUNT   PCT   AMOUNT
220 College 2 Yr Credit   IL3360 Northwestern U      85  3   1  COST ACCOUNTING   3.50  050     050   300.00   100    75.00             .00
220 College 2 Yr Credit   IL3360 Northwestern U      85  3   2  BUSINESS LAW      4.00  050     050   300.00   100   125.00             .00
```

Education Information-Formal And In-Progress (30-RPT)

The Education Information-Formal And In-Progress report (30-RPT) lists formal and in-progress education information for all employees.

Business Tasks

This report is used to complete the following business tasks:

- Analyze specific education levels for all employees
- Analyze overall education status of specific employees, including schools attended, year of graduation, and cumulative grade point averages

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Education Level**—Type of education that an employee has completed or is in the process of completing.
- **Major Code**—Code that identifies the employee's primary course of study.
- **Description**—Employee's primary course of study.
- **School**—Code that identifies the school that the employee attended or is currently attending.
- **Minor Code**—Code that identifies the employee's secondary course of study.
- **Years Attended**—Number of years the employee attended at this school.
- **Year Graduated**—Year the employee graduated from this school.
- **Grade Cur**—Grade point average for the current term completed by the employee.
- **Pt Avg Cuml**—Grade point average of all courses completed by the employee at this school.
- **Credit Req**—Number of required credit hours to be completed before the degree defined by this education-level code is granted.
- **Hrs Comp**—Number of credit hours completed by the employee at this school.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EDUCATION-LEVEL, MAJOR-CODE, EMPLOYEE-NAME, and EMPLOYEE-NUMBER.

Parameter options and setup

- **Education Level**—Select an education level from the option list.
- **Major**—Select a major from the option list.

Leave these list boxes blank if you want to print education information for all employees.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Education Information-Formal And In-Progress (30-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      EDUCATION INFORMATION         REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      FORMAL AND IN-PROGRESS        30-R                             TIME 16:20 DATE 02-17-1998

                            EDUCATION LEVEL/MAJOR     SCHOOL/MINOR                YEARS      YEAR       GRADE PT AVG  CREDIT HRS
EMPLOYEE NAME/NUMBER        CODE/DESCRIPTION          CODE - NAME/DESCRIPTION    ATTENDED  GRADUATED     CUR   CUML    REQ  COMP

ADAMS, RICHARD              220 COLLEGE 2 YR CREDIT   057316 INTER AMER U/PRTO RC    04        71          .00  .00
            1117            S15 ANIMAL HUSBANDRY      E41  HYDRAULIC ENGINEERNG

ADAMS, RICHARD              505 MASTER DEG BUS ADMIN  IL1120 CHICAGO, U OF           02                   3.75  .35     096  034
            1117

ANDERSON, DANIEL M          405 BACH DEG BUSINESS     MI0400 DAVENPORT C OF BUSNS    04        76          .00 3.67     120  120
            1616            B41 INDUSTRL ECONOMICS    B01  ACCOUNTING

AYERS, CHESTER D            240 COLLEGE 3 YR CREDIT   IL1280 DE PAUL UNIVERSITY      05                   2.85 3.00     088  120
            1755            B01 ACCOUNTING

BARKER, MARTINN A           405 BACH DEG BUSINESS     CO0140 COLORADO STATE C        04        72          .00 3.25     120  120
            1184            B01 ACCOUNTING            B29  FINANCE/CREDIT

BARTHOLOW III, JONATHAN     260 COLLEGE 4 YR/NO DEG   061704 WINDSOR UNIVERSITY      04        60          .00 3.80     122  120
            1113            B01 ACCOUNTING

CACH, ROBERT                200 COLLEGE 1 YR CREDIT   IL1080 CHGO TECHNICAL          01                   2.80 2.70     018  060
            1258            U33 ELECTRICAL TECHNOLGY

COLLINS, ANNA MARIE         505 MASTER DEG BUS ADMIN  MA1620 MASSACHUSETTS, U OF     03        65          .00 3.70     060  058
            1848            B57 MARKETING             B53  INVESTMENT FINANCE

COMPTON, SUSAN A            220 COLLEGE 2 YR CREDIT   MN1220 ST MARYS COLLEGE/MN     02                    .00 3.80     068  120
            1116            E17 CHEMICAL ENGINEERING  B49  INSURANCE

GRIMES, THEODORE J          405 BACH DEG BUSINESS     NJ1300 PRINCETON UNIVERSITY    04        65          .00 3.50     121  120
            1975            B51 INTERNATL BUSINESS    B21  DATA PROC

HAMMER, JAMES B.            240 COLLEGE 3 YR CREDIT   IL2640 LOYOLA UNIV/IL          01                   3.50  .00
            1236            B09 BUSINESS ECONOMICS
```

Education Statistics (3Y-RPT)

The Education Statistics report (3Y-RPT) provides a list of totals of active employees for whom formal education data has been recorded, the type of education, and the average and total years of education.

Business Tasks

This report is used to complete the following business tasks:

- Research total years for elementary, high school, college, post graduate, and trade school/business education, by department, division, and corporation.
- Analyze education totals for active employees by employees with formal education, total education years, and average education years, by department, division, and corporation.

Report field details

- **Elem**—Years of elementary education.
- **High**—Years of high school education.
- **College Assoc**—Years applied towards an associate degree.
- **College Bach**—Years applied towards a bachelor degree.
- **College Other**—Years of other higher education recorded.
- **Post Grad Master**—Years attended towards a masters degree.
- **Post Grad Doct**—Years attended towards a doctorate degree.
- **Trade/Bus Tech**—Years attended towards a technical degree.
- **Trade/Bus Appr**—Years attended towards an apprentice degree.
- **Trade/Bus Nurse**—Years attended towards a nursing degree.
- **Active Emps**—Number of active employees in this organization level 4.
- **Emps W/Ed**—Number of active employees with education recorded.
- **Total Yrs**—Number of years of education recorded for the requested organization level 4.
- **Avg Yrs**—Average number of years of education attended by dividing Total Yrs by Emps W/Ed.

Report sort order

As delivered, the sort order of this report is subtotals by CTRL-FOUR and totals by CONTROL 1-2.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Education Statistics (3Y-RPT) Example

CORPORATION 99 ACME MANUFACTURING — EDUCATION STATISTICS — REPT — PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 — 3Y-R — TIME 12:33 DATE 02-19-1998

				--- COLLEGE ---			-POST GRAD-		-TRADE/BUS-			ACTIVE	EMPS	TOTAL	AVG
		ELEM	HIGH	ASSOC	BACH	OTHER	MASTER	DOCT	TECH	APPR	NURSE	EMPS	W/ED	YRS	YRS
DEPARTMENT	4040	48	32	2	13	5						22	6	100	16.6667
DEPARTMENT	4444	56	32	3	4	14						23	7	109	15.5714
DIVISION	9999	104	64	5	4	27	5					78	13	209	16.0769
CORPORATION	99	104	64	5	4	27	5					78	13	209	16.0769
GRAND TOTAL	3Y-R	104	64	5	4	27	5					78	13	209	16.0769

EEO-1 Multiple Establishment Report in Computerized Format (70MRPT)

The EEO-1 Multiple Establishment Report in Computerized Format (70MRPT) provides EEO-1 reporting for one EEO Establishment of a multiple establishment reporting company.

Business Tasks

The report is used to complete the following business task:

- Identify required EEO information for annual filing of EEO reports.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Gender, Race.

Parameters options and setup

- **Payroll Begin Date**—Beginning Date of Payroll Period begin reported.
- **Payroll End Date—**Ending Date of Payroll Period begin reported.
- **Update Establishment Totals Table**—Click this checkbox to update the information on the EEO Establishment Totals Table (TW-SCR) and EEO Parent Company Totals Table (TWCSCR) forms.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-1 Multiple Establishment Report in Computerized Format (70MRPT) Example

EQUAL EMPLOYMENT OPPORTUNITY PAGE 1
1999 EMPLOYER INFORMATION REPORT EEO-1
CO=353535
U=11111 ESTABLISHMENT REPORT - TYPE 4
SIC=0110

SECTION B - COMPANY IDENTIFICATION
1. ACME MANUFACTURING, INC.
111 RUSH STREET
CHICAGO COOK
IL 60606

2.a. ACME MANUFACTURING, INC.
111 RUSH STREET
CHICAGO COOK
IL 60606

b. EI= 55621
c. N (WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR?)

SECTION C - TEST FOR FILING REQUIREMENT
1-YES 2-YES 3-YES DUNS NO.: 1234567890

SECTION E - ESTABLISHMENT INFORMATION
1. STANDARD INDUSTRIAL CODE - 0111 WHEAT
EEO Establishment = 0001

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES		TOTAL (B-K)	MALE (B)	(C)	(D)	(E)	(F)	FEMALE (G)	(H)	(I)	(J)	(K)
OFFICIALS AND MANAGERS	(1)	14	3	3	2			6				
PROFESSIONALS	(2)	14	9					4			1	
TECHNICIANS	(3)											
SALES WORKERS	(4)	3	2		1							
OFFICE AND CLERICAL	(5)	23	10	2				6	3	1	1	
CRAFT WORKERS (SKILLED)	(6)	7	1	3		2					1	
OPERATIVES (SEMI-SKILLED)	(7)	14	6	5				2	1			
LABORER (UNSKILLED)	(8)											
SERVICE WORKERS	(9)											
TOTAL	(10)	75	31	13	3	2		18	4	1	3	
PREVIOUS REPORTED TOTAL	(11)											

* OTHER QUESTIONS *
1 - 07-01-1999 THRU 07-16-1999 (DATE(S) OF PAYROLL PERIOD USED)
2 - NO (DOES THIS ESTABLISHMENT EMPLOY APPRENTICES?)

EEO-1 Report for Active Employees (70-RPT)

The EEO-1 Report for Active Employees (70-RPT) provides required data for your EEO-1 report for a single establishment.

Business Tasks

The report is used to complete the following business tasks:

- Identify required EEO information for all employees in a Control 1-2.
- Output data to the transferred to EEO-1 form for annual filing..

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Gender, Race.

Parameters options and setup

- **Report as of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this field is left blank, the entry defaults to the current date.
- **Report on All Positions**—Select to report on every position in the company.
- **Report on Trainee Positions**—Select White Collar Only to report on only executive positions. Select Production Only to report on only semi-skilled and unskilled positions.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-1 Report for Active Employees (70-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              EEO-1 REPORT BY CONTROL-1-2    REPT                               PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2           ACTIVE EMPLOYEES AS OF 06-30-1999   70-R                  TIME 09:57 DATE 08-02-1999
                                                   *  *  *  *  M   A   L   E  *  *  *  *     *  *  *  *  F  E  M  A  L  E  *  *  * *
            TOTAL         TOTAL      TOTAL        NON-HISPANIC  HISPANIC  ASIAN AMERICN      NON-HISPANIC  HISPANIC  ASIAN AMERICN
          EMPLOYEES       MALE       FEMALE       ORIGIN         /PACIF    INDIAN/  ORIGIN    /PACIF         INDIAN/
                                     WHITE     BLACK    ISLAND   ALASKAN   WHITE     BLACK    ISLAND        ALASKAN
            (B-K)         (B-F)      (G-K)      (B)       (C)      (D)       (E)  (F)  (G)  (H)  (I)            (J)              (K)
01 OFFICIALS/MANAGERS
               15            8          7         3         3        2         7
02 PROFESSIONALS
               15            9          6         9                  5                   1
04 SALES
                3            3          2         1
05 OFFICE/CLERICAL
               23           12         11        10         2        6         3         1       1
06 CRAFT WORKERS
                7            6          1         1         3        2                           1
07 OPERATIVES
               16           13          3                   8        5                   2       1
*CONTROL-1-2
                                                   *  *  *  *  M   A   L   E  *  *  *  *     *  *  *  *  F  E  M  A  L  E  *  *  * *
            TOTAL         TOTAL      TOTAL        NON-HISPANIC  HISPANIC  ASIAN AMERICN      NON-HISPANIC  HISPANIC  ASIAN AMERICN
          EMPLOYEES       MALE       FEMALE       ORIGIN         /PACIF    INDIAN/  ORIGIN    /PACIF         INDIAN/
                                     WHITE     BLACK    ISLAND   ALASKAN   WHITE     BLACK    ISLAND        ALASKAN
            (B-K)         (B-F)      (G-K)      (B)       (C)      (D)       (E)  (F)  (G)  (H)  (I)            (J)              (K)
               79           51          28        33        13       3         2        20    4    1              3
```

EEO-1 Report for Active Employees by EEO Establishment (70ERPT)

The EEO-1 Report for Active Employees by EEO Establishment (70ERPT) breaks down EEO-1 information by EEO Location.

Business Tasks

The report is used to complete the following business tasks:

- Analyze EEO data by EEO locations within a Control 1-2.
- Review data for comparison of EEO category, race, and sex.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex—**The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Gender, Race.

Parameters options and setup

- **Report as of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this field is left blank, the entry defaults to the current date.
- **Report on All Positions**—Select to report on every position in the company.
- **Report on Trainee Positions**—Select White Collar Only to report on only executive positions. Select Production Only to report on only semi-skilled and unskilled positions.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-1 Report for Active Employees by EEO Establishment (70ERPT) Example

EEO-1 REPORT BY ESTABLISHMENT PAGE 1
ACTIVE EMPLOYEES AS OF 06-30-1999 TIME 10:54 DATE 08-02-1999

Chicago Facility

			* * * * * M A L E * * * * *					* * * * F E M A L E * * * *				
TOTAL EMPLOYEES (B-K)	TOTAL MALE (B-F)	TOTAL FEMALE (G-K)	NON-HISPANIC ORIGIN WHITE (B)	NON-HISPANIC ORIGIN BLACK (C)	HISPANIC (D)	ASIAN /PACIF ISLAND (E)	AMERICN INDIAN/ ALASKAN (F)	NON-HISPANIC ORIGIN WHITE (G)	NON-HISPANIC ORIGIN BLACK (H)	HISPANIC (I)	ASIAN /PACIF ISLAND (J)	AMERICN INDIAN/ ALASKAN (K)
01 OFFICIALS/MANAGERS												
14	8	6	3	3	2			6				
02 PROFESSIONALS												
14	9	5	9					4			1	
04 SALES												
3	3		2		1							
05 OFFICE/CLERICAL												
23	12	11	10	2				6	3	1	1	
06 CRAFT WORKERS												
7	6	1	1	3		2					1	
07 OPERATIVES												
14	11	3	6	5				2	1			
TOTAL Chicago Facility												
75	49	26	31	13	3	2		18	4	1	3	

EEO-1 Report for Active Employees in Detail (70DRPT)

The EEO-1 Report for Active Employees in Detail (70DRPT) provides a breakdown of data provided for EEO-1 report.

Business Tasks

The report is used to complete the following business tasks:

- View information for each employee by EEO job category, sex, race, name, employee number, job code/title, and hire data.
- Conduct audit of EEO job categories.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered the sort order of this report is Control 1-2, Job category, Gender, Race, Employee name.

Parameters options and setup

- **From Date**—Enter the report start date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **To Date—**Enter the report end date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-1 Report for Active Employees in Detail (70DRPT) Example

```
FROM DATE : 06-01-1999                        EQUAL EMPLOYMENT OPPORTUNITY                                    PAGE      1
TO DATE   : 06-30-1999                     1999 EMPLOYER DETAIL REPORT EEO-1                        TIME 10:46 DATE 08-02-1999

             CONTROL     * * * *   E  M  P  L  O  Y  E  E   * * * *        * * * *    J   O   B         * * * *
               1-2       NUMBER           N A M E                          CODE   EXTENT    D E S C R I P T I O N
  ACME MANUFACTURING, INC.
      Officials/Managers
           Female
              White-Not Hispanic
              999999     1007          MORITZ, KATHERINE C.                47214  0001        PURCHASING MANAGER
              999999     1848          COLLINS, ANNA MARIE                 47214  0001        PURCHASING MANAGER
              999999     3011          LAUGHLIN, SANDRA T.                 47214  0001        PURCHASING MANAGER
              999999     3017          STENMAN, SAMANTHA                   21830  0001        LABOR RELATIONS SPECIALIST
              999999     6009          BEACHEM, JUDITH                     47214  0001        PURCHASING MANAGER
              Total White-Not Hispanic                  5
           Total Female                                 5
           Male
              White-Not Hispanic
              999999     3008          GRIFFITH, BERNARD                   47214  0001        PURCHASING MANAGER
              999999     3015          LLEWELYN, STEVE                     21840  0001        OCUPATIONL SAF & HLTH INSPECTR
              999999     6008          GRIFFITHS, ROBERT                   47214  0001        PURCHASING MANAGER
              Total White-Not Hispanic                  3
              Black-Not Hispanic
              999999     1002          MOORE, SAMUEL                       68000  0001        EXECUTIVE SALES MGR
              999999     2002          BARNES, JOHNSON                     68000  0001        EXECUTIVE SALES MGR
              999999     6003          BETTS, J.T.                         47214  0001        PURCHASING MANAGER
              Total Black-Not Hispanic                  3
              Hispanic
              999999     1117          ADAMS, RICHARD                      47214  0001        PURCHASING MANAGER
              999999     3003          ALSON, GEOFFERY                     47214  0001        PURCHASING MANAGER
           Total Hispanic                               2
           Total Male                                   8
      Total Officials/Managers                         15
```

EEO-1 Report for Applicants by All Jobs Applied For (02-RPT)

The EEO-1 Report for Applicants by All Jobs Applied For (02-RPT) lists all active applicants by EEO Job Category and all jobs applied for within the Applicant Tracking component.

Business Tasks

The report is used to complete the following business tasks:

- View all applicants by EEO job category using EEO-2 format.
- Analyze EEO-1 job categories broken down by race and sex..

Report filed details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, W6-02-128.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information on this report

EEO-1 Report for Applicants by All Jobs Applied For (02-RPT) Example

CORPORATION 99 ACME MANUFACTURING — EEO-1 REPORT — REPT — PAGE 1

DIVISION 3333 APPLICANT TRACKING CTL 1-2 — APPLICANTS/ALL JOBS — 02-R — TIME 16:21 DATE 06-16-1998

	TOTAL APPLICATIONS	TOTAL MALE	TOTAL FEMALE	MALE WHITE	MALE BLACK	MALE ASIAN	MALE INDIAN	MALE HISPAN	FEMALE WHITE	FEMALE BLACK	FEMALE ASIAN	FEMALE INDIAN	FEMALE HISPAN
01 OFFICIALS/MANAGERS	4	4		3	1								
02 PROFESSIONALS	2	1	1	1					1				
04 SALES	6	5	1	3				2	1				
05 OFFICE/CLERICAL	6	1	5	1					2	3			
06 CRAFT WORKERS	1	1			1								
07 OPERATIVES	3	3		3									
COMPANY TOTALS 3333	22	15	7	11	2			2	4	3			

EEO-1 Report for Applicants by All Jobs Applied for and EEO Establishment (02ERPT)

The EEO-1 Report for Applicants by All Jobs Applied for and EEO Establishment (02ERPT) lists all active applicants by EEO job Category based on all jobs applied for and EEO Establishment within the Applicant Tracking component.

Business Tasks

The report is used for the following business task:

- Analyze EEO-1 data by EEO establishment within Control 1-2.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is POS-EEO-LOCATION, W6-02-128.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information on this report

EEO-1 Report for Applicants by All Jobs Applied for and EEO Establishment (02ERPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        EEO-1 REPORT          REPT                                  PAGE     1
LOCATION     0001 Chicago Facility                      APPLICANTS/ALL JOBS       02ER                  TIME 16:22 DATE 06-16-1998
                           TOTAL   TOTAL   TOTAL    MALE   MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
                       APPLICATIONS MALE  FEMALE   WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
01 OFFICIALS/MANAGERS          4       4               3       1
02 PROFESSIONALS               2       1       1       1                                       1
04 SALES                       6       5       1       3                               2       1
05 OFFICE/CLERICAL             6       1       5       1                                       2       3
06 CRAFT WORKERS               1       1                       1
07 OPERATIVES                  3       3               3
POS-EEO-LOCATION 0001 TOTALS  22      15       7      11       2                       2       4       3
CORPORATION  99   ACME MANUFACTURING                        EEO-1 REPORT          REPT                                  PAGE     1
TOTALS                                                  APPLICANTS/ALL JOBS       02ER                  TIME 16:22 DATE 06-16-1998
                           TOTAL   TOTAL   TOTAL    MALE   MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
                       APPLICATIONS MALE  FEMALE   WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
CORPORATION 99 TOTALS         22      15       7      11       2                       2       4       3
```

EEO-1 Report for Applicants by Single Job and EEO Establishment (01ERPT)

The EEO-1 Report for Applicants by Single Job and EEO Establishment (01ERPT) lists all active applicants by EEO Job Category and EEO Location. Within the Applicant Tracking component.

Business Tasks

The report is used to complete the following business tasks:

- View EEO-1 data broken down by EEO Establishment.
- Analyze data by EEO Establishment.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort of this report is POS-EEO-LOCATION, W6-02-128.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information on this report

EEO-1 Report for Applicants by Single Job and EEO Establishment (01ERPT) Example

```
CORPORATION   99   Acme Manufacturing                       EEO-1 REPORT         REPT                                  PAGE     1
LOCATION      0001 Chicago Facility                   APPLICANTS/SINGLE JOB      01ER                      TIME 16:20 DATE 06-16-1998
                           TOTAL   TOTAL   TOTAL    MALE    MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
                        APPLICANTS  MALE  FEMALE   WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
01 OFFICIALS/MANAGERS          3       3             2       1
04 SALES                       5       4       1     3                               1       1
05 OFFICE/CLERICAL             3       1       2     1                                       1       1
POS-EEO-LOCATION 0001  TOTALS 11       8       3     6       1                       1       2       1
CORPORATION   99   Acme Manufacturing                       EEO-1 REPORT         REPT                                  PAGE     2
TOTALS                                                APPLICANTS/SINGLE JOB      01ER                      TIME 16:20 DATE 06-16-1998
                           TOTAL   TOTAL   TOTAL    MALE    MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
                        APPLICANTS  MALE  FEMALE   WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
CORPORATION 99 TOTALS         11       8       3     6       1                       1       2       1
```

EEO-1 Report for Applicants Counted by Single Job (01-RPT)

The EEO-1 Report for Applicants Counted by Single Job (01-RPT) lists all active applicants by EEO job category codes within Applicant Tracking.

Business Tasks

This report is used to complete the following business tasks:

- Transfer data for any required applicant EEO-1 form filing.
- Analyze data by EEO job category, race, and sex.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered the sort order of this report is CONTROL 1-2, W6-02-128.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information on this report

EEO-1 Report for Applicants Counted by Single Job (01-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   EEO-1 REPORT                  REPT                              PAGE     1
DIVISION     3333 APPLICANT TRACKING CTL 1-2       APPLICANTS/SINGLE JOB             01-R              TIME 14:16 DATE 06-16-1998
                           TOTAL   TOTAL   TOTAL    MALE   MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
                        APPLICANTS  MALE  FEMALE   WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
01 OFFICIALS/MANAGERS           3      3       2       1
04 SALES                        5      4       1       3                              1        1
05 OFFICE/CLERICAL              3      1       2       1                                       1       1
COMPANY TOTALS  3333           11        8       3       6      1                     1        2       1
```

EEO-1 Single Establishment Report in Computerized Format (70SRPT)

The EEO-1 Single Establishment Report in Computerized Format (70SRPT) provides EEO-1 reporting for a single EEO Establishment.

Business Tasks

The report is used to complete the following business tasks:

- Run report for annual filing in computer format. (Pre-approval from EEOC required.)
- Analyze EEO data by single EEO Establishment.

Report field details

- **EEO Job Category**—The first column lists EEO Job Categories as set up set up on TE table.
- **Race/Sex**—The remaining columns total EEO Race categorizations for each gender.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Gender, Race.

Parameters options and setup

- **Payroll Begin Date**—Beginning Date of Payroll Period Being Reported.
- **Payroll End Date**—Ending Date of Payroll Period Being Reported.

Note: The above dates DO NOT determine the payroll period used for reporting. Current data is ALWAYS used. If you want to report on a specific payroll period, you must load the appropriate System Control Repository (FILE01) and Employee Database (FILE02) before running the report. These dates are only used to print on the report.

- **Answers Other Question 2 on Line 41**—Does the Company Employee Apprentices?
- **Answers Question C.1 on Line 10—**Does the entire company employee at least 100 employees?
- **Answers Question C.2 on Line 10**—Is the company affiliated through common ownership with other entities in an enterprise with a total employment of 100 or more?
- **Answers Question C.3 on Line 10—**Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt AND either (1) is a prime government contractor, (2) serves as a depository or is a financial institution?
- **Answers Question B.2.c on Line 17—**Was an EEO-1 report filed for this establishment last year?
- **Employer ID Number**—Employer Identification Number of the establishment (IRS 9-digit tax number). Do not enter any dashes.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-1 Single Establishment Report in Computerized Format (70SRPT) Example

```
                                                           EQUAL EMPLOYMENT OPPORTUNITY                       PAGE        1
                                                   1999 EMPLOYER INFORMATION REPORT EEO-1
       CO=353535
        U=11111                                               ESTABLISHMENT REPORT - TYPE 4
SIC/NAICS=011  -
SECTION B - COMPANY IDENTIFICATION                                          SECTION C - TEST FOR FILING REQUIREMENT
1. ACME MANUFACTURING, INC.           2.a. ACME MANUFACTURING, INC.        1-YES    2-YES    3-YES      DUNS NO.: 1234567890
   111 RUSH STREET                        111 RUSH STREET
   CHICAGO    COOK                        CHICAGO    COOK                     SECTION E - ESTABLISHMENT INFORMATION
   IL  60606                              IL  60606
                                                                           1. STANDARD INDUSTRIAL CODE  -    0111 WHEAT
                                       b. EI= 555621
                                       c. N (WAS AN EEO-1 REPORT FILED FOR                EEO Establishment = 0001
                                          THIS ESTABLISHMENT LAST YEAR?)
SECTION D - EMPLOYMENT DATA
                          TOTAL       *************** MALE *****************     ************** FEMALE ****************
   JOB CATEGORIES                  (B-K)     (B)     (C)     (D)     (E)     (F)    (G)    (H)    (I)    (J)    (K)
OFFICIALS AND MANAGERS       ( 1)   14        3       3       2               6
PROFESSIONALS                ( 2)   14        9                               4
TECHNICIANS                  ( 3)
SALES WORKERS                ( 4)    3        2               1
OFFICE AND CLERICAL          ( 5)   23       10       2                       6       3       1
CRAFT WORKERS (SKILLED)      ( 6)    7        1       3
OPERATIVES (SEMI-SKILLED)    ( 7)   14        6       5                       2       1
LABORER (UNSKILLED)          ( 8)
SERVICE WORKERS              ( 9)
                       TOTAL (10)   75       31      13       3              18       4       1
     PREVIOUS REPORTED TOTAL (11)
* OTHER QUESTIONS *
1 - 07-01-1999 THRU 07-16-1999 ( DATE(S) OF PAYROLL PERIOD USED )     2 - NO (DOES THIS ESTABLISHMENT EMPLOY APPRENTICES?)
SECTION G - CERTIFICATION
CHECK    1 - [    ] ALL REPORTS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS (CHECK ON CONSOLIDATED REPORT ONLY)
 ONE     2 - [    ] THIS REPORT IS ACCURATE AND WAS PREPARED IN ACCORDANCE WITH INSTRUCTIONS
CERTIFYING OFFICAL: ___________________________ TITLE: ___________________________ SIGNATURE: _____________________ DATE: __________
PERSON TO CONTACT REGARDING THIS REPORT: TODD BYERS               STREET ADDRESS: 111 RUSH STREET
TITLE: ACCOUNTANT, CLASS II          CITY/ST: CHICAGO          IL  ZIP: 60606       TELEPHONE/AREA CODE:    -   -      EXT:
```

EEO-4 Report - State and Local Government Information (74-RPT)

The EEO-4 Report - State and Local Government Information (74-RPT) produces the data that is required for filing the EEO-4 report.

Business Tasks

The report is used to complete the following business tasks:

- Output data for annual filing of EEO-4 report.
- Use EEO-4 Reporting Information form (E04SCR) to record data for this report.

Report field details

Data is classified by four categorizations: EEO-4 Occupation Group, salary range, race and sex.

Report Sort Order

As delivered, the sort order of this report is Employment status, Job category, Gender, Race.

Parameters options and setup

- **Report as of date**—The beginning date for which you want the report to run.
- **Specific Function**—Report on a specific function by specifying a value. If left blank, all Functions will be reported.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-4 Report - State and Local Government Information (74-RPT) Example

```
Service-Maintenance
57. $ 0.1 - 15.9                            7           2       3                                  1       1
58.  16.0 - 19.9                            4           2       2
59.  20.0 - 24.9                            2           2
60.  25.0 - 32.9
61.  33.0 - 42.9
62.  43.0 - 54.9
63.  55.0 - 69.9
64.  70.0 - Plus
65. Total Full-Time                        73          29      13       3       2                 19       4       1       2
Section 2. Other than Full-Time Employees
66. Officials/Admins
67. Professionals
68. Technicians
69. Protectve Serv Wrker
70. Paraprofessionals
71. Admin Support
72. Skilled Craft Wrkers                    2           1                                                                  1
73. Service-Maintenance                     3           2                                          1
Total Other                             5           3                                          1                       1
Section 3. New Hires during Fiscal Year
75. Officials/Admins
76. Professionals
77. Technicians
78. Protectve Serv Wrker
79. Paraprofessionals
80. Admin Support
81. Skilled Craft Wrkers
82. Service-Maintenance
83. Total New Hires
Total Report                               78          32      13       3       2                 20       4       1       3
```

EEO-4 Report - State and Local Government Information in Detail (74DRPT)

The EEO-4 Report - State and Local Government Information in Detail (74DRPT) report provides detailed information for the annual EEO-4 report. The data on this report includes more in depth information than is necessary for filing the EEO-4 report and can be used for analysis purposes.

Business Tasks

The report is used to complete the following business tasks:

- Output data for annual filing of EEO-4 report.
- Use EEO-4 Reporting Information screen (E04SCR) to record data for this report.

Report field details

- **Employee company**—Company in which the employee is set up.
- **Employee number**—Unique employee identifier, up to 10 characters in length.
- **Employee name—**Employee's legal name.
- **Job Code**—Job Code of the employee's position.
- **Job Extent**—Four-digit identifier used in conjunction with the job code field to further identify the employee's position.
- **Job title**—Title of the employee's position.
- **Annual salary**—Employee's annual salary.

Report Sort Order

As delivered, the sort order of this report is Employment status, Job category, Salary range, Race, Gender.

Parameters options and setup

- **Report as of date**—The beginning date for which you want the report to run.
- **Specific Function**—Report on a specific function by specifying a value. If left blank, all Functions will be reported.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-4 Report - State and Local Government Information in Detail (74DRPT) Example

```
                                                         State and Local Government                              PAGE       1
                                                          1999 EEO-4 Detail Report                     TIME 11:09 DATE 08-02-1999
     *   *     *    E  M  P  L  O  Y    E  E    *   *    *         *     *   *     *   J     O   B     *   *     *   *        ANNUAL
     COMPANY         NUMBER    N  A  M  E                 CODE/EXTENT                    T  I  T  L  E                        SALARY
Section 1. Full-Time Employees
Officials/Admins
  Salary Range    16.0 - 19.9
     White-Not Hispanic
     999999  3017        STENMAN, SAMANTHA                  21830   0001           LABOR RELATIONS SPECIALIS             19,950.00
     Total White-Not Hispanic       1              Total Males :                             Total Females :        1
  02.  16.0 - 19.9                  1              Total Males :                             Total Females :        1
  Salary Range    20.0 - 24.9
     White-Not Hispanic
     999999  3015        LLEWELYN, STEVE                    21840   0001           OCUPATIONL SAF & HLTH INS             24,099.92
     Total White-Not Hispanic       1              Total Males :       1                     Total Females :
  03.  20.0 - 24.9                  1              Total Males :       1                     Total Females :
  Salary Range    25.0 - 32.9
     Black-Not Hispanic
     999999  6003        BETTS, J.T.                        47214   0001           PURCHASING MANAGER                    32,000.00
     Total Black-Not Hispanic       1              Total Males :       1                     Total Females :
     Hispanic
     999999  3003        ALSON, GEOFFERY                    47214   0001           PURCHASING MANAGER                    31,999.92
     Total Hispanic                 1              Total Males :       1                     Total Females :
  04.  25.0 - 32.9                  2              Total Males :       2                     Total Females :
  Salary Range    33.0 - 42.9
     White-Not Hispanic
     999999  1848        COLLINS, ANNA MARIE                47214   0001           PURCHASING MANAGER                    39,657.60
     999999  3009        TEACHEN, JUDITH                    47214   0001           PURCHASING MANAGER                    36,720.00
     999999  6009        BEACHEM, JUDITH                    47214   0001           PURCHASING MANAGER                    34,000.08
     Total White-Not Hispanic       3           Total Males :              Total Females :       3
```

EEO-5 Report for Active Employees (75-RPT)

The EEO-5 Report for Active Employees (75-RPT) produces required data that must be filed every other year by some academic institutions.

Business Tasks

The report is used to complete the following business tasks:

- Output information for filing of EEO-5 report.
- Use data for analysis of occupation group codes, race, and sex.

Report field details

Required EEO-5 reporting requirements: Sections I & II, job categories and by sex/race

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2, W6-01-125, W6-01-126, 26-02-128.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO-5 Report for Active Employees (75-RPT) Example

```
COUNTRY      HR   EMPLOYMENT DATA TEST CO.              EEO-5 REPORT               REPT                                  PAGE     1
STATE        TEST                                      FULL TIME STAFF             75-R                  TIME 09:50 DATE 10-27-1997
                               TOTAL   TOTAL   TOTAL   MALE   MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
SECTION I                     EMPLYS    MALE  FEMALE  WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
00 NO CODE ENTERED                 2               2                                                                       1       1
12 OTHER/PRFSSNL/STAFF             2       1       1                              1                                                1
14 TECHNICIANS                     1       1                                              1
15 CLERICAL/SECRETARIAL            2       2              1               1
TOTAL FOR SECTION 1                7       4       3      1               1       1       1                                1       2
COUNTRY      HR   EMPLOYMENT DATA TEST CO.              EEO-5 REPORT               REPT                                  PAGE     2
STATE        TEST                                      FULL TIME STAFF             75-R                  TIME 09:50 DATE 10-27-1997
                               TOTAL   TOTAL   TOTAL   MALE   MALE    MALE    MALE    MALE   FEMALE  FEMALE  FEMALE  FEMALE  FEMALE
SECTION I                     EMPLYS    MALE  FEMALE  WHITE   BLACK   ASIAN  INDIAN  HISPAN   WHITE   BLACK   ASIAN  INDIAN  HISPAN
   OTHER/PROF STAFF                1               1                                                                               1
TOTAL FOR SECTION 3                1               1                                                                               1
```

EEO Vets-100 Report (73-RPT)

The EEO Vets-100 Report (73-RPT) collects and formats data required for Vets-100 reporting to the Department of Labor. The information contained on this report categorizes the number of employees in your organization who are military veterans. One page per location will be generated at the beginning of this report. For example, if you have entered 5 locations, you will have 5 pages with this informational message.

Business Tasks

The report is used to complete the following business tasks:

- Output information for filing of Vets-100 report.
- Analyze data by EEO job category, total Veterans employed, and Veterans who are new hires.

Report field details

Total number of employees and new hires broken down by 9 EEO job categories and special disabled veterans, Vietnam era veterans status and total of both statuses.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Veteran status.

Parameters options and setup

- **From Date**—The beginning date of a date range for which you want the report to run.
- **To Date**—The ending date of a date range for which you want the report to run.
- **Create an electronic file?**—Select this option to create an electronic file and a printed report.

IMPORTANT!

If you are creating an electronic file, you *must* run this report in batch mode.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO Vets-100 Report (73-RPT) Example

```
                                                      VETS-100
                                        PERIOD COVERED :09-01-2000 TO 08-31-2001
 CO=70346124
  U=                                              ESTABLISHMENT REPORT
SIC=1711
COMPANY IDENTIFICATION
   HEADQUARTERS                              HIRING LOCATION
   GREAT LAKES MANUFACTURING, INC            GREAT LAKES PLUMBING SUPPLY
   100 STATE STREET                          5133 W. 65TH STREET
   ALBANY              ALBANY                CHICAGO          COOK
   NY  12207                                 IL  60638
   EIN =549687213                      DUNS NBR :   698721657                                EEO Establishment = 0001

INFORMATION ON VETERANS                          NUMBER OF EMPLOYEES           NUMBER OF NEW HIRES (Previous 12 Months)

                                              SPECIAL     VIETNAM    OTHER     SPECIAL    VIETNAM     OTHER       TOTAL, BOTH
                                              DISABLED     ERA     ELIGIBLE   DISABLED     ERA       VETERANS    VETERANS AND
                                              VETERANS   VETERANS  VETERANS   VETERANS   VETERANS                NON-VETERANS
      JOB CATEGORIES                            (L)         (M)       (N)        (O)        (P)         (Q)          (R)
OFFICIALS AND MANAGERS         ( 1)               0          21        21          0          0           0            0
PROFESSIONALS                  ( 2)               0          64         0          0          0           0            0
TECHNICIANS                    ( 3)               0           0         0          0          0           0            0
SALES WORKERS                  ( 4)               0           0         0          0          0           0            0
OFFICE AND CLERICAL            ( 5)               0          22         0          0          0           0            0
CRAFT WORKERS (SKILLED)        ( 6)               0          22         0          0          0           0            0
OPERATIVES (SEMI-SKILLED)      ( 7)               0          22         0          0          0           0            1
LABORER (UNSKILLED)            ( 8)               1          64         3          0          0           0            1
SERVICE WORKERS                ( 9)               0           0         0          0          0           0            0
                         TOTAL (10)               1         215        24          0          0           0            2
                                             MAXIMUM NUMBER     MINIMUM NUMBER__
                                                  001603            001600

                                                      VETS-100
                                        PERIOD COVERED :09-01-2000 TO 08-31-2001
 CO=70346124
  U=123456-8                                      HEADQUARTERS  REPORT
SIC=171
COMPANY IDENTIFICATION
   HEADQUARTERS
   GREAT LAKES MANUFACTURING, INC
   100 STATE STREET
   ALBANY              ALBANY
   NY  12207
   EIN =712358761                      DUNS NBR :   053145921                                EEO Establishment = 0002
INFORMATION ON VETERANS                          NUMBER OF EMPLOYEES           NUMBER OF NEW HIRES (Previous 12 Months)

                                              SPECIAL     VIETNAM    OTHER     SPECIAL    VIETNAM     OTHER       TOTAL, BOTH
                                              DISABLED     ERA     ELIGIBLE   DISABLED     ERA       VETERANS    VETERANS AND
```

JOB CATEGORIES		VETERANS (L)	VETERANS (M)	VETERANS (N)	VETERANS (O)	VETERANS (P)	(Q)	NON-VETERANS (R)
OFFICIALS AND MANAGERS	(1)	0	0	0	0	0	0	0
PROFESSIONALS	(2)	0	0	0	0	0	0	0
TECHNICIANS	(3)	0	0	0	0	0	0	0
SALES WORKERS	(4)	0	0	0	0	0	0	0
OFFICE AND CLERICAL	(5)	0	0	0	0	0	0	0
CRAFT WORKERS (SKILLED)	(6)	0	0	0	0	0	0	0
OPERATIVES (SEMI-SKILLED)	(7)	0	0	0	0	0	0	0
LABORER (UNSKILLED)	(8)	1	2	3	0	0	0	0
SERVICE WORKERS	(9)	0	0	0	0	0	0	0
TOTAL	(10)	1	2	3	0	0	0	0

MAXIMUM NUMBER 000004 MINIMUM NUMBER__ 000004

EEO Vets-100 Report in Detail (73DRPT)

The EEO Vets-100 Report in Detail (73DRPT) provides detailed information for the annual Vets-100 Report. The data on this report serves as an audit report for the Vets-100 report (73-RPT) and includes more in depth information than is necessary for filing. This report lists the names of the employees who are considered Vietnam veterans by their job category.

Business Tasks

The report is used to complete the following business tasks:

- Output information for filing of Vets-100 report.
- Analyze data by EEO job category, or Control 1-2.

Report field details

- **Control 1-2**—Company in which the employee is setup.
- **Employee number**—Unique employee identifier, up to 10 characters in length.
- **Employee name**—Employee's legal name.
- **Job Code**—Job Code of the employee's position.
- **Job Extent**—Four-digit identifier used in conjunction with the job code field to further identify the employee's position.
- **Job description**—Description of the employee's position.
- **Employment date**—Date on which the employee began employment.

Report Sort Order

As delivered, the sort order of this report is Control 1-2, Job category, Veteran status.

Parameters options and setup

- **From Date**—Enter the beginning date of the date range for which you want the report to run.
- **To Date**—Enter the ending date of the date range for which you want the report to run.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

EEO Vets-100 Report in Detail (73DRPT) Example

```
Report sample is not available at this time.
```

Emergency Contact Listing (3F-RPT)

The Emergency Contact Listing report (3F-RPT) lists all active employees and their emergency contact information. The report includes: emergency contact name, address and phone; and physician name, address, and phone.

Business Tasks

This report is used to complete the following business tasks:

- Contact an employee's personal physician or emergency contact.
- Access phone numbers to make emergency contact as quick and as easy as possible.
- Maintain addresses of emergency contacts in case written follow-up is necessary.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Emergency Contact Information**—Emergency contact's last and first name, address and telephone number.
- **Personal Physician Information**—Personal physician's last and first name, address, and telephone number.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Emergency Contact Listing (3F-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    EMERGENCY CONTACT LISTING       REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                    3F-R                            TIME 16:20 DATE 02-17-1998

                               EMPLOYEE
    EMPLOYEE NAME               NUMBER       EMERGENCY CONTACT INFORMATION        PERSONAL PHYSICIAN INFORMATION

ADAMS, RICHARD                  1117         MAINWALD, SIDNEY                     SHUMI, DR. MARK
                                             56 WILTON DRIVE                      1001 HIGHLAND AVENUE
                                             EVANSTON, IL         60412           CHICAGO, IL             60612
                                             312 921-0021                         312 321-1432

ANDERSON, DANIEL M              1616         ANDERSON, NANCY                      DIXON, DR. JEFFERY
                                             923 PARKVIEW DRIVE                   2100 LAKESHORE DRIVE
                                             NAPERVILLE, IL       60540           CHICAGO, IL             60609
                                             312 321-8786                         312 990-7637

AUSTIN, STEVEN                  1234         AUSTIN, JOHN L.                      STRUTHERS, DR. LOUIS
                                             1321 VAN BUREN APT 392               8 PINE GROVE
                                             CHICAGO, IL          60604           CHICAGO, IL             60603
                                             312 339-8324                         312 843-0021

AYERS, CHESTER D                1755         SCHOFIELD, BRANDON                   SCARLET, DR. RICHARD
                                             2524 YELLOWSTAR                      5800 OAKWOOD DRIVE
                                             WOODRIDGE, IL        60530           LISLE, IL               60532
                                             312 964-3166                         312 874-2933

BALDWIN, ALICE A                1043         BALDWIN, ESTHER                      SUAREZ, DR. A.
                                             11 PAXTON STREET                     585 NO. RAILROAD AVENUE
                                             STATEN ISLAND, NY    10301           STATEN ISLAND, NY       10304
                                             212 272-2586                         212 987-3322

BARTHOLOW III, JONATHAN         1113         BARTHOLOW, BRENDA                    ROSETTI, DR. VIRGINIA
                                             862 HAWTHORNE ROAD                   24 W. 58TH STREET
                                             GLENVIEW, IL         60620           GLENVIEW, IL            60620
                                             312 447-4886                         312 572-2896

COLLINS, ANNA MARIE             1848         COLLINS, JAMES                       SALERNO, DR. ARMAND
                                             997 WALL STREET                      80 TROLLEY LANE
                                             VALPARAISO, IN       46383           VILLA PARK, IL          60430
                                             219 462-0154                         312 788-3210
```

Emergency Medical Information (5W-RPT)

The Emergency Medical Information report (5W-RPT) displays employee emergency medical information. The information for this report is recorded on the Emergency Medical Information form.

Business Tasks

This report is used to complete the following business tasks:

- Monitor critical health information including the employee's blood type, the date of last blood donation, and up to five allergic conditions.
- Reference vital information in situations where an employee cannot communicate with emergency staff.

Report field details

- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Employee Name**—Employee's legal name.
- **Record Date**—Date that the emergency medical information was recorded.
- **Handicap Code/Desc**—Description of an employee's handicap.
- **Blood Type/Desc**—Employee's blood type.
- **Give Code**—Code that identifies the employee's willingness to donate blood.
- **Date Last Gave**—Date of when the employee last donated blood.
- **Allergy-1 through 5 Code/Desc**—Codes and descriptions that identify an employee's allergic condition.

Parameter options and setup

- **As of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Emergency Medical Information (5W-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                  EMERGENCY MEDICAL INFORMATION        REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   FOR 01-01-1970 - 02-19-1998         5W-R                           TIME 13:03 DATE 02-19-1998


EMPLOYEE                                  RECORD                                                                         GIVE        DATE LAST
NUMBER          EMPLOYEE NAME              DATE     HANDICAP CODE/DESC          BLOOD TYPE/DESC                          CODE          GAVE

1001            MEYER, JUNE             09-15-1984                              OP  TYPE O RH POSIT                        Y         04-12-1984


ALLERGY-1 CODE/DESC            ALLERGY-2 CODE/DESC          ALLERGY-3 CODE/DESC          ALLERGY-4 CODE/DESC          ALLERGY-5 CODE/DESC

73   POLLEN


EMPLOYEE                                  RECORD                                                                         GIVE        DATE LAST
NUMBER          EMPLOYEE NAME              DATE     HANDICAP CODE/DESC          BLOOD TYPE/DESC                          CODE          GAVE

1002            MOORE, SAMUEL           10-01-1984                              ABN TYPE AB RH NEGA                        N


ALLERGY-1 CODE/DESC            ALLERGY-2 CODE/DESC          ALLERGY-3 CODE/DESC          ALLERGY-4 CODE/DESC          ALLERGY-5 CODE/DESC

02   PENICILLIN                08 TETRACYCLINE              07   ERYTHROMYCIN


EMPLOYEE                                  RECORD                                                                         GIVE        DATE LAST
NUMBER          EMPLOYEE NAME              DATE     HANDICAP CODE/DESC          BLOOD TYPE/DESC                          CODE          GAVE

1004            MORSE, GORDAN           08-30-1984                              AP  TYPE A RH POSIT                       Y         12-03-1983


ALLERGY-1 CODE/DESC            ALLERGY-2 CODE/DESC          ALLERGY-3 CODE/DESC          ALLERGY-4 CODE/DESC          ALLERGY-5 CODE/DESC


EMPLOYEE                                  RECORD                                                                         GIVE        DATE LAST
NUMBER          EMPLOYEE NAME              DATE     HANDICAP CODE/DESC          BLOOD TYPE/DESC                          CODE          GAVE

1005            MORRIS, ROBERT          08-01-1984                              BP  TYPE B RH POSIT                        Y
```

Employee Headcount (1N-RPT)

The Employee Headcount report (1N-RPT) provides a total count of the number of employees on file by Resulting Employee Status within Job Type.

Business Tasks

This report is used to complete the following business task:

- Analyze employee statuses.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Job Type**—Generic category that further defines a particular job code/job code extent.
- **Active**—Resulting employee status code that defines the employee as an active employee.
- **LOA Paid**—Resulting employee status code that defines the employee as being on a leave of absence with pay.
- **LOA No Pay**—Resulting employee status code that defines the employee as being on a leave of absence without pay.
- **Disab**—Resulting employee status code that defines the employee as absent due to a disabled condition.
- **Lay Off**—Resulting employee status code that defines the employee as absent from work due to being laid-off.
- **Labor Disp**—Resulting employee status code that defines the employee as being absent from work due to a labor dispute.
- **Non CSSS**—Resulting employee status code that defines the employee as not on CSSS.
- **Term**—Resulting employee status code that defines the employee as not working due to being terminated.
- **Retire**—Resulting employee status code that defines the employee as retired.
- **Decease**—Resulting employee status code that defines the employee as deceased.
- **Total**—Total count of employees within this job type.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and JOB-TYPE.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Employee Headcount (1N-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                          EMPLOYEE HEADCOUNT        REPT                                       PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2                                                    1N-R                          TIME 16:27 DATE 02-17-1998

 CTRL CTRL CTRL CTRL                                      LOA   LOA            LAY   LABOR   NON
THREE FOUR FIVE SIX  JOB TYPE:                   ACTIVE   PAID NO PAY  DISAB   OFF    DISP   CSSS   TERM RETIRE DECEASE   TOTAL

 CNTL3-6 NOT ON FILE     * CODE NOT ON FILE *        3                                                                       3

 3030 4040 5050 6060 01 SALARIED EXEMPT              9                                                2                     11

 3030 4040 5050 6060 02 SALARIED NON EXEMPT          5                                                1                      6

 3030 4040 5050 6060 04 HOURLY UNION                 9                                                1                     10

 3333 4444 5508 6608 04 HOURLY UNION                 4                                                2      2               8

 3333 4444 5555 6666 01 SALARIED EXEMPT             10                                                                      10

 3333 4444 5555 6666 02 SALARIED NON EXEMPT          7      1                                         1                      9

 3333 4444 5555 6666 04 HOURLY UNION                 3                                                                       3

 3388 4488 5508 6608 01 SALARIED EXEMPT             15                                                2      3              20

 3388 4488 5508 6608 02 SALARIED NON EXEMPT          6                                                                       6

 3388 4488 5508 6608 03 HOURLY NON UNION             2                                                                       2

 3388 4488 5508 6608 04 HOURLY UNION                 7                                                                       7

 3388 4488 5555 6666 01 SALARIED EXEMPT              1                                                                       1

 3388 4488 5555 6666 03 HOURLY NON UNION             1                                                                       1

*CONTROL-2      9999                                82      1                                        8      6               97

*CONTROL-1      99                                  82      1                                        8      6               97

*REPORT TOTALS: 1N-R                                82      1                                        8      6               97
```

Employee Job Listing (3N-RPT)

The Employee Job Listing report (3N-RPT) lists all employees, showing their current job and rating information and providing a length of time in the current job in years, months, and days.

Business Tasks

This report is used to complete the following business tasks:

- Review employee job assignments.
- Analyze employee length of time in current job.

Report field details

- **Job Code**—Alphanumeric identifier for the job that is currently assigned to the employee.
- **Job Extn**—Four-digit number that works in conjunction with the job code text box to further identify the job assigned to the employee.
- **Job Title**—Description assigned to this job.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Employee Name**—Employee's legal name.
- **Time In Job-Yrs, Mos, Day**—Current date minus the job assignment effective date, expressed in a time span of years, months, and days.
- **Perf Rate**—Code that identifies an employee's performance appraisal rating.
- **Salary Grade**—Code for the salary grade assigned to this job.
- **Race Code**—Code used to designate employee's race for purposes of reporting.
- **Sex**—Gender of the employee.
- **Job Class**—Generic job group used for reporting.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, JOB-CODE, JOB-CODE-EXTENT, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Employee Job Listing (3N-RPT) Example

CORPORATION 99 ACME MANUFACTURING EMPLOYEE JOB LIST REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 3N-R TIME 17:09 DATE 04-27-1998

JOB CODE	JOB EXTN	JOB TITLE	EMPLOYEE NUMBER	EMPLOYEE NAME	TIME IN JOB YRS	MOS	DAY	PERF RATE	SALARY GRADE	RACE CODE	SEX	JOB CLASS
10500	0001	MAINTENANCE ENGINEER	1116	COMPTON, SUSAN A	15	07	06	2	S25	04	F	06
10500	0001	MAINTENANCE ENGINEER	1806	HAYES, JOHNS A	14	04	26	2	S25	01	M	06
10500	0001	MAINTENANCE ENGINEER	2004	KWONG, STEVEN S.	12	09	28	2	S25	04	M	06
10500	0001	MAINTENANCE ENGINEER	1004	MORSE, GORDAN	13	07	28		S25	04	M	06
10500	0001	MAINTENANCE ENGINEER	1313	PRESCOTT, KEVIN	13	11	07		S25	02	M	06
10600	0001	STATIONARY ENGINEER	2009	CREMMINS, ALAN EDWARD	12	04	26	2	S35	02	M	06
10650	0001	ASSISTANT STATIONARY	2012	WARD, CHESTERON	12	01	26	2	S31	02	M	06
15405	0001	SHIPPING/RECEIVING C	2005	BROWN, WILLIAM R	12	09	26	3	S10	02	M	07
15405	0001	SHIPPING/RECEIVING C	1010	MOHR, MICHAEL T.	13	08	24		S10	02	M	07
15405	0001	SHIPPING/RECEIVING C	1005	MORRIS, ROBERT	13	08	26		S10	02	M	07
15405	0001	SHIPPING/RECEIVING C	2011	PITARO, JOSEPH C.	12	02	12	3	S10	01	M	07
15405	0001	SHIPPING/RECEIVING C	1115	SWEENY, BARBARA	14	05	11	2	S10	02	F	07
17857	0001	ASSEMBLY LINE WORKER	1234	AUSTIN, STEVEN	16	09	28	3	S16	01	M	07
17857	0001	ASSEMBLY LINE WORKER	1255	JOHNSON, WALTER D	14	03	17	2	S16	01	M	07
17857	0001	ASSEMBLY LINE WORKER	1111	JONES, JERRY	16	03	26	2	S16	01	M	07
17857	0001	ASSEMBLY LINE WORKER	1378	LYNDEN, ANNETTE C.	17	05	04	3	S16	01	F	07
17857	0001	ASSEMBLY LINE WORKER	1006	MERTZ, LYNNE C.	13	06	17		S16	01	F	07
18020	0001	LATHE MACHINE TOOL S	2014	GRANT, KEITH L.	12	01	12	3	05	01	M	07
18020	0001	LATHE MACHINE TOOL S	2010	PENDARVIS, MARTIN M.	12	03	24	2	05	02	M	07
18020	0001	LATHE MACHINE TOOL S	2016	SHEA, JEFFERY B.	12	00	16	2	05	01	M	07
18020	0001	LATHE MACHINE TOOL S	3024	SPENSER, WILLIAM M.	15	03	26		05	02	M	07
18030	0001	GRINDING MACHINE SET	3022	WENDT, GARY D.	15	07	12		06	01	M	07
18040	0001	DRILLING MACHINE TOO	3023	DANIELS, JEFFREY C.	16	00	14		08	01	M	07
19260	0001	BILLING CLERK	2013	ANDREWS, HENRY A.	12	01	18	2	02	01	F	05
19260	0001	BILLING CLERK	2003	CMEYLA, JANE	12	11	04	2	02	01	F	05
19270	0001	TRAFFIC CLERK	2006	COSTELLO, SUSANNE	12	09	17	2	03	01	F	05
20002	0001	CLERK/TYPIST, SENIOR	1043	BALDWIN, ALICE A	14	08	07	3	04	03	F	05
20002	0001	CLERK/TYPIST, SENIOR	3019	HARRIS, CECELIA	18	01	08		04	01	M	05
20002	0001	CLERK/TYPIST, SENIOR	1578	MAGUIRE, HENRY S.	14	01	30	3	04	01	M	05
20002	0001	CLERK/TYPIST, SENIOR	3014	SULLIVAN, MIKE M.	14	01	30		04	01	M	05
20500	0001	SECRETARY, SENIOR	2008	HALL, RHONDA D.	12	07	21	3	07	02	F	05
20500	0001	SECRETARY, SENIOR	1008	MAURICE, STACY E.	13	07	21		07	02	F	05
20500	0001	SECRETARY, SENIOR	3012	SCHAEFER, JOANNA S.	13	07	21		07	02	F	05

Employee Listing Of Skills And Abilities (33-RPT)

The Employee Listing Of Skills And Abilities report (33-RPT) provides skill information on active employees. The information for this report is recorded on the Skills and Abilities form. Four customer-defined text boxes of information can also appear on this report.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee skills and date skills were obtained.
- Review the method of skill proficiency verification.
- Analyze the locations skills were obtained.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Date - Skill Obtained**—Date on which the employee or applicant obtained the skill or the training.
- **Skills code**—Code that identifies the skills obtained.
- **Skills Description**—Description of the skills obtained.
- **Proficiency Code**—Code that describes the proficiency obtained.
- **Proficiency Desc**—Assessment of the employee or applicant's skill proficiency.
- **Verification Code**—Code that identifies the means used to verify the fact the employee does possess the skill.
- **Verification Desc**—Description of the verification process.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, and SKILLS-SOURCE-CODE.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Employee Listing Of Skills And Abilities (33-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                         EMPLOYEE LISTING       REPT                                       PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2                      OF SKILLS AND ABILITIES     33-R                            TIME 12:33 DATE 02-19-1998

                                   DATE-SKILL
EMPLOYEE NAME           NUMBER      OBTAINED    SKILLS CODE/DESCRIPTION            PROFICIENCY CODE/DESC        VERIFICATION CODE/DESC

ADAMS, RICHARD          1117        04-02-1986   SM0734 MARKET SHARE ANAL           03  WORKING KNOWLEDGE

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:

                        1117        03-09-1985   DP2011 NETWORK ANALYSIS            01  EXPERT

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:


BALDWIN, ALICE A        1043        09-03-1986   DP5010 COMPUTER GRAPHICS           03  WORKING KNOWLEDGE

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:


                        1043        09-09-1985   SM0247 SALES RESULTS ADMIN         03  WORKING KNOWLEDGE        10  COURSE ATTENDEE LIST

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:


BARKER, MARTINN A       1184        03-01-1984   AC7004 BALANCE W2/YEAR END         01  EXPERT

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:


BARNES, JOHNSON         2002        10-05-1994   HR1503 CHLD CRE FACIL ADMIN        05  EXPOSURE TO

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:


BROWN, WILLIAM R        2005        10-05-1994   HR1503 CHLD CRE FACIL ADMIN        05  EXPOSURE TO

        COURSE:                  SCHOOL-ATTENDED:                   SKILL-FLD 1-4:
```

Employee Listing Of Training Courses Scheduled/Attended (31-RPT)

The Employee Listing Of Training Courses Scheduled/Attended report (31-RPT) displays training information for active employees, including the training course, completion status, instructor, and evaluation.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the overall training of your workforce.
- Monitor current and completed training.
- Monitor the cost of training to the organization.
- Review employee-based evaluations of the courses for future reference.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Course Number**—Course that this record identifies.
- **Course Code/Name**—Training Course which the employee has attended or is scheduled to attend.
- **Completion Year**—Date on which the training course was completed and attendees dismissed.
- **Completion Code**—Status of the trainee in the course.
- **Completion Description**—Courses in which the employee is enrolled, but has not yet attended.
- **Type**—Type of training course being recorded, identifying whether the training is internal or external and if taking it has any impact on the employee's job or employment status.
- **Location**—Physical location of where the training course was held.
- **Start Date**—Date the training course is/was scheduled to begin.
- **End Date**—Date the training course is/was scheduled to end.
- **Rating**—Rating for the employee's performance in the training course.
- **Credit**—Number of credits that have been granted for satisfactory completion of the training course.
- **Costs**—Cost of the training course.
- **Company Pd**—Amount of the training cost paid by the company.
- **Ctrl 3 - 6**—Organization level 3 - 6 values to which the costs of the training course are to be charged.
- **Instructor**—Course instructor.
- **Evaluation**—Employee's evaluation of the course.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, TRAINING-YEAR, TRAINING-COURSE-CODE, and TRAINING-COURSE-NO.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Employee Listing Of Training Courses Scheduled/Attended (31-RPT) Example

```
CORPORATION  99    ACME MANUFACTURING                         EMPLOYEE LISTING              REPT                                  PAGE     1
DIVISION     9999  MIDWESTERN DIVISION                       OF TRAINING COURSES            31-R            TIME  14:02:48 DATE 04-01-1998

                          COURSE    COURSE            COMPLETION                                                               START
EMPLOYEE  NAME  NUMBER    NUMBER   CODE/NAME      YEAR  CODE/DESCRIPTION        TYPE                 LOCATION                 DATE

AUSTIN, ALEXAND 1234      1 001    CYBORG-INTRO   89    8 NOMINATION-SUBMITTED  EXTERNAL-COMP-POLICY  DEPARTMENT - 1234 - CONF  02-02-1989

                              END-DATE: 02-06-1989  RATING:  97.9  CREDIT:  02  COSTS:  655.00         COMPANY-PD:   655.00

                              CTRL 3-6:  3030  4040  5050  6060  INSTRUCTOR:  CARLING, DR. MARTIN   EVALUATION: 1 EXCELLENT-RECOMMEND


BACH, ROBERT 3258         1 113    IFEBP-CEBS-V   82    1 COURSE-COMPLETED-NOR  EXTERNAL-GEN-EMP-REQ  DEPARTMENT - 1234 - CONF  02-02-1982

                              END-DATE: 02-05-1982  RATING:  98.4  CREDIT:  01  COSTS:  650.00         COMPANY-PD:   650.00

                              CTRL 3-6:  3030  4040  5050  6060  INSTRUCTOR:  CARLING, DR. MARTIN   EVALUATION: 1 EXCELLENT-RECOMMEND
```

Employee Personal Data Profile (1J-RPT)

The Employee Personal Data Profile report (1J-RPT) lists all active employee personal backgrounds, past and present. This report also contains employee emergency, medical, allergy, security, and insurance data. This report lists one employee per page.

Business Tasks

This report is used to complete the following business tasks:

- View employee personal information.
- Quickly obtain employee emergency contact and physician information.

Report field details

- **Name**—Employee's last and first name.
- **SS #**—Unique employee identifier used for taxation in the USA.
- **Emp #**—Unique employee identifier, up to 10 characters in length.
- **Date**—Report date.
- **Address**—Street number and street name portion of the employee's address.
- **Address-2**—Additional address information .
- **City/State**—City and state portion of the employee's address.
- **Zip**—Employee's five-digit zip code.
- **Birth Date**—Employee's date of birth.
- **Race Code**—Employee's race code as used for reporting.
- **Sex**—Employee's gender.
- **Area Code**—Area code portion of the employee's home telephone number.
- **Phone**—Employee's home telephone number.
- **Key**—Three-digit identifier for this emergency contact.
- **Emergency Contact**—Name of this emergency contact.
- **Area Code**—Area code portion of the emergency contact's home telephone number.
- **Phone #**—Emergency contact's home telephone number.
- **Contact Address**—Street number and street name portion of this emergency contact's address.
- **City / State**—City and state portion of this emergency contact's address.
- **Zip Code**—Emergency contact's five-digit zip code.
- **Key**—Three-digit identifier for this physician.
- **Physician Name**—Name of this physician.
- **Area Code**—Area code portion of this physician's home telephone number.
- **Phone Number**—Physician's home telephone number.
- **Physician Address**—Street number and street name portion of this physician.
- **City / State**—City and state portion of this physician's address.
- **Zip Code**—Physician's five-digit zip code.
- **Marital Status**—Employee's current marital status.
- **Total Depts**—Number of employee dependents.
- **Citizenship**—Code of the country where the employee holds citizenship.
- **Military Status**—Employee's military status.
- **Visa Type**—Visa type a non-citizen employee has been granted.
- **Expires**—Expiration date of the employee's current visa.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and SORT-KEY-SEPARATOR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Employee Personal Data Profile (1J-RPT) Example

```
NAME: MEYER, JUNE                      DATE                   EMPLOYEE PERSONAL DATA      REPT    CTRL-1  CTRL-2  CTRL-3 CTRL-4 CTRL-5 CTRL-6
SS #: 888-88-8001    EMP #: 1001       04-27-1998                    PROFILE              1J-RPT  99      9999    3388   4488   5508   6608


                                ---- ADDRESS DATA ----                                   BIRTH         RACE         AREA
 ADDRESS                   ADDRESS-2                  CITY/STATE              ZIP        DATE          CODE   SEX   CODE   PHONE

1010 MISTY LANE              UNIT 4                   EL SEGUNDO, CA          93101      07-11-1956    01      F    203    222128


                                ---- EMERGENCY DATA ----
   KEY       EMERGENCY CONTACT          AREA CODE    PHONE #       CONTACT ADDRESS              CITY / STATE              ZIP CODE

   001       MEYER, DOROTHY             203          222-9090      17 S. BREEZE DRIVE           EL SEGUNDO, CA            93101


                                         AREA         PHONE
   KEY       PHYSICIAN NAME              CODE         NUMBER        PHYSICIAN ADDRESS            CITY / STATE              ZIP CODE

   001       BLACK, DR. RICHARD          203          224-8854      1 MEDICAL CENTER             EL SEGUNDO, CA            93101


                          TOTAL             ---- PERSONAL DATA ----                                 VISA
MARITAL STATUS            DEPTS      CITIZENSHIP             MILITARY STATUS              VISA TYPE             EXPIRES

S Single                  00         USA
```

Employee Profile Report (1K-RPT)

The Employee Profile Report (1K-RPT) prints a multi-page Human Resource Profile for all employees. Report parameters may be selected to produce a report of only those employees who have had any of the following form information changed:

- New Hire (01-SCR)
- Additional Personal And ID Information (02-SCR)
- Phone Numbers And Employment Information (03-SCR)
- Rehire/Reinstatement/Recall (04-SCR)
- Job Assignment/Changes (05-SCR)
- Location Assignment/Changes (05CSCR)
- Status Changes (08-SCR)
- Salary Assignment/Changes (40-SCR)
- Performance Appraisal Results (49-SCR)
- Leaves And Returns (95-SCR)

Business Tasks

This report is used to complete the following business tasks:

- Verify employee record changes.
- Research employee information on hard copy.

Report field details

Refer to each form's help for text box definitions.

Parameter options and setup

- **Employees To Include**—Type 'ALL' to print a profile for all employees.
- **Option**—Leave this entry blank to print only employees who have had changes to HR forms.
- **Type Of Employees Option**—Type 'A' to print the profile for active employees only. Leave this entry blank to print all employees.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Employee Profile Report (1K-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         EMPLOYEE PROFILE         REPT      NAME: MEYER, JUNE            PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                    HUMAN RESOURCE BASE MODULE     1K-RPT EMPLOYEE NUMBER: 1001         DATE: 04-27-1998

      SOCIAL        PAY  PAY  STATUS SEX  EEO  UNION WORKERS  BIRTH   EMPLOYMENT      TERMINATION  SHIFT SPLIT   JOB     USER FAIR   PERIOD
SC   SECURITY       FREQ CODE  CODE  CODE RACE CODE   COMP    DATE     CD   DATE      CD   DATE    CODE  CODE  CATEGORY  FLD  LABOR  OVERRID
E  888-88-8001       1    6           F   01                07-11-1956     09-15-1984                  0     1                           00

SC EMPLOYEE NAME               ADDRESS LINE 1              ADDRESS LINE 2              CITY / STATE             ZIP
F1 MEYER, JUNE                 1010 MISTY LANE             UNIT 4                      EL SEGUNDO, CA           93101

                                         AREA        PHONE
SC KEY        EMERGENCY CONTACT          CODE        NUMBER     SC CONTACT ADDRESS               CITY / STATE                 ZIP CODE
04 001        MEYER, DOROTHY             203         222-9090   05 17 S. BREEZE DRIVE            EL SEGUNDO, CA               93101

                                         AREA        PHONE
SC KEY        PHYSICIAN NAME             CODE        NUMBER     SC PHYSICIAN ADDRESS             CITY / STATE                 ZIP CODE
06 001        BLACK, DR. RICHARD         203         224-8854   07 1 MEDICAL CENTER              EL SEGUNDO, CA               93101

   BASIC-DATA         PREVIOUS        HIRE       AGENCY     RELOCATION    --- HOME ---    -------- WORK --------
SC    DATE          APPLICANT ID      SOURCE     FEE        EXPENSE          AREA  PHONE     AREA  PHONE  EXTENSION    RELIGION        LANGUAGE
ZA  09-15-1984      25000-99          01          1,000                      203  2221282    201  8369400   1567       EB              E1

     RECORD       MARITAL      TOTAL             CITIZENSHIP        VISA           VISA          MILITARY     SECURITY
SC   DATE         CODE         DEPENDENTS           CODE            TYPE        EXPIRATION        STATUS      CLEARANCE     CLEARING AGENCY
ZB 09-15-1984     S            00

     ACTIVITY  ACTIVITY  EMPLOYEE   EXPECTED   LAST DAY  LAST DAY   HISTORY  ADJUSTED   SEPARATION   PARITY    LEAVE   ORIGINAL
SC   DATE      CODE      STATUS     RETURN DATE  WORKED    PAID      C1-2    SENIORITY     DATE      REQUAL    SPAN    HIRE DATE
ZC 09-15-1984  001        01                                        999999   09-15-1984                        000000  09-15-1984

      JOB        KEY        CHANGE   JOB     JOB CODE
SC EFFECTIVE   SEPARATOR    TYPE     CODE    EXTENSION
ZD 09-15-1984      9         A02     35050      0001

   INC   SALARY  KEY  CHANGE  HOURLY PERIOD   PAYMENT   SALARY       ANNUAL  ANNUAL AMOUNT  PERCENT MONTHS COMPA    RANGE       RANGE
SC NBR EFFECTIVE SEP  TYPE     RATE   HOURS  FREQUENCY PER PERIOD    SALARY      CHANGE     CHANGE  SINCE  RATIO PENETRATION    IND
ZF 01  09-15-1985 9   I10    12.0193  40.00      1        480.77   25,000.00    3,000.00     13.64   012    .81      3.85         0
ZF 01  09-15-1984 9   A02    10.5770  40.00      1        423.08   22,000.00         .00       .00   000    .71       .00         B
```

Employees Active, Inactive, Separated Within Three Months (1B-RPT)

The Employees Active, Inactive, Separated Within Three Months report (1B-RPT) provides an alphabetic listing of all active, inactive, or separated employees.

Modifications are documented within the report program to specify that separated employees are included only if their separation status was achieved during the last one, six, nine, or 12 months.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the overall status of your workforce.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Mail Distribution**—Employee's internal mail station or distribution data.
- **Hire Date**—Employee's original date of hire.
- **Employee Status**—Employee's status as a result of an activity.
- **Separation Date**—Date of the most recent separation occurrence found in the employee's record.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

- **As of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Employees Active, Inactive, Separated Within Three Months (1B-RPT) Example

```
 Example
CORPORATION  99   ACME MANUFACTURING                   ALPHA LIST OF EMPLOYEES ACTIVE,    REPT                                       PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                  INACTIVE, SEPARATED WITHIN 3 MO     1B-R                                  TIME 17:19 DATE 04-27-1998

                            EMPLOYEE         CTRL  CTRL  CTRL  CTRL  MAIL            HIRE         EMPLOYEE                SEPARATION
  EMPLOYEE NAME             NUMBER           THREE FOUR  FIVE  SIX   DISTRIBUTION    DATE         STATUS                     DATE

  ADAMS, RICHARD            1117             3030  4040  5050  6060  2FLR-22W     02-19-1984      01 Active-Salrd Reg FT
  ALSON, GEOFFERY           3003             3030  4040  5050  6060  2FLR-22W     02-19-1984      01 Active-Salrd Reg FT
  ANDERSEN, KARI            6004             3333  4444  5555  6666  CORP-STENO   05-16-1974      01 Active-Salrd Reg FT
  ANDERSON, DANIEL M        1616             3333  4444  5555  6666  CORP-STE3    04-24-1984      01 Active-Salrd Reg FT
  ANDREWS, HENRY A.         2013             3388  4488  5555  6666  RC-212       03-09-1986      01 Active-Salrd Reg FT
  AUSTIN, STEVEN            1234             3030  4040  5050  6060  B2-STN5      12-17-1978      05 Active-Hrly PT
  BALDWIN, ALICE A          1043             3333  4444  5555  6666  5FLR-12W     08-20-1983      03 Active-Hrly Reg FT
  BARNES, JOHNSON           2002             3388  4488  5508  6608               05-01-1985      01 Active-Salrd Reg FT
  BARTHOLOW III, JONATHAN   1113             3333  4444  5555  6666  6FLR-8E      03-12-1982      01 Active-Salrd Reg FT
  BEACHEM, JUDITH           6009             3030  4040  5050  6060  B2-STN10     09-26-1983      01 Active-Salrd Reg FT
  BETTS, J.T.               6003             3030  4040  5050  6060  2FLR-22W     03-11-1985      01 Active-Salrd Reg FT
  BISHOP, MARIA             3021             3388  4488  5508  6608  11TH-4000    07-07-1976      01 Active-Salrd Reg FT
  BLOOM, ALEXANDER          3001             3333  4444  5555  6666  6FLR-8E      03-12-1978      01 Active-Salrd Reg FT
  BROWN, WILLIAM R          2005             3388  4488  5508  6608  PLANT-24     07-01-1985      01 Active-Salrd Reg FT
  BYERS, TODD               6001             3333  4444  5555  6666  6FLR-8E      06-15-1973      01 Active-Salrd Reg FT
  CARLILE, WILLIAM E.       3013             3388  4488  5508  6608  ACCT-103     09-01-1984      01 Active-Salrd Reg FT
  CHOU, LO                  3020             3388  4488  5508  6608  10TH-2001    05-01-1981      01 Active-Salrd Reg FT
  CMEYLA, JANE              2003             3388  4488  5508  6608  11TH-4212    05-23-1985      01 Active-Salrd Reg FT
  COLLINS, ANNA MARIE       1848             3030  4040  5050  6060  B2-STN10     09-26-1983      01 Active-Salrd Reg FT
  COMPTON, SUSAN A          1116             3333  4444  5555  6666  B2-LL        09-21-1982      05 Active-Hrly PT
  COSTELLO, SUSANNE         2006             3388  4488  5508  6608  PLANT-26     07-10-1985      03 Active-Hrly Reg FT
  CREMMINS, ALAN EDWARD     2009             3388  4488  5508  6608  ACCT-103     12-01-1985      01 Active-Salrd Reg FT
  DANIELS, JEFFREY C.       3023             3333  4444  5508  6608  PLT24-STNL   04-13-1982      01 Active-Salrd Reg FT
  GRANT, KEITH L.           2014             3030  4040  5050  6060               03-15-1986      01 Active-Salrd Reg FT
  GRIFFITH, BERNARD         3008             3030  4040  5050  6060  CORP-STE1    06-01-1984      01 Active-Salrd Reg FT
  GRIFFITHS, ROBERT         6008             3030  4040  5050  6060  CORP-STE1    06-01-1984      01 Active-Salrd Reg FT
  HALL, RHONDA D.           2008             3388  4488  5508  6608  ACCT-100     09-06-1985      01 Active-Salrd Reg FT
  HAMMER, JAMES B.          1236             3030  4040  5050  6060  5FLR-10W     07-22-1983      01 Active-Salrd Reg FT
  HANCOCK, STEVEN W.        1764             3333  4444  5555  6666  5FLR-6W      04-07-1984      01 Active-Salrd Reg FT
  HARRIS, CECELIA           3019             3388  4488  5508  6608  11TH-WPRM    03-19-1980      01 Active-Salrd Reg FT
  HAYES, JOHNS A            1806             3333  4444  5555  6666  B2-LL        12-01-1983      05 Active-Hrly PT
  HILLERY, THOMAS           3007             3333  4444  5555  6666  5FLR-6W      04-07-1984      01 Active-Salrd Reg FT
  ISLEY, JEANETTE J.        1432             3333  4444  5555  6666  CORP-STE2    03-17-1983      33 LOA-Hr Reg FT W/Pay
```

Expired Certificates, Licenses And Permits (3I-RPT)

The Expired Certificates, Licenses And Permits report (3I-RPT) lists all active employee's certificates, licenses, and permits that have expired and are due to be renewed.

Business Tasks

This report is used to complete the following business task:

- Identifies whether an employee's certificates, licenses, or permits need to be renewed.

Report field details

- **CLP Type**—Type of certificate license or permit the employee holds.
- **Cert/License/Permit**—Description of the certificate, license, or permit.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **CLP Date Recorded**—Date the certificate, license, or permit information is recorded.
- **CLP Number—**Identification number of the certificate, license, or permit.
- **CLP Date Expired**—Expiration date of the certificate, license, or permit.
- **CLP Code—**Code that identifies the status (expired or renewed) of the recorded certificate, license or permit entry.
- **CLP Status**—Description of the employee's CLP status.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CLP-TYPE, CLP-DATE-EXPIRED, and EMPLOYEE-NAME.

Parameter options and setup

- **As of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). Leave this text box blank to use the current date.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Expired Certificates, Licenses And Permits (3I-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  EXPIRED CERTIFICATES, LICENSES    REPT                                    PAGE        6
DIVISION     9999 PRODUCTION CTL 1-2                   AND PERMITS ENDING 05-04-1998    3I-R                        TIME 15:42 DATE 05-04-1998

      CLP                                                   EMPLOYEE     CLP DATE     CLP          CLP DATE      CLP
      TYPE  CERT/LICENSE/PERMIT   EMPLOYEE NAME             NUMBER       RECORDED     NUMBER       EXPIRED       CODE      CLP STATUS

      N010 Notary Public          MORITZ, KATHERINE C.      1007         07-15-1984   84-88830     01-15-1985     1      Exp: To Be Renewed
      N010 Notary Public          ADAMS, RICHARD            1117         03-01-1984   17980F       03-01-1986     2      Exp: No Renewal Reqd
```

Future Dated Salary Adjustments On File (3T-RPT)

The Future Dated Salary Adjustments On File report (3T-RPT) lists employees with a future-dated salary adjustment on file that will become actual on the effective date.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee salary changes.
- Review future-dated salary adjustments.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Effective Date**—Effective date of the employee's salary change.
- **Change Type**—Value identifying the reason for the employee's salary change.
- **Hourly Rate**—Employee's hourly rate of pay.
- **Period Hours**—Number of normal hours in the employee's pay period.
- **Pay Freq**—Value identifying the interval at which the employee is paid.
- **Salary Per Period**—Employee's salary per pay period.
- **Annual Salary**—Employee's annual salary amount.
- **Annual Amt Change**—Amount of annual salary change from the prior salary to the most recent salary.
- **Percent Change**—Percent change between the prior salary and the current one.
- **Months Since**—Number of months between the prior salary effective date and the current one.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Scheduling a future review ***(on page 365)***

For information on completing the parameters for this report.

Future Dated Salary Adjustments On File (3T-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  FUTURE DATED SALARY ADJUSTMENTS    REPT                                         PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  ON FILE STARTING WITH 10-08-1997   3T-R                                  TIME 16:32 DATE 10-08-1997

                          EMPLOYEE   EFFECTIVE CHANGE HOURLY   PERIOD PAY    SALARY      ANNUAL         ANNUAL   PERCENT MONTHS COMPA
EMPLOYEE NAME             NUMBER       DATE     TYPE   RATE    HOURS  FREQ PER PERIOD    SALARY      AMT CHANGE  CHANGE SINCE  RATIO


CONTROLS:  THREE: 3030 FOUR: 4040 FIVE: 5050 SIX: 6060
SWALTER, STEVEN Y         3005      04-01-1998   P1   9.4695   40.00   1       378.78    19,696.56     1,374.36    7.50    12    .83


CONTROLS:  THREE: 3030 FOUR: 4040 FIVE: 5050 SIX: 6060
GRIFFITH, BERNARD         3008      04-01-1998   P1  25.6010   80.00   2     2,048.08    53,250.08     3,250.00    6.50    12   1.18


CONTROLS:  THREE: 3333 FOUR: 4444 FIVE: 5508 SIX: 6608
DANIELS, JEFFREY C.       3023      12-29-1997  I15  11.0578   40.00   1       442.31    23,000.00     1,381.00    6.39    12   1.07


CONTROLS:  THREE: 3388 FOUR: 4488 FIVE: 5508 SIX: 6608
REYNOLDS, BRENDA          2001      04-01-1998   P1   9.4145   40.00   1       376.58    19,582.16       932.16    5.00    12    .63
```

Grievance Recording And Status Report (3V-RPT)

The Grievance Recording And Status Report (3V-RPT) displays information regarding employee grievances.

Business Tasks

This report is used to complete the following business tasks:

- Review dates and causes for employee grievances.
- Monitor grievance statuses.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Grievance Occur Dt**—Date on which the incident which prompted the grievance occurred.
- **Grievance Record Date**—Date on which the grievance was recorded.
- **Grievance Code**—Code that further defines the grievance which is being recorded.
- **Grievance Desc**—Description of the grievance.
- **Grievance Status Dt**—Date on which the status of the grievance was evaluated.
- **Grievance Stat Cd**—Code that describes the status of the grievance as of the status date.
- **Grievance Status Desc**—Description of the grievance status.
- **Grievance Location**—Location or Location Code where the incident which prompted the grievance occurred.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, EMPLOYEE-NUMBER, GRIEVANCE-DATE, and GRIEVANCE CODE.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Disciplinary and grievance reports and their uses ***(on page 326)***

For information on this report.

Grievance Recording And Status Report (3V-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                         EMPLOYEE LISTING         REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                     OF GRIEVANCE AND STATUS       3V-R                      TIME 12:29 DATE 02-19-1998

                              GRIEVANCE      GRIEVANCE                                 GRIEVANCE                                    GRIEVANCE
EMPLOYEE NAME      NUMBER     OCCUR-DT       RECORD-DT    GRIEVANCE CODE/DESC          STATUS-DT      GRIEVANCE STAT-CD/DESC        LOCATION

ANDERSON, DANIE    1616       11-24-1986     11-25-1986  02 PROMOTION DISPUTE         01-01-1987     02 RESOLVED-SUPERVISOR        CORPORATE

            GRIEV. OCCUR-TIME: 17:00  CONTRACT:           FILE-REF:          SUPERVISOR CODE/NAME: 0009 SULLIVAN, MORT



AUSTIN, STEVEN     1234       02-01-1984     02-04-1984  06 SAFETY VIOL-MACHINE       04-21-1984     04 RESOLVED-REPAIRS           MAIN PLANT

            GRIEV. OCCUR-TIME: 09:00  CONTRACT:           FILE-REF:          SUPERVISOR CODE/NAME: 0007 GRABOWSKI, JOE



HAMMER, JAMES B    1236       11-21-1986     11-22-1986  01 SENORITY DISPUTE          12-23-1986     05 RESOLVED-NEGOTIATION       CORPORATE

            GRIEV. OCCUR-TIME: 14:00  CONTRACT:           FILE-REF:          SUPERVISOR CODE/NAME: 0002 GILBERT, JOHN



JOHNSON, WALTER    1255       03-11-1986     03-21-1986  03 OVERTIME DISPUTE          06-07-1986     56 ACTION PEND-GRV COMM       MAIN PLANT

            GRIEV. OCCUR-TIME: 13:00  CONTRACT:           FILE-REF:          SUPERVISOR CODE/NAME: 0007 GRABOWSKI, JOE



MAURICE, STACY     1008       04-18-1985     04-20-1985  10 START TIME DISPUTE        05-31-1985     02 RESOLVED-SUPERVISOR        DATA PROC

            GRIEV. OCCUR-TIME: 09:00  CONTRACT:           FILE-REF:          SUPERVISOR CODE/NAME: 0008 CALLOWAY, MARG
```

Injury/Illness Report (3R-RPT)

The Injury/Illness Report (3R-RPT) lists information regarding employee injuries and illnesses.

Business Tasks

This report is used to complete the following business task:

- Monitor the status of employee injuries and illnesses as it affects the status of such areas as disability, workers compensation, OSHA (U.S.), and litigation.

Report field details

- **SIN/SS Number**—Social Insurance Number (Canada) or Social Security Number (US) of the employee.
- **Employee Name**—Employee's legal name.
- **Date**—Date of the injury or illness.
- **Code**—Code that describes the type of illness or injury.
- **Job Description**—Title assigned to the job that the employee holds.
- **Dept**—Department to which the employee was regularly assigned even though the employee may be temporarily assigned to another department at the time of illness.
- **Claim No.**—Claim-number associated with the injury.
- **Disability**—Indicator of whether or not a disability claim was filed.
- **Wk Co**—Indicator of whether or not Worker's Compensation has been received for the injury.
- **OSHA**—Indicator of whether or not the injury or illness is reportable to OSHA (US-specific).
- **Litigation**—Indicator that designates whether or not litigation is pending as a result of the injury or illness.

Parameter options and setup

- **Range Of Years**—Enter a date range in YYyy format. For example, an entry of 9597 would print injury and illness information for the years 1995, 1996, and 1997.

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Injury/Illness Report (3R-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                       INJURY ILLNESS REPORT       REPT                                         PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                         ENDING WITH 1998         3R-R                         TIME 16:27 DATE 02-17-1998

  SIN/SS          EMPLOYEE                 ****************  GENERAL INFORMATION  ****************  *****     REPORTING  INFORMATION     ****
  NUMBER            NAME                     DATE      CODE  JOB DESCRIPTION       DEPT   CLAIM NO.   DISABILITY WK-CO OSHA LITIGATION

111-11-1111      JONES, JERRY              03-14-1982   3054  ASSEMBLY LINE WORKER  0028   384-6971    SHORT-TERM  YES  YES  IN PROGRESS
289-24-0473      AYERS, CHESTER D          01-15-1981   1062  ACCOUNTING CLERK      0001               NONE        NO   YES  NONE
325-76-5053      JORDAN, WILLIAM M.        03-17-1982   5050  CLERK/TYPIST, SENIOR  0001               NONE        NO   YES  NONE
444-33-2222      BARTHOLOW III, JONAT      08-01-1982   01FT  ACCOUNTANT, CLASS II  0010               NONE        NO   NO   NONE
486-44-3339      HAMMER, JAMES B.          01-21-1984   4010  ACCOUNTING CLERK      0001               NONE        NO   YES  NONE
494-38-3678      ADAMS, RICHARD            02-20-1985   08HA  PURCHASING MANAGER    0028   62-9712X    NONE        YES  YES  NONE
494-38-3678      ADAMS, RICHARD            12-01-1984   08EY  PURCHASING MANAGER    SERV   95-13131    NONE        YES  YES  NONE
583-17-7699      HAYES, JOHNS A            05-20-1984   10HA  MAINTENANCE ENGINEER, SEN MA 753-18181   NONE        YES  YES  NONE
610-47-2518      BARKER, MARTINN A         03-07-1977   2070                        0001               NONE        NO   YES  NONE
624-31-0119      ISLEY, JEANETTE J.        06-01-1983   65HA  SECRETARY, SENIOR     MANU   555-6900    SHORT-TERM  YES  NO   IN PROGRESS
705-21-3228      MAGUIRE, HENRY S.         11-11-1984   06BA  CLERK/TYPIST, SENIOR  DIST   753-64262   LONG-TERM   YES  YES  SUCCESSFUL
922-63-0746      COLLINS, ANNA MARIE       06-01-1984   01LG  PURCHASING MANAGER    0001               NONE        NO   NO   NONE
```

Internal Mailing Labels (1E-RPT)

The Internal Mailing Labels report (1E-RPT) provides an internal mailing list of all employees. This report lists the employee name, employee number, and mail distribution data.

This report is formatted to print on labels, but to do so you must run this in a separate batch run from all other reports.

Business Tasks

This report is used to complete the following business task:

- Produce internal mailing labels.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Mail Distribution Data**—Employee's internal Mail station or distribution data.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, MAIL-DISTRIBUTE-DATA and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Internal Mailing Labels (1E-RPT) Example

```
THEISSEN, LEONARD
3018
        10TH-1919


CHOU, LO
3020
        10TH-2001


KWONG, STEVEN S.
2004
        10TH-5500


MORSE, GORDAN
1004
        10TH-5500


LLEWELYN, STEVE
3015
        10TH-5601


MARGOLIS, DAVID
2015
        11TH-16


STENMAN, SAMANTHA
3017
        11TH-3903
```

Interview Evaluation (04-RPT)

The Interview Evaluation (04-RPT) creates an interview evaluation for interviewer for applicants not yet evaluated or for a specific applicant within the Applicant Tracking component.

Note: *Every field except the Rating field on the Interview Recap form (007SCR) must be complete for this report to run.*

Business Tasks

The report is used to complete the following business tasks:

- Create an evaluation form for applicants to be used by interviewers.
- Customize categories to meet specific job skills.
- Use form for consistent interviewing processes.

Report field details

- **Applicant Name**—Applicant's first and last name.
- **Date**—Date evaluation form is run.
- **Job/Position**—Position applicant is being evaluated for.
- **Department**—Department in which position falls.
- **EEO Location**—EEO Location in which position falls.
- **Interviewer**—Interview name.
- **Type**—Type of interview being conducted.
- **Category**—Categories which candidate is being evaluated. These can be customized by job.
- **Overall Evaluation**—Overall ratings for candidate.
- **Recommended Action**—Recommendation to hire/not hire applicant.
- **Explain Action**—Comments for recommendation.
- **Signature**—Signature of interviewer.
- **Title**—Title of interviewer.
- **Date**—Date of interview.

Report Sort Order

As delivered, the sort of this report is Control 1-2, SORT-KEY-SEPARATOR.

Parameters options and setup

- **Applicant Number**—Enter the Applicant Number.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***
For information on this report

Interview Evaluation (04-RPT) Example

```
                         INTERVIEW EVALUATION
APPLICANT:  JAMES BROWN                              DATE:  06-05-1998
JOB/POSITION:  21840 0001 OCUPATIONL SAF & HLT      JOB SEQ NBR:  01
DEPARTMENT:  Region 3030          EEO LOCATION:  Chicago Facility
INTERVIEWER:  003 Bechtel, Mary         TYPE:  1 Investigation
Please evaluate the applicant in each of the following categories as
it relates to the requirements of the job or position.  (Refer to the
Position Description or Requisition Form.)  Place a check  mark  under
the heading you feel best reflects your evaluation.
   FM - Fails to meet requirements    MR - Fully meets requirements
   MM - Meets minimum requirements    ER - exceeds requirements
                          NA - Not Applicable
               Category                Rating          Comments
                                    FM MM MR ER NA
Education                            __ __ __ __ __ _________________
Prior job experience                 __ __ __ __ __ _________________
Managerial or supervisory skills     __ __ __ __ __ _________________
Professional or Technical Knowledge  __ __ __ __ __ _________________
Clerical Skills                      __ __ __ __ __ _________________
Personal abilities or qualities      __ __ __ __ __ _________________
Other:  ___________________________  __ __ __ __ __ _________________
Overall Evaluation                   __ __ __ __ __ _________________
Recommended Action:
__ Reject   __ Job Offer   __ Further Consideration    __ No Interview
Explain Decision:
______________________________________________________________________
______________________________________________________________________
_________________________________   _____________________   __________
     Interviewer   Signature              Title               Date
```

IPEDS Employee Tenure and Rank (7E-RPT)

The IPEDS Employee Tenure and Rank report (7E-RPT) produces detailed information pertaining to the employee's job, and institution of higher education attributes.

Business Tasks

The report is used to complete the following business tasks:

- Analyze data for reporting governmental requirements.
- Use the IPEDS Employee and Academic Rank screen (05ESCR) to record data for this report.

Report field details

Information on employee detailing FICE-Code, Main Campus, Rank-Tenure, Contract Code, Soft-Money, On-Track/Tenure

Report Sort Order

As delivered the sort order of this report is CONTROL 1-2, EMPLOYEE-NAME.

Parameters options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

IPEDS Employee Tenure and Rank (7E-RPT) Example

```
COUNTRY      HR   EMPLOYMENT DATA TEST CO.         LISTING OF EMPLOYEE          REPT                 FILE VERSION 00  PAGE     1
STATE        TEST                                JOB/INSTITUTE ATTRIBUTES        7E-R                  TIME 10:11 DATE 10-27-1997
                              EFFECTIVE                                   MAIN-CAMPUS                             RANK-TENURE
EMPLOYEE NAME    NUMBER         DATE      FICE-CODE/DESC                    CODE/DESC                               CODE/DESC
                 CONTRACT CODE: 4 No Contract          SOFT-MONEY: Y Yes Soft Money Funds   ON-TRACK/TENURE: Y Yes Will Be Consider
GIBSON, MEL      1005         05-16-1997  111111 Chicago Campus         222222 Champaign                       Y Has Rank/Tenure
                 CONTRACT CODE: 1 Less Than 9 Months   SOFT-MONEY: N Not Soft Money Funds   ON-TRACK/TENURE: N Not Considered
INGALLS, JULIE   1002         02-28-1988  111111 Chicago Campus         111111 Chicago Campus                  Y Has Rank/Tenure
                 CONTRACT CODE:                        SOFT-MONEY: Y Yes Soft Money Funds   ON-TRACK/TENURE: Y Yes Will Be Consider
SELLER, CYNTHIA  1003         11-25-1997  111111 Chicago Campus         111111 Chicago Campus                  N No Rank/Tenure
```

IPEDS Fall Staff Survey (76-RPT)

Produces required data for the IPEDS Fall Staff Survey (76-RPT) filed every other year.

Business Tasks

The report is used to complete the following business tasks:

- Run report for filing w/ EEOC (computerized format acceptable with prior approval from EEOC).
- Analyze data provided by occupation group code, wages, and sex.

Report field details

Sections included on this report include:

IIA. Full-time faculty

IIB. All other full time employees

IIC. Additional information

Full Time Faculty by Rank and Tenure

Other employment data

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2, W6-01-110, W6-01-111, W6-01-112, W6-01-113, W6-01-114.

Parameters options and setup

- **Survey Year**—Survey year for which to run the report. If a Survey Year is specified, the report uses the specified year with October 1st as the first day and September 30th as the last day.
  If a year is not specified, the report checks to see if the current month is before October. If it is before October, the report uses the prior year.
  If the current month is after October, the report uses the current year.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

IPEDS Fall Staff Survey (76-RPT) Example

```
COUNTRY      HR   EMPLOYMENT DATA TEST CO.                  1997 IPEDS             REPT                                  PAGE     3
STATE        TEST                                       Fall Staff Survey         76-R                  TIME 10:03 DATE 10-27-1997
Line                   Nonresident      Black      Amer Indian     Asian or     Hispanic       White       Race/Ethnic  Grand Total
No.                       Alien     non-Hispanic  or Alask Nat   Pacific Isl                non-Hispanic     unknown  All Employees
                       Men   Women   Men   Women   Men   Women   Men   Women   Men   Women   Men   Women   Men   Women   Men  Women
                       (1)    (2)    (3)    (4)    (5)    (6)    (7)    (8)    (9)    (10)   (11)   (12)   (13)   (14)   (15)   (16)
Part B - All Other Full-Time Employees
     4. Clerical and Secretarial
 50. Below $12,000                                                  1                           1                           2
 51. $12,000-15,999
 52.  16,000-19,999
 53.  20,000-24,999
 54.  25,000-29,999
 55.  30,000 & above
 56. Total Clerical and
     Secretarial                                                    1                           1                           2
     5. Skilled Crafts
 57. Below $16,000
 58. $16,000-19,999
 59.  20,000-24,999
 60.  25,000-29,999
 61.  30,000-34,999
 62.  35,000 & above
 63. Total Skilled
     Crafts
     6. Service/Maintenance
 64. Below $12,000
 65. $12,000-15,999
 66.  16,000-19,999
 67.  20,000-24,999
 68.  25,000-29,999
 69.  30,000 & above
 70. Total Service/
     Maintenance
 71. 7. Part B Total                                  1             1             1      1      1                           4     1
 72. Grand Total
     All Full-Time                                    1             1             1      1      1                           4     1
```

I.R.C.A. Immigration Reform Verification (1M-RPT)

The I.R.C.A. Immigration Reform Verification report (1M-RPT) produces information to satisfy the requirements of the Immigration Reform and Control Act of 1986.

Business Tasks

The report is used to complete the following business tasks:

- Analyze documents provided for employment identification.
- Track whether proper documents have or have not been provided by new hires.
- Use the Additional Personal and ID Data screen (02-SCR) to record information for this report.

Report field details

- **Employee Name**—Employee first and last name.
- **Employee Number**—Employee assigned number.
- **Hire date**—Date of hire.
- **ID Verified**—Documents have/have not been verified.
- **ID Provided**—Description of ID provided.
- **ID Identity**—Description of document used for identification.
- **ID Employment**—Description of Employment document used for identification.

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2.

Parameters options and setup

- **Verified**—Enter 'Y' to print only employees with verified documents. Enter 'O' to print only employees with unverfied documents. Leave blank to print information for all active employees.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

I.R.C.A. Immigration Reform Verification (1M-RPT) Example

```
COUNTRY      HR   EMPLOYMENT DATA TEST CO.      IMMIGRATION REFORM AND CONTROL ACT REPT                                  PAGE     1
STATE        TEST                                     RECORD OF VERIFICATION       1M-R                  TIME 10:51 DATE 10-27-1997
                            EMPLOYEE     HIRE    ID VERIFIED             ID PROVIDED         ID IDENTITY         ID EMPLOYMENT
EMPLOYEE NAME                NUMBER      DATE    CD/DESCRIPTION          CD/DESCRIPTION      CD/DESCRIPTION      CD/DESCRIPTION
CLARK, DUDLEY             1009        12-31-1994 U Document Unacceptabl
DODDS, SUZANNE            1004        09-15-1996 Y Documents Verified    4  Good Foreign Pa  1  Drivers License
INGALLS, JULIE            1002        02-28-1988 Y Documents Verified    3  Cert of Natural  1  Drivers License
JONES, ANITA              1008        05-17-1993 N Not Yet Started
RICARDO, RICKY            1006        02-20-1996 U Document Unacceptabl
SELLER, CYNTHIA           1003        11-25-1997 Y Documents Verified    0  Prov'd 2 Docume
FLANAGAN, NOELLE          1001        02-02-2001 X Did Not Produce Doc
```

I.R.C.A. Record of Verification (0M-RPT)

The I.R.C.A. Record of Verification (0M-RPT) provides at list of applicants and how they stand in regards to documentation to meet the Immigration and Control Act of 1986 within the Applicant Tracking component.

Business Tasks

The report is used to complete the following business tasks:

- Transfer documentation to hiring Control 1-2.
- Determine before applicant is hired what documentation is needed.

Note: According to the United States Department of Justice, Immigration and Naturalization Service, collecting I-9 documentation may not be used to pre-screen employees for hiring in the United States.

Report field details

- **Applicant Name**—First and last name of applicant.
- **Applicant Number**—Number assigned to applicant.
- **Original Appl Date**—Date applicant originally applied for jobs.
- **ID Verified, CD/Description**—Status of verification of documents.
- **ID Provided, CD/Description**—Description of documents provided for verification.
- **ID Identity, CD/Description**—Description of Identification documents provided.
- **ID Employment, CD/Description**—Description of employment documents provided.

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2.

Parameters options and setup

- **Print Switch**—Leave blank to print list of all applicants. Type 'Y' to print list of applicants whose documents are verified. Type 'O' to print all applicants whose documents are not verified.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information on this report

I.R.C.A. Record of Verification (0M-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              IMMIGRATION REFORM AND CONTROL ACT  REPT              FILE VERSION 00 PAGE     1
DIVISION     3333 APPLICANT TRACKING CTL 1-2        APPLICANT RECORD VERIFICATION    0M-R               TIME 09:43 DATE 06-17-1998
                           APPLICANT   ORIGINAL  ID VERIFIED              ID PROVIDED           ID IDENTITY         ID EMPLOYMENT
APPLICANT NAME               NUMBER   APPL DATE  CD/DESCRIPTION           CD/DESCRIPTION        CD/DESCRIPTION      CD/DESCRIPTION
ANDERS, ANDREW             0012       01-01-1998   * NO-ID-DATA-FOUND *
ANGELO, BARBARA            A006       01-09-1987 Y Documents Verified   1  U.S. Passport
BENTKOWSKI, TIMOTHY        A002       01-09-1987 Y Documents Verified   0  Prov'd 2 Docume  3  Attorney Genera  3  Attorny General
BRADY, KENNETH             A009       03-12-1987 Y Documents Verified   0  Prov'd 2 Docume  2  State Issued ID  3  Attorny General
DEWITT, DIANE              A010       02-02-1987 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  2  U.S. Birth Cert
FINKEL, JOHN               A004       01-26-1987 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  3  Attorny General
GOMEZ, JOSEPH              A008       01-19-1987 Y Documents Verified   1  U.S. Passport
HELMS, DANITA              A003       01-22-1987 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  3  Attorny General
MCKOY, EUGENE              A001       11-15-1986 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  2  U.S. Birth Cert
SAUNDERS, JORDAN           A005       02-06-1987 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  2  U.S. Birth Cert
WEAVER, SEAN               A011       10-30-1987 Y Documents Verified   0  Prov'd 2 Docume  1  Drivers License  9  Res Citizen ID
STOLER, RUTGER             A007       12-01-1986 Y Documents Verified   2  U.S. Cert of Ci
```

Job Change Activity Report (3A-RPT)

The Job Change Activity Report (3A-RPT) lists all employees who have had a job change since the specified date.

Business Tasks

This report is used to complete the following tasks:

- Analyze the job changes which have occurred during a specified period of time.
- Review employee's new job code and title with the effective date and the reason for the change.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Employee Name**—Employee's legal name.
- **Effective Date**—Effective date of a job change.
- **Job Change**—Reason for the job assignment change taking place.
- **Job Code/Ext**—Code and extension that identifies the job change taking place.
- **EEO Location**—EEO-establishment number assigned to the location where the employee works.
- **Job Title**—Employee's new job title.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, EMPLOYEE-NUMBER, and JOB-EFFECTIVE-DATE.

Parameter options and setup

- **As of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Job Change Activity Report (3A-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                        JOB CHANGE ACTIVITY          REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                     FOR 08-01-1984 - 02-19-1998       3A-R                      TIME 11:48 DATE 02-19-1998

 CTRL CTRL CTRL CTRL    EMPLOYEE         EMPLOYEE          EFFECTIVE
THREE FOUR FIVE SIX     NUMBER            NAME                DATE                JOB CHANGE              EEO LOCATION

 3030 4040 5050 6060    1005             MORRIS, ROBERT     08-01-1984  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  15405  0001    SHIPPING/RECEIVING CLERK

 3030 4040 5050 6060    2011             PITARO, JOSEPH C.  02-15-1986  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  15405  0001    SHIPPING/RECEIVING CLERK

 3030 4040 5050 6060    2014             GRANT, KEITH L.    03-15-1986  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  18020  0001    LATHE MACHINE TOOL SETTER

 3030 4040 5050 6060    2016             SHEA, JEFFERY B.   04-11-1986  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  18020  0001    LATHE MACHINE TOOL SETTER

 3333 4444 5508 6608    2012             WARD, CHESTERON    03-01-1986  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  10650  0001    ASSISTANT STATIONARY ENGINEER

 3333 4444 5508 6608    3033             YOUNG, J.T.        03-11-1985  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  18040  0001    DRILLING MACHINE TOOL OPERATOR

 3333 4444 5555 6666    3004             MARSH, PAUL J.     03-22-1985  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  22200  0001    ACCOUNTING CLERK

 3333 4444 5555 6666    3006             WARREN, MICHAEL    09-25-1985  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  35050  0001    ACCOUNTANT, CLASS II

 3333 4444 5555 6666    6004             ANDERSEN, KARI     03-22-1985  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  22200  0001    ACCOUNTING CLERK

 3333 4444 5555 6666    6006             WINTER, MICHAEL    09-25-1985  A02       NEW HIRE                      13  0001  CHICAGO FACILITY
                                                                                  35050  0001    ACCOUNTANT, CLASS II
```

LOA/Disability Report (1T-RPT)

The LOA/Disability Report (1T-RPT) lists all active employees who are currently on a leave of absence or disability leave.

Business Tasks

This report is used to complete the following business task:

- Monitor whether an employee has not returned to work by an expected return date.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Employee Name**—Employee's legal name.
- **Actv Code**—Code that identifies which major activity is occurring.
- **Activity Description**—Description of the major activity taking place.
- **Date Of Leave**—Date an employee's major activity is effective.
- **Time Of Leave**—Time span expressed as years, months, and days; calculated by subtracting the activity date from the report parameter date.
- **Expected Return**—Date the employee is expected to return.
- **Past Return Indicator**—Indicator that identifies any employee whose expected return is past the current date, with an asterisk (*).

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, ACTIVITY-CODE, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this field is left blank, the entry defaults to the current date.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***
- Status change reporting options ***(on page 221)***

For information about this report.

LOA/Disability Report (1T-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                     LEAVE OF ABSENCE/DISABILITY        REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                           AS OF 11-01-1984             1T-R                     TIME 13:01 DATE 02-18-1998

CTL   CTL   CTL                                            ACTV                              DATE OF   TIME OF   EXPECTED     PAST RETURN
THREE FOUR  FIVE  SIX      EMPLOYEE NAME                   CODE  ACTIVITY DESCRIPTION         LEAVE     LEAVE     RETURN       INDICATOR

3333  4444  5555  6666     ISLEY, JEANETTE J.              502   LOA-MATERNITY W/PAY        06-01-1984  000400  10-01-1984        *

                           TOTAL - DISABILITY                0
                           TOTAL - PAID LEAVE                1
                           TOTAL - UNPAID LEAVE              0
```

Major Activity Listing (1U-RPT)

The Major Activity Listing report (1U-RPT) lists all major activities within a selected time frame.

Business Tasks

This report is used to complete the following business task:

- Monitor all major activities as of a specified activity date.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Original Hire**—Employee's original date of hire.
- **Activity Date**—Date an employee's major activity is effective.
- **Activity Code**—Code that identifies which major activity is occurring.
- **Activity Description**—Description of the major activity taking place.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this field is left blank, the entry defaults to the current date.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***
- Status change reporting options ***(on page 221)***

For information about this report.

Major Activity Listing (1U-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    MAJOR ACTIVITY AUDIT TRAIL       REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                         AS OF 01-01-1985            1U-R                         TIME 14:26 DATE 02-19-1998

        CTRL CTRL CTRL CTRL                                   EMPLOYEE        ORIGINAL   ACTIVITY    ------- ACTIVITY --------
       THREE FOUR FIVE SIX          EMPLOYEE NAME              NUMBER           HIRE       DATE       CODE     DESCRIPTION

NEW HIRES/REHIRES/REINSTATEMENTS

        3333 4444 5508 6608          YOUNG, J.T.                3033         03-11-1985 03-11-1985    001     NEW HIRE-SAL REG FT
        3030 4040 5050 6060          BETTS, J.T.                6003         03-11-1985 03-11-1985    001     NEW HIRE-SAL REG FT
        3333 4444 5555 6666          MARSH, PAUL J.             3004         03-22-1985 03-22-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          REYNOLDS, BRENDA           2001         04-15-1985 04-15-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          CMEYLA, JANE               2003         05-23-1985 05-23-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          KWONG, STEVEN S.           2004         06-30-1985 06-30-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          BROWN, WILLIAM R           2005         07-01-1985 07-01-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          COSTELLO, SUSANNE          2006         07-10-1985 07-10-1985    003     NEW HIRE-HR REG FT
        3388 4488 5508 6608          LANNON, PATRICE            2007         09-01-1985 09-01-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          HALL, RHONDA D.            2008         09-06-1985 09-06-1985    001     NEW HIRE-SAL REG FT
        3333 4444 5555 6666          WARREN, MICHAEL            3006         09-25-1985 09-25-1985    001     NEW HIRE-SAL REG FT
        3333 4444 5555 6666          WINTER, MICHAEL            6006         09-25-1985 09-25-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          CREMMINS, ALAN EDWARD      2009         12-01-1985 12-01-1985    001     NEW HIRE-SAL REG FT
        3388 4488 5508 6608          PENDARVIS, MARTIN M.       2010         01-03-1986 01-03-1986    003     NEW HIRE-HR REG FT
        3030 4040 5050 6060          PITARO, JOSEPH C.          2011         02-15-1986 02-15-1986    003     NEW HIRE-HR REG FT
        3333 4444 5508 6608          WARD, CHESTERON            2012         03-01-1986 03-01-1986    003     NEW HIRE-HR REG FT
        3388 4488 5555 6666          ANDREWS, HENRY A.          2013         03-09-1986 03-09-1986    001     NEW HIRE-SAL REG FT
        3030 4040 5050 6060          GRANT, KEITH L.            2014         03-15-1986 03-15-1986    001     NEW HIRE-SAL REG FT
        3388 4488 5555 6666          MARGOLIS, DAVID            2015         04-01-1986 04-01-1986    001     NEW HIRE-SAL REG FT
        3030 4040 5050 6060          SHEA, JEFFERY B.           2016         04-11-1986 04-11-1986    001     NEW HIRE-SAL REG FT
                                     DKFJAKDF, ADFJLKADSJ;F     0000         01-01-1998 01-01-1998    005     NEW HIRE-HR PT

TERMINATIONS

        3030 4040 5050 6060          JOHNSEN, RICH DANIEL       1112         12-19-1979 12-01-1986    109     TERM-DISSATISFACTION
        3030 4040 5050 6060          GRIMES, THEODORE J         1975         06-01-1979 12-01-1986    105     TERM-JOB OPPORTUNITY
        3030 4040 5050 6060          CACH, ROBERT               1258         02-14-1982 12-04-1986    109     TERM-DISSATISFACTION
        3333 4444 5555 6666          AYERS, CHESTER D           1755         02-05-1980 12-30-1986    105     TERM-JOB OPPORTUNITY
        3388 4488 5508 6608          OWENS, LORNA               3032         01-22-1981 02-19-1987    102     TERM-HEALTH REASONS
        3333 4444 5508 6608          YOUNG, J.T.                3033         03-11-1985 03-01-1987    105     TERM-JOB OPPORTUNITY
        3388 4488 5508 6608          ANDERSON, KAREN            3034         05-16-1974 04-09-1987    109     TERM-DISSATISFACTION
        3333 4444 5508 6608          EMORY, TODD                3031         06-15-1973 05-23-1987    104     TERM-PERSONAL REASNS
```

Monthly Payroll/Personnel Summary (3B-RPT)

The Monthly Payroll/Personnel Summary report (3B-RPT) provides an analysis of payroll and personnel activity within the organization. Monthly statistics are provided for each pay frequency. This report lists statistics only for the month entered in the report parameters.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the overall turnover of the workforce.
- Track the monetary impact of turnover on payroll activity.

Report field details

- **Pay Class**—Payroll frequency at which employees are paid.
- **Hired**—Number of employees hired in this pay class.
- **Terminated**—Number of employees terminated for this pay class.
- **Other Adds**—Number of employees added to this pay class.
- **Other Separations**—Number of employees separated from this pay class.
- **Pct Change**—Net change divided by the total number of active employees.
- **Net Change**—Number of hired - number of separations + number of other additions - number of other separations.
- **Active Employees**—Number of employees having a resulting employee status that indicates the employee is active.
- **$ Added Payroll**—Total amount of annual salary to be added to the annual payroll due to new hires or other adds.
- **$ Deleted Payroll**—Total amount of annual salary that will reduce the annual payroll due to terminations and other separations.
- **Net Change To Payroll**—Deleted payroll minus added payroll amounts.
- **Annual Payroll**—Annual payroll amount showing the result of 'added payroll' additions and 'deleted payroll' reductions.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and PAY-FREQUENCY.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this field is left blank, the entry defaults to the current date.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Monthly Payroll/Personnel Summary (3B-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      MONTHLY PAYROLL/PERSONNEL     REPT                                    PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                        SUMMARY STATISTICS          3B-R                          TIME 18:38 DATE 05-04-1998

                                      OTHER -----------    PCT       NET     ACTIVE          $ ADDED    $ DELETED  NET CHANGE       ANNUAL
PAY CLASS        HIRED    TERMINATED  ADDS  SEPARATIONS   CHANGE    CHANGE  EMPLOYEES        PAYROLL     PAYROLL   TO PAYROLL       PAYROLL

1 WEEKLY                                                    .00               25                .00         .00          .00   394,585.16

2 BI WEEKLY                                                 .00               10                .00         .00          .00   276,076.44

3 SEMI MONTHLY      2                                       .13       2       15          47,600.00         .00    47,600.00   413,266.40

4 MONTHLY                                                   .00                7                .00         .00          .00   270,531.36
```

New Hire Report (37-RPT)

The New Hire Report (37-RPT) produces a report that meets for federal government requires for new hire reporting.

Business Tasks

The report is used to complete the following business task:

- Provide data for filing of New Hire report.

Report field details

- **FEIN**—Federal Employer Identification Number assigned to Control-2.
- **Social Security Number**—Social Security number of employee being reported.
- **Name**—First and last name of employee being reported.
- **Address**—Address of employee being reported.
- **City/State/Zip Code**—City, State and Zip Code of employee being reported.
- **Date of Birth**—Date of Birth of employee being reported.
- **Date of Hire**—Date of Hire of employee being reported.

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2, TAX-ID, SOCIAL-SECURITY-NBR.

Parameters options and setup

- **Date Range, Start**—Beginning date of range you wish to report on.
- **Date Range, End**—End date of range you wish to report on.
- **Zip Code, Options**—Leave blank or type 'Z' to print the standard zip code. Type '+' to print Zip+4 if the last four digits are stored in the COMPANY-CITY/STATE and CITY/STATE fields. Type '9' to print Zip+4 if the last four digits are stored beginning at position 22 of COMPANY-CITY/STATE and CITY/STATE fields.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information on this report

New Hire Report (37-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    NEW HIRE REPORTING              REPT                            PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2               FROM 01-01-1984 TO 12-31-1987         37-R           TIME 09:54 DATE 06-29-1998
EMPLOYER INFORMATION
FEIN : 123456789                                  ACME MANUFACTURING                                    STATE : CA
                                                  1142 N. RUSH STREET
                                                  COMMERCE PLAZA
                                                  CHICAGO, IL                 60606
SOCIAL SECURITY                                                                   CITY/STATE              DATE OF        DATE OF
    NUMBER         NAME                           ADDRESS                                  ZIP CODE        BIRTH           HIRE
345-66-2011   PITARO, JOSEPH C.                   8735 S. DAMEN                  CHICAGO, IL             07-01-1967  02-15-1986
                                                                                           60606
888-88-8001   MEYER, JUNE                         1010 MISTY LANE                EL SEGUNDO, CA          07-11-1956  09-15-1986
                                                  UNIT 4                                   93101
888-88-8007   MORITZ, KATHERINE C.                18 MARCO PLACE                 EL SEGUNDO, CA          12-20-1942  09-01-1984
                                                                                           93101
966-68-2010   PENDARVIS, MARTIN M.                1271 W. HONORE                 CHICAGO, IL             05-06-1938  01-03-1986
                                                                                           60640
CORPORATION  99   ACME MANUFACTURING                    NEW HIRE REPORTING              REPT                            PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2               FROM 01-01-1984 TO 12-31-1987         37-R           TIME 09:54 DATE 06-29-1998
EMPLOYER INFORMATION
FEIN : 123456789                                  ACME MANUFACTURING                                    STATE : NY
                                                  1142 N. RUSH STREET
                                                  COMMERCE PLAZA
                                                  CHICAGO, IL                 60606
SOCIAL SECURITY                                                                   CITY/STATE              DATE OF        DATE OF
    NUMBER         NAME                           ADDRESS                                  ZIP CODE        BIRTH           HIRE
888-88-8002   MOORE, SAMUEL                       18 RIVER ROAD                  JAMAICA ESTATES, NY     06-30-1980  10-01-1984
                                                                                           10643
888-88-8005   MORRIS, ROBERT                      2211 W. 119TH STREET           JAMAICA ESTATES, NY     08-24-1935  08-01-1984
                                                                                           10643
```

Newly Added Applicants By Position Number (0N-RPT)

The Newly Added Applicants By Position Number report (0N-RPT) lists newly added applicants by the positions for which they have applied or for which they are being considered.

Business Tasks

This report is used to complete the following business task:

- Analyze newly added applicants within a specified range of dates.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Applicant's identifying number.
- **Position Code**—Code that identifies the position for which the applicant is being considered.
- **Position Title**—Description of the position for which the applicant is being considered.
- **Applicant Status Code**—Status of the applicant's request for employment.
- **Applicant Status Description**—Description of the applicant's status.
- **Position Standing Date**—First date on which the applicant was considered for a position.
- **Position Standing Code**—Code that identifies the status of an applicant's progress through the interview process for this job and/or position.
- **Position Standing Description**—Description of the applicant's position standing.
- **Dept**—Department in which the job and/or position opening exists.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, POSITION-CONSIDERED, APPLICANT-NAME-10, and JOB-SEQ-NBR.

Parameter options and setup

- **Earliest Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). To list all applicants after this date, enter only this date and not the date in the next step.
- **Latest Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). To list all applicants before this date, enter only this date and not the date in the previous step.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Newly Added Applicants By Position Number (0N-RPT) Example

```
CORPORATION   99     ACME MANUFACTURING                    NEWLY ADDED APPLICANTS           REPT                FILE VERSION 00  PAGE     1
DIVISION      3333   APPLICANT TRACKING CONTROL 1-2              BY POSITION                0N-R              TIME 16:53:11 DATE 04-01-1998

                                   ----------- POSITION -----------   CURRENT APPLICANT STATUS   ------- POSITION STANDING -------
APPLICANT NAME         NUMBER      CODE        TITLE                  CODE DESCRIPTION               DATE    CODE DESCRIPTION          DEPT

BRADY, KENNETH         A009        100         ADMINISTRATOR          050  CALLED-IN-FOR-INITIL  03-12-1987 00  UNDER-CONSIDERATION   3388
                       A009        100         ADMINISTRATOR          050  CALLED-IN-FOR-INITIL  03-12-1987 00  UNDER-CONSIDERATION   3388
DEWITT, DIANE          A010        100         ADMINISTRATOR          200  SECOND INTERVIEW      02-01-1987 00  UNDER-CONSIDERATION   3388
HELMS, DANITA          A003        100         ADMINISTRATOR          600  APTITUDE TESTING      01-22-1987 00  UNDER-CONSIDERATION   3388
PAULY, WILLIAM         A020        100         ADMINISTRATOR          050  CALLED-IN-FOR-INITIL  03-12-1987 00  UNDER-CONSIDERATION   3388
WEAVER, SEAN           A010        100         ADMINISTRATOR          900  OFFER-ACCEPTED        01-01-1987 99  OFFER-ACCEPTED        3388

ANGELO, BARBARA        A006        110         ADMINISTRATOR          800  OFFER-MADE            01-09-1987 00  UNDER-CONSIDERATION   3388
BENTKOWSKI, TIMOTHY    A002        110         ADMINISTRATOR          700  PHYSICAL-EXAM-#1      11-15-1987 00  UNDER-CONSIDERATION   3333
FINKEL, JOHN           A004        110         ADMINISTRATOR          899  REJECTED-OFFER        01-26-1987 82  INCOMPAT-PER-PERSONL  3388
FISHER, DAVID          A015        110         ADMINISTRATOR          899  REJECTED-OFFER        01-26-1987 82  INCOMPAT-PER-PERSONL  3388

SAUDERS, JORDAN        A005        210         HEAD NURSE             100  FIRST-INTERVIEW       02-06-1987 00  UNDER-CONSIDERATION   3333

GOMEZ, JOSEPH          A008        250         UNDERWRITER            000  NEW APPLICANT RECORD  01-19-1987 00  UNDER-CONSIDERATION   3388
STOLER, RUTGER         A007        250         UNDERWRITER            999  HIRED                 12-01-1986     OFFER ACCEPTED        3388

MCKOY, EUGENE          A001        310         NURSE                  200  SECOND-INTERVIEW      11-15-1986     UNDER-CONSIDERATION   3388
```

Newly Added Applicants With Job Code (0L-RPT)

The Newly Added Applicants With Job Code report (0L-RPT) lists applicants with the job code(s) for which they are being considered.

Business Tasks

This report is used to complete the following business task:

- Monitor newly added applicants.

Report field details

- **Applicant Name**—Applicant's legal name.
- **Number**—Unique applicant identifier, up to ten characters in length.
- **Job Code**—Job Code of the job for which the applicant is being considered.
- **Job Extent**—Four-digit identifier used in conjunction with the job code text box to further identify the job for which the applicant is a candidate.
- **Job Title**—Name assigned to the job.
- **Current Applicant Status Code**—Status of the applicant's request for employment.
- **Current Applicant Status Description**—Description of the current applicant status.
- **Job Application Status Date**—First date on which the applicant was considered for a position.
- **Job Application Status Code**—Status of an applicant's progress through the interview process for this job and/or position.
- **Job Application Status Desc**—Description of the applicant's job application status.
- **Dept**—Department in which the job opening exists.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, APPLICANT-NUMBER, JOB-CODE-CONSIDERED, JOB-EXTENT-CONSIDERD, and JOB-SEQ-NBR.

Parameter options and setup

- **Earliest Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). To list all applicants after this date, enter only this date and not the date in the next step.
- **Latest Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). To list all applicants before this date, enter only this date and not the date in the previous step.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Newly Added Applicants With Job Code (0L-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        NEWLY ADDED APPLICANTS      REPT                    FILE VERSION 00  PAGE        1
DIVISION     3333 APPLICANT TRACKING CTL 1-2                     WITH JOB CODE          0L-R                    TIME 13:57     DATE 02-17-1998

                                   ------------- JOB -------------- CURRENT APPLICANT STATUS   ----- JOB APPLICATION STATUS ----
APPLICANT NAME          NUMBER     CODE/EXTENT TITLE                CODE DESCRIPTION            DATE    CODE DESCRIPTION           DEPT

MCKOY, EUGENE           A001       18020  0001 LATHE MACHINE TOOL S 200  SECOND INTERVIEW    11-15-1986 00  UNDER CONSIDERATION   3388
                                   18030  0001 GRINDING MACHINE SET 200  SECOND INTERVIEW    11-15-1986 00  UNDER CONSIDERATION   3388
                                   19270  0001 TRAFFIC CLERK        200  SECOND INTERVIEW    12-01-1986 00  UNDER CONSIDERATION   3030

BENTKOWSKI, TIMOTHY     A002       18030  0001 GRINDING MACHINE SET 700  PHYSICAL EXAM #1    01-09-1987 00  UNDER CONSIDERATION   3333
                                   30650  0001 FIELD CONTACT TECHNI 700  PHYSICAL EXAM #1    11-11-1987 00  UNDER CONSIDERATION   3388

HELMS, DANITA           A003       19260  0001 BILLING CLERK        600  APTITUDE TESTING    01-22-1987 00  UNDER CONSIDERATION   3388
                                   20002  0001 CLERK/TYPIST, SENIOR 600  APTITUDE TESTING    01-22-1987 00  UNDER CONSIDERATION   3388
                                   22200  0001 ACCOUNTING CLERK     600  APTITUDE TESTING    02-01-1987 00  UNDER CONSIDERATION   3333

FINKEL, JOHN            A004       30650  0001 FIELD CONTACT TECHNI 899  OFFER REJECTED      02-15-1987 71  NEGATIVE REFERENCES   3388
                                   30670  0001 SALES ENGINEER       899  OFFER REJECTED      01-26-1987 82  INCOMPAT PER PERSONL  3388

SAUNDERS, JORDAN        A005       10500  0001 MAINTENANCE ENGINEER 100  FIRST INTERVIEW     02-06-1987 00  UNDER CONSIDERATION   3333
                                   21840  0001 OCUPATIONL SAF & HLT 100  FIRST INTERVIEW     04-15-1987 00  UNDER CONSIDERATION   3388

ANGELO, BARBARA         A006       19270  0001 TRAFFIC CLERK        800  OFFER MADE          01-09-1987 00  UNDER CONSIDERATION   3388
                                   22200  0001 ACCOUNTING CLERK     800  OFFER MADE          01-09-1987 00  UNDER CONSIDERATION   3388

STOLER, RUTGER          A007       30660  0001 WHOLESALE TRADE SALE 999  HIRED               12-01-1986 99  OFFER ACCEPTED        3388

GOMEZ, JOSEPH           A008       30650  0001 FIELD CONTACT TECHNI 000  NEW APPL RECORD     01-19-1987 00  UNDER CONSIDERATION   3388
                                   30660  0001 WHOLESALE TRADE SALE 000  NEW APPL RECORD     01-26-1987 00  UNDER CONSIDERATION   3388

BRADY, KENNETH          A009       21830  0001 LABOR RELATIONS SPEC 050  CALLED FOR INITIL   03-12-1987 00  UNDER CONSIDERATION   3388
                                   21840  0001 OCUPATIONL SAF & HLT 050  CALLED FOR INITIL   03-12-1987 00  UNDER CONSIDERATION   3388

DEWITT, DIANE           A010       30650  0001 FIELD CONTACT TECHNI 200  SECOND INTERVIEW    02-01-1987 00  UNDER CONSIDERATION   3388
                                   30670  0001 SALES ENGINEER       200  SECOND INTERVIEW    02-01-1987 00  UNDER CONSIDERATION   3388
```

No Salary Adjustment On File For Last 12 Month Period (1Z-RPT)

The No Salary Adjustment On File For Last 12 Month Period report (1Z-RPT) lists employees have not had a salary adjustment in more than 12 months. This report includes only those employees in 'Pay-Normal Master' companies, as indicated in the Company Category list box on the Company Options form.

This report can be modified to include employees who are on leave of absence. Also, the time span may be modified to 18 months. Instructions for these modifications are documented within the report program.

Business Tasks

This report is used to complete the following business tasks:

- Track employees who have not had a salary adjustment in more than 12 months.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Code that indicates the employee's status resulting from the most recent major activity.
- **Current Salary**—Employee's current annual salary.
- **Effective Date**—Effective date of the employee's salary change.
- **Change Type**—Description of salary change type.
- **Compa Ratio**—Ratio of the employee's salary compared to the midpoint of the salary range.
- **Scheduled Date**—Date the next salary review is to be performed.
- **Salary Review**—Description of the next-review type.
- **Review Type If Present**—Type of salary review to be performed.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

No Salary Adjustment On File For Last 12 Month Period (1Z-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   NO SALARY ADJUSTMENTS ON FILE     REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                     FOR LAST 12 MONTH PERIOD        1Z-R                       TIME 13:01 DATE 02-18-1998

                         EMPLOYEE         CURRENT        EFFECTIVE                            COMPA     SCHEDULED   SALARY REVIEW  IF PRESENT
EMPLOYEE NAME            NUMBER   STATUS  SALARY           DATE       CHANGE TYPE:            RATIO       DATE      REVIEW  TYPE:

MORRIS, ROBERT           1005       03    11,086.40      08-01-1984   A02 NEW HIRE             1.17     08-01-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060


MERTZ, LYNNE C.          1006       03    13,832.00      10-10-1985   I50 ADJUSTMT-ECONOMIC    1.11     10-10-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3388  FOUR-4488  FIVE-5508  SIX-6608


MEYER, JUNE              1001       01    25,000.00      09-15-1985   I10 INCREASE-TO MINIMUM   .81     09-15-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3388  FOUR-4488  FIVE-5508  SIX-6608


MOORE, SAMUEL            1002       01    60,000.00      10-01-1985   I15 INCREASE-MERIT        .80     10-01-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3388  FOUR-4488  FIVE-5508  SIX-6608


MORITZ, KATHERINE C.     1007       01    45,000.00      09-01-1985   I20 INCREASE-MERIT PROGR  1.00    09-01-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3388  FOUR-4488  FIVE-5508  SIX-6608


MORSE, GORDAN            1004       03    20,799.60      08-30-1985   I30 INCREASE-PROMOTIONAL  1.09    08-30-1985  SA SAL REVIEW ANNUAL
CONTROLS:  THREE-3388  FOUR-4488  FIVE-5508  SIX-6608

TOTAL EMPLOYEES:                  6
```

Non-Monetary Perquisite Information (13-RPT)

The Non-Monetary Perquisite Information report (13-RPT) displays information on non-monetary perquisites that have been assigned to employees.

Business Tasks

This report is used to complete the following business tasks:

- Track non-monetary perquisites that should be collected or canceled before a terminated employees leaves.
- Verify perquisite recovery dates.
- Monitor employee perquisites that are assigned to employees, or are due to expire.
- Review non-monetary perquisites, their dollar value, and expiration dates, if applicable.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Perq Date**—Date on which the monetary perquisite was awarded to the employee.
- **Perquisite Type**—Perquisite type granted the employee.
- **Perquisite Desc**—Description of the perquisite granted the employee.
- **Member Number**—Membership or account number associated with this perquisite.
- **Dollar Value**—Monetary value of this perquisite, rounded to the nearest whole amount.
- **Return Date**—Date on which the perquisite was returned by the employee or cancelled.
- **Date of Expiration**—Date on which the perquisite is due to expire and must be renewed.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, EMPLOYEE NAME, EMPLOYEE NUMBER, PERQUISITE TYPE, and PERQUISITE DATE.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere) to print a list as of this expiration date.

To print a report listing all employee perquisites assigned to employees, do not enter an expiration date in this text box.

See also:

- Reports used for allocating and recovering company property ***(on page 406)***

For information about this report.

Non-Monetary Perquisite Information (13-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    NON-MONETARY PERQUISITE INFO    REPT                                        PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                    13-R                                   TIME 13:01 DATE 02-18-1998

                           EMPLOYEE     PERQ        PERQUISITE                                                DOLLAR   RETURN     DATE OF
EMPLOYEE NAME               NUMBER      DATE        TYPE/DESC                     MEMBER NUMBER                VALUE    DATE      EXPIRATION

ADAMS, RICHARD             1117      03-01-1984     14  MEMBERSHP, LUNCHEONS      A-6739-84                   001500

ANDERSON, DANIEL M         1616      01-11-1988     11  PERSNL EXPENSE ACCNT      A-111-2-33-522              010000
                                     01-15-1988     13  MEMBERSHP, HLTH CLB       742
                                     01-15-1988     14  MEMBERSHP, LUNCHEONS      3782-4384-343
                                     01-15-1988     20  CHAUFFEUR                 39834982

BARKER, MARTINN A          1184      11-01-1984     21  LEGAL SERVICES            L8745-5568-584              005000

BARTHOLOW III, JONATHAN    1113      01-01-1987     21  LEGAL SERVICES            L665-8874-2241              005000

COLLINS, ANNA MARIE        1848      03-01-1985     13  MEMBERSHP, HLTH CLB       H4128-6653-557              001000

GRIMES, THEODORE J         1975      01-01-1983     13  MEMBERSHP, HLTH CLB       JACK LALANE #8721           001200
                                     06-01-1979     14  MEMBERSHP, LUNCHEONS      G-223179                    002000
                                     01-01-1983     21  LEGAL SERVICES            GALLAGHER, ESQ.             001500

JOHNSEN, RICH DANIEL       1112      12-19-1979     13  MEMBERSHP, HLTH CLB       J-3345-79                   001000
                                     01-01-1980     21  LEGAL SERVICES            COGNETTA, ESQ.              002000

MEYER, JUNE                1001      05-01-1984     21  LEGAL SERVICES            L1274-5567-558              005000

MOORE, SAMUEL              1002      02-01-1984     13  MEMBERSHP, HLTH CLB       H4215-5574-566              001000
                                     03-01-1985     14  MEMBERSHP, LUNCHEONS      L458-99875-455              001000
                                     01-01-1985     21  LEGAL SERVICES            L8547-8954-885              005000

MORITZ, KATHERINE C.       1007      02-01-1985     14  MEMBERSHP, LUNCHEONS      L6325-8921-114              001000

WELKER, GEORGE W           1114      05-01-1986     21  LEGAL SERVICES            L5471-5568-223              005000
```

Office And Home Telephone Directory (1D-RPT)

The Office And Home Telephone Directory report (1D-RPT) lists all employees, showing their office number, extension selection, and home telephone numbers.

Business Tasks

This report is used to complete the following business task:

- Provide employee telephone directories.
- Verify accuracy of telephone number information.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Mail Distrib Data**—Employee's internal mail station or distribution data.
- **Work Area**—Area code of the employee's work telephone number.
- **Work Phone**—Employee's work telephone number.
- **Work Ext**—Employee's work telephone extension number.
- **Home Area**—Area code of the employee's home telephone number.
- **Home Phone**—Employee's home telephone number.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Office And Home Telephone Directory (1D-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    OFFICE AND HOME TELEPHONE     REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                             DIRECTORY            1D-R                         TIME 13:01 DATE 02-18-1998
```

EMPLOYEE NAME	EMPLOYEE NUMBER	CTL THREE	CTL FOUR	CTL FIVE	CTL SIX	MAIL DISTB DATA	WORK AREA	WORK PHONE	WORK EXT	HOME AREA	HOME PHONE
ADAMS, RICHARD	1117	3030	4040	5050	6060	2FLR-22W	312	788-9910	9056	312	877-3129
ALSON, GEOFFERY	3003	3030	4040	5050	6060	2FLR-22W					
ANDERSEN, KARI	6004	3333	4444	5555	6666	CORP-STENO					
ANDERSON, DANIEL M	1616	3333	4444	5555	6666	CORP-STE3	312	445-1865	2096	312	964-3166
ANDREWS, HENRY A.	2013	3388	4488	5555	6666	RC-212	312	444-5680	13	312	598-1515
AUSTIN, STEVEN	1234	3030	4040	5050	6060	B2-STN5	312	454-1865	1121	312	971-9923
AYERS, CHESTER D	1755	3333	4444	5555	6666	B2-STN5	312	454-1865	3095	312	873-0996
ANDERS, ANDREW	0012					FL 9 NORTH				312	454-5432
BALDWIN, ALICE A	1043	3333	4444	5555	6666	5FLR-12W	212	572-2986	2987	212	987-0096
BARNES, JOHNSON	2002	3388	4488	5508	6608		212	588-5050	1298	617	460-7293
BARTHOLOW III, JONATHAN	1113	3333	4444	5555	6666	6FLR-8E	312	978-0096	1169	312	447-4886
BEACHEM, JUDITH	6009	3030	4040	5050	6060	B2-STN10					
BETTS, J.T.	6003	3030	4040	5050	6060	2FLR-22W					
BISHOP, MARIA	3021	3388	4488	5508	6608	11TH-4000					
BLOOM, ALEXANDER	3001	3333	4444	5555	6666	6FLR-8E					
BROWN, WILLIAM R	2005	3388	4488	5508	6608	PLANT-24	201	969-1900	9919	201	858-9066
BYERS, TODD	6001	3333	4444	5555	6666	6FLR-8E					
CARLILE, WILLIAM E.	3013	3388	4488	5508	6608	ACCT-103					
CHOU, LO	3020	3388	4488	5508	6608	10TH-2001					
CMEYLA, JANE	2003	3388	4488	5508	6608	11TH-421	312	454-1860	1666	312	239-3160
COLLINS, ANNA MARIE	1848	3030	4040	5050	6060	B2-STN10	312	454-1865	1380	312	283-4410
COMPTON, SUSAN A	1116	3333	4444	5555	6666	B2-LL	312	454-1865	210	312	432-9807
COSTELLO, SUSANNE	2006	3388	4488	5508	6608	PLANT-26	312	450-8823	103	312	960-4490
CREMMINS, ALAN EDWARD	2009	3388	4488	5508	6608	ACCT-103	312	454-1800	1897	312	992-9190
DANIELS, JEFFREY C.	3023	3333	4444	5508	6608	PLT24-STNL					
GRANT, KEITH L.	2014	3030	4040	5050	6060		312	454-1865		312	857-4560
GRIFFITH, BERNARD	3008	3030	4040	5050	6060	CORP-STE1					
GRIFFITHS, ROBERT	6008	3030	4040	5050	6060	CORP-STE1					
GRIMES, THEODORE J	1975	3030	4040	5050	6060	CORP-STE1	312	454-1865	3030	312	462-1114
HALL, RHONDA D.	2008	3388	4488	5508	6608	ACCT-100	312	454-1800	1594	312	233-2343
HAMMER, JAMES B.	1236	3030	4040	5050	6060	5FLR-10W	312	663-1726	2928	312	971-9437
HANCOCK, STEVEN W.	1764	3333	4444	5555	6666	5FLR-6W	312	454-1865	0269	312	667-3131
HARRIS, CECELIA	3019	3388	4488	5508	6608	11TH-WPRM					

Office Telephone Directory (1C-RPT)

The Office Telephone Directory report (1C-RPT) lists all active employees, with office telephone numbers and extensions. An employee count is printed at the end of the report.

Business Tasks

This report is used to complete the following business tasks:

- Provide an office telephone directory.
- Verify telephone number changes.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Work Area**— Area code of the employee's work telephone number.
- **Work Phone**—Employee's work telephone number.
- **Work Extn**—Employee's work telephone extension number.
- **Mail Distribution**—Employee's internal mail station or distribution data.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Office Telephone Directory (1C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                 OFFICE TELEPHONE DIRECTORY        REPT                         PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                                                   1C-R                   TIME 17:01 DATE 04-27-1998

                                   EMPLOYEE         ----------  CONTROL  ----------    WORK    WORK        WORK            MAIL
      EMPLOYEE NAME                NUMBER           THREE    FOUR     FIVE     SIX     AREA    PHONE       EXTN         DISTRIBUTION

      ADAMS, RICHARD                1117            3030     4040     5050     6060    312     788-9910    9056            2FLR-22W
      ALSON, GEOFFERY               3003            3030     4040     5050     6060                                        2FLR-22W
      ANDERSEN, KARI                6004            3333     4444     5555     6666                                        CORP-STENO
      ANDERSON, DANIEL M            1616            3333     4444     5555     6666    312     445-1865     2096           CORP-STE3
      ANDREWS, HENRY A.             2013            3388     4488     5555     6666    312     444-5680    13              RC-212
      AUSTIN, STEVEN                1234            3030     4040     5050     6060    312     454-1865    1121            B2-STN5
      BALDWIN, ALICE A              1043            3333     4444     5555     6666    212     572-2986    2987            5FLR-12W
      BARNES, JOHNSON               2002            3388     4488     5508     6608    212     588-5050    1298
      BARTHOLOW III, JONATHAN       1113            3333     4444     5555     6666    312     978-0096    1169            6FLR-8E
      BEACHEM, JUDITH               6009            3030     4040     5050     6060                                        B2-STN10
      BETTS, J.T.                   6003            3030     4040     5050     6060                                        2FLR-22W
      BISHOP, MARIA                 3021            3388     4488     5508     6608                                        11TH-4000
      BLOOM, ALEXANDER              3001            3333     4444     5555     6666                                        6FLR-8E
      BROWN, WILLIAM R              2005            3388     4488     5508     6608    201     969-1900     9919           PLANT-24
      BYERS, TODD                   6001            3333     4444     5555     6666                                        6FLR-8E
      CARLILE, WILLIAM E.           3013            3388     4488     5508     6608                                        ACCT-103
      CHOU, LO                      3020            3388     4488     5508     6608                                        10TH-2001
      CMEYLA, JANE                  2003            3388     4488     5508     6608    312     454-1860     1666           11TH-4212
      COLLINS, ANNA MARIE           1848            3030     4040     5050     6060    312     454-1865     1380           B2-STN10
      COMPTON, SUSAN A              1116            3333     4444     5555     6666    312     454-1865    210             B2-LL
      COSTELLO, SUSANNE             2006            3388     4488     5508     6608    312     450-8823    103             PLANT-26
      CREMMINS, ALAN EDWARD         2009            3388     4488     5508     6608    312     454-1800     1897           ACCT-103
      DANIELS, JEFFREY C.           3023            3333     4444     5508     6608                                        PLT24-STNL
      GRANT, KEITH L.               2014            3030     4040     5050     6060    312     454-1865
      GRIFFITH, BERNARD             3008            3030     4040     5050     6060                                        CORP-STE1
      GRIFFITHS, ROBERT             6008            3030     4040     5050     6060                                        CORP-STE1
      HALL, RHONDA D.               2008            3388     4488     5508     6608    312     454-1800     1594           ACCT-100
      HAMMER, JAMES B.              1236            3030     4040     5050     6060    312     663-1726     2928           5FLR-10W
      HANCOCK, STEVEN W.            1764            3333     4444     5555     6666    312     454-1865     0269           5FLR-6W
      HARRIS, CECELIA               3019            3388     4488     5508     6608                                        11TH-WPRM
      HAYES, JOHNS A                1806            3333     4444     5555     6666    312     877-0099     1123           B2-LL
      HILLERY, THOMAS               3007            3333     4444     5555     6666                                        5FLR-6W
```

OSHA Form 200 Lost Time Detail (3S-RPT)

The OSHA Form 200 Lost Time Detail report (3S-RPT) provides the audit of the injury and illness total provided on the OSHA Form 200 Lost Time Totals report (3Q-RPT).

Business Tasks

The report is used to complete the following business tasks:

- Analyze injuries by department, time lost/restricted, and whether claim is open.
- Analyze data to determine if repeated injuries are occurring in certain locations.
- Analyze data to determine if illness/injury patterns are developing for certain employees.

Report field details

- **Home Department**—Number of department which employee resides at time of illness/injury.
- **Social Security**—Social Security number of employee who reported injury/illness.
- **Employee Name**—First and last name of employee.
- **Injury/Ill Date**—Date injury/illness occurred.
- **Injury Days**—Days work time lost due to injury.
- **Illness Days**—Days work time lost due to illness.
- **Description**—Description of injury/illness.
- **Open Code**—whether or not claim is still open.

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2, HOME-DEPARTMENT, SOCIAL-SECURITY-NBR, SORT-KEY-SEPARATOR

Parameters options and setup

- **Year Starting**—Enter the first year of the range of years you wish to report on in CCYY format.
- **Year Ending**—Enter the last year of the range of years you wish to report on in CCYY format.

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report

OSHA Form 200 Lost Time Detail (3S-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        (OSHA FORM NO. 200)         REPT                            PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                         LOST TIME REPORT           3S-R           TIME 13:39 DATE 06-29-1998
  HOME      SOCIAL                                INJURY/ILL  -- INJURY DAYS --  -- ILLNESS DAYS --                          OPEN
  DEPT     INS./SEC.   EMPLOYEE NAME                     DATE     LOST  RESTRICTED  LOST   RESTRICTED     DESCRIPTION             CODE
  0001   486-44-3339  HAMMER, JAMES B.              01-21-1984                    004                     LEAD POISONING
  DIST   705-21-3228  MAGUIRE, HENRY S.             11-11-1984  040                                       SPRAINED BACK DUE TO SLIP
  MANU   583-17-7699  HAYES, JOHNS A                05-20-1984                    002      005            HANDS CUT BY WIRE
  SERV   494-38-3678  ADAMS, RICHARD                12-01-1984         002                                METAL FRAGMENTS IN EYE
```

OSHA Form 200 Lost Time Totals (3Q-RPT)

The OSHA Form 200 Lost Time Totals report (3Q-RPT) provides injury/illness totals necessary for OSHA reporting.

Business Tasks

The report is used to complete the following business tasks:

- Use report to provide data required for completing the OSHA form 200.
- Get a snapshot of time lost due to injuries/illness.
- Analyze report for patterns of injuries/illness in certain departments or injury due to certain illnesses.

Report field details

- **Home Department**—Department which employee resides when injury/illness occurs.
- **Total Description**—Lists total injuries/illness, lost/restricted time, lost time, restricted time and description of illness/injury.
- **Count**—Total of categories listed above.
- **No. of Days**—Number of days time is lost due to illness/injury.

Report Sort Order

As delivered, the sort order of this report is CONTROL 1-2, HOME-DEPARTMRNT.

Parameters options and setup

- **Year Starting**—Enter the first year of the range of years you wish to report on in CCYY format.
- **Year Ending**—Enter the last year of the range of years you wish to report on in CCYY format.

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report

OSHA Form 200 Lost Time Totals (3Q-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    (OSHA FORM NO. 200)        REPT                          PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                  LOST TIME TOTALS REPORT      3Q-R                 TIME 13:37 DATE 06-29-1998
                  HOME                   TOTAL                                                NO. OF
                  DEPT                DESCRIPTION                                 COUNT        DAYS
                  0001              TOTAL ILLNESSES                                 1            4
                                    LOST/RESTRICTED TIME                            1            4
                                    LOST TIME                                       1            4
                                       POISONING                                    1            4
                  DIST              TOTAL INJURIES                                  1           40
                                    LOST/RESTRICTED TIME                            1           40
                                    LOST TIME                                       1           40
                  MANU              TOTAL ILLNESSES                                 1            7
                                    LOST/RESTRICTED TIME                            1            7
                                    LOST TIME                                       1            2
                                    RESTRICTED TIME                                 1            5
                                        SKIN-DISEASES                               1            7
                  SERV              TOTAL INJURIES                                  1            2
                                    LOST/RESTRICTED TIME                            1            2
                                    RESTRICTED TIME                                 1            2
```

OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT)

The OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT) displays the information that satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970. It allows you to maintain for each OSHA Establishment a log of all recordable occupational injuries and illnesses, the OSHA Form 300.

Employees will be selected for this report only if they have an Injury Information form (PR-SCR) where the Most Serious Result is not blank, the OSHA Code is 'Reportable', and their injury date falls within the year parameters specified on the parameter options.

This report may be run in either Confidential or non-Confidential mode.

Business Tasks

This report is used to complete the following business task:

- Submit the data reportable on the OSHA Form 300.

Report field details

- **Claim Number**—OSHA case number as recorded on the Injury Information form (PR-SCR).
- **Occur. Date**—Initial date of the injury or initial illness diagnosis.
- **Employee Name**—First 30 positions of an employee's legal name.
- **Date of Death**—Date on which employee died.
- **Death**—Count of employees whose injury or illness resulted in death.
- **Days Away**—Count of employees who experienced days away from work as a result of injury/illness.
- **Job Xfer**—Days transferred or restricted due to serious result.
- **Other Rec**.—Other recordable cases due to serious result.
- **Nbr Of Days Xfer**—Number of days transferred and/or restricted due to serious result.
- **Nbr Of Days Lost**—Number of days lost due to serious result.
- **Injury/Illness Type**—Type of illness: Inj (injury), SD (skin disease), RC (respiratory condition), P (poisoning), and Other.
- **Job Title**—Employee job title at the time of the event.
- **Loc.**—Injury location.
- **Desc.**—Injury description.

Report sort order

As delivered, the sort order of this report is OSHA-ESTABLISHMENT, INJURY-DATE, CLAIM-NUMBER, and EMPLOYEE-NUMBER.

Parameter options and setup

- Year Ending—Enter in CCYY format to include the injuries and illnesses for the year specified in this text box.
- Show Privacy Detail—If this entry is unchecked, the employee name, job title, and injury location will display **PRIVACY CASE** on the report if 'Privacy Case' was checked on the Injury Information form (PR-SCR). To produce a non-confidential run of this report, the entry must contain a check mark prior to running the report.
- Print All OSHA Ests.—If checked, all OSHA Establishments will be included in the report.
- OSHA Establishments—Select up to five OSHA locations if there is no check mark in the previous parameter.

See also:

- Establishing data for government compliance ***(on page 289)***

For information on how to use this report.

OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT) Example

```
Establishment: OSHA Test Establishment #1        (OSHA Form 300) Log of      REPT       Year 2002        Page    1 of    2
City: Chicago - REC2    State: IL           Work Related Injuries/Illnesses  20-R               Time 08:08 Date 12-10-2002

Claim         Occur.                                    Date of        Days Job  Othr   Nbr. Of Days Injury/Illness Type
Number        Date        Employee Name                 Death    Death Away Xfer Rec.   Xfer  Lost  Inj SD  RC  P   Othr

Sample with Show Privacy Detail check box checked.

000001        01-02-2002  AUSTIN II, STEVEN                              1               5     1                     1
  Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #2
    Desc.: TEST INJURY #2

000002        01-03-2002  AUSTIN II, STEVEN                                      1                  1
  Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #3
    Desc.: TEST INJURY #3

000004        01-05-2002  AUSTIN II, STEVEN                                  1           1                     1
Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #5
    Desc.: TEST INJURY #5

000005        01-06-2002  AUSTIN II, STEVEN                                  1           1     1           1
  Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #3
    Desc.: TEST INJURY #6

Sample with Show Privacy Detail check box unchecked.

000001        01-02-2002  AUSTIN II, STEVEN                              1               5     1                     1
Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #2
    Desc.: TEST INJURY #2

000002        01-03-2002  AUSTIN II, STEVEN                                      1                  1
  Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #3
    Desc.: TEST INJURY #3

000004        01-05-2002  AUSTIN II, STEVEN                                  1           1                     1
Job Title: ASSEMBLY LINE WORKER Injury Loc.: TEST LOCATION #5
    Desc.: TEST INJURY #5

000005        01-06-2002  **PRIVACY CASE**                                   1           1     1           1
  Job Title: **PRIVACY CASE**     Injury Loc.: **PRIVACY CASE**
    Desc.: TEST INJURY #6
```

OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT)

The OSHA Form 300A Summary of Work-Related Injuries and Illnesses Report (21-RPT) displays the information that satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970. It allows you to generate for each OSHA Establishment a summary of all recordable occupational injuries and illnesses, to be used to complete the OSHA Form 300A.

A company executive must manually complete the signature and certification entries at the bottom of the report.

Business Tasks

This report is used to complete the following business task:

- Provide the data reportable on the OSHA Form 300A

Report field details

- **Description**—Category titles for total counts. Titles are described fully in the field details for the OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT).
- **Total Count**—Total number of cases or illness types included in the category.
- **No. of Days**—Total number of days included in the category.

Report sort order

As delivered, the sort order of this report is OSHA-ESTABLISHMENT, INJURY-DATE, CLAIM-NUMBER, and EMPLOYEE-NUMBER.

Parameter options and setup

- **Year Ending**—Enter in CCYY format to include the injuries and illnesses for the year specified in this text box.
- **Print All OSHA Ests**—If checked, all OSHA Establishments will be included in the report.
- **OSHA Establishments**—Select up to five OSHA locations if there is no check mark in the previous parameter.

See also:

- Establishing data for government compliance ***(on page 289)***

For information on how to use this report.

OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT) Example

```
                                            (OSHA Form 300A) Summary of        REPT     Year 2002                        Page    3
                                          Work Related Injuries/Illnesses      21-R                   Time 08:14 Date 06-10-2002

                                            Total  No. Of
Description                                 Count    Days

Total Number of Cases
   Number of Deaths                             1
   Cases w/Days Away from Work                  5
   Cases w/Restricted Time/Transfers            3
   Other Recordable Cases                       5

Number of Days
   Job Restriction or Transfer                          140
   Away from Work                                        14

Injury and Illness Types
   Injuries                                     3
   Skin Disorders                               1
   Respiratory Conditions                       5
   Other Poisonings                             2
   All Other Illnesses                          3

Establishment Name: Chicago Facility                        Industry Description: Dry Pea & Bean Farm       S.I.C. Code:2543
           Address: OSHA Test Establishment #1
                    Chicago - REC2       IL 60069-1234      Annual Average Number of Employees:______________________________

                                                            Total Hours Worked by All Employees Last Year:___________________

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company Executive:__________________________________________Date:_________________

Title:______________________________________________________
```

OSHA Form 301 Injury and Illness Incident Report (22-RPT)

The OSHA Form 301 Injury and Illness Incident Report (22-RPT) displays a separate page for each OSHA-reportable injury/illness, which satisfies the record keeping requirements for employers subject to the Occupational Safety and Health Act of 1970. This report is to be used as supporting documentation for the OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT).

This report may be run in either Confidential or non-Confidential mode.

Business Tasks

This report is used to complete the following business tasks:

- Provide detail support for OSHA Form 300 report

Report sort order

As delivered, the sort order of this report is REPORT-OSHA-EST, INJURY-DATE, and CLAIM-NUMBER.

Report field details

- **Employee Name**—First 30 positions of an employee’s legal name.
- **Birth Date**—Employee’s date of birth.
- **Date of Hire**—Employee’s most recent hire date.
- **Gender**—Employee’s gender.
- **Physician Name**—Physician’s last and first name,
- **Where Conducted**—Location of the physical examination.
- **Treated in Emergency Room?**—Reflects whether the employee was treated in an emergency room for an OSHA-reportable event.
- **Hospitalized Overnight?**—Reflects whether the employee stayed in the hospital as an inpatient for an OSHA-reportable event.
- **Case Number**—OSHA claim number.
- **Date of Injury/Illness**—Injury or illness diagnosis date.
- **Time Employee Began Work**—Time the employee began work on the day of the event.
- **Time of Event**—Time of the injury or illness.
- **What was the employee…..**—Description of the activity being performed at the time of the injury/illness.
- **What Happened?**—Supplemental information about the injury/illness event.
- **What was the Injury or Illness?**—Description of the injury/illness.
- **What Object or Substance….**—Description of what harmed the employee.

Parameter options and setup

- **Beginning Date**—Enter a beginning date for the range to be included in this report in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **Ending Date**—Enter an ending date for the range to be included in this report in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **Show Privacy Detail**—If this entry is unchecked, the employee identifiable information will display **PRIVACY CASE** on the report if 'Privacy Case' was checked on the Injury Information form (PR-SCR). To produce a non-confidential run of this report, the entry must contain a check mark prior to running the report.
- **Print All OSHA Ests**.—If checked, all OSHA Establishments will be included in the report.
- **Employee Number**—To produce a report for a single employee, type an employee number in this text box. If this entry is filled, you must also click the ‘Print All OSHA Est’ check box. If this entry is left blank, all reportable employees will display.
- **OSHA Establishments**—Select up to three OSHA locations if there is no check mark in the previous parameter.

See also:

- Establishing data for government compliance ***(on page 289)***

For information on how to use this report.

OSHA Form 301 Injury and Illness Incident Report (22-RPT) Example

```
OSHA Establishment 0001 Chicago Facility            (OSHA Form No. 301)               REPT                          PAGE 0002
Period Beginning 01-01-2002 Ending 12-31-2002   Injury and Illness Incident Report      22-R  Time: 09:33:32 Date: 06-11-2002
                                                                                                                         Sample with Show
Privacy Detail check box unchecked.

Employee Name: ** PRIVACY CASE **                                      Date of Birth: **********
      Address: ******************************                          Date of Hire:  **********
               *****************  ** **********                        Gender:        ******

Information About the Physician or Other Health Care Professional
  Physician Name:  Cavenaugh, Dr. Edwd

  Where Conducted: Main Plant Medical                                  Treated in Emergency Room?  Yes
                   123 MAIN ST                                         Hospitalized Overnight?     No
                   CLINTON              IA 12345-1234

Case Information
  Case Number:              123-456-7890
  Date of Injury/Illness:   02-01-2002
  Time Employee Began Work: *****
  Time of Event:            *****
What was the employee doing before the incident occurred? ** PRIVACY CASE **
What happened? ** PRIVACY CASE **
What was the Injury or Illness? ** PRIVACY CASE **
What object or substance directly harmed the employee? ** PRIVACY CASE **

Completed by___________________________________  Title __________________________ Phone: (____)______-________ Date: ___/___/______
```

Outstanding Relocation Advances (34-RPT)

The Outstanding Relocation Advances report (34-RPT) provides an alphabetical listing of employees who have outstanding relocation advances.

Business Tasks

This report is used to complete the following business tasks:

- Analyze employee relocation information including the year of relocation, the move number within that year, and the effective date of the move.
- Monitor remaining balances of relocation advances within specific organization level 1 - 6 values and accounts charged for relocation.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Move Year**—Calendar year in which the employee's relocation activities occurred or were initiated.
- **Move No.**—Number of the move for the employee in the calendar year.
- **Effective Date**—Effective date of the relocation; the day on which the employee is to report to work in the new location.
- **Relocation Advance**—Amount of money advanced to the employee for moving expenses. This money is treated as any other travel advance and must be offset by expense reports or returned to the company if unused.
- **Relocation Cost Center 1-2**—Organization designation where the employee's relocation expenses are to be charged.
- **Relocation Cost Center 3**—Organization level 3 value where the employee's relocation expenses are to be charged.
- **Relocation Cost Center 4**—Organization level 4 value where the employee's relocation expenses are to be charged.
- **Relocation Cost Center 5**—Organization level 5 value where the employee's relocation expenses are to be charged.
- **Relocation Cost Center 6**—Organization level 6 value where the employee's relocation expenses are to be charged.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-MOVE-YEAR, and RELOC-MOVE-NO.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Outstanding Relocation Advances (34-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   OUTSTANDING RELOCATION ADVANCES   REPT                                PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                     34-R                      TIME 13:01 DATE 02-18-1998

EMPLOYEE                       EMPLOYEE         MOVE          EFFECTIVE       RELOCATION     _________RELOCATION COST CENTER________
NAME                           NUMBER          YEAR NO.       DATE            ADVANCE          1-2        3       4       5       6

ADAMS, RICHARD                 1117             88  1         12-01-1987       2,500.00      999999     3030    4040    5050    6060

ANDERSON, DANIEL M             1616             88  1         03-01-1988       1,500.00      999999     3333    4444    5555    6666

AUSTIN, STEVEN                 1234             98  1         01-07-1998       2,000.00      99999      01      4040    5050    6060

BARTHOLOW III, JONATHAN        1113             88  1         06-01-1988       2,000.00      999999     3333    4444    5555    6666

MEYER, JUNE                    1001             88  1         05-01-1988       1,000.00      999999     3388    4488    5508    6608

MOORE, SAMUEL                  1002             88  1         09-15-1986       2,750.00      999999     3388    4488    5508    6608

MORITZ, KATHERINE C.           1007             88  1         11-24-1987       2,500.00      999999     3388    4488    5508    6608

MORSE, GORDAN                  1004             88  1         06-01-1988       2,000.00      999999     3388    4488    5508    6608

WELKER, GEORGE W               1114             88  1         06-30-1988       2,500.00      999999     3333    4444    5555    6666
                                                                              ==========
                               TOTAL OUTSTANDING ADVANCES:                    18,750.00
```

Over Maximum/Under Minimum (17-RPT)

The Over Maximum/Under Minimum report (17-RPT) lists employee salaries that are either above the maximum or below the minimum allowed within the employee's salary range.

Business Tasks

This report is used to complete the following business task:

- Review salary information for employees with salaries that are above or below their salary range.

Report field details

- **Control Level Three**—Organization level 3 value assigned to this employee.
- **Control Level Four**—Organization level 4 value assigned to this employee.
- **Control Level Five**—Organization level 5 value assigned to this employee.
- **Control Level Six**—Organization level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Pay Freq**—Code that identifies the payment frequency for this employee.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Resulting employee status based on the most recent major activity.
- **Last Salary Change Date**—Date of the employee's last salary change.
- **Last Salary Change Type**—Reason for the employee's salary change.
- **Last Salary Change**—Annual amount of change for a salary from the
- **Amount Chg**—most recent change to the next.
- **Last Salary Change % Chg**—Percent change between the last salary change and this one.
- **Rating Date**—Employee's performance appraisal date.
- **Rate Type**—Type of performance appraisal performed for the employee.
- **Rating**—Employee's performance appraisal rating.
- **Range Penetr**—Percent difference between the employee salary and the minimum of the range, divided by the difference between the range's maximum and minimum.
- **Compa Ratio**—Ratio of the employee's salary compared to the midpoint of the salary range.

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-FOUR, RED/GREEN-INDICATOR, TB-SALARY-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Over Maximum/Under Minimum (17-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  COMPENSATION ACTIVITY MESSAGE:    REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   OVER MAXIMUM/UNDER MINIMUM      17-R                       TIME 13:01 DATE 02-18-1998

    CONTROL LEVELS                               PAY    EMPLOYEE            **** LAST SALARY CHANGE ******   RATING  RATE  RAT  RANGE    COMPA
THREE  FOUR  FIVE  SIX      EMPLOYEE NAME        FREQ   NUMBER     STATUS   DATE    TYPE  AMOUNT CHG  % CHG    DATE    TYPE  ING  PENETR   RATIO

3030  4040   5050  6060     ALSON, GEOFFERY       3     3003         01  02-19-1984 A02         .00    .00  02-19-1984              .00     .71
R/G IND: B    SAL:    31,999.92      TITLE: PURCHASING MANAGER     GRADE  30        COMPA SAL:     31,999.92   MIN:    36,000 MAX:    54,000


3030  4040   5050  6060     BEACHEM, JUDITH       3     6009         01  09-26-1983 A02         .00    .00  09-26-1983              .00     .76
R/G IND: B    SAL:    34,000.08      TITLE: PURCHASING MANAGER     GRADE  30        COMPA SAL:     34,000.08   MIN:    36,000 MAX:    54,000


3030  4040   5050  6060     BETTS, J.T.           3     6003         01  02-19-1984 A02         .00    .00  02-19-1984              .00     .71
R/G IND: B    SAL:    32,000.00      TITLE: PURCHASING MANAGER     GRADE  30        COMPA SAL:     32,000.00   MIN:    36,000 MAX:    54,000


3030  4040   5050  6060     SANDERS, STEVEN S     1     6005         01  07-22-1980 A02         .00    .00  07-22-1980              .00     .77
R/G IND: B    SAL:       352.35      TITLE: ACCOUNTING CLERK       GRADE  09        COMPA SAL:       $352.35   MIN:    367.71 MAX:    545.25


3030  4040   5050  6060     SULLIVAN, MIKE M.     1     3014         01  02-28-1984 A02         .00    .00  02-28-1984              .00     .67
R/G IND: B    SAL:       222.00      TITLE: CLERK/TYPIST, SENIOR   GRADE  04        COMPA SAL:       $222.00   MIN:    267.10 MAX:    397.20


3030  4040   5050  6060     SWALTER, STEVEN Y     1     3005         01  07-22-1980 A02         .00    .00  07-22-1980              .00     .77
R/G IND: B    SAL:       352.35      TITLE: ACCOUNTING CLERK       GRADE  09        COMPA SAL:       $352.35   MIN:    367.71 MAX:    545.25


TOTAL A -  OVER MAXIMUM:                          0

TOTAL B - BELOW MINIMUM:                          6
```

Performance Appraisal Forms Not Returned By Expected Date (1Q-RPT)

The Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT) lists performance appraisal forms not returned by the expected date.

Business Tasks

This report is used to complete the following business tasks:

- Track employees who have passed their scheduled performance appraisal date and for whom no rating results have been recorded.
- Record the date the form was actually returned.

Report field details

- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Ctrl Four**—Organization level 4 value assigned to this employee.
- **Ctrl Five**—Organization level 5 value assigned to this employee.
- **Ctrl Six**—Organization level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Appraisal Scheduled Date**—Date the next performance appraisal is to be performed.
- **Appraisal Scheduled Type**—Value and description of the type of review to be performed.
- **Expected Return Date**—Date the performance appraisal form is due in the originating department.
- **Actual Return Date**—Date the salary review form was actually returned to the originating department.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This date is used as the 'past due' date. If this text box is left blank, the entry defaults to the current date.

See also:

- Performance appraisal reports ***(on page 276)***

For information on this report.

Performance Appraisal Forms Not Returned By Expected Date (1Q-RPT) Example

```
 Example
CORPORATION  99   ACME MANUFACTURING                     PERFORMANCE APPRAISAL FORMS       REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                    NOT RETURNED BY EXPECTED DATE      1Q-R                      TIME 17:56 DATE 10-08-1997

CTRL   CTRL  CTRL  CTRL                       EMPLOYEE   ------- APPRAISAL SCHEDULED --------  EXPECTED         ACTUAL
THREE  FOUR  FIVE  SIX      EMPLOYEE NAME     NUMBER      DATE      TYPE                       RETURN DATE    RETURN DATE

3030   4040  5050  6060     PITARO, JOSEPH C. 2011     03-25-1987   JD   SCHEDULED APPRAISAL    03-22-1987        -  -
REVIEWER: GRABOWSKI, STEVE                    DISTRIBUTION INFO: WH2-100                    DISTRIBUTION DATE: 03-15-1987

3030   4040  5050  6060     GRANT, KEITH L.   2014     03-12-1987   JD   SCHEDULED APPRAISAL    03-10-1987        -  -
REVIEWER: MORALES, RICARDO                    DISTRIBUTION INFO: PLT26-OFC                  DISTRIBUTION DATE: 03-03-1987

3030   4040  5050  6060     SWEENY, BARBARA   1115     01-01-1987   JA   ANNUAL APPRAISAL       12-27-1986        -  -
REVIEWER: COOKE, JUDY                         DISTRIBUTION INFO: PLT24-OFC                  DISTRIBUTION DATE: 12-20-1986

3030   4040  5050  6060     JOHNSON, WALTER D 1255     01-01-1987   JA   ANNUAL APPRAISAL       12-27-1986        -
REVIEWER: HENDERSON, TOM                      DISTRIBUTION INFO: BT-OPRL1                   DISTRIBUTION DATE: 12-19-1986

3030   4040  5050  6060     ADAMS, RICHARD    1117     01-01-1987   JA   ANNUAL APPRAISAL       12-15-1986        -  -
REVIEWER: SHARPE, BILL                        DISTRIBUTION INFO: 2FLR-19                    DISTRIBUTION DATE: 12-01-1986

3030   4040  5050  6060     HAMMER, JAMES B.  1236     08-01-1985   JA   ANNUAL APPRAISAL       08-20-1985        -  -
REVIEWER: SMITHE, ROSEMARY                    DISTRIBUTION INFO: 2ND-2891L                  DISTRIBUTION DATE: 07-20-1985

3030   4040  5050  6060     JONES, JERRY      1111     08-01-1985   JA   ANNUAL APPRAISAL       08-15-1985        -  -
REVIEWER: CHERNAK, MARTHA                     DISTRIBUTION INFO: 12TH-3344                  DISTRIBUTION DATE: 07-20-1985

*CTRL-SIX        6060                7
```

Performance Appraisals Scheduled For Month Of: XX (1R-RPT)

The Performance Appraisals Scheduled For Month Of: XX report (1R-RPT) lists performance appraisals scheduled for a specified month and year. Space is provided to manually record the reviewer's name, distribution data, distribution date, and expected return date.

Business Tasks

This report is used to complete the following business task:

- Track employees who have a performance appraisal due in the future.

Report field details

- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Ctrl Four**—Organization level 4 value assigned to this employee.
- **Ctrl Five**—Organization level 5 value assigned to this employee.
- **Ctrl Six**—Organization level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Appraisal Scheduled Date**—Date the next performance appraisal is to be performed.
- **Appraisal Scheduled Type**—Value and description of the type of review to be performed.
- **Job Information Date**—Effective date of the job assigned to an employee.
- **Job Information Title**—Description of the job assigned to an employee.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX.

Parameter options and setup

- **Appraisals Scheduled Year**—Enter the year (YY) for which you want to list performance appraisals. Leave this text box blank to use the current year.
- **Appraisals Scheduled Month**—Enter the month (MM) for which you want to list performance appraisals. Leave this text box blank to use the current month.

See also:

- Performance appraisal reports ***(on page 276)***

For information on this report.

Performance Appraisals Scheduled For Month Of: XX (1R-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  DISTRIBUTION LIST OF PERFORMANCE       REPT                                    PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  APPRAISAL FORMS FOR: JANUARY 1998      1R-R                   TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL                     EMPLOYEE          ---- APPRAISAL SCHEDULED ---- ------ JOB INFORMATION ---------
THREE FOUR FIVE SIX   EMPLOYEE NAME      NUMBER                 DATE           TYPE         DATE           TITLE

 3030 4040 5050 6060  ADAMS, RICHARD     1117                  01-01-1998     ANNUAL-APP    02-19-1984 PURCHASING MANAGER
REVIEWER:  887-8976           DISTRIBUTION INFO:   3 FLR   DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  JOHNSON, WALTER D  1255                  01-01-1998     ANNUAL-APP    01-10-1984 ASSEMBLY LINE WORKER
REVIEWER:  400-3876           DISTRIBUTION INFO:   9 FLR   DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  SWEENY, BARBARA    1115                  01-01-1998     ANNUAL-APP    11-16-1983 SHIPPING/RECEIVING
REVIEWER:  MILLER             DISTRIBUTION INFO:   BLDG B  DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  COMPTON, SUSAN A   1116                  01-01-1998     ANNUAL-APP    09-21-1982 MAINTENANCE ENGINEER
REVIEWER:  JONES M            DISTRIBUTION INFO:   RM 306  DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  WELKER, GEORGE W   1114                  01-01-1998     ANNUAL-APP    05-15-1983 ACCOUNTANT, CLASS II
REVIEWER:  984-3879           DISTRIBUTION INFO:   RM 333  DISTRIBUTION DATE:          EXPECTED RETURN DATE:
```

Physical Examinations Schedule (5Y-RPT)

The Physical Examinations Schedule report (5Y-RPT) lists employees who are, or were, scheduled for a physical examination within a specified range of dates.

Business Tasks

This report is used to complete the following business task:

- Monitor employee physical examination location, attending physician, and cost of exam.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Physical Recorded**—Date on which the physical examination data was recorded.
- **Physical Code/Description**—Type of physical examination scheduled for or taken by the employee.
- **Physical Scheduled**—Date on which the physical examination is scheduled to be performed.
- **Physical Taken**—Date on which the physical examination was actually performed.
- **Physical Reason Code**—Code that indicates the reason the physical examination is to be performed.
- **Physical Reason Description**—Description of the reason for the physical examination being performed.
- **Physical Location Code**—Code that identifies where the physical examination is to be performed.
- **Physical Location Description**—Description of the physical location for where the exam is to be performed.

Parameter options and setup

- **Start Date** Enter the start of the date range in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).
- **End Date** Enter the end of the date range in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

See also:

- Health and safety reports and their uses ***(on page 296)***

For information on this report.

Physical Examinations Schedule (5Y-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   PHYSICAL EXAMINATIONS SCHEDULE     REPT                                  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                          AFTER  01-01-1985           5Y-R                            TIME 22:36 DATE 05-04-1998

                     EMPLOYEE      PHYSICAL      PHYSICAL                PHYSICAL  PHYSICAL   PHYSICAL REASON           PHYSICAL LOCATION
EMPLOYEE NAME        NUMBER        RECORDED   CODE/DESCRIPTION         SCHEDULED   TAKEN     CODE/DESCRIPTION           CODE/DESCRIPTION

BALDWIN, ALICE       1043          09-08-1985 2 Insurance              09-01-1985 09-03-1985 04 Required Insurance      3 NW Univ Hospital
            PHYSICIAN: 03 Cavenaugh, Dr. Edwd   PERQ:                        COST:     125.00  RESULT: 01 Pass Exc - Sch Annl


JOHNSON, WALTER      1255          09-23-1985 9 OSHA Scheduled         09-17-1985 09-19-1985 12 Requested OSHA Offc1    1 Main Plant Medical
            PHYSICIAN: 01 Bechtel, Dr. Mary     PERQ:                        COST:     150.00  RESULT: 03 Pass Fair - Sch 3mo


JONES, JERRY         1111          12-19-1985 9 OSHA Scheduled         11-30-1985 12-15-1985 12 Requested OSHA Offc1    1 Main Plant Medical
            PHYSICIAN: 03 Cavenaugh, Dr. Edwd   PERQ:                        COST:     150.00  RESULT: 02 Pass V.G. - Sch Annl


MAURICE, STACY       1008          05-12-1986 2 Insurance              05-01-1986 05-03-1986 04 Required Insurance      3 NW Univ Hospital
            PHYSICIAN: 02 Gilbert, Dr. John H.  PERQ:                        COST:      75.00  RESULT:


MERTZ, LYNNE C.      1006          09-11-1985 9 OSHA Scheduled         08-23-1985 09-07-1985 12 Requested OSHA Offc1    1 Main Plant Medical
            PHYSICIAN: 03 Cavenaugh, Dr. Edwd   PERQ:                        COST:     150.00  RESULT: 01 Pass Exc - Sch Annl


MOHR, MICHAEL T      1010          09-23-1987 7 Post-Accident Physcl09-21-1987 09-21-1987 05 Disability Claim        3 NW Univ Hospital
            PHYSICIAN: 99 Staff                 PERQ:                        COST:     225.00  RESULT:


PRESCOTT, KEVIN      1313          11-14-1987 6 Emergency              11-10-1987 11-10-1987 09 Accident Fall           1 Main Plant Medical
            PHYSICIAN: 02 Gilbert, Dr. John H.  PERQ:                        COST:     375.00  RESULT:
```

Postal Mailing Labels (3D-RPT)

The Postal Mailing Labels report (3D-RPT) is used to produce multi-purpose, employee mailing labels for active employees. This report is formatted to print on labels, but you must run it separately from all other reports.

Business Tasks

This report is used to complete the following business tasks:

- Produce postal mailing labels for active employees.

Report field details

- **Name/Address**—Employee's name and address.
- **Zip Code**—Employee's zip code.

Report sort order

As delivered, the sort order of this report is CONTROL-1 and CONTROL-2.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Postal Mailing Labels (3D-RPT) Example

```
WILLIAM R BROWN
1122 E. 91ST STREET
NEWARK, NJ                 07102


JOHNSON BARNES
2820 OAKHILL ST.
OAKLAND, NJ                 07436


SAMUEL MOORE
18 RIVER ROAD
JAMAICA ESTATES, NY         10643


ROBERT MORRIS
2211 W. 119TH STREET
JAMAICA ESTATES, NY         10643


ALICE A BALDWIN
1040 DOUGLAS RD
PEARL RIVER, NY             17820


KEITH L. GRANT
3221 YALE STREET
LOMBARD, IL                 60130
```

Reference Request Letter (0X-RPT)

The Reference Request Letter report (0X-RPT) provides a personalized reference request letter for each of an applicant's job references. The letter contains the applicant's name, social security number, information pertaining to previous employment, requests for verification of the employment dates and position held while employed, and the reason for termination.

This letter is printed for every Applicant Work History form with a Job Reference Xref text box entry equal to the Reference ID text box entry on the Applicant Job References form. This letter is only printed if the How To Contact list box entry is 'Yes Phone Or Write' or 'Yes But Write Only' and the Reference Status list box entry is 'Not Yet Contacted'. These list boxes are found on the Applicant Job References form.

Business Tasks

This report is used to complete the following business task:

- Create customized applicant reference letters.

Report field details

- **Current-Date**—Current date.
- **Reference-Name**—Name of the job/personal reference supplied by the applicant.
- **Prior-Company-Name**—Name of the applicant's prior employer.
- **Reference-Address**—Street address of the applicant's prior employer.
- **Reference-City/State**—City and state of the applicant's prior employer.
- **Reference-Zip**—Zip Code of the applicant's prior employer.
- **RE: Applicant-Name**—Applicant's legal name.
- **Social-Security**—Social security (or insurance) number of the applicant.
- **Job-From-Date**—Date on which an applicant began working at the prior employer.
- **Job-To-Date**—Last day an applicant was employed by the prior employer.
- **Job Category**—Description of the job held by the applicant at the prior employer.
- **Date of Employment**—Employment verification date supplied by the reference, indicating when the applicant began work at the former employer.
- **Date of Termination**—Employment termination date supplied by the reference, indicating when the applicant was terminated by the former employer.
- **Position Held**—Position held information supplied by the reference, indicating what position the applicant held at the former place of employment.
- **Reason For Termination**—Reason for being terminated at prior employer.
- **Please Check**—Assessment of the applicant's overall quality of work while in the reference employer's employ.
- **Any Injury On The Job?**—Injury information supplied by the reference to verify whether or not the applicant had any on-the-job injuries, and if so, how much job time was lost.
- **Would you re-employ?**—Re-employment information to be filled in by the reference to assess whether or not the reference would rehire the applicant.
- **Do you recommend the applicant?**—Recommendation information to be filled in by the reference.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2 and SORT-KEY-SEPARATOR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for recruiting and selecting employees ***(on page 47)***

For information about this report.

Reference Request Letter (0X-RPT) Example

```
DATE:  02-17-1998

RALPH BONNER
HARRIS MORRIS, INC.
800 W. 55TH STREET
LISLE, IL           60148

RE: TIMOTHY BENTKOWSKI             SOCIAL SECURITY:  723-16-9223

Dear sir or Madam:

The individual named above has applied to us for employment and
has provided your name and company as a work reference.  Please
verify the following data and return this form in the enclosed
self-addressed envelope at your earliest convenience.  Thank you
in advance for your time and effort.

                               Signed:  ________________________
                                            Personnel Manager

From: 10-03-1990 To: 06-01-1996  Job Category:  Manager

Date of Employment: ___________  Date of Termination: ___________

Position Held:     _________________________________________________

Reason for Termination:  ___________________________________________

Please Check:          EXCELLENT     GOOD  ADEQUATE     UNSATIS-  CANNOT
                                                        FACTORY   EVALUATE
JOB KNOWLEDGE             __          __      __           __        __
ATTENDANCE RECORD         __          __      __           __        __
TEAM PLAYER               __          __      __           __        __
COOPERATION               __          __      __           __        __
ABILITY TO TAKE
  INSTRUCTIONS            __          __      __           __        __
COMMON SENSE              __          __      __           __        __
EFFECTIVE USE OF TIME     __          __      __           __        __

Any Injury On The Job?     Yes ___  No ___.  If  Yes, please state
date, nature, lost time:  ____________________________________________

Would you re-employ?  Yes ___  No ___

Do you recommend the applicant?  Yes ___  No ___

Date:  _________________     Signed:  ________________________________

                    Title:   _________________________________________
```

Relocation Total Costs - Form 4782 (3G-RPT)

The Relocation Total Costs - Form 4782 (3G-RPT) produces a distribution-ready Form 4782 that reflects the relocation expenses reimbursed or paid on behalf of an employee or applicant by expense, reimbursement, and payment type. The data elements on this report are recorded on the Relocation Total Costs form (35-SCR) for an employee or applicant.

The non-taxable and taxable amounts for house-hunting, temporary living, and closing costs are reported as two separate items on their respective Form 4782 lines. The total relocation expense on the form is calculated by the system, based on the individual amount entries. Schedule this report to run after all of the expenses for the employee for the tax year have been recorded.

Business Tasks

This report is used to complete the following business task:

- Report total relocation expenses.

Report field details

- **Expense type 1, column B**—Relocation shipping - nontaxable.
- **Expense type 2, column A**—Relocation travel to new residence, nontaxable.
- **Expense type 3, column A**—Relocation travel to new residence, meals.
- **Expense type 4, column A, Line 1**—Relocation house hunting expenses, nontaxable.
- **Expense type 4, column A, Line 2**—Relocation house hunting expenses, taxable.
- **Expense type 4, column B, Line 2**—Relocation house hunting expenses, gross-up taxes.
- **Expense type 5, column A, Line 1**—Relocation temporary living expenses, nontaxable.
- **Expense type 5, column A, Line 2**—Relocation temporary living expenses, taxable.
- **Expense type 5, column B, Line 2**—Relocation temporary living expenses, gross-up taxes.
- **Expense type 6, column A, Line 1**—Relocation house hunting and temporary living expenses, meals.
- **Expense type 7, column A, Line 1**—Relocation qualified expenses for closing costs, nontaxable.
- **Expense type 7, column A, Line 2**—Relocation qualified expenses for closing costs, taxable.
- **Expense type 7, column B, Line 2**—Relocation qualified expenses for closing costs, gross-up taxes.

Parameter options and setup

- **Payment Year**—Enter a year in YY format. If YY is left blank, it defaults to the current year; otherwise, you may enter the tax year for which the report is to be run.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information about this report.

Relocation Total Costs - Form 4782 (3G-RPT) Example

```
                                   FORM 4782
                      EMPLOYEE MOVING EXPENSE INFORMATION
                  PAYMENTS MADE DURING THE CALENDAR YEAR 2001
--------------------------------------------------------------------------------
NAME OF EMPLOYEE                                  :  SOCIAL SECURITY NUMBER
JONES, JERRY                                      :  111-11-1111
--------------------------------------------------------------------------------
                            MOVING EXPENSE PAYMENTS
--------------------------------------------------------------------------------
                                   :              :B. PAID TO 3RD:
                                   :A. AMOUNT PAID:PARTY FOR EMP;:C. TOTAL
          TYPE OF EXPENSE          :  TO EMPLOYEE :BEN & VALUE OF: (ADD COLUMNS
                                   :              :SERVICES FUR- :   A AND B)
                                   :              :NISHED IN-KIND:
-----------------------------------+--------------+--------------+--------------
                                   :              :              :
1 TRANSPORTATION EXPENSES MOVING   :              :              :
  HOUSEHOLD & PERSONAL EFFECTS (IN-:              :              :
  CLUDE STORAGE FOR FOREIGN MOVE). :              :     2,350.00:      2,350.00
-----------------------------------+--------------+--------------+--------------
2 TRAVEL AND LODGING PAYMENTS NOT. :              :              :
  INCLUDING MEALS. . . . . . . . . :      1,347.00:              :      1,347.00
                                   +--------------+--------------+--------------
3 MEAL PAYMENTS FOR TRAVEL . . . . :        250.00:              :        250.00
                                   :              :              :
-----------------------------------+--------------+--------------+--------------
4 PRE-MOVE TRAVEL AND LODGING NOT  :        539.00:              :        539.00
  INCLUDING MEALS AFTER OBTAINING  :              :              :
  EMPLOYMENT . . . . . . . . . . . :           .00:           .00:           .00
                                   +--------------+--------------+--------------
5 TEMP LIVING EXPENSES IN NEW AREA :           .00:              :           .00
  NOT INCLUDING MEALS ANY 30 DAYS  :              :              :
  (FOREIGN 90) IN A ROW AFTER      :              :              :
  OBTAINING EMPLOYMENT . . . . . . :           .00:           .00:           .00
                                   +--------------+--------------+--------------
6 TOTAL MEAL PAYMENTS FOR PRE-MOVE :              :              :
  H.H. AND TEMPORARY QUARTERS. . . :        150.00:              :        150.00
-----------------------------------+--------------+--------------+--------------
7 QUALIFIED EXPENSES OF SELLING,   :      1,652.00:              :      1,652.00
  BUYING OR LEASING A RESIDENCE. . :              :              :
                                   :           .00:           .00:           .00
-----------------------------------+--------------+--------------+--------------
8 ALL OTHER PAYMENTS (SPECIFY)____ :              :              :
  ________________________________ :              :              :
  ________________________________ :              :              :
                                   +--------------+--------------+--------------
9 TOTAL MOVING EXPENSE PAYMENTS.  ADD LINES 1 THROUGH 8 . . . .> :      6,288.00

--------------------------------------------------------------------------------
```

Remaining Time Off - Current Year (6A-RPT)

The Remaining Time Off - Current Year report (6A-RPT) is a Time and Attendance report that provides a listing of active employees and the number of hours of authorized time off they have remaining in the calendar year.

Business Tasks

This report is used to complete the following business task:

- Monitor time off recorded for each employee.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Year-End**—Year-end date of the period for which the authorized time off category amounts are recorded.
- **As-Of-Date**—As-of-date for this information.
- **Vacation**—Amount of vacation time that has been awarded to the employee or the amount of vacation time remaining if this is not the first time off for the year.
- **Sick-Leave**—Amount of sick leave time for which the employee will received payment.
- **Holiday**—Amount of holiday time for which the employee will receive payment.
- **Personal**—Amount of personal time that the employee has been awarded.
- **Comp-Time**—Amount of comp time for which the employee is to compensated.
- **Excused-Absence**—Amount of excused absence time off which has been awarded to the employee.
- **Jury-Duty**—Amount of time that is expected to be used for jury duty.
- **Funeral Family**—Amount of funeral time off for which the employee will receive pay to attend the funeral of an immediate family member.
- **Funeral Other**—Amount of funeral time for which the employee will receive pay to attend funerals for persons other than the employee's immediate family.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, and EMPLOYEE-NUMBER.

Parameter options and setup

- **Last Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). This is the last date for which you want time off information printed.

See also:

- Employee attendance reports and their uses ***(on page 178)***

For information on this report.

Remaining Time Off - Current Year (6A-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         REMAINING TIME OFF       REPT                    FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                  6A-R                    TIME 13:36     DATE 02-17-1998
```

EMPLOYEE NAME	NUMBER	YEAR-END	AS-OF-DATE	VACATION	SICK LEAVE	HOLIDAY	PERSONAL	COMP TIME	EXCUSED ABSENSE	JURY DUTY	FUNERAL FAMILY	FUNERAL OTHER
CACH, ROBERT	1258	12-31-1988	03-31-1988	144.00	80.00	40.00	.00	.00	8.00	80.00	24.00	8.00
COMPTON, SUSAN	1116	12-31-1988	03-31-1988	144.00	80.00	40.00	8.00	.00	8.00	80.00	24.00	8.00
HAYES, JOHNS A	1806	12-31-1988	03-31-1988	120.00	80.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
JOHNSON, WALTER	1255	12-31-1988	03-31-1988	144.00	72.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
MAURICE, STACY	1008	12-31-1988	03-31-1988	136.00	80.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
MERTZ, LYNNE C.	1006	12-31-1988	03-31-1988	104.00	80.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
MEYER, JUNE	1001	12-31-1988	03-31-1988	144.00	.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
MOHR, MICHAEL T	1010	12-31-1988	03-31-1988	144.00	40.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
PRESCOTT, KEVIN	1313	12-31-1988	03-31-1988	144.00	64.00	40.00	16.00	.00	8.00	80.00	24.00	8.00
SWEENY, BARBARA	1115	12-31-1988	03-31-1988	128.00	80.00	40.00	16.00	.00	8.00	80.00	24.00	8.00

Salary Analysis By Grade (14-RPT)

The Salary Analysis By Grade report (14-RPT) provides a statistical analysis of salary variance by job code within a salary grade for all active employees.

Business Tasks

This report is used to complete the following business task:

- Convert annual salaries to the frequency salary grade assigned to a job.

Report field details

- **Salary-Grade**—Salary grade code assigned to this job code/job code extent.
- **Geographic Index**—Area of the country in which the employees are located for purposes of salary grade.
- **Job-Code**—Alphanumeric identifier of the job.
- **Job Code Extent**—Four-digit number that works in conjunction with the job code text box to further identify the job.
- **Job Title**—Title assigned to the job code/job code-extent for the job.
- **Grade Midpoint**—Midpoint on the salary range for this job.
- **Converted Salary**—Total annual salary expressed in the same terms as the salary grade table being used, for example, annual, per period, or hourly.
- **Compa Ratio**—Ratio of the employees' salary compared to the midpoint of the salary range.
- **Actual Salary**—Actual salary for the employees included in this total.
- **Total Employees**—Total employees included in this job code, job code extent, or salary grade.
- **Average Actual**—Actual salary total divided by the number of employees in this job code, job code extent, or salary grade.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, SALARY-GRADE, JOB-CODE, and JOB-CODE-EXTENT.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Salary Analysis By Grade (14-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      SALARY ANALYSIS BY GRADE        REPT                                       PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                      14-R                          TIME 13:01 DATE 02-18-1998

SALARY   GEOGRAPHIC       JOB                                GRADE     CONVERTED          COMPA          ACTUAL          TOTAL        AVERAGE
GRADE      INDEX      CODE/EXTENT    JOB TITLE              MIDPOINT    SALARY            RATIO          SALARY        EMPLOYEES      ACTUAL

*TA-JOB-CODE-EXT      0001                                              581.54             .97         30,240.00          2          15,120.00

*TA-JOB-CODE          19260                                             581.54             .97         30,240.00          2          15,120.00

*SALARY-GRADE         02                                                581.54             .97         30,240.00          2          15,120.00


03         A          19270 0001    TRAFFIC CLERK            324.00     351.54            1.09         18,280.08

*TA-JOB-CODE-EXT      0001                                              351.54            1.09         18,280.08          1          18,280.08

*TA-JOB-CODE          19270                                             351.54            1.09         18,280.08          1          18,280.08

*SALARY-GRADE         03                                                351.54            1.09         18,280.08          1          18,280.08


04         A          20002 0001   CLERK/TYPIST, SENIOR      332.15     222.00             .67         11,544.00
                                                                        271.15             .82         14,099.80
                                                                        307.50             .93         15,990.00
                                                                        331.67            1.00         17,246.84

*TA-JOB-CODE-EXT      0001                                            1,132.32             .86         58,880.64          4         14,720.16

*TA-JOB-CODE          20002                                           1,132.32             .86         58,880.64          4         14,720.16

*SALARY-GRADE         04                                              1,132.32             .86         58,880.64          4         14,720.16


05         A          18020 0001   LATHE MACHINE TOOL STR  349.50       315.00             .90         16,380.00
                                                                        319.90             .92         16,634.80
                                                                        380.00            1.09         19,760.00
                                                                        398.00            1.14         20,696.00

*TA-JOB-CODE-EXT      0001                                            1,412.90            1.01         73,470.80          4         18,367.70
```

Salary Distribution By Performance/Time-In Job (1Y-RPT)

The Salary Distribution By Performance/Time-In Job report (1Y-RPT) provides an analysis (with supporting employee detail) of salary treatment by time in job within a performance appraisal.

Business Tasks

This report is used to complete the following tasks:

- Analyze compensation distribution by time-in-job.
- Evaluate the frequency of performance appraisals based on time-in-job for individuals or departments.

Report field details

- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Ctrl Four**—Organization level 4 value assigned to this employee.
- **Ctrl Five**—Organization level 5 value assigned to this employee.
- **Ctrl Six**—Organization level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Job Title**—Description of the job assigned to an employee.
- **Salary Grade**—Value associated with each salary grade and its range.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Annual Salary**—Employee's current annual salary amount.
- **Time-In Job**—Job effective date subtracted from the current date. The result is in YYMMDD format.
- **Pct Chg**—Percent change between the prior salary and the current one.
- **Salary Effective**—Effective date of the last salary change.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, RATING-VALUE, and SALARY-GRADE.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Salary Distribution By Performance/Time-In Job (1Y-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       SALARY DISTRIBUTION BY             REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  PERFORMANCE APPRAISAL/TIME IN JOB       1Y-R                   TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL                     EMPLOYEE                                 SALARY COMPA    ANNUAL      TIME-IN   PCT   SALARY
THREE FOUR FIVE SIX   EMPLOYEE NAME      NUMBER    JOB TITLE                      GRADE  RATIO    SALARY        JOB     CHG  EFFECTIVE

3030  4040 5050 6060  MORRIS, ROBERT     1005      SHIPPING/RECEIVING C           S10    1.17     11,086.40    131000   .00 08-01-1984
3030  4040 5050 6060  SULLIVAN, MIKE M.  3014      CLERK/TYPIST, SENIOR           04      .67     11,544.00    140304   .00 02-28-1984
3030  4040 5050 6060  SWALTER, STEVEN Y  3005      ACCOUNTING CLERK               09      .77     18,322.20    171010   .00 07-22-1980
3030  4040 5050 6060  SANDERS, STEVEN S  6005      ACCOUNTING CLERK               09      .77     18,322.20    171010   .00 07-22-1980
3030  4040 5050 6060  ALSON, GEOFFERY    3003      PURCHASING MANAGER             30      .71     31,999.92    140313   .00 02-19-1984
3030  4040 5050 6060  BETTS, J.T.        6003      PURCHASING MANAGER             30      .71     32,000.00    140313   .00 02-19-1984
3030  4040 5050 6060  BEACHEM, JUDITH    6009      PURCHASING MANAGER             30      .76     34,000.08    140806   .00 09-26-1983
3030  4040 5050 6060  TEACHEN, JUDITH    3009      PURCHASING MANAGER             30      .82     36,720.00    140806  8.00 10-01-1984
3030  4040 5050 6060  GRIFFITH, BERNARD  3008      PURCHASING MANAGER             30     1.11     50,000.08    140000   .00 06-01-1984
3030  4040 5050 6060  GRIFFITHS, ROBERT  6008      PURCHASING MANAGER             30     1.11     50,000.08    140000   .00 06-01-1984

*RATING VALUE   1       COUNT         10

3030  4040 5050 6060  JOHNSON, WALTER D  1255      ASSEMBLY LINE WORKER   S16     1.01      7,881.64    140422 20.07 06-01-1986
3030  4040 5050 6060  SWEENY, BARBARA    1115      SHIPPING/RECEIVING C   S10     1.07     10,201.88    140616 12.35 07-01-1986
3030  4040 5050 6060  JONES, JERRY       1111      ASSEMBLY LINE WORKER   S16     1.07     13,302.64    160500  8.00 08-01-1984
3030  4040 5050 6060  SHEA, JEFFERY B.   2016      LATHE MACHINE TOOL S   05      1.14     20,696.00    120121   .00 06-11-1986
3030  4040 5050 6060  HAMMER, JAMES B.   1236      ACCOUNTING CLERK       09       .89     21,172.84    141010  7.00 08-01-1986
3030  4040 5050 6060  ADAMS, RICHARD     1117      PURCHASING MANAGER     30       .85     38,221.44    140313 10.59 06-01-1986
3030  4040 5050 6060  COLLINS, ANNA MARIE 1848     PURCHASING MANAGER     30       .88     39,657.60    140806  8.00 10-01-1986

*RATING VALUE   2       COUNT          7
```

Salary Increase Analysis (1V-RPT)

The Salary Increase Analysis report (1V-RPT) provides an analysis of the number and distribution of job appraisal ratings and the average percentage of salary change as classified by job appraisal rating.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the overall percentage of salary change for employees by job type and associated appraisal ratings.
- Review rating trends related to compensation incentive programs.

Report field details

- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Ctrl Four**—Organization level 4 value assigned to this employee.
- **Ctrl Five**—Organization level 5 value assigned to this employee.
- **Ctrl Six**—Organization level 6 value assigned to this employee.
- **Job Type**—Generic category that further identifies a job.
- **Job Type Description**—Description of the job type associated with an employee's job.
- **Rating 1-8**—Count and percentage of salary changes per performance rating. An employee may be counted more than once depending on the number of increases that fall within the date entered on the parameter form.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, JOB-TYPE, and SALARY-CHANGE-TYPE.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Salary Increase Analysis (1V-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                     SALARY INCREASE ANALYSIS          REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      AS OF DATE 01-01-1997            1V-R                           TIME 17:40 DATE 10-08-1997

CTRL  CTRL CTRL CTRL JOB
THREE FOUR FIVE SIX  TYPE  JOB TYPE DESCRIPTION                RATING: 1        2        3         4          5        7          8

3333  4444 5555 6666  01   SALARIED EXEMPT                             1

                                       PERCENT IN RATING:            .00    100.00     .00       .00        .00      .00        .00


                                       MERIT INCREASES:              .00    100.00     .00       .00        .00      .00        .00
```

Salary Review Authorization Form I (3O-RPT)

The Salary Review Authorization Form I (3O-RPT) provides detailed and basic salary data on the employee as well as space to manually enter or automatically print proposed and actual increase amounts, effective dates, and so forth, for any employee who is scheduled on the Scheduled Salary Review Data form
(43-SCR) to receive a merit increase within the month requested. This report prints one 8.5" x 11" form per employee.

The employee's current salary reflects, or is converted to, the frequency of the applicable salary grade table. For example, if the record is a Salary Grade - Annual form (TBASCR), the employee's annual salary prints. If the record is a Salary Grade - Per Period form (TBBSCR) with a frequency identifying it as a monthly amount, the employee's salaary is converted to, and prints as, a monthly amount.

Business Tasks

This report is used to complete the following business tasks:

- Initiate the salary review process
- Review salary history and statistics
- Record salary increase information
- Record salary increase authorization signatures
- Enter review information online

Report field details

- **Salary Change Type**—Value and description that explains how the proposed salary increase was determined.
- **Salary Effective Date**—Effective date of the proposed salary increase.
- **Increase Amount**—Annual amount of the proposed increase.
- **New Salary/Wage**—Proposed salary expressed as an annual, per pay period, or hourly amount based on the salary grade table associated with the employee's salary grade.
- **Percent Change**—Percentage difference between the current salary and the proposed salary amount.
- **New Compa Ratio**—Compa ratio of the proposed salary.
- **Next Review Date**—Date of next review.
- **Next Review Type**—Review type of next review.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Review Schedules ***(on page 345)***

For information on this report.

Salary Review Authorization Form I (3O-RPT) Example

```
EMPLOYEE NAME:   JONES, JERRY                     EMPLOYEE NUMBER: 1111
JOB CODE/EXTENT: 17857   0001          JOB TITLE: ASSEMBLY LINE WORKER

CONTROLS: THREE: 3030    FOUR: 4040    FIVE: 5050    SIX:  6060

SALARY GRADE:     S16     MINIMUM:    5.2500  MID:    6.0000  MAXIMUM:    6.7500
CONVERTED SALARY:       6.3955
GEOGRAPHIC INDEX: A
GRADE FREQUENCY:
                            CURRENT SALARY/WAGE DATA
EFFECTIVE   SALARY                       COMPA     RANGE
  DATE    PER PERIOD PAY-FREQUENCY       RATIO  PENETRATION PERFORMANCE RATING
08-01-1984     511.64  2  Bi Weekly      1.07      76.37      2-Above Standard

---------------- SALARY HISTORY ----------------- ----- APPRAISAL HISTORY ------
   DATE     CHANGE TYPE          CHANGE AMT / PCT      DATE    RATING VALUE
08-01-1984 Increase-Merit Progr     985.40   8.00   08-01-1984 2-Above Standard
01-01-1983 Increase-Merit Progr   1,397.24  12.80   01-01-1984 3-Standard
01-01-1982 New Hire                    .00    .00   01-01-1983 2-Above Standard
________________________________________________________________________________

                       PROPOSED:                    AUTHORIZED:
SALARY CHANGE TYPE:    W03  SYS GEN ZQ SEGMENT      ____________________________
SALARY EFFECTIVE DATE: 01-01-1985                   ____________________________
INCREASE AMOUNT:                                    ____________________________
NEW SALARY/WAGE:                                    ____________________________
PERCENT CHANGE:                                     ____________________________
NEW COMPA-RATIO:                                    ____________________________
NEXT REVIEW DATE:                                   ____________________________
NEXT REVIEW TYPE:                                   ____________________________
REMARKS: _______________________________________________________________________
         _______________________________________________________________________
________________________________________________________________________________
AUTHORIZATION:  ______________________________    ______________________________
                ______________________________    ______________________________
```

Salary Review Authorization Form II (3P-RPT)

The Salary Review Authorization Form II (3P-RPT) provides detailed and basic salary data on the employee as well as space to manually enter or automatically print proposed and actual increase amounts, effective dates, and so forth, for any employee who is scheduled on the Scheduled Salary Review Data form (43-SCR) to receive a merit increase within the month requested. This report prints two employee forms per landscape page.

The employee's current salary reflects, or is converted to, the frequency of the applicable salary grade table. For example, if the record is a Salary Grade - Annual form (TBASCR), the employee's annual salary prints. If the record is a Salary Grade - Per Period form (TBBSCR) with a frequency identifying it as a monthly amount, the employee's salary is converted to, and prints as, a monthly amount.

Business Tasks

This report is used to complete the following business tasks:

- Initiate the salary review process
- Review salary history and statistics
- Record salary increase information
- Record salary increase authorization signatures
- Enter review information online

Report field details

- **Salary Change Type**—Value and description that explains how the proposed salary increase was determined.
- **Salary Effective Date**—Effective date of the proposed salary increase.
- **Increase Amount**—Annual amount of the proposed increase.
- **New Salary/Wage**—Proposed salary expressed as an annual, per pay period, or hourly amount based on the salary grade table associated with the employee's salary grade.
- **Percent Change**—Percentage difference between the current salary and the proposed salary amount.
- **New Compa Ratio**—Compa ratio of the proposed salary.
- **Next Review Date**—Date of next review.
- **Next Review Type**—Review type of next review.

Parameter options and setup

- **As Of Date**—Enter the effective date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). The program will use the system date if the literal 'CCYYMMDD' is entered.

See also:

- Review Schedules ***(on page 345)***

For information on this report.

Salary Review Authorization Form II (3P-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         SALARY REVIEW FORMS            REPT                                 PAGE        1
                                                            AUTHORIZATION FORM II
*****************************************************************************************************************************
NAME:  JONES, JERRY                        EMPLOYEE-NUMBER:  1111        ---------------- CONTROL LEVELS -----------------
JOB CODE/EXTENT:  17857   0001             TITLE:  ASSEMBLY LINE WORKER    THREE  3030  FOUR  4040  FIVE  5050  SIX  6060
                              CURRENT SALARY/WAGE DATA                                      SALARY GRADE FACTORS
 EFFECTIVE                                  COMPA     RANGE     PERFORMANCE       CONVERTED   GEOGRAPHIC       GRADE
   DATE        SALARY   PAY FREQUENCY       RATIO  PENETRATION     RATING           SALARY       INDEX       FREQUENCY
 08-01-1984      511.64 2 Bi Weekly       1.07       76.37  -Above Standard    2     6.3955      A
       SALARY     SALARY                ---------------- SALARY HISTORY -------------------- APPRAISAL HISTORY ------------
       GRADE      RANGES                  DATE           TYPE           CHANGE AMT/PCT    DATE           RATING
       S16         MIN...   5.2500     08-01-1984 Increase-Merit Progr     985.40  8.00             -Above Standard    22
                   MID...   6.0000     01-01-1983 Increase-Merit Progr   1,397.24 12.80             -Standard          23
                   MAX...   6.7500     01-01-1982 0New Hire                    .00   .00             -Above Standard     2
PROPOSED:   TYPE: W03 EFF DT: 01-01-1985 INC AMT:               NEW SAL:                INC %:
AUTHORIZED: TYPE: ___ EFF DT: __________ INC AMT:  ____________ NEW SAL:  ____________ INC %: ____ NEXT REVIEW:_______ ___
SIGNATURES:    __________________________ __________________________ _________________________   _________________________
--------------------------------------------------------------------------------
```

Salary Review Forms Not Returned By Date (18-RPT)

The Salary Review Forms Not Returned By Date report (18-RPT) lists all employees for whom salary review paperwork has not been returned by the expected return date.

Business Tasks

This report is used to complete the following business task:

- Track salary review forms not returned by the expected return date.

Report field details

- **Ctrl Three**—Organization level 3 value assigned to this employee.
- **Ctrl Four**—Organization level 4 value assigned to this employee.
- **Ctrl Five**—Organization level 5 value assigned to this employee.
- **Ctrl Six**—Organization level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Review Scheduled Date**—Date the next salary review is to be performed.
- **Review Scheduled Type**—Value that defines the type of salary review to be performed.
- **Expected Return Date**—Date the salary review form is due back in the originating department.
- **Actual Return Date**—Date the salary review form was actually received in the originating department.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and DATE-RETURN-EXPECTED.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Salary Review Forms Not Returned By Date (18-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                        SALARY REVIEW FORMS          REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   NOT RETURNED BY EXPECTED DATE     18-R                     TIME 17:50 DATE 10-08-1997

   CTRL CTRL CTRL CTRL                                  EMPLOYEE         ------- REVIEW SCHEDULED: -------   EXPECTED      ACTUAL
  THREE FOUR FIVE SIX     EMPLOYEE NAME                 NUMBER             DATE             TYPE            RETURN DATE   RETURN DATE

   3030 4040 5050 6060    ADAMS, RICHARD                1117            01-01-1987  SA SAL REVIEW ANNUAL    12-15-1986      -  -
  REVIEWER:  SHARPE, BILL                             DISTRIBUTION INFO: 2FLR-19                      DISTRIBUTION DATE: 12-01-1986


   3030 4040 5050 6060    AUSTIN, STEVEN                1234            12-01-1986  SA SAL REVIEW ANNUAL    11-21-1986      -  -
  REVIEWER:  WINTER, ROGER                            DISTRIBUTION INFO: 11TH-3344                    DISTRIBUTION DATE: 11-01-1986


   3030 4040 5050 6060    HAMMER, JAMES B.              1236            08-01-1986  SA SAL REVIEW ANNUAL    08-01-1986      -  -
  REVIEWER:  WINTER, ROGER                            DISTRIBUTION INFO: 11TH-8815                    DISTRIBUTION DATE: 07-10-1985


   3030 4040 5050 6060    JOHNSON, WALTER D             1255            01-01-1987  SA SAL REVIEW ANNUAL    12-27-1986      -  -
  REVIEWER:  HENDERSON, TOM                           DISTRIBUTION INFO: BT-OPRL1                     DISTRIBUTION DATE: 12-19-1986


   3030 4040 5050 6060    JONES, JERRY                  1111            08-01-1985  SA SAL REVIEW ANNUAL    08-10-1985      -  -
  REVIEWER:  SLOANE, WILLIAM                          DISTRIBUTION INFO: 8TH-2481                     DISTRIBUTION DATE: 07-15-1985


   3030 4040 5050 6060    LYNDEN, ANNETTE C.            1378            09-01-1987  SA SAL REVIEW ANNUAL    08-21-1987      -  -
  REVIEWER:  SLOANE, WILLIAM                          DISTRIBUTION INFO: 11TH-8989                    DISTRIBUTION DATE: 08-01-1987


   3030 4040 5050 6060    MORRIS, ROBERT                1005            08-01-1985  SA SAL REVIEW ANNUAL    07-14-1985      -  -
  REVIEWER:  THOMPSON, SANDRA                         DISTRIBUTION INFO:                              DISTRIBUTION DATE: 07-21-1985
```

Scheduled Salary Reviews Within Selected Months (19-RPT)

The Scheduled Salary Reviews Within Selected Months report (19-RPT) lists employees who are scheduled to receive salary reviews within the next month.

This report shows existing salary data and the Next Review Date text box entry from the Scheduled Salary Review Data form.

You may enter a date on the report's parameter form to determine the desired month or have the program default to the current date.

Business Tasks

This report is used to complete the following business tasks:

- Track employees due for a salary review in a specified month.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Salary**—Current pay amount based on salary grade frequency (annual, per period, or hourly).
- **Salary Chg Date**—Employee's most recent salary change date.
- **Months Since**—Number of months since employee's last salary change.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Rating Date**—Date of the performance appraisal rating.
- **Rate Code**—Performance appraisal rating value.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Salary Range**—Description and amount for each major point on the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, and CTRL-SIX.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for employee compensation ***(on page 353)***

For information on this report.

Scheduled Salary Reviews Within Selected Months (19-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      SALARY REVIEWS SCHEDULED        REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                        FOR MONTH OF AUGUST           19-R                        TIME 15:37 DATE 05-05-1998

CTRL CTRL CTRL CTRL                        EMPLOYEE                           SALARY   MONTHS COMPA  RATING    RATE SALARY
THRE FOUR FIVE SIX   EMPLOYEE NAME         NUMBER          SALARY    CHG DATE  SINCE  RATIO   DATE     CODE GRADE      SALARY RANGE

3030 4040 5050 6060  JONES, JERRY          1111          12.0193  01-01-1998  161   2.00  08-01-1984   2  S16        MIN       5.25
                                                                                                                  MID       6.00
                                                 PROJECTED:  ____________  08-01-1985  ____  ____                 MAX       6.75


3030 4040 5050 6060  MORRIS, ROBERT        1005           5.3300  08-01-1984  000   1.17                  S10        MIN       3.80
                                                                                                                  MID       4.57
                                                 PROJECTED:  ____________  08-01-1985  ____  ____                 MAX       5.33
GE

3388 4488 5508 6608  MOHR, MICHAEL T.      1010           5.3315  08-03-1985  012   1.17                  S10        MIN       3.80
                                                                                                                  MID       4.57
                                                 PROJECTED:  ____________  08-03-1985  ____  ____                 MAX       5.33


3388 4488 5508 6608  MORSE, GORDAN         1004          10.0000  08-30-1985  012   1.09                 S25        MIN      7.65
                                                                                                                  MID       9.17
                                                 PROJECTED:  ____________  08-30-1985  ____  ____                 MAX       10.70
```

Seniority Listing - Active And LOA Employees (1H-RPT)

The Seniority Listing - Active And LOA Employees report (1H-RPT) lists the length of service of all active and LOA employees based on their adjusted seniority date.

This report may be modified to produce the listing based on Original Hire Date, and to include employees on Layoff. Instructions for these modifications are documented within the report.

A total of all employees listed is provided at the end of the report.

Business Tasks

This report is used to complete the following business task:

- Track seniority for employees based on adjusted seniority.

Report field details

- **Control Three**—Organization level 3 value assigned this employee.
- **Control Four**—Organization level 4 value assigned this employee.
- **Control Five**—Organization level 5 value assigned this employee.
- **Control Six**—Organization level 6 value assigned this employee.
- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Hire Date**—Employee's original date of hire.
- **Job Code**—Alphanumeric identifier for the job that is currently assigned to the employee.
- **Job Ext**—Four-digit number that works in conjunction with the job code text box to further identify the job assigned to the employee.
- **Job Title**—Description assigned to this job.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and ADJUSTED-SENIORITY (from most recent to earliest).

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Seniority Listing - Active And LOA Employees (1H-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                          SENIORITY LISTING        REPT                                      PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                       ACTIVE & LOA EMPLOYEES      1H-R                              TIME 17:04 DATE 04-27-1998

----- CONTROL ------   ADJUSTED                                                HIRE     -------------- JOB -----------------
THREE FOUR FIVE SIX    SENIORITY      EMPLOYEE NAME        NUMBER              DATE      CODE     EXT       TITLE

 3030 4040 5050 6060   04-11-1986 SHEA, JEFFERY B.           2016        04-11-1986 18020   0001    LATHE MACHINE TOOL S
 3030 4040 5050 6060   03-15-1986 GRANT, KEITH L.            2014        03-15-1986 18020   0001    LATHE MACHINE TOOL S
 3030 4040 5050 6060   02-15-1986 PITARO, JOSEPH C.          2011        02-15-1986 15405   0001    SHIPPING/RECEIVING C
 3030 4040 5050 6060   03-11-1985 BETTS, J.T.                6003        03-11-1985 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   08-01-1984 MORRIS, ROBERT             1005        08-01-1984 15405   0001    SHIPPING/RECEIVING C
 3030 4040 5050 6060   06-01-1984 GRIFFITH, BERNARD          3008        06-01-1984 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   06-01-1984 GRIFFITHS, ROBERT          6008        06-01-1984 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   02-28-1984 MAGUIRE, HENRY S.          1578        02-28-1984 20002   0001    CLERK/TYPIST, SENIOR
 3030 4040 5050 6060   02-28-1984 SULLIVAN, MIKE M.          3014        02-28-1984 20002   0001    CLERK/TYPIST, SENIOR
 3030 4040 5050 6060   02-19-1984 ADAMS, RICHARD             1117        02-19-1984 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   02-19-1984 ALSON, GEOFFERY            3003        02-19-1984 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   01-10-1984 JOHNSON, WALTER D          1255        01-10-1984 17857   0001    ASSEMBLY LINE WORKER
 3030 4040 5050 6060   11-16-1983 SWEENY, BARBARA            1115        11-16-1983 15405   0001    SHIPPING/RECEIVING C
 3030 4040 5050 6060   09-26-1983 COLLINS, ANNA MARIE        1848        09-26-1983 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   09-26-1983 TEACHEN, JUDITH            3009        09-26-1983 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   09-26-1983 BEACHEM, JUDITH            6009        09-26-1983 47214   0001    PURCHASING MANAGER
 3030 4040 5050 6060   07-22-1983 HAMMER, JAMES B.           1236        07-22-1983 22200   0001    ACCOUNTING CLERK
 3030 4040 5050 6060   03-01-1982 JONES, JERRY               1111        01-01-1982 17857   0001    ASSEMBLY LINE WORKER
 3030 4040 5050 6060   03-23-1981 LYNDEN, ANNETTE C.         1378        11-23-1980 17857   0001    ASSEMBLY LINE WORKER
 3030 4040 5050 6060   07-22-1980 SWALTER, STEVEN Y          3005        07-22-1980 22200   0001    ACCOUNTING CLERK
 3030 4040 5050 6060   07-22-1980 SANDERS, STEVEN S          6005        07-22-1980 22200   0001    ACCOUNTING CLERK
 3030 4040 5050 6060   12-17-1978 AUSTIN, STEVEN             1234        12-17-1978 17857   0001    ASSEMBLY LINE WORKER

 3333 4444 5508 6608   03-01-1986 WARD, CHESTERON            2012        03-01-1986 10650   0001    ASSISTANT STATIONARY
 3333 4444 5508 6608   01-01-1983 SPENSER, WILLIAM M.        3024        01-01-1983 18020   0001    LATHE MACHINE TOOL S
 3333 4444 5508 6608   09-15-1982 WENDT, GARY D.             3022        09-15-1982 18030   0001    GRINDING MACHINE SET
 3333 4444 5508 6608   04-13-1982 DANIELS, JEFFREY C.        3023        04-13-1982 18040   0001    DRILLING MACHINE TOO

 3333 4444 5555 6666   09-25-1985 WARREN, MICHAEL            3006        09-25-1985 35050   0001    ACCOUNTANT, CLASS II
 3333 4444 5555 6666   09-25-1985 WINTER, MICHAEL            6006        09-25-1985 35050   0001    ACCOUNTANT, CLASS II
 3333 4444 5555 6666   03-22-1985 MARSH, PAUL J.             3004        03-22-1985 22200   0001    ACCOUNTING CLERK
 3333 4444 5555 6666   05-20-1984 PRESCOTT, KEVIN            1313        05-20-1984 10500   0001    MAINTENANCE ENGINEER
 3333 4444 5555 6666   04-24-1984 ANDERSON, DANIEL M         1616        04-24-1984 35050   0001    ACCOUNTANT, CLASS II
 3333 4444 5555 6666   04-07-1984 HANCOCK, STEVEN W.         1764        04-07-1984 22200   0001    ACCOUNTING CLERK
 3333 4444 5555 6666   04-07-1984 HILLERY, THOMAS            3007        04-07-1984 22200   0001    ACCOUNTING CLERK
```

Seniority Listing (3K-RPT)

The Seniority Listing report (3K-RPT) lists the length of service of all active employees based on their original date of hire. This report may be modified to use the Adjusted Seniority Date. Instructions for this modification are documented within the report program.

A total is provided at the end of the report.

Business Tasks

This report is used to complete the following business tasks:

- Identify long-term employees based on original hire date.
- Monitor employee turnover.

Report field details

- **Hire Date**—Employee's original date of hire.
- **Years-Months of Service**—Current date minus the employee's original hire date, expressed in years and months.
- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Status**—Employee's current status as a result of an activity.
- **Union**—Code that identifies the employee's union affiliation.
- **Job Code**—Alphanumeric identifier for the job that is currently assigned to the employee.
- **Job Description**—Title assigned to this job.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and ORIGINAL-HIRE-DATE (from most recent to earliest).

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***

For information about this report.

Seniority Listing (3K-RPT) Example

CORPORATION 99 ACME MANUFACTURING SENIORITY LIST REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 3K-R TIME 17:08 DATE 04-27-1998

HIRE DATE	YEARS-MONTHS OF SERVICE	EMPLOYEE NAME	NUMBER	CONTROL THREE	FOUR	FIVE	SIX	STATUS	UNION	JOB CODE	DESCRIPTION
04-11-1986	12-00	SHEA, JEFFERY B.	2016	3030	4040	5050	6060	01		18020	LATHE MACHINE TOOL S
04-01-1986	12-00	MARGOLIS, DAVID	2015	3388	4488	5555	6666	01		30650	FIELD CONTACT TECHNI
03-15-1986	12-01	GRANT, KEITH L.	2014	3030	4040	5050	6060	01		18020	LATHE MACHINE TOOL S
03-09-1986	12-01	ANDREWS, HENRY A.	2013	3388	4488	5555	6666	01		19260	BILLING CLERK
03-01-1986	12-01	WARD, CHESTERON	2012	3333	4444	5508	6608	03		10650	ASSISTANT STATIONARY
02-15-1986	12-02	PITARO, JOSEPH C.	2011	3030	4040	5050	6060	03		15405	SHIPPING/RECEIVING C
01-03-1986	12-03	PENDARVIS, MARTIN M.	2010	3388	4488	5508	6608	03	629	18020	LATHE MACHINE TOOL S
12-01-1985	12-04	CREMMINS, ALAN EDWARD	2009	3388	4488	5508	6608	01		10600	STATIONARY ENGINEER
09-25-1985	12-07	WARREN, MICHAEL	3006	3333	4444	5555	6666	01		35050	ACCOUNTANT, CLASS II
09-25-1985	12-07	WINTER, MICHAEL	6006	3333	4444	5555	6666	01		35050	ACCOUNTANT, CLASS II
09-06-1985	12-07	HALL, RHONDA D.	2008	3388	4488	5508	6608	01		20500	SECRETARY, SENIOR
09-01-1985	12-07	LANNON, PATRICE	2007	3388	4488	5508	6608	01		47214	PURCHASING MANAGER
07-10-1985	12-09	COSTELLO, SUSANNE	2006	3388	4488	5508	6608	03		19270	TRAFFIC CLERK
07-01-1985	12-09	BROWN, WILLIAM R	2005	3388	4488	5508	6608	01		15405	SHIPPING/RECEIVING C
06-30-1985	12-09	KWONG, STEVEN S.	2004	3388	4488	5508	6608	01		10500	MAINTENANCE ENGINEER
05-23-1985	12-11	CMEYLA, JANE	2003	3388	4488	5508	6608	01		19260	BILLING CLERK
05-01-1985	12-11	BARNES, JOHNSON	2002	3388	4488	5508	6608	01		68000	EXECUTIVE SALES MGR
04-15-1985	13-00	REYNOLDS, BRENDA	2001	3388	4488	5508	6608	01		35050	ACCOUNTANT, CLASS II
03-22-1985	13-01	MARSH, PAUL J.	3004	3333	4444	5555	6666	01		22200	ACCOUNTING CLERK
03-11-1985	13-01	BETTS, J.T.	6003	3030	4040	5050	6060	01		47214	PURCHASING MANAGER
10-10-1984	13-06	MERTZ, LYNNE C.	1006	3388	4488	5508	6608	03	629	17857	ASSEMBLY LINE WORKER
10-01-1984	13-06	MOORE, SAMUEL	1002	3388	4488	5508	6608	01		68000	EXECUTIVE SALES MGR
09-15-1984	13-07	MEYER, JUNE	1001	3388	4488	5508	6608	01		35050	ACCOUNTANT, CLASS II
09-06-1984	13-07	MAURICE, STACY E.	1008	3388	4488	5508	6608	01		20500	SECRETARY, SENIOR
09-06-1984	13-07	SCHAEFER, JOANNA S.	3012	3388	4488	5508	6608	01		20500	SECRETARY, SENIOR
09-01-1984	13-07	MORITZ, KATHERINE C.	1007	3388	4488	5508	6608	01		47214	PURCHASING MANAGER
09-01-1984	13-07	MOREAU, GARDNER	1009	3388	4488	5508	6608	01		22200	ACCOUNTING CLERK
09-01-1984	13-07	LAUGHLIN, SANDRA T.	3011	3388	4488	5508	6608	01		47214	PURCHASING MANAGER
09-01-1984	13-07	CARLILE, WILLIAM E.	3013	3388	4488	5508	6608	01		22200	ACCOUNTING CLERK
08-30-1984	13-07	MORSE, GORDAN	1004	3388	4488	5508	6608	03		10500	MAINTENANCE ENGINEER
08-03-1984	13-08	MOHR, MICHAEL T.	1010	3388	4488	5508	6608	03	629	15405	SHIPPING/RECEIVING C
08-01-1984	13-08	MORRIS, ROBERT	1005	3030	4040	5050	6060	03		15405	SHIPPING/RECEIVING C

Separation Analysis By Reason And Service (1P-RPT)

The Separation Analysis By Reason And Service report (1P-RPT) provides an analysis of separations by reason and length of service.

Business Tasks

This report is used to complete the following business tasks:

- Review month-to-date and year-to-date separation totals.
- Monitor employees with an Activity Date that is not earlier than the current calendar year, and not later than the specified date.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Separation Activity Code**—Major activity that is occurring.
- **Separation Activity Reason**—Reason that the separation activity is occurring.
- **Service Plateau**—Service plateau per separation type: Time Span: Less than 6 Months, 6-12 Months, 13-18 Months, 19-35 Months, 3 To 8 Years, 9-15 Years, Over 15 Yrs.
- **Total Separations**—Total year-to-date, and current-month counts per separation type.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, and ACTIVITY-CODE.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Status change reporting options ***(on page 221)***

For information on this report.

Separation Analysis By Reason And Service (1P-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                        SEPARATION ANALYSIS        REPT                                       PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                       BY REASON AND SERVICE       1P-R                             TIME 14:16 DATE 02-19-1998

 CTRL CTRL CTRL CTRL ---SEPARATION ACTIVITY---      SERVICE   LESS THAN   6-12   13-18   19-35   3 TO 8   9-15    OVER      TOTAL
THREE FOUR FIVE SIX    CODE      REASON             PLATEAU:   6 MONTHS  MONTHS  MONTHS  MONTHS   YEARS   YEARS  15 YRS  SEPARATIONS

 3388 4488 5508 6608   109 TERM-DISSATISFACTION       MTD                                           1                          1
                                                      YTD                                           1                          1


*TOTAL                 VOLUNTARY TERMINATIONS         MTD                                           1                          1
                                                      YTD                                           1                          1

*CONTROL-2      9999                                  MTD                                           1                          1
                                                      YTD                                           1                          1

*CONTROL-1      99                                    MTD                                           1                          1
                                                      YTD                                           1                          1

*GRAND TOTAL    1P-R                                  MTD                                           1                          1
                                                      YTD                                           1                          1
```

Separation Analysis Report (1O-RPT)

The Separation Analysis Report (1O-RPT) provides an analysis of turnover activity.

Business Tasks

This report is used to complete the following business tasks:

- Analyze turnover with monthly, cumulative, and annual statistics.
- Assess the total number of active employees.
- Review the total number of separations in a given month.
- Analyze monthly turnover percentages.
- Review the average monthly number of active employees.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Active Employees**—Total number of active employees included in this organization level 3-6.
- **Separations This Month**—Total number of separated employees included in this organization level 3-6 for the specified month.
- **Turnover % This Month**—Total percentage of turnover included in this organization level 3-6 for the specified month.
- **Average NBR Active EMPS**—Average number of active employees included in this organization level 3-6.
- **Cumulative Separations**—Total number of separated employees included in this organization level 3-6.
- **Cumulative Turnover Rate**—Total turnover of employees included in this organization level 3-6.
- **Annual Turnover Rate**—Turnover rate for the current year to date.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, and CTRL-SIX.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***
- Status change reporting options ***(on page 221)***

For information about this report.

Separation Analysis Report (1O-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   SEPARATION ANALYSIS REPORT       REPT                                     PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   FOR MONTH OF: FEBRUARY 98        1O-R                          TIME 13:01 DATE 02-18-1998
```

CTRL THREE	CTRL FOUR	CTRL FIVE	CTRL SIX	ACTIVE EMPLOYEES	SEPARATIONS THIS MONTH	TURNOVER % THIS MONTH	AVERAGE NBR ACTIVE EMPS	CUMMULATIVE SEPARATIONS	CUMMULATIVE TURNOVER RATE	ANNUAL TURNOVER RATE
* CNTL3-6 NOT ON FILE*				3		.00	3		.00	.00
3030	4040	5050	6060	23		.00	23		.00	.00
3333	4444	5508	6608	4		.00	4		.00	.00
3333	4444	5555	6666	20		.00	20		.00	.00
3388	4488	5508	6608	30		.00	30		.00	.00
3388	4488	5555	6666	2		.00	2		.00	.00

Separation Detail Report (1S-RPT)

The Separation Detail Report (1S-RPT) provides a detailed listing of employees separated within a specified one-month period.

Business Tasks

This report is used to complete the following business tasks:

- Analyze employee separation by race, sex, job code, job title, and EEO Job Category.
- Review an employee's date of separation, years/months of service, and reason for separation.

Report field details

- **Ctrl Three**—Organization level 3 value assigned this employee.
- **Ctrl Four**—Organization level 4 value assigned this employee.
- **Ctrl Five**—Organization level 5 value assigned this employee.
- **Ctrl Six**—Organization level 6 value assigned this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Original Hire Date**—Employee's original date of hire.
- **Appraisal Rating**—Code that identifies an employee's performance appraisal rating.
- **EEO Code**—Generic job group used by private employers for reporting purposes.
- **Race Code**—Employee's race code used in reporting.
- **Sex**—Employee's gender.
- **Separation Date**—Date of the employee's most recent separation occurrence.
- **Service Yrs**—Number of years the employee worked.
- **Service Mths**—Number of months employee worked beyond full years.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date** Enter a date in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere). If this text box is left blank, the entry defaults to the current date.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***
- Status change reporting options ***(on page 221)***

For information about this report.

Separation Detail Report (1S-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                     DETAIL MONTHLY SEPARATION       REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          REPORT FOR 12/86           1S-R                       TIME 11:43 DATE 02-19-1998

CTRL  CTRL  CTRL  CTRL                                 EMPLOYEE      ORIGINAL   APPRAISAL  EEO      RACE      SEPARATION SERVICE
THREE FOUR  FIVE  SIX       EMPLOYEE NAME               NUMBER       HIRE DATE    RATING   CODE     CODE  SEX    DATE    YRS MTHS

3030  4040  5050  6060      CACH, ROBERT                1258         02-14-1982     3        07       01    M   12-04-1986  04 09
JOB:  15405   0001  SHIPPING/RECEIVING CLERK
REASON: 109  TERM-DISSATISFACTION

3030  4040  5050  6060      GRIMES, THEODORE J          1975         06-01-1979     1        01       01    M   12-01-1986  07 06
JOB:  68000   0001  EXECUTIVE SALES MGR
REASON: 105  TERM-JOB OPPORTUNITY

3030  4040  5050  6060      JOHNSEN, RICH DANIEL        1112         12-19-1979     2        01       01    M   12-01-1986  06 11
JOB:  68000   0001  EXECUTIVE SALES MGR
REASON: 109  TERM-DISSATISFACTION
3333  4444  5555  6666      AYERS, CHESTER D            1755         02-05-1980     1        05       01    M   12-30-1986  06 10
JOB:  22200   0001  ACCOUNTING CLERK
REASON: 105  TERM-JOB OPPORTUNITY
```

Telephone Reference Check (05-RPT)

The Telephone Reference Check report (05-RPT) produces a telephone reference checklist of questions to ask an applicant's job reference that you are contacting by telephone.

Business Tasks

This report is used to complete the following business tasks:

- Analyze applicant profiles by applicant name and information pertaining to previous employment.
- Analyze previous employment dates and salaries, and the categories of previous job/position(s).
- Review reasons for termination and evaluations of applicant in predetermined categories.

Report field details

- **Applicant**—Applicant's legal name.
- **Date**—Current date.
- **Reference ID**—Unique three-position identifier assigned to each of the job or personal references supplied by the applicant.
- **Reference Name**—Name of the job/personal reference supplied by the applicant.
- **Date Called**—Manual entry of the date of the reference call.
- **Relationship**—Code and description of the relationship of the job or personal reference to the applicant.
- **Telephone**—Telephone number of the applicant-supplied job or personal reference to be used to contact the reference.
- **Company**—Name of the applicant's prior employer.
- **Left**—Description of the reason for leaving.
- **Start Date**—Date on which an applicant began working at the prior company.
- **End Date**—Last day an applicant was employed by the prior company.
- **Job Title**—Description of the job held by the employee in the prior company.
- **Prior Job Salary**—Last salary paid to the applicant at this job if the applicant provides a salary history.

Report sort order

As delivered, the sort order of this report is the CONTROL-1-2 and SORT-KEY-SEPARATOR.

Parameter options and setup

There are no parameters specified for this report.

See also:

- ***Reports used for recruiting and selecting employees (on page 47)***

For information about this report.

Telephone Reference Check (05-RPT) Example

```
                    TELEPHONE REFERENCE CHECK

APPLICANT:  TIMOTHY BENTKOWSKI          DATE:  02-17-1998

REFERENCE:  002  RALPH BONNER                 DATE CALLED:  _________

RELATIONSHIP:  05  PRIOR MANAGER      TELEPHONE:  312-458-6332X______

COMPANY:  HARRIS MORRIS, INC.             LEFT:  PERSONAL REASONS


Applicant states he was employed from 10-03-1980 to 06-01-1986 as
MANAGER           AT    23,500.00.  Is this correct?  YES __  NO __

CORRECTIONS:  FROM __________ TO __________ AS ______________________
           AT _____________

Was  he  a  manager/supervisor?   YES __  NO __  No. of employees ___

How long have you known him?  _______________________________________
Under what circumstances? _________________________________________

What do you think of his technical ability?  ________________________

  Responsibility and dependability?  ________________________________

  Leadership and managerial qualities?  _____________________________

  Work attitude?  ___________________________________________________

  Work quality?  _______________________  quantity?  ________________

  Marketing and sales skills?  ______________________________________

  Drive and initiative?  ____________________________________________

  Judgement?  _______________________________________________________

What do you see as his strengths?  __________________________________

  Weaknesses?  ______________________________________________________

  CAPACITY FOR GROWTH?     __________________________________________

WHY DID HE LEAVE YOUR COMPANY?     __________________________________

WOULD YOU REEMPLOY HIM?    YES ___  NO ___  IF NO, WHY NOT?  ______

_____________________________________________________________________

WOULD YOU RECOMMEND HIM FOR A POSITION:  ____________________________
   YES __  NO __

                REFERENCE CHECK BY     ______________________________
```

Termination Report (3X-RPT)

The Termination Report (3X-RPT) provides a listing of all terminated employees.

Business Tasks

This report is used to complete the following business task:

- Analyze information on terminated employees with regard to the department where the employee worked, the original hire, adjusted seniority, separation dates, the reason for termination, and years of service.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Home Dept**—Department the employee was regularly assigned to even though the employee may be temporarily assigned to another department at the time of the activity.
- **Date of Hire**—Employee's original date of hire.
- **Adjusted Seniority**—Adjusted date of hire based on break-in-service episodes.
- **Separation Date**—Date of the most recent separation occurrence found in the employee's record.
- **Time of Service Yrs**—Number of years employee worked.
- **Time of Service Mos**—Number of months employee worked beyond full years.
- **Time of Service Days**—Number of days employee worked beyond full months.
- **Activity Code**—Code value of the termination activity.
- **Activity Description**—Description of the termination activity.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-FOUR, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for hiring, rehiring, reinstating, recalling, and transferring employees ***(on page 104)***
- Status change reporting options ***(on page 221)***

For information about this report.

Termination Report (3X-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                          TERMINATION REPORT        REPT                                          PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                    3X-R                        TIME 14:21 DATE 02-19-1998

                           EMPLOYEE        HOME    DATE OF     ADJUSTED     SEPARATION     TIME OF SERVICE  ------  ACTIVITY  ------
EMPLOYEE NAME               NUMBER         DEPT     HIRE       SENIORITY       DATE        YRS   MOS  DAYS    CODE    DESCRIPTION

BARKER, MARTINN A           1184           4040   10-03-1983   10-03-1983   06-03-1984      00    08   00      105  TERM-JOB OPPORTUNITY
CACH, ROBERT                1258           4040   02-14-1982   02-14-1982   12-04-1986      04    09   20      109  TERM-DISSATISFACTION
GRIMES, THEODORE J          1975           4040   06-01-1979   06-01-1979   12-01-1986      07    06   00      105  TERM-JOB OPPORTUNITY
JOHNSEN, RICH DANIEL        1112           4040   12-19-1979   12-19-1979   12-01-1986      06    11   12      109  TERM-DISSATISFACTION
JORDAN, WILLIAM M.          1257           4040   01-01-1981   01-01-1981   06-15-1982      01    05   14      104  TERM-PERSONAL REASNS
AYERS, CHESTER D            1755           4444   02-05-1980   02-05-1980   12-30-1986      06    10   25      105  TERM-JOB OPPORTUNITY
EMORY, TODD                 3031           4444   06-15-1973   06-15-1973   05-23-1987      13    11   08      104  TERM-PERSONAL REASNS
YOUNG, J.T.                 3033           4444   03-11-1985   03-11-1985   03-01-1987      01    11   18      105  TERM-JOB OPPORTUNITY
ANDERSON, KAREN             3034           4488   05-16-1974   05-16-1974   04-09-1987      12    10   24      109  TERM-DISSATISFACTION
CMEYLA, JANE                2003           4488   05-23-1985   05-23-1985   01-10-1998      12    07   18      109  TERM-DISSATISFACTION
OWENS, LORNA                3032           4488   01-22-1981   01-22-1981   02-19-1987      06    00   28      102  TERM-HEALTH REASONS

  TOTAL NUMBER OF EMPLOYEES:         11
```

Total Relocation Closing Costs (35CRPT)

The Total Relocation Closing Costs report (35CRPT) provides an alphabetic listing of employees with relocation closing costs for a specified move and/or tax year.

Business Tasks

This report is used to complete the following business tasks:

- Analyze closing costs for both the employee's prior and new residences.
- Analyze information regarding realty companies, closing date, closing costs, cost of points, and the amount that was reimbursed, if applicable.
- Monitor whether a reimbursed mortgage origination fee for the new residence was given.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Year**—Calendar year in which the relocation occurs.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Year**—Tax year in which the relocation occurs.
- **Prior Realty Code**—Code value of the prior realty company.
- **Prior Realty Desc**—Description of the prior realty company.
- **Close Date Prior Res**—Date of the closing for the prior residence.
- **Cost Prior Res**—The amount of the closing costs associated with the prior residence.
- **Pts Prior Reim/Cost**—Number of closing points for the prior residence that will be reimbursed.
- **Mortgage Org Fee**—Amount of the mortgage origination fees.
- **Pts New Reim/Cost**—Number of closing points for the new residence that will be reimbursed.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Closing Costs (35CRPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                         EMPLOYEE LISTING OF           Example REPT                                PAGE
1
DIVISION     9999 PRODUCTION CTL 1-2                            CLOSING COSTS              35CR                   TIME 12:29 DATE 02-19-1998

                                  MOVE TAX  PRIOR-REALTY             CLOSE-DATE     COST        PTS-PRIOR           MORT-ORG        PTS-NEW
EMPLOYEE NAME     NUMBER          YR # YR   CODE/DESC                PRIOR-RES    PRIOR-RES   REIM    /    COST          FEE       REIM  /  COST

ANDERSON, DANIE   1616            88 1 88   01 BETTER HOMES & GARDN 02-15-1988         .00    .01    1,500.00          .00        .00      .00
                                  CLOSE-COST-NEW-RES:  2,250.00  DATE-NEW-RES: 04-02-1988 NEW-REALTY-COMPANY: 21 CENTURY 21


TOTAL FOR CONTROL-2               2,250.00                .00        1,500.00         .00           .00


TOTAL FOR CONTROL-1               2,250.00                .00        1,500.00         .00           .00


GRAND TOTAL FOR CLOSING COSTS     2,250.00                .00        1,500.00         .00           .00
```

Total Relocation Costs By Employee (35-RPT)

The Total Relocation Costs By Employee report (35-RPT) lists each employee's relocation costs.

Business Tasks

This report is used to complete the following business tasks:

- Tracks relocation costs for each employee on the Employee Database record.
- Analyze total relocation costs for each tax year within a move.
- Analyze totals as they will appear on government forms. For example, Form 4782 (in the US), which is distributed to the employees with their W-2 Form.
- Analyze totals for non-taxable, taxable, and gross-up amounts, including all expense types printed in the far right column of the report.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Employee number that is the key to the employee record on the Employee Database.
- **Move Year**—Calendar year in which the employee's relocation activities occurred or were initiated.
- **Tax Year**—Year in which the relocation monies are to be reported to the employee on Form 4782 and included in that year's W-2 wages and gross-up into W-2 taxes.
- **House Hunting**—Amount of tax gross-up dollars, or non-taxable dollars, or taxable dollars paid to or on behalf of the employee attributable to house hunting activities.
- **Move Travel**—Amount of non-taxable dollars paid to or on behalf of the employee attributable to the physical move from the old to the new residence.
- **Temporary Living**—Amount of the tax gross-up, or taxable dollars, or non-taxable dollars attributable to Temporary Living expenses.
- **Closing Costs**—Amount of the tax gross-up, or taxable dollars, or non-taxable dollars paid on behalf of the employee attributable to the employee's housing Closing Costs.
- **Ship Furniture**—Amount of the invoice for shipping employee's personal possessions from the old to the new residence (include in transit storage fees).

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Costs By Employee (35-RPT) Example

```
CORPORATION  99    ACME MANUFACTURING                 RELOCATION COSTS BY EMPLOYEE       REPT                                    PAGE     1
DIVISION     9999  MIDWESTERN DIVISION                                                   35-R                  TIME  09:07:59 DATE 08-01-1989

                                          MOVE TAX            HOUSE        MOVE       TEMPORARY       CLOSING     SHIP
EMPLOYEE NAME                   NUMBER    YR # YR             HUNTING      TRAVEL     LIVING          COSTS       FURNITURE        TOTALS

ADAMS, RICHARD                  1117      87 1 87 NON TAX      800.00    3,213.15        650.00      1,495.00      2,675.55      8,833.70
                                                  TAXABLE    1,234.75                  1,754.00      2,175.32                    5,164.07
                                                  GROSS UP      78.50                    325.00        230.00                      633.50
                                                                                                                              ------------
                                                                                          TOTAL FOR THIS RELOCATION =     14,631.27

                                                                TOTAL FOR ADAMS, RICHARD                  1117        =    14,631.27


ANDERSON, DANIEL M              1616      88 1 88 NON TAX     1000.00    2,794.38        500.00      1,500.00      3,468.99      9,263.37
                                                  TAXABLE      684.93                  2,693.82      3,250.00                    6,628.75
                                                  GROSS UP      34.00                    200.00        275.00                      509.00
                                                                                                                              ------------
                                                                                          TOTAL FOR THIS RELOCATION =     16,401.12

                                                                TOTAL FOR ANDERSON, DANIEL                1616        =    16,401.12


BARTHOLOW III, JONATHAN         1117      88 1 88 NON TAX     1000.00    3,243.50        450.00      1,485.00      3,245.67      9,424.17
                                                  TAXABLE      732.45                  2,317.05      2,354.76                    5,404.26
                                                  GROSS UP      43.00                    325.00        220.00                      588.00
                                                                                                                              ------------
                                                                                          TOTAL FOR THIS RELOCATION =     15,416.43

                                                                TOTAL FOR BARTHOLOW III, JONATHAN         1113        =    15,416.43
```

Total Relocation Costs By Expense Type (36-RPT)

The Total Relocation Costs By Expense Type report (36-RPT) is a composite list of all relocation expenses by the five expense types with cost totals.

Business Tasks

This report is used to complete the following business task:

- Analyze total relocation costs by expense type.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Yr**—Calendar year of the move.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Yr**—Tax year of the move.
- **Shipping Company**—Name of the company responsible for shipping this inventory.
- **Loading Date**—Date on which the employee's belongings were loaded.
- **Move Weight**—Freight weight of the employee's belongings moved and/or stored.
- **Cost Auto**—Number of automobiles being moved.
- **Ship Auto**—Cost to ship the automobile for the employee.
- **Cost Boat**—Number of boats being moved.
- **Ship Boat**—Cost to ship the boat for the employee.
- **Store Days Auth**—Number of days that have been authorized for storage of belongings.
- **Store Days Used**—Actual number of days used for storage of the employee's belongings.

Refer to relocation information reports for additional details.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOW.

Parameter options and setup

There are no parameters specified for this report.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Costs By Expense Type (36-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                           RELOCATION COSTS         REPT                                    PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                            BY EXPENSE TYPE         36-R                       TIME 13:28 DATE 02-18-1998

                                  MOVE TAX                          LOADING     MOVE    COST     SHIP        COST        SHIP       STORE-DAYS
EMPLOYEE NAME     NUMBER          YR # YR  SHIPPING COMPANY          DATE      WEIGHT   AUTO     AUTO        BOAT        BOAT       AUTH / USED

AUSTIN, STEVEN    1234            26 1 26  A1 Allied Van Lines     01-03-1998  04500     .00      .00                                 90     56
                     STORAGE:           229.00   SHIP-INV:      2,250.00   STORAGE COMP: Allied Warehouse     DEL. DATE: 02-28-19

CL/COST GRAND TOTAL                        .00                       .00                         .00                  .00
SHIPPING GRAND TOTAL                    229.00                  2,250.00                         .00                  .00
H/HUNT GRAND TOTAL             .00         .00         .00           .00            .00          .00        .00       .00

MOVING GRAND TOTAL             .00         .00         .00           .00            .00          .00        .00       .00

TEMP/LV GRAND TOTAL            .00         .00         .00           .00            .00          .00        .00       .00


C-1-2 CL/COST TOTAL                                                  .00            .00          .00        .00       .00

C-1-2 SHIPPING TOTAL           .00         .00         .00           .00            .00          .00        .00       .00

C-1-2 H/HUNT TOTAL             .00         .00         .00           .00            .00          .00        .00       .00

C-1-2 MOVING TOTAL             .00         .00         .00           .00            .00          .00        .00       .00

C-1-2 TEMP/LV TOTAL            .00         .00         .00           .00            .00          .00        .00       .00
```

Total Relocation House Hunting Expenses (35HRPT)

The Total Relocation House Hunting Expenses report (35HRPT) provides an alphabetical listing of employees who have relocation house-hunting expense reports recorded for a specified move and/or tax year.

Business Tasks

This report is used to complete the following business task:

- Analyze total house-hunting expenses.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Yr**—Calendar year in which the move began.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Yr**—Tax year in which the move began.
- **Expense Date**—Date on which the expense report was recorded, or if you prefer, the date of the expense report.
- **Meals Exp**—Portion of the total house-hunting expenses attributable to meal expenses.
- **Trip #**—Number of the house-hunting trip being recorded.
- **Trip Dy**—Number of days covered by this trip.
- **Lodging Expense**—Portion of the total house-hunting expenses attributable to lodging expenses.
- **Telephone Expense**—Portion of the total house-hunting expenses attributable to telephone expense.
- **Air/Train Expense**—Portion of the total house-hunting expenses attributable to major transportation expenses.
- **Auto Expense**—Portion of the total house-hunting expenses attributable to automobile expenses, whether reimbursed personal or rental.
- **Misc Expense**—Portion of the total house-hunting expenses attributable to miscellaneous expenses.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation House Hunting Expenses (35HRPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                       EMPLOYEE  LISTING OF         REPT                                         PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      HOUSE HUNTING EXPENSES         35HR                           TIME 12:29 DATE 02-19-1998

                              MOVE TAX        EXPENSE     MEALS  TRIP  LODGING         TELEPHONE     AIR/TRAIN      AUTO             MISC
EMPLOYEE NAME       NUMBER     YR # YR          DATE       EXP.  #/DY  EXPENSE          EXPENSE       EXPENSE      EXPENSE          EXPENSE

ADAMS, RICHARD      1117        88 1 88       09-17-1988   284.50 1 05   367.25             23.47        339.00       147.65            88.00
                    TOTAL:   1,249.87 ADV     1,200.00

ANDERSON, DANIE     1616        88 1 88       02-01-1988   375.00 1 05   495.00             20.93        609.00       135.00            50.00
                    TOTAL:   1,684.93 ADV     1,000.00

BARTHOLOW III,      1113        88 1 88       02-14-1988   367.45 1 07   503.50             87.54        596.00       129.99            45.75
                    TOTAL:   1,730.23 ADV     1,600.00

MEYER, JUNE         1001        88 1 88       05-01-1988   237.14 1 03   325.00             23.96           .00        74.53           124.00
                    TOTAL:     784.63 ADV       784.63

MOORE, SAMUEL       1002        88 1 88       04-11-1986   297.65 1 04   334.00             27.63        694.50       118.00            37.97
                    TOTAL:   1,509.75 ADV     1,500.00

MORITZ, KATHERI     1007        88 1 88       09-15-1988   325.00 1 04   285.94             17.44        764.50       124.00            34.00
                    TOTAL:   1,550.88 ADV     1,500.00

MORSE, GORDAN       1004        88 1 88       01-19-1988   432.54 1 08   567.00             45.32        443.00       129.59            27.00
                    TOTAL:   1,644.45 ADV     1,500.00

WELKER, GEORGE      1114        88 1 88       02-03-1988   365.43 1 07   425.00             74.50        600.00       125.05            65.40
                    TOTAL:   1,655.38 ADV     1,500.00


TOTAL FOR CONTROL-2        11,810.12        10,584.63   2,684.71      3,302.69           320.79      4,046.00       983.81           472.12


TOTAL FOR CONTROL-1        11,810.12        10,584.63   2,684.71      3,302.69           320.79      4,046.00       983.81           472.12


H/HUNT GRAND TOTAL         11,810.12        10,584.63   2,684.71      3,302.69           320.79      4,046.00       983.81           472.12
```

Total Relocation Moving Expenses (35MRPT)

The Total Relocation Moving Expenses report (35MRPT) provides an alphabetical listing of employees who have relocation physical move expense reports recorded for a specified move and/or tax year.

Business Tasks

This report is used to complete the following business task:

- Analyze total relocation moving expenses.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Yr**—Calendar year in which the move began.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Yr**—Tax year in which the move began.
- **Expense Date**—Date on which the expense report was filed or the date the report was recorded.
- **Trip Days**—Number of days it took for the employee to move to the new location.
- **Meals Expense**—Total expense incurred for meals during the trip to the new residence.
- **Lodging Expense**—Total expense incurred for lodging during the trip from the old to the new residence.
- **Telephone Expense**—Total telephone expense incurred during the move to the new residence.
- **Air/Train Expense**—Air, train or other major transportation expense incurred during the physical move from the old to new residence.
- **Auto Expense**—Total automobile expense incurred during the physical move to the new residence.
- **Misc Expense**—Total miscellaneous expenses incurred during the move from the old to the new residence.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Moving Expenses (35MRPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                       EMPLOYEE LISTING OF           REPT                                       PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          MOVING EXPENSES             35MR                          TIME 12:29 DATE 02-19-1998

                              MOVE TAX     EXPENSE      TRIP   MEALS         LODGING          TELEPHONE      AIR/TRAIN         AUTO        MISC
EMPLOYEE NAME        NUMBER     YR # YR      DATE       DAYS  EXPENSE        EXPENSE            EXPENSE        EXPENSE       EXPENSE     EXPENSE

ADAMS, RICHARD       1117        88 1 88   11-23-1988    07    423.50         524.00              23.54            .00        228.95      123.34
                     TOTAL:   1,323.33 ADV            .00

ANDERSON, DANIE      1616        88 1 88   04-01-1988    04    545.00         650.00              56.99       1,218.00        324.00       45.39
                     TOTAL:   2,794.38 ADV            .00

BARTHOLOW III,       1113        88 1 88   05-29-1988    03    123.90         228.00              32.13            .00        231.09      100.00
                     TOTAL:     715.12 ADV            .00

MEYER, JUNE          1001        88 1 88   04-28-1988    03    223.45         125.00              21.00            .00         87.50      200.00
                     TOTAL:     656.95 ADV            .00

MOORE, SAMUEL        1002        88 1 88   09-02-1988    14    435.00         793.24              55.00            .00        365.75      203.00
                     TOTAL:   1,851.99 ADV            .00

MORITZ, KATHERI      1007        88 1 88   11-20-1988    02    194.56         220.00              23.87       1,036.00           .00      223.45
                     TOTAL:   1,697.88 ADV            .00

MORSE, GORDAN        1004        88 1 88   05-28-1988    04    267.50         330.00              31.00            .00        117.00      300.00
                     TOTAL:   1,045.50 ADV            .00

WELKER, GEORGE       1114        88 1 88   06-23-1988    07    356.00         675.00              50.00         459.00        117.35       50.00
                     TOTAL:   1,707.35 ADV            .00


TOTAL FOR CONTROL-2          11,792.50                .00        2,568.91       3,545.24             293.53       2,713.00      1,471.64    1,245.18


TOTAL FOR CONTROL-1          11,792.50                .00        2,568.91       3,545.24             293.53       2,713.00      1,471.64    1,245.18


MOVING GRAND TOTAL           11,792.50                .00        2,568.91       3,545.24             293.53       2,713.00      1,471.64    1,245.18
```

Total Relocation Shipping Inventory Costs (35SRPT)

The Total Relocation Shipping Inventory Costs report (35SRPT) provides an alphabetical listing of employees who have relocation shipment of household inventory expenses recorded for a specified move and/or tax year.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the expense details of the shipment of household inventory as listed by move and/or tax year and move number.
- Monitor information regarding shipping and storage companies, loading date, weight of load, and delivery date.
- Track number of automobiles and boats moved and the cost incurred.
- Track the total cost of storage, the number of authorized storage days, and the actual number of storage days used.
- Track the cost of shipment from the prior residence to the new residence or storage warehouse.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Yr**—Calendar year in which the move began.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Yr**—Tax year in which the move began.
- **Shipping Company**—Name of the company responsible for shipping this inventory.
- **Loading Date**—Date on which the employee's belongings were loaded.
- **Move Weight**—Freight weight of the employee's belongings moved and/or stored.
- **Cost Auto**—Number of automobiles being moved.
- **Ship Auto**—Cost to ship the automobile for the employee.
- **Cost Boat**—Number of boats being moved.
- **Ship Boat**—Cost to ship the boat for the employee.
- **Store Days Auth**—Number of days that have been authorized for storage of belongings.
- **Store Days Used**—Actual number of days used for storage of the employee's belongings.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Shipping Inventory Costs (35SRPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         EMPLOYEE LISTING OF           REPT                                   PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          SHIPPING EXPENSES            35SR                     TIME 13:28 DATE 02-18-1998

                                  MOVE TAX                           LOADING       MOVE    COST     SHIP      COST      SHIP        STORE-DAYS
EMPLOYEE NAME     NUMBER          YR # YR  SHIPPING COMPANY            DATE       WEIGHT  AUTOS    AUTOS     BOATS     BOATS         AUTH/USED

AUSTIN, STEVEN    1234            98 1 98  A1 Allied Van Lines      01-03-1998    04500    .00      .00                                 90   56
                    COST-STORAGE:    229.00 SHIP-INV:     2,250.00 STORAGE COMPANY: Allied Warehouse     DEL. DATE: 02-28-1998


TOTAL FOR CONTROL-2                  229.00               2,250.00                         .00      .00


TOTAL FOR CONTROL-1                  229.00               2,250.00                         .00      .00


SHIPPING GRAND TOTAL                 229.00               2,250.00                         .00      .00
```

Total Relocation Temporary Living Expenses (35TRPT)

The Total Relocation Temporary Living Expenses report (35TRPT) provides an alphabetical listing of employees who have relocation temporary living expense reports recorded for a specified move and/or tax year.

Business Tasks

This report is used to complete the following business tasks:

- Analyze details of temporary living expenses by expense report date.
- Track location, number of persons incurring expenses, number of days covered by expense report, and the dollar amounts for the following expense categories: meals, lodging, telephone, air/train, automobile, miscellaneous.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Move Yr**—Calendar year in which the move began.
- **Move #**—Number of the move for the employee in the calendar year.
- **Tax Yr**—Tax year in which the move began.
- **Expense Date**—Date on which the expense report was filed.
- **Number of Days**—Number of days covered by the expense reports.
- **Number of People**—Number of people for which the expenses are being submitted.
- **Meals Expense**—Amount of expenses which are for meals during this temporary living period.
- **Lodging Expense**—Amount of expenses which are for lodging during this temporary living period.

- **Telephone Expense**—Amount of telephone expenses during the temporary living period.
- **Auto Expense**—Amount of automobile expenses during the temporary living period.
- **Misc. Expense**—Amount of expenses which are defined as miscellaneous during this temporary living period.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EMPLOYEE-NAME, RELOC-TAX-YEAR, RELOC-MOVE-YEAR, and RELO-MOVE-NO.

Parameter options and setup

- **Move Year**—Enter a date in YY format.
- **Tax Year**—Enter a date in YY format.

If only the Move Year is entered, the report prints all relocation costs for that Move Year and associated Tax Years. If only the Tax Year is entered, the report prints all relocation costs for that Tax Year and associated Move Years. If both Move Year and Tax Year are entered, relocation costs are printed for just that Move and Tax Year.

See also:

- Reports used for tracking relocation expenses ***(on page 376)***

For information on this report.

Total Relocation Temporary Living Expenses (35TRPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                       EMPLOYEE LISTING OF          REPT                                  PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2                    TEMPORARY LIVING EXPENSES       35TR                    TIME 12:29 DATE 02-19-1998

                              MOVE TAX     EXPENSE      NUMBER OF       MEALS      LODGING       TELEPHONE          AUTO              MISC.
EMPLOYEE NAME       NUMBER     YR # YR      DATE       DAYS/PEOPLE     EXPENSE     EXPENSE        EXPENSE          EXPENSE           EXPENSE

ADAMS, RICHARD      1117       88 1 88    12-01-1988   003      01       126.50      235.00          43.50              .00             300.00
                        TOTAL:     705.00      ADV:          .00     LOCATION: CA CALIFORNIA

ANDERSON, DANIE     1616       88 1 88    04-15-1988   010      04       961.00    1,250.00         209.82           500.00             172.00
                        TOTAL:  3,193.82     ADV:          .00     LOCATION: NY NEW YORK

BARTHOLOW III,      1113       88 1 88    06-01-1988   003      03       315.00      535.00          23.15              .00              17.50
                        TOTAL:     890.65      ADV:          .00     LOCATION: CT CONNECTICUT

MOORE, SAMUEL       1002       88 1 88    09-07-1988   008      02       432.75      750.00          45.64           100.00              34.00
                        TOTAL:  1,362.39     ADV:          .00     LOCATION: CA CALIFORNIA

MORITZ, KATHERI     1007       88 1 88    11-23-1988   008      02       453.65      650.00          87.60              .00             125.00
                        TOTAL:  1,316.25     ADV:          .00     LOCATION: IL ILLINOIS

MORSE, GORDAN       1004       88 1 88    05-30-1988   010      03       356.00      725.00          76.50           199.00              25.00
                        TOTAL:  1,381.50     ADV:          .00     LOCATION: NY NEW YORK

WELKER, GEORGE      1114       88 1 88    06-15-1988   019      01       634.50      725.00         125.43           299.00              75.00
                        TOTAL:  1,858.93     ADV:          .00     LOCATION: IL ILLINOIS


TOTAL FOR CONTROL-2            10,708.54                     .00       3,279.40    4,870.00         611.64         1,098.00             748.50


TOTAL FOR CONTROL-1            10,708.54                     .00       3,279.40    4,870.00         611.64         1,098.00             748.50


GRAND TOTAL FOR TEMP/LV        10,708.54                     .00       3,279.40    4,870.00         611.64         1,098.00             748.50
```

Tuition Information (32-RPT)

The Tuition Information report (32-RPT) lists tuition reimbursement information.

Business Tasks

This report is used to complete the following business task:

- Monitor the tuition information for all employees or just employees who have tuition that has not been paid.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Education Level**—Type of education that an employee has completed or is in the process of completing.
- **School Code**—Code that identifies the school that the employee attended or is currently attending.
- **School Name**—Name of the school that the employee attended or is currently attending.
- **YR**—Year the recorded course was taken by the employee.
- **Course Cd**—Unique value for each course taken in a semester/quarter allowing for separate reimbursement records when more than one course is attended within the same term.
- **Title Description**—Title of the course taken by the employee this semester/quarter. A number assigned by the school may be entered here when it is necessary to track multiple attempts at the same course.
- **Sem Qtr**—Semester or quarter the recorded course was taken by the employee.
- **Course Grade**—Grade the employee earned for the course.
- **HED XRef**—HED number used to pay the reimbursement.
- **Reimbursement Date**—Date on which the tuition reimbursement was paid to the employee.
- **Tuition Pct**—Percent of reimbursed tuition granted the employee for this course.
- **Tuition Amount**—Amount of the tuition reimbursement.
- **Books Pct**—Percentage of reimbursement for book charges.
- **Books Amount**—Amount of reimbursement for book charges.
- **Fees/Other Pcnt**—Percentage of fees and other expenses to be paid.
- **Fees/Other Amount**—Amount of reimbursement for fees and other charges.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, EDUCATION-LEVEL, YEAR, EMPLOYEE-NAME, and EMPLOYEE-NUMBER.

Parameter options and setup

- **Tuition Status Option**—Enter a tuition status option of 'PAY' to print only employees with unpaid tuition. Leave this entry blank to print all employees with tuition.

See also:

- Reports for tracking employee skills, competencies, and training ***(on page 247)***

For information on this report.

Tuition Information (32-RPT) Example

```
 CORPORATION  99   ACME MANUFACTURING                         TUITION INFORMATION       REPT                                        PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                                   32-R                         TIME 11:48 DATE 02-19-1998

                                 EDUCATION LEVEL          SCHOOL                                 COURSE TITLE           SEM  COURSE  HED
EMPLOYEE NAME/NUMBER             CODE/DESCRIPTION         CODE - NAME                      YR  CD/DESCRIPTION         QTR  GRADE  XREF

JONES, JERRY                     220 COLLEGE 2 YR CREDIT   IL3680 ROOSEVELT UNIVERSITY  83  1 SYSTEMS ANALYS         2    3.00   050
           1111                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  06-01-1983    050   325.00     050    25.00         050    45.00

MANNING, WILLIAM Z.              220 COLLEGE 2 YR CREDIT   IL3360 NORTHWESTERN U        85  1 COST ACCOUNTING        3    3.50   050
           1165                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  05-15-1985    050   300.00     100    75.00                  .00

MANNING, WILLIAM Z.              220 COLLEGE 2 YR CREDIT   IL3360 NORTHWESTERN U        85  2 BUSINESS LAW           3    4.00   050
           1165                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  01-01-1985    050   300.00     100   125.00                  .00

ADAMS, RICHARD                   220 COLLEGE 2 YR CREDIT   IL1120 CHICAGO, U OF         87  1 MARKETING 380          1    4.00   050
           1117                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  09-01-1987    050   400.00     100    50.00                  .00

AYERS, CHESTER D                 240 COLLEGE 3 YR CREDIT   IL1280 DE PAUL UNIVERSITY    81  1 ECONOMICS              2    3.00   050
           1755                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  12-31-1981    050   325.00     050    45.00         050    40.00

AYERS, CHESTER D                 240 COLLEGE 3 YR CREDIT   IL1280 DE PAUL UNIVERSITY    81  2 STATISTICS            2    3.00   050
           1755                  ------------------------ REFUND DATA ------------------------
                                 REIMBURSEMENT    TUITION          BOOKS            FEES/OTHER
                                     DATE       PCT  AMOUNT      PCT  AMOUNT          PCT  AMOUNT
                                  06-01-1981    050   325.00     050    45.00         050    75.00
```

APPENDIX B

Form Title/Form ID/Segment Cross-reference

In This Appendix

About this section

This section provides a quick reference guide to the Human Resources Administration forms covered in this documentation. It provides a listing of the form title, form ID, and the segment code associated with the form. The listing is presented in three formats:

- Form title sequence
- Segment code sequence
- Form ID sequence

HR Forms in Form Title sequence

Form Title	Form ID	Segment Code
Absence Inquiry By Type	93TSCR	SVWS
Absence Inquiry	93ISCR	SVWS
Absence Points	93PSCR	SVWS
Absences	93-SCR	VA
Additional Employee/Payroll Information	EG-SCR	E
Additional Injury Information	PROSCR	Z7 and 9E
Additional Personal And ID Information	02-SCR	ZB
Alternative Compensation Totals	BACSCR	R5
Applicant Contact Information	008SCR	OF
Applicant Identifying Documentation	005SCR	ZB
Applicant Information	001SCR	E
Applicant Job Reference	009SCR	OG
Applicant Name and Address	002SCR	E
Applicant Preferred Work Environment	004SCR	OJ
Applicant/Employee Transfer	ET-SCR	E
Applicant Work History	006SCR	Z6
Authorized Time-Off Hours Remaining	93ASCR	RT
Automobile Information	24-SCR	ZJ
Bonus/Commission Information	26-SCR	ZE
Certificates, Licenses And Permits	28-SCR	ZN
Company Personal Property	22-SCR	ZI
Disciplinary Actions	DA-SCR	RD
EEO/AAP Demographic Data	TY-SCR	TY
EEO/AAP Demographic Data Table Inquiry	TYISCR	TY
EEO Establishment Definition	TX-SCR	TX
EEO Establishment Totals	TW-SCR	TA and TX
EEO Location Table – Inquiry	TXISCR	TX
EEO Parent Company Definition	TXCSCR	TX
EEO-4 Reporting Information	EO4SCR	VE
Emergency Contact/Physician	16-SCR	04—07
Emergency Medical Information	15-SCR	HS03
Employee Contact Information	EM-SCR	WF
Employee Information	EF-SCR	E and F

Form Title	Form ID	Segment Code
Employee Status History	09-SCR	ZC
Employment Verification	EMVSCR	F
Exit Interview Data	97-SCR	ZK
Exit Interview Narrative	97ISCR	ZK
Formal Education	30-SCR	Z1
Garnishment Administration	PO-SCR	PO and PP
Grievances	GT-SCR	VG
Hired Applicant Pre-Transfer Information	020SCR	Z9
HR to Payroll Salary Information	PH-SCR	PH
Injury Information	PR-SCR	PR
Injury/Illness And Work Restrictions	17-SCR	ZM
IPEDS Employee Tenure and Academic Rank	05ESCR	08
Interview Recap	007SCR	Z5
Job Assignment/Changes	05-SCR	ZD
Job Assignment Inquiry	06-SCR	ZD
Job Or Position Applied For	003SCR	OI
Leaves And Returns	95-SCR	ZC
Location Assignment/Changes	05CSCR	ZR
New Hire	01-SCR	ZC
Occupation Group Table	TE-SCR	TE
Occupation Group Table Inquiry	TEISCR	TE
Online Employee Profile	PROFIL	Multiple segments
On-Line Applicant Profile	010SCR	Multiple segments
Performance Appraisal Results	49-SCR	ZG
Perquisites: Monetary	27-SCR	ZT
Perquisites: Non-Monetary	20-SCR	ZH
Phone Numbers And Employment Information	03-SCR	ZA
Physical Exam Scheduled/Completed	18-SCR	Z7
Physical Exam Test/Results	19-SCR	Z8
Professional Association Memberships	29-SCR	ZO
Rehire/Reinstatement/Recall	04-SCR	ZC
Relocation Bridge Loan	36-SCR	RR
Relocation Closing Cost Expenses	35CSCR	RQ
Relocation Cost Summary	35-SCR	RJ
Relocation House Hunting Expenses	35HSCR	RM
Relocation Move Definition	34-SCR	RL
Relocation Moving Expenses	35MSCR	RN

Form Title	Form ID	Segment Code
Relocation Shipping Inventory Expenses	35SSCR	RP
Relocation Temporary Living Expenses	35TSCR	RO
Salary Assignment/Changes	40-SCR	ZF
Salary Information	41-SCR	ZF
Schedule/Track Performance Appraisals	50-SCR	ZS
Scheduled Salary Review Data	43-SCR	ZQ
Separations And Terminations	96-SCR	ZC
Separations: Recovery of Automobiles	98-SCR	ZJ
Separations: Recovery of Company Property	99-SCR	ZI
Set Up A New Employee	NH-SCR	E
Skills And Competencies	33-SCR	Z4
Spouse/Dependent Information	10-SCR	01—03
Status Changes	08-SCR	ZC
Termination Summary	96RSCR	ZC
Training Scheduled/Taken	31-SCR	Z3
Tuition Information	32-SCR	Z2
Unauthorized Time-Off Hours Taken	93USCR	RU

HR Forms in Segment Code Sequence

Segment Code	Form Title	Form ID
01—03	Spouse/Dependent Information	10-SCR
04—07	Emergency Contact/Physician	16-SCR
08	IPEDS Employee Tenure and Academic Rank	05ESCR
E	Additional Employee/Payroll Information	EG-SCR
E	Applicant Information	001SCR
E	Applicant Name and Address	002SCR
E	Applicant/Employee Transfer	ET-SCR
E	Set Up A New Employee	NH-SCR
E and F	Employee Information	EF-SCR
F	Employment Verification	EMVSCR
HS03	Emergency Medical Information	15-SCR
Multiple segments	Online Employee Profile	PROFIL
Multiple segments	On-Line Applicant Profile	010SCR
OF	Applicant Contact Information	008SCR
OG	Applicant Job Reference	009SCR
OI	Job Or Position Applied For	003SCR
OJ	Applicant Preferred Work Environment	004SCR
PH	HR to Payroll Salary Information	PH-SCR
PO and PP	Garnishment Administration	PO-SCR
PR	Injury Information	PR-SCR
R5	Alternative Compensation Totals	BACSCR
RD	Disciplinary Actions	DA-SCR
RJ	Relocation Cost Summary	35-SCR
RL	Relocation Move Definition	34-SCR
RM	Relocation House Hunting Expenses	35HSCR
RN	Relocation Moving Expenses	35MSCR
RO	Relocation Temporary Living Expenses	35TSCR
RP	Relocation Shipping Inventory Expenses	35SSCR
RQ	Relocation Closing Cost Expenses	35CSCR
RR	Relocation Bridge Loan	36-SCR
RT	Authorized Time-Off Hours Remaining	93ASCR
RU	Unauthorized Time-Off Hours Taken	93USCR
SVWS	Absence Inquiry By Type	93TSCR

Segment Code	Form Title	Form ID
SVWS	Absence Inquiry	93ISCR
SVWS	Absence Points	93PSCR
TA and TX	EEO Establishment Totals	TW-SCR
TE	Occupation Group Table	TE-SCR
TE	Occupation Group Table Inquiry	TEISCR
TX	EEO Establishment Definition	TX-SCR
TX	EEO Location Table – Inquiry	TXISCR
TX	EEO Parent Company Definition	TXCSCR
TY	EEO/AAP Demographic Data	TY-SCR
TY	EEO/AAP Demographic Data Table Inquiry	TYISCR
VA	Absences	93-SCR
VE	EEO-4 Reporting Information	EO4SCR
VG	Grievances	GT-SCR
WF	Employee Contact Information	EM-SCR
Z1	Formal Education	30-SCR
Z2	Tuition Information	32-SCR
Z3	Training Scheduled/Taken	31-SCR
Z4	Skills And Competencies	33-SCR
Z5	Interview Recap	007SCR
Z6	Applicant Work History	006SCR
Z7	Physical Exam Scheduled/Completed	18-SCR
Z7 and 9E	Additional Injury Information	PROSCR
Z8	Physical Exam Test/Results	19-SCR
Z9	Hired Applicant Pre-Transfer Information	020SCR
ZA	Phone Numbers And Employment Information	03-SCR
ZB	Additional Personal And ID Information	02-SCR
ZB	Applicant Identifying Documentation	005SCR
ZC	Employee Status History	09-SCR
ZC	Leaves And Returns	95-SCR
ZC	New Hire	01-SCR
ZC	Rehire/Reinstatement/Recall	04-SCR
ZC	Separations And Terminations	96-SCR
ZC	Status Changes	08-SCR
ZC	Termination Summary	96RSCR
ZD	Job Assignment/Changes	05-SCR
ZD	Job Assignment Inquiry	06-SCR
ZE	Bonus/Commission Information	26-SCR

Segment Code	Form Title	Form ID
ZF	Salary Assignment/Changes	40-SCR
ZF	Salary Information	41-SCR
ZG	Performance Appraisal Results	49-SCR
ZH	Perquisites: Non-Monetary	20-SCR
ZI	Company Personal Property	22-SCR
ZI	Separations: Recovery of Company Property	99-SCR
ZJ	Automobile Information	24-SCR
ZJ	Separations: Recovery of Automobiles	98-SCR
ZK	Exit Interview Data	97-SCR
ZK	Exit Interview Narrative	97ISCR
ZM	Injury/Illness And Work Restrictions	17-SCR
ZN	Certificates, Licenses And Permits	28-SCR
ZO	Professional Association Memberships	29-SCR
ZQ	Scheduled Salary Review Data	43-SCR
ZR	Location Assignment/Changes	05CSCR
ZS	Schedule/Track Performance Appraisals	50-SCR
ZT	Perquisites: Monetary	27-SCR

HR Forms in Form ID Sequence

Form ID	Form Title	Segment Code
93TSCR	Absence Inquiry By Type	SVWS
001SCR	Applicant Information	E
002SCR	Applicant Name and Address	E
003SCR	Job Or Position Applied For	OI
004SCR	Applicant Preferred Work Environment	OJ
005SCR	Applicant Identifying Documentation	ZB
006SCR	Applicant Work History	Z6
007SCR	Interview Recap	Z5
008SCR	Applicant Contact Information	OF
009SCR	Applicant Job Reference	OG
010SCR	On-Line Applicant Profile	Multiple segments
01-SCR	New Hire	ZC
020SCR	Hired Applicant Pre-Transfer Information	Z9
02-SCR	Additional Personal And ID Information	ZB
03-SCR	Phone Numbers And Employment Information	ZA
04-SCR	Rehire/Reinstatement/Recall	ZC
05CSCR	Location Assignment/Changes	ZR
05ESCR	IPEDS Employee Tenure and Academic Rank	08
05-SCR	Job Assignment/Changes	ZD
06-SCR	Job Assignment Inquiry	ZD
08-SCR	Status Changes	ZC
09-SCR	Employee Status History	ZC
10-SCR	Spouse/Dependent Information	01—03
15-SCR	Emergency Medical Information	HS03
16-SCR	Emergency Contact/Physician	04—07
17-SCR	Injury/Illness And Work Restrictions	ZM
18-SCR	Physical Exam Scheduled/Completed	Z7
19-SCR	Physical Exam Test/Results	Z8
20-SCR	Perquisites: Non-Monetary	ZH
22-SCR	Company Personal Property	ZI
24-SCR	Automobile Information	ZJ
26-SCR	Bonus/Commission Information	ZE
27-SCR	Perquisites: Monetary	ZT

Form ID	Form Title	Segment Code
28-SCR	Certificates, Licenses And Permits	ZN
29-SCR	Professional Association Memberships	ZO
30-SCR	Formal Education	Z1
31-SCR	Training Scheduled/Taken	Z3
32-SCR	Tuition Information	Z2
33-SCR	Skills And Competencies	Z4
34-SCR	Relocation Move Definition	RL
35CSCR	Relocation Closing Cost Expenses	RQ
35HSCR	Relocation House Hunting Expenses	RM
35MSCR	Relocation Moving Expenses	RN
35-SCR	Relocation Cost Summary	RJ
35SSCR	Relocation Shipping Inventory Expenses	RP
35TSCR	Relocation Temporary Living Expenses	RO
36-SCR	Relocation Bridge Loan	RR
40-SCR	Salary Assignment/Changes	ZF
41-SCR	Salary Information	ZF
43-SCR	Scheduled Salary Review Data	ZQ
49-SCR	Performance Appraisal Results	ZG
50-SCR	Schedule/Track Performance Appraisals	ZS
93ASCR	Authorized Time-Off Hours Remaining	RT
93ISCR	Absence Inquiry	SVWS
93PSCR	Absence Points	SVWS
93-SCR	Absences	VA
93USCR	Unauthorized Time-Off Hours Taken	RU
95-SCR	Leaves And Returns	ZC
96RSCR	Termination Summary	ZC
96-SCR	Separations And Terminations	ZC
97ISCR	Exit Interview Narrative	ZK
97-SCR	Exit Interview Data	ZK
98-SCR	Separations: Recovery of Automobiles	ZJ
99-SCR	Separations: Recovery of Company Property	ZI
BACSCR	Alternative Compensation Totals	R5
DA-SCR	Disciplinary Actions	RD
EF-SCR	Employee Information	E and F
EG-SCR	Additional Employee/Payroll Information	E
EM-SCR	Employee Contact Information	WF
EMVSCR	Employment Verification	F

Form ID	Form Title	Segment Code
EO4SCR	EEO-4 Reporting Information	VE
ET-SCR	Applicant/Employee Transfer	E
GT-SCR	Grievances	VG
NH-SCR	Set Up A New Employee	E
PH-SCR	HR to Payroll Salary Information	PH
PO-SCR	Garnishment Adminstration	PO and PP
PROSCR	Additional Injury Information	Z7 and 9E
PROFIL	Online Employee Profile	Multiple segments
PR-SCR	Injury Information	PR
TE-SCR	Occupation Group Table	TE
TEISCR	Occupation Group Table Inquiry	TE
TW-SCR	EEO Establishment Totals	TA and TX
TX-SCR	EEO Establishment Definition	TX
TXCSCR	EEO Parent Company Definition	TX
TXISCR	EEO Location Table – Inquiry	TX
TY-SCR	EEO/AAP Demogrphic Data	TY
TYISCR	EEO/AAP Demographic Data Table Inquiry	TY

APPENDIX C

Practice and Review Answers

In This Appendix

Recruiting and Selecting Employees

Apply the Concept

1. What are the nine key stages in the recruitment and selection process?

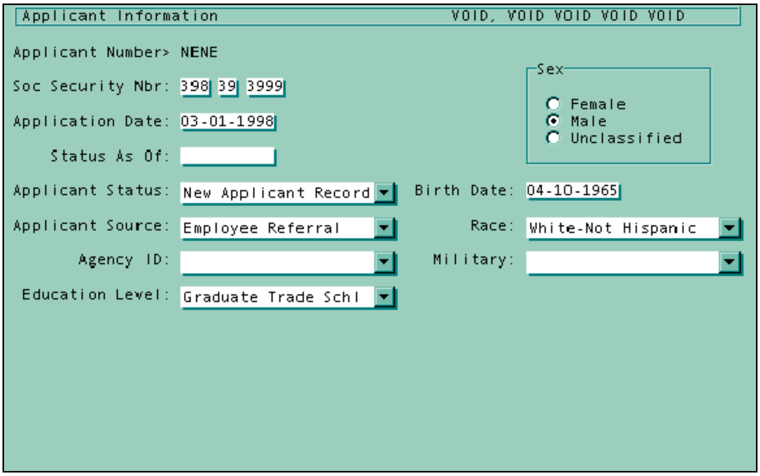
   - *Identify a vacancy and obtain authorization to fill it.*
   - *Define the particulars of the specific job or position to be filled.*
   - *Advertise the job opening and recruit potential candidates for the position.*
   - *Eliminate candidates who do not meet the minimum qualifications for the position.*
   - *Assess the qualifications of the remaining candidates.*
   - *Select the individual or individuals who appear to best fit the organization's needs.*
   - *Extend a job offer to the selected individuals.*
   - *Notify unsuccessful candidates.*
   - *Analyze the recruitment and selection process just completed.*

2. How is a *transfer* defined in the system?

   It is the process of moving an employee from one organization to another organization in your organization, such as moving an applicant from the applicant organization to the active employee organization.

Extended Practice

Using the Applicant Tracking organization 993333 an employee template of 'LMODEL AT', add yourself as a new applicant as of the 1st of the current month. Repeat your initials twice (example: NENE) for the applicant number. You are applying for the position (requisition number 1805) of Zoo Manager and already have the first round of interviews scheduled. Enter all of the appropriate data on the Applicant Information form (001SCR), Applicant Name and Address form (002SCR), and Job Or Position Applied For form (003SCR).


Applicant Information VOID, VOID VOID VOID VOID

Applicant Number> NENE

Soc Security Nbr: 398 39 3999

Application Date: 03-01-1998

Status As Of:

Applicant Status: New Applicant Record

Applicant Source: Employee Referral

Agency ID:

Education Level: Graduate Trade Schl

Sex

Female

Male

Unclassified

Birth Date: 04-10-1965

Race: White-Not Hispanic

Military:


Applicant Name and Address Employee, New A

Name Code> 001

Title: Mr

First: New

Middle: A

Last: Employee

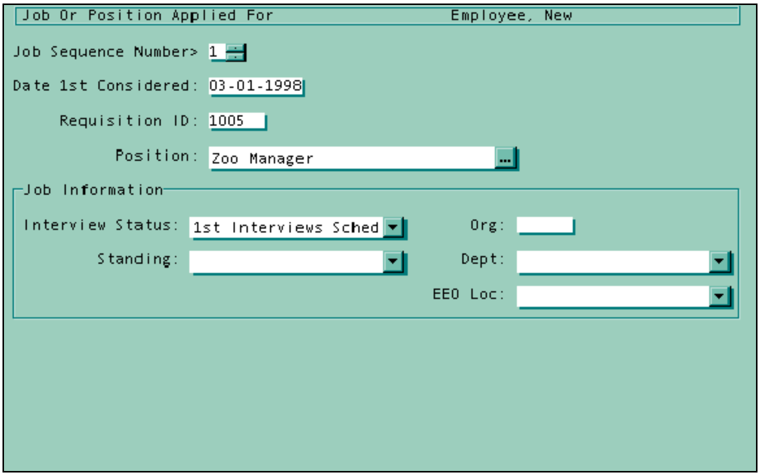
Suffix:

Address: 2355 Smith Road

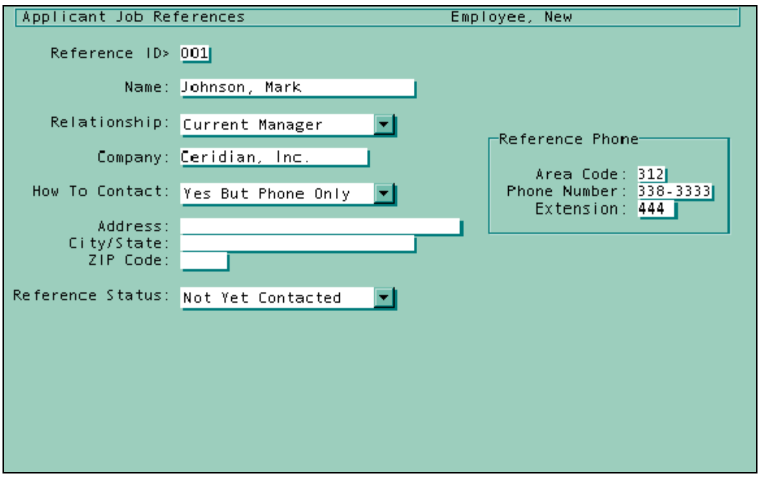
PO Box 45

City/State: Chicago IL 60606-2303

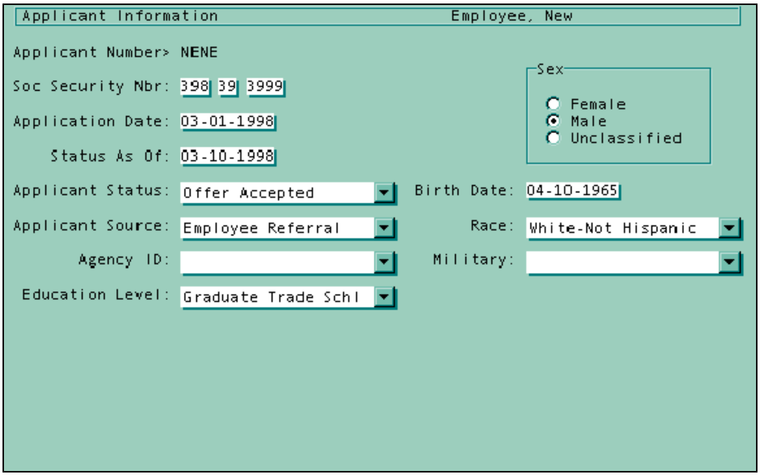
Country: United States

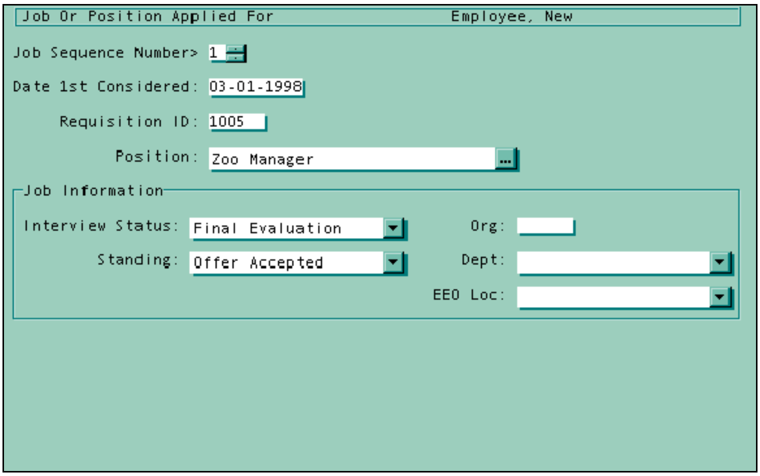


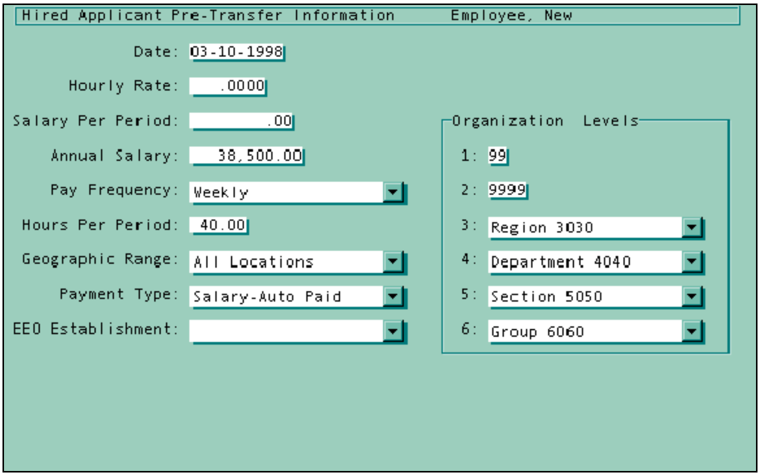
Use the appropriate form to enter two references (current manager and a neighbor) for yourself.



You were offered, and accepted, the Zoo Manager position today. Update the Status As Of and Applicant Status text boxes on the Applicant Information form (001SCR) and the Interview Status and Standing text boxes on the Job Or Position Applied For form (003SCR). Also, complete the appropriate pre-transfer information on the Hired Applicant Pre-Transfer Information form (020SCR). You will be paid an annual salary of 38,500.00 based on a weekly pay frequency and will be assigned to Region 3030, Department 4040, Section 5050, and Group 6060.


Applicant Information
Employee, New
Applicant Number> NENE
Soc Security Nbr: 398 39 3999
Application Date: 03-01-1998
Status As Of: 03-10-1998
Applicant Status: Offer Accepted
Applicant Source: Employee Referral
Agency ID:
Education Level: Graduate Trade Schl
Sex
Female
Male
Unclassified
Birth Date: 04-10-1965
Race: White-Not Hispanic
Military:


Job Or Position Applied For
Employee, New
Job Sequence Number> 1
Date 1st Considered: 03-01-1998
Requisition ID: 1005
Position: Zoo Manager
Job Information
Interview Status: Final Evaluation
Standing: Offer Accepted
Org:
Dept:
EEO Loc:



Review of Questions Answered

1. What are the options available when recruiting employees?

   Recruiting can be done using Applicant Tracking, Position Administration, Requisition Administration, and Complement Control.

2. How can using applicant organizations facilitate the recruitment process?

   It allows you to keep your applicant data safely apart from your active employee data.

3. How are employee templates used to enter information in the system?

   They are used to enter default data attributes for employees and applicants. The system allows you to record applicant information on templates (also called Logical Employee Models) that are stored on the Employee Database. The use of templates ensures that vital applicant information is entered in a consistent, correct, and usable manner. It will also save you time because you will not have to reenter data that is common to a group of applicants.

4. What data is required and what data is optional when entering applicant information?

   Applicant name and address information is required. Optional entries include contact information, identifying documentation, job references, preferred work environment, work history, pre-transfer information, interview recap, and job or position applied for.

Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee

Apply the Concept

1. What is the difference between *rehiring*, *reinstating*, and *recalling* employees?

   The definitions of these terms are as follows:

   Rehire—The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

   Reinstatement—The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

   Recall—Return a laid-off employee to active status, usually with no affect to benefits.

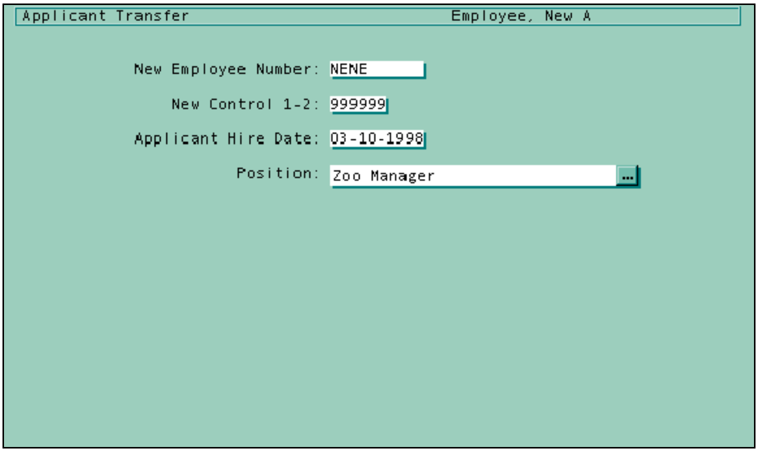
2. What is the *Quick Hire* process?

   This process streamlines hiring new employees by combining the required data on the Set Up A New Employee form (NH-SCR).

Extended Practice

Note: *You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.*

1. Transfer the applicant record you created in the last chapter to the active employee organization as of today. Use your applicant number as your employee number. Confirm that you now exist in both the applicant organization (993333) and the active organization (999999).



Applicant Transfer Employee, New A

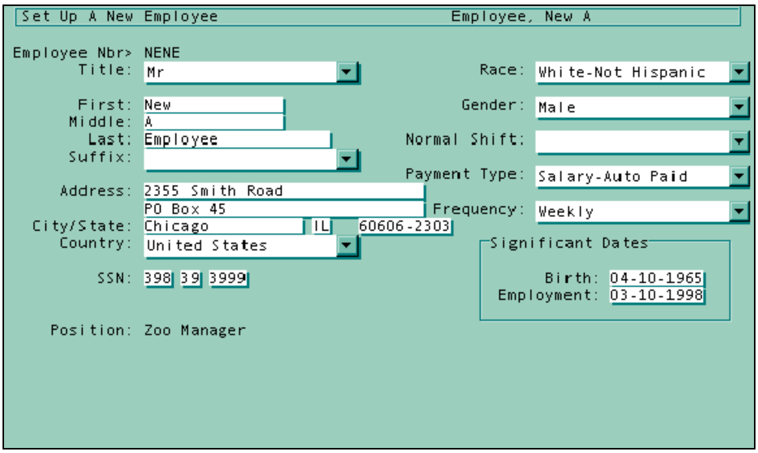
New Employee Number: NENE

New Control 1-2: 999999

Applicant Hire Date: 03-10-1998

Position: Zoo Manager

Complete the new hire process by using the Set Up A New Employee form (NH-SCR) to add your weekly pay frequency and payment type of 'salaried auto-paid'.



Set Up A New Employee Employee, New A

Employee Nbr> NENE

Title: Mr

Race: White-Not Hispanic

First: New

Middle: A

Last: Employee

Suffix:

Gender: Male

Normal Shift:

Payment Type: Salary-Auto Paid

Address: 2355 Smith Road

PO Box 45

Frequency: Weekly

City/State: Chicago IL 60606-2303

Country: United States

Significant Dates

SSN: 398 39 3999

Birth: 04-10-1965

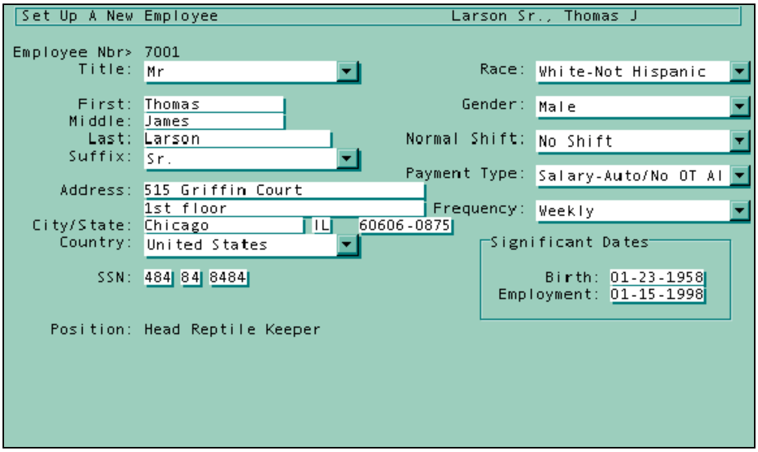
Employment: 03-10-1998

Position: Zoo Manager

View these forms to be sure that all of the needed new hire information has been populated:

- Employee Information (EF-SCR)
- New Hire (NH-SCR)
- Job Assignment/Changes (05-SCR)
- Location Assignment/Changes (05CSCR)
- Salary Assignment/Changes (40-SCR)

2. Use the Set Up A New Employee form (NH-SCR) with Logical Employee Model 'LMODEL 01' to hire a new employee, Thomas Larson, as of January 15th of this year. He did not go through the applicant tracking process. Thomas Larson is a white male hired as a Head Reptile Keeper.



Review of Questions Answered

1. What considerations are there when hiring new employees?

   Considerations include gathering the appropriate information, scheduling reviews or tests, notifying other departments, and so forth.

2. What information is required on the employee record for him or her to be active in the system?

   The required information is as follows: Basic employee data, new hire activity information, job and position data, salary information, and position incumbency information.

3. How are major activities and employment statuses handled?

   You are able to track the major activities and status changes that affect your employees. This area focuses on the new hire activity but activities can include leaves, returns, separations, or terminations. Activities in turn cause changes to employees status. For example, a New Hire activity can result in a status of Active, Salaried, Regular, Full-Time.

4. What are the various methods used for adding new employees?

   The methods for adding new employees include:

   - *Hiring a new employee*
   - *Transferring an applicant*
   - *Transferring an internal candidate*
   - *Rehiring, reinstating, or recalling a former employee*

5. How are positions and jobs handled when adding new employees?

When you hire a new employee, you must select the employee's position on either the Employee Information form (EF-SCR) or Set Up A New Employee form (NH-SCR). This code for the position is automatically written to the Job Code text box on the Job Assignment/Changes form (05-SCR).

6. What are the important dates used to track employees in the system?

   This chart defines some of the important dates used when tracking employees.

Date Type	**Use**
Original Hire Date	This is the original hire date and does not change. It is displayed on the New Hire form (01-SCR).
Employment Date	This is the date of the most recent hire and is replaced by a new date if the employee leaves the company, then subsequently returns. It is entered on the Employee Information form (EF-SCR).
Adjusted Seniority Date	This date can be used, depending on your company policies, to reflect adjustments to seniority per employee activities.

7. What employee-level data is optional when adding new employees?

   The system provides the capability to record these optional data elements:

- *Personal and identification information, including marital and citizenship status, visa information, and security clearance. This information is recorded on the Additional Personal And ID Information form (02-SCR).*
- *Contact information, including the employee's e-mail address, fax number, cellular, car, and pager numbers. This information is recorded on the Employee Contact Information form (EM-SCR).*
- *Telephone and employment information, including work and home telephone numbers, original applicant number, and employment agency used for hiring, if applicable. If you are using the applicant tracking component, these data elements are automatically populated. This information is recorded on the Phone Numbers And Employment Information form (03-SCR).*
- *Spouse and dependent information, which is helpful for tracking benefit entitlements. Data that can be recorded includes names, ages, and birth dates. Each spouse and dependent is assigned a unique, three-character ID. This information is recorded on the Spouse/Dependent Information form (10-SCR).*

Managing Employee Attendance

Apply the Concept

1. What are *absence points*?

   An absence point is a customer-defined number that is assigned for each employee absence that can be totaled over time to determine if an employee is within the accepted number of points for a time period.

2. How does the Time and Attendance component interact with managing employee attendance?

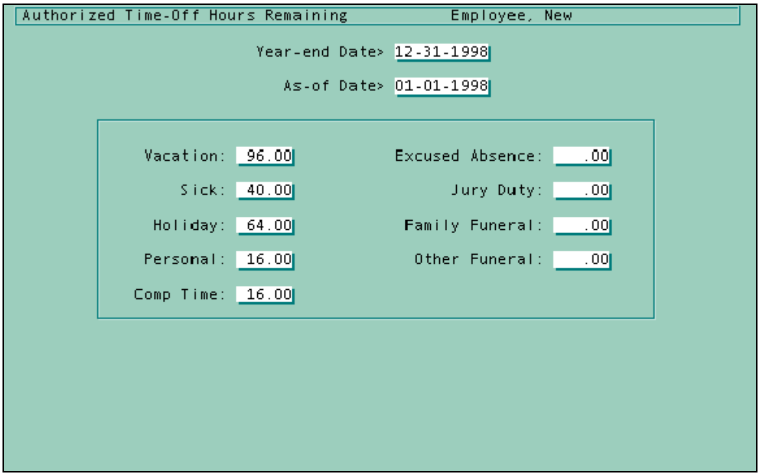
   Time and Attendance Administration provides separate functionality that collects, maintains, and processes employee time entry data for upload into the Cyborg Payroll Administration. Although this functionality may not be implemented by all clients, many absence tracking features and forms are available to all users, letting you track employee absences and monitor when excessive absences are occurring. If your organization uses Time and Attendance, the general ledger interface feature automatically books the accrual of excused and unexcused absences. When in use, this component lets you focus solely on tracking excessive absences or to actually trigger payments or deductions through the Payroll Administration.

Extended Practice

Note: *You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.*

1. Record some authorized time-off remaining hours for yourself, the new employee in the 999999 organization you set up in the last chapter. Use the last day of the current year as your year-end date and first day of the year as the as of date. Enter the following hour amounts:

- Vacation 96.00
- Sick 40.00
- Holiday 64.00
- Personal 16.00
- Family Funeral 16.00



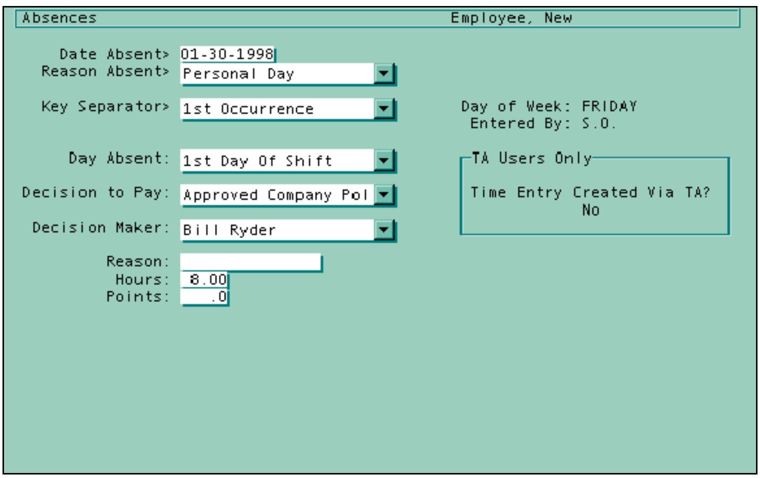
Authorized Time-Off Hours Remaining   Employee, New

Year-end Date> 12-31-1998

As-of Date> 01-01-1998

Vacation:	96.00	Excused Absence:	.00
Sick:	40.00	Jury Duty:	.00
Holiday:	64.00	Family Funeral:	.00
Personal:	16.00	Other Funeral:	.00
Comp Time:	16.00		

2. You used one of your personal days on January 30 and were sick on February 17. You properly notified your manager, Bill Ryder, according to company policy. Record each of these paid absences (8.00 hours per day) on the appropriate form. Your company does not use absence point values.



Absences   Employee, New

Date Absent> 01-30-1998
Reason Absent> Personal Day

Key Separator> 1st Occurrence

Day of Week: FRIDAY
Entered By: S.O.

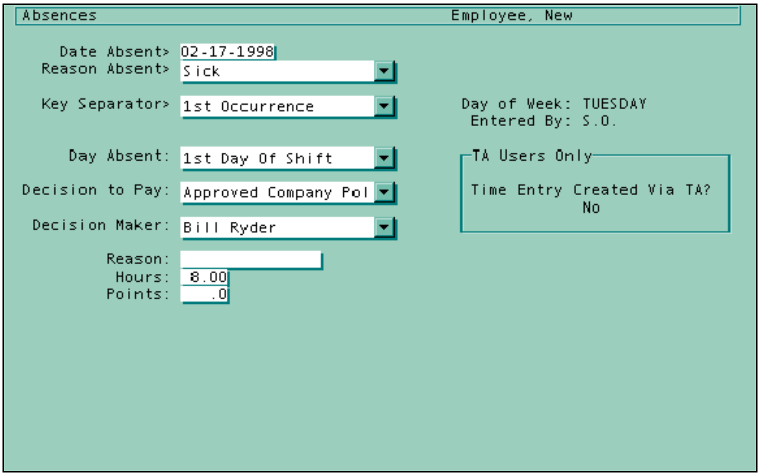
Day Absent: 1st Day Of Shift

Decision to Pay: Approved Company Pol

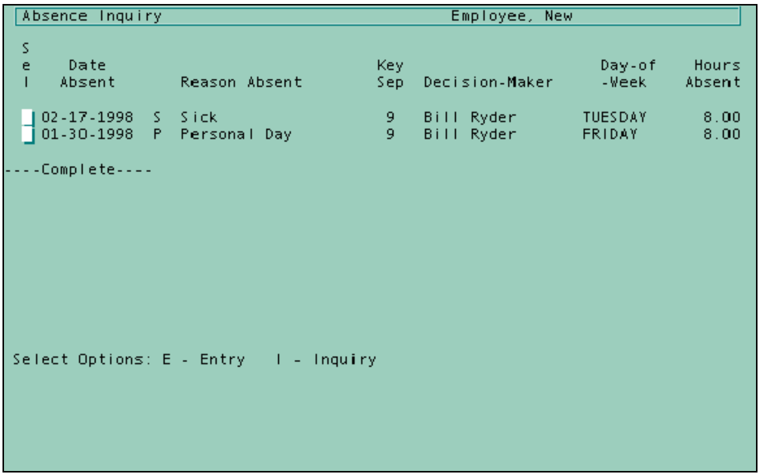
Decision Maker: Bill Ryder

TA Users Only
Time Entry Created Via TA?
No

Reason:
Hours: 8.00
Points: .0


Absences Employee, New
Date Absent> 02-17-1998
Reason Absent> Sick
Key Separator> 1st Occurrence
Day of Week: TUESDAY
Entered By: S.O.
Day Absent: 1st Day Of Shift
TA Users Only
Time Entry Created Via TA?
No
Decision to Pay: Approved Company Pol
Decision Maker: Bill Ryder
Reason:
Hours: 8.00
Points: .0

3. Use the Absence Inquiry form (93ISCR) to view, in Display mode, the detail for each of the absences you just recorded.


Absence Inquiry Employee, New

Sel	Date Absent		Reason Absent	Key Sep	Decision-Maker	Day-of-Week	Hours Absent
	02-17-1998	S	Sick	9	Bill Ryder	TUESDAY	8.00
	01-30-1998	P	Personal Day	9	Bill Ryder	FRIDAY	8.00

----Complete----

Select Options: E - Entry I - Inquiry

Review of Questions Answered

1. What needs to be considered when managing employee attendance effectively?

Considerations should include the following:

- *Recording employee leave entitlements*
- *Considering implications of each absence*
- *Recording employee absence information*
- *Managing leave entitlement*
- *Analyzing absences*

2. What functionality is available to manage employee attendance?

   Functionality includes recording the details of employee absences, including date, type, hours, approval notice, and the name of the person who gave the approval.

3. What are absence types and absence points and how are they used?

   When recording an employee absence, you must indicate the absence type, or the category of the absence. Values for absence types are supplied from the Absence Type option list (TA01), and include the following: birth in family, holiday, and sick time. Your organization may modify this option list to reflect the values that are needed.

   When you record an absence for an employee using the Absences form (93-SCR), you can optionally assign a number of absence points to the absence. The number of absence points you assign for an absence is up to your organization. By adding up the number of absence points an employee has accumulated over a period of time, you can determine if the employee is within the allowable number of absence points. If not, you may want to pursue some form of disciplinary action.

4. How are annual paid absence entitlements used?

   The system requires you to determine annual paid absence entitlements at the beginning of a year period, or when the employee is hired. It will allow you only one record per year, with the record being updated each time an entry is made for a year. The year may be a calendar year or any other annual period for which you record and maintain records for employee absences. The system accommodates different types of absences that begin at different times of the year through the 'Year-end Date' and 'As-of Date' text boxes on the Authorized Time-off Hours Remaining form (93ASCR).

Processing Terminations, Leaves and Returns, and Other Major Activities

Apply the Concept

1. How do *major activities* affect changes in *employee status*?

   Major activities are events that cause a change in an employee's status, such as a new hire, termination, or rehire.

2. What is the difference between a *leave of absence* and a *retirement*?

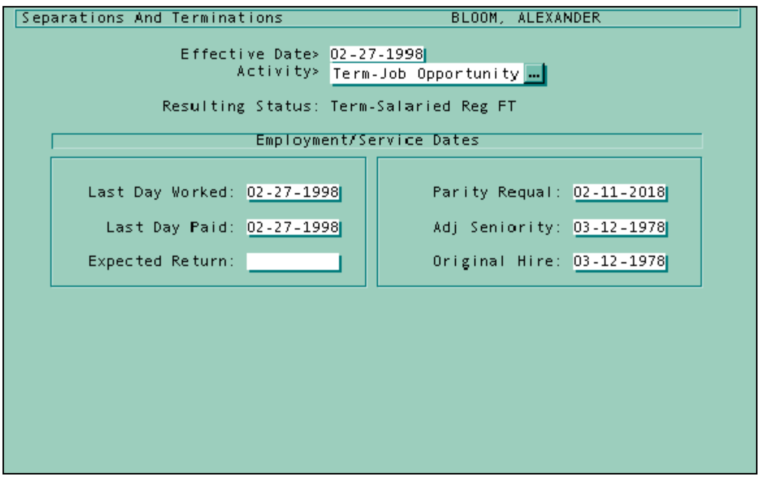
   A leave of absence occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Extended Practice

Note: *You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.*

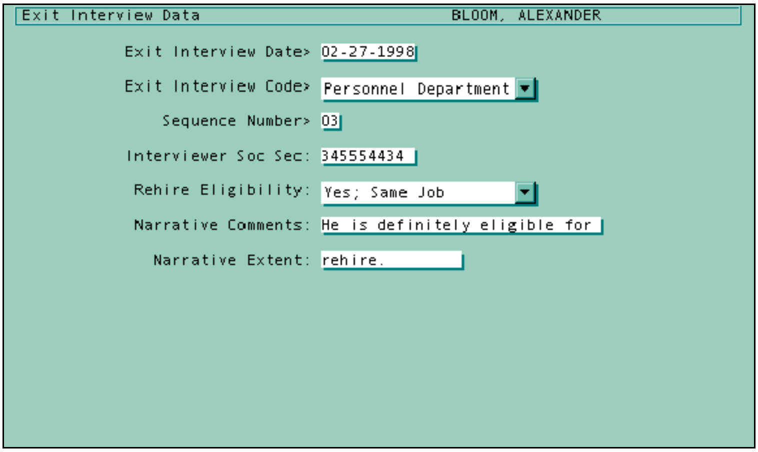
1. Alexander Bloom, employee number 3001, found a better job opportunity and terminated his employment on February 27 of this year. He met with the personnel department for an exit interview on his last day of work. Enter Alexander's termination record as well as the following exit interview comments: 'Alexander had an offer he just could not refuse and we were unable to match salary. He is definitely eligible for rehire in the Accounting Department.'

Note: *You will need to use multiple sequence numbers to enter the narrative and you can view the entire exit interview narrative in Display mode on the Exit Interview Narrative form (97ISCR).*

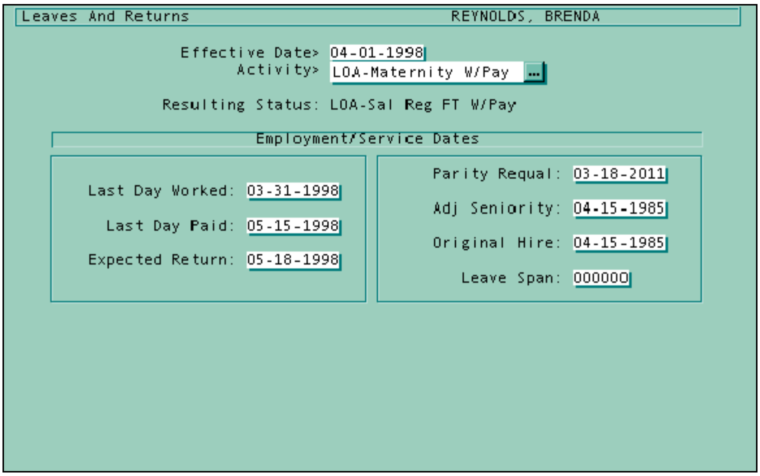



Exit Interview Data
BLOOM, ALEXANDER
Exit Interview Date>
02-27-1998
Exit Interview Code>
Personnel Department
Sequence Number>
01
Interviewer Soc Sec:
345554434
Rehire Eligibility:
Yes; Same Job
Narrative Comments:
Alexander had an offer he just
Narrative Extent:
could not

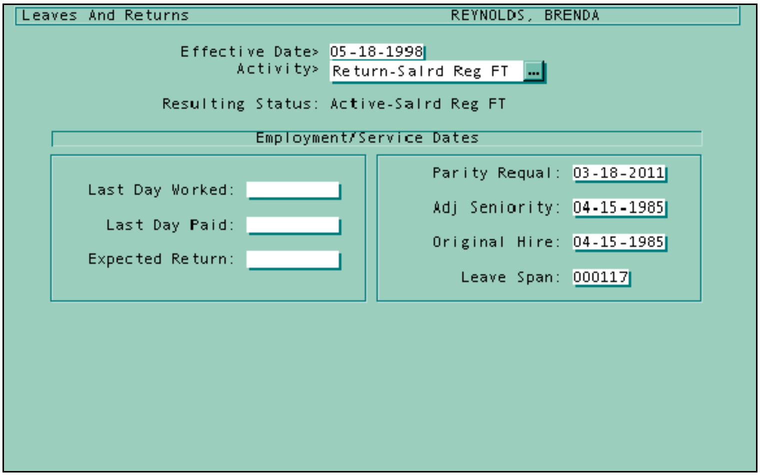

Exit Interview Data
BLOOM, ALEXANDER
Exit Interview Date>
02-27-1998
Exit Interview Code>
Personnel Department
Sequence Number>
02
Interviewer Soc Sec:
345554434
Rehire Eligibility:
Yes; Same Job
Narrative Comments:
refuse and we were unable to m
Narrative Extent:
atch salary.



2. Record a paid maternity leave that began April 1 of this year and will continue through May 15 for Brenda Reynolds. She worked up to the day prior to the start of her leave and will be paid through May 15. Brenda is expected to return to work on Monday, May 18.



3. Brenda Reynolds did return to work on her expected return date. Record her return from leave of absence. Her status will remain Salaried, Regular, Full-Time.



Review of Questions Answered

1. What types of employment status changes are typically used in an organization?

   Typical changes include 'active', 'inactive', 'part-time', 'full-time', and so forth.

2. How are activities and employment statuses used in the system?

   Several forms are used to record employee major activities and status changes. Each of these forms deals with a specific type of activity. It is good practice to only enter one major activity for a single date.

Form Name	Purpose
Leaves And Returns (95-SCR)	*Records various types of leaves (both paid and unpaid) and returns from those leaves.*
Status Changes (08-SCR)	*Records activities that result in an employee's status remaining active, such as: transfers, conversions, file additions, changes from full-time to part-time status or vice versa, and adjustments to benefit service dates.*
Separations And Terminations (96-SCR)	*Records employee separations and terminations that would change the employee's status from active to inactive, such as voluntary or involuntary terminations, retirement, deaths, and layoffs.*
Employee Status History (09-SCR)	*Displays each major activity and the resulting status for an employee.*

3. What are the payroll implications of employee status changes?

Once you have performed a leave or termination activity, you can check if any holiday or sick payments are outstanding and calculate the final payment for payroll. The pay period in which the leave or termination process occurs will impact how the final payment is calculated. When an employee leaves or is terminated between payroll periods, payroll does not automatically prorate the final payroll and benefit payments. Some manual intervention is usually required to give an off-cycle payment or to prorate the normal period amount.

4. What are the benefits implications of employee status changes?

   When an employee is separated or terminated from the organization, the benefits department should be alerted. Employees may lose their benefits coverage based on the benefit plan rules that have been established for your organization.

5. What are the Position Administration implications of employee status changes?

   Position Administration allows you to strategically manage the in-and-out flow to positions within your company.

   In cases where you are terminating an employee, you need to be aware that when you unassign an employee in a single incumbency, they will be unassigned from the most recent position they held. The system will automatically unassign employees who hold multiple incumbencies from all positions held.

Tracking Employee Skills, Competencies, and Training

Apply the Concept

1. What is *career planning*?

   Career planning involves providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

2. What is the importance of tracking employee skills, competencies, and training in an organization?

   Measuring and tracking employee skills and competencies will help your organization to increase and enhance the abilities of the workforce through strategically-planned training and development efforts.

Review of Questions Answered

1. How is an up-to-date record of an employee's qualifications maintained?

   The system easily maintains the following types of information:

   - *Licenses*
   - *Certificates*
   - *Permits*
   - *Professional or trade association memberships*
   - *Driver licenses*

2. How is training scheduled and completed for an employee recorded in the system; and how are training costs tracked?

   The following forms are used:

   - *Training Scheduled/Taken (31-SCR)—Used to record training courses an employee or applicant has attended or is scheduled to attend.*
   - *Employee Training Class Costs form (34RSCR)—Used to track the cost of training classes for an employee.*

3. How are qualifications-related information such as licenses, certificates, permits, association memberships, and driver's licenses tracked?

   The following forms are used:

- *Certificates, Licenses And Permits (28-SCR)—Used to record any certificates, licenses, and/or permits an employee or applicant has been granted.*
- *Formal Education (30-SCR)—Used to record an employee's or applicant's formal education, both completed and in-progress.*
- *Tuition Information (32-SCR)—Used to record information about education reimbursements granted for each course taken by an employee in a tuition reimbursement program. The amount refunded to the employee for the course is recorded here. A separate form must be recorded for each course taken by the employee.*
- *Skills And Competencies (33-SCR)—Used to record skills and competencies acquired by an employee or applicant through formal education, work experience, and training courses.*
- *Professional Association Memberships (29-SCR)—Used to record any professional associations of which an employee or applicant is a member, both personally and on behalf of the company.*
- *Driver License Information (25-SCR)—Records driver license information for those employees operating company vehicles, or applicants who will be required to operate company vehicles if they are hired.*

Tracking Performance Appraisals

Apply the Concept

1. What is the aim of performance appraisals for an organization?

   Performance appraisals assess individual employee strengths and areas of improvement in relation to job performance and help the organization to build on those strengths and facilitate improvement.

2. What tasks are typically associated with tracking performance appraisals?

   The basic tasks associated with tracking performance appraisals are as follows:

   - *Schedule the next performance appraisal for the employee.*
   - *Identify employees eligible for a performance appraisal within a customer-defined timeframe.*
   - *Prepare the appraisal forms and distribute them to the appropriate reviewers.*
   - *Record the results of the performance appraisal (depending on the type of appraisal used by your organization, you may need to record the results of multiple evaluations, such as for a 360-degree appraisal).*
   - *Enter other changes brought about by the performance appraisal.*

Review of Questions Answered

1. What different types of performance appraisals can be given to employees?

   The various types are: top-down ratings, peer group appraisals and 360-degree appraisal methods.

2. What is the performance appraisal process when using the system?

   Performance appraisals are recorded on the Performance Appraisal Results form (49-SCR).

3. What reports are available to aid in the performance appraisal process?

   - *Performance Appraisals Scheduled For Month Of: XX report (1R-RPT)—Provides a distribution list of performance appraisals scheduled for a given month.*
   - *Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT)—Identifies employee records that have not been updated with appraisal results by the due date.*

4. How can performance appraisals be linked to salary reviews?

   To link a performance appraisal with a salary review, you must use functionality in the Salary Administration component. You must use the Pay-for-Performance option. To use this option, you must set up rules for the salary increase amounts that are related to each appraisal score.

Managing Employee Health and Safety

Apply the Concept

What are the advantages of tracking health and safety information for your employees?

Such a program provides benefits for each employee and for the organization. Good health and safety management can reduce business costs from losses and damages resulting from on-the-job accidents, injuries, and illnesses.

Review of Questions Answered

1. How is the health and safety functionality used in the system?

   The system provides the foundation for an effective employee health and safety management program by recording employee-level information used for ongoing health and safety maintenance or for handling of emergency situations. The types of information that can be recorded include:

   - *Scheduled medical exams*
   - *Medical exam results*
   - *Employee blood type*
   - *Allergies*
   - *Disabilities*
   - *Religious preferences*
   - *Native language*
   - *Emergency contacts*
   - *Physician names and contact information*
   - *On-the-job accident and injury details*

2. What is the advantage of recording language and religion information for your employees?

   During the applicant recruiting process, or after hiring a new employee, you may want to record information regarding an employee's native language and religious preference. If entered in the applicant organization, this information transfers with the employee record to the active organization. Language and religion information could be useful in emergency situations and is recorded on the Phone Numbers And Employment Information form (03-SCR).

3. What is the possible impact of health and safety information on Benefits Administration?

   Health and Safety data you have recorded for your employees may have a direct impact on the area of Benefits Administration. For example, in many organizations employees who smoke pay more for their benefits than do non-smokers. There could also be associated legal ramifications. It is possible the government could make judgments or set employee safety standards based on the information you track regarding employee *health and safety. Governmental organizations may require reporting from your employee Health and Safety records.*

Tracking Discipline and Grievances

Apply the Concept

What are *disciplinary actions* and *grievances*?

The definitions of these terms are:

- *Disciplinary action—Action taken against an employee for violation of an organization policy or procedure.*
- *Grievance—A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.*

Review of Questions Answered

1. How are employee grievances and disciplinary actions recorded using the system?

   Recording takes place on the Disciplinary Action form (DA-SCR) and Grievances form (GT-SCR).

2. What reports are available to track employee grievances and disciplinary actions taken by the organization?

   - *Disciplinary Actions Report (3M-RPT)—Provides a summary of the disciplinary actions taken against employees by the organization as recorded on the Disciplinary Actions form (DA-SCR).*
   - *Grievance Recording And Status Report (3V-RPT)—Provides a summary of the employee grievance information on file as recorded on the Grievances form (GT-SCR).*

Managing Employee Compensation

Apply the Concept

What are the key elements of compensation management?

- *Individual compensation administration (including both pay and benefits)*
- *Compensation policy formulation*
- *Compensation cost management*

Review of Questions Answered

1. What considerations are involved in managing employee compensation?

    - *Individual compensation administration (including both pay and benefits)*
    - *Compensation policy formulation*
    - *Compensation cost management*

2. What are the different methods of entering salary changes?

    - *Direct entry*
    - *Multiple increases on the same date*
    - *Salary changes prior to the current pay period*
    - *Salary changes within the current pay period*
    - *Salary changes future to the current pay period*

3. Why is periodically reviewing the salary review process beneficial to your organization?

    It will allow you to make any necessary changes, which will be noticed by your employees and may result in higher employee morale.

4. What are the different ways to analyze cost results?

    As reviews occur and employee salary increases are entered, you will need to review the effects of the changes. You may view forms online or use the several batch reports that are available for this purpose.

5. What are the implications of the different system components on managing employee compensation?

    As an integrated component of the Human Resources Administration functionality, the Salary Administration component is designed to help you manage the salary-related functions in your organization. Salary Administration provides you with the resources to track job evaluations, establish merit increase guidelines, perform budgeting analysis, and automate the salary review and performance appraisal processes.

    If you are using Benefits Administration, the Salary Assignment/Changes form (40-SCR) can be used to calculate Benefit Plan coverage amounts for life insurance plans, *health coverage, retirement plans, and other company paid benefits that are included in an employee's total compensation.*

When managing employee compensation, the key function of your Payroll component is to process accurate organizational payrolls so employees are paid correctly and on time. The Payroll component allows you to maintain the payroll cycle, involving such things as timekeeping, compensation, and benefits.

Tracking Employee Relocation Expenses

Apply the Concept

What are the different types of costs associated with relocating employees?

- *Compensation for all costs associated with selling the employee's former residence.*
- *Compensation for all costs associated with the purchase of a new residence.*
- *Compensation for costs associated with house-hunting trips, transportation of the employee and the employee's family to the new location, shipping of household goods, personal belongings, and automobiles to the new location, temporary living arrangements, and storage of goods and belongings in the new area if the new home is not complete at the time of the employee's arrival in the area.*
- *'Grossing up' of compensated costs to allow for payment of taxes that may be imposed against the expense compensation received by the employee.*
- *Bridge loans (also known as equity advance loans) that assist the employee in purchasing a new residence before the sale of the former residence is complete (for example, to enable the employee to make a down payment on the new residence).*
- *Advances of money in anticipation of relocation costs so the employee does not have to pay the expenses.*

Review of Questions Answered

1. What considerations are involved in tracking employee relocation expenses?

   When an employee relocation is complete, the employee's 'relocation account' must be balanced, with actual expenses, advances, and loans considered. Because relocation compensation is part of the overall compensation package and has important tax implications for the individual employee, accurate and thorough recordkeeping is essential.

2. What forms are provided for managing employee relocations?

   - *Relocation Move Definition (34-SCR)*
   - *Relocation Closing Cost Expenses (35CSCR)*
   - *Relocation House Hunting Expenses (35HSCR)*
   - *Relocation Moving Expenses (35MSCR)*
   - *Relocation Shipping Inventory Expenses (35SSCR)*
   - *Relocation Temporary Living Expenses (35TSCR)*
   - *Relocation Cost Summary (35-SCR)*
   - *Relocation Bridge Loan (36-SCR)*

Allocating Property to and Recovering Property from Employees

Apply the Concept

1. What are *perquisites*?

   Perquisites are property or privileges extended to an employee.

2. How is company property allocated and recovered?

   You can allocate and recover property using these forms:

Form Name	***Purpose***
Automobile Information (24-SCR)	*Records company automobiles allocated to the employee.*
Company Personal Property (22-SCR)	*Records company personal property allocated to the employee, such as credit cards or computer equipment.*
Perquisites: Non-Monetary (20-SCR)	*Records non-monetary perquisites allocated to the employee, such as health club memberships or restaurant accounts.*
Separations: Recovery Of Company Property (99-SCR)	*Records that an employee has returned the company property that was allocated to him or her. A summary of sick and vacation hours that remain credited to the employee is also provided.*
Separations: Recovery of Automobiles (98-SCR)	*Records that an employee has returned the company automobile that was allocated to him or her.*
Termination Summary (96RSCR)	*Provides a summary of company property and automobiles that have been allocated to the employee but not yet returned.*

Review of Questions Answered

1. What needs to be considered when allocating property to and recovering property from employees?

   When the employee is terminating or separating from your organization, the Termination Summary form (96RSCR) is used to review the company property and automobiles allocated to the employee that must be returned. It is important to understand that any perquisites that were recorded on the Perquisites: Non-Monetary form (20-SCR) are not displayed on the Termination Summary form (96RSCR). The recovery of company property is then achieved on the Separations: Recovery Of Company Property form (99-SCR) while automobiles are returned on the Separations:

Recovery Of Automobiles form (98-SCR). The recovery of the property and autos can be verified on the Company Personal Property form (22-SCR) and Automobile Information form (16-RPT), which are automatically updated with a 'Date Returned'. This allows you to keep a history of the allocation and recovery. Perquisites are returned (if applicable) by entering the 'Date Returned' on the Perquisites: Non-Monetary form (20-SCR).

2. What reports are available to assist in allocating property to and recovering property from employees?

- *Automobile Information report (16-RPT)—Provides a listing of the organization's automobile-related data as recorded on the Automobile Information form (24-SCR).*
- *Company Personal Property Information report (12-RPT)—Provides information on company property assigned to employees as recorded on the Company Personal Property form (22-SCR).*
- *Monetary Perquisite Information report (3E-RPT)—A Salary Administration report that provides a listing of employees who have received monetary perquisites as recorded on the Perquisites: Monetary form (27-SCR).*
- *Non-Monetary Perquisite Information report (13-RPT)—Provides information on nonmonetary perquisites assigned to employees as recorded on the Perquisites: Non-Monetary form (20-SCR).*

Additional Injury Information form (PROSCR)

The Additional Injury Information form (PROSCR) is used to record additional information related to an initial injury or illness event. The information on this form only relates to OSHA-reportable events. This data supports the requirements of two OSHA forms—Log of Work-Related Injuries and Illnesses (Form 300) and Injury and Illness Incident Report (Form 301).

The Date Recorded represents the injury or illness diagnosis date. Multiple occurrences of an injury or illness are stored by date, by separate incident.

Business Tasks

This form is used to perform the following business task:

- ***Recording additional injury information*** (on page 314)

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 728).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories

Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types

Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing

Projecting the future cost of a benefits plan contribution for budget purposes.

Course

A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory

A course directory is a list of all available courses.

CPI

Characters **p**er **i**nch

Credited service

The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew

A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code

A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys

Provide direct query access to data within the system database.

CSL

Abbreviation for ***Cyborg Scripting Language*** (on page 725).

Cumulative data

Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor

A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined

Values that depend on an organization-specific definition--for example, option list.

CYB88X

An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language

Cyborg's fourth-generation programming language, previously called English Language.

Data extract

Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load

The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping

The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database

A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 727).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 727).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 727).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu

A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format

See PDF.

Position

A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number

Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement

A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range

The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax

A contribution made after taxes have been withheld from earnings.

Premium

The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification

Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax

A contribution made before taxes have been withheld from earnings.

Primary account

The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process

A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar

The graphical representation of a process on the navigator. Each process bar is within a Component.

Program

A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount

The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED

An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards

Legally-mandated workplace safety standards.

Salary budget record

Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade

A range of salary amounts associated with a particular job.

Salary grade range

A range of salary amounts associated with the salary grade for a particular job.

Salary plan

A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year

A 12-month period over which a salary plan is effective.

Salary range

The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review

A periodic evaluation of an employee's compensation.

Salary review authorization form

Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file

The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes

Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table

Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments

Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error

Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table

Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number

A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen

Now known as a form.

Scroll bar

When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series, (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip

A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal

Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer

Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code

The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation

Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency

The capacity of the overall workforce to perform required functions and sets of activities.

XHTML

Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File

P20OUT file from the final payroll run of the year

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Using Benefits Administration

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PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Benefits Administration.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- **Benefits Administrators**
  Benefits Administrators will find it helpful to read through the entire manual, concentrating on Parts 1 and 2. These parts provide a big picture of the system and also cover considerations for implementing it

- **Benefits personnel**
  All Benefits personnel who will be using Benefits Administration should read Part 1 to obtain an overview of the system. Additional parts should be read as they apply.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Basic understanding of Microsoft Windows (Version 3.1, Windows 95, or Windows 98).
- Attend training or have experience using your Cyborg product (the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training class is recommended).
- Attend training or have an understanding of tables and option lists (the Using Human Resources Administration course is recommended).

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand and administer Benefits Administration.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course documentation covers the introductory concepts and tasks related to Cyborg's administration solutions. It describes how to navigate through the software and explains important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.
Using Human Resources Administration	This prerequisite course provides a thorough understanding of the day-to-day tasks that form the foundation of Human Resources Administration.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	These chapters introduce Benefits Administration by providing an overview of the system and explaining its interaction with other components of the system.
2. Plan Design	3–7	These chapters provide an explanation of the concepts and detailed directions needed to set up Benefits Administration.

Part	Chapters	Description
3. Enrollment	8–11	These chapters provide a detailed explanation of the procedures for enrolling employees in benefits plans.
4. Employee Benefits Maintenance	12–13	These chapters provide directions for handling the impact of employee status changes (leaves of absence, and so forth) on their benefits.
5. Plan Administration	14–16	These chapters provide directions for working with payroll and for maintaining and de-activating plans.
6. Appendices	A–J	The appendices provide quick references for reports, and also provide supplemental information, such as sample plans and information on batch loading of benefits data.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Benefits Administration:

Read this chapter		To learn about
1	About This Manual	How the manual is organized, where to find what you are looking for, who should use the manual, and where to get help.
2	Overview of Benefits Administration	The features included in Benefits Administration and how this component interfaces with other HR components and Payroll Administration.

Part 2: Plan Design

The chapters in Part 2 describe how to set up the control structure and tables for Benefits Administration:

Read this chapter		To learn about
3	Implementing Benefits Administration	Considerations for implementing Benefits Administration.
4	Setting Up Welfare Plans	How to set up the control structure and tables for welfare plans and what reports are available for documenting welfare plans.
5	Setting Up Deferred Plans	How to set up the tables for deferred plans and what reports are available for documenting deferred plans.

Read this chapter		To learn about
6	Setting Up Flex Plans	How to set up the tables for flex plans, group welfare plans, and deferred plans under a flex master plan.
7	Using Considered Earnings/Hours Accumulators	How to set up accumulators to track employee hours and earnings for benefits plan eligibility and participation.

Part 3: Enrollment

The chapters in Part 3 describe how to check employee eligibility for plans and how to enroll employees in plans:

Read this chapter		To learn about
8	Enrolling Employees in Welfare Plans	How to check employee eligibility for plans and how to enroll employees in welfare plans, including recording dependents and beneficiaries.
9	Enrolling Employees in Deferred Plans	How to enroll employees in deferred plans.
10	Processing Annual Open Enrollments for Flex Plans	How to process open enrollments for flex plans, including calculating flex credits and creating enrollment choice forms.
11	Processing Midyear Enrollments for Flex Plans	How to process midyear enrollments for flex plans.

Part 4: Employee Benefits Maintenance

The chapters in Part 4 describe how to perform the day-to-day tasks of updating employee benefits information and how to use the system effectively for counseling employees on their benefits:

Read this chapter		To learn about
12	Maintaining Employee Benefits Information	How to process leaves of absence, separations, and terminations, and how to de-enroll employees from all types of benefits plans.
13	Counseling Employees on Benefits and Retirement	What information is available to assist you in providing benefits information to your employees, including scheduling pre-retirement counseling sessions.

Part 5: Plan Administration

The chapters in Part 5 describe explain what must be done before and after payroll runs and how to maintain benefits plans:

Read this chapter		To learn about
14	Benefits/Payroll Interaction	What tasks must be performed prior to a payroll run, and what tasks must be performed after a payroll run.
15	Maintaining and Deactivating Plans	How to update plans and how to de-activate plans.
16	Monitoring and Costing Plans	How to monitor the cost and effectiveness of benefits plans.

Part 6: Appendices

The appendices in Part 6 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	Benefits Administration reports and their business uses.
B	Calculation Option List Quick Reference	Benefits Administration calculation option lists and their uses.
C	Funding of Deferred Plans	Forms used for tracking the funding of deferred benefits plans.
D	Working with Stock Plans	Screens used to set up and administer stock plans.
E	Sample Benefits Plans	How a variety of benefits plans could be set up.
F	Benefits Plan Worksheet	A worksheet you can use to record your data for setting up a benefits plan.
G	Batch Loading of Benefits Forms	General information for batch processing the most commonly used Benefits Administration forms.
H	Technical Considerations	A variety of technical considerations for administering Benefits Administration.
I	Accumulation HEDs and 401(k) Plans	How to use Accumulation Method Code 8A for 401(k) plans.
J	Practice and Review Answers	Detailed answers to the practices and reviews at the end of the instructional chapters.

Classroom versus self-study

This manual contains training and documentation for welfare, deferred, and flexible benefits plans. It contains information for two classes: non-flex and flex. It is organized by the phases your organization will follow to successfully implement the Benefits Administration Solution: design, enrollment, maintenance, and administration. Information regarding welfare, deferred, and flex plans is integrated throughout the entire document.

Information will not be taught in chapter sequence in a classroom environment. The instructor will skip entire chapters or sections of chapters. Information will be presented as follows:

Chapters presented in Non-flex class	**Chapters presented in Flex class**
About This Manual	About This Manual
Overview of Benefits Administration	Overview of Benefits Administration
Implementing Benefits Administration	Setting Up Flex Plans
Setting Up Welfare Plans	Processing Annual Open Enrollments for Flex Plans
Enrolling Employees in Welfare Plans	Processing Midyear Enrollments for Flex Plans
Setting Up Deferred Plans	Parts of Maintaining Employee Benefits Information
Using Considered Earnings/Hours Accumulators	Parts of Counseling Employees on Benefits and Retirement
Enrolling Employees in Deferred Plans	
Parts of Maintaining Employee Benefits Information	
Parts of Counseling Employees on Benefits and Retirement	
Parts of Benefits/Payroll Interaction	
Parts of Maintaining and Deactivating Plans	
Parts of Monitoring Costing Plans	

Guided Practice and Extended Practice answers and form captures are based on the assumption that you are using the manual as self-study and are working through the chapters in sequence. If you are using this manual in a classroom environment, a few form captures in the appendix may look slightly different.

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: You will find tips or quick techniques covered in notes.

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Benefits Administration

In This Chapter

Introduction

Benefits Administration is an integrated component of Human Resource Management Administration. It is designed to help you manage every aspect of your benefits programs.

Why use Benefits Administration?

Administering benefits programs can seem like a never ending struggle. Piles of paperwork. New regulations. Corporate reorganizations. New rates. As a Benefits professional, you may find that your customers (the employees) and your management have raised their expectations of what they want from you: well-designed and efficiently managed benefits programs and sound projections for the future. Benefits Administration provides the ability to do both tactical management and strategic planning on a day-to-day basis.

Day-to-day administration is accomplished through facilities such as plan setup using effective-dated, rule-based tables, online or batch enrollment with full eligibility checking and automatic generation of payroll deductions, and accumulation of considered hours and earnings. Numerous benefits plans are supported, including welfare, deferred (defined benefit, defined contribution, thrift/savings, stock plans), and flexible benefits programs. A variety of standard reports are delivered for use within your organization, for regulatory reporting, and for communicating with third-party vendors.

Strategic planning is accomplished using standard and custom reports for tracking enrollments, eligibility, upcoming retirements, and employee selections from past flex programs, as well as the capability to future-date plan tables with different cost scenarios.

Benefits Administration Solution features

The following are important features of Benefits Administration:

- Adaptable benefits control structure
- Rule-based tables for benefits plan setup
- Welfare plan administration
- Deferred plan administration
- Flex plan administration
- Spouse, dependent, and beneficiary tracking
- Benefits and retirement counseling
- Organizational and regulatory reporting

Adaptable benefits control structure

Through the use of benefits Control Numbers and search types, Benefits Administration can accommodate your organizational structure and groupings of employees.

Benefits Control Numbers

A benefits Control Number is a four-position, alphanumeric identifier that specifies which benefits tables are to be used by an organization. Several or all companies can access the same set of benefits tables, or each company can have its own set of benefits tables.

Employee groups and plan rules

When plan rules differ for different groups of employees, there is no need to define separate plans and incur additional administrative costs. Using search types and search arguments, you can define a single plan that allows for differences in the following areas: eligibility, participation, calculations, contributions, hours, earnings and deductions (HEDs) prototypes. For example, you might have higher life insurance rates for smokers than for nonsmokers.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information on benefits Control Numbers and search types and search arguments.*

Rule-based tables for benefits plan setup

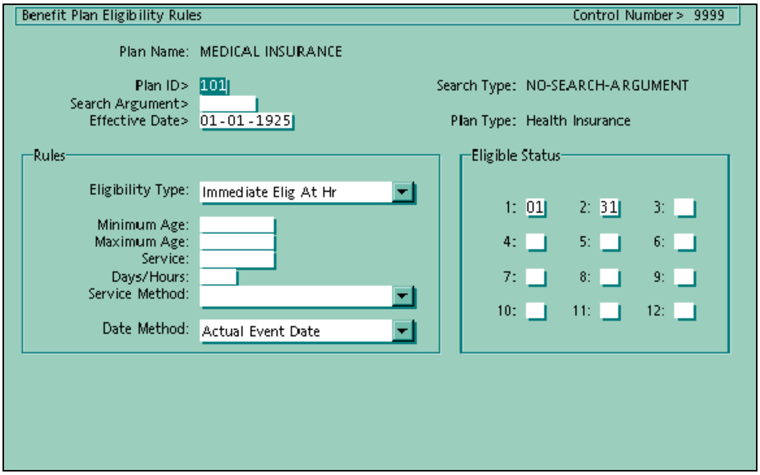
All benefits plan rules are defined using standard tables. When an employee is enrolled in a plan, the plan rules are automatically invoked. Tables are provided for the following:

- Basic rules, including plan name, effective date, and plan type (TK-SCR)
- Eligibility rules (TL-SCR)
- Coverage and contribution factors (TM-SCR)
- Prototype contribution HED (TS-SCR)
- Options and activities and resulting statuses (TTOSCR and TTASCR)
- Participation rules (deferred plans only) (TN-SCR)
- Breaks-in-service rules (deferred plans only) (TU-SCR)
- Retirement date rules (deferred plans only) (TJ-SCR)

Because the same tables are used to set up all types of plans, learning how to use the tables is simplified.

Option lists

In many cases, implementing a rule from a summary plan description is a matter of selecting a value from a pre-defined option list. For example, the following form shows the eligibility rules for a health insurance plan—employees are immediately eligible for the plan as long as their employment status is active, salaried, full-time (status 01), or they are full-time salaried on a paid leave of absence (status 31). Eligibility Type, Date Method, and Eligible Status all use option list values.


Benefit Plan Eligibility Rules   Control Number> 9999

Plan Name: MEDICAL INSURANCE

Plan ID> 101
Search Argument>
Effective Date> 01-01-1925

Search Type: NO-SEARCH-ARGUMENT

Plan Type: Health Insurance

Rules

Eligibility Type: Immediate Elig At Hr

Minimum Age:
Maximum Age:
Service:
Days/Hours:
Service Method:

Date Method: Actual Event Date

Eligible Status

1: 01 2: 31 3:
4: 5: 6:
7: 8: 9:
10: 11: 12:

Pre-defined calculation routines

Option lists that perform calculation routines are referred to as calculation option lists. Benefits Administration provides calculation option lists to handle a variety of situations including the following:

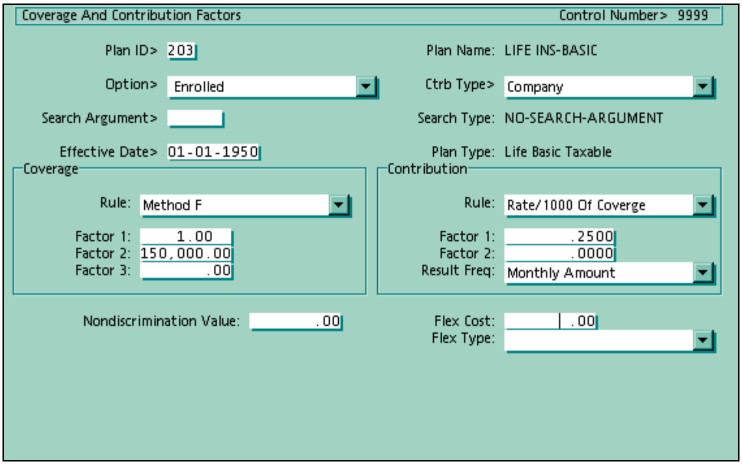
- Eligibility Type Rules option list (BA18)—determines a date based on original hire date, current hire date, or adjusted seniority date
- Date Calc Method option list (BA15)—performs date rounding
- Coverage Calc Method option list (BA20)—calculates an amount of coverage
- Contribution Rules option list (BA31)—calculates contribution amounts

You can use the delivered calculation codes or add your own.

The following form shows the setup of coverage and contribution factors for a basic life insurance plan. This plan provides coverage at the rate of one times the annual salary to a maximum of 150,000.00. The coverage rule, Method F, is obtained from the Coverage Calc Method option list (BA20). It states that the value of Factor 1 should be multiplied by the annual salary equivalency. The maximum (150,000.00) is entered into Factor 2.

The company contribution—the company's cost each pay period—is based on a rate of .25 per 1000.00 of coverage. The contribution rule is obtained from the Contribution Rules option list (BA31). It states that the rate is per 1000.00 of coverage. Factor 1 contains the explicit rate to use in the calculation formula. The frequency of the contribution is recorded in the Result Freq list box. In the example below, the Result Freq selection is Monthly

Amount. This amount will then be calculated down to a per-pay-period amount based upon the pay frequency of the employee when the employee is enrolled.



Eligibility

Eligibility can be based on age, service, hours, and status. When an employee is enrolled in a plan, eligibility is automatically checked according to the plan rules, and the applicable deductions are created for passing to the payroll process. Eligibility requirements can be overridden during the enrollment process.

Effective dates

All tables contain an effective date, allowing you to track changes as they occur, maintain tables for historical purposes, and future date tables for plans or plan changes that will go into effect at a later time.

Flex plan setup

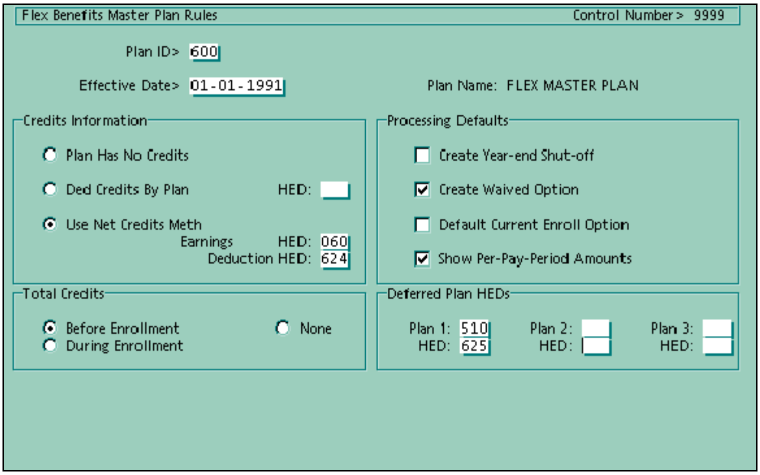
In Benefits Administration, you set up a flex benefit program by bringing any number of individual plans under one administrative umbrella. You define the component plans that will be covered under the flex plan using the standard plan tables. Each plan can have its own eligibility rules, employee credit/cost and company cost calculations, as well as payroll deduction types for storing and tracking both employer and employee costs.

All plans are linked together under a Master Plan. Special Master Plan tables are set up to hold high-level rules unique to the entire flex plan. These rules include the credit calculation formulas and processing defaults for how information will be stored in the employee's record.

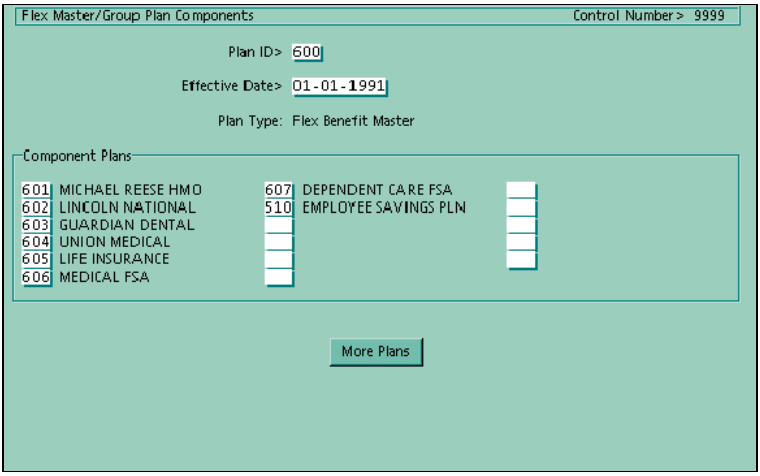
Note: *If you are using eCyborg Interactive Benefits, you must establish a flex benefit program in the benefits component of Cyborg's administration solutions.*

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about benefit administration tasks.*

The following form shows the Master Plan rules for a sample flex plan:



This next form shows how component plans are grouped under a Master Plan:

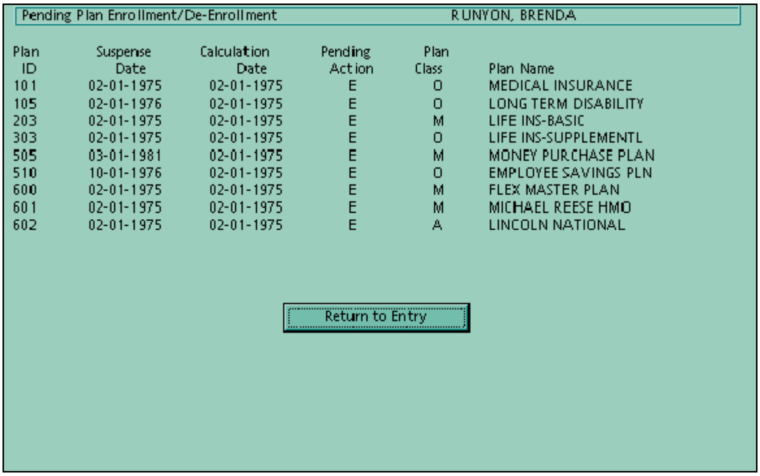


Welfare plan administration

Plans that provide immediate benefits to participants or their beneficiaries are called welfare plans. They include medical insurance, dental insurance, vision care, disability insurance, and life insurance.

Benefits Administration allows you to administer every aspect of your welfare plans, beginning with the tracking of eligibility, options elected, and coverage/contribution amounts. For example, you can determine which plans an employee is eligible to be enrolled in, but is not currently enrolled in, using the Pending Plan Enrollment/De-

Enrollment form (90-SCR). You can also print a report of employee plan eligibility. This form shows the benefits plans available to employee Brenda Runyon:



Pending Plan Enrollment/De-Enrollment RUNYON, BRENDA

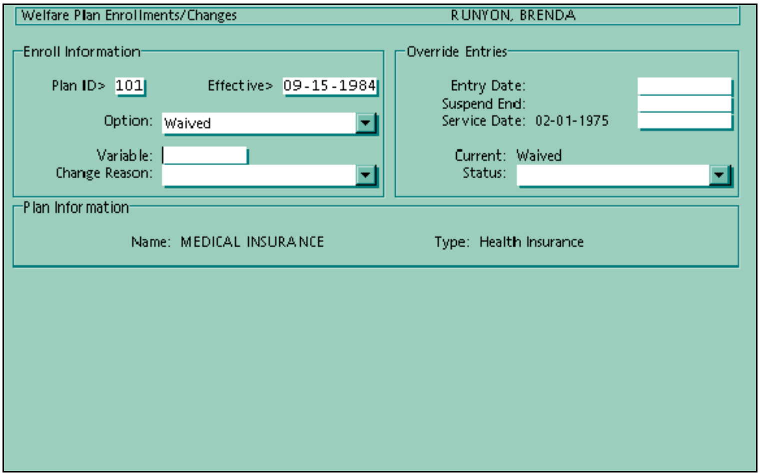
Plan ID	Suspense Date	Calculation Date	Pending Action	Plan Class	Plan Name
101	02-01-1975	02-01-1975	E	O	MEDICAL INSURANCE
105	02-01-1976	02-01-1975	E	O	LONG TERM DISABILITY
203	02-01-1975	02-01-1975	E	M	LIFE INS-BASIC
303	02-01-1975	02-01-1975	E	O	LIFE INS-SUPPLEMENTL
505	03-01-1981	02-01-1975	E	M	MONEY PURCHASE PLAN
510	10-01-1976	02-01-1975	E	O	EMPLOYEE SAVINGS PLN
600	02-01-1975	02-01-1975	E	M	FLEX MASTER PLAN
601	02-01-1975	02-01-1975	E	M	MICHAEL REESE HMO
602	02-01-1975	02-01-1975	E	A	LINCOLN NATIONAL

Return to Entry

Plan Premium Statements (4I-RPT), which may be submitted to your insurance carrier, provide in detail all employee and employer contribution amounts and the number of employees enrolled for each plan option.

Benefits Administration also provides for the automatic recalculation of coverage and contribution amounts based on changes to an employee's master record (for example, a salary increase) or to a plan in which an employee is enrolled (for example, a change in the employee contribution amount).

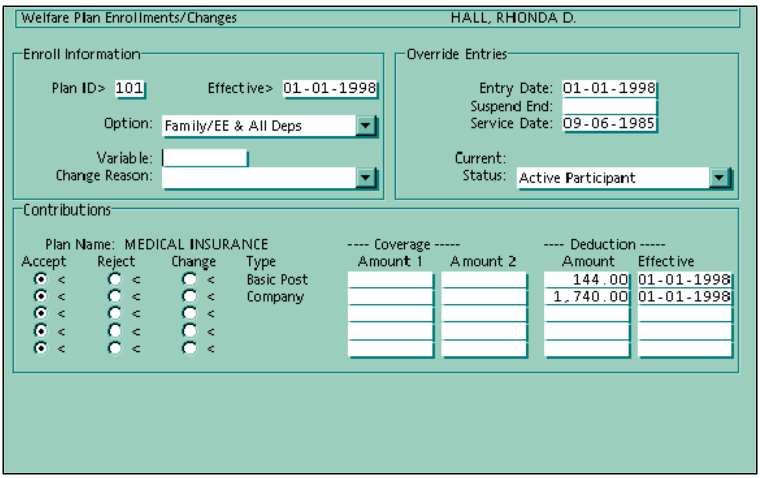
All employee benefit information contains an effective date, allowing you to keep a historical record of employee plan participation. If an employee selects a new option, you can also record a Change Reason. For example, the following form shows that this employee has waived participation in the health insurance plan and the date on which the waiver became effective:



Automated enrollment processing

When you enroll an employee in a benefits plan, the system will automatically check the eligibility rules. If the employee is eligible, the enrollment form will present each coverage and contribution amount for the plan, giving you the option of accepting, rejecting, or changing them.

The following form shows the information for an employee being enrolled in a health insurance plan. The employee has elected family coverage. The employee's annual contribution is 144.00; the company's annual contribution is 1740.00:



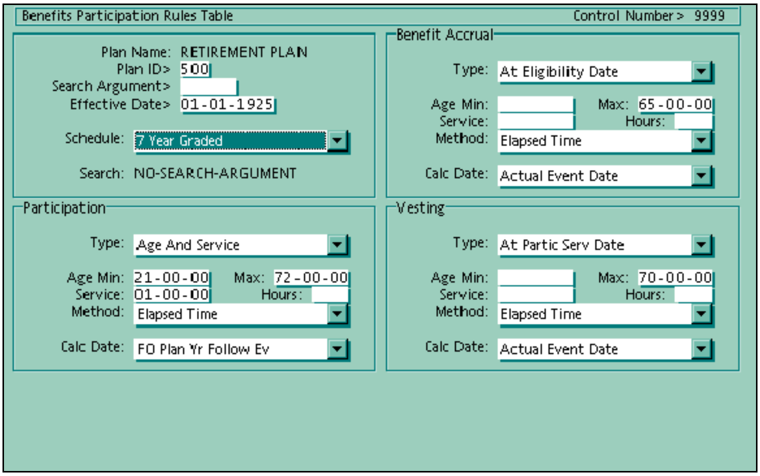
Deferred plan administration

The system captures all of the data relevant to an employer-sponsored pension plan, defined contribution (including thrift/savings), or defined benefit. Each plan can be defined as funded entirely by employer contributions, or can include provisions for employee contributions. Each plan provides for pretax and posttax employee contributions and a company match contribution which can be calculated automatically.

Benefits Administration can capture and accumulate considered hours and earnings according to a plan's specific definition. These hours and earnings can be collected and stored on a monthly, quarterly, or annual basis by plan year. Further flexibility allows you to define one accumulator to be used by multiple plans or to define separate accumulators for plans with different hours and earnings definitions. These accumulators are passed to your actuary through a standard Actuarial Interface Tape (4L-RPT) and can be used to calculate final average earnings for pension projection purposes, or to determine allocations of company contributions, fund earnings, or forfeitures for your defined contribution plan.

All dates associated with a deferred plan can be entered manually or calculated automatically. These include the participant's projected normal and early retirement dates, as well as plan-specific service dates to be used for participation, benefit accrual, and vesting purposes.

The following form shows the setup of significant dates for a defined benefit retirement plan. When employees are enrolled in the plan, their particular service dates will be calculated based on these plan rules.



Flex plan administration

Enrollment into a flex plan is a one-step process that checks eligibility, validates the employee's choices, calculates the credit/cost, and records the results. Benefits Administration provides facilities to produce choice forms, track enrollments, and monitor flex credits.

Flex plan communications

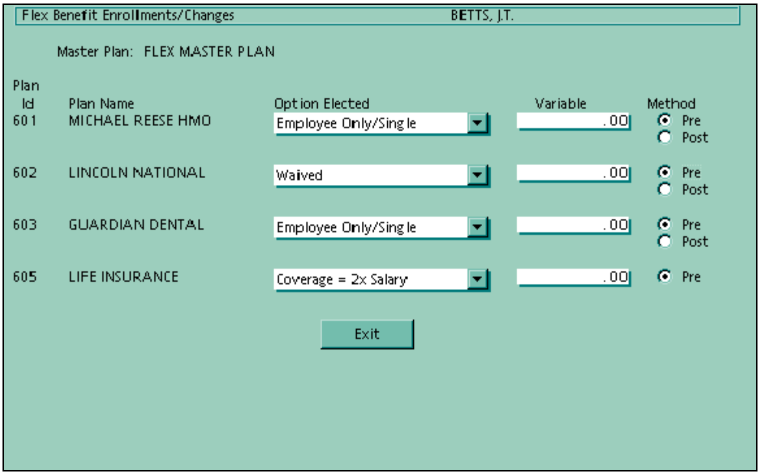
Benefits Administration provides a choice form containing an optional cover letter as well as enrollment information for each employee listing eligible plans, eligible option choices, and the cost of each choice. You can choose to print the company's cost by plan/option as well as the employee's personal cost. If your plan has credits, the employee's available credits will be shown.

Once an employee is enrolled, you can produce a confirmation statement for each employee with an accompanying letter, which can be changed to fit your needs. This statement will show the credits/cost for each choice the employee made, as well as the total cost and the difference, plus or minus, between the credits used and those allocated.

Flex plan enrollment

Every employee is enrolled in the flex plan each year. One flex enrollment form is the basis for all types of enrollments. The following form shows every plan for which an employee is eligible, including current options, and allows changes to any or all choices.

The following form shows the plans and options elected by employee J. T. Betts for the flex plan 600:

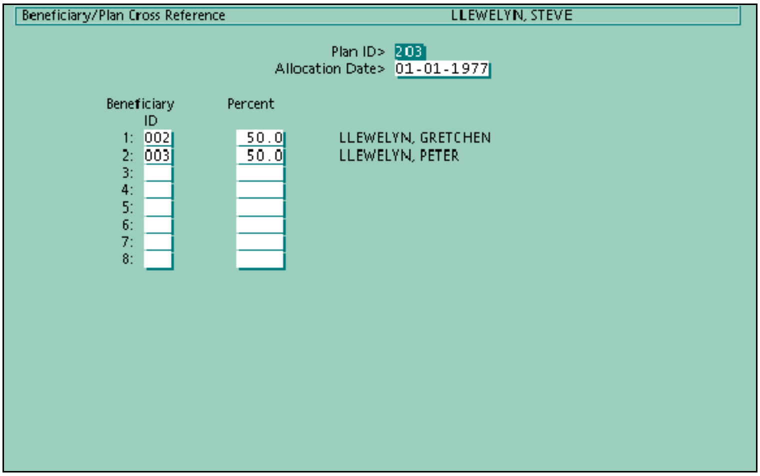


When entry is completed, you will be given the option to process the enrollment, review the enrollment, make changes, or exit and start again.

Spouse, dependent, and beneficiary tracking

Benefits Administration allows you to maintain detailed spouse, dependent, and beneficiary information. Data such as date of birth, student status, employer's name and address, and outside insurance carriers can be recorded. All dependents and beneficiaries, including ex-spouses, can be associated with an employee.

Multiple beneficiaries and associated percentages can be identified for a plan. For example, the following form shows that the employee has designated his daughter and son as beneficiaries for a life insurance plan, allocating 50 percent of the proceeds to each:



Benefits and retirement counseling

Benefits Administration provides a variety of inquiry forms and hardcopy reports for viewing employee benefit information. Forms you will find useful for viewing employee benefit information include the following:

- Employee Welfare Plan Summary form (55ISCR)
- Online Employee Profile form (PROFIL)
- Flex Benefit Enrollments/Changes form (55FSCR)
- Defined Benefit Plan Accumulations form (70-SCR)
- Defined Contribution Total Balance form (76TSCR)
- Thrift/Savings Plan Accumulations form (82-SCR)
- Plan Vesting Information form (63-SCR)

When defining deferred plans, you can specify early, normal, and late retirement dates for participants. You can also indicate when retirement notices should be sent to participants, based on their early and normal retirement dates. These retirement notice dates will be calculated when the employee is enrolled. You can view these on the Plan Retirement/Notice/Counseling Dates form (65-SCR) for an employee, or you can print a hardcopy report showing which employees should have notices sent to them for a given period. You can also use the Plan Retirement/Notice/Counseling Dates form (65-SCR) to set up pre-retirement counseling dates. Forms are also provided for you to record all retirement plan elections and payments.

Organizational and regulatory reporting

Standard reports are provided to document the rules of each benefits plan. These reports include the following:

- Plan Rules Table Records Batch report (9K-RPT)
- Benefit Plan Tables report (9KARPT)
- Benefits Eligibility Rules report (9L-RPT)
- Benefits Plan Factors report (9M-RPT)
- Benefits Plan Prototype Contribution HEDs report (9S-RPT)
- Benefits Participation Rules report (9N-RPT)
- Benefits Activity and Option Validation report (9T-RPT)
- Benefits Plan Breaks-in-Service Rules report (9U-RPT)
- Plan Retirement Date Rules report (9J-RPT)

Registers of enrolled and enrollable employees are provided for all types of plans. Reports provided include the following:

- Welfare Benefits Register report (4A-RPT)
- Plan Participation Register report (4B-RPT)
- Plan Beneficiary Listing report (4C-RPT)
- Dependent Listing for Plan ID: xxx report (4D-RPT)
- Enrollable Employees by Plan report (4E-RPT)
- Enrollable Employees by Employee report (4F-RPT)
- Current Pensioners report (4H-RPT)
- Deferred Plan Register report (4J-RPT)
- Deferred Vested Terminated Employees report (4K-RPT)
- Employees with Less than 1000 Hours in Plan Year report (4M-RPT)

When working with third-party vendors, you will find the following reports useful:

- Plan Premium Statements (4I-RPT)
- Actuarial Interface Output Tape (4L-RPT)

A record of benefits activity for a certain period is documented using the following reports:

- New Plan Participants report (8J-RPT)
- Spouse/Dependent Changes by Plan report (8K-RPT)
- Retirement Notifications Due This Period report (8L-RPT)
- Terminations This Period - Vested vs. Non-vested report (8M-RPT)
- Retirements This Period report (8N-RPT)
- Service Interruptions Ended This Period report (8O-RPT)
- Changed Beneficiary/Contingent Annuitant report (8P-RPT)
- Changed Retirement Election Data report (8Q-RPT)
- Next Retirement Counseling Date This Period report (8T-RPT)
- Withdrawal Suspension End Date Passed report (8U-RPT)

A variety of regulatory reports are provided for taxation and compliance/discrimination testing. These reports can be submitted to regulatory agencies.

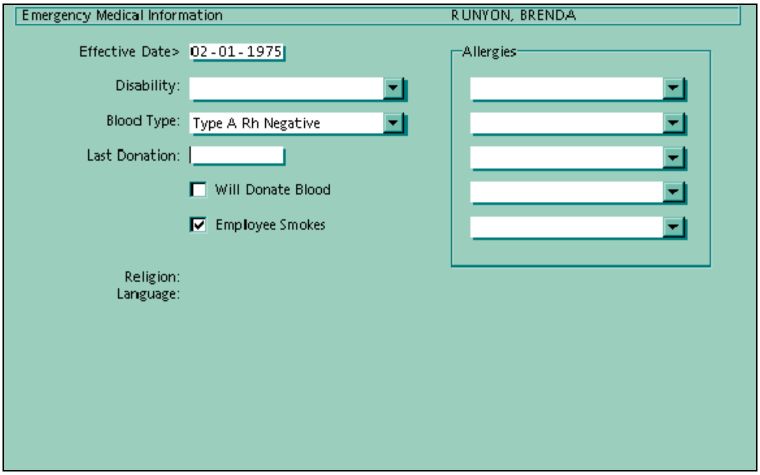
☞ *Refer to the* **Report Quick Reference** *(on page 615) for complete information on benefits reports.*

Interaction with other HR application components

Before employees can be enrolled in a benefits plan, they must be processed by Human Resources. During this processing, an employment status will be assigned to each employee. This status, together with the original hire date, current hire date, or adjusted seniority date, will affect which plans employees are eligible for, and when they can be enrolled in the plans. Salary information may affect plan coverage or costs.

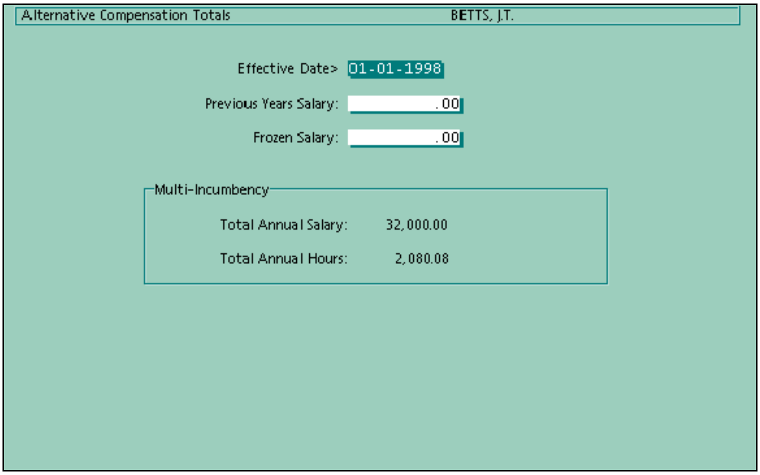
Employee data and search arguments

If a benefits plan uses a search type and argument, the value for the search argument must reside on the employee's master record. For example, if you want to charge higher life insurance rates for smokers than for nonsmokers, you would have to record the employee's smoking status on the Emergency Medical Information form (15-SCR), as shown next:



In another example, if you have employees who are assigned to more than one Position and you want to base plan coverage or costs on their total annual salaries, you must use Position Management Administration to record salary information.

The following example shows the computed Total Annual Salary for an employee:



Refer to **Setting Up Welfare Plans** *(on page 53) and* **Enrolling Employees in Welfare Plans** *(on page 281) for more information on setting up and enrolling employees in salary-based benefits plans.*

Changes to employment status

Changes to employment status can also affect employee benefit entitlements. For example, an employee may go on a leave of absence, or change from part-time to full-time employment. By running the Recalculation of Coverages/Contribution Amounts report program (85-RPT), you will be alerted to these changes.

Removing employees from plans

If an employee separation results in the loss of coverage, you can de-enroll the employee from some or all benefits plans. De-enrollments are handled online using the enrollment/changes form.

Employee transfers

When employees transfer between companies in your organization, you have the option of transferring their benefits data to the new employee master record in the new company, keeping the benefits with the old company, or keeping the information in both places.

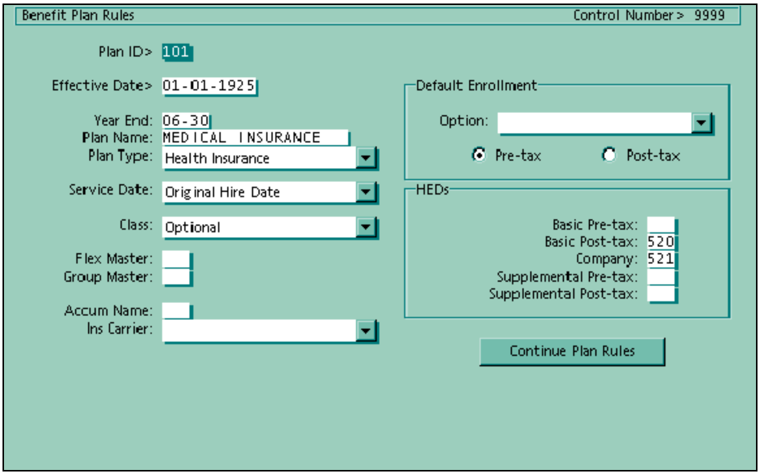
Interaction with Payroll Administration

The interaction between Benefits Administration and Payroll Administration involves the setting up of benefits HEDs, flex payments, pre-payroll preparation, and post-payroll updates.

Benefits HEDs

Before you define a benefits plan, the exact hours, earnings, and deductions (HEDs) to use for each employee and employer contribution need to be determined. HEDs are defined using the Company Deductions form (A8-SCR) in the payroll component.

For example, the following form shows that for this health insurance plan, the employee's contribution will be posttax and use HED 520; the employer's contribution will use HED 521. The HEDs were defined using the Company Deductions form (A8-SCR) prior to accessing this form:



Flex plan credits and payroll/benefits relationship

Benefits Administration provides a variety of ways to handle benefit costs. Your plan may allot credits to employees to 'buy' their benefits or to exchange their flex dollars for cash earnings instead of benefits. You may have a company-paid level of coverage over which the employee must pay an additional cost through a payroll deduction. Other plans may not use flex dollars or credits directly; they may offer several plans from which the employee can choose.

You can administer benefit earnings and deductions directly through the standard integration with Payroll. Transactions are created in Payroll as a net cost/deduction based on the difference between credits allotted and credits used, or a flex earnings amount with individual deductions by plan for benefit options that the employee has chosen.

Before a payroll run

Changes to plan tables or to employee master files may affect coverage and contributions. Before each pay run, the Recalc Benefit Coverage/Contributions report (85-RPT) should be run to recalculate coverage and contributions.

After ensuring that the deductions for the next payroll run are correct, the employees' deduction information must be copied to Payroll Administration by running the HED Segment Changes Effective this Period report program (8R-RPT). This program copies the information from the Deduction Information From Benefit Plans form (54-SCR) to the Employee Earnings And Deductions form (HH-SCR).

After a payroll run

After information from a payroll run is merged into the Employee Database, the Considered Earnings/Hours Accumulators program (CONSID) is used to update accumulators with earnings from the current pay period's history records.

After the Considered Earnings/Hours Accumulators program (CONSID) has run, the Update Benefit Plan Balance Information report program (BAXACT) will be run to extract amounts from the current pay period's history records to update deferred plan accumulations.

After the Update Benefit Plan Balance Information report program (BAXACT) has run, the Update Account Balances report program (83ARPT) should be run to update deferred plan contributions and the Update Pending Claim Amounts report program (83BRPT) run to update pending claims.

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for detailed information on the benefits report programs used to work with payroll.*

eCyborg Interactive Workforce considerations

As you determine your HR strategy, consider the advantages of using eCyborg Interactive Workforce. This Cyborg web-based employee self-service application gives your employees real-time access to view, add, and update their personal information held within The Solution Series. A user-friendly, web-based interface, enables employees to enter, update, or view their personal information. In addition, eCyborg Interactive Workforce contains a benefits module that enables your employees to enroll in benefits online and to view their current benefits enrollments.

eCyborg Interactive Workforce does not display the forms used in The Solution Series; rather, the application presents web pages on which users view, enter, or update information. Communication between eCyborg Interactive Workforce and The Solution Series is performed via an application programming interface (API) that allows the two software applications to pass information to each other.

Using the benefits enrollment functionality significantly reduces the level of HR staff involvement in benefits enrollment, leaving them more time to focus on the more strategic aspects of benefits administration.

☞ *Refer to the eCyborg Interactive Workforce functional documentation for more information about using eCyborg Interactive Workforce for Human Resource and Benefits Administration.*

Private forms

To accommodate functionality not present in eCyborg, some private forms were developed so that eCyborg Interactive Workforce could extract data more efficiently or in a format that was not available in any current form in The Solution Series. These eCyborg Interactive Workforce forms are called 'private' because they are not accessible to users of The Solution Series. In addition, forms in The Solution Series that are multi-panel were recreated on one panel as private forms for eCyborg Interactive Workforce.

If your organization plans to use eCyborg Interactive Workforce, private forms need to be kept in mind if your organization customizes any of the following forms in The Solution Series:

- Flex Benefits Master Plan Rules form (TKFSCR)
- Flex Plan Credits Calculation form (FCCSCR)
- Coverage And Contribution Factors form (TM-SCR)
- Benefit Plan Eligibility Rules form (TL-SCR)
- Option/Resulting Plan Status Rules form (TTOSCR)
- Activity/Resulting Plan Status Rules form (TTASCR)

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about eCyborg Interactive Workforce private forms and other changes.*

PART 2

Plan Design

In This Section

CHAPTER 3

Implementing Benefits Administration

In This Chapter

Introduction

This section provides guidelines for implementing Benefits Administration. You can use them to help develop your implementation project plan.

Note: *Much of the specific information you need to complete these tasks will come from other chapters in this documentation and other product documentation. You will see specific references throughout this chapter.*

Tasks

Implementing Benefits Administration involves the following tasks:

- Assembling the implementation team
- Conducting the familiarization phase
- Conducting the design phase
- Conducting the implementation phase

Prerequisites

Before you can implement Benefits Administration, the following must be established:

- Organizations
- Activity Options
- Employee Status
- Activity and Resulting Employee Status Rules

If your organization has already implemented the basic functionality of Human Resources Administration, these items will already be defined.

Questions answered

This section answers the following questions:

1. What expertise must the Benefits Administration implementation team possess?
2. How can the Benefits Administration implementation process be phased?
3. What does a benefits analysis entail?
4. How are plans identified in the system?
5. How can different employee groups use the same plan?
6. How does organization structure affect plan setup?
7. How are plans funded?
8. What are the security considerations?

Implementation team expertise

To implement Benefits Administration successfully, you should assemble the correct implementation team, one with expertise in the following areas:

Human Resources

The Human Resources specialist must understand all of your Human Resources processes that could affect an employee's benefits. These processes include hiring, transferring, and terminating employees.

Together the HR specialist and Benefits specialist determine who will be responsible for Benefits Administration tasks and what communication needs to take place between the Human Resources and Benefits groups. For example, they will determine who will enroll new employees into benefits plans. If benefits enrollment is handled by an HR clerk, that person will require additional training and, possibly, additional security to access Benefits Administration forms.

If your organization plans to implement eCyborg Interactive Benefits, decisions must be made about which enrollment tasks will be allocated to the employee.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about benefit administration tasks.*

Benefits

The Benefits specialist must possess a thorough understanding of your benefits plans and how you intend to administer benefits in your organization. He or she must have expertise in the following areas:

- **Current benefits**—This person must be able to map your summary plan descriptions and any legal documents for those plans into Benefits Administration tables.
- **Benefits processes**—This person must be able to document your processes and to make sure that these processes are integrated with Benefits Administration. These processes include enrollment, de-enrollment, and plan shutdowns.
- **Reporting**—This person must be able to identify all of your reporting and benefits communication requirements. This includes organizational and regulatory reporting as well as benefits confirmations. It also includes any interfaces to third parties.

If your organization plans to implement eCyborg Interactive Benefits, a Benefits administrator will manage the information that users see on their browser.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about about benefit administration tasks.*

Payroll

The Payroll specialist will set up any company contributions and employee deductions required for benefits plans. These Hours, Earnings, and Deductions (HEDs) must be set up before you can establish and test your benefits plans. The actual HEDs to be used for benefits plans will be established on the Company Earnings And Deductions form (A8-SCR).

☞ *Refer to* **Plan funding** *(on page 46) for information on the specific types of HEDs to establish for benefits plans.*

☞ *Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for information on setting up Hours, Earnings, and Deductions.*

The Solution Series administration solutions

Because Benefits Administration is an integral component of Human Resources Administration, it is imperative that team members understand how this component affects other areas of the system. Team members must know the current organization structure (Control Numbers) and must be able to assign a Benefits Administration Control Number. This Control Number will be used to identify the set of benefits tables available for a particular company (Organization).

☞ *Refer to* **Benefits Administration Control Numbers** *(on page 43) for more information on this topic.*

Information Systems

Technical expertise is needed to implement Benefits Administration, particularly in the following areas:

- Writing conversion programs to batch load data to benefits forms and tables.
- Designing or modifying Benefits Administration forms as well as writing calculation option lists and search arguments for benefits plans. Knowledge of Form Builder and the Cyborg Scripting Language will be necessary to implement required customizations.
- Setting up environments: development, test, production, and so forth.
- Setting up job streams for benefits processing and reporting. The Benefits specialist and Payroll specialist will work together with the Information Systems specialist to create job streams.

See also:

- Assembling the implementation team ***(on page 49)***

For suggested steps on assembling the implementation team.

Implementation phases

Successful implementations are typically phased. Consider using the following phases in your implementation of Benefits Administration.

Note: *The specific tasks associated with these phases are documented in the Detailed Directions.*

Familiarization

In this phase, implementation team members review your current processes and benefits and also learn Benefits Administration. You are not expected to become an expert user of Benefits Administration in this phase; however, you do need to understand how the system works and what you must do to automate your benefits.

Allow team members ample time to gather the information they require to proceed to the design phase.

See also:

- Conducting the familiarization phase ***(on page 49)***

For suggested steps for the familiarization phase.

Design

Once you are familiar with your current processes and benefits and with the Benefits Administration component, you are ready to begin the design phase.

In this phase, implementation team members document benefits requirements and then implement them. This includes any customizations and interfaces. Representative benefits plans and the initial conversion of data should be tested in this phase.

Some of these steps can be conducted simultaneously. For example, the Benefits specialist can review the benefits tables while the Security Officer is setting up the security matrix.

See also:

- Conducting the design phase ***(on page 50)***

For suggested steps for the design phase.

Batch loading of benefits forms

To save time, you can load batches of employee information into the benefits form using Batch Layout Facility transactions (BATCHL).

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917)* *for general information about the layout of the benefits forms.*

☞ *Refer to the Technical Administration documentation for more information on data conversion and loads.*

Customization facilities

Because the system may require a customization, team members should be able to use the customization facilities provided. These include:

- Form Builder
- Cyborg Scripting Language
- Solution View

☞ *Refer to the appropriate product documentation for more information on these facilities.*

Implementation

After completing the design phase, you are ready to implement Benefits Administration.

In this phase, implementation team members complete all the tasks necessary to go live with the system. These include developing support materials for end users, conducting parallel runs, and going live. You should run parallel for at least one full production cycle before going live.

See also:

- Conducting the implementation phase ***(on page 51)***

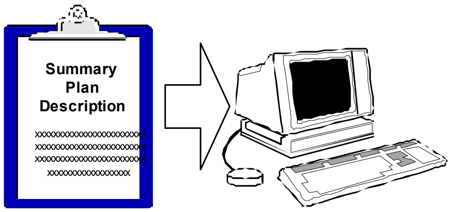
For suggested steps for the implementation phase.

Benefits analysis

To conduct a benefits analysis, you must have a thorough knowledge of your summary plan descriptions and Benefits Administration. This section describes the connection between your summary plan descriptions and Benefits Administration.

Summary plan descriptions and benefits tables

Your summary plan descriptions document the rules (eligibility requirements, coverage formulas, and so forth) for your benefits plans. In Benefits Administration, benefits tables document the rules for benefits plans. To automate your benefits plans' rules, you map them into the benefits tables.



Benefits Administration's standard benefits tables make it easy for you to automate benefits plan rules. Following is a brief description of the most commonly used benefits tables. The last two columns indicate what type of plans can be defined using the table (welfare, deferred, or both). Notice that the same tables used to set up welfare plans are also used to set up deferred plans. In addition, three tables are used solely to complete the definitions of deferred plans.

Table	Purpose	W	D
Benefit Plan Rules (TK-SCR)	Use this table to establish the basic rules for the plan, including its name, type, and year end.	X	X
Benefit Plan Eligibility Rules (TL-SCR)	Use this table to specify requirements for plan admittance. You can restrict eligibility by an employee's age, length of service, or both. In addition, you must specify the valid employment statuses required for entry into the plan. The eligibility requirements you set up are automatically applied to each employee during the enrollment process.	X	X

Table	Purpose	W	D
Coverage And Contribution Factors (TM-SCR)	Use this table to specify how employer and employee contributions should be calculated. If necessary, specify how coverage amounts should be calculated. Commonly used coverage and contribution rules are provided as calculation option lists.	X	X
Benefit Plan Prototype Contribution HED (TS-SCR)	Use this table to define contributions. You must set up one contribution table for each type of contribution (basic pretax, basic posttax, company, supplemental pretax, and supplemental posttax) required by a plan.	X	X
Option/Resulting Plan Status Rules (TTOSCR)	Use this table to define the valid options for the plan and how those options affect employee plan status.	X	X
Activity/Resulting Plan Status Rules (TTASCR)	Use this table to define the effect of separation activities on an employee's plan status.	X	X
Benefits Participation Rules Table (TN-SCR)	Use this table to define rules for calculating when an employee begins participation in a plan, when benefits begin to accrue, and when vesting should begin. Each of these dates can be calculated by age, service time, and/or hours worked.		X
Benefits Plan Breaks-In-Service Rules (TU-SCR)	If required, use this table to define which separation activities will cause a break in service, and any grace periods allowed.		X

Table	Purpose	W	D
Benefits Retirement Dates Rules Table (TJ-SCR)	Optionally, use this table to define eligibility dates for disability, early and normal retirement, anticipated participant retirement (with rounding) along with company policy for notifying employees prior to their eligibility—all by retirement option.		X

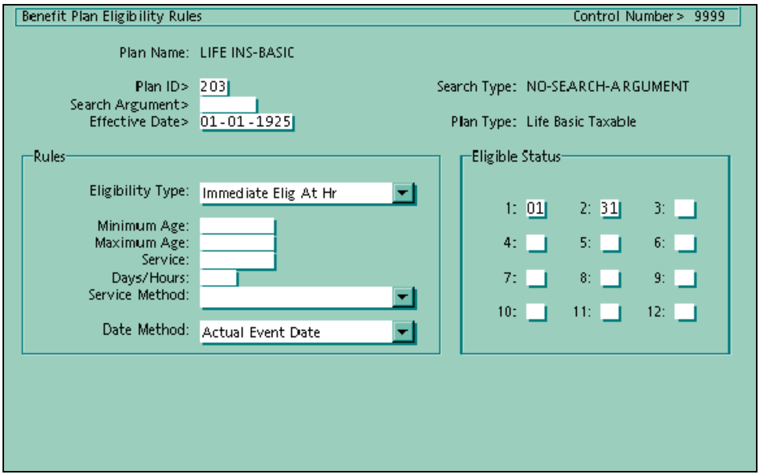
Legend: W=welfare, **D**=deferred

Refer to **Setting Up Welfare Plans** *(on page 53) and* **Setting Up Deferred Plans** *(on page 111) for a detailed discussion of these tables.*

Benefits tables and benefits option lists

Each benefits table is a separate fill-in-the-blank form. As you define a benefits table, you will find that the numerous predefined option lists supplied with Benefits Administration can accommodate most benefits plans.

Employees of Acme Manufacturing, for example, are eligible for the basic life plan as soon as they are hired. To set up these eligibility rules, you would choose 'Immediate Elig At Hr' from the Eligibility Type option list (BA18) and 'Actual Event Date' from the Date Method option list (BA15). The Benefits Plan Eligibility Rules table (TL-SCR) for this plan would look similar to the following:



Sample benefits plans

Looking at examples can make it easier to learn about a new area. A variety of sample benefits plans are delivered with Benefits Administration. To view a list of the sample plans for Acme Manufacturing (999999), display the Benefit Plan Rules form (TK-SCR) and click the Selections button on the toolbar.

Then review the tables for each plan.

Benefits Administration option lists

Benefits Administration is delivered with more than 75 benefits option lists. You should review them and modify them as necessary to meet your organization's requirements. To view option lists, access the Option List Display form (CDLIST) by making the following selections from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Display

You can use the Print Window icon to print the list display-by-display.

Options lists specific to Benefits Administration begin with the letters 'BA'. For example, option list BA629 contains the valid Insurance Carriers. The following values are included with option list BA629:

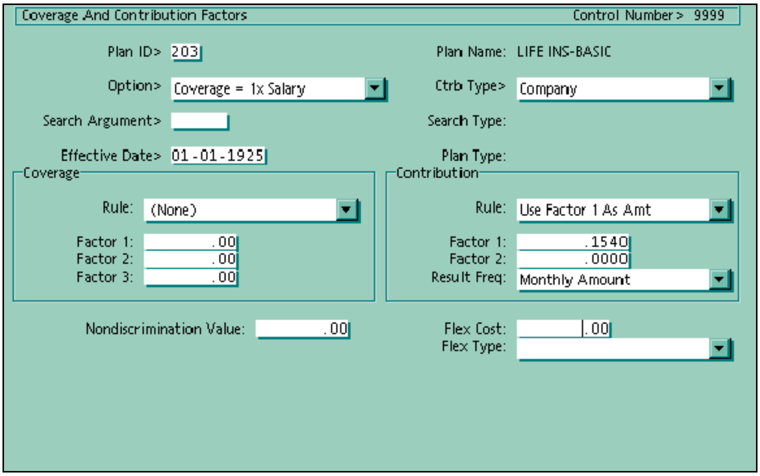
Value	Explanation
BB	BlueCross/BlueShield
ML	Metropolitan Life

When you define a benefits plan, you can identify the insurance carrier type using a value from this option list. You can also add your own values.

Calculation option lists

Certain fields used in the definition of a benefits plan make use of calculation option lists. These option lists perform calculations and relational editing (actions taken based on the relationship of values in different fields). The calculations and relational editing are written in the Cyborg Scripting Language.

For example, when you establish the employee contribution amount for a benefits plan, you will identify a Contribution Rule on the Coverage And Contribution Factors form (TM-SCR). The value for the rule will be from the Contribution Rules option list (BA31). Suppose Acme Manufacturing wanted to charge a monthly amount of 15.40 to employees who choose single coverage for life insurance. The Coverage And Contribution Factors form (TM-SCR) would use a Contribution Rule value of 'Use Factor 1 As Amt' and a Factor 1 of '.1540', as follows:



Each calculation option list's documentation describes its function and the Cyborg Scripting Language option that it uses. Review this documentation carefully before selecting an option.

Changing an option definition requires that you also change the Cyborg Scripting Language option. If you change or add to an option's logic, you should thoroughly test the change.

☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for more information on calculation option lists used in Benefits Administration.*

Benefits Administration Control Numbers

Benefits Administration Control Numbers are used to identify which benefits tables are applicable to an organization or company. The same Control Number can be used for multiple organizations, or each organization can use a different Control Number. For example, you might keep plans for a merger company separate from your regular company's plans for a period of time. After the merger is completed, you might have both companies access the same plans. You might also have a separate benefits Control Number for retiree plans. This Control Number would identify the benefits tables available to the retiree company.

A cross-reference table is used to indicate which tables are valid for each company.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for specific directions on setting up Benefits Administration Control Numbers.*

Plan identification

Each benefits plan you define will be identified by a Plan ID, which is a unique, three-position, alphanumeric identifier. Each table used to build a particular plan will carry the same Plan ID.

Naming strategies

There are no restrictions on assigning Plan IDs, other than limiting them to three alphanumeric positions. Consider the following when developing IDs for your benefits plans:

1. Use all three positions of the Plan ID. This is important whether you use abbreviations or numbers to identify plans. For example, it is better to use 'DEN' rather than 'DE' for a dental plan.
2. If you use numerics for Plan IDs, use a meaningful numbering scheme. For example, use Plan IDs '000–499' for welfare plans and '500–999' for deferred plans.
3. If you use numerics, use a numbering scheme that indicates the plan type. For example, you might number your medical plans as follows:

   - PPO 100
   - HMO 101
   - IPA 102

   Consider the impact of sorting on reports. Plan reports will be sorted by Plan ID. This is especially important on flex benefit enrollment confirmation forms. If you want to group types of plans together on the form, you must assign your Plan IDs accordingly.

4. If you have flex plans, you must reserve a Plan ID for the flex master plan.
5. If your organization plans to use eCyborg Interactive Workforce, the Plan ID can not contain characters that would be considered illegal by your operating system. Contact your technical staff to identify these characters (such as blanks, @, #, and so on).

Organization structure and Plan ID

Benefits plans can be shared by companies. The same Plan ID will be used if two companies use the same benefits plans.

Each Plan ID can be used only once for each Benefits Administration Control Number. For example, Acme Manufacturing (999999) uses a Benefits Administration Control Number of 9999. Each Plan ID under Control Number 9999 must be unique.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for information on defining Plan IDs.*

Employee groups and plan rules

You may have different rules for different groups of employees with regards to a particular benefits plan. For example, you may charge smokers more for health and life insurance than you charge nonsmokers. Separate calculation routines would be required for smokers and nonsmokers. In Benefits Administration, these employees can still be enrolled in the same benefits plans. You identify when special rules apply with a 'search type.'

Benefits Administration offers four search types:

- Eligibility
- Participation
- Calculation
- HED Prototype

You will use a search type only if plan rules differ for different groups of employees. For example, you might have different rules for salaried and hourly employees or for union and nonunion employees.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for information on defining search types and search arguments.*

Plan funding

Plan funding is defined through contribution types. The contribution type indicates whether the plan is paid by the employee or company and whether the contribution is a pretax or posttax deduction.

There are six standard contribution types. Each is defined in option list BA19:

Value	Contribution Type	Explanation
1	Basic Post Tax Contb	Basic posttax contribution
2	Suppl Post Tax Cntrb	Supplemental posttax contribution
3	Company	Company contribution
4	Basic Pre Tax Contrb	Basic pretax contribution
5	Suppl Pre Tax Contrb	Supplemental pretax contribution
D	Flex Deferred HED	Used when an employee can use Flex Dollars/Credits to make additional contributions to a deferred plan

A basic contribution refers to the employee's minimum contribution to the plan. For deferred plans, it can be the portion of the basic employee contribution that the company matches.

A supplemental contribution is anything over the basic amount that the employee contributes. Supplemental contributions are never matched by the company.

Each contribution type will have its own Hours, Earnings, and Deduction (HED) number. The contribution type is specified on the Benefit Plan Rules form (TK-SCR).

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for information on defining contribution types for a benefits plan.*

Security considerations when implementing Benefits Administration

Benefits Administration contains extremely sensitive data. As with any other component of Cyborg's administration solution, you must set up a security matrix to reflect user access to the system. Work with your Security Officer to implement the security matrix.

The security matrix should be tested thoroughly during the implementation process.

eCyborg Interactive Benefits considerations when implementing Benefits Administration

To use eCyborg Interactive Benefits for benefits enrollment, each welfare benefits plan offered by your organization must be a component of your Flex Master. Therefore, if you have defined a benefit plan in Benefits Administration but have not made that plan a component of a Flex Master, you must add the plan to the Flex Master using the Flex Master/Group Plan Components form (TP-SCR). If your organization does not use flexible benefits for welfare plans and so has not created a flex master, your HR department must set up a flex master and add the welfare benefits plans as components of the flex master. Then employees can enroll in benefits online using eCyborg Interactive Benefits.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about for specific information about using Benefits Flex Masters.*

☞ *Refer your employees to eCyborg Interactive Workforce: A Guide to Your Benefits Information for information about using eCyborg Interactive Benefits.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Assembling the implementation team

The right people with the right skills are crucial for a successful implementation.

1. Identify team members

Team members should have expertise in Human Resources, Benefits, Payroll, Information Systems, and The Solution Series administration solutions.

2. Train team members

Ensure that team members have the skills required to complete the implementation of Benefits Administration.

- Review Benefits Administration documentation.
- Attend Benefits Administration courses.

Conducting the familiarization phase

In this task, you analyze your current business processes and benefits plans and determine how you will implement those processes and define those plans in Benefits Administration. Use your current procedure manual and summary plan descriptions to complete this task.

1. Collect and review your summary plan descriptions

For each plan, document the following requirements:

- Eligibility
- Participation/Retirement (deferred plans only)
- Plan year end
- Contribution types
- Calculations (costing and coverage)

2. Address interface issues

Identify all external, automated, and manual system interfaces—for example, payroll, actuaries, and insurance carriers.

Review your Benefits Administration processes and then do the following:

- Review system conversion procedures.
- Identify required interfaces.

3. Define customization requirements

Define both your form and report customization requirements.

- Review forms.
- Determine new form and field requirements.
- Perform internal report inventory.
- Discuss and identify any specific requirements.

4. Continue the training process

Conducting the design phase

In this phase, you document your requirements and then implement them.

1. Define benefits system test requirements

Determine all the forms and reports necessary to complete the tests using the test data. Also determine which test procedures to use.

2. Review and establish option lists

- Use the Option List Display utility (CDLIST) to obtain a list of existing option lists.
- Use the Edit utility (EDIT) to edit the calculation option lists.

Note: *If you add a new value and description to a calculation option list, you must modify the associated Cyborg Scripting Language option.*

3. Review delivered benefits tables

Use the tables established for the Acme Manufacturing test company (999999) as an example when defining tables for your plans.

4. Establish security matrix

This task requires the cooperation of the Security Officer.

- Determine user access needs.
- List all online users and their security needs.
- Set up, or update, the security matrix.
- Assign user passwords and user codes.

5. Add table data to your test company

Set up your benefits plans, starting with the easiest welfare plan. Test each plan fully before you proceed to the next plan. This will help you better understand the benefits tables.

- Determine benefits Control Number.
- Document benefits table information for all plans.
- Identify required calculation options and search arguments.
- Prepare specifications for Cyborg Scripting Language coding.
- Test tables.

Use the ***Benefits Plan Worksheet*** (on page 913) to document plan information.

6. Write and test user-defined programs

- Write conversion programs.
- Write interface programs.
- Test programs.

7. Create new forms and fields

8. Create new reports

9. Complete customizations

Perform these items as required:

- Customize online forms.
- Customize delivered reports.
- Review and customize option lists.
- Review and customize benefits tables.

10. Conduct system test

- Test a limited sample of employees, perhaps 10–20. Enroll the sample employees in plans and verify the results by viewing forms and reading reports.
- Execute test runs.
- Test the payroll interface.
- Test the security matrix.

Conducting the implementation phase

1. Develop user support materials and conduct training

- Develop a procedure manual for day-to-day activities.
- Document job streams for Information Systems personnel.
- Train end users.

2. Perform parallel runs

- Test a full production cycle.
- Test all forms and tables.
- Make adjustments as required.

3. Go live

- Convert all data.
- Begin using Benefits Administration.

Review of Questions Answered

1. What expertise must the Benefits Administration implementation team possess?

2. How can the Benefits Administration implementation process be phased?

3. What does a benefits analysis entail?

4. How are plans identified in the system?

5. How can different employee groups use the same plan?

6. How does organization structure affect plan setup?

7. How are plans funded?

8. What are the security considerations?

CHAPTER 4

Setting Up Welfare Plans

In This Chapter

Introduction

Setting up employee welfare plans requires that you map your summary plan descriptions into specific benefits tables. Read this chapter carefully before beginning your benefits analysis. It will acquaint you with the issues involved in automating your benefits plans. It will also show you very specifically how to set up a variety of welfare plans.

About the examples

Throughout this section, we will be looking at examples from Acme Manufacturing's basic life insurance plan (Plan 301).

☞ *Refer to* **Sample Benefits Plans** *(on page 879) for a complete description of this plan.*

Tasks

This section explains the following:

- Establishing a benefits Control Number
- Specifying basic plan identification and rules
- Specifying plan eligibility rules
- Specifying coverage options and plan funding
- Specifying payroll deduction rules
- Associating plan statuses with coverage options
- Associating separation activities with resulting plan statuses

Prerequisites

Before you can define employee welfare plans, the following must be established for:

- Organizations including Hours, Earnings, and Deductions (HEDs)
- Employees
- Activity Options
- Employee Status
- Activity and Resulting Employee Status Rules

If your organization has already implemented the basic functionality of Human Resources Administration, these items will already be defined.

Questions answered

This chapter answers the following questions:

1. What are welfare plans?
2. How are benefits tables associated with organizations?
3. Which benefits tables are used to define welfare plans?
4. What plan types are used for welfare plans?
5. What are plan classes and how are they used?
6. What are search types and search arguments?
7. How are plan eligibility requirements recorded?
8. How are plan coverages and contributions accommodated?
9. What are prototype HEDs?

10. How is employee plan status recorded and tracked?
11. What kind of plan documentation is available for welfare plans?

What are welfare plans?

Before you can define a benefits plan in Benefits Administration, you need to categorize it as a welfare plan or a deferred plan.

Plans that provide immediate benefits to employees are considered welfare plans. Examples include health insurance (medical and dental), disability (short and long term), and life insurance.

Plans that provide future benefits to employees are considered deferred plans. In general, these are retirement or pension plans. In Benefits Administration, deferred plans can be defined as defined benefit, defined contribution, or thrift/savings.

☞ *Refer to* **Setting Up Deferred Plans** *(on page 111) for additional information on deferred plans.*

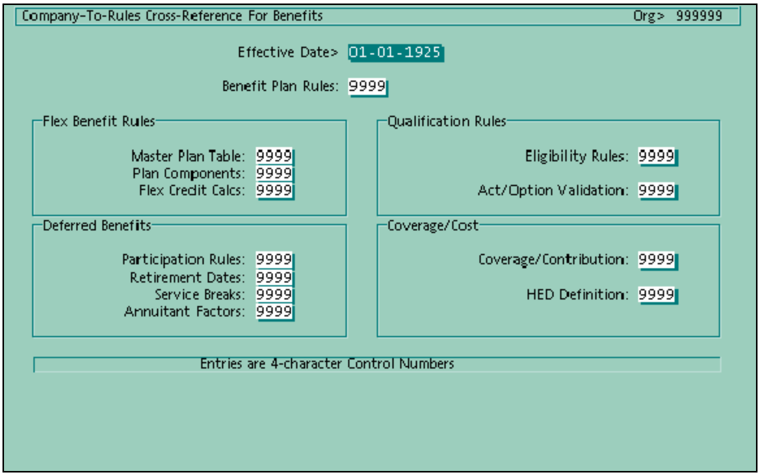
Benefits Control Numbers and your organization

You link your organization's structure to benefits tables through a benefits Control Number. This information is recorded on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR).

A benefits Control Number is a four-position, alphanumeric identifier that specifies which benefits tables are to be used by an organization. Several or all companies may access the same set of benefits tables, or each company may have its own set of benefits tables.

Note: *If eCyborg Interactive Benefits is installed, this entry may not contain characters considered illegal by the operating system (such as blank, @, #, and so forth).Contact your technical staff to identify illegal characters.*

For example, the following Organization-To-Rules Cross-Reference For Benefits form (AY-SCR) shows that Acme Manufacturing's Production Control organization (999999) uses the benefits Control Number 9999:



Company-To-Rules Cross-Reference For Benefits Org> 999999

Effective Date> 01-01-1925

Benefit Plan Rules: 9999

Flex Benefit Rules
Master Plan Table: 9999
Plan Components: 9999
Flex Credit Calcs: 9999

Qualification Rules
Eligibility Rules: 9999
Act/Option Validation: 9999

Deferred Benefits
Participation Rules: 9999
Retirement Dates: 9999
Service Breaks: 9999
Annuitant Factors: 9999

Coverage/Cost
Coverage/Contribution: 9999
HED Definition: 9999

Entries are 4-character Control Numbers

Naming strategies for benefits Control Numbers

There is no relationship between the name of a benefits Control Number and an organization's control structure. For Acme Manufacturing, the benefits Control Number could just as easily have been 1234 or AAAA. Choose a benefits Control Number that is meaningful to you.

Note: *You must use the same benefits Control Numbers for each text box on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR).*

Number of benefits Control Numbers needed

To determine how many benefits Control Numbers you need, refer to this table:

Situation	Actions
All benefits plans apply to all companies	1. Define only one benefits Control Number. 2. Complete an Organization-To-Rules Cross-Reference For Benefits form (AY-SCR) for each company, specifying the same benefits Control Number.
Different benefits plans apply to different companies	1. Define a separate benefits Control Number for each company. 2. Complete an Organization-To-Rules Cross-Reference For Benefits form (AY-SCR) for each company, specifying its unique benefits Control Number.

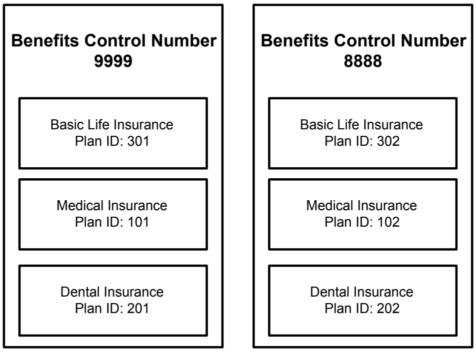
Apply the Concept
How many benefits Control Numbers will you need for your organization?

Benefits Control Numbers and benefits plans

Before you can define any benefits tables for a benefits plan, you must first establish a benefits Control Number and complete the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR) for each organization. The benefits Control Number is then automatically linked and displayed on all benefits tables defined for a particular organization.

Just as a Plan ID links a set of benefits tables together, a benefits Control Number links a set of benefits plans (and, subsequently, their tables) together. It represents a higher level of organization than a Plan ID.

This graphic depicts the relationship between the benefits Control Number and the Plan ID. Suppose Acme Manufacturing decided to split the Production Control organization (999999) into two divisions, Corporate (999999) and Field (998888), and that each of its divisions should have its own benefits plans. They would then define two benefits Control Numbers. Benefits Control Number 9999 has its set of benefits plans defined; benefits Control Number 8888 has its set of benefits plans defined. The Corporate Division (999999) can use the benefits Control Number 9999; the Field Division (998888) can use the benefits Control Number 8888.



See also:

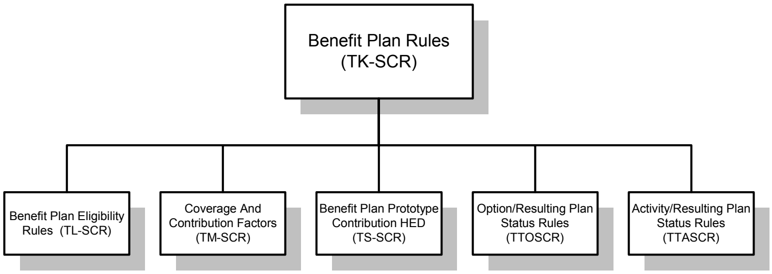
- **Establishing a benefits Control Number** ***(on page 84)***

For detailed directions on setting up a Control Number.

Apply the Concept
What benefits Control Numbers will you use?

Overview of welfare plan tables

The following figure shows the basic tables used to set up a welfare plan. Once you have defined a benefits Control Number, you can then use these tables to set up a welfare plan.



To set up a welfare plan, you first define a Benefit Plan Rules table (TK-SCR) and then its supporting tables. This chart explains the purpose of each table. The tables are generally completed in the order shown.

Table	Purpose
Benefit Plan Rules (TK-SCR)	Establishes the basic rules for the plan, including its name, type, year-end, and mid-year change reasons. Search types/arguments are also added here.
Benefit Plan Eligibility Rules (TL-SCR)	Establishes requirements for plan admittance. You can restrict eligibility by an employee's age, length of service, or both. In addition, you must specify the valid employment statuses required for entry into the plan. The eligibility requirements you set up are automatically applied to each employee during the enrollment process.
Coverage And Contribution Factors (TM-SCR)	Specifies how employer and employee contributions should be calculated. If necessary, you specify how coverage amounts should be calculated. Commonly used coverage and contribution rules are provided as calculation option lists.
Benefit Plan Prototype Contribution HED (TS-SCR)	Describes a plan contribution, including frequency, calculation method to use, and when deductions should begin.
Option/Resulting Plan Status Rules (TTOSCR)	Defines the valid options for the plan and how those options affect employee plan status.

Table	Purpose
Activity/Resulting Plan Status Rules (TTASCR)	Defines the effect any separation activities may have on an employee's plan status.

Number of tables needed to define a welfare plan

The exact number of tables you need to define for a particular welfare plan is determined by the number of options available in the plan as well as any search arguments defined. For example, if the plan offers separate options for employees only and for employees and all their dependents, and separate amounts are charged for the different coverages, you would need to define two Coverage And Contribution Factors tables (TM-SCR).

Consult the following table to determine the number of tables needed to define a benefits plan:

Table	**Number needed per plan**
Benefit Plan Rules (TK-SCR)	One.
Benefit Plan Eligibility Rules (TL-SCR)	One. Will need additional tables if you are using an eligibility search argument.
Coverage And Contribution Factors (TM-SCR)	Define one table for each option and contribution type for which you want to track a cost or coverage. Will need additional tables if you are using a calculation search argument.
Benefit Plan Prototype Contribution HED (TS-SCR)	Define one table for each type of contribution (basic pretax, basic posttax, company, supplemental pretax, and supplemental posttax) required by a plan. Will need additional tables if you are using an HED Prototype search argument.
Option/Resulting Plan Status Rules (TTOSCR)	Define one table for each valid option for the plan (for example, 'Employee Only' or 'Waived'). Will need additional tables if you are using an eligibility search argument.
Activity/Resulting Plan Status Rules (TTASCR)	Define one table for each employee activity that may result in an employee losing coverage under the plan. Will need additional tables if you are using an eligibility search argument.

Benefit plan rules

You begin defining a welfare plan by recording basic information about the plan on the Benefit Plan Rules form (TK-SCR). On this form, you define such information as the plan ID, plan year end, plan name, plan type, and the Hours, Earnings, and Deductions (HEDs) for the plan.

Use of plan types

Plan types are available from the Plan Types option list (BA16). Several types of welfare plans are included in this option list, including:

- Dental
- Life Basic Non-Tax
- Medical

Options 01–19 of the Plan Types option list (BA16) are reserved for welfare plan options. You may modify the descriptions for these options; however, you must use only options 01 through 19 for your welfare plans. During the enrollment process, these options are checked by the Welfare Plan Enrollments/Changes form (55-SCR).

Use of plan classes

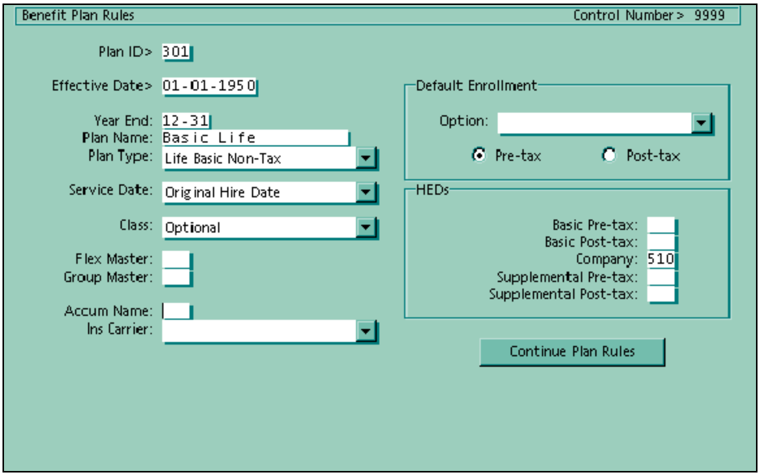
You can make enrollment in certain benefits plans mandatory for your employees. Enrollment in other plans may be optional. If you have flex plans, you may want employees automatically enrolled in default or core plans if they fail to return their enrollment forms on time. In Benefits Administration, you designate these types of plan policies by assigning each plan to a predefined plan class. Plan classes determine plan usage or availability. Available classes are from the Plan Class option list (BA17) and are recorded on the Benefit Plan Rules form (TK-SCR).

Plan Class Value	Explanation
#	None
A	Automatic
I	Inactive Plan
M	Mandatory
N	Not Available
O	Optional

Plan availability

If a plan is no longer available to employees, you can de-enroll the employees and then set the plan class to 'Not Available' or 'Inactive Plan'. This prevents any employees from accidentally being enrolled in the plan, and yet maintains the plan history.

This form shows the benefit plan rules for Acme Manufacturing's basic life insurance plan:



Using special plan rules for employee groups

When different plan rules apply to different groups of employees, you can define search types and search arguments to implement those rules. This allows you to use the same plan for the different groups, rather than having to define a separate plan for each group.

To define these rules, you identify three pieces of information:

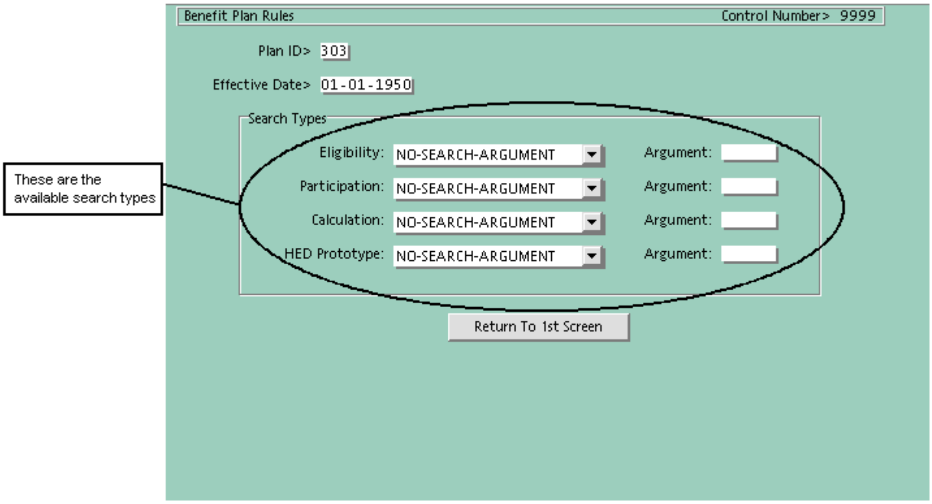
- Search type—the category of search to be done
- Search argument name—the name of the field to use in the search or an indication that a Cyborg Scripting Language program is required
- Search argument value—the specific field values to use or the name of the Cyborg Scripting Language program

Search types

Benefits Administration provides four categories of search types:

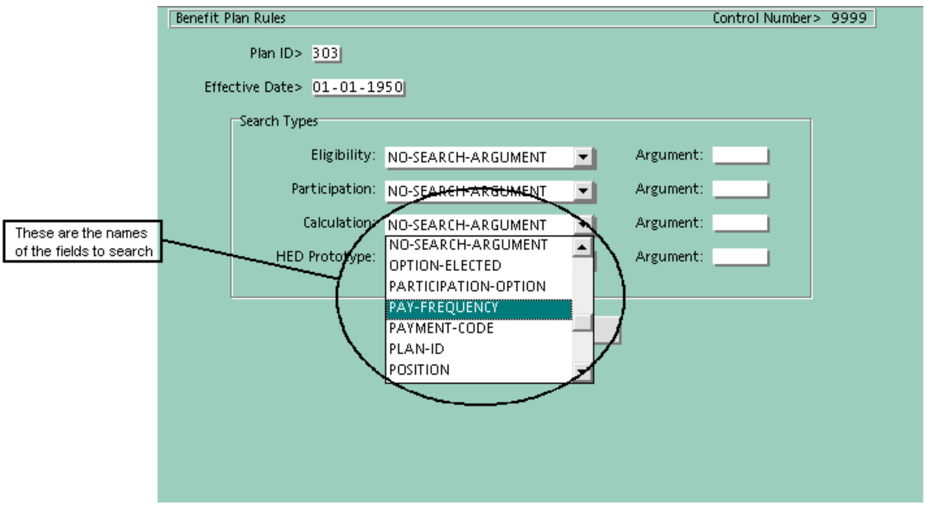
- Eligibility
- Participation (for deferred plans only)
- Calculation
- HED Prototype

Plan rules might differ by eligibility, participation requirements, cost or coverage, company match rules, or deduction information. You enter search types on the second panel of the Benefit Plan Rules form (TK-SCR):



Search arguments

After determining the search type or category to use, identify the field you want the system to look at or check for particular values. Commonly used fields for search arguments are provided in a list box for each search type. This form shows some of the fields available for a calculation search type:

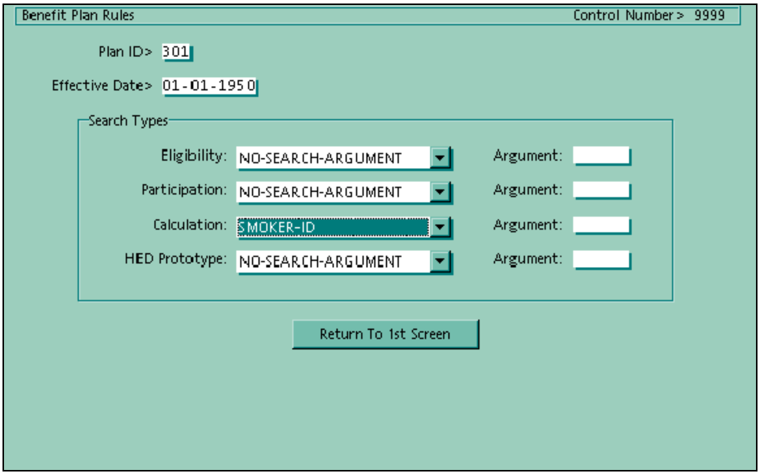


Each field has values stored in the system. These values will be used as the search argument. For each Search Type field you choose, be sure that you have captured the requisite data.

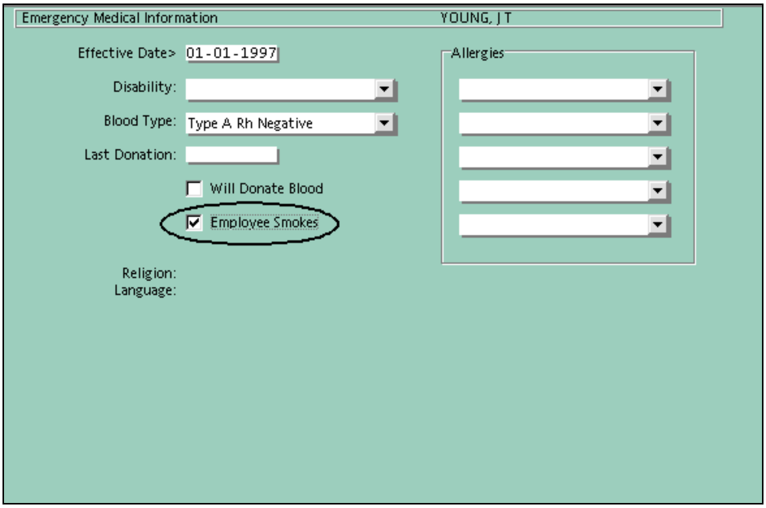
You enter the specific field values to search for on one of the benefits plan rules tables. This chart documents where search arguments are recorded for different search types:

For this search type:	Enter the associated search argument on these tables:
Eligibility	Benefit Plan Eligibility Rules (TK-SCR) Activity/Resulting Plan Status Rules (TTASCR) Option/Resulting Plan Status Rules (TTOSCR)
Participation (deferred plans only)	Benefits Participation Rules Table (TN-SCR) Benefits Retirement Dates Rules Table (TJ-SCR)
Calculation	Coverage And Contribution Factors (TM-SCR)
HED Prototype	Benefit Plan Prototype Contribution HED (TS-SCR)

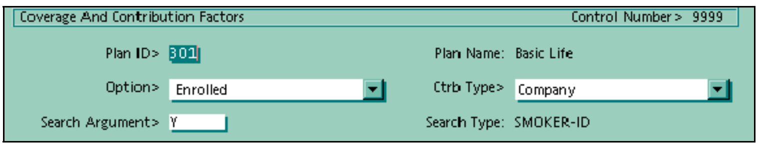
For its life insurance, Acme Manufacturing wants employees who smoke to pay more than nonsmoking employees. Because the cost of the plan is different for smokers and nonsmokers, the life insurance plan would use a calculation search type, as follows. Acme wants the system to search on the field SMOKER-ID:

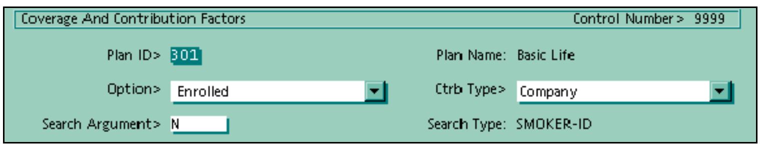


The values for SMOKER-ID are captured during the enrollment process and entered on the Emergency Medical Information form (15-SCR):



SMOKER-ID contains two values: Y and N. One table is required for each search argument value. The search argument values (Y and N) would be entered on the appropriate Coverage And Contribution Factors form (TM-SCR), as shown in the following examples:





Of course, each search argument would require a separate contribution rule.

Notice that the Search Type field name, SMOKER-ID, is displayed on the Coverage And Contribution Factors form (TM-SCR), and that the search argument value is a key field. You cannot complete this form without entering a search argument value if you have indicated there is a Calculation search argument on the Benefit Plan Rules form (TK-SCR).

When search arguments require Cyborg Scripting Language programs

When a search argument requires a field that is not listed in the list box for a search type, or you want the system to look at a combination of fields, select 'E/L-PROGRAM-REQUIRED' from the list box. Then, enter the name of the Cyborg Scripting Language program to use in the Search Argument text box next to the search type.

You may also need to enter the specific values required by the Cyborg Scripting Language program in the Search Argument text box on the applicable table form. Examine the documentation for the Cyborg Scripting Language program to determine what to enter in the Search Argument text boxes on the tables.

Search argument ranges

Some search types result in search arguments that define range limits. Examples would be annual salary, hours-per-period, and age. The value you enter in the Search Argument text box must be the ceiling or upper limit of the range.

Suppose a plan had three different premium rates based on age, as follows:

Age definition in plan rules	Value in Search Argument text box	Translation of search argument value
Under 36	35	Through one day prior to the 36th birthday.
36–55	55	36 years of age through one day prior to 56th birthday.
Over 55	999999	56 years of age and older.

To record these age maximums, you would complete three Coverage And Contribution Factors forms (TM-SCR), one for each argument and for each contribution type. The search argument value would define the upper range of the age limit for the cost calculation.

This particular plan requires a search type of Calculation. Because age is being used as the search argument, a Cyborg Scripting Language program, BE-AGE, is required to calculate the ages; the value 'E/L-PROGRAM-REQUIRED' would be selected in the Calculation list box. The accompanying search argument stating the name of the program to use would be 'BE-AGE'.

Not all search arguments that use ranges require the use of Cyborg Scripting Language programs. For example, there is a range already built into the ANNUAL-SALARY search argument. If you choose ANNUAL-SALARY as a search argument, you would enter the salary ranges on the applicable table forms.

Delivered search argument programs

Two search argument programs are delivered as a standard part of Benefits Administration: BE-AGE and BEDATE. To use these programs, you must select 'E/L-PROGRAM-REQUIRED' (00) in the Search Type list box and enter the program name in the associated Search Argument text box.

Using age comparisons as search types: BE-AGE

If you want to use age as a basis for a search type, you can use the Cyborg-delivered Cyborg Scripting Language program, BE-AGE. This program uses the birth date on file to calculate a participant's age in years, months, and days. It then checks the result against the Search Argument text box of the appropriate table.

Using service date comparisons as search types: BEDATE

This program is a prototype program you can use to do date testing based on an employee's service date. As delivered, BEDATE calculates against a date of September 10, 1985 (US and Canada) or 10 September, 1985 (elsewhere). You must change this date, using the instructions in the BEDATE Cyborg Scripting Language program, to reflect the plan requirements.

If the employee's service date is prior to September 10, 1985 (US and Canada) or 10 September, 1985 (elsewhere), BEDATE searches for tables with a value of 'A' in the Search Argument text box. If the employee's service date is equal to or greater than September 10, 1985 (US and Canada) or 10 September, 1985 (elsewhere), it searches for tables with a value of 'B' in the Search Argument text box.

See also:

- **Specifying basic plan identification and rules** ***(on page 86)***
For detailed directions on setting up basic plan rules.

Apply the Concept
Do different plan rules apply to different groups of employees within your organization? If yes, how will you use search types and search arguments to make the distinction between groups?

Making mid-year plan changes

Employees enrolled in flex plans are able to change their plan choices mid-year if their employment circumstances or those of their spouse change. They may also change their enrollments if a plan substantially changes its cost/coverage. The check boxes on the right side of the second panel of the Benefit Plan Rules form (TK-SCR) allow you to set up mid-year election change rules for each component plan. Select the Flex Change rules that will remain constant for that plan for the remainder of the year. These rules can affect any plan participant at any time, but not all participants at once. For example, change reasons such as Pay Incr/Decrease, Change P/T to F/T, Change F/T to P/T, Trans to Other Plan, Spouse Change in Ben, Dep Chg in Benefit, Dep Care FSA Chg, and Transfer Out of Area remain applicable throughout the year.

Note: *Dep Care FSA Chg is applicable only to plans that have a plan type of FSA Dependent Care.*

See also:

- Specifying basic plan identification and rules ***(on page 86)***

For detailed directions on specifying mid-year flex plan change rules.

Plan eligibility requirements

Most benefits plans require that employees meet some type of requirement before becoming eligible to enroll in the plans. Many organizations control their escalating benefits costs, at least in part, by using carefully chosen eligibility requirements. In Benefits Administration, plan eligibility can be restricted by the satisfaction of a rule and by employee status. You define the eligibility requirements for a benefits plan on the Benefit Plan Eligibility Rules form (TL-SCR).

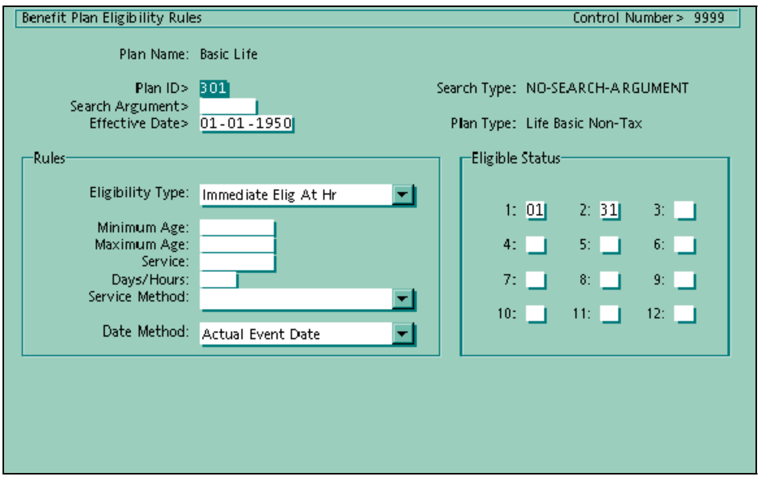
Eligibility rules

Eligibility rules are usually based on age, length of service, or both. The specific eligibility rule you use will come from the Eligibility Type Rules option list (BA18).

Note: *Eligibility Type Rules is a calculation option list whose translation values should not be altered.*

Use the Date Method list box to indicate how a date should be rounded. Values are from the Date Calc Method option list (BA15).

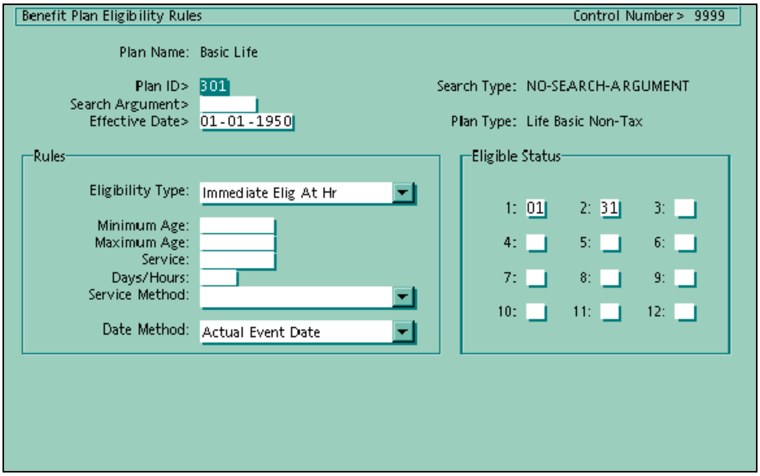
For Acme Manufacturing, coverage in the basic life insurance plan is available to employees as soon as they are hired. Acme uses an eligibility type of 'Immediate Elig At Hr'; eligibility is not based on age or length of service. Acme uses a date method of 'Actual Event Date' to indicate how the eligibility date should be calculated:



Eligibility status

You must determine what types of employees are eligible for each benefits plan—that is, what statuses they must hold to be eligible. The available statuses are those in the Employee Status option list (HR10). For each benefits plan, you must establish at least one entry status.

Acme Manufacturing's basic life insurance plan is available to all active, full-time employees and to those salaried, regular full-time employees on leaves of absence with pay. They would use Eligible Status options 01 and 31, as shown on the following form:



See also:

- Specifying plan eligibility rules ***(on page 90)***

For detailed directions on setting eligibility rules.

Apply the Concept

Describe one plan's eligibility policies for your organization.

Apply the Concept

Which form, rules, date methods, and employee statuses will you use to implement these eligibility policies?

Plan coverages

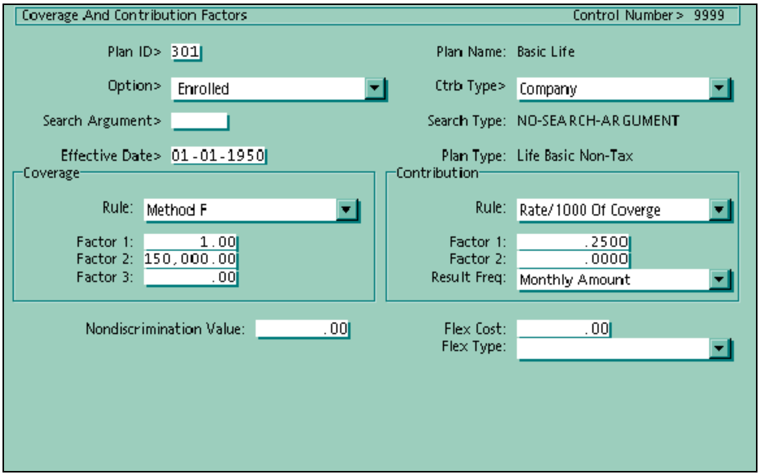
The coverages described in your summary plan descriptions will be translated into options and coverage rules in Benefits Administration.

Options

Options are the coverage types employees select when enrolling in a benefits plan—for example, 'employee only/single' or 'employee and all dependents'. The values for the options are obtained from the Option Elected option list (BA03). You should edit this option list and keep only those values applicable to your welfare and deferred plans.

☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for information on values in this option list that should not be altered.*

You record a benefits plan's options on the Coverage And Contribution Factors form (TM-SCR). On the following form, you can see that for Acme Manufacturing's basic life insurance plan, the option is 'Enrolled':



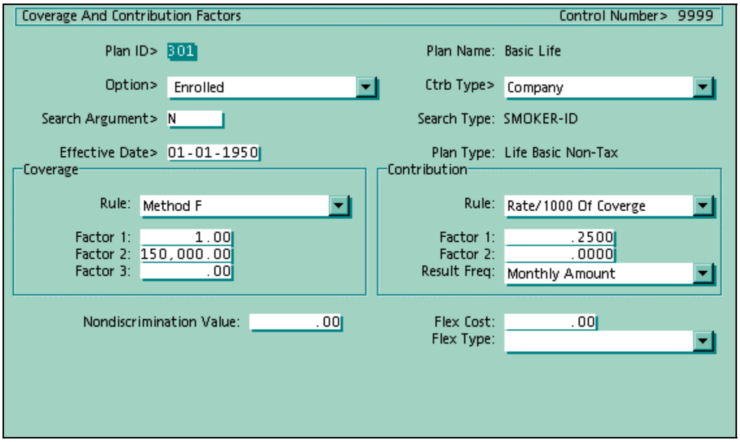
Plan type and options

Certain types of welfare plans typically use particular options. For example, life insurance plans usually use an option of 'Enrolled' or 'Coverage = n x salary' (where 'n' reflects the multiplier). On the other hand, health insurance plans typically use options such as 'Employee Only/Single' or 'Family/EE & All Deps'.

Coverage rules

Coverage rules specify how coverage amounts should be calculated. The values for coverage rules are obtained from the Coverage Calc Method option list (BA20). Review the values of this option list carefully to determine if they meet your needs or if you must add values.

Acme Manufacturing offers its employees a basic life insurance plan that provides coverage at the rate of one times their annual salary to a maximum of 150,000.00. The coverage rule needed is Method F. This states that the value of Factor 1 should be multiplied by the annual salary equivalency. The maximum, 150,000.00, is entered into Factor 2:



Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list. You should not change the meaning of any of the options in this option list. If you add an option, you must also add method code logic.*

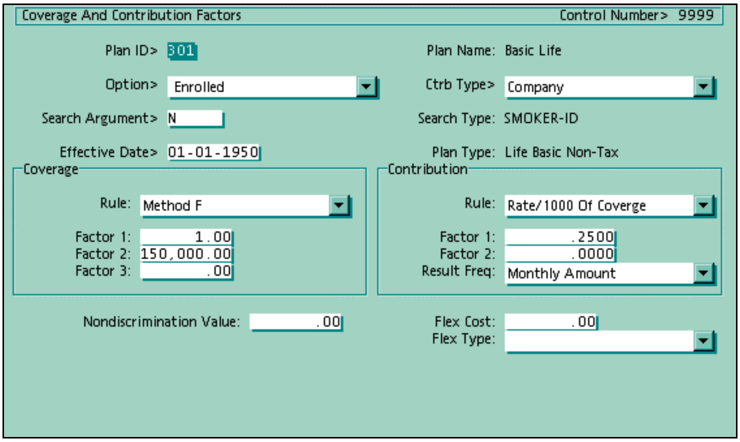
Apply the Concept

Describe the coverage options and contribution amounts for the plan in the previous question.

Contribution rules

The actual contribution amount for a benefits plan is calculated by a contribution rule. The delivered contribution rules are obtained from the Contribution Rules option list (BA31) and entered on the Coverage And Contribution Factors form (TM-SCR).

Let us look again at the basic life insurance plan that offers employees coverage at the rate of one times their annual salary to a maximum of 150,000.00. The company contribution—the amount added each pay period—is based on a rate of .25 per 1,000.00 of coverage. The contribution rule states that the rate is per 1,000.00 of coverage. Factor 1 contains the explicit rate to use in the calculation formula. The frequency of the contribution is recorded in the Result Freq list box. The Result Freq list box on this form records contribution frequency, not pay frequency:



☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list. You should not change the meaning of any of the options in the Contribution Rules option list. If you add an option, you must also add method code logic.*

Note: Flexible spending account (FSA) plans should be set up using Contribution rule E8, FSA Status/Pro-rate, in order to handle mid-year enrollment and life status changes.

☞ *Refer to* **Monitoring and Costing Plans** *(on page 577) for information about setting up FSA plans.*

See also:

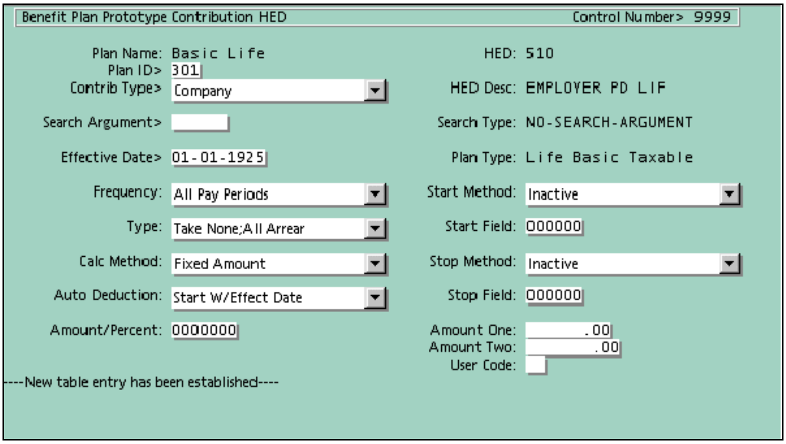
- Specifying coverage options and plan funding ***(on page 93)***

For detailed directions on setting up coverage options and plan funding.

Recording payroll deductions and contributions

You must fully describe each HED defined for a benefits plan. That means you must indicate an effective date, choose how often the deduction/contribution should be taken, and specify a calculation method. You record this information on the Benefit Plan Prototype Contribution HED form (TS-SCR).

Here is an example of a Prototype HED for Acme Manufacturing's basic life insurance plan. The plan is paid for entirely by the employer. Each pay period, a fixed amount will be contributed by the company to pay for the premium. By choosing 'Fixed Amount', you indicate that the amount will actually be calculated by the Coverage And Contribution Factors form (TM-SCR):



Use of arrears

When defining payroll deductions, you must indicate what should happen if the full amount of the deduction can not be met with the current pay amount. The available options are from the Arrears option list (PP10). Work with your Payroll specialist to determine the correct options to choose. The option that you specify on the Benefit Plan Prototype Contribution HED form (TS-SCR) overrides the option set up in the payroll Employee Earnings And Deductions form (HH-SCR).

Across-the-board deductions

If you want to define a deduction that will be taken for all plan participants, you would choose the applicable Calc Method and then enter a percentage or amount in the Amount/Percent text box.

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for a thorough discussion of the Arrears option list (PP10).*

Recording when deductions should begin

You record when a deduction should begin by selecting a value from the Auto HED Creatn Swtc option list (BA05) in the Auto Deduction list box. This option determines whether the HED will be written to the payroll system when the HED becomes effective. For example, Acme Manufacturing's basic life insurance plan uses an Auto Deduction option of 'Start W/Effect Date'.

Work closely with your Payroll specialist to determine the correct value for the Auto Deduction.

See also:

- **Specifying payroll deduction rules** ***(on page 97)***

For detailed directions on setting up deduction rules.

Apply the Concept
Which form, rules, and factors will you use to define the plan in the previous question?

The importance of employee plan status

Whether employees are eligible to receive benefits depends on their status in a plan. It is crucial that employee plan statuses accurately reflect their activities at all times. To determine your employee plan status requirements, examine your summary plan descriptions and legal documents and consider the effect of any applicable legislation.

Employee plan status can be affected in two ways: by a particular option or by a separation activity. The values for employee plan statuses are obtained from the Plan Status option list (BA04). Do not change the value of any options in this option list.

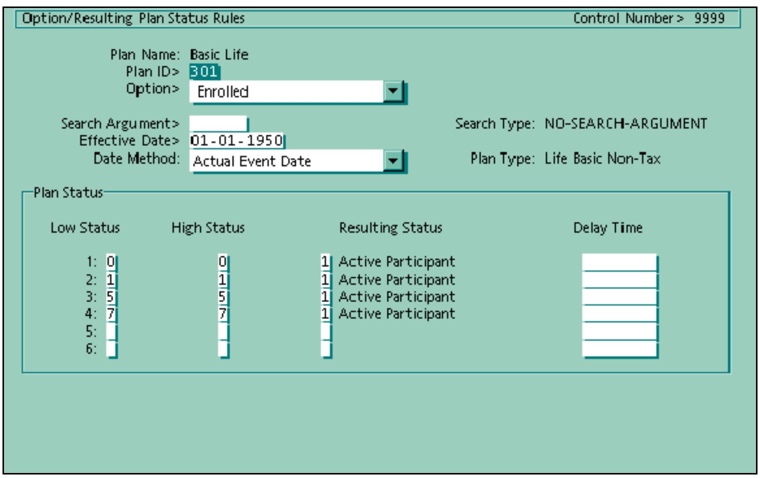
☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for details on the Plan Status option list (BA04).*

Options and employee plan status

You will need to analyze the impact of plan options on an employee's plan status. For each available plan option, identify the current plan statuses that allow an employee to elect the option. Then identify what the resulting plan status will be. You will enter this information on the Option/Resulting Plan Status Rules form (TTOSCR).

In general, you define one Option/Resulting Plan Status Rules table (TTOSCR) for each valid option for the benefits plan. However, if you have defined an eligibility search type in the basic rules for a plan, you will have to create a separate option table for every search argument as well.

The following form shows the Option/Resulting Plan Status Rules form (TTOSCR) for Acme Manufacturing's basic life insurance plan for the coverage option 'Enrolled'. Notice that employees can have four possible plan statuses to enter the plan: 0 (no prior status), 1 (active participant), 5 (inactive lost coverage), and 7 (waived). Acme Manufacturing wants employees with these plan statuses to be able to now choose a valid option and then become active participants in the plan:



The statuses shown allow for the following activities:

Low Status–High Status	Explanation
0-0	An employee who was never enrolled in the plan can enroll and become an active participant.
1-1	An employee who had been an active participant with one option can become an active participant with another option.
5-5	An employee who had previously lost coverage in the plan can now become an active participant.
7-7	An employee who had previously waived coverage in the plan can now become an active participant.

Allowing for plan waivers and de-enrolls

When setting up a welfare plan, it is good practice to allow for a waiver (unless the plan is mandatory) and for the eventual de-enrollment of employees. Be sure to include these values in your coverage options.

See also:

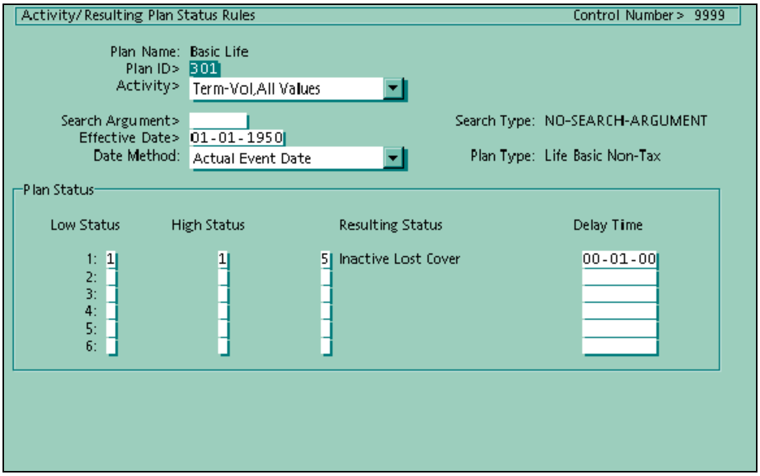
- **Associating plan statuses with coverage options *(on page 100)***

For detailed directions on associating plan statuses with coverage options.

Separation activities and employee plan status

Employee separation activities, such as leaves of absence, disability, and terminations, are inevitable. Each activity may have an impact on an employee's status in a benefits plan. Examine each welfare plan and determine what will happen to employees if they have a separation activity. For example, are employees who go on paid leaves of absence still covered by your life insurance plan? You use the Activity/Resulting Plan Status Rules form (TTASCR) to define separation activities and the resulting employee plan statuses.

For example, the following form shows that active, full-time employees of Acme Manufacturing who terminate voluntarily will lose their coverage on the day of their termination. However, a grace period of one month has been allowed. Therefore, the system will future date this shutoff to one month after the termination date recorded on the Separations And Terminations form (96-SCR):



Delaying the effect of the loss of coverage

Employers often delay the loss of coverage for employees. You can specify an amount of time that will delay the loss of coverage. For example, Acme Manufacturing extends coverage under its basic life insurance plan for a variety of reasons, including voluntary terminations, disability, retirement, and layoffs.

Complete a table for each activity that will result in a change of status for an employee. The following table shows a sampling of the Activity/Resulting Plan Status Rules tables (TTASCR) for Acme Manufacturing's basic life insurance plan. Each row represents a separate Activity/Resulting Plan Status Rules table (TTASCR):

Activity	**Low Status**	**High Statu s**	**Resulting Status**	**Delay Time**
Term-Vol, All Values	1	1	5	00-01-00
Term-NonVol, All Valu	1	1	5	
Disab-All Values	1	1	5	01-00-00
Retirement-All Value	1	1	5	00-01-00
Death-All Values	1	1	5	
Layoff-All Values	1	1	5	00-02-00

- All employees who terminate voluntarily get a one-month extension of coverage.
- Employees who become disabled get a one-year extension of coverage.
- Employees who retire get a one-month extension of coverage.
- Employees who are laid off get a two-month extension of coverage.

See also:

- **Associating separation activities with resulting plan statuses** ***(on page 104)***

For detailed directions on associating separation activities with resulting plan statuses.

Apply the Concept
Which separation activities change an employee's status in the plan in the previous question?

Apply the Concept
Will any of these activities have grace periods, and for how long?

Apply the Concept
How will you define these separation rules?

Plan documentation for welfare plans

It is always a good idea to keep a notebook with paper copies of your benefits plans. Benefits Administration provides several key reports you can use to document your plan rules. You will find these reports especially useful for testing during system implementation:

Report	Description
Plan Rules (9K-RPT)	Reflects data from the Benefit Plan Rules form (TK-SCR).
Plan Eligibility (9L-RPT)	Reflects data from the Benefit Plan Eligibility Rules form (TL-SCR).
Plan Factors (9M-RPT)	Reflects data from the Coverage And Contribution Factors form (TM-SCR).
Plan Prototype Contribution HEDs (9S-RPT)	Reflects data from the Benefit Plan Prototype Contribution HED form (TS-SCR).
Benefits Activity And Option Validation Table Records (9T-RPT)	Reflects data from the Option/Resulting Plan Status Rules form (TTOSCR) and the Activity/Resulting Plan Status Rules form (TTASCR).
Benefit Plan Table (9KARPT)	Prints all the table records for a particular benefits plan or for a range of benefits plans.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Annual Form 5500

Cyborg provides the following report to supply you with the data you will need to complete IRS Form 5500. This form is necessary to meet the requirements set forth by the Employment Retirement Income Security Act of 1974 (ERISA) and the Internal Revenue Code.

- IRS Form 5500 - Lines 7(a) - 7(h) report (8A-RPT)—Produces data necessary to complete Lines 7(a)-(h) of Form 5500, the Annual Return/Report of Employee Benefit Plans.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for a sample of this report and the parameters used to define it.*

Inquiry forms for viewing plan rules

The following forms can be used to view plan rules:

Form	Description
Plans Rules Table form (TKISCR)	Reflects data from the Benefit Plan Rules form (TK-SCR). Each form displays information on up to 16 plans. Search argument fields are not included in the display.
Eligibility Rules Tables form (TLISCR)	Reflects data from the Benefit Plan Eligibility Rules form (TL-SCR). Each form displays information on up to 16 plans.
Plan Factors Table form (TMISCR)	Reflects data from the Coverage And Contribution Factors form (TM-SCR). Each form displays up to 16 records.
Plan Prototype Contrib Table form (TSISCR)	Reflects data from the Benefit Plan Prototype Contribution HED form (TS-SCR).
Activity And Option Validation Table form (TTISCR)	Reflects data from the Option/Resulting Plan Status Rules form (TTOSCR) and the Activity/Resulting Plan Status Rules form (TTASCR).

Plan worksheets

To help you set up your welfare plans, Cyborg has developed a Benefits Plan Worksheet. Use this worksheet to record the Plan ID, plan name, valid options, contributions, and HEDs for each plan. You will find it helpful to complete these worksheets before you begin building your benefits tables.

☞ *Refer to the* **Benefits Plan Worksheet** *(on page 913) for a copy of the worksheet.*

eCyborg Interactive Benefits considerations when implementing Benefits Administration

To use eCyborg Interactive Benefits for benefits enrollment, each welfare benefits plan offered by your organization must be a component of your Flex Master. Therefore, if you have defined a benefit plan in Benefits Administration but have not made that plan a component of a Flex Master, you must add the plan to the Flex Master using the Flex Master/Group Plan Components form (TP-SCR). If your organization does not use flexible benefits for welfare plans and so has not created a flex master, your HR department must set up a flex master and add the welfare benefits plans as components of the flex master. Then employees can enroll in benefits online using eCyborg Interactive Benefits.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about for specific information about using Benefits Flex Masters.*

☞ *Refer your employees to eCyborg Interactive Workforce: A Guide to Your Benefits Information for information about using eCyborg Interactive Benefits.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section you will define a dental insurance plan. Specific details for entering plan values are described in the steps for the tasks. This table provides a brief summary of the plan:

Item	**Description**
Options	Provides for employee only/single and employee and all dependents. Must provide for waivers and de-enrollments.
Cost	For single coverage: 15.00 per month. For family coverage: 30.00 per month. Cost is paid by the employee as a basic posttax deduction. It is deducted from the employee's check every pay period.
Eligibility	Any full-time employee who has been employed for six months is eligible.
Separation activity	If the employee terminates voluntarily, coverage ends at the time of termination.

Establishing a benefits Control Number

Note: *Before beginning this task, be sure that you are working with the correct organization. The benefits Control Number establishes which tables are to be used for an organization. You can not define any tables for an organization until a valid benefits Control Number has been established.*

To establish a benefits Control Number, follow these steps:

1. Access the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Organization/Rules X-Reference

For practice, access the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR) for organization 999999. In the test data, a benefits Control Number has already been established for organization 999999, so when you access this form, it will already be complete for organization 999999. This practice step and the next two practice steps have you confirm that a benefits Control Number has been established for organization 999999.

2. Enter the Effective Date

This date must be early enough to cover the original hire date of the first employee in your organization. Many customers determine the original hire date of the employee with the greatest seniority and then set an effective date of one day prior to that date.

Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, verify that the Effective Date is '01-01-1925'.

3. Enter the Control Number in the associated table text boxes

You must use the same Control Number in the text boxes for all the benefits tables you will define for this organization. You can think of this benefits Control Number as a table ID. If eCyborg Interactive Benefits is installed, this entry may not contain characters considered illegal by the operating system (such as blank, @, #, and so forth).

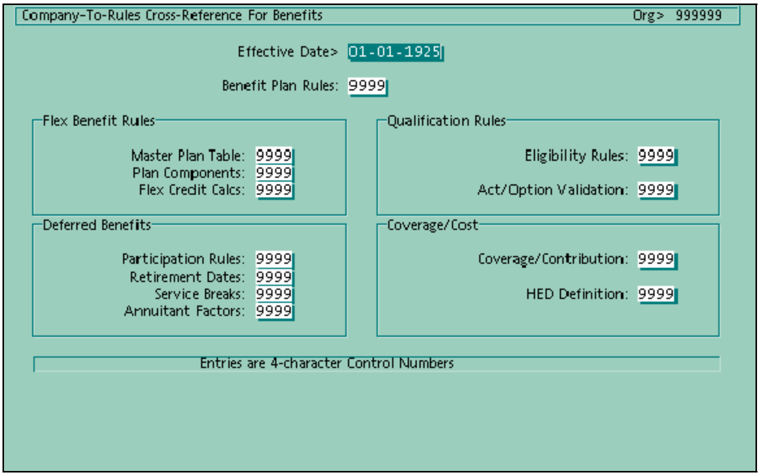
For practice, verify that the benefits Control Number '9999' has been entered into all the table text boxes on this form.

4. Click Save or press Enter

The Organization-To-Rules Cross-Reference For Benefits table record (AY-SCR) is created, and the following message is displayed: '—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Benefits Control Numbers and your organization ***(on page 57)***

For a description of determining the benefits Control Number for an organization.

Specifying basic plan identification and rules

To specify basic plan identification and rules, use the Benefit Plan Rules form (TK-SCR).

Note: *If benefit plans have already been established for a benefits Control Number, the first table record will be displayed when you access a particular table form. You may find it helpful to clear the text boxes before entering values for a new table record.*

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Plan Name and Basic Rules

For practice, access the Benefit Plan Rules form (TK-SCR) for organization 999999.

2. Enter a Plan ID

Enter the unique identifier for the plan. You will enter this ID on all tables associated with the plan.

Note: *If eCyborg Interactive Benefits is installed, this entry may not contain characters considered illegal by the operating system (such as blank, @, #, and so forth).*

For practice, type 'DEN'.

3. Enter an Effective Date

Use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

4. Enter the Year End

Enter the date that reflects the plan's year end, whether it be fiscal year or calendar year. Enter the date in the format MM-DD (US and Canada) or DD-MM (elsewhere).

For practice, type '12-31'(US and Canada) or '31-12' (elsewhere).

5. Enter a Plan Name

Enter a descriptive name for the plan. The name will display automatically on all tables with the same Plan ID. The name will also be displayed on reports.

For practice, type 'DENTAL'.

6. Select a Plan Type

Select the type of plan from the list box. Available values are from the Plan Types option list (BA16).

For practice, select 'Dental'.

7. Select a Service Date type

This indicates the date from which an employee's service is credited. This is also the date from which an employee's eligibility is determined.

Options are obtained from the Service Date Field option list (BA24). Do not change the meaning of the option translation. If you add an option, you must also add method code logic. This option identifies which date on the employee's Master Record is to be used as the base date for time span or date calculations for a benefits plan.

For practice, select 'Employment Date'.

8. Select a Class

Select a value that indicates the plan class or usage. For example, is it mandatory or optional that an employee enroll in the plan? Options are obtained from the Plan Class option list (BA17).

For practice, select 'Optional'.

9. Enter a Flex Master (optional)

If the plan is part of a flex plan, enter the Plan ID of the flex master.

For practice, leave this text box blank.

10. Enter a Group Master (optional)

If the plan is part of a group master plan, enter the Plan ID of the group master.

For practice, leave this text box blank.

11. Enter an Accum Name (optional)

Enter an accumulator ID only if the plan requires a considered earnings/hours (CE/H) accumulator.

For practice, leave this text box blank.

12. Select the Ins Carrier (optional)

For insurance plans, select the name of the plan provider. You must populate the Insurance Carrier option list (BA629) with available values.

Note: *For TravisCobra users, the code specified in this field (option list BA629) must match the Plan Sponsor code in the TravisCobra application. The option 'None' (code '#') can not be used with TravisCobra.*

For practice, leave this text box blank.

13. Select a Default Enrollment Option (flex only)

Select a value from the list box to show what the enrollment option will be if the employee does not return the enrollment election form. This option is used only if the plan is part of a flex plan.

For practice, leave this list box blank.

14. Indicate a Default Enrollment tax contribution type (flex only)

Indicate the taxability of the contribution. These option buttons are used only if the plan is part of a flex plan.

For practice, do not modify this option.

15. Enter the applicable HEDs for the plan (optional)

Enter as many HEDs as are applicable for the plan. Enter HEDs only if the plan requires an employee contribution or a company accrual.

For practice, use a Basic Post-tax HED of '616'.

16. Click Save or press Enter

The Benefit Plan Rules table record (TK-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, do not complete this step.

17. Click the Continue Plan Rules (optional)

Complete this and the following steps only if you need to define search types for a plan.

For practice, click the Continue Plan Rules button.

18. Respond to the Save Changes? Message

You will see this message only if you have not clicked Save or pressed Enter after entering plan information on the first panel. Indicate whether you want the changes saved (Yes), discarded (No), or you want to remain on the first panel (Cancel).

For practice, click Yes or press Enter.

The table record is created (if it has not been created already) and the second panel of the Benefit Plan Rules form (TK-SCR) is displayed.

19. Defining search types (optional)

If the benefits plan requires different rules for different groups of employees, you can use search types to specify those rules. The search type specified will require at least one search argument. If the search type indicates that a Cyborg Scripting Language program is required, you will enter the program's name in the accompanying search argument text box on this form. For all other search types, you will enter values on the corresponding tables.

For practice, verify that no search arguments are set for this plan. Then click the Return To 1st Screen button.

20. Select Mid-Year Chg Reasons (flex component plans only)

Select the Flex Change rules that will remain constant for the plan for the remainder of the year. Check each box that applies.

For practice, make no selections. This is not a flex component plan.

21. Click Return To 1st Screen

This action displays a dialog that allows you to save any entries made on the second panel.

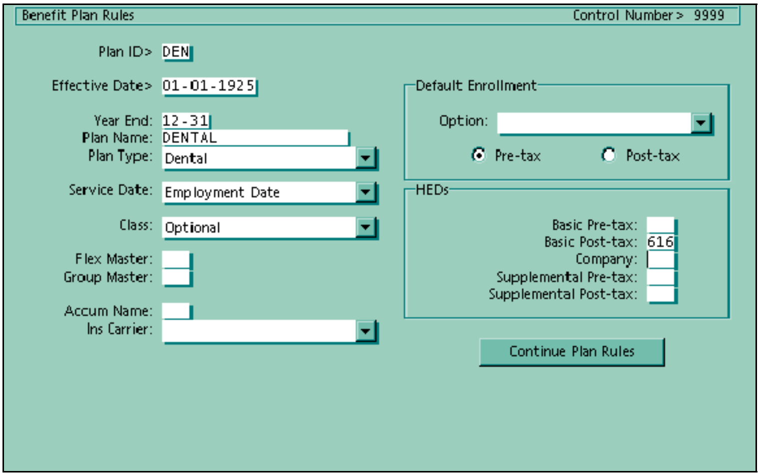
For practice, click the Return To 1st Screen button.

22. Respond to the Save Changes? message

Indicate whether you want the changes saved (Yes), discarded (No), or you want to remain on the second panel (Cancel).

For practice, you will not receive this message.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Benefit plan rules ***(on page 62)***

For a description of the basic information required to define a welfare plan.

- Using special plan rules for employee groups ***(on page 63)***

For a description of using search types and search arguments.

- Making mid-year plan changes ***(on page 69)***

For a description of the reasons and process for making mid-year change to a plan.

Specifying plan eligibility rules

jDefine at least one Benefit Plan Eligibility Rules form (TL-SCR) for each benefits plan. If you have defined an eligibility search type, the number of Benefit Plan Eligibility Rules forms (TL-SCR) you complete will depend on the necessary search arguments.

1. Access the Benefit Plan Eligibility Rules form (TL-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Eligibility

For practice, access the Benefit Plan Eligibility Rules form (TL-SCR) for organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Enter the Search Argument (optional)

If you specified an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

4. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

5. Select the Eligibility Type

Select the rule on which eligibility is based from the Eligibility Type Rules option list (BA18).

For practice, select 'Elig at Srvce Specfd'.

6. Enter the Minimum Age (optional)

Complete this text box only if you selected an Eligibility Type that uses age. Enter the age requirement in YY-MM-DD format. For example, you would enter 21-00-00 for 21 years.

For practice, leave this text box blank.

7. Enter the Maximum Age (optional)

Complete this text box only if you selected an Eligibility Type that uses age. Enter the age requirement in YY-MM-DD format. For example, you would enter 75-00-00 for 75 years.

For practice, leave this text box blank.

8. Enter the Service (optional)

Complete this text box only if the plan uses a length of service requirement. Enter the service requirement in YY-MM-DD format. For example, you would enter 01-00-00 for one year of service.

For practice, type '00-06-00'.

9. Enter the Days/Hours (optional)

Complete this text box only if the plan requires an hours or days waiting period. Enter a numerical value without decimals. If you use this text box, you must select a service method.

For practice, leave this text box blank.

10. Select a Service Method (optional)

Select an option from the Service Calculation Method option list (BA45) if you are using an eligibility type that requires accumulated hours or service before eligibility. The value you select in this list box is dependent on the value you chose for eligibility type.

For practice, select 'Elapsed Time'.

11. Select a Date Method

Select an option from the Date Calc Method option list (BA15) to establish the proper method for rounding dates.

For practice, select 'Actual Event Date'.

Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

12. Enter the Eligible Status option(s)

Enter the status options that reflect the type of employee eligible for the plan. You enter a two-digit option from the Employee Status option list (HR10).

You can use an asterisk (*) as a wild card. For example, if all active employees are eligible, you would enter '0*'. The value '**' is not a valid entry.

You must enter at least one status option.

For practice, type '01' in the first Eligible Status text box. The plan is open to full-time, salaried employees.

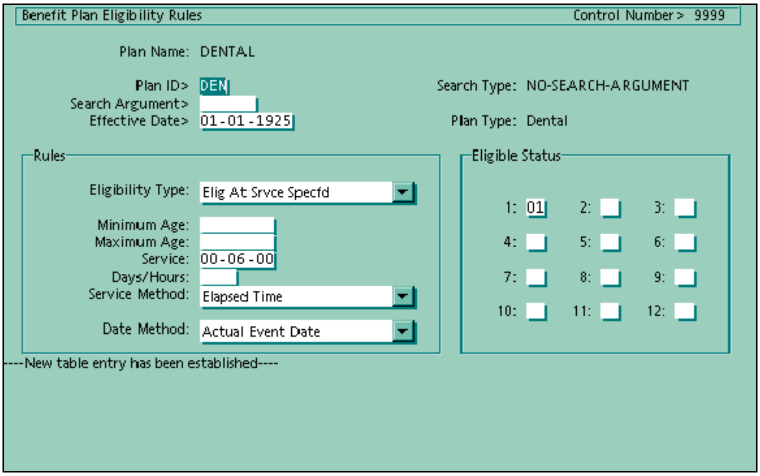
13. Click Save or press Enter

The Benefit Plan Eligibility Rules table record (TL-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Plan eligibility requirements ***(on page 70)***

For a discussion of eligibility rules and eligibility status options.

Specifying coverage options and plan funding

You must complete one Coverage And Contribution Factors form (TM-SCR) for each valid coverage option. Similarly, if the plan requires both employee and employer contributions, you would complete one Coverage And Contribution Factors form (TM-SCR) for each contribution type.

1. Access the Coverage And Contribution Factors form (TM-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Coverage/Contributions

For practice, access the Coverage And Contribution Factors form (TM-SCR) for organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Select an Option

Select a coverage option from Option Elected option list (BA03).

For practice, select 'Employee Only/Single'.

4. Select a Ctrb Type

Select a contribution type from the Contribution Type option list (BA31). The contribution type must match the HEDs entered on the Benefit Plan Rules form (TK-SCR).

For practice, select 'Basic Post Tax Contb'.

5. Enter the Search Argument (optional)

If you specified a Calculation search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

6. Enter an Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

7. Select a Coverage Rule (optional)

If your plan requires a coverage amount, select a value from the Coverage Calc Method option list (BA20). For example, you might use this text box when defining a life insurance plan that is based on an employee's salary.

For practice, leave this list box blank.

Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

8. Enter the coverage factor(s) (optional)

The coverage rule you selected in the previous step will determine which text boxes you should complete.

For practice, leave these text boxes blank.

9. Select a Contribution Rule (optional)

Select the formula used to determine the contribution amount for the option and/or contribution type you are currently working with. This reflects the deduction from the employee's salary or the company's contribution.

For practice, select 'Use Factor 1 As Amt'.

Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

10. Enter the contribution factor(s) (optional)

The contribution rule you selected in the previous step will determine which text boxes you should complete.

For practice, type '.1500' in the Factor 1 text box. This represents 15.00.

11. Select the Result Freq

Select the frequency of the contribution. The values are obtained from the Contribution Result Frequency option list (BA47).

For practice, select 'Monthly Amount'.

12. Enter a Nondiscrimination Value (optional)

Enter a value to be used in nondiscrimination testing if you want to use a value different from the contribution calculation amount.

Note: *This text box is typically used for deferred plans.*

For practice, leave this text box blank.

13. Enter the Flex Cost (flex only)

Enter the cost/credit amount for the flex plan. This value is based on the Flex Type selected.

For practice, leave this text box blank.

14. Select a Flex Type (flex only)

Select the rule from the Flex Credit/Cost Calculation option list (BA59) that determines how costs and credits are determined for this plan.

For practice, leave this list box blank.

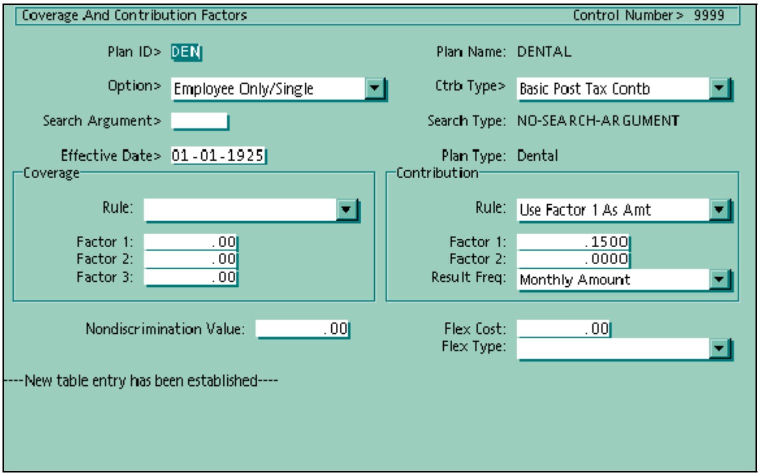
15. Click Save or press Enter

The Coverage And Contribution Factors table record (TM-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

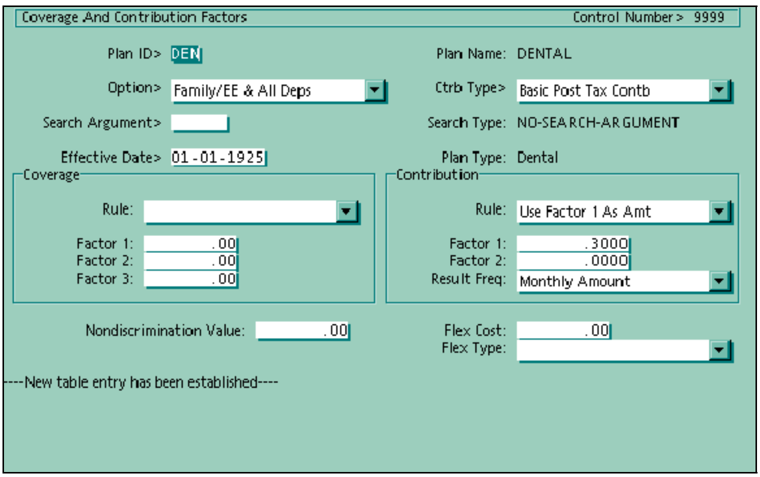
For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



For practice, complete a second Coverage And Contribution Factors form (TM-SCR) for the 'Family/EE & All Deps' coverage option. Dependent coverage costs 30.00 per month.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Plan coverages ***(on page 72)***

For a description of coverage options and coverage rules.

- Contribution rules ***(on page 73)***

For a discussion of contribution rules.

Specifying payroll deduction rules

You will complete one Benefit Plan Prototype Contribution HED form (TS-SCR) for each contribution type you defined on the Benefit Plan Rules form (TK-SCR). Coordinate with your Payroll specialist to ensure that you are using the correct values on this form.

1. Access the Benefit Plan Prototype Contribution HED form (TS-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Welfare Plans
Task:	Prototype HED Setup

For practice, access the Benefit Plan Prototype Contribution HED form (TM-SCR) for organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Select the Contrib Type

Select the contribution type from the Contribution Type option list (BA31). This should match the HEDs set up on the Benefit Plan Rules form (TK-SCR) and the contribution type entered on the Coverage And Contribution Factors form (TM-SCR).

For practice, select 'Basic Post Tax Contb'.

4. Enter the Search Argument (optional)

If you specified an HED Prototype search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

6. Select a Frequency

Select an option to define when and how often a payroll deduction will be taken.

For practice, select 'All Pay Periods'.

7. Select a Type

Select an option to determine whether the deduction is to go into arrears when pay is insufficient to take the entire amount. Certain values, such as 'Take Part;No Arrears', can result in zero net pay for an employee. Be sure that the option you select reflects your organization's pay policy.

The values for this list box are obtained from the Arrears option list (PP10).

For practice, select 'Take Part;Rem In Arr'.

8. Select a Calc Method

Select the method for calculating the deduction amount. Select Fixed Amount if the calculation is being performed by the Coverage And Contribution Factors form (TM-SCR).

The values for this list box are obtained from the Deduction Method Code option list (PP12).

For practice, select 'Fixed Amount'.

9. Select an Auto Deduction

Select the option to identify when the payroll deduction is to begin.

For practice, select 'Start W/Effect Date'.

10. Enter the Amount/Percent (optional)

If you want to establish a payroll deduction for all employees in a plan, across the board, regardless of the option that is chosen for the plan, enter the value here. If the payroll deduction is being calculated by the Coverage And Contribution Factors form (TM-SCR), enter zeros.

For practice, type zeros in this text box.

11. Select a Start Method (optional)

To start and stop a deduction for all employees as of a certain date or monetary amount, use the Start Method and Stop Method list boxes and the Start Field and Stop Field text boxes. These list and text boxes apply to all employees enrolled in the plan.

Select the option for the type of start method for the deduction.

For practice, do not select an option. After you click Save or press Enter, the value 'Inactive' will be displayed in this text box.

12. Enter the Start Field (optional)

Enter the date or amount that, when reached, starts the deduction.

For practice, leave this text box blank.

13. Select a Stop Method (optional)

Select the option for the type of stop method for the deduction.

For practice, do not select an option. After you click Save or press Enter, the value 'Inactive' will be displayed in this text box.

14. Enter the Stop Field (optional)

Enter the date or amount that, when reached, stops the deduction.

For practice, leave this text box blank.

15. Enter Amount One and Amount Two text boxes

The Amount One and Amount Two text boxes are used by payroll. Do not make any entries in these text boxes. Any amounts in these text boxes will override payroll amounts.

Note: The Amount Two text box can be used to define a Savings Bond plan.

☞ *Refer to* **Enrolling Employees in Deferred Plans** *(on page 321) for further information on defining Savings Bond plans.*

For practice, leave these text boxes blank.

16. Enter the User Code

For benefits purposes, this field is used to further define the maximum yearly allowable amount of contributions for the plan that are greater than $9,999.99

For practice, leave this text box blank.

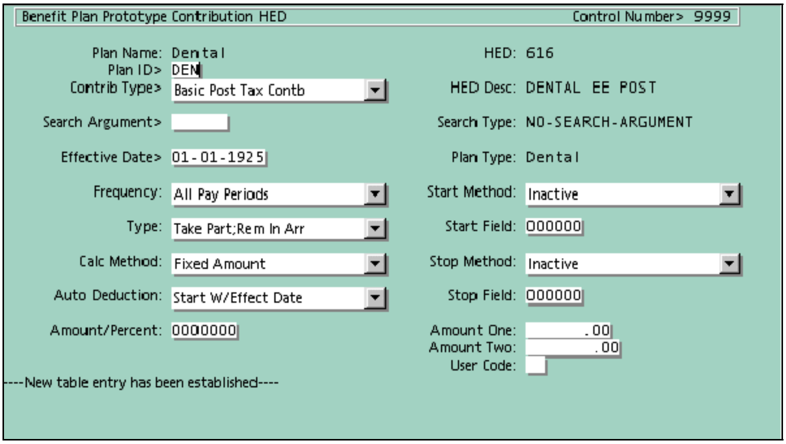
17. Click Save or press Enter

The Benefit Plan Prototype Contribution HED table record (TS-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recording payroll deductions and contributions ***(on page 75)***

For a description of recording the HEDs used in a plan.

Associating plan statuses with coverage options

For each option available for a plan, define what the employee's new plan status will be.

1. Access the Option/Resulting Plan Status Rules form (TTOSCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Option Validation

For practice, access the Option/Resulting Plan Status Rules form (TTOSCR) for organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Select an Option

Select a coverage option. The value you select should reflect a valid option for the plan—for example, 'Employee Only/Single' and 'Waived'.

For practice, select 'Employee Only/Single'.

4. Enter the Search Argument (optional)

If you selected an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

Note: If an eligibility search type was specified on the Benefit Plan Rules form (TK-SCR), a search type value will be displayed on the form.

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

6. Select a Date Method

Select a date method to define the rounding rule for the date when the resulting plan status will take effect.

Refer to the online documentation for the Date Calc Method option list (BA15) for more information.

For practice, select 'Actual Event Date'.

7. Enter the Low Status and High Status

These text boxes reflect the statuses that an employee must have to be eligible to elect the coverage option in the Option text box. The values are obtained from the Plan Status option list (BA04).

Use a Low Status and a corresponding High Status to build a range of values. For example, if you want employees with no prior status and active participants to be able to choose the specified coverage option, you could enter a Low Status of 0 and a High Status of 1.

For practice, type the Low Status and High Status values from the following table:

Low Status	High Status
0	1
5	5
7	7

8. Enter the Resulting Status

Enter the resulting employee plan status that will occur if the employee elects a particular coverage option. The values are obtained from Plan Status option list (BA04).

For practice, type the Resulting Status values from the following table:

Low Status	High Status	Resulting Status
0	1	1
5	5	1
7	7	1

9. Enter a Delay Time (optional)

Use this text box to define an additional length of time before the resulting plan status becomes effective. Enter the time span as YYMMDD. This amount of time is added to the eligibility date and rounded using the date method chosen.

For practice, leave this text box blank.

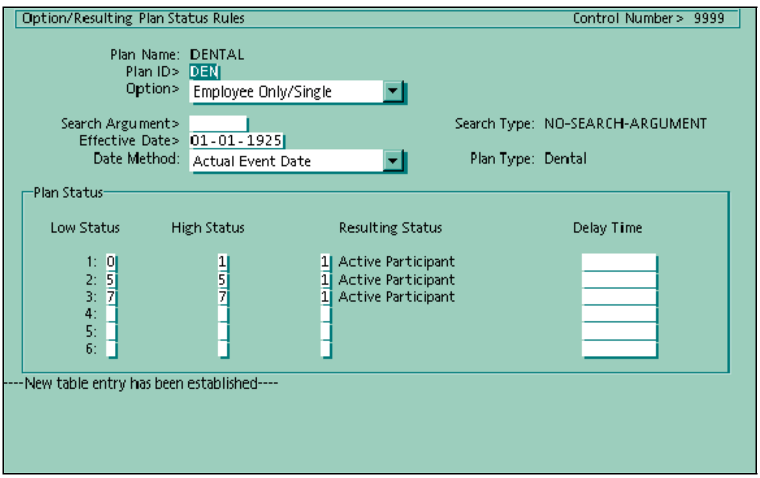
10. Click Save or press Enter

The Option/Resulting Plan Status Rules table record (TTOSCR) is created and the following message is displayed:

'—New table entry has been established—'

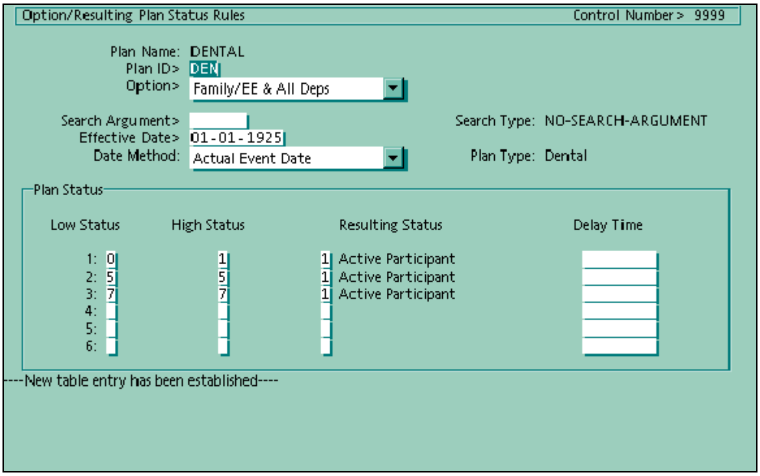
For practice, click Save or press Enter.

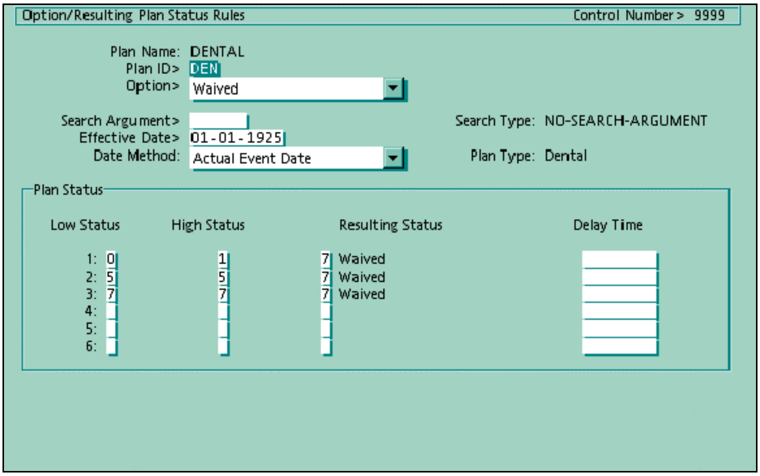
If you completed the Guided Practice, the resulting form should look similar to the example that follows:

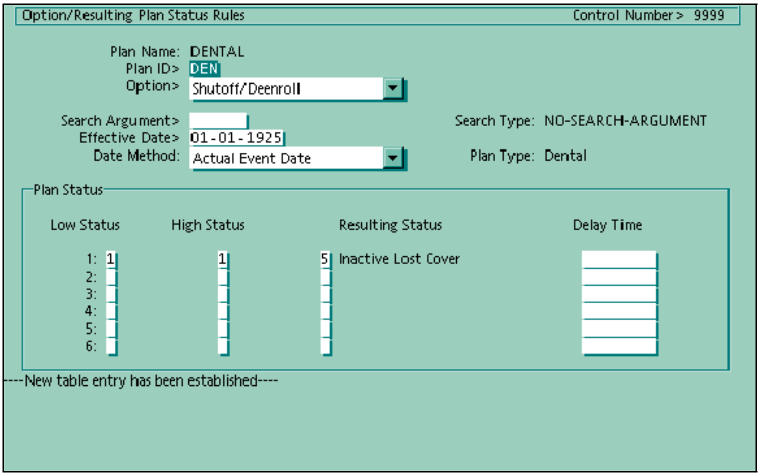


For practice, complete three more Option/Resulting Plan Status Rules forms (TTOSCR): one for the employee and all dependents, one for waived, and one for shutoff/deenroll.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:







Note: *If the plan is part of a Flex Master Plan, this option will also need a line 2 with an entry of 7-7-5.*

See also:

- Options and employee plan status ***(on page 77)***

For a discussion of the importance of plan statuses.

Associating separation activities with resulting plan statuses

In this task, you define the employee activities that will result in a change to their plan statuses. These activities can include termination, leave of absence, retirement, and disability.

You will complete this form for each activity that results in a change of plan status. The activities are from the Activity Codes option list (HR09). These activities should have been defined during the implementation of basic Human Resource functionality.

1. Access the Activity/Resulting Plan Status Rules form (TTASCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Activity/Plan Status

For practice, access the Activity/Resulting Plan Status Rules form (TTASCR) for organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Select an Activity

Select an activity from the Activity Codes option list (HR09) that will result in a change in an employee's plan status.

For practice, select 'Term-Vol,All Values'.

4. Enter the Search Argument (optional)

If you selected an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument. This must be the same search argument entered on the Benefit Plan Eligibility Rules form (TL-SCR) and on the Option/Resulting Plan Status Rules form (TTOSCR).

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYMMDD (elsewhere).

For practice, type '01-01-1925'.

6. Select a Date Method

Select the date method to define the rounding rule for the date when the resulting plan status will take effect on a date other than the date the activity occurs.

For practice, select 'Actual Event Date'.

7. Enter the Low Status and High Status

These text boxes reflect the statuses that an employee must have before the activity occurs. These values are obtained from the Plan Status option list (BA04).

Use a Low Status and a corresponding High Status to build a range of values.

For practice, type '1' for both Low Status and High Status.

8. Enter the Resulting Status

Enter the resulting employee plan status that will occur if the separation activity being defined occurs for an employee. The values are obtained from the Plan Status option list (BA04).

For practice, type '5'.

9. Enter a Delay Time (optional)

Use this text box to define an additional length of time before the resulting plan status becomes effective. Enter the time span as YYMMDD.

For practice, leave this text box blank.

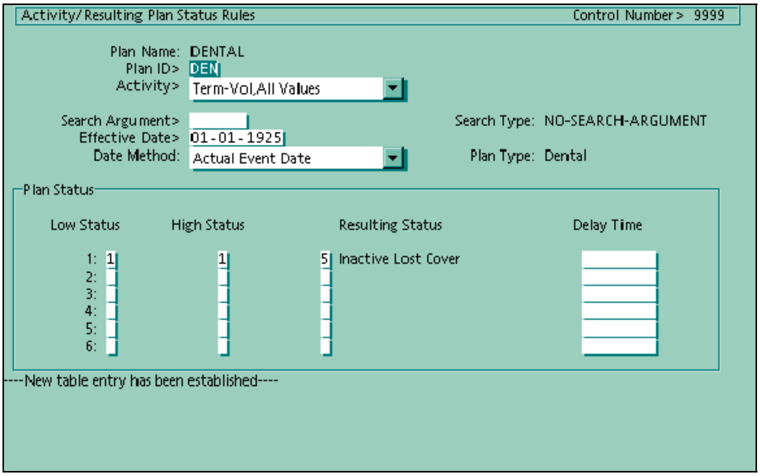
10. Click Save or press Enter

The Activity/Resulting Plan Status Rules table record (TTASCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Activity/Resulting Plan Status Rules   Control Number> 9999

Plan Name: DENTAL
Plan ID> DEN
Activity> Term-Vol,All Values

Search Argument>   Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date   Plan Type: Dental

Plan Status

	Low Status	High Status	Resulting Status	Delay Time
1:	1	1	5 Inactive Lost Cover	
2:				
3:				
4:				
5:				
6:				

----New table entry has been established----

See also:

- Separation activities and employee plan status ***(on page 78)***

For a discussion of separation activities and their effect on employee plan statuses.

Extended Practice

Set up a supplemental life insurance plan for organization 999999. Use the following information:

Plan ID:	210
Plan Type:	Taxable
Effective Date:	01-01-1925
Plan Year End:	12/31
Plan Category:	Optional
Eligibility:	The plan is available to all active, full-time employees. Employees are eligible the first month coincident or following their employment date.
Enrollment Options:	Employees can elect coverage of 1, 2, or 3 times their salary up to 200,000.00. Use the Cyborg Scripting Language program BE-AGE to determine the employee monthly cost per 1000 of coverage based on the employee's age: Less than 31 .05 31–45 .07 46 and over .10 Also set up 'Waived' and 'Shutoff/Deenroll' options
HED Information:	Employee Basic Pre Tax HED 511
Separation Activities:	Voluntary termination—all values (1-month extension) Involuntary termination—all values Disability—all values (1-year extension) Retirement—all values (1-month extension) Death Layoff (2-months extension) Leave-of-absence without pay

Review of Questions Answered

1. What are welfare plans?

2. How are benefits tables associated with organizations/companies?

3. Which benefits tables are used to define welfare plans?

4. What plan types are used for welfare plans?

5. What are plan classes and how are they used?

6. What are search types and search arguments?

7. How are plan eligibility requirements recorded?

8. How are plan coverages and contributions accommodated?

9. What are prototype HEDs?

10. How is employee plan status recorded and tracked?

11. What kind of plan documentation is available for welfare plans?

CHAPTER 5

Setting Up Deferred Plans

In This Chapter

Introduction

Employees have long viewed benefits as an important part of their total compensation package. And many organizations struggle to find just the right mix of benefits to attract and retain the best employees. But deferred benefits represent more than mere compensation; they represent an employee's future. The primary goal of deferred benefits plans—the funding of an employee's retirement—is extremely important to both employees and employers. As such, the legislation regarding the design and administration of these plans is generally more comprehensive than the legislation for welfare plans. Governmental agencies serve as watchdogs to ensure that employees' interests are protected and that fiduciaries act responsibly.

Review this section carefully before beginning your benefits analysis. It will acquaint you with the issues involved in setting up your deferred plans.

About the examples

Throughout this section we will be looking at a fictional defined contribution plan (Plan 501) for Acme Manufacturing; you will not find this plan in the delivered test data.

Tasks

This section explains the following:

- Specifying basic plan identification and rules for deferred plans
- Specifying plan eligibility rules for deferred plans
- Specifying coverage options and plan funding for deferred plans
- Specifying payroll deduction rules for deferred plans
- Associating plan statuses with coverage options for deferred plans
- Associating separation activities with resulting plan statuses for deferred plans
- Specifying plan participation rules
- Specifying breaks-in-service rules (optional)
- Specifying retirement date rules (optional)

Prerequisites

Before you can define employee deferred plans, the following must be established for *The Solution Series/ST*:

- Organizations including Hours, Earnings, and Deductions (HEDs)
- Employees
- Benefits Control Numbers
- Activity Codes option list (HR09)
- Employee Status option list (HR10)
- Activity and Resulting Employee Status Rules (TF-SCR)

☞ *Refer to* **Implementing Benefits Administration** *(on page 31) and* **Setting Up Welfare Plans** *(on page 53) for information on defining benefits Control Numbers.*

Questions answered

This section answers the following questions:

1. What are deferred plans?
2. What types of plans can be defined as deferred plans?
3. What tables are used to define deferred plans?
4. What coverage option must be used for deferred plans?
5. How are contributions limited for deferred plans?
6. What requirements must be defined for plan participation?
7. Why should breaks-in-service rules be recorded?
8. Why should retirement policies be recorded?
9. What reports are available for documenting deferred plan rules?

What are deferred plans?

Plans that provide future benefits to employees are considered deferred plans. In general, these are retirement or pension plans. In Benefits Administration, deferred plans can be defined benefits, defined contribution, or thrift/savings.

Defined benefits plans

These are pension plans that provide a definite, fixed benefit to a retired employee. The amount of the benefit can be based on years of service or final salary calculations. Typically, employer contributions are determined actuarially to produce the calculated benefit.

Defined contribution plans

These are retirement plans in to which the employer may make 100 percent of the contribution, or may match the employees' contributions, to purchase a retirement benefit. The retirement benefit is often an annuity.

Contributions are made into an individual employee's investment fund. Employer contributions are allocated to the individual participant's accounts based on the employee's salary and/or length of service.

Plans that can be administered using a defined contribution definition include the following:

- Money purchase
- Profit sharing
- Stock plans

Thrift/savings plans

These are defined contribution plans in which the employee selects the investment vehicles or funds into which contributions are made. For example, in the United States, a 401(k) plan would be considered a thrift/savings plan.

If you administer the investments internally, Benefits Administration provides facilities to track them.

☞ *Refer to* **Funding of Deferred Plans** *(on page 843) for additional information on tracking the funding of thrift/savings plans.*

Tables for defining deferred plans

The same tables used to set up welfare plans are also used to set up deferred plans. In addition, there are three tables used solely to complete the definitions of deferred plans. This section covers any special considerations for completing the tables used to define both types of plans, but does not cover the basics of those tables already discussed in earlier sections.

Form	**Purpose**	W	D
Benefit Plan Rules (TK-SCR)	This table establishes the basic rules for the plan, including its name, type, and year end.	X	X
Benefit Plan Eligibility Rules (TL-SCR)	Eligibility rules specify requirements for plan admittance. You can restrict eligibility by an employee's age, length of service, or both. In addition, you must specify the valid employment statuses required for entry into the plan. The eligibility requirements you set up are automatically applied to each employee during the enrollment process.	X	X
Coverage And Contribution Factors (TM-SCR)	This table specifies how employer and employee contributions should be calculated. If necessary, you specify how coverage amounts should be calculated. Commonly used coverage and contribution rules are provided as calculation option lists.	X	X
Benefit Plan Prototype Contribution HED (TS-SCR)	You will set up one contribution table for each type of contribution (basic pretax, basic posttax, company, supplemental pretax, and supplemental posttax) required by a plan.	X	X
Option/Resulting Plan Status Rules (TTOSCR)	This table defines the valid options for the plan and how those options affect employee plan status.	X	X
Activity/Resulting Plan Status Rules (TTASCR)	This table defines the effect activities have on an employee's plan status.	X	X
Benefits Participation Rules Table (TN-SCR)	This table defines the rules for calculating when an employee begins participation in a plan, when benefits begin to accrue, and when vesting should begin. Each of these dates can be calculated by age, service time, and/or hours worked.		X

Form	Purpose	W	D
Benefits Plan Breaks-In-Service Rules (TU-SCR)	Optionally, you can define which separation activities will cause a break in service and any grace periods allowed.		X
Benefits Retirement Dates Rules Table (TJ-SCR)	Optionally, you can define eligibility dates for disability and early and normal retirement, anticipated participant retirement dates (with rounding), and company policy for notifying employees prior to their eligibility—all by retirement option.		X

Legend: W=welfare, **D**=deferred

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information on the tables used to define both welfare and deferred plans.*

See also:

- Specifying basic plan identification and rules for deferred plans ***(on page 134)***
For detailed directions on setting up deferred plan basic rules.

- Specifying plan eligibility rules for deferred plans ***(on page 138)***
For detailed directions on setting up deferred plan eligibility rules.

- Specifying coverage options and plan funding for deferred plans ***(on page 140)***
For detailed directions on setting up deferred plan coverage options and plan funding.

- Specifying payroll deduction rules for deferred plans ***(on page 146)***
For detailed directions on setting up deferred plan payroll deduction rules.

- Associating plan statuses with coverage options for deferred plans ***(on page 149)***
For detailed directions on setting up deferred plan status associations with coverage options.

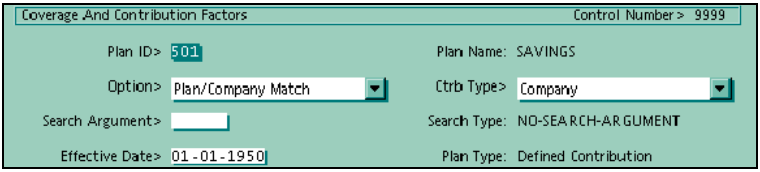
- Associating separation activities with resulting plan statuses for deferred plans ***(on page 153)***
For detailed directions on setting up deferred plan separation associations with resulting plan statuses.

Special considerations for defining deferred plans

This section documents the special considerations involved in defining deferred plans as opposed to welfare plans.

Coverage options for deferred plans

For deferred plans, you can use only one valid coverage option on the Coverage And Contribution Factors form (TM-SCR): Plan/Company Match (CM). If you use any other value, the company match and the range of percentages will not be validated or calculated correctly.



All valid options for the plan, including noncost options such as 'Waived' and 'Shutoff/Deenroll', are still entered on the Option/Resulting Plan Status Rules form (TTOSCR). As a convention, most companies use the option of 'Participant' rather than 'Enrolled' for deferred plans.

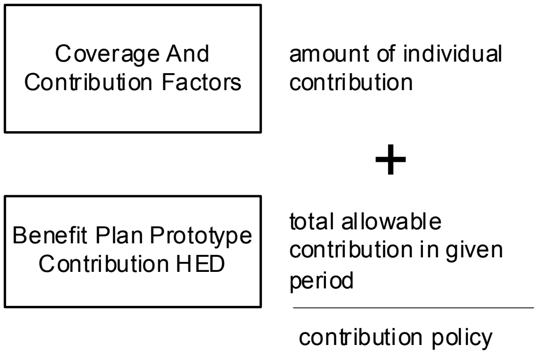
Limiting contributions to deferred plans

Deferred plans frequently have maximums for employee contributions and company matches. Correctly defining the contribution policy for a deferred plan requires a careful examination of the Contribution Rules option list (BA31). As you examine the documentation for this option list, notice that only certain values are applicable to deferred plans.

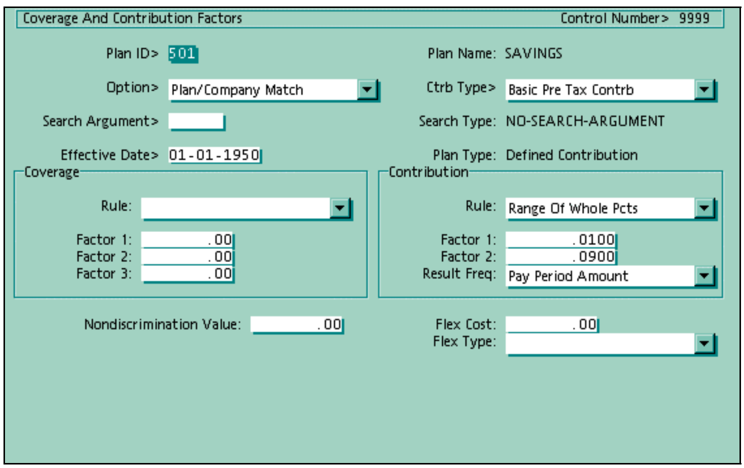
☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for documentation on the Contribution Rules option list (BA31).*

Limiting participant contributions

Just as with welfare plans, the specific amounts to be deducted from an employee's paycheck are defined on the Coverage And Contribution Factors form (TM-SCR). However, deferred plans can have maximum amounts that employees can contribute over a given period. You define these on the associated Benefit Plan Prototype Contribution HED form (TS-SCR). The following graphic summarizes this point.

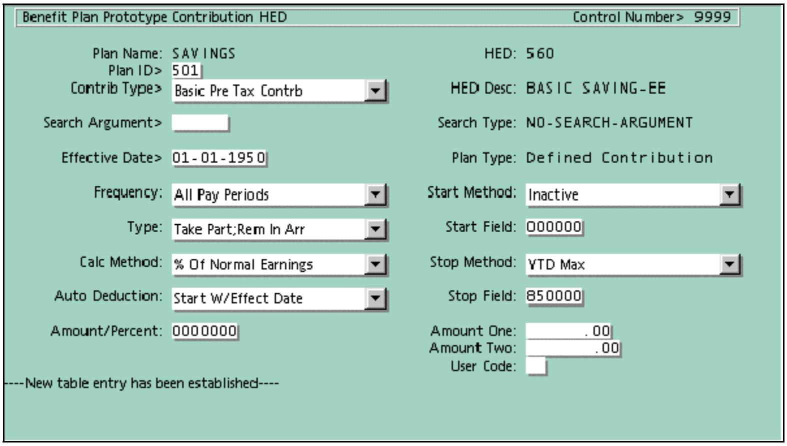


For example, Acme Manufacturing's defined contribution plan allows a pretax deduction of 1 to 9 percent of an employee's salary each pay period. Employees can contribute a maximum of 8,500.00 annually. The Coverage And Contribution Factors form (TM-SCR) defines the per-pay-period deduction, as follows: The Contribution Rule uses the value 'Range Of Whole Pcts' from the Contribution Rules option list (BA31); Contribution Factor 1 defines the minimum percentage contribution; and Contribution Factor 2 defines the maximum percentage contribution.



When employees are enrolled in the plan, they will identify the exact percentage contribution they wish to make.

The Benefit Plan Prototype Contribution HED form (TS-SCR) for this contribution defines the maximum yearly allowable amount. For this example, a Stop Method of 'YTD Max' is used. The maximum yearly amount (8500.00) is entered in the Stop Field text box.



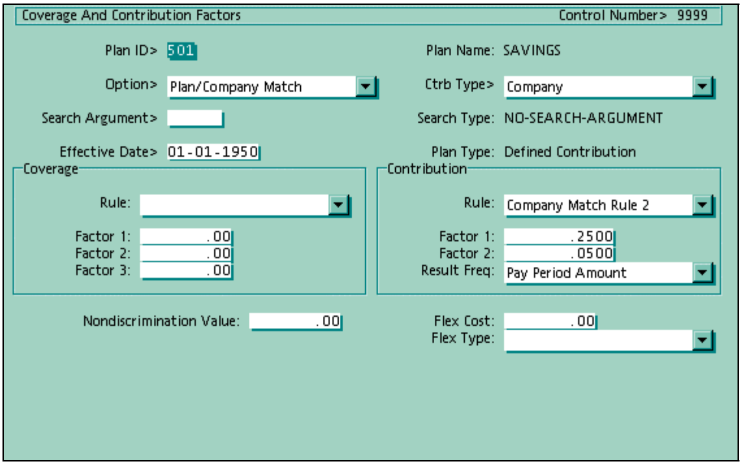
Note: You can enter a yearly maximum amount of up to 9999.99 in the Stop Field. If you need to define a maximum yearly allowable amount greater than 9999.99, you can use the HED Accumulation Method Setup (MCASCR) and HED Accumulation Method Limits (MCALIM) forms instead. Work with your Payroll Specialist when using these forms instead of the Benefit Plan Prototype Contribution HED form(TS-SCR) to define contribution limits.

Limiting company contribution match

Companies often limit the amount they will contribute to, or match, for deferred plans. The company's maximum contribution can be defined on the Coverage And Contribution Factors form (TM-SCR) using a Contribution Rule. This rule will cover the company's per-period contribution and any maximum. Unlike the employee's contribution, the company's maximum does not require that a Stop Method be defined on the Benefit Plan Prototype Contribution HED form (TS-SCR).

Coverage And Contribution Factors (TM-SCR)	amount of company contribution per period and maximum

For example, for Acme Manufacturing's defined contribution plan, the company matches 25 percent, up to 5 percent of the employee's pretax deduction. To define these requirements, you use a Contribution Rule value of 'Company Match Rule 2' (from the Contribution Rules option list BA31). Contribution Factor 1 defines the company's 25 percent match; Contribution Factor 2 defines the company's maximum contribution, which is 5 percent of the employee's pretax deduction.



When contribution HEDs need to be combined

If your plan has a maximum on contributions and the contributions come from a combination of HEDs, you use the Calc Method of 'Accumulation Method' on the Benefit Plan Prototype Contribution HED form (TS-SCR). This code directs the system to combine the HED contributions into one maximum. Work with your payroll department to set up this type of combined maximum. The payroll forms used for this feature include the HED Accumulation Method Setup form (MCASCR) and the HED Accumulation Method Limits form (MCALIM).

In order to accommodate the catch-up provision of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) for employees age 50 and older, a catch-up HED must be established for all employees. The combined limit must be set up on the HED Accumulation Method Limits form (MCALIM). Then the HED Accumulation Method Limits form (MCALIM) can be used to define the annual statutory catch-up limit.

☞ *Refer to* **Accumulation HEDs and 401(k) Plans** *(on page 945) for detailed instructions for setting up accumulator HEDs for 401(k) plans with catch-up provisions.*

Apply the Concept

What employee and company contribution maximums apply within your organization?

Apply the Concept

How will you implement these maximums?

Recording plan participation requirements

Participation requirements for deferred plans can be stringent. Examine your summary plan descriptions and associated legal documents carefully to determine the participation requirements for each of your deferred plans.

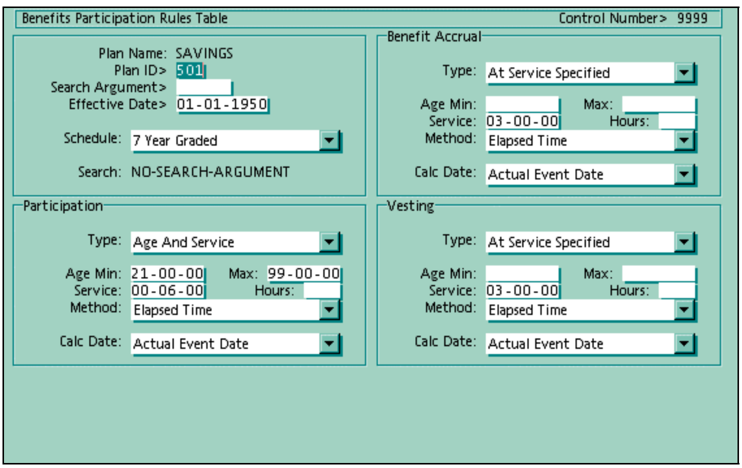
For each deferred benefits plan, you must record the vesting schedule to use and the factors for determining plan service dates. You will record plan participation requirements for deferred plans on the Benefits Participation Rules Table form (TN-SCR).

Recording vesting schedules

Vested benefits are those benefits earned by an employee that cannot be revoked by an employer. Vesting schedules, or formulas, determine the rate at which accrued benefits are vested. In Benefits Administration, you specify the vesting schedule by choosing a value from the Vesting Schedules option list (BA26).

For example, Acme Manufacturing uses the '7 Year Graded' vesting schedule for its defined contribution plan. That is, an employee gains nonforfeitable rights to accrued benefits according to the following schedule:

Years of vesting service completed	**Percentage of accrued benefit that is vested**
Less than 3	0
At least 3, but less than 4	20
At least 4, but less than 5	40
At least 5, but less than 6	60
At least 6, but less than 7	80
At least 7	100



Determining plan service dates

For each deferred plan, you must define when participation, benefit accrual, and vesting begin—that is, the plan service date for each.

- The participation (credited) service date is the date on which an employee who is eligible can begin participation in the plan.
- The benefit accrual service date is the date on which a participant in the plan can begin accruing, or earning, benefits.
- The vesting service date is the date on which a participant in the plan can begin vesting in accrued benefits.

Based on these rules, plan service dates are determined for individual plan participants and are written to the Plan Service Dates form (62-SCR).

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for information on changing an employee's plan service dates.*

Plan service date factors

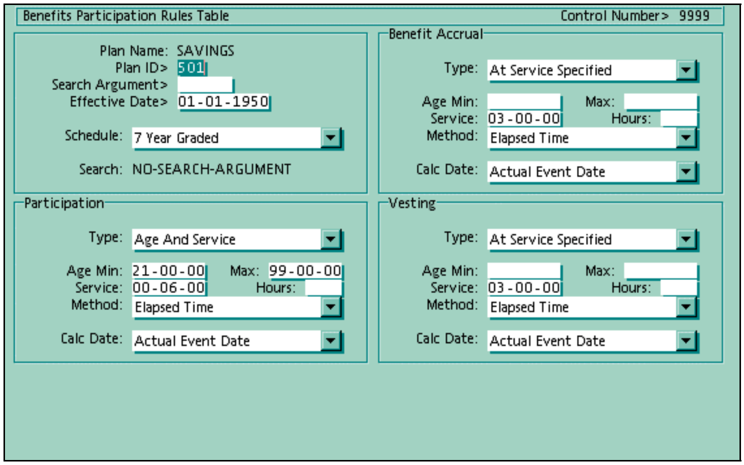
Three factors determine the plan service dates: type, method, and date calculation formula. You must define each of these factors for participation, benefit accrual, and vesting. The following table describes the three factors that determine the plan service dates:

Factor	Description
Type	Determines the basis for the calculation of the service date. Values are obtained from the Service Rules calculation option list (BA30). Values include 'Age And Service' and 'Age Or Service'.
Method	Defines the method by which an individual's service date is calculated. Values are obtained from the Service Calc Method calculation option list (BA45). Values include 'Elapsed Time' and 'Hours Worked'.
Calc Date	Defines the method by which the service date is rounded. Values are obtained from the Date Calc Method calculation option list (BA15). Values include 'FOM Follow Event Dte' and 'LOM Prior Event Dte'.

The value you choose for Type determines which other text boxes must be entered. For example, if you choose a value of 'Age And Service' for Type, you must enter values for Age Min, Max, and Service. For plans without an age maximum, enter a dummy value (for example, '99-00-00') in the Max text box.

Note: *All three factors are based on values from calculation option lists. Review these option lists carefully to determine if you can use a delivered value or whether you will need to modify the option lists.*

For example, Acme Manufacturing's defined contribution plan (Plan 501) uses the following to calculate plan service dates. This plan uses the same rules for participation as it does for eligibility. Participation begins when an eligible employee of at least 21 years of age completes six months of service.



Because a vesting schedule of '7 Year Graded' is used, the Benefit Accrual Service (the amount of service employees must accumulate before receiving their accrued benefit) and the Vesting Service (the amount of service an employee must accumulate while participating in the plan before vesting privileges can begin) are both three years.

See also:

■ **Specifying plan participation rules** ***(on page 156)***
For detailed directions on setting up deferred plan participation rules.

Apply the Concept
When does participation, service, benefit accrual, and vesting begin within your organization?

Apply the Concept
How will you define these dates?

Recording breaks-in-service policies

Service is credited based on the notion of continuous service. During separations (for example, a leave of absence) employees do not accrue service credits. When an employee re-enters a plan, the prior service is offset by the break, or, for certain rules, the prior service is not counted and the employee must begin accruing service again.

If any of your deferred plans have special breaks-in-service policies, you may choose to record those policies by creating a Benefits Plan Breaks-In-Service Rules form (TU-SCR). These policies are not company-wide; they are specific to a deferred benefits plan and the activity [from the Activity Codes option list (HR09)] that occurs. For example, a medical leave of absence and a personal leave of absence might be treated differently.

When an employee is rehired, reinstated, or recalled, the Benefits specialist will check to see if there has been an interruption of service. If a service interruption has occurred, a Service Interruptions form (61-SCR) will be created automatically based on the breaks-in-service rules recorded. The delivered report, Service Interruptions Ended this Period report (8O-RPT), can help you identify who has had a break in service during a specified period.

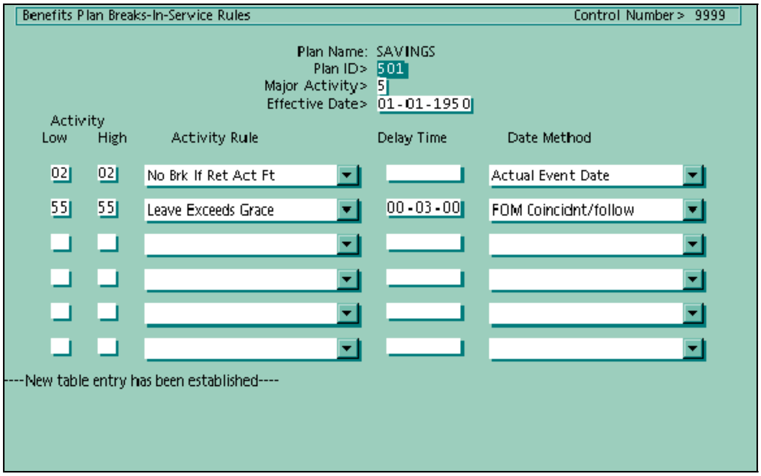
☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for more information on recording service interruptions.*

Note: *Recording breaks-in-service policies is optional.*

You must complete a table for each major activity that could result in a break in service. Values for activities are from the Activity Codes option list (HR09). Activity codes are interpreted as follows:

Positions	Category	Example	Description
1	Major activity	1	Terminations
2–3	Type of major activity and qualifier	06	Term Relocation

For example, Acme Manufacturing defines its breaks in service for leaves of absence (major activity = 5) as follows. For activity 502 (LOA Maternity W/Pay), if the employee returns to active full-time service, there will be no break in service. However, for activity 555 (LOA Other No Pay), if the leave exceeds the grace period of three months (rounded up to the first of the month coincident with or following the day of the return), there will be a break in service.



As a further example, breaks in service for the major activity of termination are defined as follows for Plan 501:

Major Activity	Low Activity	High Activity	Activity Rules	Delay Time	Date Method
1	02	02	Leave Exceeds Grace	00-06-00	FOM Coincidnt/follow
	04	09	Leave Exceeds Grace	00-03-00	FOM Coincidnt/follow
	22	27	Leave Exceeds Grace	00-01-00	Actual Event Date

Allowing for grace periods

To define a grace period for a separation activity, use the Delay Time text box. This will add a period of time to the date on which an employee loses eligibility for a plan. You can define a different grace period for each separation activity.

Rounding separation dates

If you use a grace period, you can also specify a method for rounding the separation date. Choose a date method from the Date Calc Method option list (BA15). This describes the method used to adjust the date formed by adding the delay time to the leave date for purposes of determining whether a break in service has been incurred when an employee returns from a service interruption.

See also:

- **Specifying breaks-in-service rules---optional** ***(on page 161)***

For detailed directions on setting up deferred plan breaks-in-service rules.

Apply the Concept
What breaks-in-service policies apply to your organization?

Apply the Concept
How will you implement these policies?

Recording retirement policies

Beyond sponsoring deferred plans to fund employee retirements, many organizations offer their employees assistance in retirement planning. Formally recording a deferred plan's retirement policies in Benefits Administration gives you the ability to track the retirement ages of your employees and to prompt the sending of retirement notices. You record your organization's retirement policies on the Benefits Retirement Dates Rules Table form (TJ-SCR).

The information you enter on the Benefits Retirement Dates Rules Table form (TJ-SCR) is used to calculate specific retirement dates and notice dates for employees when they enroll in a plan. These dates are automatically displayed on the Plan Retirement/Notice/Counseling Dates form (65-SCR). These rules are also used to generate data for certain retirement tracking reports, such as the Retirement Notifications Due This Period report (8L-RPT) and the Retirements This Period report (8N-RPT).

Note: *Recording your retirement policies is an optional activity.*

Recording retirement ages

If you choose to record the retirement policies for a deferred plan, you can record the following retirement ages:

- Early retirement
- Normal retirement
- Late(st) retirement
- Disability retirement

That is, you are recording the earliest possible age and/or service required before an employee can take early, normal, or late retirement, or go on disability retirement.

Retirement age rules

You specify age requirements using a retirement age rule. If the rule defines only age in the calculation, you do not have to make an entry in the Service text box, and vice versa. The rules are obtained from the Retirement Age Rules option list (BA29):

- Age
- Age And Service
- Age Or Service
- Service
- SSA Def Hr 1900

Rounding of retirement ages

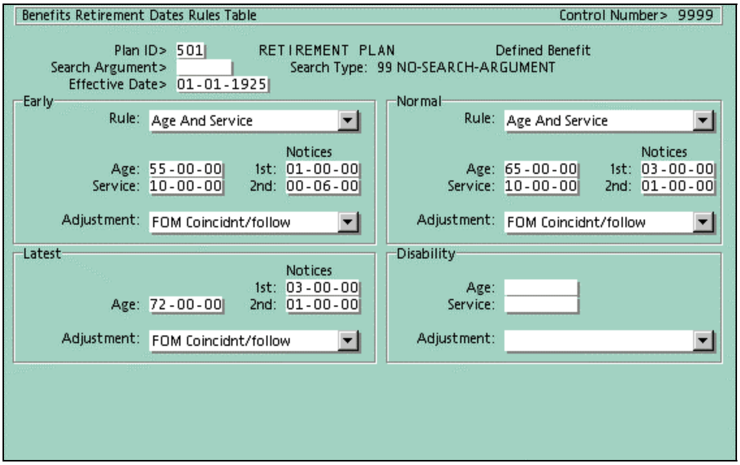
The calculation of each of these retirement ages can include rounding. To specify how rounding should be calculated, select a rounding adjustment value from the Adjustment list box. These values are obtained from the Date Calc Method option list (BA15).

Service requirements

In addition to minimum age requirements for retirement, you may also have service requirements—that is, a minimum length of service to qualify for retirement benefits.

Separate service requirements can be recorded for early retirement, normal retirement, and disability retirement.

For example, Acme Manufacturing uses the following retirement age and service rules for its defined contribution plan:



Early and normal retirement require a minimum age (55 and 65, respectively) and 10 years of service. The Retirement Age Rule for both is Age And Service.

Recording when retirement notices should be sent

Retirement notices can be sent to employees to tell them when they will be eligible to take early and normal retirement. Two notices can be sent for both early and normal retirement.

Specify when these notices should be sent using the Notices 1st and 2nd text boxes. The values you enter indicate how far in advance the notice should be sent prior to achieving the qualifying age for the type of retirement. For example, if you want to send a first notice six months in advance of an early retirement age of 55, you would enter '00-06-00' in the Notices 1st text box.

☞ *Refer to* **Counseling Employees on Benefits and Retirement** *(on page 477) for information on generating retirement notices and for information on the reports of retirement notices due for a certain period.*

See also:

- **Specifying retirement date rules---optional** ***(on page 163)***

For detailed directions on setting up deferred plan retirement date rules.

Apply the Concept
What are your policies regarding retirement age rules and notifying employees of their retirement options?

Apply the Concept
How will you record these policies?

Plan documentation for deferred plans

The following chart lists the reports you can use to document your deferred plans.

Report	Description
Benefits Participation Rules Table Records Batch Report (9N-RPT)	Reflects data from the Benefits Participation Rules Table form (TN-SCR).
Benefits Plan Breaks-in-Service Rules Table Records (9U-RPT)	Reflects data from the Benefits Plan Breaks-In-Service Rules form (TU-SCR).
Plan Retirement Dates Rules Table Records Batch Report (9J-RPT)	Reflects data from the Benefits Retirement Dates Rules Table form (TJ-SCR).

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Annual Form 5500 and PBGC Reporting Forms

Cyborg provides the following reports to supply you with the data you will need to complete IRS Form 5500 and the PBGC reporting form. These forms are necessary to meet the requirements set forth by the Employment Retirement Income Security Act of 1974 (ERISA) and the Internal Revenue Code.

- IRS Form 5500 - Schedule T Lines 4(c) & 4(d) (8B-RPT)—Produces the data necessary to complete Lines 4(c) and 4(d) of Form 5500, the Annual Return/Report of Employee Benefit Plans.
- IRS Form 5500 - Lines 7(a) - 7(h) report (8A-RPT)—Produces data necessary to complete Lines 7(a)-(h) of Form 5500, the Annual Return/Report of Employee Benefit Plans.
- PBGC Premium report (8D-RPT)—Produces the data necessary to compute the flat-rate portion of the annual premium. (The variable rate portion is not supported in this report. A separate manual actuarial calculation must be performed to determine this figure.)
- Schedule SSA Lines 4(b)-4(h) (8C-RPT)—Produces information that can assist in the preparation of Schedule SSA, the Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits. Schedule SSA is filed as an attachment to Form 5500 for each plan year in which one or more participants with deferred vested benefits are separated from service.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Inquiry forms for viewing plan rules

The following forms can be used to view plan rules.

Form	**Description**
Participation Rules Table form (TNISCR)	Reflects data from the Benefits Participation Rules Table form (TN-SCR).
Breaks-In-Service Rules Table form (TUISCR)	Reflects data from the Benefits Plan Breaks-In-Service Rules form (TU-SCR).
Retirement Dates Rules Table form (TJISCR)	Reflects data from the Benefits Retirement Dates Rules Table form (TJ-SCR).

Detailed Directions

This section provides detailed instructions for the tasks discussed in this section. Before completing these tasks you should document your deferred plan requirements. You can use the ***Benefits Plan Worksheet*** (on page 913) to do this. Also, you should have a benefits Control Number established for the organization for which you want to define deferred plans.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for instructions on defining benefits Control Numbers.*

Tasks

Completing the Guided Practice

In the Guided Practice for this section you will define a defined contribution plan. Specific details for entering plan values are described in the steps for the tasks. Following is a brief summary of the plan:

This plan is open to all active employees who are at least 21 years old and have one year of service from their original hire date. If employees are in CTRL-THREE 3030, they can contribute 1 to 10 percent of their salaries as a pretax deduction. If employees are in CTRL-THREE 3388, they can contribute 1 to 8 percent of their salaries as a pretax deduction. The company will match 50 percent, up to 5 percent of the employee's pretax deduction. The annual limit that an employee can contribute is 9,900.00. Deductions will be taken every pay period.

The participation and eligibility requirements are the same. The vesting schedule is a five-year cliff.

Specific rules regarding length of an employee termination and its impact on plan eligibility apply: Employees who terminate because of health reasons must return to active service within six months to avoid incurring a break-in-service. Other employees who terminate voluntarily must return to active service within three months. Employees who are involuntarily terminated must return to active service within one month.

Employees with 10 years of service can retire early at age 55. Normal retirement is age 62½ with 10 years of service. The first retirement eligibility notice is sent at six months and the second at one month.

Specifying basic plan identification and rules for deferred plans

To specify basic plan identification and rules you use the Benefit Plan Rules form (TK-SCR).

Note: *If benefit plans have already been established for a benefits Control Number, the first table record for a table form will be displayed when you access a particular table form. You may find it helpful to clear the form before entering values for a new table record.*

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Plan Name and Basic Rules

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999.

2. Enter a Plan ID

Enter the unique identifier for the plan. You will enter this ID on all tables associated with the plan.

For practice, type 'A01'.

3. Enter an Effective Date

Use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Enter the Year End

Enter the date that reflects the plan's year end, whether it be a fiscal year or calendar year. Enter the date in the format MM-DD (US and Canada) or DD-MM (elsewhere).

For practice, type '12-31'(US and Canada) or '31-12' (elsewhere).

5. Enter a Plan Name

Enter a descriptive name for the plan. The name will display automatically on all tables with the same Plan ID. The name will also be displayed on reports.

For practice, type 'RETIREMENT'.

6. Select a Plan Type

Select the type of plan from the list box. Available values are from the Plan Types option list (BA16).

For practice, select 'Defined Contribution'.

7. Select a Service Date type

This indicates the date from which an employee's service is credited. This is also the date from which an employee's eligibility is determined. Options are obtained from the Service Date Field option list (BA24).

For practice, select 'Original Hire Date'.

8. Select a Class

Select a value that indicates the plan class or usage. For example, is employee enrollment in the plan mandatory or optional? Options are obtained from the Plan Class option list (BA17).

For practice, select 'Optional'.

9. Enter a Flex Master (optional)

If the plan is part of a flex plan, enter the Plan ID of the flex master.

For practice, leave this text box blank.

10. Enter a Group Master (optional)

If the plan is part of a group master plan, enter the Plan ID of the group master.

For practice, leave this text box blank.

11. Enter an Accum Name (optional)

Enter an accumulator ID only if the plan requires a considered earnings/hours (CE/H) accumulator.

For practice, leave this text box blank.

12. Select the Ins Carrier (optional)

For insurance plans, select the name of the plan provider. Available values are from the Insurance Carrier option list (BA629).

This list box is informational only. The name of the insurance carrier will appear on reports.

For practice, leave this list box blank.

13. Select a Default Enrollment Option (flex only)

Select a value from the list box to show what the enrollment option will be if the employee does not return the enrollment election form.

This list box is used only if the plan is part of a flex plan.

For practice, leave this list box blank.

14. Indicate a Default Enrollment tax contribution type (flex only)

Indicate the taxability of the contribution. These option buttons are used only if the plan is part of a flex plan.

For practice, do not modify this option.

15. Enter the applicable HEDs for the plan (optional)

Enter as many HEDs as are applicable for the plan. Enter HEDs only if the plan requires an employee contribution or a company accrual.

For practice, use a Basic Pre-tax HED of '560' for the employee and a Company HED of '562'.

16. Click Save or press Enter

Complete this step to save your entered data before continuing to the second panel or if you have no search types to define for the plan. The Benefit Plan Rules table record (TK-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

17. Click the Continue Plan Rules (optional)

Complete this and the following steps only if you need to define search types for a plan.

For practice, click the Continue Plan Rules button.

18. Defining search types (optional)

If the benefits plan requires different rules for different groups of employees, you can use search types to specify those rules. The search type specified will require at least one search argument. If the search type indicates that a Cyborg Scripting Language program is required, you will enter the program's name in the accompanying search argument text box on this form. For all other search types, you will enter values on the corresponding tables.

For practice, set a Calculation search type of 'CTRL-THREE'. Setting a Calculation search type allows you to differentiate between employees who can contribute 1 to 10 percent (CTRL-THREE 3030) from those who can contribute only 1 to 8 percent (CTRL-THREE 3388).

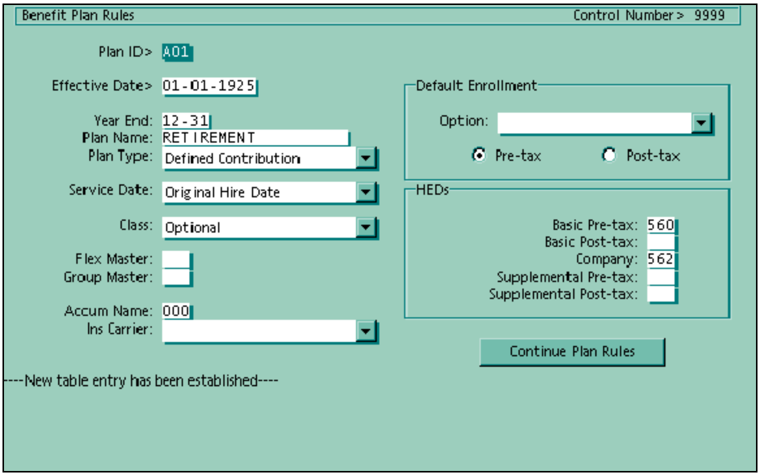
19. Click Save or press Enter

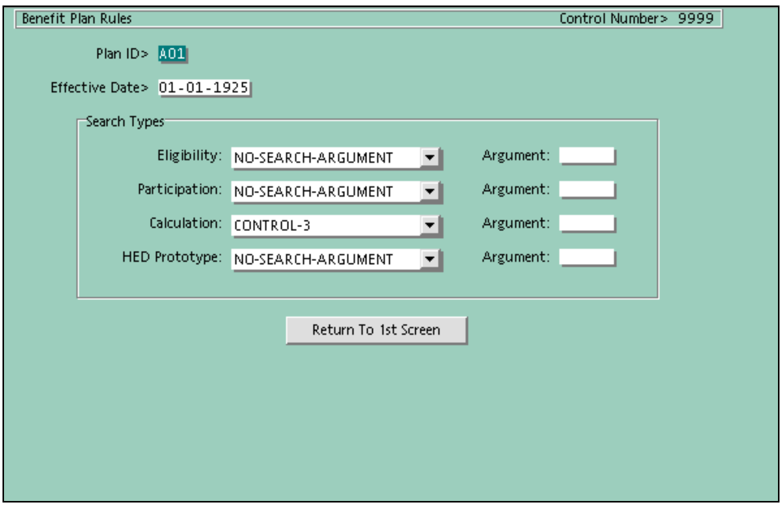
Complete this step only if you have defined a search type. The following message is displayed:

'—Maintenance has been performed—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





Refer to **Setting Up Welfare Plans** *(on page 53) for a description of the uses of plan types and classes.*

Refer to **Setting Up Welfare Plans** *(on page 53) for a description of using search types and search arguments.*

Specifying plan eligibility rules for deferred plans

You must define at least one Benefit Plan Eligibility Rules form (TL-SCR) for a benefits plan. If you have defined an eligibility search type, the number of Benefit Plan Eligibility Rules forms (TL-SCR) you complete will depend on the necessary search arguments.

1. Access the Benefit Plan Eligibility Rules form (TL-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Eligibility

For practice, access the Benefit Plan Eligibility Rules form (TL-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Search Argument (optional)

If you specified an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

4. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

5. Select the Eligibility Type

Select the rule on which eligibility is based from the Eligibility Type Rules option list (BA18).

For practice, select 'Age And Service Spec'.

6. Enter the Minimum Age (optional)

Complete this text box only if you selected an Eligibility Type that uses age. Enter the age requirement in YY-MM-DD format. For example, you would enter 21-00-00 for 21 years.

For practice, type '21-00-00'.

7. Enter the Maximum Age (optional)

Complete this text box only if you selected an Eligibility Type that uses age. Enter the age requirement in YY-MM-DD format. For example, you would enter 75-00-00 for 75 years.

For practice, type '99-00-00'.

8. Enter the Service (optional)

Complete this text box only if the plan uses a service requirement. Enter the service requirement in YY-MM-DD format. For example, you would enter '01-00-00' for one year of service.

For practice, type '01-00-00'.

9. Enter the Days/Hours (optional)

Complete this text box only if the plan requires an hours or days waiting period. Enter a numerical value without decimals to indicate the number of hours in the waiting period. Enter a one week waiting period, for example as '0040'. This is a four-position, numeric field.

If you use this text box, you must select a Service Method.

For practice, leave this text box blank.

10. Select a Service Method (optional)

Select an option from the Service Calculation Method option list (BA45) if you are using an eligibility type that requires accumulated hours or service before eligibility. The value you use in this list box is dependent on the value you chose for Eligibility Type.

For practice, select 'Elapsed Time'.

11. Select a Date Method

Select an option from the Date Calc Method option list (BA15) to establish the proper method for rounding dates.

For practice, select 'Actual Event Date'.

☞ *Refer to the* **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

12. Enter the Eligible Status code(s)

Enter the status codes that reflect the type of employee eligible for the plan. You can find these two-digit codes in the Employee Status option list (HR10).

You can use an asterisk (*) as a wild card. For example, if all active employees are eligible, you would enter '0*'. The value '**' is not a valid entry.

You must enter at least one status code.

For practice, type '0' in the first Eligible Status text box. The plan is open to all active employees.*

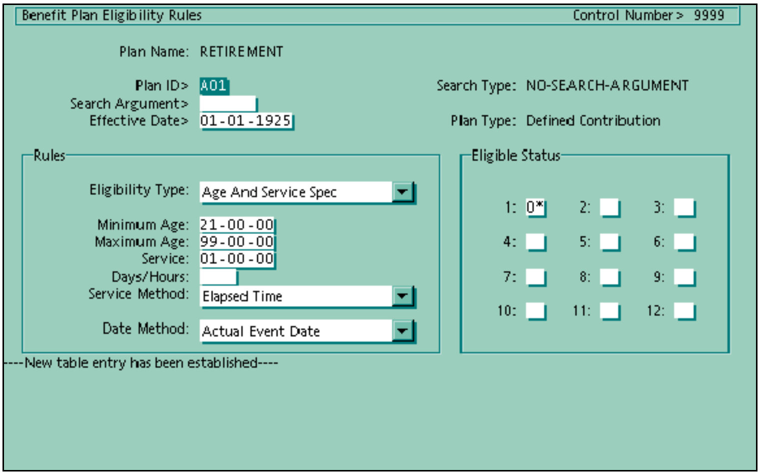
13. Click Save or press Enter

The Benefit Plan Eligibility Rules table record (TL-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Refer to **Setting Up Welfare Plans** *(on page 53) for a discussion of eligibility rules and eligibility status.*

Specifying coverage options and plan funding for deferred plans

You must complete one Coverage And Contribution Factors form (TM-SCR) for each valid coverage option that results in a cost. Similarly, if the plan requires both employee and employer contributions, you would complete one Coverage And Contribution Factors form (TM-SCR) for each contribution type.

1. Access the Coverage and Contribution Factors form (TM-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Coverage/Contributions

For practice, access the Coverage And Contribution Factors form (TM-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Select an Option

For deferred plans, you must select the option 'Plan/Company Match' from the Option Elected option list (BA03). No other values are allowed.

For practice, select 'Plan/Company Match'.

4. Select a Ctrb Type

Select a contribution type from the Contribution Type option list (BA19).

For practice, select 'Basic Pre Tax Contrb'.

5. Enter the Search Argument (optional)

If you specified a Calculation search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, specify coverage options and plan funding for those employees who can contribute 1 to 10 percent (CTRL-THREE 3030) by typing '3030'.

6. Enter an Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

7. Select a Coverage Rule (optional)

If your plan requires a coverage amount, select a value from the Coverage Calc Method option list (BA20). For example, you might use this list box when defining a life insurance plan that is based on an employee's salary.

For practice, leave this list box blank.

Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

8. Enter the coverage factor(s) (optional)

The coverage rule you selected in the previous step will determine which of these text boxes you should complete.

For practice, leave these text boxes blank.

9. Select a Contribution Rule (optional)

Select a value from Contribution Rules option list (BA31) to reflect the formula used to determine the contribution amount for the option and/or contribution type you are currently working with. This reflects the deduction from the employee's salary or the company's contribution.

For practice, select 'Range Of Whole Pcts'.

Refer to the **Calculation Option List Quick Reference** *(on page 815) for documentation on this option list.*

10. Enter the contribution factor(s) (optional)

The contribution rule you selected in the previous step will determine which of these text boxes you should complete.

For practice, type '0100' in the Factor 1 text box and '1000' in the Factor 2 text box.

11. Select the Result Freq

Select the frequency of the contribution. The values are obtained from the Contribution Resulting Frequency option list (BA47).

For practice, select 'Pay Period Amount'.

12. Enter a Nondiscrimination Value (optional)

Enter a value to be used in nondiscrimination testing if you want to use a value different from the contribution calculation amount.

For practice, leave this text box blank.

13. Enter the Flex Cost (flex only)

Enter the cost/credit amount for the flex plan. This value is based on the Flex Type selected.

For practice, leave this text box blank.

14. Select a Flex Type (flex only)

Select the rule from Flex Credit/Cost Calculation option list (BA59) that determines how costs and credits are determined for this plan.

For practice, leave this list box blank.

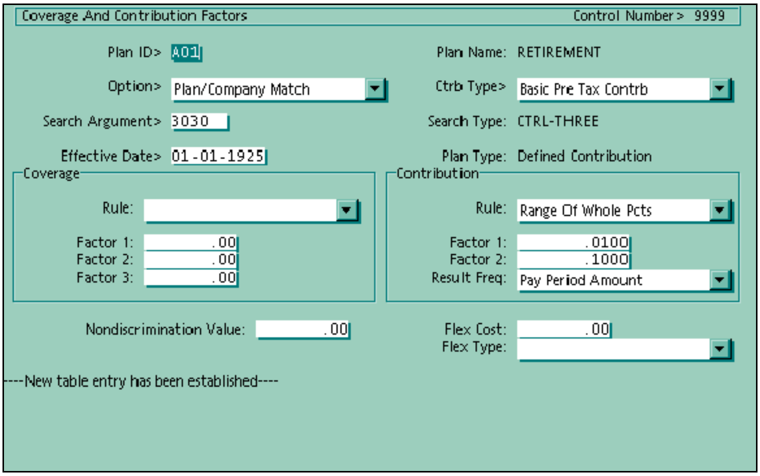
15. Click Save or press Enter

The Coverage And Contribution Factors table record (TM-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



For practice, complete three additional Coverage And Contribution Factors forms (TM-SCR). Follow these directions:

Form 2

- **Option**—Plan/Company Match
- **Ctrb Type**—Basic Pre Tax Contrb
- **Search Argument**—3388
- **Effective Date**—01-01-1925
- **Contribution Rule**—Range Of Whole Pcts
- **Factor 1**—.0100
- **Factor 2**—.0800
- **Result Freq**—Pay Period Amount

For the company match, you will need two forms, one for each search argument.

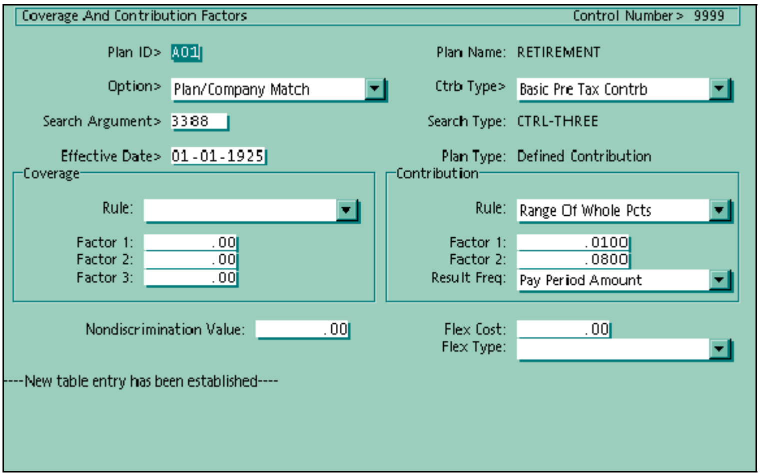
Form 3

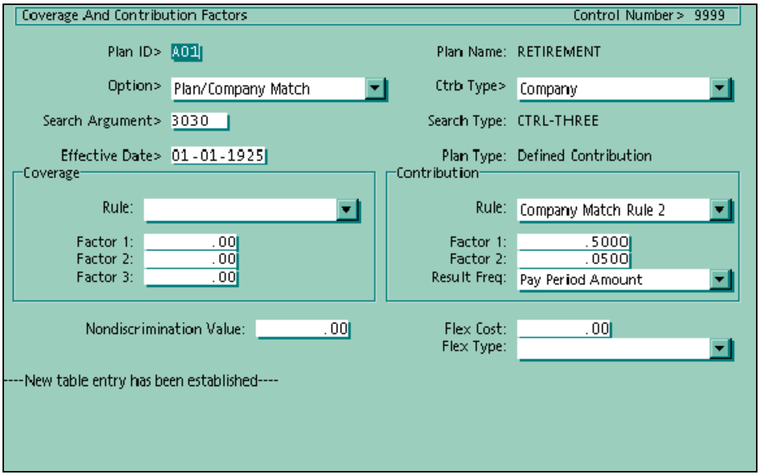
- **Option**—Plan/Company Match
- **Ctrb Type**—Company
- **Search Argument**—3030
- **Effective Date**—01-01-1925
- **Contribution Rule**—Company Match Rule 2
- **Factor 1**—.5000
- **Factor 2**—.0500
- **Result Freq**—Pay Period Amount

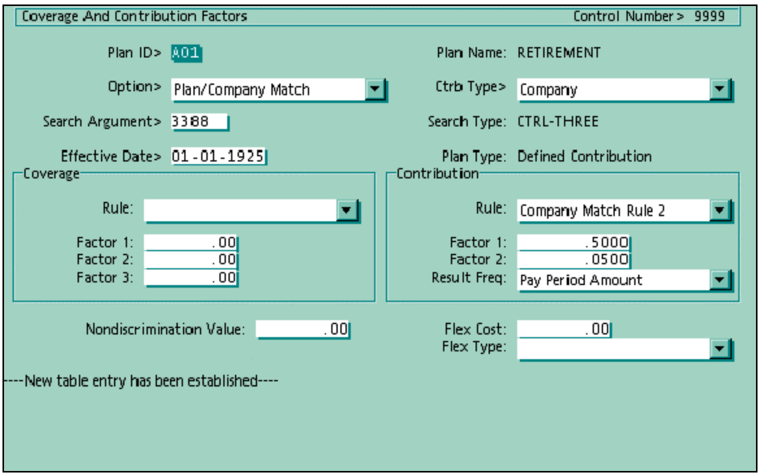
Form 4

- **Option**—Plan/Company Match
- **Ctrb Type**—Company
- **Search Argument**—3388
- **Effective Date**—01-01-1925
- **Contribution Rule**—Company Match Rule 2
- **Factor 1**—.5000
- **Factor 2**—.0500
- **Result Freq**—Pay Period Amount

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:







See also:

- Special considerations for defining deferred plans ***(on page 117)***

For a description of options, coverage rules, and contributions specific to deferred benefits plans.

Refer to **Setting Up Welfare Plans** *(on page 53) for a general discussion of plan coverages and contributions.*

Specifying payroll deduction rules for deferred plans

Complete one Benefit Plan Prototype Contribution HED form (TS-SCR) for each contribution type you defined on the Benefit Plan Rules form (TK-SCR). Consult with your Payroll specialist to ensure that you are using the correct values on this form.

1. Access the Benefit Plan Prototype Contribution HED form (TS-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Prototype HED Setup

For practice, access the Benefit Plan Prototype Contribution HED form (TS-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Select the Contrib Type

Select the contribution type from the Contribution Type option list (BA19). This should match the HEDs set up on the Benefit Plan Rules form (TK-SCR).

For practice, select 'Basic Pre Tax Contrb'.

4. Enter the Search Argument (optional)

If you specified an HED Prototype search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

6. Select a Frequency

Select an option to define when and how often a payroll deduction will be taken.

For practice, select 'All Pay Periods'.

7. Select a Type

Select an option to determine whether the deduction is to go into arrears when pay is insufficient to take the entire amount. Certain values, such as 'Take Part;No Arrears', can result in zero net pay for an employee. Be sure that the option you select reflects your organization's pay policy.

The values for this list box are obtained from the Arrears option list (PP10).

For practice, select 'Take Part;Rem In Arr'.

8. Select a Calc Method

Select the method for calculating the deduction amount. Select Fixed Amount only if a calculation is being performed by the Coverage And Contribution Factors form (TM-SCR) and it results in a monetary amount, or if the Amount/Percent text box contains the contribution amount. Typically, you will use a percentage rule or 'Accumulation Method'.

The values for this list box are obtained from the Deduction Method Code option list (PP12).

For practice, select '% Of Total Earnings'.

9. Select an Auto Deduction

Select the option to identify when the payroll deduction is to begin.

For practice, select 'Start W/Effect Date'.

10. Enter the Amount/Percent (optional)

If you want to establish a payroll deduction for all employees, enter the value here. If the payroll deduction is being calculated by the Coverage And Contribution Factors form (TM-SCR), leave this text box set to zeros.

For practice, do not change this text box.

Starting and stopping a deduction for all employees

11. Select a Start Method (optional)

To start and stop a deduction for all employees as of a certain date or monetary amount, use the Start Method and Stop Method list boxes and the Start Field and Stop Field text boxes. These list and text boxes apply to all employees enrolled in the plan.

Select the option for the type of start method for the deduction.

For practice, leave this list box blank.

12. Enter the Start Field (optional)

Enter the date or amount that, when reached, starts the deduction or automatic earnings for this deduction.

For practice, leave this text box blank.

13. Select a Stop Method (optional)

Select the option for the type of stop method for the deduction.

For practice, select 'YTD Max'.

14. Enter the Stop Field (optional)

Enter the date or amount that, when reached, stops the deduction or automatic earnings for this deduction. The required format for this text box depends on the value you selected for Stop Method. Refer to the online help for specifics.

For practice, type '990000'.

15. Enter Amount One (optional)

The Amount One and Amount Two text boxes are used by payroll. Do not make any entries in these text boxes. Any amounts in these text boxes will override payroll amounts.

For practice, leave this text box blank.

16. Enter Amount Two (optional)

For practice, leave this text box blank.

17. Enter the User Code

For benefits purposes, this field is used to further define the maximum yearly allowable amount of contributions for the plan that are greater than $9,999.99.

For practice, leave this text box blank.

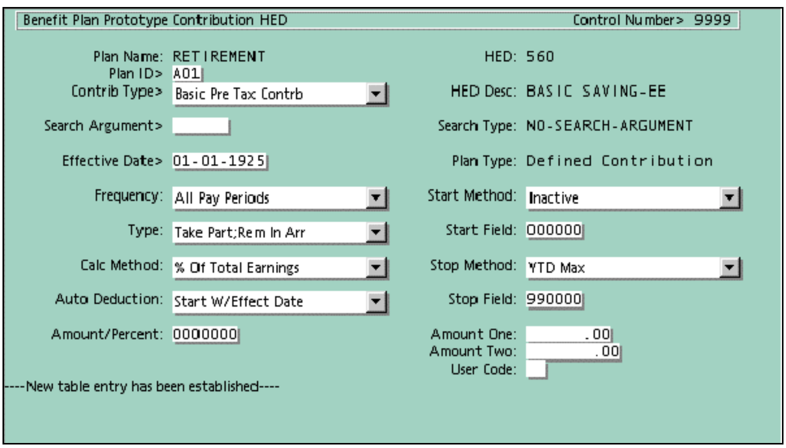
18. Click Save or press Enter

The Benefit Plan Prototype Contribution HED table record (TS-SCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

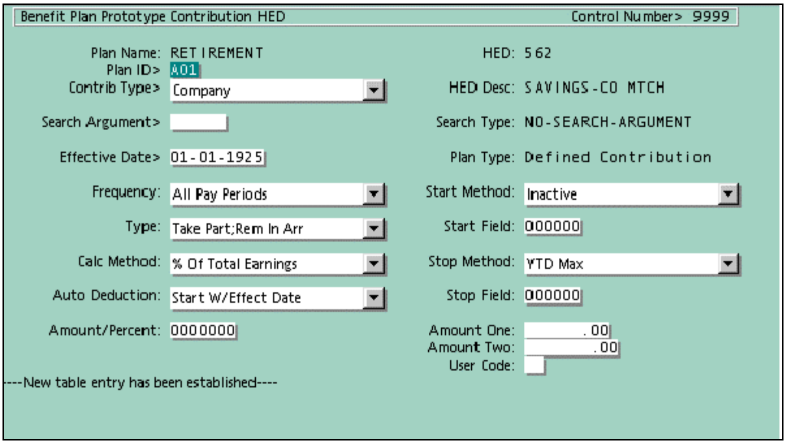


Refer to **Setting Up Welfare Plans** *(on page 53) for a description of recording the HEDs used in a plan.*

To complete the Guided Practice, you must establish a Benefit Plan Prototype Contribution HED for the Company HED of 562. Follow these directions:

- **Contrib Type**—Company
- **Effective Date**—01-01-1925
- **Frequency**—All Pay Periods
- **Type**—Take Part;Rem In Arr
- **Calc Method**—% Of Total Earnings
- **Auto Deduction**—Start W/Effect Date
- **Stop Method**—Inactive
- **Stop Field**—000000

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Benefit Plan Prototype Contribution HED   Control Number> 9999

Plan Name: RETIREMENT   HED: 562
Plan ID> A01
Contrib Type> Company   HED Desc: SAVINGS-CO MTCH
Search Argument>   Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925   Plan Type: Defined Contribution
Frequency: All Pay Periods   Start Method: Inactive
Type: Take Part;Rem In Arr   Start Field: 000000
Calc Method: % Of Total Earnings   Stop Method: YTD Max
Auto Deduction: Start W/Effect Date   Stop Field: 000000
Amount/Percent: 0000000   Amount One: .00
Amount Two: .00
User Code:
----New table entry has been established----

Associating plan statuses with coverage options for deferred plans

For each option available for a plan, define what the employee's previous plan status and new plan status will be.

1. Access the Option/Resulting Plan Status Rules form (TTOSCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Deferred Plans
Task: Option Validation

For practice, access the Option/Resulting Plan Status Rules form (TTOSCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Select an Option

Select a coverage option from the Option Elected option list (BA03). As a convention, most organizations use 'Participant' rather than 'Enrolled' for deferred plans.

For practice, select 'Participant'.

4. Enter the Search Argument (optional)

If you selected an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

6. Select a Date Method

Select the date method to define the rounding rule for the date when the resulting plan status will take effect.

For practice, select 'Actual Event Date'.

7. Enter the Low Status and High Status

These text boxes reflect the statuses that an employee must have to be eligible to elect the coverage option in the Option list box. The values are obtained from the Plan Status option list (BA04).

Use a Low Status and a corresponding High Status to build a range of values. For example, if you want employees with no prior status and active participants to be able to choose the specified coverage option, you could set a Low Status of '0' and a High Status of '1'.

For practice, type the Low Status and High Status values from the following table:

Low Status	High Status
0	1

5	5
7	7

8. Enter the Resulting Status

Enter the resulting employee plan status that will occur if the employee elects a particular coverage option. The values are obtained from the Plan Status option list (BA04).

For practice, type the Resulting Status values from the following table:

Low Status	High Status	Resulting Status
0	1	1
5	5	1
7	7	1

9. Enter a Delay Time (optional)

Use this text box to define an additional length of time before the resulting plan status becomes effective. Enter the time span as YYMMDD. This amount of time is added to the effective date and rounded using the Date Method chosen.

For practice, leave this text box blank.

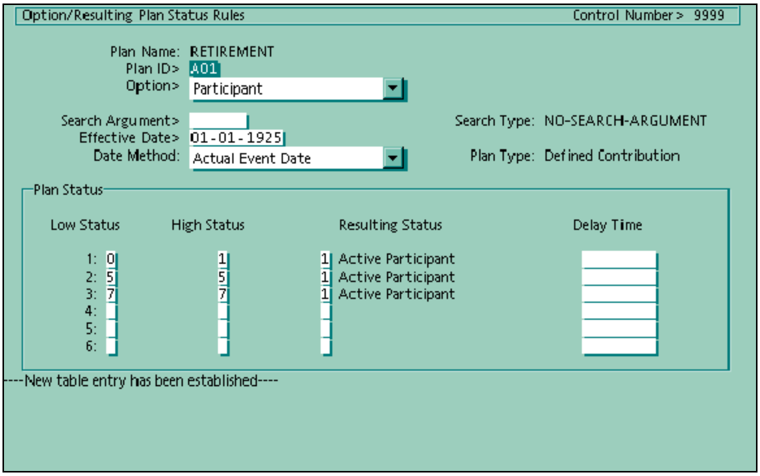
10. Click Save or press Enter

The Option/Resulting Plan Status Rules table record (TTOSCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Option/Resulting Plan Status Rules   Control Number> 9999

Plan Name: RETIREMENT
Plan ID> A01
Option> Participant

Search Argument>   Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date   Plan Type: Defined Contribution

Plan Status

	Low Status	High Status	Resulting Status	Delay Time
1:	0	1	1 Active Participant	
2:	5	5	1 Active Participant	
3:	7	7	1 Active Participant	
4:				
5:				
6:				

----New table entry has been established----

For practice, complete two more Option/Resulting Plan Status Rules forms(TTOSCR), one for 'Waived' and one for 'Shutoff/Deenroll'. Use these directions:

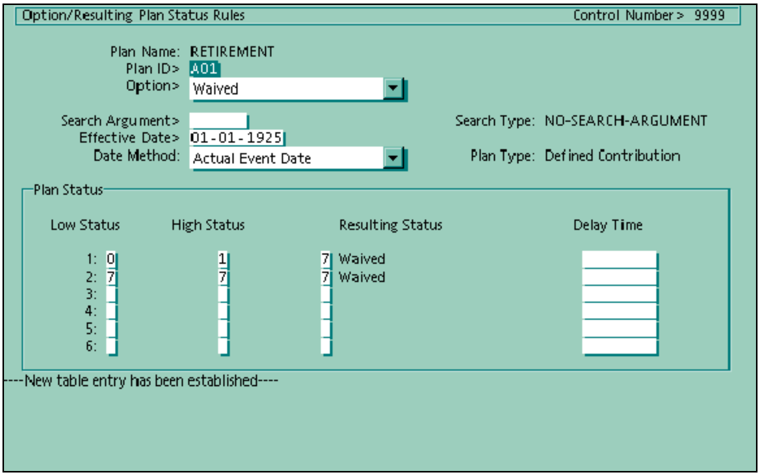
For the 'Waived' option:

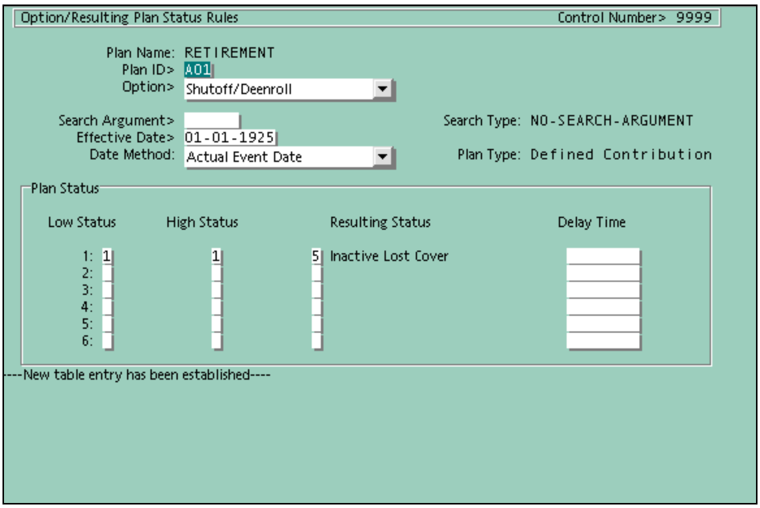
Low Status	**High Status**	**Resulting Status**
0	1	7
7	7	7

For the 'Shutoff/Deenroll' option:

Low Status	**High Status**	**Resulting Status**
1	1	5

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





Refer to **Setting Up Welfare Plans** *(on page 53) for a discussion of the importance of employee plan statuses.*

Associating separation activities with resulting plan statuses for deferred plans

In this task, you define the employee activities that will result in a change to their plan statuses. These activities can include leave of absence, termination, and disability.

You will complete this form for each activity that results in a change of plan status. The activities are from the Activity Codes option list (HR09). These activities should have been defined during the implementation of basic Human Resources functionality.

1. Access the Activity/Resulting Plan Status Rules form (TTASCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Activity/Plan Status

For practice, access the Activity/Resulting Plan Status Rules form (TTASCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Select an Activity

Select an activity from the Activity Codes option list (HR09) that will result in a change in an employee's plan status.

For practice, select 'Term-Vol,All Values'.

4. Enter the Search Argument (optional)

If you selected an Eligibility search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument. This must be the same search argument entered on the Benefit Plan Eligibility Rules form (TL-SCR) and on the Option/Resulting Plan Status Rules form (TTOSCR).

For practice, leave this text box blank.

5. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

6. Select a Date Method

Select the date method to define the rounding rule for when the resulting plan status will take effect.

For practice, select 'Actual Event Date'.

7. Enter the Low Status and High Status

These text boxes reflect the statuses that an employee must have before the activity occurs. These values are obtained from the Plan Status option list (BA04).

Use a Low Status and a corresponding High Status to build a range of values.

For practice, use a Low Status of '1' and a High Status of '1'.

8. Enter the Resulting Status

Enter the resulting employee plan status that will occur if the separation activity being defined occurs for an employee. The values are obtained from the Plan Status option list (BA04).

For practice, type a resulting status of '5'.

9. Enter a Delay Time (optional)

Use this text box to define an additional length of time before the resulting plan status becomes effective. Enter the time span as YYMMDD.

For practice, leave this text box blank.

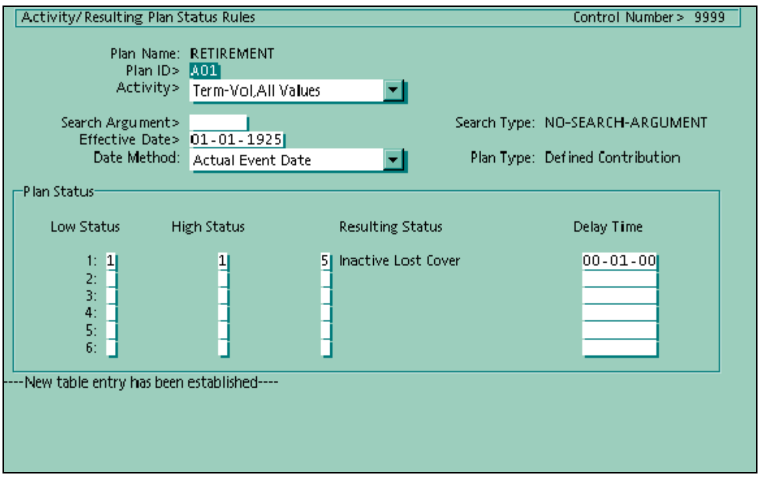
10. Click Save or press Enter

The Activity/Resulting Plan Status Rules table record (TTASCR) is created, and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for a discussion of separation activities and their effect on employee plan statuses.*

Specifying plan participation rules

You must complete a Benefits Participation Rules Table form (TN-SCR) for each deferred plan. You must establish the criteria for when an employee can become a participant, begin accruing benefits, and begin vesting in a plan.

1. Access the Benefits Participation Rules Table form (TN-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Deferred Plans
Task:	Participation/Vesting

For practice, access the Benefits Participation Rules Table form (TN-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Search Argument (optional)

If you selected a Participation search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

4. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

5. Select a Schedule

Select a value from the Vesting Schedules option list (BA26) to calculate percent vested and vesting dates for plan participants. You must enter a value in this list box when contributions under plan rules become owned by the participant after the service requirements are satisfied.

The Vesting Schedules option list (BA26) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select '5 Yr Cliff/0% Before'.

Complete benefit accrual information

6. Select a Benefit Accrual Type

Select a value from the Service Rules option list (BA30) to define the calculation method used to calculate the employee's accrued benefit date.

The accrued benefit date is the date on which an employee begins accruing a benefit in the plan.

For practice, select 'At Service Specified'.

7. Enter the Benefit Accrual Age Min (optional)

If required, enter the age that employees must reach before being eligible to begin their accrued benefit. Enter the date in YY-MM-DD format. For example, if employees must be 60 years of age before they are eligible to receive their benefit, you would enter '60-00-00'.

For practice, leave this text box blank.

8. Enter the Benefit Accrual Max (optional)

If you selected a Type that references age, you must complete this text box. Enter the maximum age employees can be before the benefit no longer accrues. If the plan does not have a maximum age rule and you entered a Benefit Accrual Age Min value, enter a dummy value, such as '99'.

Enter the age in YY-MM-DD format. For example, if an employee is no longer eligible to accrue a benefit at age 60, you would enter '60-00-00'.

For practice, leave this text box blank.

9. Enter the Benefit Accrual Service

Enter the amount of service employees must accumulate before receiving their accrued benefit. Enter the amount in the format YY-MM-DD.

For practice, type '05-00-00'.

10. Enter Benefit Accrual Hours

Enter the amount of time (in hours) that employees must work before receiving their accrued benefit. Enter hours as integers only (fractional portions are not allowed).

For practice, leave this text box blank.

11. Select a Benefit Accrual Method

Select a value from the Service Calc Method option list (BA45) that indicates how the credited service should be calculated for the plan.

The Service Calc Method option list (BA45) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Elapsed Time'.

12. Select a Benefit Accrual Calc Date

Select a value from the Date Calc option list (BA15) that indicates how the date should be calculated for determining benefit accruals.

The Date Calc Method option list (BA15) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Actual Event Date'.

Complete participation information

13. Select a Participation Type

Select a value from the Service Rules option list (BA30) that indicates how the date should be calculated for determining participation in a plan. Often, the date is calculated the same way that eligibility for the plan is calculated.

The Service Rules option list (BA30) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Age And Service'.

14. Enter the Participation Age Min (optional)

If required, enter the age that employees must reach before becoming participants in the plan. Enter the age in YY-MM-DD format. For example, if employees must be 60 before they are eligible to be participants, you would enter '60-00-00'.

For practice, type '21-00-00'.

15. Enter the Participation Max (optional)

Enter the maximum age at which employees can still be participants in the plan. Enter the age in YY-MM-DD format. For example, if employees can no longer be participants after the age of 60, you would enter '60-00-00'.

For practice, type '99-00-00'.

16. Enter the Participation Service

Enter the amount of service employees must accumulate before participating in the plan. Enter the amount in the format YY-MM-DD.

For practice, type '01-00-00'.

17. Enter the Participation Hours

Enter the amount of time (in hours) that employees must work before participating in the plan. Enter hours as integers only (fractional portions are not allowed).

For practice, leave this text box blank.

18. Select a Participation Method

Select a value from the Service Calc Method option list (BA45) that indicates how the credited service should be calculated for the plan.

The Service Calc Method option list (BA45) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Elapsed Time'.

19. Select a Participation Calc Date

Select a value from the Date Calc option list (BA15) that indicates how the date should be calculated for determining participation.

The Date Calc Method option list (BA15)is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Actual Event Date'.

Complete vesting information

20. Select a Vesting Type

Select a value from the Service Rules option list (BA30) to define the calculation method used to calculate the employee's vesting service date—that is, when employees become eligible for vesting privileges in the plan.

The Service Rules option list (BA30) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'At Service Specified'.

21. Enter the Vesting Age Min (optional)

If required, enter the age employees must reach before they can begin vesting in the plan. Enter the age in YY-MM-DD format. For example, if employees must be 21 before they can begin vesting in the plan, you would enter '21-00-00'.

F*or practice, leave this text box blank.*

22. Enter the Vesting Max (optional)

Enter the maximum age at which employees can still vest in the plan. Enter the age in YY-MM-DD format. For example, if employees' maximum age for vesting is 60, you would enter '60-00-00'.

For practice, leave this text box blank.

23. Enter the Vesting Service

Enter the amount of service employees must accumulate before becoming vested in the plan. Enter the amount in the format YY-MM-DD.

For practice, type '05-00-00'.

24. Enter the Vesting Hours

Enter the amount of time (in hours) employees must work before becoming vested in the plan. Enter hours as integers only (fractional portions are not allowed).

For practice, leave this text box blank.

25. Select a Vesting Method

Select a value from the Service Calc Method option list (BA45) that indicates how the credited service should be calculated for the plan.

The Service Calc Method option list (BA45) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Elapsed Time'.

26. Select a Vesting Calc Date

Select a value from the Date Calc option list (BA15) that indicates how the date should be calculated for determining benefit vesting.

The Date Calc Method option list (BA15) is a calculation option list. Do not change the meaning of the code translations. If you need to add a code, you must also add method code logic.

For practice, select 'Actual Event Date'.

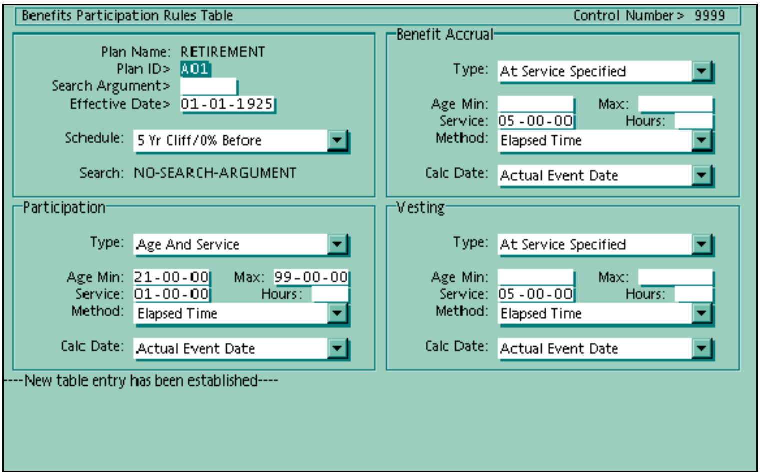
27. Click Save or press Enter

The Benefits Participation Rules Table record (TN-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Benefits Participation Rules Table   Control Number> 9999

Plan Name: RETIREMENT
Plan ID> A01
Search Argument>
Effective Date> 01-01-1925
Schedule: 5 Yr Cliff/0% Before
Search: NO-SEARCH-ARGUMENT

Benefit Accrual
Type: At Service Specified
Age Min: Max:
Service: 05-00-00 Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

Participation
Type: Age And Service
Age Min: 21-00-00 Max: 99-00-00
Service: 01-00-00 Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

Vesting
Type: At Service Specified
Age Min: Max:
Service: 05-00-00 Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

----New table entry has been established----

See also:

- Recording plan participation requirements ***(on page 122)***

For a description of participation requirements.

Specifying breaks-in-service rules---optional

Complete this task only if a plan has specific rules regarding the length of a separation and its impact on plan eligibility. Complete one Benefits Plan Breaks-In-Service Rules form (TU-SCR) for each applicable separation activity.

1. Access the Benefits Plan Breaks-In-Service Rules form (TU-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Deferred Plans
Task: Breaks-In-Service

For practice, access the Benefits Plan Breaks-In-Service Rules form (TU-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Major Activity

Enter the first position of the value for the activity that constitutes a break in service. The activities are defined in the Activity Codes option list (HR09).

For example, for leaves of absence, you would enter '5'.

For practice, type '1'.

4. **Enter the Effective Date**

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD.

For practice, type '01-01-1925'.

5. **Enter the Activity Low and High range**

In the Activity Low and High text boxes, enter the two-position codes that complete the range of activities that constitute a break in service. These values are the second and third positions of the Major Activity code from the Activity Codes option list (HR09).

For example, if only leaves of absence without pay constitute a break in service (Activity Codes option list values of 551 through 556), you would enter '51' in the Activity Low text box and '56' in the Activity High text box.

For practice, type '02' for Low and '02' for High to record breaks-in-service rules for voluntary termination due to health reasons.

6. **Select an Activity Rule**

Select a value from the Activity Rules option list (HR09) that reflects how a returning employee's break in service should be handled. This value applies only to the Low and High Activities on the same line.

For practice, select 'Leave Exceeds Grace'.

7. **Enter the Delay Time**

Enter an amount of time to be added to the employee's leave date to calculate the date by which the employee must return to active service to avoid incurring a break in service under plan rules.

Enter the amount in the format YY-MM-DD. For example, to specify a delay time of three months, you would enter '00-03-00'.

For practice, type '00-06-00'.

8. **Select a Date Method**

Select a value from the Date Calc Method option list (BA15) to adjust the date formed by adding the Delay Time to the leave date to determine if a break in service has been incurred when an employee returns from a service interruption.

For practice, select 'FOM Coincidnt/follow'.

9. **Click Save or press Enter**

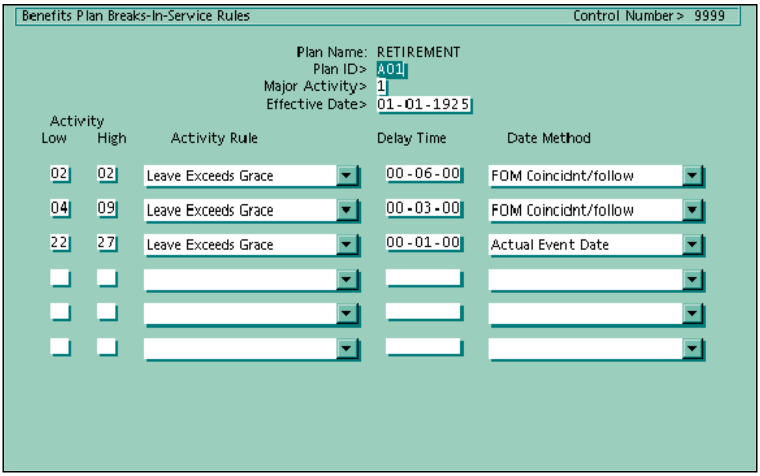
A new Benefits Plan Breaks-In-Service Rules table (TU-SCR) is created and the following message is displayed:

'—New table entry has been established—'

To complete the Guided Practice, add two more activity ranges for the Major Activity of termination. Use these directions. When you have completed typing the data, be sure to Click Save or press Enter.

For this activity range	Use these values
04–09	Activity Rule: Leave Exceeds Grace
	Delay Time: 00-03-00
	Date Method: FOM Coincidnt/follow
22–27	Activity Rule: Leave Exceeds Grace
	Delay Time: 00-01-00
	Date Method: Actual Event Date

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Recording breaks-in-service policies ***(on page 125)***
For a description of breaks-in-service policies.

Specifying retirement date rules---optional

Retirement rules are generally used in planning benefits for the future. To specify retirement rules, follow these steps:

1. Access the Benefits Retirement Dates Rules Table form (TJ-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Deferred Plans
Task: Retirement Dates

For practice, access the Benefits Retirement Dates Rules Table form (TJ-SCR) for Organization 999999.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Search Argument (optional)

If you selected a Participation search type on the Benefit Plan Rules form (TK-SCR), you must enter a search argument.

For practice, leave this text box blank.

4. Enter the Effective Date

Enter the original effective date of the plan [from the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR)] or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

Enter disability retirement information (optional)

5. Enter the Age

Enter the earliest possible age required before an employee can go on disability retirement. Enter the age in the format YY-MM-DD. For example, you would enter '55-00-00' for age 55.

For practice, leave this text box blank.

6. Enter the Service

Enter the minimum service requirement before an employee can go on disability retirement. Enter the amount in YY-MM-DD format. For example, you would enter '10-00-00' for 10 years.

For practice, leave this text box blank.

7. Select an Adjustment

Select a value from the Date Calc Method option list (BA15) to indicate how a disability retirement date should be rounded.

For practice, leave this text box blank.

Enter early and normal retirement age and notice information (optional)

Complete these steps only if the plan has rules for early or normal retirement. These two group boxes on the form are completed in the same way.

Use the following directions to complete the Guided Practice for recording early and normal retirement rules:

For this retirement category	Use these values
Early	Rule: Age And Service Age: 55-00-00 Service: 10-00-00 Notices 1st: 00-06-00 Notices 2nd: 00-01-00 Adjustment: Actual Event Date
Normal	Rule: Age And Service Age: 2-06-00 Service: 0-00-00 Notices 1st: 0-06-00 Notices 2nd: 0-01-00 Adjustment: Actual Event Date

8. Select a Rule

Select a value from the Retirement Age Rules option list (BA29) to establish a basis for retirement calculations.

9. Enter the Age

Enter the earliest possible age required before an employee qualifies for early or normal retirement. Enter the age in YY-MM-DD format. For example, you would enter '55-00-00' for 55 years.

10. Enter the Service

Enter the minimum service requirement before an employee qualifies for early or normal retirement. Enter the amount in YY-MM-DD format. For example, you would enter '10-00-00' for 10 years.

11. Enter the Notices 1st

If you intend to notify your employees of their eligibility for early or normal retirement, enter the date that defines how far in advance the first notice should be sent. Enter the date in YY-MM-DD format. For example, you would enter '00-06-00' for six months.

12. Enter the Notices 2nd

If you intend to notify your employees of their eligibility for early or normal retirement, enter the date that defines how far in advance the second notice should be sent. Enter the date in YY-MM-DD format. For example, you would enter '00-03-00' for three months.

13. Select an Adjustment

Select a value from the Date Calc Method option list (BA15) to indicate how an early or normal retirement date should be rounded.

Enter latest retirement information (optional)

14. Enter the Age

Enter the latest age required before an employee qualifies for retirement. Enter the age in YY-MM-DD format. For example, you would enter '65-00-00' for 65 years.

For practice, leave this text box blank.

15. Enter the Notices 1st

If you intend to notify your employees of their eligibility for retirement, enter the date that defines how far in advance the first notice should be sent. Enter the date in YY-MM-DD format. For example, you would enter '00-06-00' for six months.

For practice, leave this text box blank.

16. Enter the Notices 2nd

If you intend to notify your employees of their eligibility for retirement, enter the date that defines how far in advance the second notice should be sent. Enter the date in YY-MM-DD format. For example, you would enter '00-03-00' for three months.

For practice, leave this text box blank.

17. Select an Adjustment

Select a value from the Date Calc Method option list (BA15)to indicate how the latest retirement date should be rounded.

For practice, leave this text box blank.

18. Click Save or press Enter

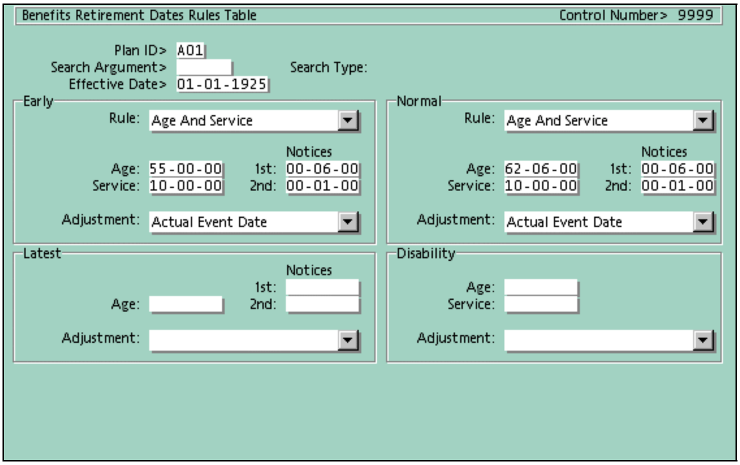
A new Benefits Retirement Rules Table record (TJ-SCR) is created and the following message is displayed:

'—New table entry has been established—'

In addition, a Participation Type and Description are displayed on the form. The values are from the Plan Rules Search Type option list (BA14).

For practice, click Save or press Enter.

If you completed the Guided Practice, your form should look similar to the following example:



See also:

- Recording retirement policies ***(on page 128)***

For a description of retirement age policies and retirement notices.

Extended Practice

Set up a savings plan using the following information:

Plan ID:	S02
Plan Type:	Thrift/Savings
Effective Date:	01-01-1925
Plan Year End:	12-31 (US and Canada) or 31-12 (elsewhere)
Plan Category:	Optional
Eligibility:	All active salaried or hourly employees age 18 or older with one year of service (no temporary employees). Year of service is determined using Elapsed Time. The employee is eligible to get into the plan the first of the quarter coincident or following eligibility date.
Enrollment Options:	Participant, Waived, Shutoff/Deenroll
Vesting Schedule:	7 Year Graded
Pay Period Contributions:	Employee Basic Pre Tax—Up to 6% of Salary, whole percents Employee Supplemental Pre Tax—Up to an additional 9%, whole percents Company Match—0% up to 6% of Employee Basic Pre Tax
HED Information:	Employee Basic Pre Tax—HED 560 Employee Supplemental Pre Tax—HED 561 Company Contributions—HED 562
Service Dates:	Participation—At Eligibility Benefit Accrual—At Participation Service Date Vesting—At Participation Service Date Plan based on Adjusted Seniority
Separation Activities:	Voluntary termination—all values Involuntary termination—all values Retirement—all values Leave-of-absence with pay (1-year extension of Coverage) Death

Breaks-In-Service Rules:	Create the following breaks-in-service rules for the major activity of Termination: 02–05 Activity Rule—Leave Exceeds Grace Delay Time—00-06-00 Date Method—FOM Coincidnt/follow 22–27 Activity Rule—Leave Exceeds Grace Delay Time—00-01-00 Date Method—Actual Event Date
Retirement Dates:	Early Rule—Age And Service Age—55-00-00 Service—10-00-00 Notices 1st—00-06-00 Notices 2nd—00-01-00 Adjustment—Actual Event Date Normal Rule—Age And Service Age—62-06-00 Service—10-00-00 Notices 1st—00-06-00 Notices 2nd—00-01-00 Adjustment—Actual Event Date

Review of Questions Answered

1. What are deferred plans?

2. What types of plans can be defined as deferred plans?

3. What tables are used to define deferred plans?

4. What coverage option must be used for deferred plans?

5. How are contributions limited for deferred plans?

6. What requirements must be defined for plan participation?

7. Why should breaks-in-service rules be recorded?

8. Why should retirement policies be recorded?

9. What reports are available for documenting deferred plan rules?

CHAPTER 6

Setting Up Flex Plans

In This Chapter

Introduction

Each welfare and deferred plan that you have created is an individual plan with its own rules. Your organization has the ability to enroll employees in all plans for which they qualify. Should your organization decide to establish a Flexible Benefits Program, the benefit plans that are already in place will need only slight modification to be usable in a flex environment.

A Flexible Benefits Program is a benefit program in which the organization may allocate to each employee a pool of credits or money. These credits are to be spent to purchase benefits tailored to individual needs. Flex plans enable you to organize and simplify the management of your welfare and deferred benefits plans.

Because a flex plan is like an umbrella that covers a group of component plans, it can contain higher rules that govern the entire group and make it one unit.

To use eCyborg Interactive Benefits for online benefits enrollment, each welfare benefits plan offered by your organization must be a component of a flex master.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about for specific information about using Benefits Flex Masters.*

☞ *Refer your employees to eCyborg Interactive Workforce: A Guide to Your Benefits Information for information about using eCyborg Interactive Benefits.*

Review this section carefully before beginning your flex plan analysis. It will acquaint you with the issues involved in setting up your flex plan.

About the examples

Throughout this section, we will be looking at examples from Acme Manufacturing's flex plan (Plan 600).

Tasks

This section explains the following:

- Modifying plan rules for flex component plans
- Specifying group plan basic identification and rules
- Identifying group component plans
- Setting up a flex credits formula
- Specifying flex plan basic identification and rules
- Recording flex benefits rules at the Master Plan level
- Identifying flex master component plans

Prerequisites

Before you can set up flex benefit plans, the following must be established:

- Organizations including Hours, Earnings, and Deductions (HEDs)
- Employees
- Benefits Control Numbers
- Activity Codes option list (HR09)
- Employee Status option list (HR10)
- Activity and Resulting Employee Status Rules (TF-SCR)

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information about setting up Control Numbers.*

- Flex component plans

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) and* **Setting Up Deferred Plans** *(on page 111) for more information about setting up welfare and deferred benefits plans.*

Questions answered

The following questions are answered in this section:

1. What are flex plans?
2. What are the prerequisites for flex plans?
3. What tables are used to define flex plans?
4. What are group plans and how are they used?
5. In what ways can flex credits/monetary amounts be calculated and allocated?

What are flex plans?

A flexible benefits plan is any plan that lets participants choose some or all of their benefits. For example, a cafeteria plan is a flexible benefits plan that offers a choice between cash (or other permissible taxable benefits) and nontaxable benefits. A cafeteria plan can be a group of benefit-based plans, or one or more Flexible Spending Arrangements (FSAs), or both.

Types of flex plans

While it may be true that no two flex plans are alike, these are some of the most common types:

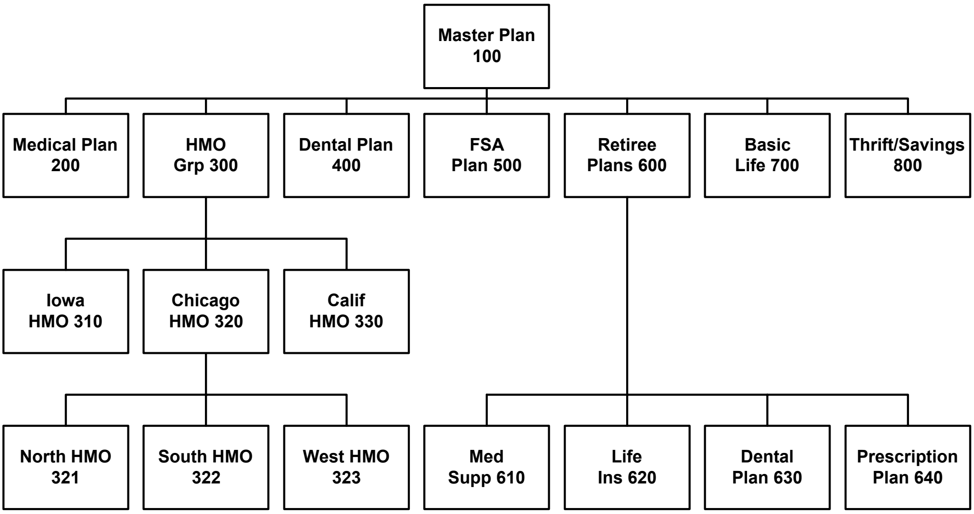
- The core plan/add-on approach allows employees to choose additional benefits or more expensive options to enhance the set of core plans offered by the company.
- The modular approach allows employees a choice of set benefit packages, usually with incremental price tags.
- Full benefit flexibility allows employees to choose among a variety of benefit options to fit their individual needs, resulting in either a deduction from pay or extra cash earnings based on the cost of their choices.

Flex plan design

The true purpose of organizing your plans for flexible benefits is to allow the system to check for individual eligibility in the most efficient way.

Think of the plan design as an eligibility chart. At enrollment, the system checks all the plans in the flex master. If the employee is eligible for the Flex Master Plan, the system then checks the next level of plans. If the employee is eligible for a plan, the system allows you to enroll the employee.

The following chart is only a sample of how various plans might be organized:



Using this example, if an employee was found to be eligible for Flex Master Plan 100, and subsequently the HMO Plan Group 300, the system would check to see if the employee was eligible for a component plan: 310, 320, or 330. If the employee was eligible for HMO 320, then it would further check to see if the employee was eligible for one of the next-level plans: 321, 322, or 323.

Using eligibility search arguments on the Master Plan level can sometimes eliminate search arguments at the component plan level. For example, using a search argument on the Master Plan level can free up search arguments at the component plan level.

Apply the Concept
Which component plans are part of your flex plan?

The Flex Master Plan

Because the Flex Master Plan covers a group of component plans, it will contain the higher rules that govern the entire group and make it one unit. Each component is an individual plan with its own rules. As you analyze your current benefit plans, consider the following:

- Determine which plans you will have in your Flexible Benefits Master Plan. Recall that Benefits Administration allows you to create groups of plans as components of the Flexible Benefits Master Plan.
- Set up a Plan ID and naming scheme that is meaningful to you. Consider how the plan names will appear on printed reports, how listings will appear with plans sorted in order by Plan ID, and what plan names are meaningful to your employees.

The flex plan year

The flex plan year is a one-year period (often a calendar year) covered by a given flex plan.

Joining the plan during open enrollment means an employee has signed up for a year of benefits at the level agreed to on the enrollment form and at the cost to the employee that was specified at the time of enrollment.

Flex plan prerequisites

Recognize that you will need to do some planning before implementing a Flexible Benefits Program at your organization.

Most of the work has already been done if you have established your welfare and deferred benefits plans. Assuming that this step has been completed, the following steps will provide a structured approach to setting up flex plans:

- Print your current benefits tables and analyze your current benefits structure.
- Review summary plan descriptions and determine the plan rules for the Flex Master Plan and for each component plan. Consider how these rules will be set up on the various benefits tables.
- Review the benefit plans you have already defined on Benefits Administration tables. Consider the following:
  - Could any plans be defined more effectively using the enrollment variable amount for the contribution?
  - Do any plans need to be redefined to be components of the Flex Master Plan? As plans outside the Flexible Benefits Program?
- Review any new plans and determine how they will be defined using the benefits tables.
- Determine which plans are default plans or core plans and, within each plan, which option is the default option.
- Plan to establish a flex benefits test file with a small number of employees. This file will be essential for testing the program options you choose, the reports you will run, and the custom changes you may need to make when administering the Flexible Benefits Program.

Apply the Concept
Which component plans are default plans or core plans and, within each plan, which option is the default option?

Component plans used in a flex plan

Even though the benefits tables may be familiar to you, there are some specific considerations and table entries that may require your attention when setting up flex component plans.

Special considerations for defining benefit plans when used in a Flexible Benefits Program

Component plans can either be plans that you have already established in Benefits Administration, or new plans. If you choose to use the same plan both within and outside of Flexible Benefits, be aware of some processing considerations:

- The Recalculate Benefit Coverage/Contribution report (85-RPT) will not recalculate the plan if Flex is not being recalculated.
- If you choose to use the Flex Shut-off process, the plan's HED will shut off at year-end for all employees in the plan.
- The Flex Component Plan Future-Dated Shut-offs report (81-RPT) will shut off all plans under the flex master in which employees are participating.
- The Option/Resulting Plan Status Rules form (TTOSCR) for a flex component plan requires that the Shutoff/Deenroll option contain not only a line 1 with the entry 1-1-5, but also a line 2 entry of 7-7-5. If the 7-7-5 entry is not present, the Flex Benefits Enrollment/Changes form (55FSCR) will reject.
- Other business specific processes may be affected.

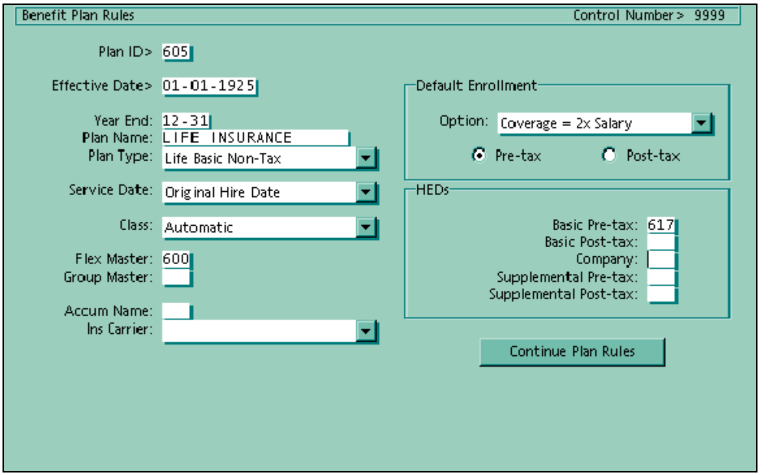
For these reasons, if you have a welfare plan that is a Flex component plan and is also available to employees outside of the Flexible Benefits Program, you may want to consider setting it up as two plans with separate Plan IDs and tables.

Plan rules for flex component plans

The following Benefit Plan Rules form (TK-SCR) entries are important to flexible benefits:

- **Class**—Identify core benefit plans with a plan class of Automatic.
- **Flex Master**—Indicates that the plan is tied to a flex master, for example, 'FLX'.
- **Group Master**—Indicates that the plan is tied to a group plan, for example, 'GRP'.
- **Default Enrollment Option**—If the plan is a core benefit plan, specify the default enrollment option and tax indicator.
- **HEDs**—Each component plan will most likely have its own unique HED numbers. You can use the same HEDs only when the plans are mutually exclusive at the eligibility level. Supplemental pretax and posttax HEDs are not used in flex benefits.
- **Reasons for plan changes**—Use the check boxes to select the appropriate reasons for allowing employees to change their plan options or coverage.

For example, Acme Manufacturing has the following basic rules for plan 605, a flex component plan:



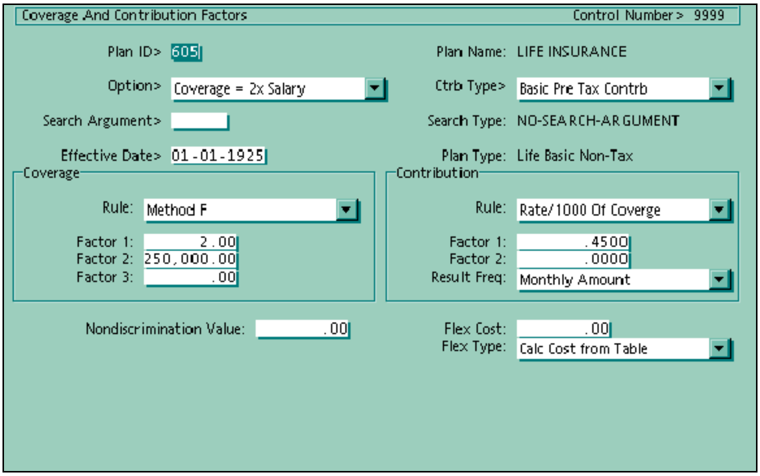
Coverage and contribution rules for flex component plans

The following Coverage And Contribution Factors form (TM-SCR) entries are unique to flexible benefits:

- **Flex Type**—Required for flex plans, this list box defines the method used for cost and credit calculation. The options are:
  - **Calc Cost from Table**—The employee's contribution is calculated using the Contribution Rule list box on this form. The Flex Cost text box is not used with this option; if the calculated contribution is different from the credits associated with the option, the Flex Cost text box may be used to store the credit amount.
  - **Use Credits As Cost**—Requires an entry in the Flex Cost text box on this form. This amount is used as the employee's contribution and also may be used to store the credit amount associated with the Plan Option.
  - **Use Enroll Variable**—The Variable text box on the flex enrollment is used as the contribution amount.

- **Flex Cost**—Defines the set cost for the Use Credits As Cost option in the Flex Type list box.

For example, Acme Manufacturing has the following coverage and contribution rules for plan 605, a flex component plan:



See also:

- Modifying plan rules for flex component plans ***(on page 206)***

For detailed directions on setting up flex component plan rules.

Deferred plan rules for additional contributions

You may include one or more deferred plans as components of your Flex Master Plan. If a deferred plan that is a flex component plan allows employees to make additional contributions, you may need to make some modifications to contribution and HED rules for that plan.

Note: *So that an employee may have no monetary amount assigned during the Flex enrollment but may still be contributing to the plan outside of Flex, an option other than Enrolled or Waived for the deferred plan must be added to the Option Elected option list (BA03). A recommended option is 'Partcpnt/No Flx Ctrb', option '45'.*

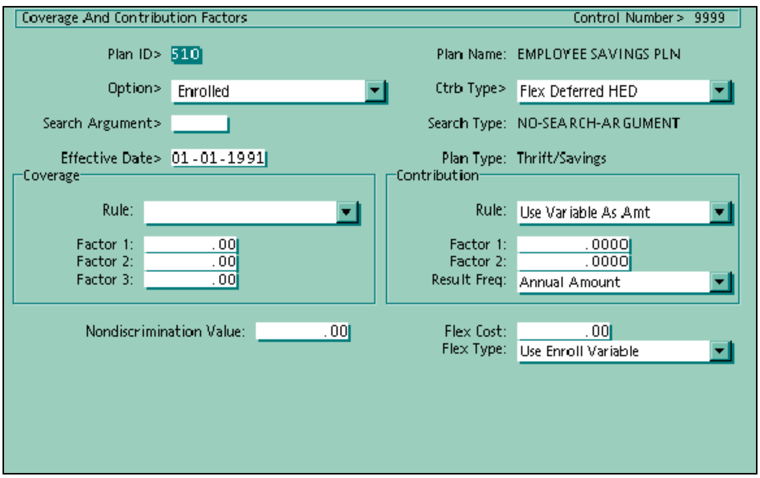
Contribution rules for additional contributions to a deferred plan that is a flex component plan

If the Flexible Benefits Program enables employees to allocate flex credits/currency as an additional contribution to their deferred plan(s), Payroll must set up an additional HED to be used for these extra credits/currency.

You will need to create an additional Coverage And Contribution Factors form (TM-SCR) for the deferred plan with these flex entries:

- **Ctrb Type**—For the Flexible Benefits enrollment option, select 'Flex Deferred HED' in the Ctrb Type list box.
- **Contribution Rule**—Select 'Use Variable As Amt' to indicate that the variable amount will be entered on the employee's enrollment form. This way the employee will be able to allocate any number of credits desired.
- **Flex Type**—This list box selection must be 'Use Enroll Variable' in order to access the Variable text box on the enrollment form.

For example, Acme Manufacturing has the following coverage and contribution rules for additional contributions to deferred plan 510, a flex component plan:



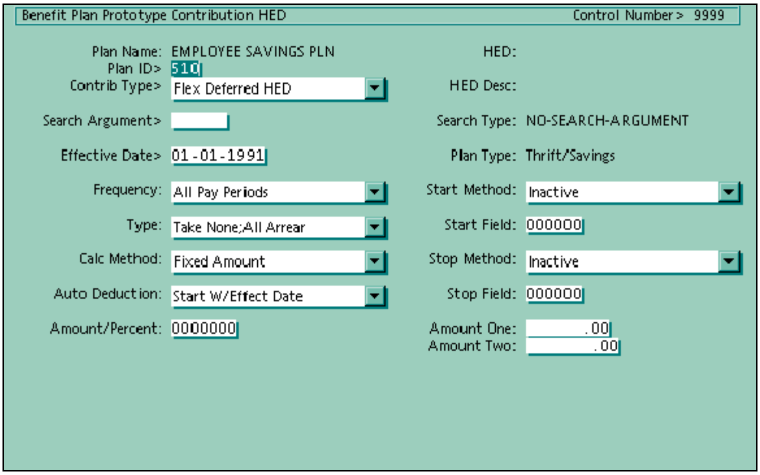
HED rules for additional contributions to a deferred plan that is a flex component plan

If your flex plan allows flexible credits/monetary amounts to be allocated as an additional contribution to the deferred plan, you will need to set up a new Benefit Plan Prototype Contribution HED form (TS-SCR) for the Flex Deferred HED contribution type. Use the standard setup based on your plan requirements.

A Deferred Plan HED for Flex is not the HED already set up for the employee or company match contributions. Define a new HED for a fixed amount contribution.

The HED you select will be used to record a payroll deduction amount to be added to the employee's deferred plan. It is a fixed amount determined by the rules defined on the Coverage And Contribution Factors form (TM-SCR).

For example, Acme Manufacturing has the following prototype HED rules for additional contributions to deferred plan 510, a flex component plan:



Benefit Plan Prototype Contribution HED — Control Number> 9999

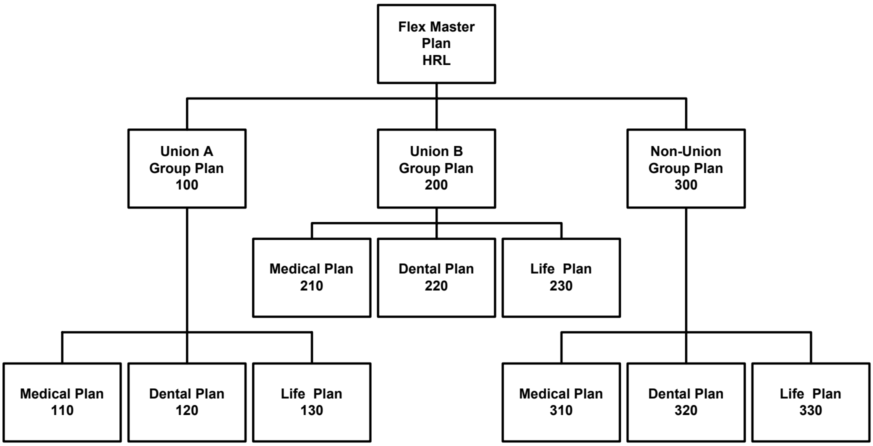
Plan Name: EMPLOYEE SAVINGS PLN
Plan ID> 510
Contrib Type> Flex Deferred HED
Search Argument>
Effective Date> 01-01-1991
Frequency: All Pay Periods
Type: Take None;All Arrear
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED:
HED Desc:
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00

Apply the Concept
Does your Flexible Benefits Program enable employees to allocate flex credits/currency as an additional contribution to their deferred plan? What must you do differently to address this additional contribution?

Identifying group plans for flex

Before identifying the component plans in the Flex Master Plan, you may want to consider setting up plan groups that allow the flexibility of forming employee eligibility. If you establish a group plan rule and employees are not eligible for the group itself, they are not eligible for any plans within the group.

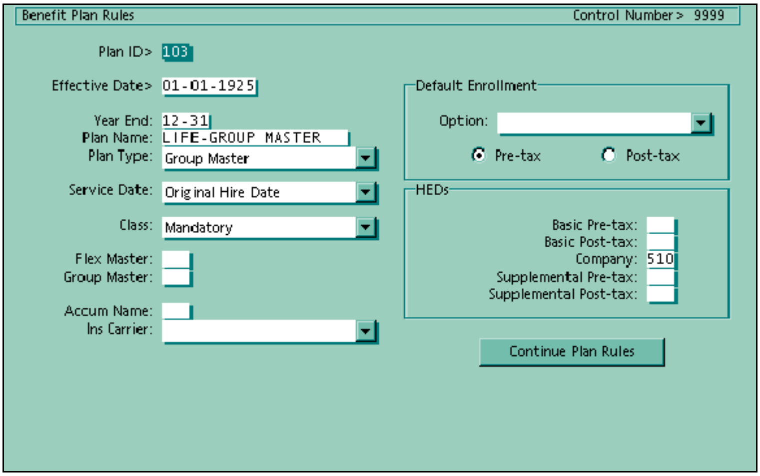
For example, an organization may set up a flex master for its hourly employees. Under that flex master, the organization establishes a different group plan for each union. The Union Code field is used as the search argument for the group. The organization then establishes another group plan for nonunion employees.



You may also want to set up different group plans for salaried employees. Depending on your organization's policies, one group of salaried employees may have different waiting periods for coverage or different contribution criteria.

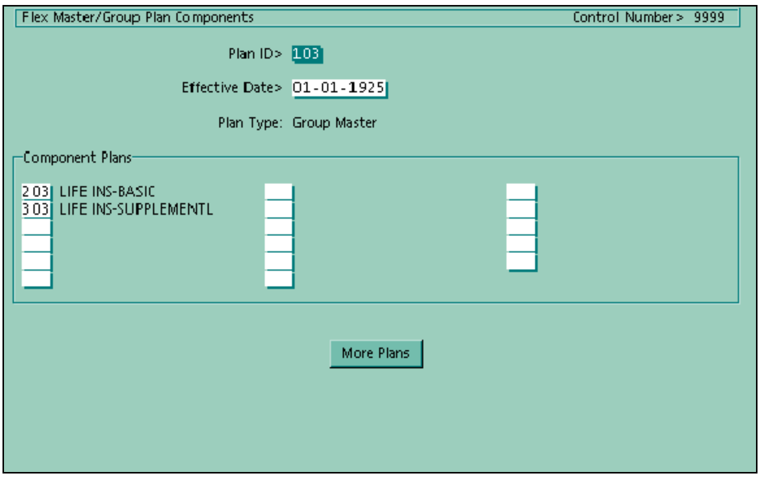
The basic rules for a group plan are set up on the Benefit Plan Rules form (TK-SCR), where you indicate that the plan is a group plan. The eligibility criteria for a group plan need to be set up on the Benefit Plan Eligibility Rules form (TL-SCR). Use the standard setup for each of these tables.

For example, Acme Manufacturing has the following group plan set up on the Benefit Plan Rules form (TK-SCR):



You then need to complete one Flex Master/Group Plan Components form (TP-SCR) for each group plan. This table allows you to record the Plan ID of each plan that is to be included in the group plan.

Acme Manufacturing recorded the following component plans for its group plan using the Flex Master/Group Plan Components form (TP-SCR):



See also:

- Specifying group plan basic identification and rules ***(on page 211)***

For detailed directions on setting up group plan rules.

- Identifying group component plans ***(on page 213)***

For detailed directions on setting up group component plan rules.

Tables for defining a Flex Master Plan

The tables used for welfare and deferred plans are also required to define the basic plan rules for flex plans. The following tables are used to define a Flex Master Plan:

- Benefit Plan Rules (TK-SCR)
- Benefit Plan Eligibility Rules (TL-SCR)
- Benefit Plan Prototype Contribution HED (TS-SCR)
- Activity/Resulting Plan Status Rules (TTASCR)
- Option/Resulting Plan Status Rules (TTOSCR)

This section covers any special considerations for completing these tables as they are used to define flex plans, but it does not cover the basics of those tables already discussed.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) and* **Setting Up Deferred Plans** *(on page 111) for information on completing welfare and deferred tables.*

The following three tables are used solely to complete the definition and grouping of flex plans and the calculation of plan credits:

- Flex Plan Credits Calculation (FCCSCR)
- Flex Benefits Master Plan Rules (TKFSCR)
- Flex Master/Group Plan Components (TP-SCR)

Table (form)	Purpose	W	D	F	G
Benefit Plan Rules (TK-SCR)	Establishes the basic plan rules, including plan name, type, and year-end.	X	X	X	X
Benefit Plan Eligibility Rules (TL-SCR)	Eligibility rules specify requirements for plan admittance and are automatically applied to each employee during the enrollment process.	X	X	X	X
Benefit Plan Prototype Contribution HED (TS-SCR)	You will set up one contribution table for each type of contribution required by a plan.	X	X	X	
Activity/ Resulting Plan Status Rules (TTASCR)	This table defines the possible effect of activities on an employee's plan status.	X	X	X	
Option/ Resulting Plan Status Rules (TTOSCR)	This table defines the valid options for the plan and how they affect employee plan status.	X	X	X	

Table (form)	Purpose	W	D	F	G
Flex Plan Credits Calculation (FCCSCR)	This table stores calculation options to define the flex credits formula. These calculation options provide intermediate results that are added together to produce the flex total credits for an employee.			X	
Flex Benefits Master Plan Rules (TKFSCR)	This table records flex benefits rules at the Master Plan level and helps to customize flexible plan administration based on rules specific to the flex plan.			X	
Flex Master/ Group Plan Components (TP-SCR)	This table identifies the component plans associated with Flex Master Plans and/or group plans; it must be established for each Flexible Benefit Master Plan or Group Master Plan.			X	X

Legend: W = Welfare, **D** = deferred, **F** = Flex Master, **G** = Group Master.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information about setting up employee welfare plans.*

☞ *Refer to* **Setting Up Deferred Plans** *(on page 111) for more information about setting up deferred benefits plans.*

As already discussed, the initial tables for welfare and deferred plans must be established using table dates that are prior to the time that the first employee was hired to work for your company.

These rules change slightly when applied to setting up the Flex Master Plan. Instead of using an older table date, the following Flex Master Plan tables require an initial table record with the current flex plan year date:

- Flex Plan Credits Calculation form (FCCSCR)
- Flex Benefits Master Plan Rules form (TKFSCR)
- Flex Master/Group Plan Components form (TP-SCR)

Then each year you must add a new table record with the new flex plan year date for the following Flex Master Plan forms:

- Benefit Plan Rules form (TK-SCR)
- Flex Plan Credits Calculation form (FCCSCR)
- Flex Benefits Master Plan Rules form (TKFSCR)
- Flex Master/Group Plan Components form (TP-SCR)

Note: *If you are using eCyborg Interactive Benefits, the same annual maintenance is required to these table records in both Benfits Administration and the administrative functions in eCyborg Interactive Workforce.*

Flex Master Plan setup

The Flex Master Plan, like all other benefit plans, will use its tables to record high-level rules.

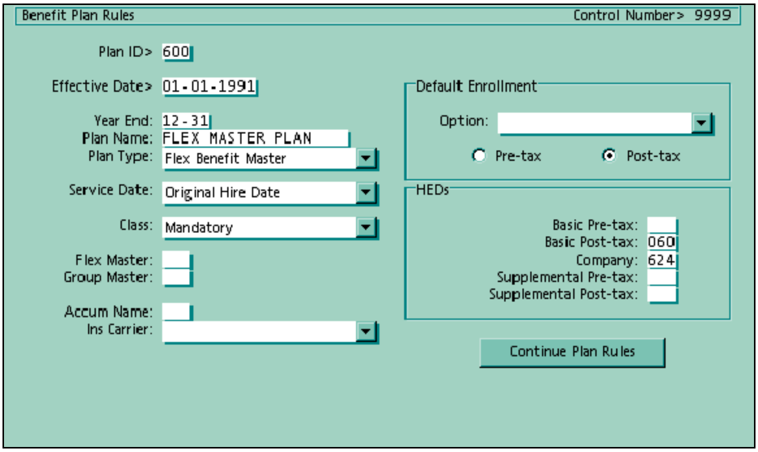
Plan identification

You will use the Benefit Plan Rules form (TK-SCR) to record the basic information about the Flex Master Plan. The only changes to the standard entries are as follows:

- **Effective Date**—This table must be dated the first day of the flex plan year as defined by the year-end month and day. If your plan year-end is December 31, the date on this Flex Master Plan table will be January 1 (US and Canada) or 1 January (elsewhere) of the flex plan year. Each year you must enter an additional Benefit Plan Rules form (TK-SCR) for the Flex Master Plan to reflect the new year.
- **Plan Type**—Use 'Flex Benefit Master' to indicate that this is a Flex Master Plan.
- The Default Enrollment area on the form's first panel is left blank.
- HED numbers are populated based on the type of plan. If you are using the 'Deduct Credits By Plan' method, the earnings HED number must be entered in the Basic Pre-Tax text box. If you are using the 'Net Credits Method', the earnings HED must be entered in the Basic Post Tax text box and the deduction HED in the Company text box. If the Flex Master does not allocate credits, no HED entry is required here.
- Search arguments on the form's second panel are optional.
- Mid-Year Change Reasons on the second panel specify the mid-year changes for which the flex component plan is eligible.

When you are reviewing your component plans for inclusion in a flex plan, think about how you might use search arguments at the flex master level to help eliminate or combine some of the individual plan searches. For example, you may have a search argument for location at the flex master level, rather than including it in each of the individual plans.

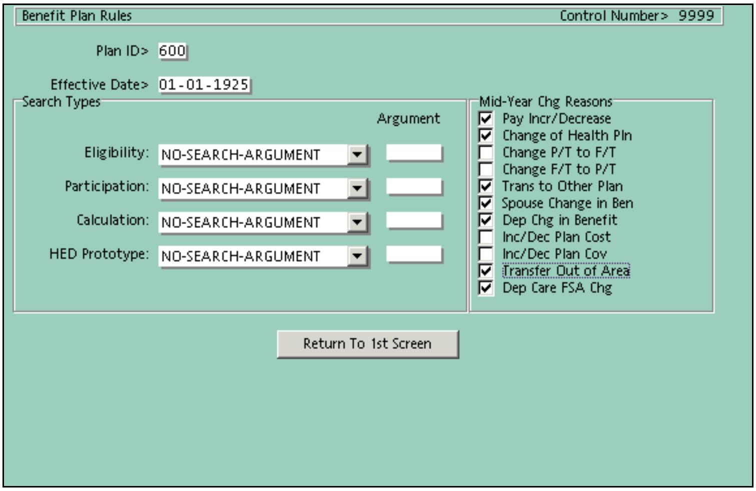
In the following Benefit Plan Rules form (TK-SCR), Acme Manufacturing has set up the basic rules for its Flex Master Plan 600 using the Net Credits Method:



Employees enrolled in flex plans are able to change their plan choices mid-year if their employment circumstances or those of their spouse change. They may also change their enrollments if a plan substantially changes its cost/coverage. The check boxes on the right side of the second panel of the Benefit Plan Rules form (TK-SCR) allow you to set up mid-year election change rules for each component plan. Select the Flex Change rules that will remain constant for that plan for the remainder of the year. These rules can affect any plan participant at any time, but not all participants at once. For example, change reasons such as Pay Incr/Decrease, Change P/T to F/T, Change F/T to P/T, Trans to Other Plan, Spouse Change in Ben, Dep Chg in Benefit, Dep Care FSA Chg, and Transfer Out of Area remain applicable throughout the year.

Note: *Dep Care FSA Chg is applicable only to plans that have a plan type of FSA Dependent Care.*

In the following second panel of the Benefit Plan Rules form (TK-SCR) for plan 600, Acme Manufacturing has set up several mid-year change reasons:

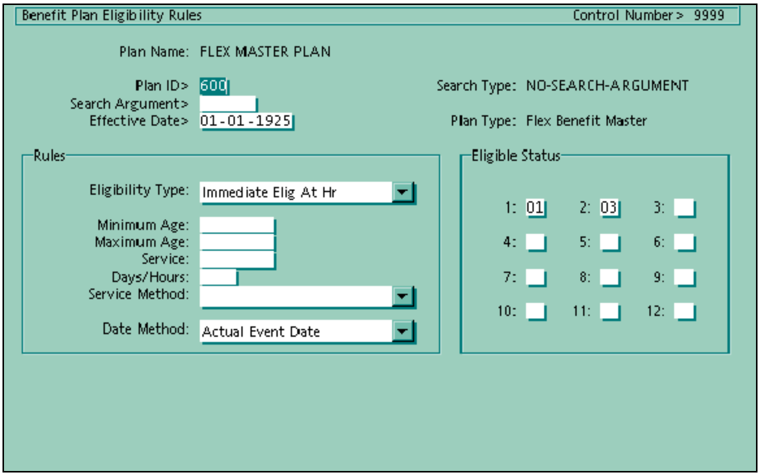


Eligibility rules

There are no specific eligibility requirements for the Flex Master Plan. However, the following items on the Benefit Plan Eligibility Rules table (TL-SCR) should be carefully considered:

- **Eligibility Type**—There may or may not be a delay time or age requirement for enrolling in a Flexible Benefits Program. Select the appropriate type option according to your plan's rules.
- **Date Method**—There may or may not be a rounding on the eligibility date to get into the plan. Select the appropriate eligible date method option according to your plan's rules.
- **Eligible Status 1–12**—Enter all eligible status options that apply. Those who are not eligible for flexible benefits (for example, part-time employees) should not be included here.

Acme Manufacturing has set up the following eligibility rules for its Flex Master Plan 600:



Coverage and contribution rules

Coverage And Contribution Factors tables (TM-SCR) are not used for the Flex Master Plan. HED information related to the Flex Master Plan is entered only on the Flex Benefits Master Plan Rules form (TKFSCR).

HED rules

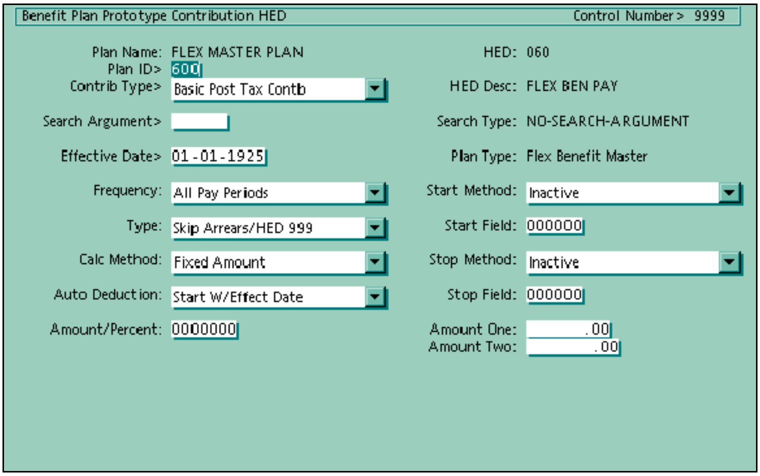
HED rules must be present on the Benefit Plan Prototype Contribution HED form (TS-SCR) if earnings and/or deductions are defined on the Flex Benefits Master Plan Rules form (TKFSCR). These HED rules tables will dictate the frequency of earnings/deductions, taxability, and arrears recovery.

The method you select on the Flex Benefits Master Plan Rules form (TKFSCR) will determine the selection you make in the Benefit Plan Prototype Contribution HED form (TS-SCR) Contrib Type list box:

- **Ded Credits By Plan method**
  The earnings HED must be established as Basic Pre-Tax Contrib and the Type must be 'Skip Arrears/HED 999', which sends the total credits to Payroll as an earnings.
- **Use Net Credits Meth method**:

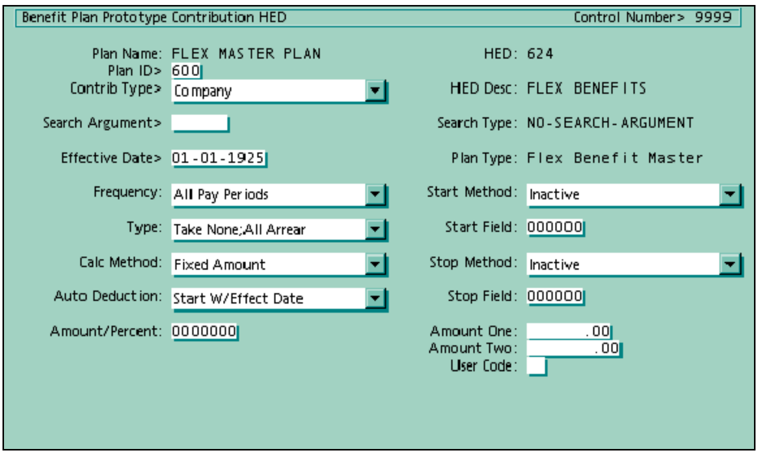
  - The earnings HED must be established as Basic Post Tax Contrib and the Type must be 'Skip Arrears/HED 999', which sends the net credits to Payroll as an earnings if the employee used fewer credits than allocated to purchase benefits.
  - The deduction HED must be established as Company, which sends the net credits to Payroll as a deduction if the employee used more credits than allocated to purchase benefits.

Acme Manufacturing is using the Net Credits Method and has the following HED rules for the Basic Post Tax Contribution for its Flex Master Plan 600. This illustration represents the earnings HED setup:


Benefit Plan Prototype Contribution HED   Control Number> 9999

Plan Name: FLEX MASTER PLAN
Plan ID> 600
Contrib Type> Basic Post Tax Contb
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Skip Arrears/HED 999
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED: 060
HED Desc: FLEX BEN PAY
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00

Acme Manufacturing has the following HED rules for the Company Contribution Type for it Flex Master Plan 600. This represents the deduction HED setup:


Benefit Plan Prototype Contribution HED   Control Number> 9999

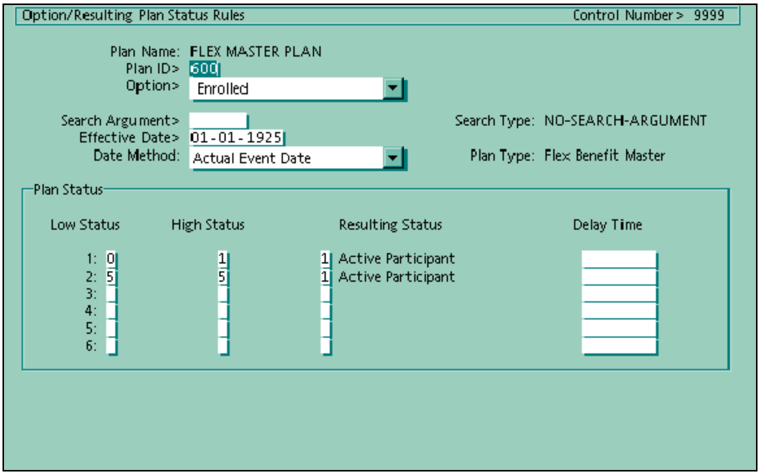
Plan Name: FLEX MASTER PLAN
Plan ID> 600
Contrib Type> Company
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Take None;All Arrear
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED: 624
HED Desc: FLEX BENEFITS
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

Options rules

The Option/Resulting Plan Status Rules form (TTOSCR) defines the options for a Flex Master Plan. There are some issues to be aware of when setting up these tables:

- You must use the Enrolled option. Employees are first enrolled in flexible benefits through the Flex Master Plan before being enrolled in component plans. Therefore, an enrollment option must be present on this table for the flex master.
- If, in addition to enrolling in the plan, employees also have the option to waive flexible benefits, the Waived option would be present on this table for the flex master.
- If you want to use the Flex 'Termination/De-enrol' option, the 'Shutoff/Deenroll' option must be present on this table for the flex master.

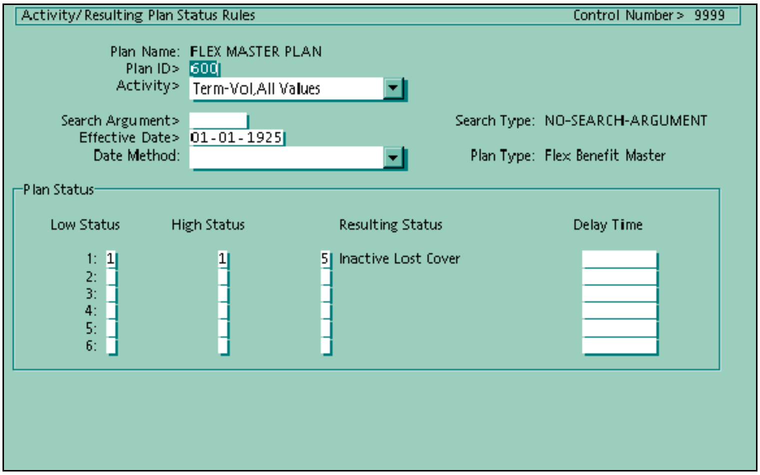
Acme Manufacturing has the following rules for the Enrolled option for its Flex Master Plan 600:



Separation rules

There are no special requirements for the Activity/Resulting Plan Status Rules tables (TTASCR). However, you may want to establish these tables for every major separation activity, for example, a voluntary termination that will affect the Flex Master Plan. This ensures that the employee's Master Plan status will be adjusted correctly when a separation activity is processed.

Acme Manufacturing has the following separation rules for its Flex Master Plan 600:



See also:

■ Specifying flex plan basic identification and rules ***(on page 217)***
For detailed directions on setting up flex component plan rules.

■ Recording flex benefits rules at the Master Plan level ***(on page 225)***
For detailed directions on setting up flex component plan rules.

Flex credits/monetary amounts

If you are going to have the system automatically calculate the flex credits for your employees, you will need to define your flex credits formula on the Flex Plan Credits Calculation form (FCCSCR).

The formula that you use can be made up of one or more credit calculation factors. The Credit Calculation Factors calculation option list (BA69) is provided with four prototype options for this purpose. These values are only prototypes and you are expected to customize them to your corporation's requirements:

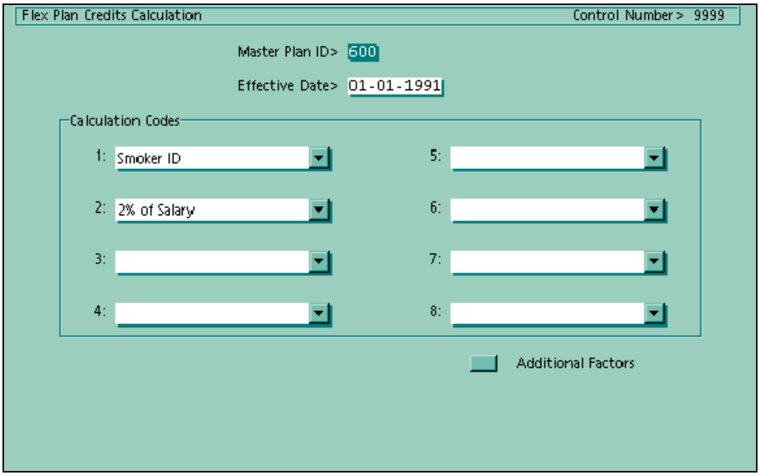
- 2% of Salary
- EE Med Plan Credits
- Smoker ID
- Waived Dental Plan

You can use any of the prototype options in combination with the following criteria to produce the formula to calculate each employee's total flex credits:

- Any field(s) from the employee record
- Any entered fixed amount(s)
- Data residing on or calculated by a table
- Credit allotments based on the employee's elected option for a defined plan
- Calculated cost of a plan option
- Any other Cyborg Scripting Language program calculation option

When the options are written and added to the Credit Calculation Factors calculation option list (BA69), use the Flex Plan Credits Calculation form (FCCSCR) to list all the options in the order in which they should be calculated. There are two panels to this form, allowing up to 16 options per formula. You may define one formula per Master Plan/Date.

Acme Manufacturing is using the following entries to define its calculation formula for Flex Master Plan 600:



Methods of allocating flex credits/monetary amounts

After you have recorded the credits formula that will be used to calculate the credits that an employee will receive under a Flexible Benefits Program, you need to decide how you want to allocate those credits. There are many different ways to handle the allocation of flex credits. Two fairly common methods are as follows:

- Each employee's annual credit amount is determined up front. The credits appear as earnings and plan costs appear as deductions on the paycheck.
- Each employee's annual credit amount is determined up front and his or her net cost of benefits is calculated. If the cost of benefits is greater than the credits, a deduction is taken and appears on the paycheck. If the cost of benefits is less than the credits, an earning is applied to the employee's paycheck. Memo HEDs are used to record the individual plan deduction amounts.

The method you use affects how you set up your payroll HED definitions as well as your benefits tables.

Individual plan deductions method

This method allows you to specify, at the HED level, which plan deductions are to be pretax and which are to be posttax. Payroll will set up the Company Deductions forms (A8-SCR) for each deduction and assign the appropriate Category Code for taxation. In addition, for each tax specification record you set up, Payroll must indicate the taxability that applies to your tax-deferred and cafeteria plans—for example, excludable or taxable.

In the paycheck example that follows, a semimonthly paid employee has been given 2,000 flex credits that are spread out over 24 pay periods. Therefore, 83.33 is added into the total pay each pay period. At the end of the year, the employee has earned Regular Pay of 30,000 and, with the 2,000 credits, Total Pay of 32,000. The employee only spent 1,900 of the allocated flex credits on benefits, leaving 100 unused or excess credits. Subtracting the 1,900 benefits deductions from the Total Pay of 32,000 leaves a Net Pay of 30,100. This includes the extra 100 unused credits. This 100 is taxed as earnings.

```
         INDIVIDUAL PLAN DEDUCTIONS METHOD - USED LESS CREDITS THAN GIVEN
THEODORE WALSH
4318 W KAMERLING                 PAY AMOUNT   1,254.18
CHICAGO, IL     60651
EARNINGS       CUR HRS   CUR AMT   YTD AMT    TAXES/DEDUCTIONS    CUR AMT     YTD AMT
REGULAR PAY      86.67  1,250.00 30,000.00    TAX 1                 XX.XX      XXX.XX
FLEX CREDITS       .00     83.33  2,000.00    TAX 2                 XX.XX      XXX.XX
TOTAL PAY        86.67  1,333.33 32,000.00    TAX 3                 XX.XX      XXX.XX
                                              LTD                    4.16      100.00
                                              CO PAID LIFE           8.33      200.00
                                              MEDICAL               25.00      600.00
                                              DENTAL                 8.33      200.00
                                              DEPENDENT CARE        33.33      800.00
                                              NET PAY            1,254.18   30,100.00
```

In the next example, the same employee is given 2,000 credits, bringing Total Pay to 32,000. However, now the employee spends 2,200 on benefits, 200 more than was allocated. When the deductions are taken from the employee's pay, the extra 200 is included, leaving the employee with a Net Pay of 29,800.

```
          INDIVIDUAL PLAN DEDUCTIONS METHOD - USED MORE CREDITS THAN GIVEN
THEODORE WALSH
4318 W KAMERLING                 PAY AMOUNT   1,241.68
CHICAGO, IL     60651
EARNINGS       CUR HRS   CUR AMT   YTD AMT    TAXES/DEDUCTIONS    CUR AMT     YTD AMT
REGULAR PAY      86.67  1,250.00 30,000.00    TAX 1                 XX.XX      XXX.XX
FLEX CREDITS       .00     83.33  2,000.00    TAX 2                 XX.XX      XXX.XX
TOTAL PAY        86.67  1,333.33 32,000.00    TAX 3                 XX.XX      XXX.XX
                                              LTD                    4.16      100.00
                                              CO PAID LIFE           8.33      200.00
                                              MEDICAL               25.00      600.00
                                              DENTAL                12.50      300.00
                                              DEPENDENT CARE        41.66    1,000.00
                                              NET PAY            1,241.68   29,800.00
```

Net credits method

Another method, the net credits method, does not allocate flex credits/monetary amounts to employees as additional earnings. Instead, the credits/amounts are allocated and tracked separately through a bookkeeping procedure.

Benefits plans deductions are established at the HED level as memo deductions by Payroll and therefore do not show up on the employee's paycheck. This method does not allow control of taxability at the individual plan level—for example, pretax or posttax—since the benefit plan deductions are memo deductions. A net amount, combining the costs of all benefits plans, appears on the paycheck and reflects the credit allocation either as a net pretax deduction or net taxable earning.

In the example that follows, the same employee receives 30,000 in Regular Pay. The employee has been allocated 2,000 credits, which are tracked separately and are not reflected as earnings on the employee's paycheck. The employee spent 1,900 on benefits, 100 less than was allocated. Since the benefit deductions are set up as memos, they will not show on the payment either. In order to reimburse the employee for the unused credits, the extra 100 is issued as cash by using an earnings HED. Total Pay is 30,100. Net Pay is 30,100.

```
                 NET CREDIT METHOD - USED LESS CREDITS THAN ALLOCATED
Theodore Walsh
4318 W Kamerling                 Pay Amount   1,254.16
Chicago, Il     60651
EARNINGS       CUR HRS   CUR AMT   YTD AMT    TAXES/DEDUCTIONS    CUR AMT     YTD AMT
REGULAR PAY      86.67  1,250.00 30,000.00    TAX 1                 XX.XX      XXX.XX
NET FLEX CASH      .00      4.16    100.00    TAX 2                 XX.XX      XXX.XX
TOTAL PAY        86.67  1,254.16 30,100.00    TAX 3                 XX.XX      XXX.XX
                                              NET PAY            1,254.16   30,100.00
```

In the next example, the same employee receives 30,000 in Regular Pay. The employee has been allocated 2,000 credits. The employee spends all 2,000 credits plus an additional 200. In order to deduct the additional 200 from the employee's check, a net cost deduction HED is established. The employee's Total Pay is 30,000. Net Pay is 29,800.

```
                 NET CREDIT METHOD - USED MORE CREDITS THAN ALLOCATED
THEODORE WALSH
4318 W KAMERLING                 PAY AMOUNT   1,241.67
CHICAGO, IL     60651
EARNINGS       CUR HRS   CUR AMT   YTD AMT    TAXES/DEDUCTIONS    CUR AMT     YTD AMT
REGULAR PAY      86.67  1,250.00 30,000.00    TAX 1                 XX.XX      XXX.XX
TOTAL PAY        86.67  1,250.00 30,000.00    TAX 2                 XX.XX      XXX.XX
                                              TAX 3                 XX.XX      XXX.XX
                                              NET FLEX COST          8.33      200.00
                                              NET PAY            1,241.67   29,800.00
```

If you use the net credit method, you may need to establish two HEDs:

- One to accommodate unused credits (an earnings HED)
- One to accommodate more credits spent than allocated (a deduction HED)

If your plan does not return unused credits as cash to the employee, there is no need to set up an earnings HED. Likewise, if your plan does not allow employees to spend more than allocated, you will not need a deduction HED.

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) for more information about storing the employee total credits to cash or deduction.*

See also:

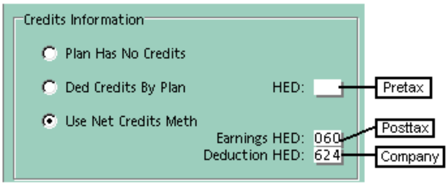
- Setting up a flex credits formula ***(on page 215)***

For detailed directions on setting up flex credit formulas.

Default processing rules

The highest level of processing for a Flex Master Plan occurs in the Flex Benefits Master Plan Rules form (TKFSCR). The indicators on this table are used for processing flexible benefit enrollments and changes, the calculation and accounting of flex credits, and employee communication reports. The Benefit Plan Rules form (TK-SCR) must be entered for the Flex Benefit Master Plan before this table can be entered.

The credits information on this table defines whether the plan has credits and, if it does, whether Payroll will take deductions by plan or use the net credits method of bookkeeping for the credits. Depending on the method chosen, you will specify the HED(s) to be used. For the Deduct Credits By Plan method, you may enter a total credits HED. For the Use Net Credits method, you need to define net earnings and net deduction HEDs.



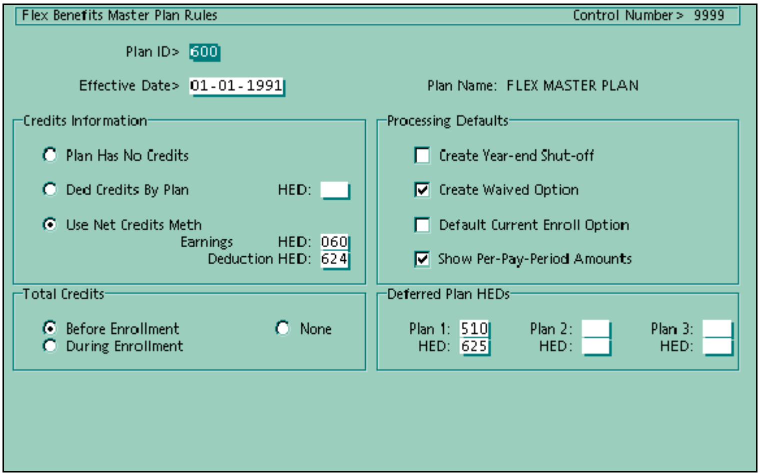
You can specify whether the employee's total credits will be determined before enrollment or after the employee's plan option choices are determined during enrollment.

Since this is a decision table, you have the option of activating the following processing defaults:

- **Create Year-end Shut-off**—Turns off the flex master and all component plans if you have set up the 'Shutoff/Deenroll' option on the Option/Resulting Plan Status Rules form (TTOSCR).
- **Create Waived Option**—If an employee waives a plan, an enrollment record is written with the option set to Waived.
- **Default Current Enroll Option**—The enrollment choices default to the employee's current plan options when the enrollment process is started.
- **Show Per-Pay-Period Amounts**—The flexible benefit enrollment form and reports display costs as per-pay-period amounts. Otherwise, costs are displayed as annual amounts.

In addition, you can use this table to define the deferred plans included in the Flex Master Plan along with their respective HEDs. A deferred plan HED for Flex is not the HED already set up for employee or company match contributions. You must define a new HED for a fixed amount contribution.

As an example of this decision table, Acme Manufacturing has the following Master Plan rules for its Flex Master Plan 600:

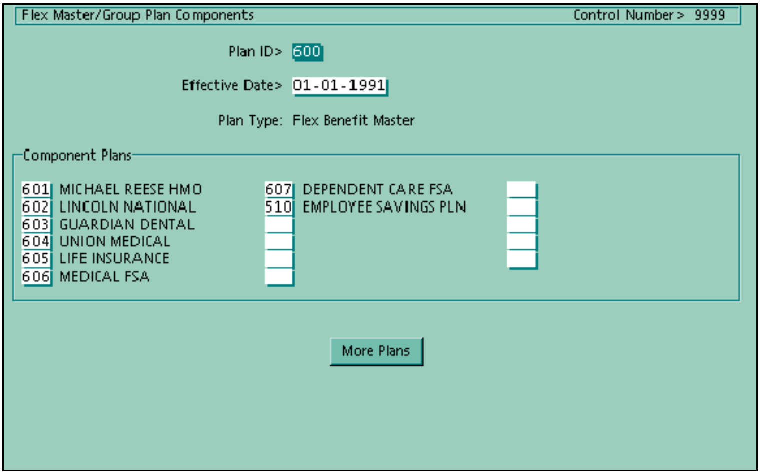

Flex Benefits Master Plan Rules
Control Number > 9999
Plan ID> 600
Effective Date> 01-01-1991
Plan Name: FLEX MASTER PLAN
Credits Information
Plan Has No Credits
Ded Credits By Plan
HED:
Use Net Credits Meth
Earnings HED: 060
Deduction HED: 624
Processing Defaults
Create Year-end Shut-off
Create Waived Option
Default Current Enroll Option
Show Per-Pay-Period Amounts
Total Credits
Before Enrollment
During Enrollment
None
Deferred Plan HEDs
Plan 1: 510
HED: 625
Plan 2:
HED:
Plan 3:
HED:

Identifying flex component plans

Once the component plans and group plans have been established and properly defined for use with a flex plan, they can be grouped under the Flex Master Plan using the Flex Master/Group Plan Components form (TP-SCR). No Flexible Benefit enrollment forms or preenrollment communications to employees can be processed without entering this table for the Flex Master Plan.

The Flex Master Plan can be defined to include group plans as components of the Master Plan or as components of another group plan, as long as they have matching dates. All group Plan IDs that are nested under a Master Plan must have the same year-end date as the Master Plan, and must have a Benefit Plan Rules form (TK-SCR) with the same effective date as the Master Plan.

For example, Acme Manufacturing has the following Flex Master Plan components for its Flex Master Plan 600:



See also:

- Identifying Flex Master component plans ***(on page 228)***

For detailed directions on setting up flex component plan rules.

Viewing flex master groups

If you need a hardcopy verification of the entries that were made on the Flex Master/Group Plan Components form (TP-SCR), process the Master Plan Components Table Records Batch report (9P-RPT). Use the report parameter options to specify an as-of date and Control Number.

eCyborg Interactive Benefits considerations when implementing Benefits Administration

To use eCyborg Interactive Benefits for benefits enrollment, each welfare benefits plan offered by your organization must be a component of your Flex Master. Therefore, if you have defined a benefit plan in Benefits Administration but have not made that plan a component of a Flex Master, you must add the plan to the Flex Master using the Flex Master/Group Plan Components form (TP-SCR). If your organization does not use flexible benefits for welfare plans and so has not created a flex master, your HR department must set up a flex master and add the welfare benefits plans as components of the flex master. Then employees can enroll in benefits online using eCyborg Interactive Benefits.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about for specific information about using Benefits Flex Masters.*

☞ *Refer your employees to eCyborg Interactive Workforce: A Guide to Your Benefits Information for information about using eCyborg Interactive Benefits.*

Following is a general overview of the process for setting up a flex master in Benefits Administration for use in eCyborg Interactive Benefits:

- Set up all welfare benefits plans in Benefits Administration using the forms applicable to your organization and the plan.
- Set up a flex master using the Benefit Plan Rules form (TK-SCR). Create an ID for the flex master and be sure to choose Flex Benefits Master as the plan type. You must maintain this form annually for online benefits enrollment.

Note: *Be sure the Supplemental Pre-tax and Supplemental Post-tax text boxes have not been used for flex benefits HEDs in Benefits Administration. These fields do not relate to flex benefits plans, but rather are used for employee contributions to plans such as 401(k).*

- Set up the Benefit Plan Eligibility Rules form (TL-SCR) for the flex master. These rules apply to all component plans but can be overridden at the plan level.
- Set up the Option/Resulting Plan Status Rules form (TTOSCR) for the flex master to determine the benefit options available for plans that are components of the flex master.

Note: *Your organization may automatically cover employees for a benefit such as life insurance. If so, and you do not want employees to have the option of declining the coverage, you must be sure you do not set up the Option/Resulting Plan Status Rules form (TTOSCR) in Benefits Administration with a 'waived' option. The 'I decline to participate in a plan' option in eCyborg Interactive Benefits then will not appear on the Step 1: choose a plan page for that plan.*

- Set up the Activity/Resulting Plan Status Rules form (TTASCR) for the flex master. These rules govern how a change in an employee's status, such as termination, affects their benefits.
- If the plan is a flexible benefits plan, determine how you want deductions or unused credits for welfare benefits to display on an employee's pay using the Flex Benefits

Master Plan Rules form (TKFSCR). You must maintain this form annually for online benefits enrollment.

Note: *Using eCyborg Interactive Benefits, employees can enroll in welfare benefits plans; however, this release of eCyborg Interactive Workforce does not include deferred plans. Employees using eCyborg Interactive Benefits can not allocate excess credits to a deferred plan such as 401(k). Therefore, be sure the text boxes in the Deferred Plans HEDs section of the Flex Benefits Master Plan Rules form (TKFSCR) are blank.*

- If the plan is a flexible benefits plan, set up Benefit Plan Prototype Contribution HED form (TS-SCR) for the flex master. This uses the results of the Flex Plan Credits Calculation (FCCSCR) to determine the change in the employee's pay based on deductions or unused credits.
- If the plan is a flexible benefits plan, set up the Flex Plan Credits Calculation form (FCCSCR) for the flex master. This sets the rules your organization uses to determine an employee's flexible credits. You must maintain this form annually for online benefits enrollment.
- Add all your plans as components of the flex master you created, using the Flex Master/Group Plan Components form (TP-SCR). You must maintain this form annually for online benefits enrollment.

☞ *Refer to the eCyborg Interactive Workforce functional documentation for specific information about the use of flex plans in eCyborg Interactive Benefits.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will modify component plans, define a group plan (plan 903), and define a flex plan (plan 700). Specific details for entering plan values are described in the steps for the tasks.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Modifying plan rules for flex component plans

To modify plan rules for a welfare or deferred plan that is included in a flex plan, use the Benefit Plan Rules form (TK-SCR) and follow these steps:

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Flex Plans
Task: Plan Name And Basic Rules

If the form is not already displaying the plan you wish to modify, click the Selections button on the toolbar. Then select the plan you want to display.

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999 for plan 601 dated 01-01-1925.

2. Review the Class

If a benefits plan is included in a flex plan, you can assign a plan class of Automatic. Employees who do not return their enrollment election forms on time will then be enrolled in this plan.

For practice, leave the current value in this list box.

3. Enter the Flex Master

Type a value to indicate that this plan is to be included in a flex master—for example, 'FLX'. It is not necessary to type the actual Plan ID of the flex master since you may want to include this plan in more than one flex master.

Note: *Once designated as part of a Flex Master Plan, component plans are not automatically processed by the Recalculate Benefits Coverage/Contributions report (85-RPT).*

For practice, replace the current value with 'FLX'.

4. Enter the Group Master (optional)

Type a value to indicate that this plan is to be included in a group plan—for example, 'GRP'. It is not necessary to type the actual Plan ID of the group plan since you may want to include this plan in more than one group plan.

For practice, leave this text box blank.

5. Select a Default Enrollment Option (optional)

If you selected 'Automatic' in the Class list box, select a value from the list box to show what the enrollment option will be if an employee does not return the enrollment election form. Options for this list are provided by the Option Elected option list (BA03).

For practice, make no selection in this list box.

6. Indicate a Default Enrollment tax contribution type

If you selected an entry in the Default Enrollment Option list box, indicate the taxability of the contribution.

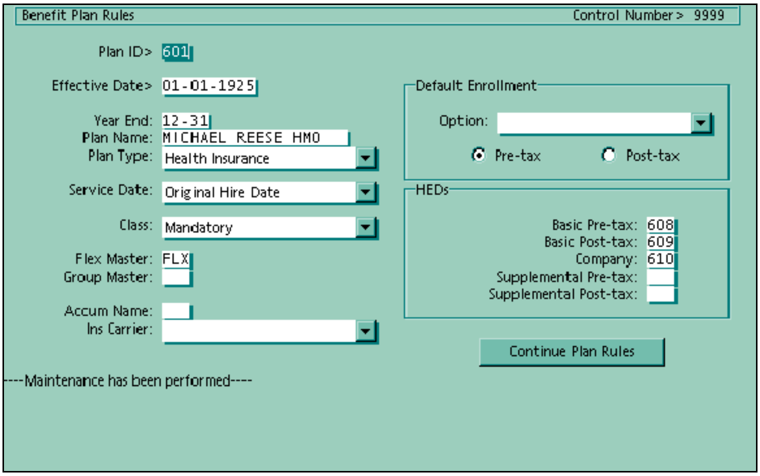
For practice, do not modify these option buttons.

7. Review the HEDs displayed on the form

Each flex component plan must have its own unique HED numbers. Plans cannot share the same HEDs. The Supplemental Pretax and Supplemental Posttax HEDs are not used in flex benefits.

For practice, make no changes to the current HED numbers.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. Click Continue Plan Rules (optional)

Complete this and the following steps only if you need to define search types for a plan.

For practice, click the Continue Plan Rules button.

9. Respond to the Save Changes? message

You will see this message only if you have not clicked Save or pressed Enter after entering plan information on the first panel. Indicate whether you want the changes saved (Yes), discarded (No), or you want to remain on the first panel (Cancel).

The table record is created (if it has not been created already) and the second panel of the Benefit Plan Rules form (TK-SCR) is displayed.

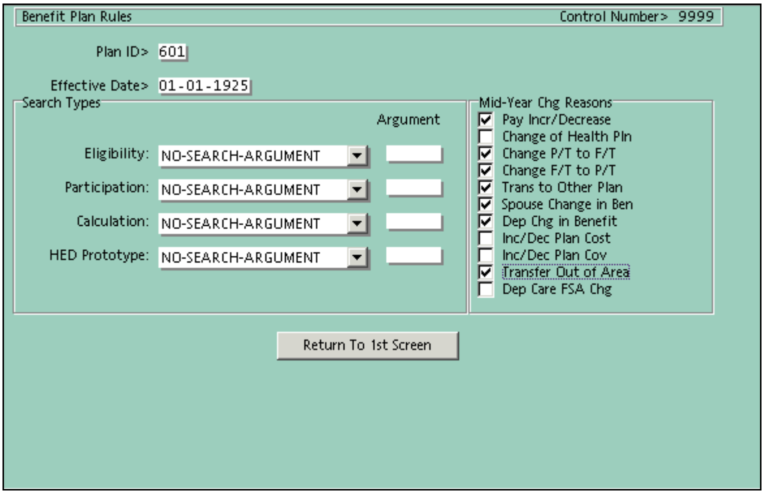
For practice, click Yes or press Enter.

10. Select Mid-Year Chg Reasons

Select the Flex Change rules that will remain constant for the plan for the remainder of the year. Check each box that applies.

For practice, select Pay Incr/Decrease, Change P/T to F/T, Change F/T to P/T, Trans to Other Plan, Spouse Change in Ben, Dep Chg in Benefit, and Transfer Out of Area.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



11. Click Return To 1st Screen

This action displays a dialog that allows you to save any entries made on the second panel.

For practice, click the Return To 1st Screen button.

12. Respond to the Save Changes? message

Indicate whether you want the changes saved (Yes), discarded (No), or you want to remain on the second panel (Cancel).

The Benefit Plan Rules form (TK-SCR) is updated and the following message is displayed:

'—Maintenance has been performed—'

For practice, click Yes or press Enter.

13. Repeat task to specify Flex Masters for existing plans

Repeat the steps for other flex plans to specify Flex Masters.

To complete the Guided Practice, repeat these steps and type 'FLX' in the Flex Master text box for the most current entry of the following plans: 602, 603, 604, and 605.

If you completed the Guided Practice, the resulting forms should look similar to the example above for the Flex Master text box.

14. Repeat task to specify Group Masters for existing plans

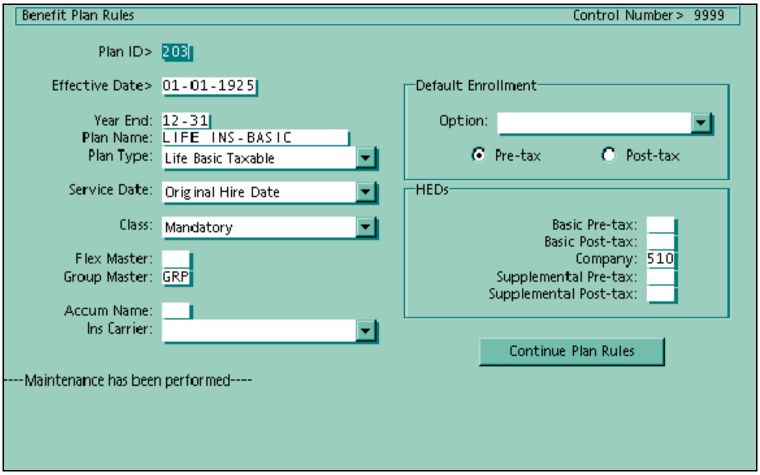
Repeat the steps for other flex plans to specify Group Masters.

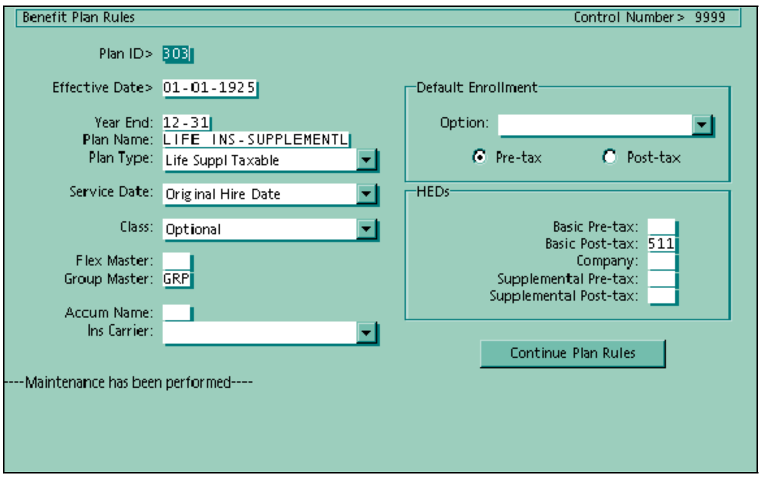
To complete the Guided Practice, repeat these steps and type 'GRP' in the Group Master text box for plans 203 and 303.

Note: *If the plan change is effective for a limited window of time, create another new Benefit Plan Rules form (TK-SCR) second panel, and enter an effective date of the first day following the last day for which the change event applies. Select the change reasons valid from this date forward.*

Note: *You must also create a Benefit Plan Rules form (TK-SCR) second panel for each plan that employees may now choose as a result of the plan change.*

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Component plans used in a flex plan ***(on page 180)***

For an explanation of the steps needed to modify component plans.

Specifying group plan basic identification and rules

To specify group plan basic identification and rules using the Benefit Plan Rules form (TK-SCR), follow these steps:

Note: *If benefit plans have already been established for a benefits Control Number, the first table record for a table form will be displayed when you access a particular table form. You may find it helpful to clear the form before entering values for a new table record.*

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Flex Plans
Task: Plan Name And Basic Rules

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999.

2. Enter a Plan ID

Enter the unique identifier for the group plan. You will enter this ID on all other tables associated with the plan.

For practice, type '903'.

3. Enter an Effective Date

During implementation of Benefits Administration, use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Enter the Year End

Type the date that reflects the plan's year-end, whether it be a fiscal year or calendar year. Enter the date in the format MM-DD or MMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, enter '12-31'(US and Canada) or '31-12' (elsewhere).

5. Enter a Plan Name

Type a descriptive name for the plan. When setting up a plan for the current effective date, it may be helpful to include the year in the plan name. The name will automatically display on all other tables with the same Plan ID. The name will also be displayed on reports.

For practice, type 'LIFE - GROUP MASTER'.

6. Select a Plan Type

Select 'Group Master' from the list box. Options for this list are provided by the Plan Types option list (BA16).

For practice, select 'Group Master'.

7. Select a Service Date type

This indicates the date from which an employee's service is credited. This is also the date from which an employee's eligibility is determined. Options for this list are provided by the Service Date Field option list (BA24).

For practice, select 'Original Hire Date'.

8. Select a Class

Select a value that indicates the plan class or usage. For example, is it mandatory or optional that an employee enroll in the plan? Options for this list are provided by the Plan Class option list (BA17).

For practice, select 'Mandatory'.

Note: *The remaining text boxes on the form should be left blank. Search arguments on the second panel are optional.*

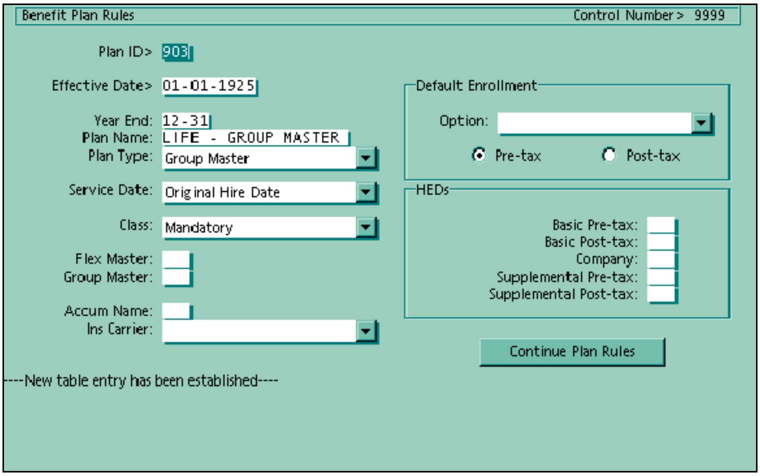
9. Click Save or press Enter

The Benefit Plan Rules table record (TK-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Identifying group plans for flex ***(on page 185)***

For more information about setting up group plans.

Identifying group component plans

To associate component plans with a group plan using the Flex Master/Group Plan Components form (TP-SCR), follow these steps:

1. Access the Flex Master/Group Plan Components form (TP-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Flex Plans
Task: Flex Master/Group Plan Components

Note: *To avoid copying preexisting information, you may clear the form by using the Clear button on the toolbar.*

For practice, access the Flex Master/Group Plan Components form (TP-SCR) for the Organization 999999.

2. Enter the Plan ID

Type the three-character ID of the group plan for which you are identifying component plans.

For practice, type '903'.

3. Enter the Effective Date

During implementation of Benefits Administration, use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Enter the Component Plans

In one or more of the text boxes in this group, type the three-character plan identifier of each plan to be included in this group plan. Deferred plans can be included in a group plan.

Since a Flex Master Plan can be defined to include group plans as components, all group plan components must have the same Year-end date as the Flex Master Plan; the Benefit Plan Rules form (TK-SCR) for each group plan component must have the same effective date as the Flex Master Plan.

For practice, type '203' and '303'.

5. Click Save or press Enter

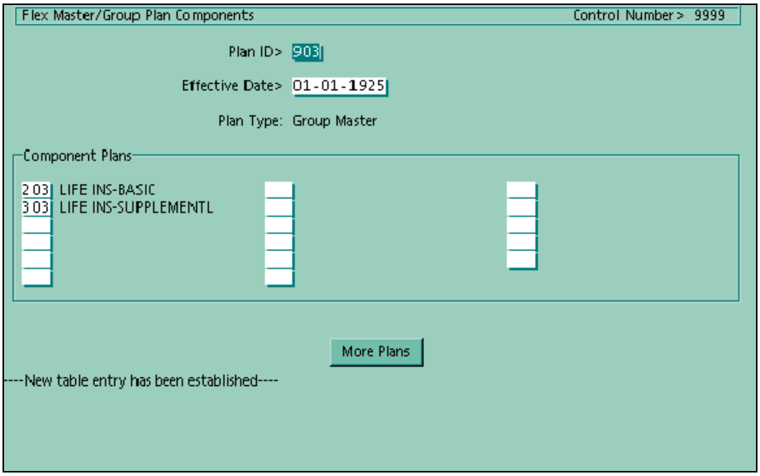
The Flex Master/Group Plan Components form (TP-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

Note: *If you attempt to enter a table for a plan that has a class of Inactive Plan, a Warning message is displayed and you must click Yes to accept the warning before the table will process the entry.*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



6. Click More Plans (optional)

Complete this step only if you need to identify additional component plans for this group plan.

The More Plans button returns a new form that contains up to 17 additional plan entries. You may enter up to 10 forms of 17 plans each.

For practice, bypass this step.

7. Click Save or press Enter (optional)

Complete this step only if you have made entries on the additional panel(s) of this form. The following message is displayed:

'—Maintenance has been performed—'

For practice, bypass this step.

If a group plan changes, create a new table record with the new effective date rather than changing the existing record.

See also:

- Identifying group plans for flex ***(on page 185)***

For more information about recording group plan components.

Setting up a flex credits formula

To define your flex credits formula using the Flex Plan Credits Calculation form (FCCSCR), follow these steps:

Note: *If your plan does not use credits, you may omit this task.*

1. Access the Flex Plan Credits Calculation form (FCCSCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Flex Plans
Task:	Flex Plan Calculation Factors

Note: *To avoid copying preexisting information, you may clear the form by using the Clear button on the toolbar.*

For practice, access the Flex Plan Credits Calculation form (FCCSCR) for Organization 999999.

2. Enter the Master Plan ID

Type the unique three-character identifier for the Master Plan. This is the ID that will be entered on all tables associated with the plan.

For practice, type '700'.

3. Enter the Effective Date

Initial tables should use the current benefits year effective date. Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing January 1 (US and Canada) of the current year, or 1 January (elsewhere,) for example, '01-01-1998'.

4. Select the Calculation Codes

In one or more of the list boxes in this group, select a calculation type. Options for this list are provided by the Credit Calculation Factors option list (BA69).

Select the codes in the order in which they should be calculated. You may select up to eight codes on the first panel of this form.

These calculation codes, when added together, identify the type of calculation that will be performed to create flex benefits total credits for a specific Master Plan.

For practice, select '2% of Salary'.

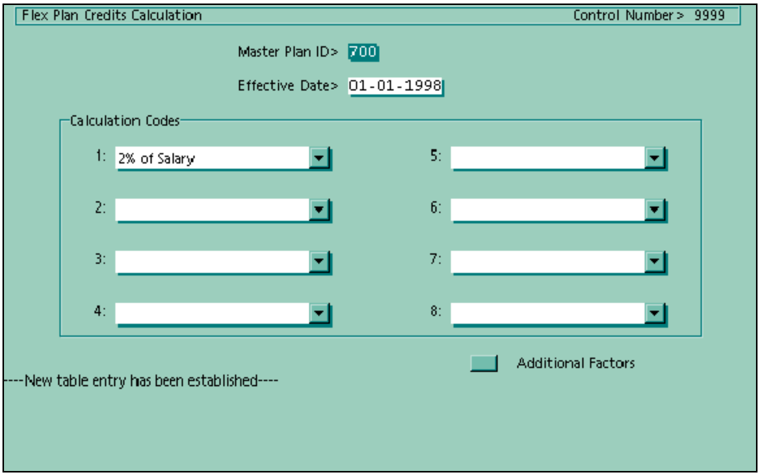
5. Click Save or press Enter

The Flex Plan Credits Calculation table record (TP-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



6. Click Additional Factors (optional)

Complete this step only if you need to define additional calculation codes for a plan.

The Additional Factors button returns a new form that contains up to eight additional codes per formula.

For practice, bypass this step.

7. Click Save or press Enter (optional)

Complete this step only if you have made entries on the second panel of this form. The following message is displayed:

'—Maintenance has been performed—'

For practice, bypass this step.

Each year you must add a Flex Plan Credits Calculation table record (FCCSCR) with the new flex plan year date.

If a Flex Master Plan changes, create a new table record with the new effective date rather than changing the existing record.

See also:

- Flex credits/monetary amounts ***(on page 197)***

For more information about calculating credits.

Specifying flex plan basic identification and rules

To specify flex plan basic identification and rules using the Benefit Plan Rules form (TK-SCR), follow these steps:

Note: If benefit plans have already been established for a benefits Control Number, the first table record for a table form will be displayed when you access a particular table form. You may find it helpful to clear the form before entering values for a new table record.

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Flex Plans
Task: Plan Name and Basic Rules

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999.

2. Enter a Plan ID

Enter the unique identifier for the flex plan. You will enter this ID on all other tables associated with the plan.

For practice, type '700'.

3. Enter an Effective Date

During implementation of Benefits Administration, use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Enter the Year End

Type the date that reflects the plan's year-end, whether it be a fiscal year or calendar year. Enter the date in the format MM-DD or DDMM (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '12-31'(US and Canada) or '31-12' (elsewhere).

5. Enter a Plan Name

Type a descriptive name for the plan. When setting up a plan for the current effective date, it may be helpful to include the year in the plan name. The name will automatically display on all other tables with the same Plan ID. The name will also be displayed on reports.

For practice, type 'FLEX MASTER PLAN'.

6. Select a Plan Type

Select 'Flex Benefit Master' from the list box. Options for this list are provided by the Plan Types option list (BA16).

For practice, select 'Flex Benefit Master'.

7. Select a Service Date type

This indicates the date from which an employee's service is credited. This is also the date from which an employee's eligibility is determined. Options for this list are provided by the Service Date Field option list (BA24).

For practice, select 'Original Hire Date'.

8. Select a Class

Select a value that indicates the plan class or usage. For example, is it mandatory or optional that an employee enroll in the flex plan? Options for this list are provided by the Plan Class option list (BA17).

For practice, select 'Mandatory'.

Note: The remaining text boxes on the form should be left blank. Search arguments on the second panel are optional.

9. Click Save or press Enter

The Benefit Plan Rules table record (TK-SCR) is created and the following message is displayed:

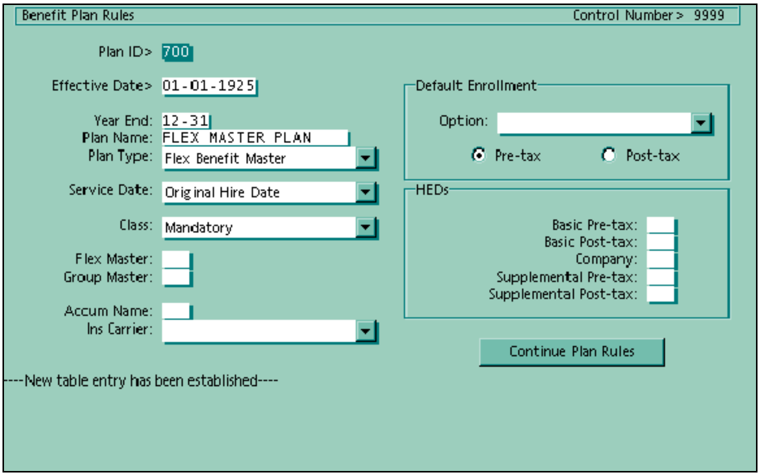
'—New table entry has been established—'

For practice, click Save or press Enter.

Each year you must add a new Benefit Plan Rules form (TK-SCR) with the new flex plan year date.

If a Flex Master Plan changes, create a new table record with the new effective date rather than changing the existing record.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Benefit Plan Rules Control Number > 9999

Plan ID> 700

Effective Date> 01-01-1925

Year End: 12-31
Plan Name: FLEX MASTER PLAN
Plan Type: Flex Benefit Master

Service Date: Original Hire Date

Class: Mandatory

Flex Master:
Group Master:

Accum Name:
Ins Carrier:

Default Enrollment
Option:
Pre-tax Post-tax

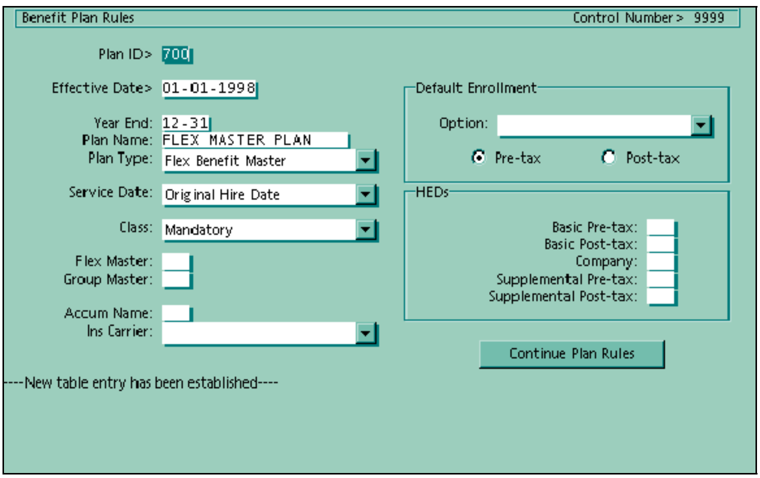
HEDs
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:

Continue Plan Rules

----New table entry has been established----

To complete the Guided Practice, you will need to complete another Benefit Plan Rules form (TK-SCR) dated January 1 of the current year (US and Canada) or 1 January (elsewhere)

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Benefit Plan Rules Control Number > 9999

Plan ID> 700

Effective Date> 01-01-1998

Year End: 12-31
Plan Name: FLEX MASTER PLAN
Plan Type: Flex Benefit Master

Service Date: Original Hire Date

Class: Mandatory

Flex Master:
Group Master:

Accum Name:
Ins Carrier:

Default Enrollment
Option:
Pre-tax Post-tax

HEDs
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:

Continue Plan Rules

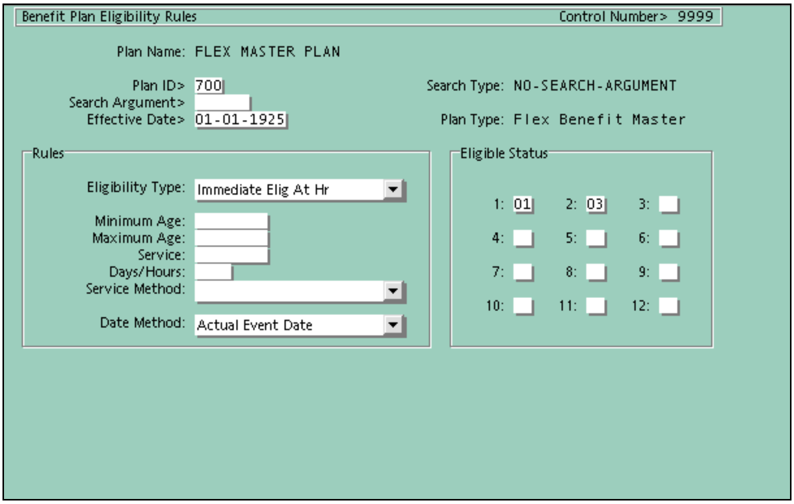
----New table entry has been established----

To complete the Guided Practice, you will need to create a Benefit Plan Eligibility Rules table (TL-SCR) for Plan 700. Make these entries:

Text or List Box	**Entry**
Effective Date	01-01-1925
Eligibility Type	Immediate Elig At Hr
Date Method	Actual Event Date
Eligible Status	01, 03

Refer to **Setting Up Welfare Plans** *(on page 53) for detailed directions on how to enter this table.*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

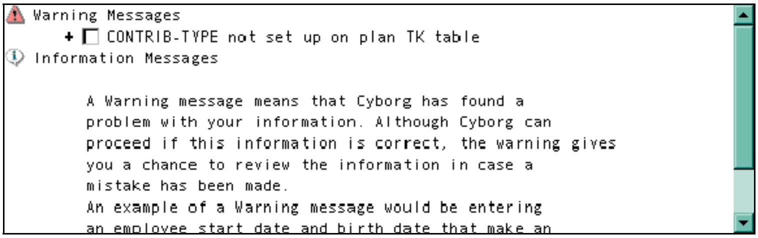


To complete the Guided Practice, you will need to create two Benefits Plan Prototype Contribution HED tables (TS-SCR) for Plan 700. Make the entries in the table below.

Text or List Box	**Entry 1**	**Entry 2**
Contrib Type	Basic Post Tax Contb	Company
Effective Date	01-01-1925	01-01-1925
Frequency	All Pay Periods	All Pay Periods
Type	Skip Arrears/HED 999	Take Part;Rem In Arr
Calc Method	Fixed Amount	Fixed Amount
Auto Deduction	Start W/Effect Date	Start W/Effect Date

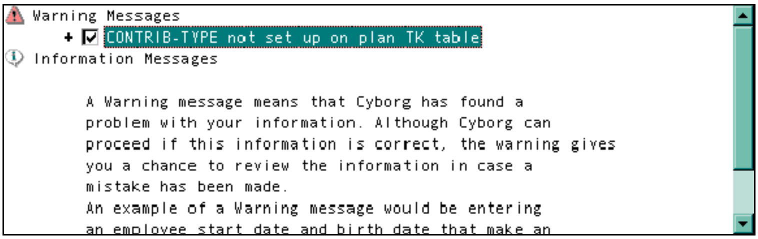
☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for detailed directions on how to enter this table.*

Note: *If you did not specify HEDs on the Benefit Plan Rules form (TK-SCR), you will receive an error message:*


Warning Messages
+ CONTRIB-TYPE not set up on plan TK table
Information Messages

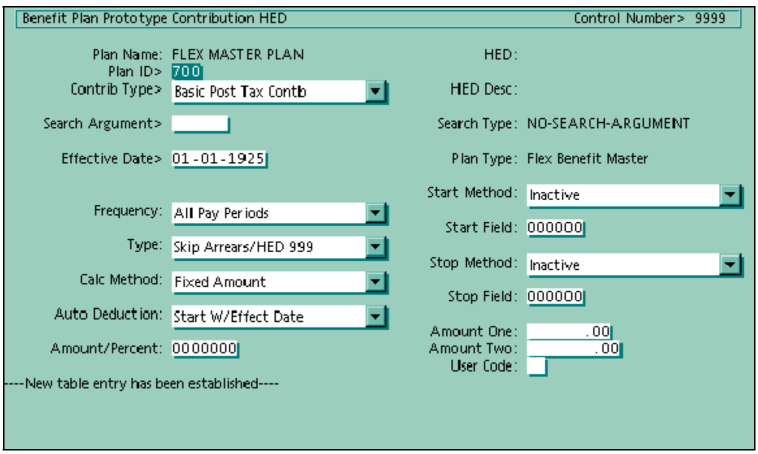
A Warning message means that Cyborg has found a
problem with your information. Although Cyborg can
proceed if this information is correct, the warning gives
you a chance to review the information in case a
mistake has been made.
An example of a Warning message would be entering
an employee start date and birth date that make an

Respond by clicking on the check box and pressing Enter.

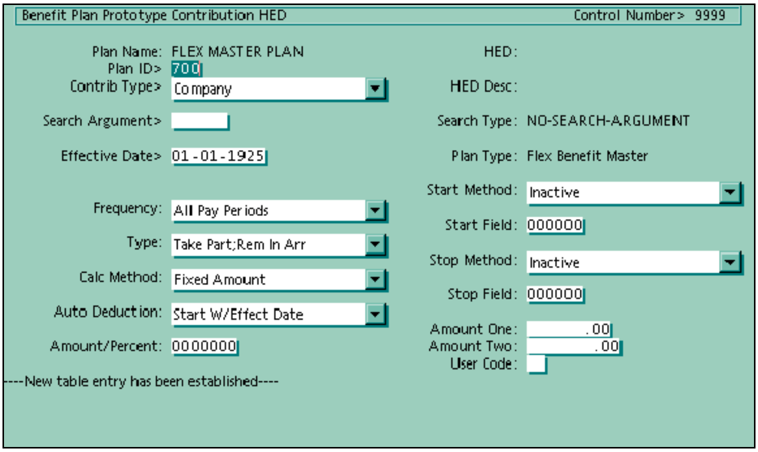

Warning Messages
+ CONTRIB-TYPE not set up on plan TK table
Information Messages

A Warning message means that Cyborg has found a
problem with your information. Although Cyborg can
proceed if this information is correct, the warning gives
you a chance to review the information in case a
mistake has been made.
An example of a Warning message would be entering
an employee start date and birth date that make an

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:


Benefit Plan Prototype Contribution HED Control Number> 9999

Plan Name: FLEX MASTER PLAN
Plan ID> 700
Contrib Type> Basic Post Tax Contb
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Skip Arrears/HED 999
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED:
HED Desc:
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:
----New table entry has been established----

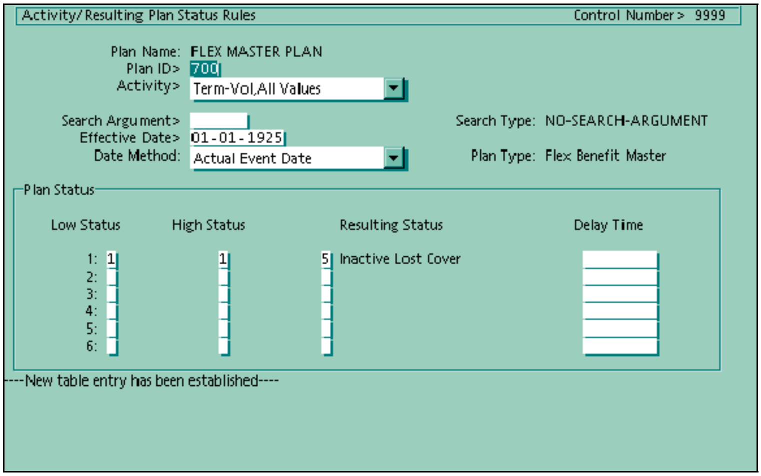


To complete the Guided Practice, you will need to create an Activity/Resulting Plan Status Rules table (TTASCR) for Plan 700. Make these entries:

Text or List Box	Entry
Activity	Term-Vol,All Values
Effective Date	01-01-1925
Date Method	Actual Event Date
Low Status 1	1
High Status 1	1
Resulting Status 1	5

Refer to **Setting Up Welfare Plans** *(on page 53) for detailed directions on how to enter this table.*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

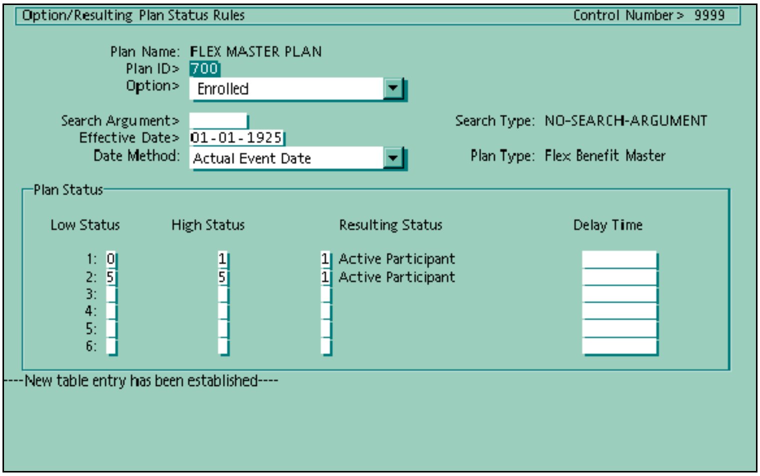


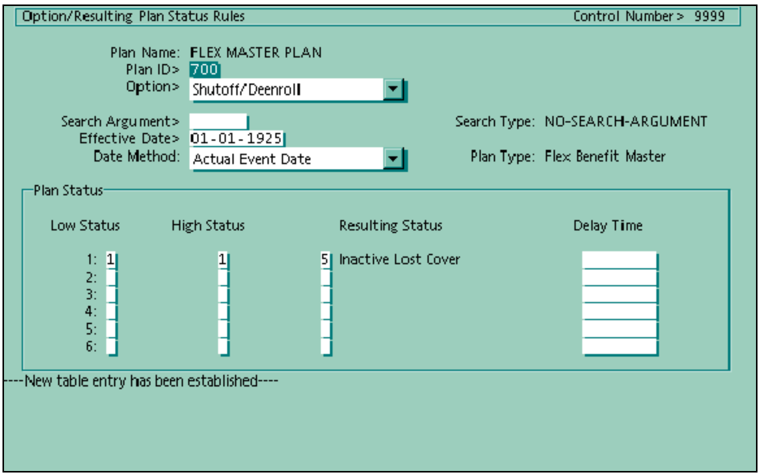
To complete the Guided Practice, you will need to create two Options/Resulting Plan Status Rules tables (TTOSCR) for Plan 700. Make these entries:

Text or List Box	Entry for enrollment	Entry for de-enrollment
Option	Enrolled	Shutoff/Deenroll
Effective Date	01-01-1925	01-01-1925
Date Method	Actual Event Date	Actual Event Date
Low Status 1	0	1
High Status 1	1	1
Resulting Status 1	1	5
Low Status 2	5	—
High Status 2	5	—
Resulting Status 2	1	—

Refer to **Setting Up Welfare Plans** *(on page 53) for detailed directions on how to enter this table.*

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Flex Master Plan setup ***(on page 191)***

For more information about setting up a flex plan.

Recording flex benefits rules at the Master Plan level

To specify the flex benefits rules at the Master Plan level using the Flex Benefits Master Plan Rules form (TKFSCR), follow these steps:

Note: *The Benefit Plan Rules form (TKFSCR) must be entered for the Flex Benefits Master Plan before this form can be entered.*

1. Access the Flex Benefits Master Plan Rules form (TKFSCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Flex Plans
Task: Flex Master Plan Rules

Note: To avoid copying preexisting information, you may clear the form by using the Clear button on the toolbar.

For practice, access the Flex Benefits Master Plan Rules form (TKFSCR) for Organization 999999.

2. Enter the Plan ID

Type the three-character ID of the flex plan for which you are setting up Flex Master Plan rules.

For practice, type '700'.

3. Enter the Effective Date

During implementation of Benefits Administration, use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing January 1 (US and Canada) of the current year, or 1 January (elsewhere) for example, '01-01-1998'.

4. Enter the Credits Information

These option buttons indicate whether the flex plan has no deductions, has deductions by plan, or uses the net credits method. Select one method from the group box:

- **Plan Has No Credits**—Select this option button if no earnings or deductions are associated with the flex plan.
- **Ded Credits By Plan**—Select this option button if you are using the deduct credits by plan method for storing and processing credits for a flex plan. If you select this option button, type the corresponding earning HED number in the HED text box on the same line on this form.
- **Use Net Credits Meth**—Select this option button if you are using the net credits method for storing and processing credits for a flex plan. If you select this option button, type the corresponding HED numbers in the Earnings HED and Deduction HED text boxes.

For practice, select 'Use Net Credits Meth'. Type Earnings HED '060' and Deduction HED '624'.

5. Enter the Total Credits

Select one of the group box option buttons to indicate, for flex plans with credit calculations, whether the credit determination is made during or after the enrollment:

- **Before Enrollment**—Credit calculations take place before the plan option choices are determined.
- **During Enrollment**—Credit calculations take place after the employee's plan option choices are determined during enrollment.
- **None**—No credit determinations will be made.

For practice, select 'Before Enrollment'.

6. Enter the Processing Defaults

Select one or more option buttons in the group box that apply to an employee who has a flex plan:

- **Create Year-end Shut-off**—All plans are set to 'Shutoff/Deenroll', allowing the Flex Benefits Enrollments/Changes form (55FSCR) to default to an employee's current plan options when you access it.
- **Create Waived Option**—If an employee waives a plan, an enrollment record is written with the option set to Waived.
- **Default Current Enroll Option**—Allows the enrollment choices to default to the current year's options.
- **Show Per-Pay-Period Amounts**—Allows the Flexible Benefit enrollment form and reports to display costs as per-pay-period amounts. Otherwise, costs are displayed as an annual amount.

For practice, select 'Create Waived Option' and 'Show Per-Pay-Period Amounts'.

7. Enter the Deferred Plan HEDs

Type up to three Plan IDs and the associated HEDs for any deferred benefit plan contributions made through this flex plan.

Note: A Deferred Plan HED for Flex is not the HED already set up for employee or company match contributions. Define a new HED for a fixed amount contribution.

For practice, type '510' in the Plan 1 text box and '625' in the HED text box.

8. Click Save or press Enter

The Flex Benefits Master Plan Rules form (TKFSCR) is created and the following message is displayed:

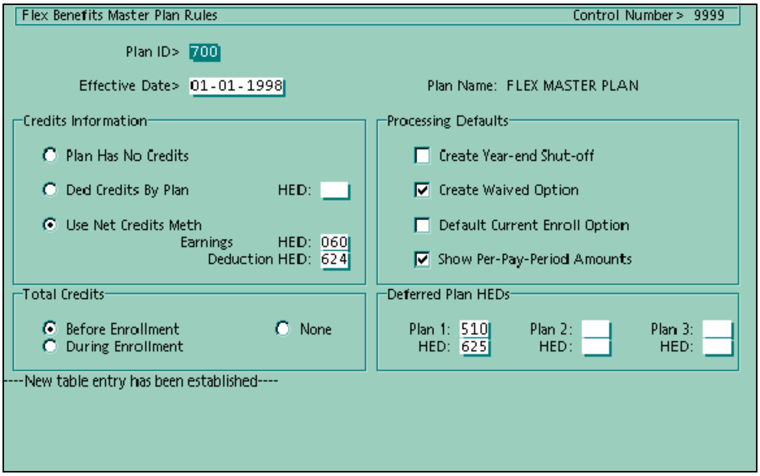
'—New table entry has been established—'

For practice, click Save or press Enter.

Each year you must add a new Flex Benefits Master Plan Rules form (TKFSCR) with the new flex plan year date.

If a Flex Master Plan changes, create a new table record with the new effective date rather than changing the existing record.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Flex Master Plan setup ***(on page 191)***

For more information about setting up the default processes for the flex plan.

Identifying Flex Master component plans

To associate component plans with a Flex Master Plan using the Flex Master/Group Plan Components form (TP-SCR), follow these steps:

1. Access the Flex Master/Group Plan Components form (TP-SCR)

Access this form by making the following selection from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Flex Plans
Task:	Flex Master/Group Plan Components

Note: *To avoid copying preexisting information, you may clear the form by using the Clear button on the toolbar.*

For practice, access the Flex Master/Group Plan Components form (TKFSCR) for the Organization 999999.

2. Enter the Plan ID

Type the three-character ID of the Flex Master Plan for which you are identifying component plans.

For practice, type '700'.

3. Enter the Effective Date

During implementation of Benefits Administration, use the same date that you entered on the Organization-To-Rules Cross-Reference For Benefits form (AY-SCR). Tables entered thereafter should have the date on which the table record becomes effective—that is, the beginning of each plan year.

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing January 1 (US and Canada) of the current year, or 1 January (elsewhere), for example, '01-01-1998'.

4. Enter the Component Plans

In one or more of the text boxes in this group, type the three-character plan identifier of each plan to be included in this Flex Master Plan. Deferred plans can be included in a Flex Master Plan.

After establishing a group plan, you may include it as part of a Flex Master Plan, thereby establishing 'nested' group plans.

If a group plan is part of a Flex Master Plan, the year-end date for each component of the group plan must match the Flex Master Plan year-end date. Each group plan component must also have a Benefit Plan Rules form (TK-SCR)with the same effective date as the Flex Master Plan.

For practice, type '601', '602', '603', '604', '605', and '510'.

5. Click Save or press Enter

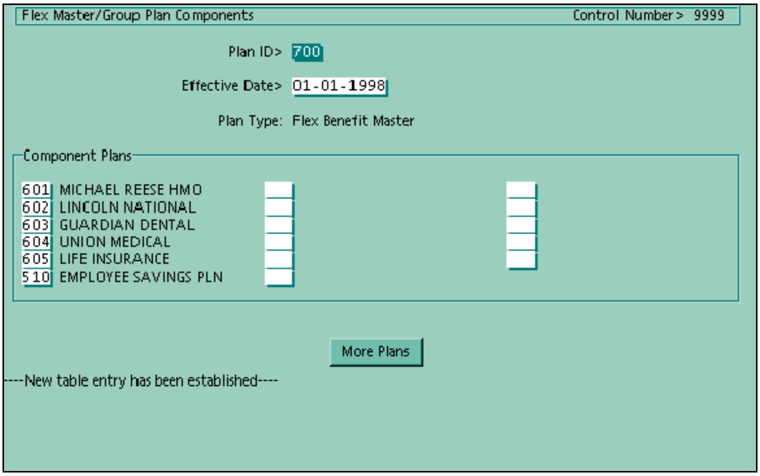
The Flex Master/Group Plan Components form (TP-SCR) is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

Note: *Each year you must add a Flex Master/Group Plan Components form (TP-SCR) with the new flex plan year date.*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



6. Click More Plans (optional)

Complete this step only if you need to identify additional component plans for this Flex Master Plan.

The More Plans button returns a new form that contains up to 17 additional plan entries. You may enter up to 10 forms of 17 plans each.

For practice, bypass this step.

7. Click Save or press Enter (optional)

Complete this step only if you have made entries on the additional panel(s) of this form. The following message is displayed:

'—Maintenance has been performed—'

Note: *If you attempt to enter a table for a plan that has a class of Inactive Plan, a Warning message is displayed and you must click Yes to accept the warning before the table will process the entry.*

For practice, bypass this step.

Each year you must add a new Flex Master/Group Plan Components form (TP-SCR) with the new flex plan year date.

If a Flex Master Plan changes, create a new table record with the new effective date rather than changing the existing record.

See also:

- Identifying flex component plans ***(on page 203)***

For an explanation of this identifier.

Extended Practice

Set up a flex plan for Organization 999999 for 1998 using the following information:

Plan ID:	710
Plan Type:	Flex Benefits Master
Effective Date:	01-01-1925
Plan Year End:	12-31 (US and Canada) or 31-12 (elsewhere)
Plan Class:	Mandatory
Eligibility:	All active part-time and full-time employees, first of the month following their first day of employment.
Service Date:	Based on 'Employment Date'
Enrollment Options:	Enrolled, Shutoff/Deenroll
Flex Credits:	Smoker ID and 2% Salary. Use the deduction by credits plan method.
Credit Method:	Deduction credits by plan, total credits before enrollment
Contributions:	As specified by individual component plans
Component Plans:	101 203 505 601 602 603 605
Separation Activities:	Voluntary termination—all values Involuntary termination—all values Death—all values
Processing Defaults:	'Create Waived Option' and 'Show Per-Pay-Period Amounts'
HED Information:	HED 623 for Deferred Plan 505

Text of List Box	**Entries for HED 060**
Contrib Type	Basic Post Tax Contb
Effective Date	01-01-1925
Frequency	All Pay Periods
Type	Skip Arrears/HED 999
Calc Method	Fixed Amount

Text of List Box	Entries for HED 060
Auto Deduction	Start W/Effect Date

You will need to set up a Coverage And Contribution Factors form (TM-SCR) and a Benefits Plan Prototype Contribution HED form (TS-SCR) similar to plan 510. Select 'Participant' for the Option on the Coverage And Contribution Factors form (TM-SCR).

Review of Questions Answered

1. What are flex plans?

2. What are the prerequisites for flex plans?

3. What tables are used to define flex plans?

4. What are group plans and how are they used?

5. In what ways can flex credits/monetary amounts be calculated and allocated?

CHAPTER 7

Using Considered Earnings/Hours Accumulators

In This Chapter

Introduction

If any of your deferred benefits plans require an accumulation of hours to determine an employee's eligibility to participate in the plan, you will need a way to accumulate and store those hours. The Considered Earnings/Hours Accumulator function of Benefits Administration provides the ability to retain considered earnings, hours worked, and hours paid. It also provides the means to link specific accumulators by name to the plan that requires that accumulation. Once in place, the accumulations can be viewed and corrected. You can also record prior-year accumulations as part of your conversion effort.

Review this section carefully to determine how to effectively integrate the Benefits Administration component into your plan eligibility process.

Tasks

This section explains the following tasks:

- Completing an accumulator design worksheet
- Assigning accumulator buckets to earning HEDs
- Activating accumulator buckets
- Assigning an accumulator to an existing benefits plan
- Initializing or backloading employee accumulator information
- Correcting employee accumulator detail information
- Viewing prior-year employee accumulator information
- Correcting FICA-HI Accumulator Data
- Correcting FICA-OASDI Accumulator Data

Prerequisites

Before you can set up considered earnings/hours accumulators, the following must be established for:

- Organizations
- Employees
- Benefits Control Numbers

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information about setting up Control Numbers.*

- Benefits plans

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53),* **Setting Up Deferred Plans** *(on page 111),* **Setting Up Flex Plans** *(on page 173) for information about setting up benefits plans.*

Questions answered

The following questions are answered in this section:

1. What are considered earnings/hours accumulators?
2. How are considered earnings/hours accumulators used?
3. What types of accumulators are available?

4. What tools are available for backloading employee earnings/hours accumulations?

Benefits accumulators---the big picture

Considered earnings/hours (CE/H) accumulators may be used to accumulate the earnings and hours toward an employee's eligibility for a benefits plan. Depending on the nature of the benefits plan and the information required, you may set up accumulations to be stored monthly, quarterly, or annually on an employee's record. When the accumulated employee earnings/hours equal the eligibility requirements of the benefits plan to which the accumulator is assigned, the employee may participate, or continue to participate, in the plan.

Types of accumulators

There are two types of CE/H accumulators:

- **Plan-specific**—Used to accumulate earnings and hours worked/paid for benefits plans. Plan-specific CE/H accumulators have a plan year-to-date record and a number of detail records based on whether they are monthly (12 detail records), quarterly (four detail records), or annual (one detail record) accumulators.
- **Date of Hire**—Cyborg-delivered accumulator 000 generates a single occurrence accumulation of all earnings from the date of hire until the number of hours worked reaches 1,000 hours.

Both of these CE/H accumulators can be backloaded and existing accumulators can be adjusted using the employee-level accumulation forms.

Employee Database requirements to support accumulators

CE/H accumulations are stored on the Employee Database (Master File) in the Organization 991111. You must have Organization 991111 on your production file to use the CE/H accumulator function. This is not an option.

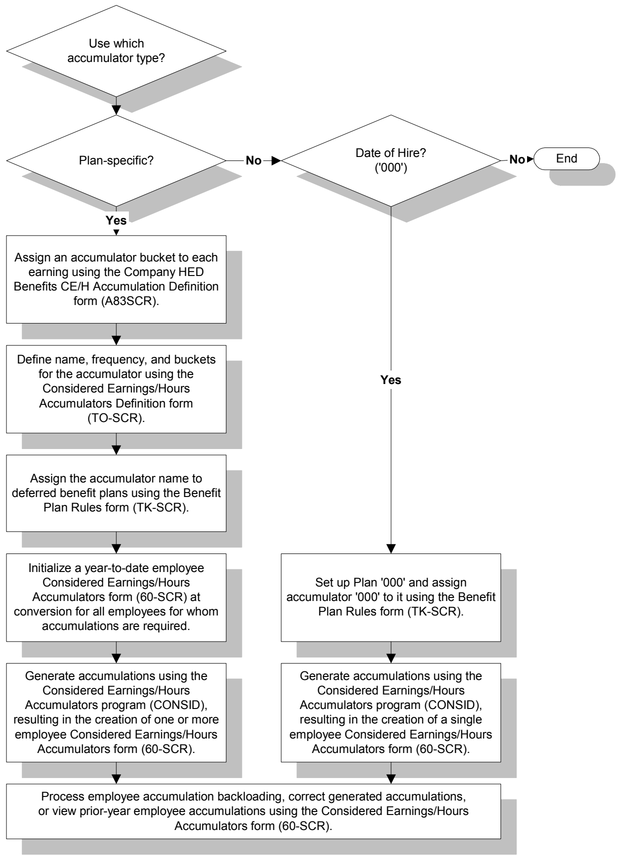
If you have used Organization 991111 for one of your test Employee Database files, transfer the company and its employees to a new organization before adding the demo test file to your production Employee Database.

Security considerations

Accumulations are created for employees and stored on Organization 991111 using the employee's social security/insurance number (without dashes) as the key. Normal organization security does not apply to Organization 991111. If you do not want individuals to access the considered earnings/hours accumulations, security must prohibit the use of the employee-level Considered Earnings/Hours Accumulators form (60-SCR) through which the accumulations are accessed.

The accumulator process

To set up accumulators and process the employee accumulations, you will perform the tasks indicated in the following illustration:



The remainder of this section explains the tasks shown in this illustration.

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for information about the Considered Earnings/Hours Accumulators program.*

Apply the Concept
Will you set up considered earnings/hours (CE/H) accumulators to store information monthly, quarterly, or annually?

Apply the Concept
Which type of accumulators will you use?

Accumulator design

To simplify the design phase of setting up plan-specific accumulators, consider using a worksheet that will allow you to identify the HEDs to be accumulated, accumulator bucket assignments, and other associated values. The worksheet can provide the data you need to complete the accumulator setup.

You may find it helpful to have a Payroll specialist participate in the worksheet completion, since he or she has a working knowledge of your organization's HEDs. You will work as a team to analyze existing earning HEDs and determine which of your plans must have an HED's earnings included in its considered earnings.

As an example, the following completed worksheet has all the components required for the design phase. It lists all the HEDs that are needed for this company's deferred benefits plan accumulations and specifies which plans will use the HED accumulation. It lists the frequencies at which each plan will require accumulations as well as the name of each plan's accumulator. The worksheet identifies the accumulator bucket into which each HED will be added and identifies the type of considered earnings/hours as earnings only, hours worked, hours paid, or hours worked/paid.

Accumulator name	**123**	**ABC**	**6D4**	**888**	**123**		
Frequency	M	M	A	Q	M		
HED description and number	**Plan 501**	**Plan 502**	**Plan 503**	**Plan 509**	**Plan 510**	**Hrs Wkd/ Pd***	**Accum bucket**
Regular Pay (001)	X	X	X	X	X	3	2
Straight Overtime (003)	X		X		X	3	1
Premium Overtime (003)	X				X	0	0
Vacation Pay (014)	X	X		X	X	2	3
Birthday Pay (092)	X	X	X		X	2	4
Sick Pay (093)			X			2	5
Holiday Pay (107)	X	X	X		X	1	4

***0** = Earnings only, **1** = Earnings/hours wkd, **2** = Earnings/hours pd, **3** = Earnings/hours wkd/pd.

After completing the worksheet, you can easily transfer all the information to the accumulator setup forms.

See also:

- ***Completing an accumulator design worksheet***
For detailed directions on completing an accumulator design worksheet.

Accumulator setup

Setting up your plan-specific accumulators is a four-step process. You need to perform the following tasks:

Task	Form
1. Assign accumulator buckets to earning HEDs and specify which type of earnings and hours will be accumulated	Company HED Benefits CE/H Accumulation Definition form (A83SCR)
2. Name the accumulator, specify the frequency, and activate specified accumulator buckets	Considered Earnings/Hours Accumulators Definition form (TO-SCR)
3. Assign the accumulator to an existing benefits plan	Benefit Plan Rules form (TK-SCR)
4. Initialize the employee year-to-date accumulator record at conversion	Considered Earnings/Hours Accumulators form (60-SCR)

Assign accumulator buckets to earning HEDs

Assigning an accumulator bucket number to an HED is a very important process. The Considered Earnings/Hours Accumulators program adds these buckets together to obtain the CE/H value. This value is then stored in the accumulator defined on the plan tables for each benefits plan in which the employee is enrolled.

The Company HED Benefits CE/H Accumulation Definition form (A83SCR) is used to define which CE/H bucket the HED is to add into for purposes of accumulating considered earnings and hours worked/hours paid for Benefits Administration. It also identifies whether the hours will be considered hours worked, paid, both, or neither. You will need one Company HED Benefits CE/H Accumulation Definition form (A83SCR) for each HED that is to be included in an accumulator.

Bucket assignments

There are 36 accumulation buckets available to the CE/H accumulation process. HED earnings and hour values from current payments are added into one of these 36 buckets. The 36 buckets are identified with a one-position option of '0' through '9' and 'A' through 'Z'.

There are two reserved buckets: '0' (zero) and '1'. You must assign bucket '1' to all overtime earnings (HED Category 01). The '0' (zero) bucket will not be assigned to an earnings. It is used only as a reminder on the worksheet if you want the premium portion of overtime added into a CE/H accumulator on the Considered Earnings/Hours Accumulator Definition form (TO-SCR). You may assign the remaining buckets however you choose.

After you have made your preliminary decisions on the bucket assignment for each HED, analyze the HED lines on the worksheet to determine if two or more of the HEDs belong in the same plan accumulators. If you see that two or more HEDs on the worksheet have been marked with 'X's or checkmarks under exactly the same plans, you may want to make the accumulation process more efficient by assigning the same bucket number to both HEDs. In the example that follows, HEDs 092 and 107 apply to the same plans, so they have been assigned the same bucket number.

HED description and number	**Plan 501**	**Plan 502**	**Plan 503**	**Plan 509**	**Plan 510**	**Accumulator bucket**
Birthday Pay (092)	X	X	X		X	4
Holiday Pay (107)	X	X	X		X	4

How hours are to be accumulated

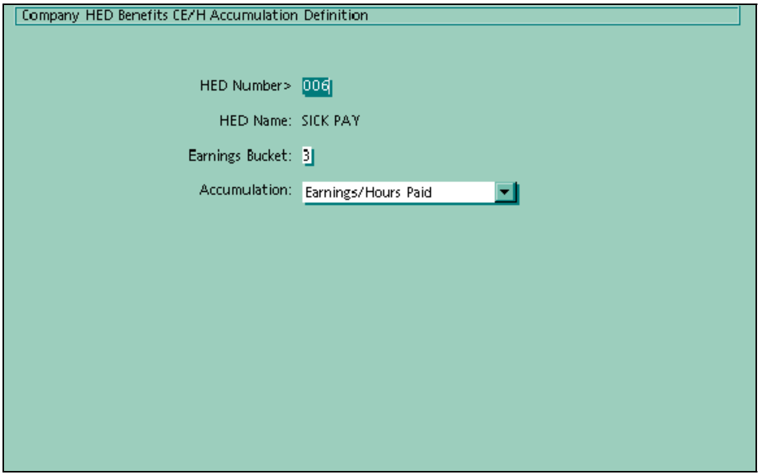
You must also define on this form how the hours are to be accumulated for the HED:

- Add to hours worked
- Add to hours paid
- Add to both
- Earnings only, do not add to hours

The choice you make for this option will depend on the way your company defines the hours paid to employees. For example, you may enter vacation time as 'hours paid' if it is your company's policy to consider only time actually used for work production as 'hours worked'.

An example of 'earnings only' might be the shift premium HED, if that premium for second and third shift pay is a separate HED in addition to the straight-time pay HED for those hours. Another example of 'earnings only' are those HEDs that are paid as amounts and usually have no associated hours, such as bonus or commission.

The following Company HED Benefits CE/H Accumulation Definition form (A83SCR) for Acme Manufacturing shows that HED 006 has been assigned to bucket '3' and is considered 'earnings/hours paid' according to the company rules:



See also:

- Assigning accumulator buckets to earning HEDs ***(on page 260)***

For detailed directions on assigning accumulator buckets.

Define the accumulator and its buckets

After each earnings HED has been associated with an accumulator bucket, the next step is to define the accumulator and its contents. The Considered Earnings/Hours Accumulators Definition form (TO-SCR) is used to define the accumulator frequency and which buckets are to be added together for an accumulator. You will need one Considered Earnings/Hours Accumulators Definition form (TO-SCR) for each accumulator name you defined on the worksheet.

Accumulator name assignment

Review the plan columns on the worksheet. Look for plans that have the same CE/H earnings, hours worked/hours paid, and frequency definition.

In the following example, you will see that plans 501 and 510 both need the same HED earnings and hours information and require that accumulators be kept on the same frequency. Rather than assign a separate CE/H accumulator name for each plan, set up the definitions so they access the same accumulator. In this example, plans 501 and 510 share an accumulator name of '123'.

Accumulator name	123	123
Frequency	M	M
HED description and number	**Plan 501**	**Plan 510**
Regular Pay (001)	X	X
Straight Overtime (003)	X	X

Accumulator name	123	123
Premium Overtime (003)	X	X
Vacation Pay (014)	X	X
Birthday Pay (092)	X	X
Sick Pay (093)		
Holiday Pay (107)	X	X

You will assign a three-position accumulator name to each unique definition, then assign a shared identifier to any duplicates.

This procedure will save space on the Employee Database because you will not have two accumulators per employee. You will not have duplicate information on the file and, if an adjustment that affects the accumulator must be made to an HED, the system needs to adjust one instead of multiple records.

Accumulator frequency

Depending on the benefits plan rules that your company has defined, accumulator frequencies may be annual, quarterly, or monthly.

If you have no plan requirements regarding frequency, you may elect to define your accumulators as 'annual' so that accumulation records require less file space. Annual accumulations use one year-to-date record, while quarterly and monthly frequencies produce a year-to-date record plus one detail record for each period.

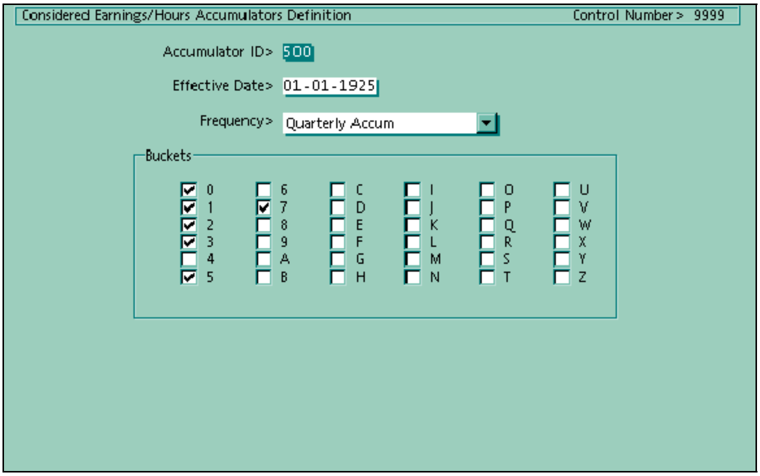
Accumulator buckets

Accumulation buckets '0' through '1' and 'A' through 'Z' are available on the Considered Earnings/Hours Accumulators Definition form (TO-SCR).

To have both the premium and straight time portions of overtime added to the accumulator, select the '0' (zero) and '1' buckets. When the Considered Earnings/Hours Accumulators program encounters an overtime HED, it will add the premium portion of overtime into bucket '0' (zero) and the straight-time portion into bucket '1'. If you only want the straight-time portion, select bucket '1' and leave bucket '0' (zero) unselected.

Then, using your worksheet as a guide, select any other buckets for which you have made an assignment on the Company HED Benefits CE/H Accumulation Definition form (A83SCR) for the accumulator name.

The following Considered Earnings/Hours Accumulators Definition form (TO-SCR) shows that Acme Manufacturing has established accumulator 500 with a quarterly frequency. The accumulator will add the premium portion of overtime into bucket '0' (zero) and the straight-time portion into bucket '1'. Buckets '2', '3', '5', and '7' are selected as well.



See also:

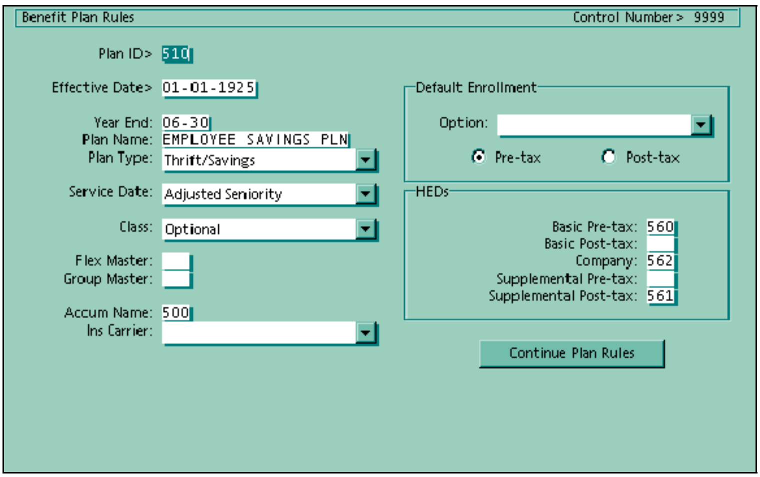
- Activating accumulator buckets ***(on page 262)***

For detailed directions on activating accumulator buckets.

Assign the accumulator to a benefits plan

The last step in the accumulator process is to assign an accumulator name to each benefits plan that requires one. Update each plan's Benefit Plan Rules form (TK-SCR) by entering the accumulator name that is listed on your worksheet above the Plan ID.

In the following example, accumulator 500 has been assigned to plan 510 on Acme Manufacturing's Benefit Plan Rules form (TK-SCR).



See also:

- Assigning an accumulator to an existing benefits plan ***(on page 263)***

For detailed directions on assigning accumulators to benefits plans.

Initialize the employee year-to-date accumulator record

For the accumulator to begin accumulating, the employee must be enrolled with an active status. Once the employee is enrolled, the year-to-date record on the Considered Earnings/Hours Accumulators form (60-SCR) will be created automatically the first time the Considered Earnings/Hours Accumulators program is run, based on the plan year end defined on the Benefit Plan Rules form (TK-SCR).

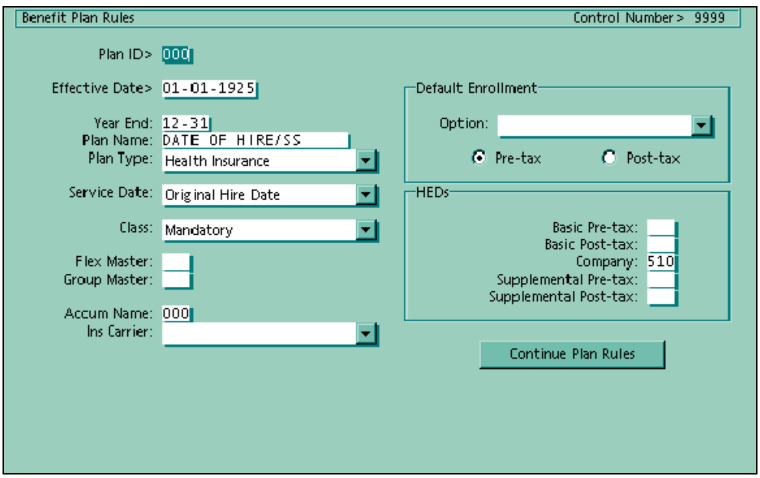
Refer to **Batch Loading of Benefits Forms** *(on page 917) for information on batch loading.*

Refer to the Technical Administration of The Solution Series/ST documentation for more information on data conversion and loads.

From Date of Hire accumulator setup

Accumulator 000 is a Cyborg-delivered accumulator that provides accumulation of total hours to a limit of 1,000 hours.

The From Date of Hire accumulator requires the setup of a Benefit Plan Rules form (TK-SCR) for plan 000 that contains an assignment of the accumulator 000. Review the following Benefit Plan Rules form (TK-SCR) for Organization 999999 to see the suggested entries for plan 000.



Benefit Plan Rules   Control Number> 9999

Plan ID> 000

Effective Date> 01-01-1925

Year End: 12-31

Plan Name: DATE OF HIRE/SS

Plan Type: Health Insurance

Service Date: Original Hire Date

Class: Mandatory

Flex Master:

Group Master:

Accum Name: 000

Ins Carrier:

Default Enrollment

Option:

Pre-tax   Post-tax

HEDs

Basic Pre-tax:

Basic Post-tax:

Company: 510

Supplemental Pre-tax:

Supplemental Post-tax:

Continue Plan Rules

The From Date of Hire accumulator does not need to be assigned to benefits plans in order to accumulate hours. It is not plan specific, but rather an independent operation that takes place for all employees each time the Considered Earnings/Hours Accumulators program is run. You are not required to initiate a Considered Earnings/Hours Accumulators form (60-SCR) for employees for this accumulator at conversion time.

Note: You can also enter '1000' in the Days/Hours text box on the Benefit Plan Eligibility Rules form (TL-SCR) to accumulate a limit of 1,000 hours in accumulator 000. Using the Days/Hours text box to define eligibility allows you to use your own accumulator for earnings/hours in the Accum Name text box on the Benefit Plan Rules form (TK-SCR).

The accumulation process and resulting employee records

You must have defined your CE/H accumulators using the Company HED Benefits CE/H Accumulation Definition form (A83SCR) and the Considered Earnings/Hours Accumulators Definition form (TO-SCR), entered the appropriate accumulator name on each plan's Benefit Plan Rules form, and enrolled your employees in benefits plans before the accumulation program can be run. If you have not completed all these steps, the Considered Earnings/Hours Accumulators program (CONSID) will not have enough data to perform its function.

How accumulators are updated

The Considered Earnings/Hours Accumulators program is used to update considered earnings/hours accumulators with earnings from the current pay period's History records. Each employee will have the appropriate CE/H accumulators automatically created at the beginning of each plan year and will have his or her earnings updated when the Considered Earnings/Hours Accumulators program is run after the Employee Database (Master File) is re-created after a payroll run. The Considered Earnings/Hours Accumulators program must be run before the Extracting Pay Information program in order for accumulators to be updated.

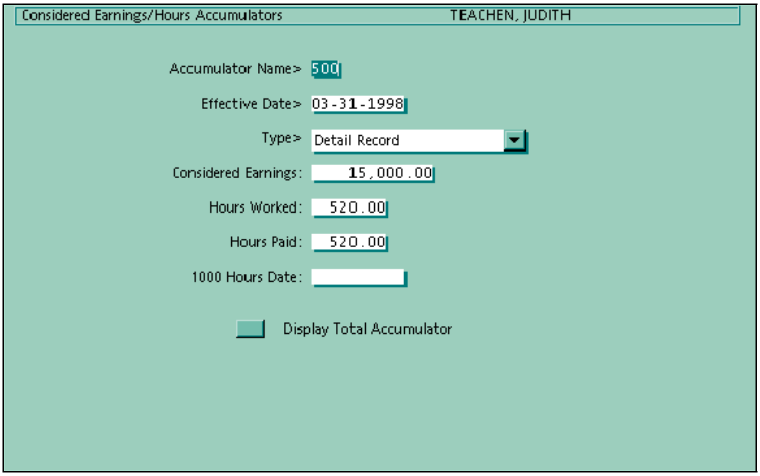
☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for an explanation of the Considered Earnings/Hours Accumulators program and its processing instructions.*

Storing accumulation information

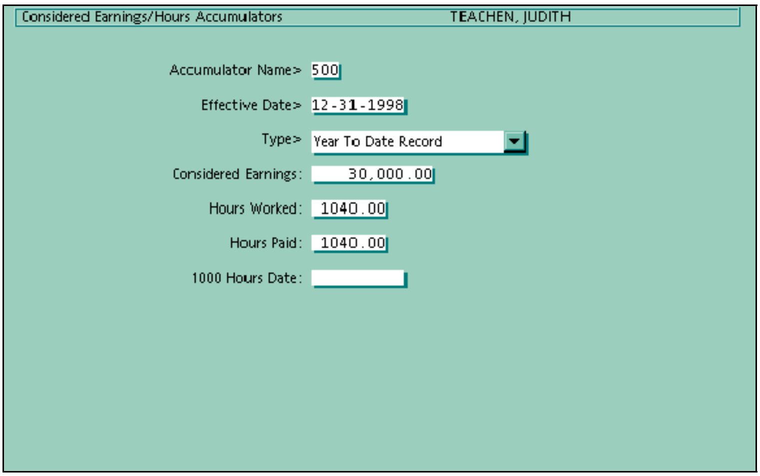
The accumulations are stored in the Organization 991111. The employee's social security/insurance number (without dashes) is used instead of the employee identifier in the key to the record. Each employee for whom plan-specific accumulations are stored will have one year-to-date accumulation as well as one or more period accumulations.

You may view the year-to-date and detail accumulations for an employee in your production company using the Considered Earnings/Hours Accumulators form (60-SCR) for plan-specific accumulators. If prior-year accumulations have been retained, they may also be accessed on this form.

In the following example from Acme Manufacturing, the Considered Earnings/Hours Accumulators form (60-SCR) shows Judith Teachen's first quarterly detail record. It contains the quarterly accumulations that are added to the year-to-date record:



The following example shows Judith Teachen's year-to-date considered earnings and hours information as it might look at the end of the second quarter, assuming that each quarter had 15,000 in earnings and 520 hours worked and paid:



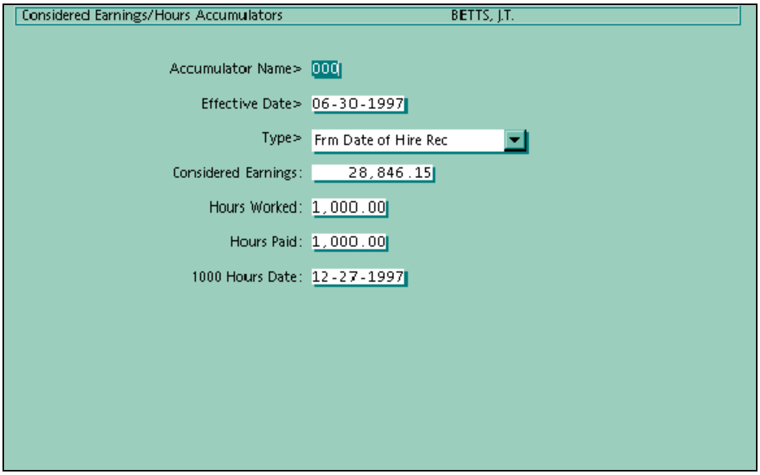
From Date of Hire accumulations

When the 1,000-hour limit has been reached in a From Date of Hire accumulator, all accumulations stop and the date on which the limit was reached is stored with the accumulation. There will be only one occurrence of the From Date of Hire accumulation record for each employee.

You may view the From Date of Hire accumulations for an employee using the Considered Earnings/Hours Accumulators form (60-SCR). It contains an accumulation of earnings in the Considered Earnings text box starting from the date of hire until the date on which the Hours Worked text box reaches 1,000 hours.

The effective date on the accumulation record is the employee's employment date. The date on which the Hours Worked text box reached 1,000 hours is displayed in the 1000 Hours Date text box.

In the following example from Acme Manufacturing, an employee hired on June 30, 1997 reached the 1,000-hour limit on December 27 of the same year. No further accumulations will occur on this employee's record.



See also:

- Viewing prior-year employee accumulator information ***(on page 270)***

For detailed directions on viewing prior-year employee accumulator information.

Backloading and updating employee accumulator information

If some employees have met earnings and hours requirements in the year(s) prior to conversion or if you need to capture data from a third party, you may need to backload the employee CE/H data. This manual entry of historical data can be done using the Considered Earnings/Hours Accumulators form (60-SCR). You may want to process large groups of employees by using the Batch Transaction Layout report (BATCHL) and then batch loading the accumulator information.

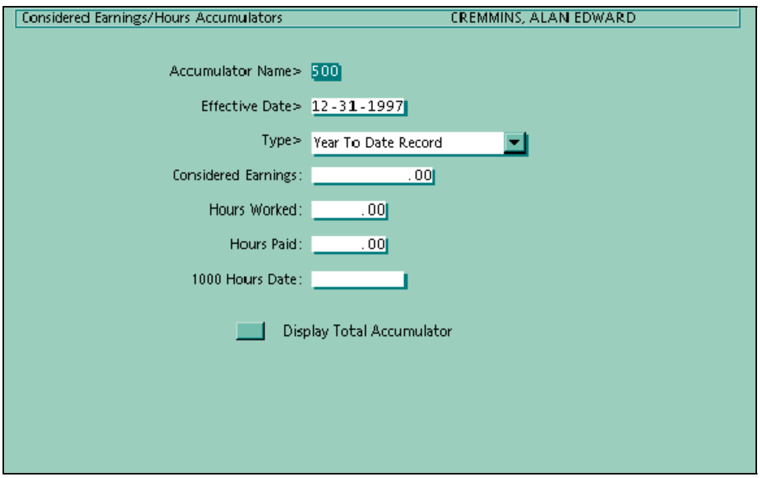
☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for information on batch loading.*

☞ *Refer to the Technical Administration documentation for more information on data conversion and loads.*

Backloading process

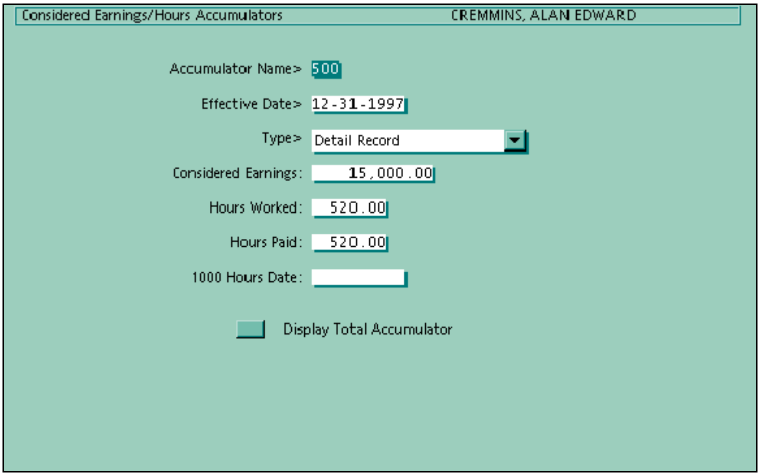
When you first access the Considered Earnings/Hours Accumulators form (60-SCR) before any earnings and hours have been accumulated, you need to create a year-to-date record with zero balances in the text boxes. This record acts as an empty accumulator into which each period's earnings and hours will be added.

The following record displays the backload year-to-date record for Alan Cremmins at Acme Manufacturing. It has no amounts in the earnings and hours text boxes so that these text boxes can be used as accumulators for the detail records.



You then enter the detail records in ascending date order. For example, enter quarterly accumulation records in the sequence March 31, June 30, September 30, and December 31, dates are entered in MM-DD format (US and Canada) or DD-MM (elsewhere). Each record adds the entered Considered Earnings and Hours text boxes to the appropriate plan year-end record text boxes.

The following is the first detail record for Alan Cremmins at Acme Manufacturing. It contains the first quarterly accumulations:



See also:

- Initializing or backloading employee accumulator information ***(on page 265)***

For detailed directions on backloading employee accumulators.

Adjusting existing records

If you want to correct a detail record, enter the new values, not a net change amount, in the Considered Earnings, Hours Worked, or Hours Paid text boxes. The old values are automatically subtracted and the new values are added to the year-to-date accumulator record.

See also:

- Correcting employee accumulator detail information ***(on page 268)***

For detailed directions on correcting employee accumulator detail.

FICA accumulators

In addition to Considered Earnings/Hours accumulators, Benefits Administration maintains FICA accumulators. These are mostly of use to those customers who are using Payroll Administration, which uses the Considered Earnings/Hours Accumulators (CONSID) program to automatically calculate FICA-HI and FICA-OASDI accumulators. The system does allow you to manually adjust these figures if necessary.

See also:

- Correcting FICA-HI Accumulator Data ***(on page 272)***

For detailed directions on correcting FICA-HI Accumulator Data.

- Correcting FICA-OASDI Accumulator Data ***(on page 274)***
  For detailed directions on correcting FICA-OASDI Accumulator Data.

Purging accumulators

The Considered Earnings/Hours Accumulators (CONSID) program, which is typically run immediately following a payrun, updates employees HED accumulators and stores the record in Organization 991111, where all historical records are stored. To delete old accumulators you may run the Considered Earnings/Hours Accumulators Audit report (CP-RPT). You have the option to delete a single accumulator or all accumulators in Organization 991111. This program will generate an audit report and purge accumulator records prior to a specified date. You may also generate an audit report without purging the accumulator records.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for a sample of the Considered Earnings/Hours Accumulators Audit report (CP-RPT) and the parameters used to define it.*

Considered earnings/hours reports

The following chart lists useful reports for documenting CE/H accumulator data.

Report	Usage
Considered Earnings/ Hours Accumulators Definition (9O-RPT)	Use this report to review the entries on the Considered Earnings/Hours Accumulators Definition form (TO-SCR).
Considered Earnings/Hours Accumulator Earnings Definition (4O-RPT)	Use this report to analyze which buckets you have defined to be activated in each accumulator.
Considered Earnings/Hours Earnings Buckets (4N-RPT)	Use this report to analyze and verify which HEDs are associated with which accumulator bucket and whether HED hours are added to hours worked, added to hours paid, added to both, or added to neither.
Employees With Less Than 1000 Hours in Plan Year (4M-RPT)	Use this report to track employees who have not met the required 1,000 hours in the plan year.

Inquiry form for viewing plan rules

The following form can be used to view plan rules.

Form	Description
Considered Hours/Earnings Accumulators Table form (TOISCR)	Reflects data from the Considered Earnings/Hours Accumulators Definition form (TO-SCR).

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section you will assign accumulator buckets to eight HEDs. You will then activate accumulator buckets for accumulator A01 and assign that accumulator to Benefits Plan 505. Since accumulator information already exists on Organization 999999, you will be modifying some existing records rather than creating new ones. Specific entries for processing the accumulator information are contained in the final sample worksheet in the task 'Completing an accumulator design worksheet'.

You will also backload accumulator information for employee 6005, correct a detail record for the same employee, and then view the prior-year accumulation you entered.

Completing an accumulator design worksheet

Following is a suggested seven-step worksheet approach to establishing plan-specific CE/H accumulators for benefits plans:

Note: *There are no Guided Practices for the steps in this task. An example of an updated worksheet follows the instructions for each step.*

1. List all of your earning HEDs in the first column

Note: *List the HED for 'Overtime' twice, once for the straight-time portion and once for the premium portion. This gives you the opportunity to accumulate both the straight-time and premium portions of overtime into an accumulator or to accumulate only the straight-time portion.*

HED Description and number					
Regular Pay (001)					
Straight Overtime (003)					
Premium Overtime (003)					
Bonus (005)					
Sick Pay (006)					
Vacation Pay (008)					
Holiday Pay (009)					
Commissions (023)					

2. List the benefits plans that require CE/H accumulators

Write in each deferred benefits plan identifier in the horizontal row adjacent to the HED numbers.

HED Description and number	Plan 501	Plan 502	Plan 505	Plan 509	Plan 510
Regular Pay (001)					
Straight Overtime (003)					
Premium Overtime (003)					
Bonus (005)					
Sick Pay (006)					
Vacation Pay (008)					
Holiday Pay (009)					
Commissions (023)					

3. List the required frequency of the accumulator for each benefits plan

The allowed frequencies are monthly (M), quarterly (Q), and annually (A). Some plans require a specific frequency for accumulation, while other frequencies may be selected based on space requirements of your system. Keep in mind that the accumulator will generate a year-to-date record for each of these frequencies, plus 12 detail records for the monthly frequency or four detail records for the quarterly frequency.

Frequency	**M**	**A**	**Q**	**Q**	**M**
HED Description and number	Plan 501	Plan 502	Plan 505	Plan 509	Plan 510
Regular Pay (001)					
Straight Overtime (003)					
Premium Overtime (003)					

Frequency	**M**	**A**	**Q**	**Q**	**M**
Bonus (005)					
Sick Pay (006)					
Vacation Pay (008)					
Holiday Pay (009)					
Commissions (023)					

4. Determine which HEDs apply to the considered earnings of each plan

Using your plan document's considered earnings definition, analyze each HED (one at a time) to define which of your plans must have an HED's earnings included in its considered earnings. Mark the box under each plan that applies using an 'X' or checkmark. Continue until you have analyzed all HEDs. If you find that one of the HEDs does not apply to any of the plans, draw a line through the HED so it will not inadvertently be included in an accumulator.

Frequency	**M**	**A**	**Q**	**Q**	**M**
HED Description and number	**Plan 501**	**Pla n 502**	**Pla n 505**	**Pla n 509**	**Plan 510**
Regular Pay (001)	X	X	X	X	X
Straight Overtime (003)	X		X		X
Premium Overtime (003)	X		X		X
Bonus (005)	X	X	X	X	X
Sick Pay (006)	X	X	X		X
Vacation Pay (008)			X		
Holiday Pay (009)	X	X	X		X
Commissions (023)			X		

5. Determine how the hours are to be accumulated

Using the HED Hours Added option list (BA46), select a value for each HED based on how you want the hours to be accumulated. The options are displayed in the legend below the sample worksheet. Option '0' (zero) applies to earnings paid that do not have associated hours, such as bonus or commission.

Frequency	M	A	Q	Q	M	
HED Description and number	Plan 501	Plan 502	Plan 505	Plan 509	Plan 510	**Hrs Wkd/Pd***
Regular Pay (001)	X	X	X	X	X	3
Straight Overtime (003)	X		X		X	3
Premium Overtime (003)	X		X		X	0

Frequency	M	A	Q	Q	M	
Bonus (005)	X	X	X	X	X	0
Sick Pay (006)	X	X	X		X	2
Vacation Pay (008)			X			2
Holiday Pay (009)	X	X	X		X	2
Commissions (023)			X			0

***0** = Earnings only, **1** = Earnings/hours wkd, **2** = Earnings/hours pd, **3** = Earnings/hours wkd/pd.

6. Assign each HED a CE/H accumulation bucket

There are 36 accumulation buckets available to the CE/H accumulation process. The 36 buckets are identified with a one-position option: '0' through '9' and 'A' through 'Z'.

There are two reserved buckets: '0' (zero) and '1'. You must assign bucket '1' to all overtime earnings (A8 Category 01). The '0' (zero) bucket will not be assigned to an earnings. It is used only as a reminder on the worksheet if you want the premium portion of overtime added into a CE/H accumulator on the Considered Earnings/Hours Accumulator Definition form (TO-SCR). You may assign the remaining buckets however you choose.

Frequency	M	A	Q	Q	M		
HED Description and number	**Plan 501**	**Plan 502**	**Plan 505**	**Plan 509**	**Plan 510**	**Hrs Wkd/Pd***	**Accum bucket**
Regular Pay (001)	X	X	X	X	X	3	R
Straight Overtime (003)	X		X		X	3	1
Premium Overtime (003)	X		X		X	0	0
Bonus (005)	X	X	X	X	X	0	B
Sick Pay (006)	X	X	X		X	2	S
Vacation Pay (008)			X			2	V
Holiday Pay (009)	X	X	X		X	2	H
Commissions (023)			X			0	C

***0** = Earnings only, **1** = Earnings/hours wkd, **2** = Earnings/hours pd, **3** = Earnings/hours wkd/pd.

7. Assign accumulator names

Assign a three-character accumulator name to be associated with each unique plan definition. Then look for plans that have the same CE/H earnings, hours worked/hours paid, and frequency definition. Assign the same identifier to any duplicates.

Accumulator name	**A05**	**A02**	**A01**	**A03**	**A05**		
Frequency	M	A	Q	Q	M		
HED Description and number	Plan 501	Plan 502	Plan 505	Plan 509	Plan 510	Hrs Wkd/Pd*	**Accum bucket**
Regular Pay (001)						3	R
Straight Overtime (003)						3	1
Premium Overtime (003)						0	0
Bonus (005)						0	B
Sick Pay (006)						2	S
Vacation Pay (008)						2	V
Holiday Pay (009)						2	H
Commissions (023)						0	C

*__0__ = Earnings only, **1** = Earnings/hours wkd, **2** = Earnings/hours pd, **3** = Earnings/hours wkd/pd.

See also:

■ Accumulator design ***(on page 241)***
For a description of the design worksheet concept.

Assigning accumulator buckets to earning HEDs

To assign accumulator buckets to earning HEDs using the Company HED Benefits CE/H Accumulation Definition form (A83SCR), follow these steps:

1. Access the Company HED Benefits CE/H Accumulation Definition form (A83SCR)

Access this form by making the following selections from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Considered Earnings/Hours Accumulators
Task: HED Definition

For practice, access the Company HED Benefits CE/H Accumulation Definition form (A83SCR) for Organization 999999 and HED 001.

2. Enter the HED Number

Type the three-digit number assigned to the HED for which earnings/hours are being accumulated. Earnings HEDs are assigned numbers from 001 to 499.

For practice, verify that you are displaying HED 001.

3. Enter the Earnings Bucket

Enter the numeric or alphabetic designation that determines which of 36 buckets will be used to accumulate this HED for CE/H processing.

Bucket '0' (zero) is reserved for the premium portion of overtime earnings. Bucket '1' is assigned to all overtime earnings. Earnings with a category option of 'Overtime' (01) must be assigned to a bucket for proper accumulation.

For practice, type the entry for HED 001 from the Accum bucket column of the final sample worksheet in the task 'Completing an accumulator design worksheet'.

4. Select the Accumulation

Select an option from the HED Hours Added option list (BA46) that specifies whether hours are to be added to hours worked, hours paid, both, or neither.

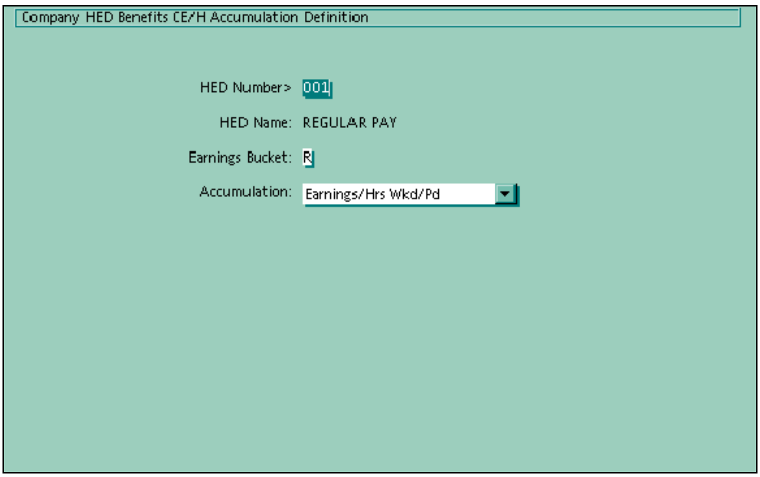
For practice, select the entry for HED 001 as shown in the Hrs Wkd/Pd column of the final sample worksheet in the task 'Completing an accumulator design worksheet'.

5. Click Save or press Enter

The Company HED Benefits CE/H Accumulation Definition form (A83SCR) defines the CE/H bucket into which the HED is to add for purposes of accumulating considered earnings and hours worked/hours paid for Benefits Administration.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



To complete this practice, repeat these steps for each of the remaining HEDs on the final sample worksheet in the task 'Completing an accumulator design worksheet'. Do not make the second entry for the Premium Overtime (003).

See also:

- Accumulator setup ***(on page 242)***

For more information about assigning accumulator buckets to HEDs.

Activating accumulator buckets

To activate accumulator buckets using the Considered Earnings/Hours Accumulators Definition form (TO-SCR), follow these steps:

1. Access the Considered Earnings/Hours Accumulators Definition form (TO-SCR)

Access this form by making the following selections from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Considered Earnings/Hours Accumulators
Task:	Considered Earnings/Hours

Note: *To avoid copying preexisting information, you may clear the form by using the Clear button on the toolbar.*

For practice, access the Considered Earnings/Hours Accumulators Definition form (TO-SCR) for Organization 999999 and clear the form.

2. Enter the Accumulator ID

Enter the three-character name of the accumulator that is being defined. '000' is the predefined accumulator name for the From Date of Hire accumulator.

For practice, type 'A01'.

3. Enter the Effective Date

Enter the effective date of the table in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Select the Frequency

Select an indicator that represents the number of detail CE/H accumulators that will be created for the CE/H accumulator named. Options for this list are provided by the Considered Earnings option list (BA25).

If the frequency is 'Monthly Accumulators', there will be 12 detail records. If the frequency is 'Quarterly Accum', there will be four detail records. If the frequency is 'Annual Accumulators', there will be one detail record.

For practice, select 'Quarterly Accum'.

5. Select one or more Buckets

Review the design worksheet and select each bucket for which HED earnings/hours are to be accumulated.

Bucket '0' (zero) indicates whether the premium portion of overtime earnings is to be included in the CE/H accumulator.

Bucket '1' indicates whether overtime straight-time earnings and hours are to be included in the CE/H accumulator.

When establishing an accumulator on this table, if you want both the premium and straight-time portions of overtime added to the accumulator, select both the '0' (zero) and '1' buckets. If you only want the straight-time portion, select only bucket '1'.

For practice, activate the accumulator buckets for which there are HEDs selected for accumulator A01 on the final sample worksheet in the task 'Completing an accumulator design worksheet'.

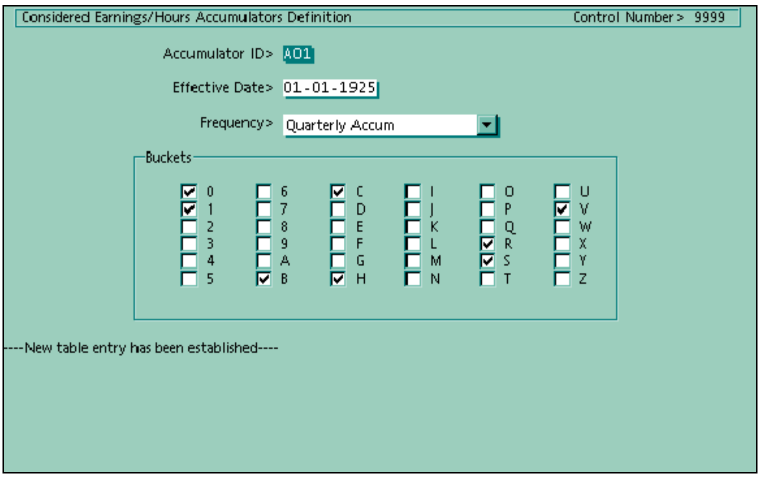
6. Click Save or press Enter

The Considered Earnings/Hours Accumulator Definition form (TO-SCR) is created for the specified accumulator and the following message is displayed:

'—New table entry has been established—'

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Accumulator setup ***(on page 242)***

For more information about defining an earnings/hours accumulator.

Assigning an accumulator to an existing benefits plan

To assign an accumulator to an existing benefits plan using the Benefit Plan Rules form (TK-SCR), follow these steps:

Note: The From Date of Hire accumulator (000) does not need to be assigned to benefits plans.

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selections from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plan
Task: Plan Name and Basic Rules

Note: If the form is not already displaying the record you wish to modify, click the Selections button on the toolbar and select the occurrence you want to display.

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999 and Plan 505.

2. Enter the Accum Name

Enter the three-character CE/H accumulator that contains considered earnings/hours for this plan.

For practice, type 'A01' to replace the current entry.

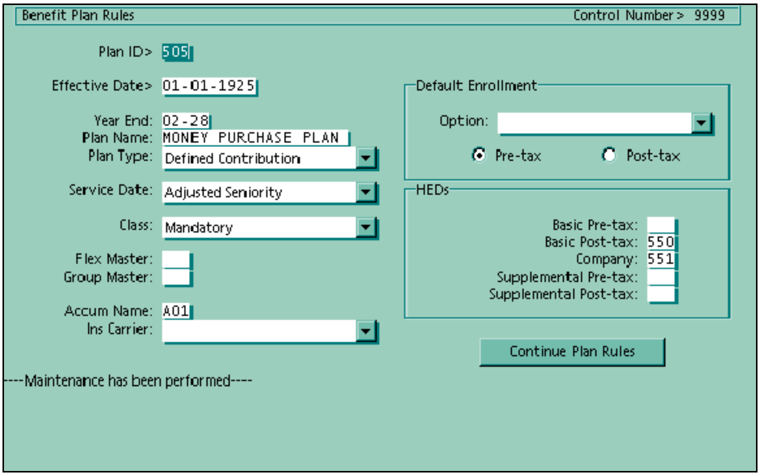
3. Click Save or press Enter

The Benefit Plan Rules form (TK-SCR) is updated to include a CE/H accumulator name and the following message is displayed:

'—Maintenance has been performed—'

For practice, click Save or press Enter

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Accumulator setup ***(on page 242)***

For more information about assigning an accumulator to a benefits plan.

Initializing or backloading employee accumulator information

To initialize or manually enter employee prior accumulator information using the Considered Earnings/Hours Accumulators form (60-SCR), follow these steps:

Note: *To initialize a plan-specific employee accumulation record, create only a year-to-date record for each applicable accumulator. To backload accumulator information, create both the year-to-date and details record(s) for each applicable accumulator.*

1. Access the Considered Earnings/Hours Accumulators form (60-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Service, Vesting and Retirement
Task:	Considered Earnings/Hours Accumulations

The Help form for the Considered Earnings/Hours Accumulators form (60-SCR) is displayed. Enter the employee-specific information and execute the form.

For practice, access the Considered Earnings/Hours Accumulators form (60-SCR) for Organization 999999 and employee 6005.

2. Enter the Accumulator Name

Enter the three-character name of the considered earnings/hours accumulator being backloaded.

For practice, type 'A01'.

3. Enter the Effective Date

Enter the effective date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This is the date of the period end through which hours and earnings are recorded on the accumulator.

For a year-to-date record, this date must be the last day of the plan year.

For a detail record, this date must represent the end of the period for which you are recording earnings/hours. For example, if the accumulator is scheduled to accumulate earnings/hours on a quarterly basis, this text box must contain a date that is a quarter end. Periods must be entered sequentially by date.

For practice, type a date representing December 31 of last year, for example, '12-31-1997'(US and Canada) or '31-12-1997' (elsewhere).

4. Select the Type

Select an option from the CE/H Accumulated Record Type option list (BA23) that identifies whether the CE/H record is a 'Detail Record', 'Frm Date of Hire Rec', or 'Year To Date Record'.

The accumulator's plan year-end record (Type = Year To Date Record) must be set up first, with zero balances in the Considered Earnings and Hours text boxes.

Detail records (Type = Detail Record) are then entered in ascending date order—in other words, the earliest period for the year followed by the next period—until all periods are entered. Each detail record adds the amounts in the Considered Earnings and Hours text boxes to the appropriate plan year-end record text boxes.

For practice, select 'Year To Date Record'.

5. Enter the Considered Earnings

Enter the up-to-10-position total earnings for the period in the format nnnnnnn.nn. This will be a monthly, quarterly, or annual period amount as specified on the accumulator's Considered Earnings/Hours Accumulators Definition form (TO-SCR).

If you selected 'Year To Date Record' in the Type list box, this text box must contain zeros.

If you selected 'Detail Record' in the Type list box, this text box contains the period's considered earnings.

For practice, type '00' because this is a year-to-date record.

6. Enter the Hours Worked

Enter the up-to-eight-position total hours worked for the period, using the format nnnnn.nn. This will be a monthly, quarterly, or annual period amount as specified on the accumulator's Considered Earnings/Hours Accumulators Definition form (TO-SCR).

If you selected 'Year To Date Record' in the Type list box, this text box must contain zeros.

If you selected 'Detail Record' in the Type list box, this text box contains the period's hours worked.

For practice, type '00' because this is a year-to-date record.

7. Enter the Hours Paid

Enter the up-to-eight-position total hours paid for the period, using the format nnnnn.nn. This will be a monthly, quarterly, or annual period amount as specified on the accumulator's Considered Earnings/Hours Accumulators Definition form (TO-SCR).

If you selected 'Year To Date Record' in the Type list box, this text box must contain zeros.

If you selected 'Detail Record' in the Type list box, this text box contains the period's hours paid.

For practice, type '00' because this is a year-to-date record.

8. Enter the 1000 Hours Date (optional)

Enter the date on which the current plan year Considered Hours Worked text box reached 1,000 hours. The format is MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box is system filled by the Considered Earnings/Hours Accumulators program (CONSID) or it may be entered manually.

This date is found only on records that contain 'Frm Date of Hire Rec' in the Type list box.

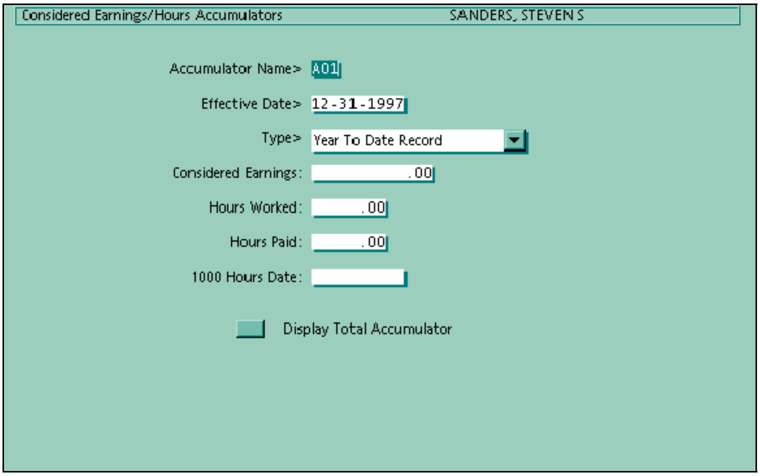
For practice, leave this text box blank.

9. Click Save or press Enter

The Considered Earnings/Hours Accumulators form (60-SCR) contains manually entered accumulated earnings/hours.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



To complete this practice, enter the four quarterly detail records in date sequence for the same employee. Use the values that follow:

Effective Date	**Type**	**Considered Earnings**	**Hours Worked**	**Hours Paid**
March-31-1997	Detail Record	12,000.00	520.00	520.00
June-30-1997	Detail Record	11,000.00	480.00	520.00
September-30-1997	Detail Record	13,000.00	520.00	520.00
December-31-1997	Detail Record	12,500.00	520.00	520.00

See also:

■ **Backloading and updating employee accumulator information** ***(on page 252)***
For more information about backloading employee accumulations.

Correcting employee accumulator detail information

To adjust employee accumulator detail information using the Considered Earnings/Hours Accumulators form (60-SCR), follow these steps:

1. Access the Considered Earnings/Hours Accumulators form (60-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement
Task: Considered Earnings/Hours Accumulations

The Help form for the Considered Earnings/Hours Accumulators form (60-SCR) is displayed. Enter the employee-specific information and execute the form.

Note: *If the form is not already displaying the record you wish to modify, click the Selections button on the toolbar and select the occurrence you want to display.*

For practice, access the Considered Earnings/Hours Accumulators form (60-SCR) for Organization 999999 and the second-quarter detail record dated 06-30-1997 (US and Canada) for employee 6005 or 30-06-1997 (elsewhere).

To correct a detail record, enter the new values (not a net change amount) in the following three text boxes. The old values are automatically subtracted and the new values are added to the year-end accumulator record.

2. Enter the replacement Considered Earnings

Enter the new total earnings accumulated for the period.

For practice, type '12000.00'.

3. Enter the replacement Hours Worked

Enter the new total hours worked for the period.

For practice, type '440.00'.

4. Enter the replacement Hours Paid

Enter the new total hours paid for the period.

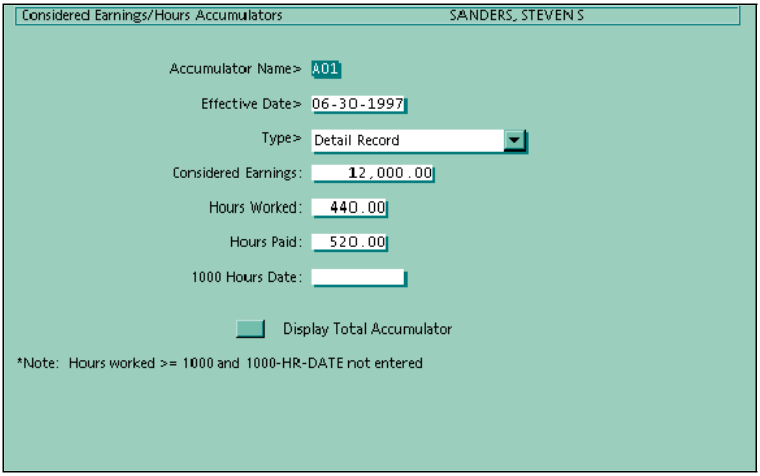
For practice, make no replacement entry in this text box.

5. Click Save or press Enter

The Considered Earnings/Hours Accumulators form (60-SCR) displays the updated amounts/hours for the employee. The year-to-date accumulator record reflects the change in earnings and hours.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Backloading and updating employee accumulator information ***(on page 252)***

For more information about updating employee accumulations.

Viewing prior-year employee accumulator information

To view prior-year employee accumulator information using the Considered Earnings/Hours Accumulators form (60-SCR), follow these steps:

1. Access the Considered Earnings/Hours Accumulators form (60-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement
Task: Considered Earnings/Hours Accumulations

The Help form for the Considered Earnings/Hours Accumulators form (60-SCR) is displayed.

For practice, access the Considered Earnings/Hours Accumulators form (60-SCR) for Organization 999999.

2. Enter the CONTROL 1-2 (optional)

If this text box is not already displaying the correct organization, enter the organization you wish to access.

For practice, make no entry in this text box.

3. Enter 'I'

If you wish to view the resulting form in Display Mode, type 'I' in this text box.

For practice, type 'I'.

4. Enter EMPL # or SSN or NAME

Enter information into one of the three search text boxes to locate the employee's record:

- **EMPL #**—enter the employee's exact employee number.
- **SSN**—enter the employee's Social Security Number (for USA employees).
- **NAME**—enter a partial name to perform a phonetic search or the employee's full name in the format 'Lastname, Firstname' for an exact match.

For practice, type '6005' in the EMPL # text box.

5. Enter the Accumulator Name (optional)

Enter the three-character accumulator name to search for CE/H records for a specific accumulator.

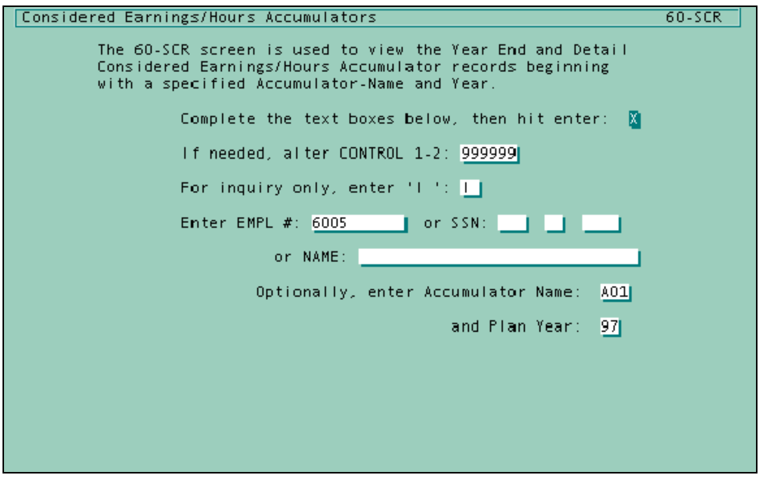
For practice, type 'A01'.

6. Enter the Plan Year (optional)

Enter the accumulator year in the format YY to search for CE/H records for a specific year.

For practice, type '97'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



7. Press Enter

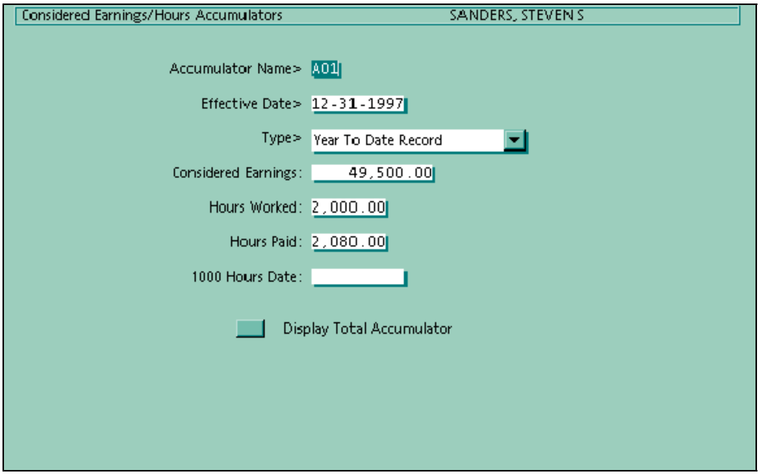
If an exact match is found, the form is executed for that employee.

If there are several possibilities, the LOOKUP program will generate a list of employees from which to choose. The program is then executed for the selected employee.

When searching by Social Security Number (SSN) and when the same value exists on multiple Organizations, a list is displayed from which to choose the desired Social Security Number/Organization.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- The accumulation process and resulting employee records ***(on page 249)***

For more information about viewing prior-year employee accumulations.

Correcting FICA-HI Accumulator Data

To correct FICA-HI Accumulator data, follow these steps:

1. Access the Considered Earnings/Hours FICA Accumulators for FICA Tax 103 form (602SCR)

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maint
Process: Eligibility and Enrollment
Task: FICA HI E/H

For practice, access the Considered Earnings/Hours FICA Accumulators for FICA Tax 103 form (602SCR) for employee 3003 in the '999999' organization.

2. Enter the Accumulator Date

This is the date of the period end through which hours and earnings are recorded on the Accumulator. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For example, if the Accumulator is scheduled to accumulate earnings X hours on a quarterly basis, the ACCUMULATOR-DATE field contains a date which is a quarter end.

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere).

3. Enter the YTD-FICA

This is the Total FICA considered earnings YTD.

The YTD-FICA field value is the sum of the 1ST- QUARTER-FICA, 2ND-QUARTER-FICA, 3RD-QUARTER- FICA and 4TH-QUARTER-FICA field values.

For practice, type '32,000.00'.

4. 1st-Quarter FICA

This is the Total FICA considered earnings for the 1st quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

5. 2nd-Quarter FICA

This is the Total FICA considered earnings for the 2nd quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

6. 3rd-Quarter FICA

This is the Total FICA considered earnings for the 3rd quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

7. 4th-Quarter FICA

This is the Total FICA considered earnings for the 4th quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

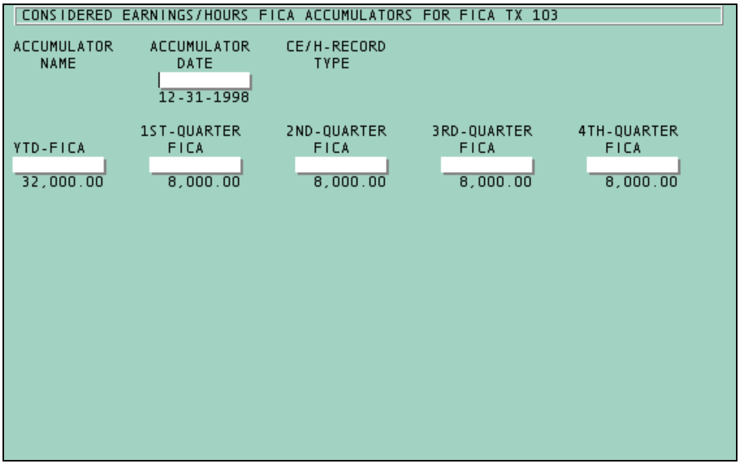
For practice, type '8,000.00'.

8. Click Save or press Enter

FICA-HI Accumulator data is now corrected.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


CONSIDERED EARNINGS/HOURS FICA ACCUMULATORS FOR FICA TX 103

ACCUMULATOR NAME	ACCUMULATOR DATE	CE/H-RECORD TYPE		
	12-31-1998			
YTD-FICA	1ST-QUARTER FICA	2ND-QUARTER FICA	3RD-QUARTER FICA	4TH-QUARTER FICA
32,000.00	8,000.00	8,000.00	8,000.00	8,000.00

See also:

- Backloading and updating employee accumulator information ***(on page 252)***

For more information on adjusting Accumulations

Correcting FICA-OASDI Accumulator Data

To correct FICA-OASDI Accumulator data, follow these steps:

1. Access the Considered Earnings/Hours FICA Accumulators for FICA - OASDI form (602SCR)

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maint
Process: Eligibility and Enrollment
Task: FICA OASDI E/H

For practice, access the Considered Earnings/Hours FICA Accumulators for FICA-OASDI form (602SCR) for employee 3003 in the '999999' organization.

2. Enter the Accumulator Date

This is the date of the period end through which hours and earnings are recorded on the Accumulator. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For example, if the Accumulator is scheduled to accumulate earnings X hours on a quarterly basis, the ACCUMULATOR-DATE field contains a date which is a quarter end.

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere).

3. Enter the YTD-FICA

This is the Total FICA considered earnings YTD.

The YTD-FICA field value is the sum of the 1ST- QUARTER-FICA, 2ND-QUARTER-FICA, 3RD-QUARTER- FICA and 4TH-QUARTER-FICA field values.

For practice, type '32,000.00'.

4. Enter the 1st-Quarter FICA

This is the Total FICA considered earnings for the 1st quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

5. Enter the 2nd-Quarter FICA

This is the Total FICA considered earnings for the 2nd quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

6. Enter the 3rd-Quarter FICA

This is the Total FICA considered earnings for the 3rd quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

For practice, type '8,000.00'.

7. Enter the 4th-Quarter FICA

This is the Total FICA considered earnings for the 4th quarter of the calendar year.

Any manual adjustments made to this field must also be made to the YTD-FICA field value.

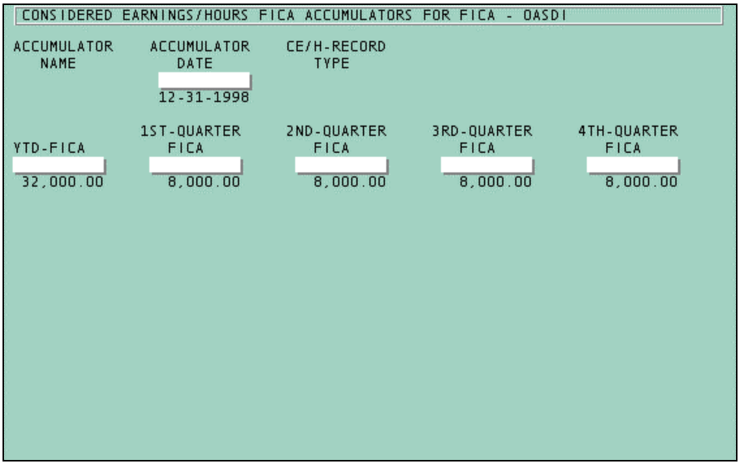
For practice, type '8,000.00'.

8. Click Save or press Enter

FICA-OASDI Accumulator data is now corrected.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Backloading and updating employee accumulator information ***(on page 252)***

For more information on adjusting Accumulations

Review of Questions Answered

1. What are considered earnings/hours accumulators?
2. How are considered earnings/hours accumulators used?
3. What types of accumulators are available?
4. What tools are available for backloading employee earnings/hours accumulations?

PART 3

Enrollment

In This Section

CHAPTER 8

Enrolling Employees in Welfare Plans

In This Chapter

Introduction

Enrolling employees in welfare benefits plans is a year-round endeavor. Whether you are enrolling new hires one at a time or enrolling large groups of employees because of a corporate merger or reorganization, Benefits Administration can improve enrollment time through automatic benefits eligibility checking, record keeping, and the generation of payroll deductions.

Review this section carefully to determine how to effectively integrate the Benefits Administration component into your enrollment process.

Note: *If a welfare plan is part of a flex plan, employees may be enrolled into the flex plan, not directly into the welfare plan.*

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) and* **Processing Midyear Enrollments for Flex Plans** *(on page 393) for more information.*

Tasks

This section explains the following tasks:

- Entering benefits salary calculation information
- Verifying plan eligibility before enrollment (optional)
- Enrolling an employee in a welfare plan, including waiving a plan and overriding eligibility requirements
- Assigning dependents to a plan
- Assigning beneficiaries to a plan
- Viewing coverage and contribution amounts
- Displaying an employee's welfare plan deduction information
- Changing the generated deduction of an employee's welfare plan
- Entering a new deduction for a welfare plan

Prerequisites

Before you can enroll employees in welfare benefits plans, the following must be established for:

- Organizations
- Employees
- Welfare benefits plans

☞ *Refer* **Setting Up Welfare Plans** *(on page 53) for more information about establishing welfare plans.*

Questions answered

This section answers the following questions:

1. What two methods are provided for enrolling employees in welfare plans?
2. What information is needed to enroll an employee in a welfare plan?
3. What facilities are provided to override system-generated data?

4. What forms are created as a result of an enrollment?
5. What facilities are provided to verify enrollment information online?
6. What reports are available to track enrollments in welfare plans?

Overview of the enrollment process

To engineer an effective enrollment process, consider the following:

- What information needs to be included on the enrollment forms?
- Will the Human Resources or Benefits department perform the enrollment? What communication needs to take place between these departments?
- How will the enrollment procedures be documented?
- What role does the Benefits Administration component play in the enrollment process?

Enrollment forms

Although the Benefits Administration component does not produce enrollment forms for welfare benefits plans, you need to ensure that all required information for enrollments is included on the enrollment forms distributed to employees. You should review the plan documentation to ensure that all options (for example, employee only or family coverage) and information (for example, pricing for each option) are clearly spelled out on the forms.

Human Resources and Benefits departments

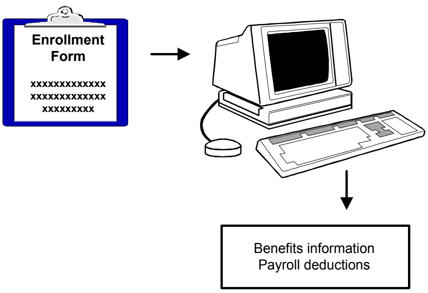
The Human Resources specialists and Benefits specialists must work closely together to determine how the enrollment process will be handled. In some organizations, the Human Resources department will hire an employee and then notify the Benefits department, which will then enroll the employee in any applicable benefits plans. In other organizations, the Human Resources department may choose to do both tasks. If the Human Resources department performs benefits enrollments as part of the new hire process, its personnel will require training on using the Benefits Administration component and must be given access to the benefits enrollment forms.

Procedure handbooks

You may find it helpful to document your enrollment process in a formal procedure handbook. This handbook explains what tasks should be completed, by whom, and how.

The role of Benefits Administration in the enrollment process

The Benefits Administration component captures an employee's benefits elections and, based on plan rules and hiring information, verifies plan eligibility. It then generates employee benefits information, including payroll deductions.



The generated benefits information provides a record of an employee's benefits elections and associated dependent and beneficiary information. The generated payroll deductions will be used as input to the payroll process.

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information on payroll deductions for benefits plans.*

Salary-based benefits plans

Some benefits plan's coverage or costs are based on employee salary information. For example, a life insurance plan may cover employees for one or two times their annual salary. Salary is recorded on the Salary Assignment/Changes form (40-SCR). If an employee's salary information changes because of an increase or change in position, the life insurance coverage also changes.

There are two situations where plan coverage and costs are not based on the current salary recorded on the Salary Assignment/Changes form (40-SCR). Some benefits plans calculate coverage and costs for the whole year based on an employee's salary as of a certain date or at the end of the previous year, so that a salary change will not affect coverage or costs during the plan year. Other plans, which have employees that receive multiple salaries for different positions concurrently, calculate coverage and costs based on a total annual salary. Salary information in either case would come from the Alternative Compensation Totals form (BACSCR). You must enter or calculate salary information prior to enrolling the employee in the plan.

As with all benefits plans, plans that use an employee's salary as of a certain date or total annual salary must be set up with rules, coverage, and contributions that reference the specific salary information.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53), for more information on defining plan rules and how coverage and contributions for a plan are calculated.*

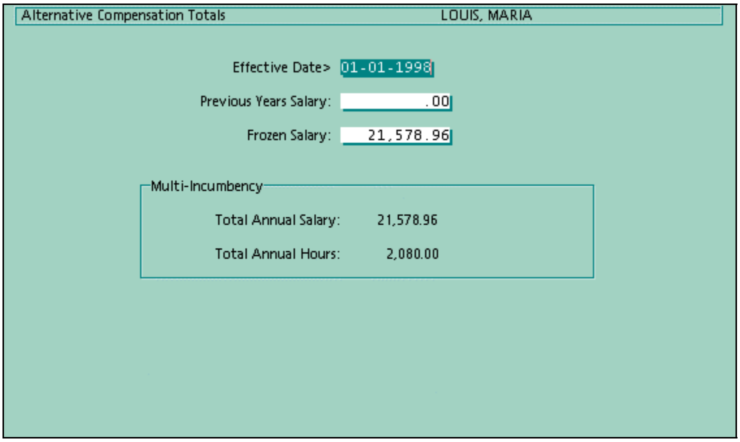
See also:

■ Entering benefits salary calculation information ***(on page 301)***
For detailed directions on entering benefits salary calculation information.

Static salary

For benefits plans that base coverage or costs on the previous year's salary or the salary as of a specified date, you must record this information on the Alternative Compensation Totals form (BACSCR). You can record this information in the Previous Years Salary or Frozen Salary text box.

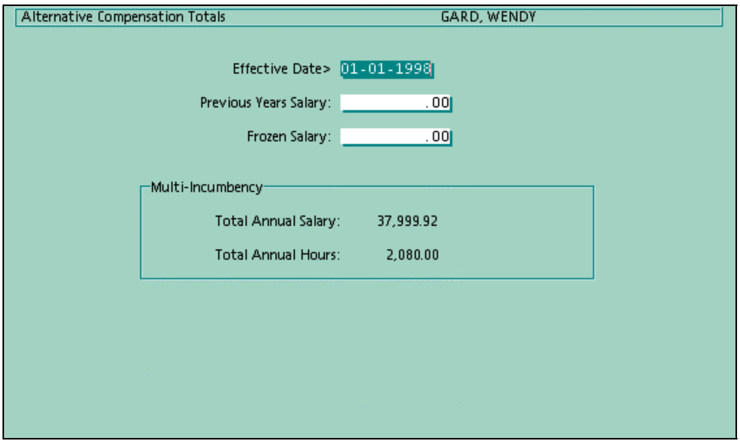
The following example shows Maria Louis's Frozen Salary as of 01-01-1998:



Multi-Incumbency

Position Administration enables organizations to assign multiple incumbencies to employees. Benefits plans coverage and costs can be based on an employee's total salary and hours. An Alternative Compensation Totals form (BACSCR) will automatically be created and the total salary and hours will be calculated when multiple incumbencies and salaries are assigned to an employee.

The following example shows the calculated Total Annual Salary and Hours for employee 3045, Wendy Gard, as of 01-01-1998:



Note: *To use the Total Annual Salary and Total Annual Hours, the Position Management Solution must be in use.*

☞ *Refer to Using Position Administration documentation for information on setting up and maintaining Incumbents in Positions.*

Plan eligibility verification

As part of your enrollment process, you can verify the plans for which employees are eligible before you actually enroll them in plans. You can do this online by using the Pending Plan Enrollment/De-Enrollment form (90-SCR) or by reviewing one of the plan eligibility reports.

When you enroll an employee using the Welfare Plan Enrollments/Changes form (55-SCR), the employee's eligibility for any welfare plan will automatically be checked. Plan eligibility is verified prior to actually enrolling employees for a variety of reasons, which are explained in the following section.

Process eligibility options

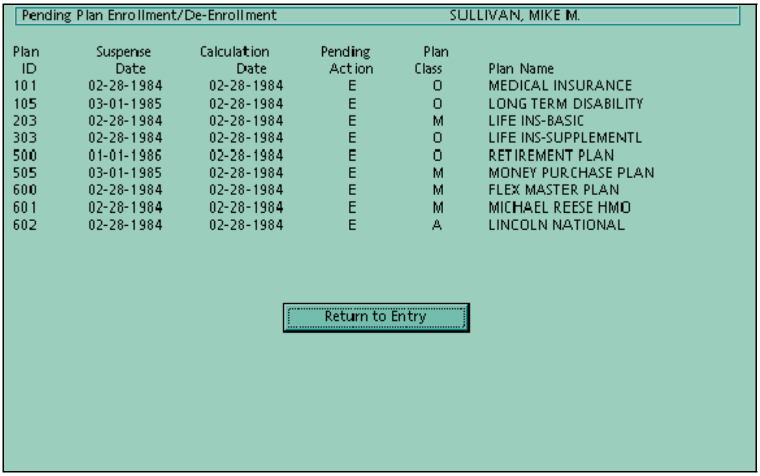
The reasons you might perform a plan eligibility check prior to actual enrollment correspond to the processing options available on the Pending Plan Enrollment/De-Enrollment form (90-SCR). This section explains the six processing options and discusses the impact of using each one.

Note: *The Pending Plan Enrollment/De-Enrollment form (90-SCR) does not process enrollments or de-enrollments. It is an informational form. Welfare plan enrollments and de-enrollments are processed on the Welfare Plan Enrollments/Changes form (55-SCR). The first time you use the Pending Plan Enrollment/De-Enrollment form (90-SCR) for an employee, select 'New Hire'.*

Option	Purpose
No Option *Default*	Use this option to view the pending eligibility and de-enrollment information for an employee as it currently exists on the employee's record.
Employee Recheck	Use this option to completely retest the employee's plan eligibility. This is usually done after an employee's master record has changed. This option deletes all pending eligibility segments before performing eligibility tests. This option creates a pending de-enrollment segment for any benefits plan for which the employee is enrolled but has lost eligibility. It also creates a pending enrollment segment for any benefits plan for which the employee is currently eligible but not enrolled.

Option	Purpose
Change in Status	Use this option after an employee's employment status has changed. For example, you might use this option when an employee changes from full time to part time or transfers to another company. This option creates a pending de-enrollment segment for any benefits plan for which the employee is enrolled but has lost eligibility. It also creates a pending enrollment segment, if one does not already exist, for any benefits plan for which the employee is currently eligible but not enrolled.
Rehire/Reinstate	This option checks existing plans to determine if the employee is currently participating in any plan. All future-dated plan shutdown segments are deleted (because plan shutdown did not occur prior to rehire). This option creates a pending de-enrollment segment for any benefits plan for which the employee is enrolled but has lost eligibility. It also creates a pending enrollment segment for any benefits plan for which the employee is currently eligible but not enrolled.
Return from Leave	Use this option when an employee returns from a leave of absence, disability, layoff, or labor walkout. This option creates a pending de-enrollment segment for any benefits plan for which the employee is enrolled, but has lost eligibility. It also creates a pending enrollment segment, if one does not already exist, for any benefits plan for which the employee is currently eligible but not enrolled. Any future-dated plan shutdown segments are deleted (because the shutdown did not occur prior to the employee's return).
New Hire	Use this option after an employee's basic information has been added, but before the employee is enrolled in any plan. Eligibility is based on the service date selected on the Benefit Plan Rules table (TK-SCR) for the plans. A pending enrollment segment is created for any benefits plan for which the employee is eligible but not participating.

Following is the first form of eligible plans for employee Mike Sullivan using the 'No Option *Default*' option:



Pending Plan Enrollment/De-Enrollment SULLIVAN, MIKE M.

Plan ID	Suspense Date	Calculation Date	Pending Action	Plan Class	Plan Name
101	02-28-1984	02-28-1984	E	O	MEDICAL INSURANCE
105	03-01-1985	02-28-1984	E	O	LONG TERM DISABILITY
203	02-28-1984	02-28-1984	E	M	LIFE INS-BASIC
303	02-28-1984	02-28-1984	E	O	LIFE INS-SUPPLEMENTL
500	01-01-1986	02-28-1984	E	O	RETIREMENT PLAN
505	03-01-1985	02-28-1984	E	M	MONEY PURCHASE PLAN
600	02-28-1984	02-28-1984	E	M	FLEX MASTER PLAN
601	02-28-1984	02-28-1984	E	M	MICHAEL REESE HMO
602	02-28-1984	02-28-1984	E	A	LINCOLN NATIONAL

Return to Entry

The following information is displayed for each plan:

- **Plan ID**.
- **Suspense Date**—the date on which the employee is eligible to participate in the plan.
- **Calculation Date**—the date on which the calculation was based.
- **Pending Action**—an 'E' will be displayed if the employee is eligible for enrollment; a 'D' will be displayed if the employee is to be de-enrolled from a plan.
- **Plan Class**—the class defined on the Benefit Plan Rules form (TK-SCR)—for example, 'O' for optional.
- **Plan Name**.

Processing future-dated new hires

By entering a Future Hire Date, you can use the Pending Plan Enrollment/De-Enrollment form (90-SCR) to process a New Hire option as of the date entered, even though the employee has not been actively hired on the current date.

Tracking employee plan eligibility

The following chart lists reports you can use to track employee eligibility for welfare benefits plans. These reports use information entered on the Pending Plan Enrollment/De-Enrollment form (90-SCR):

Report	Description
Enrollable Employees by Plan (4E-RPT)	Lists by plan the employees who are currently not participating in a plan for which they are eligible.
Enrollable Employees By Employee (4F-RPT)	Lists by employee all plans for which each employee is currently eligible but not participating.
Suspense Segment Audit Listing (4G-RPT)	Lists all the suspense segments on the file by plan ID.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

See also:

- Verifying plan eligibility before enrollment (optional) ***(on page 302)***

For detailed directions on verifying plan eligibility before enrollment.

Apply the Concept

Will you verify the plans for which employees are eligible before enrolling them? If yes, what method will you use?

Enrollment methods

Employees can be enrolled either individually or in groups.

Individual enrollments

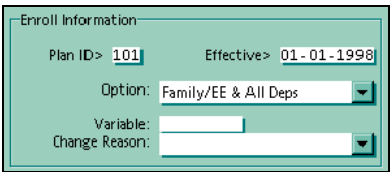
Individual employees can be enrolled online using the Welfare Plan Enrollments/Changes form (55-SCR). This form is used for both the initial enrollment and for any changes of options elected. This form performs the following functions:

- Records and maintains an employee's plan enrollment
- Records a change of option elected
- Allows for the entry of a variable for coverage and/or contributions
- Validates plan eligibility using the rules that have been defined
- Calculates coverage and contribution amounts using the rules that have been defined
- Allows overrides and/or rejects of system-calculated amounts
- Allows overrides of system-generated dates and resulting plan status

Information required for enrollments

Before you can enroll an employee in a welfare plan, you must know three things: the plan in which the employee wishes to enroll, the effective date of the enrollment, and the option the employee is choosing. If required by the plan, you will also need to enter a variable amount.

This form section shows the basic enrollment information for ACME Manufacturing employee Rhonda Hall for plan 101, health insurance:



The effective date used may or may not reflect when deductions should begin. If there is a change in options or plan status, this date should reflect the date of the change.

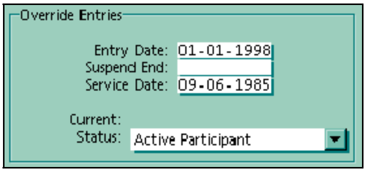
Apply the Concept
How will you collect the information needed to enroll an employee in a welfare plan?

Date calculations and plan status

After you have entered the basic enrollment information and clicked on OK or pressed Enter, the system will determine whether the employee is eligible for the plan. If the employee is eligible, the system will calculate the Entry Date, which is the date of the employee's original participation in a welfare benefits plan. The system will also calculate the Service Date, which is the date used as the basis from which service or other plan service dates are calculated. The Service Date on the Welfare Plan Enrollments/Changes form (55-SCR) is based on the Service Date definition entered on the plan's Benefit Plan Rules table (TK-SCR).

The system will also display the employee's plan status. This information is from the Option/Resulting Plan Status Rules table (TTOSCR) based on the option chosen.

This form section shows the calculated dates and plan status for employee Rhonda Hall for plan 101, health insurance:



The Suspend End date is the date on which an employee's suspension from participation in the plan ends. Entering a Suspend End date is used when an employee is suspended from a plan, or a number of plans, for a length of time.

Interpreting the calculation amounts

After the basic enrollment information is processed, the system displays the plan coverage and contribution amounts for the employee. All amounts are expressed as annual amounts.

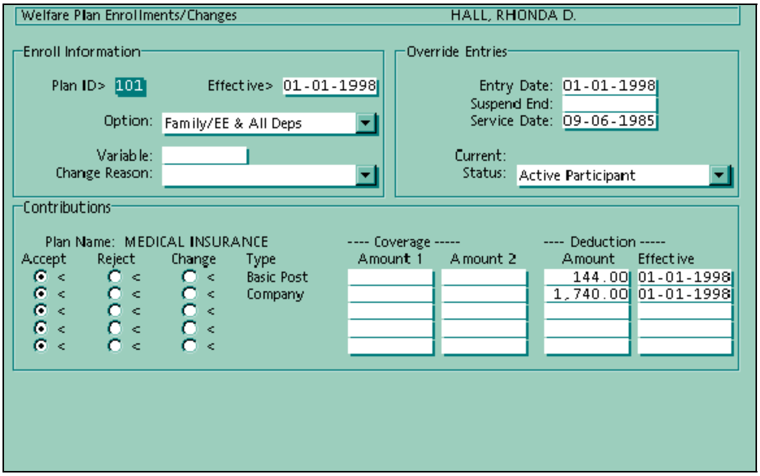
The following information is displayed:

- One line for each contribution type
- The HED for each contribution (under the 'Type' heading)
- All applicable coverage and contribution amounts
- Effective date of the deductions

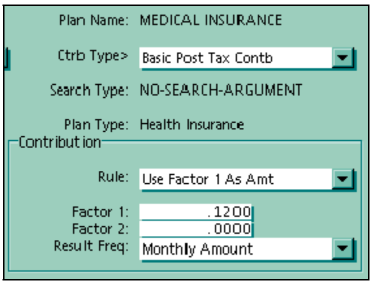
The actions determine whether the displayed information should be validated against the Coverage And Contribution Factors form (TM-SCR).

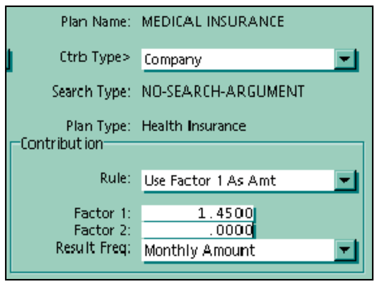
- If you are satisfied with the calculated figures and dates, choose 'Accept'.
- If you want to bypass the calculated figures, choose 'Reject'.
- If you want to change the calculated figures or dates, choose 'Change' and then make your changes.

The following example shows the completed enrollment form for employee 2008, Rhonda Hall, in plan 101. Ms. Hall has elected family coverage. She will be responsible for a basic posttax deduction of 12.00 per month (or 144.00 annually). The company will contribute 145.00 per month (or 1740.00 annually).



The following form sections show the contribution factors from the Coverage And Contribution Factors forms (TM-SCR) for plan 101. The monthly amount for the employee contribution—Basic Post Tax Contb—is 12.00. The monthly amount for the company is 145.00.





The effect of overrides

If you override ('Change') any of the amounts on the Welfare Plan Enrollments/Changes form (55-SCR), the Recalculation Benefit Coverage/Contributions report (85-RPT) will no longer recalculate the particular contributions type(s) overridden. The report only recalculates contributions that have been accepted ('Accept').

See also:

- Enrolling an employee in a welfare plan ***(on page 304)***

For detailed directions on enrolling an employee in a welfare plan.

Apply the Concept

What are your rules or procedures for overriding system-generated data?

Recording plan waivers

You will also use the Welfare Plan Enrollments/Changes form (55-SCR) to record any plan waivers. This allows you to keep a record of an employee's waiver of a plan. To record a plan waiver, simply enter a Plan ID and an effective date, and select 'Waived' for the option.

See also:

- Enrolling an employee in a welfare plan ***(on page 304)***

For detailed directions on waiving a plan.

Overriding eligibility requirements

You can override the eligibility rules (waiting period) for a welfare plan. To do so, enter all applicable text boxes on the Welfare Plan Enrollments/Changes form (55-SCR) (basic enrollment information and override entries) excluding the Suspend End text box. When this information is processed, the system will display the contributions portion of the form, allowing you to complete the enrollment.

Group enrollments

When processing enrollments for large groups of employees, you may choose to enroll them using the Batch Loading procedure. You will create an input record for each plan and employee to populate the Welfare Plan Enrollments/Changes form (55-SCR).

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for more information on the batch loading requirements.*

Recording covered dependents

You can assign covered dependents during the enrollment process using the Covered Dependents By Plan form (59DSCR). Before dependents can be assigned, they must have been established on the system using the Spouse/Dependent Information form (10-SCR). This can be done by the HR department or the Benefits department. Use the Dependent ID number recorded on the Spouse/Dependent Information form (10-SCR) to assign a dependent to a welfare benefits plan.

You can access the Covered Dependents By Plan form (59DSCR) from the Navigator or from the Welfare Plan Enrollments/Changes form (55-SCR).

Note: *If eCyborg Interactive Benefits is in use, the Spouse/Dependent Information form (10-SCR) and the Covered Dependents By Plan form (59DSCR) are created during the interactive employee enrollment process.*

See also:

- Assigning dependents to a plan ***(on page 309)***

For detailed directions on assigning dependents to a plan.

Recording plan beneficiaries

You can record plan beneficiary information during the enrollment process using the Beneficiary/Plan Cross Reference form (59BSCR). Before beneficiaries can be assigned, they must have been established on the system using the Beneficiary/Bond-Owner

Information form (58-SCR). This can be done by the HR department or the Benefits department. You use the Beneficiary ID number recorded on the Beneficiary/Bond-Owner Information form (58-SCR) to assign a beneficiary to a welfare benefits plan.

You can access the Beneficiary/Plan Cross Reference form (59BSCR) from the Navigator or from the Welfare Plan Enrollments/Changes form (55-SCR).

Note: *If eCyborg Interactive Benefits is in use, the Beneficiary/Bond-Owner Information form (58-SCR) and the Beneficiary/Plan Cross Reference form (59BSCR) are created during the interactive employee enrollment process.*

See also:

- Assigning beneficiaries to a plan ***(on page 310)***

For detailed directions on assigning beneficiaries to a plan.

Enrollment verification

After employees are enrolled in welfare plans, you can verify their coverage and contribution amounts. You can also adjust these amounts.

Verifying an employee's coverage and contribution amounts

You can view an employee's plan coverage and annual contribution amounts on the Plan Coverage Amount Entry form (53-SCR). One Plan Coverage Amount Entry form (53-SCR) is generated for each contribution type on the Welfare Plan Enrollments/Changes form (55-SCR).

See also:

- Viewing coverage and contribution amounts ***(on page 312)***

For detailed directions on viewing coverage and contribution amounts.

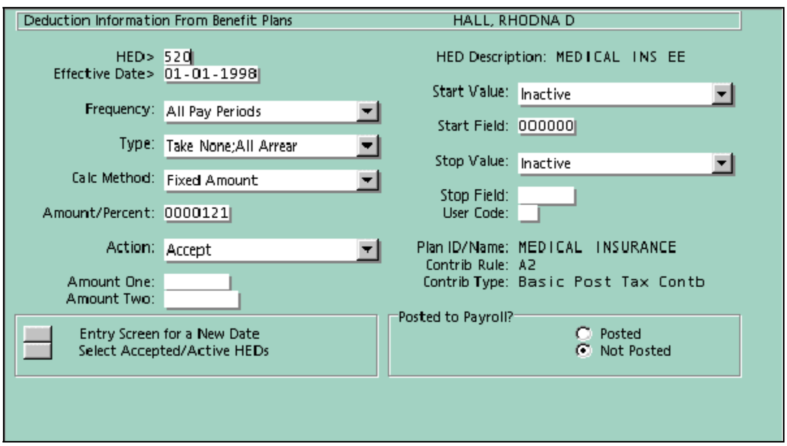
Verifying an employee's prototype deduction

Once an employee has been successfully enrolled in a benefits plan, you can view the calculated information on the Deduction Information From Benefit Plans form (54-SCR). One Deduction Information From Benefit Plans form (54-SCR) is generated for each contribution type on the Welfare Plan Enrollments/Changes form.

Note: *If employees waive a plan the first time they are eligible for it, no Deduction Information From Benefit Plans form (54-SCR) will be created. If employees waive a plan in which they are currently enrolled, a Deduction Information From Benefit Plans form (54-SCR) will be created to deactivate the plan deductions.*

When the HED Segment Changes This Period report (8R-RPT) is run, this information is copied and used to update payroll records for the deduction or accrual.

This form shows that employee Rhonda Hall will pay 2.77 each pay period for medical insurance:



Choose the Select Accepted/Active HEDs button to view all active, but not future-dated, deduction records that are linked to benefits plans in which the employee is enrolled.

See also:

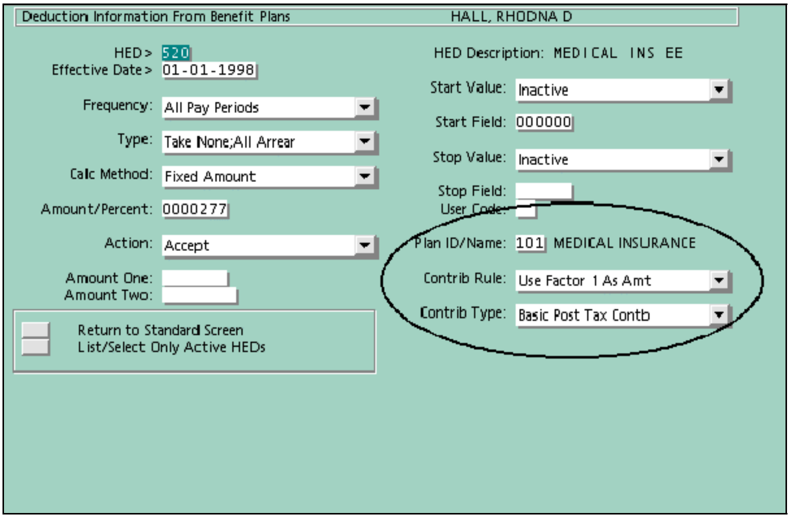
- Displaying an employee's welfare plan deduction information ***(on page 313)***

For detailed directions on viewing deductions.

Deduction adjustments

You can also use the Deduction Information From Benefit Plans form (54-SCR) to change the calculated deductions. For example, if the results of the HED Segment Changes This Period report (8R-RPT) are incorrect, you can correct the deduction and repost it. To repost it, you must change the Posted to Payroll? indicator to 'Not Posted'.

If you need to create a direct entry for a plan or HED as of a specific date instead, you must choose the Entry Form for a New Date button. The following form shows the result of choosing this button for HED 520 for Rhonda Hall. Notice that the Plan ID/Name, Contrib Rule, and Contrib Type values can now be changed.



See also:

- Changing the generated deduction of an employee's welfare plan ***(on page 314)***
- Entering a new deduction for a welfare plan ***(on page 316)***

For detailed directions on changing or adding deductions.

Reversing erroneous enrollments

When you enroll an employee in a welfare plan or change an option with a new effective date, you use the Welfare Plan Enrollments/Changes form (55-SCR). Other forms are created automatically as a result of the change or enrollment.

The following forms are created as a result of enrolling an employee in a welfare plan or changing an option:

- Plan Coverage Amount Entry (53-SCR)
- Deduction Information From Benefit Plans (54-SCR)

You also use the Welfare Plan Enrollments/Changes form (55-SCR) to de-enroll an employee. When you de-enroll an employee, a new Deduction Information From Benefit Plans form (54-SCR) is created automatically with an 'Inactive' frequency.

If an employee was enrolled, changed, or de-enrolled in error, you can manually delete the erroneous Welfare Plan Enrollments/Changes form (55-SCR) using the Delete This Entry button on the toolbar.

However, this does not automatically delete any other forms created as a result of the enrollment, change, or de-enrollment. You must also use the Delete This Entry button on any of the other forms that were created to fully correct the erroneous enrollment, change, or de-enrollment.

Tracking welfare plan enrollment

The following chart lists useful reports for documenting employee plan enrollment data.

Report	Description
Welfare Benefits Register (4A-RPT)	Lists active employees, or those on leave, participating in at least one welfare benefits plan.
Plan Participation Register (4B-RPT)	Lists all employees who participate in at least one welfare or deferred benefits plan.
Plan Beneficiary Listing (4C-RPT)	Lists all participants and their associated beneficiary data for a specified benefits plan.
Dependent Listing for Plan ID: xxx (4D-RPT)	Lists all covered dependents for each employee participating in a specified benefits plan.
Plan Premium Statements (4I-RPT)	Provides a premium summary, by plan, for insurance carriers.

☞ *Refer to* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Apply the Concept

Will you verify employee enrollment? If yes, how will you do it?

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering benefits salary calculation information

To enter the previous year's salary or the salary as of a specified date for a benefits plan calculation, use the Alternative Compensation Totals form (BACSCR).

1. Access the Alternative Compensation Totals form (BACSCR)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Maintain Additional Employee Details
Task: Alternative Compensation Totals

For practice, access the Alternative Compensation Totals form (BACSCR) for Organization 999999 and employee 3014, Mike Sullivan.

2. Enter the Effective Date

Enter the date of the Frozen Salary or Multi-incumbency Total Annual Salary and Hours. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

3. Enter the Previous Years Salary

Enter the salary from the previous year. This text box displays two decimal places. The number 123.45 would be entered as '123.45' or '12345'.

For practice, type '12345.00'.

4. Enter the Frozen Salary

Enter the salary as of the Effective Date. This text box displays two decimal places. The number 123.45 would be entered as '123.45' or '12345'.

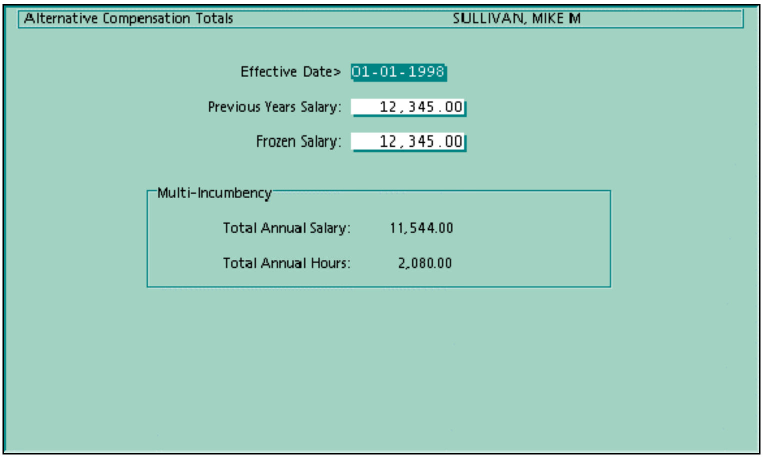
For practice, type '12345.00'.

5. Click Save or press Enter

The Total Annual Salary and Total Annual Hours will be calculated and displayed in the Multi-Incumbency section.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Salary-based benefits plans ***(on page 286)***

For more information on choosing eligibility processing options.

Verifying plan eligibility before enrollment (optional)

To verify plan eligibility for an employee, use the Pending Plan Enrollment/De-Enrollment form (90-SCR).

Note: *If this form has already been processed for an employee, it may be populated with data. For new hires who have had no benefits activity, no information will be displayed.*

1. Access the Pending Plan Enrollment/De-Enrollment form (90-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Check EE Plan Eligibility

For practice, access the Pending Plan Enrollment/De-Enrollment form (90-SCR) for Organization 999999 and employee 3033, J.T. Young.

2. Enter a Plan ID

Typically, this text box is populated by the system. Use this text box to override the displayed value.

For practice, do not change this text box.

3. Enter an Eligible Date

Typically, this text box is populated by the system. Use this text box to override the displayed value.

For practice, do not change this text box.

4. Enter a Calculation Date

Typically, this text box is populated by the system. Use this text box to override the displayed value.

For practice, do not change this text box.

5. Choose a Pending Action

Typically, this list box is populated by the system. Use this list box to override the displayed value.

For practice, do not change this list box.

6. Select a Process Eligibility option

Choose the appropriate option. When processing a new hire, you must choose 'New Hire'.

*For practice, leave the option set to 'No Option *Default*'.*

7. Click Display All Plans

Clicking this button brings up a display of all plans for which an employee is eligible but in which the employee has not enrolled. The form also displays any plan for which the employee should be de-enrolled. Up to nine plans can be displayed on a form. Click OK to view additional forms. The '–Complete—' message tells you that all information has been displayed.

For practice, click Display All Plans.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:

Pending Plan Enrollment/De-Enrollment YOUNG, J.T.

Plan ID	Suspense Date	Calculation Date	Pending Action	Plan Class	Plan Name
101	03-11-1985	03-11-1985	E	O	MEDICAL INSURANCE
105	03-01-1986	03-11-1985	E	O	LONG TERM DISABILITY
203	03-11-1985	03-11-1985	E	M	LIFE INS-BASIC
303	03-11-1985	03-11-1985	E	O	LIFE INS-SUPPLEMENTL
505	04-01-1986	03-11-1985	E	M	MONEY PURCHASE PLAN
510	04-01-1986	03-11-1985	E	O	EMPLOYEE SAVINGS PLN
600	03-11-1985	03-11-1985	E	M	FLEX MASTER PLAN
601	03-11-1985	03-11-1985	E	M	MICHAEL REESE HMO
602	03-11-1985	03-11-1985	E	A	LINCOLN NATIONAL

Return to Entry

Pending Plan Enrollment/De-Enrollment YOUNG, J.T.

Plan ID	Suspense Date	Calculation Date	Pending Action	Plan Class	Plan Name
602	03-11-1985	03-11-1985	E	A	LINCOLN NATIONAL
603	03-11-1985	03-11-1985	E	A	GUARDIAN DENTAL
605	03-11-1985	03-11-1985	E	A	LIFE INSURANCE
606	03-11-1985	03-11-1985	E	O	MEDICAL FSA
607	03-11-1985	03-11-1985	E	O	DEPENDENT CARE FSA

----Complete----

Return to Entry

See also:

- Process eligibility options ***(on page 288)***

For more information on choosing eligibility processing options.

Enrolling an employee in a welfare plan

To enroll an employee in a welfare plan, complete the following the steps.

1. Access the Welfare Plan Enrollments/Changes form (55-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Enroll in Health and Welfare Plan

For practice, access the Welfare Plan Enrollments/Changes form (55-SCR) for Organization 999999 and employee 3014, Mike Sullivan. You will enroll the employee into the dental plan you created earlier.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Enter the Effective date

Enter a date to reflect the first entry date into the plan or the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Select an Option

Select the option the employee has chosen from Option Elected option list (BA03).

For practice, select 'Family/EE & All Deps'.

5. Enter the Variable (optional)

Complete this text box only if the plan requires a variable factor. This rule would have been entered on the Coverage And Contributions Factors form (TM-SCR).

For practice, leave this text box blank.

6. Select a Change Reason (optional)

If you want to track the reason for an option change, select a value from the Option Change Reason list box.

For practice, leave this list box blank.

7. Enter an Entry Date

This text box is calculated by the system once you click Save or press Enter. To override the calculated date, enter a date in this text box in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If the employee you are enrolling is enrolled in another plan, the previous plan's Entry Date will display to the right of the Entry Date label, even after the form is cleared. Ignore this date and other plan information displayed in the Service Date, Current Status, and Plan Information sections of the form until you have clicked on OK or pressed Enter.

For practice, do not change this text box.

8. Enter a Suspend End

Enter the date on which the employee's suspension from the plan will end. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

9. Enter a Service Date

This date will be calculated by the system.

For practice, do not change this text box.

10. Select a Current Status

This list box is generated by the system. Select a value only to override the displayed value.

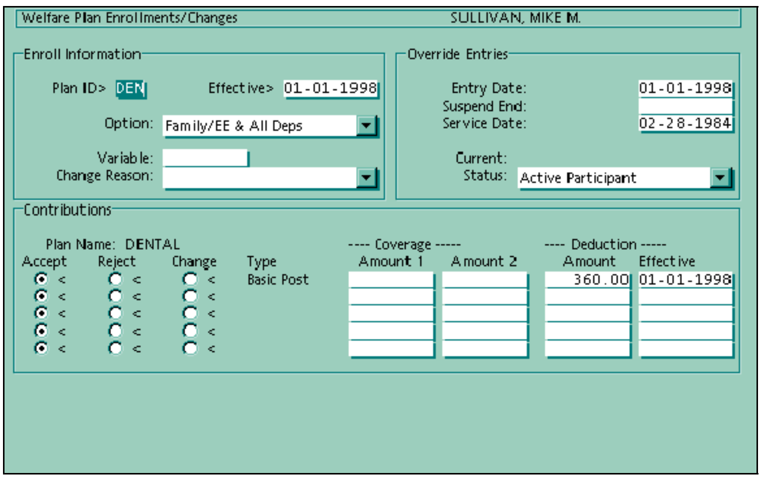
For practice, do not change this list box.

11. Click Save or press Enter

The information entered thus far will be edited. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the bottom half of the form will display the calculated coverage and deduction information for the employee.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



12. Select Accept, Reject, or Change

If the displayed information for the coverage and contributions is correct, select 'Accept'. If you do not want an amount applied to the employee, select 'Reject'. If you want to override a coverage or contribution amount, select 'Change' and then enter the appropriate amounts.

If you only want to override the Deduction Effective Date, select 'Accept' and then change the date.

For practice, select the first 'Accept' option button.

13. Enter a Coverage Amount 1 and/or Amount 2

Use this text box only to override the calculated value. Enter the coverage amounts elected by the employee in whole numbers only. This text box does not contain decimal positions.

For practice, leave these text boxes blank.

14. Enter the Deduction Amount

Use this text box to override the calculated value.

For practice, do not change this text box.

15. Enter the Deduction Effective

Use this text box to override the date on which deductions should begin. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

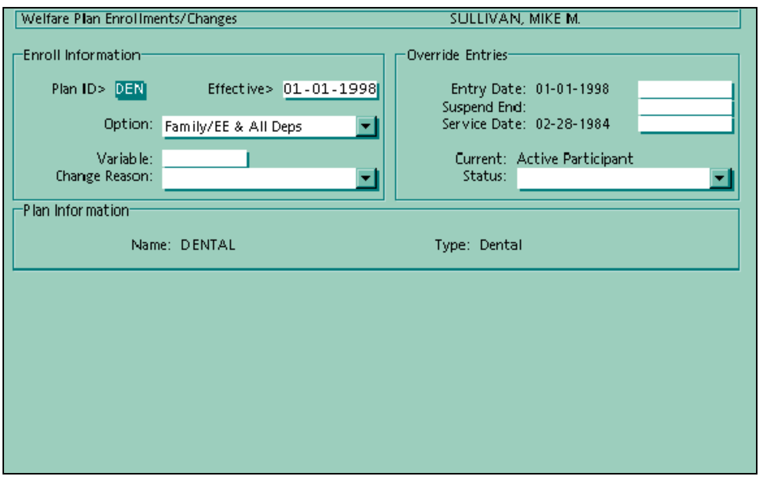
For practice, do not change this text box.

16. Click Save or press Enter

The enrollment record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Enrollment methods ***(on page 292)***

For a discussion of eligibility rules and eligibility status options.

Waiving an employee from a welfare plan

To waive a plan for an employee, use the Welfare Plan Enrollments/Changes form (55-SCR).

1. Access the Welfare Plan Enrollments/Changes form (55-SCR)

Access this form by making the following selections from the Navigator:

Component:	Health/Welfare Plan Enrollment/Maintenance
Process:	Eligibility and Enrollment
Task:	Enroll in Health and Welfare Plan

For practice, access the Welfare Plan Enrollments/Changes form (55-SCR) for Organization 999999 and employee 3013, William Carlile.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Enter the Effective date

Enter the effective date of the plan waiver in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Select an Option

Select a waiver option.

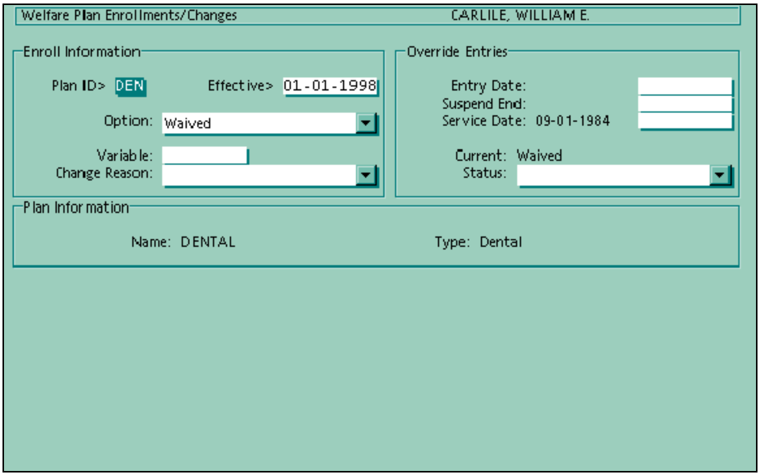
For practice, select 'Waived'.

5. Click Save or press Enter

The enrollment record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recording plan waivers ***(on page 295)***

For more information on plan waivers.

Assigning dependents to a plan

You assign dependents to a plan using the Covered Dependents By Plan form (59DSCR). Before dependents can be assigned to a plan, they must have been established in the system on the Spouse/Dependent Information form (10-SCR).

1. Access the Covered Dependents By Plan form (59DSCR)

Access this form by making the following selections from the Navigator:

Component:	Health/Welfare Plan Enrollment/Maintenance
Process:	Eligibility and Enrollment
Task:	Assign Dependents to Plan

For practice, access the Covered Dependents By Plan form (59DSCR) for Organization 999999 and employee 3014, Mike Sullivan. You will add his wife to the plan.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Enter the Effective Date

Enter the effective date for spouse or dependent coverage under the benefits plan. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Enter the Dependent ID/Name

Enter the three-position Dependent ID of each dependent to be included in the plan. This ID must already exist on the Spouse/Dependent Information form (10-SCR).

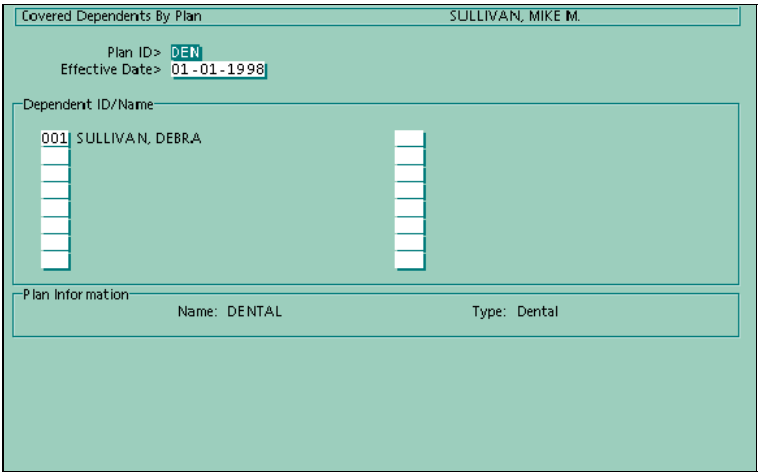
For practice, type '001'.

5. Click Save or press Enter

The dependents are added to the plan. Notice that the Plan Information portion of the form is now filled in.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recording covered dependents ***(on page 295)***

For more information on employee dependents.

Assigning beneficiaries to a plan

You assign beneficiaries to a plan using the Beneficiary/Plan Cross Reference form (59BSCR). Before beneficiaries can be assigned to a plan, they must have been established in the system on the Beneficiary/Bond-Owner Information form (58-SCR).

1. Access the Beneficiary/Plan Cross Reference form (59BSCR)

Access this form by making the following selections from the Navigator:

Component:	Health/Welfare Plan Enrollment/Maintenance
Process:	Eligibility and Enrollment
Task:	Assign Beneficiaries to Plan

To complete the Guided Practice for this task, first enroll employee 3012, Joanna Schaefer, in plan 203, Life Insurance. Use the Welfare Plan Enrollments/Changes form (55-SCR) to do so. Enter '01-01-1998' as the effective date and accept the system's calculated amounts. Then access the Beneficiary/Plan Cross Reference form (59BSCR) for this employee. You will add her mother as a beneficiary on the life insurance plan. You may need to clear the form before entering data on this form.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '203'.

3. Enter the Allocation Date

This is the effective date of a beneficiary or contingent annuitant election for a benefits plan. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Enter the Beneficiary ID

Enter the three-position Beneficiary ID. This ID must already exist on the Beneficiary/Bond-Owner Information form (58-SCR).

For practice, type '002'.

5. Enter the Percent

Enter the percentage that should be allocated to the beneficiary. Allow for one decimal when entering the percentage. For example, to enter 60% you would type '600.'

The sum of all entered multiple beneficiary percentage allocations must equal 1000 (100%).

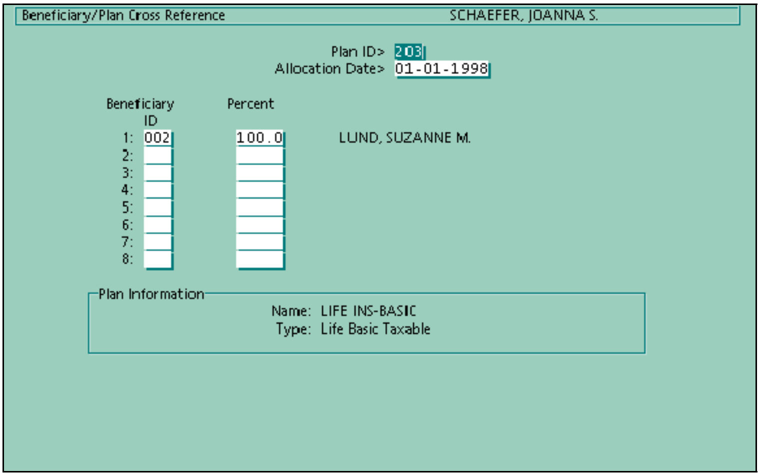
For practice, type '1000.'

6. Click Save or press Enter

The beneficiary record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Recording plan beneficiaries ***(on page 295)***

For information on employee beneficiaries.

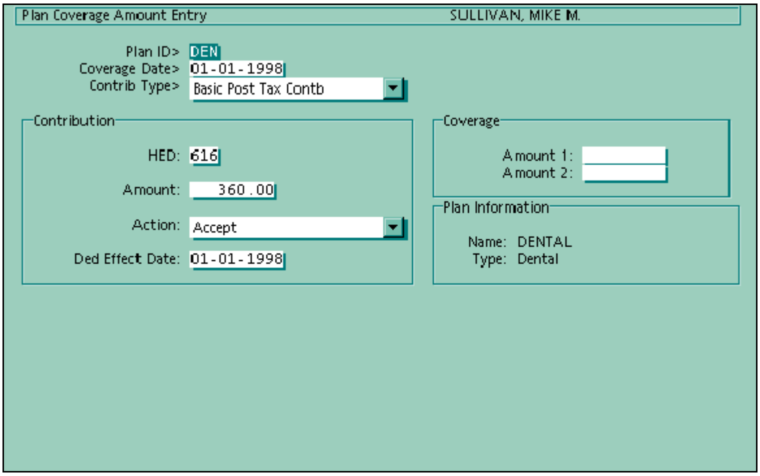
Viewing coverage and contribution amounts

To display the coverage and contribution information, access the Plan Coverage Amount Entry form (53-SCR) by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Change Coverage Amount

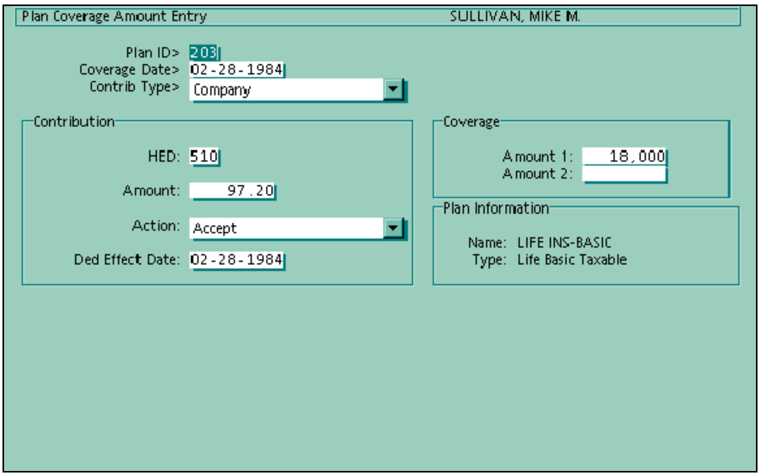
For practice, access the Plan Coverage Amount Entry form (53-SCR) for employee 3014, Mike Sullivan, and plan DEN.

If you completed the Guided Practice, the resulting form should look similar to the example that follows. The employee will contribute a posttax deduction of 360.00 annually.



For additional practice, view the deduction information for plan 203 for employee 3014.

If you completed the Guided Practice, the resulting form should look similar to the example that follows. The employee has 18,000.00 coverage in effect. The company will make contributions totaling 97.20 annually.



See also:

- Verifying an employee's coverage and contribution amounts ***(on page 297)***

For more information on coverage and contribution amounts.

Displaying an employee's welfare plan deduction information

Using the Deduction Information From Benefit Plans form (54-SCR), you can display, change, and enter new deduction data. Follow the steps in Option 1, 2, or 3 below.

Note: The boxes on the Deduction Information From Benefit Plans form (54-SCR) are the same as those on the Benefit Plan Prototype Contribution HED form (TS-SCR). As such, each box will not be explained in the Detailed Directions.

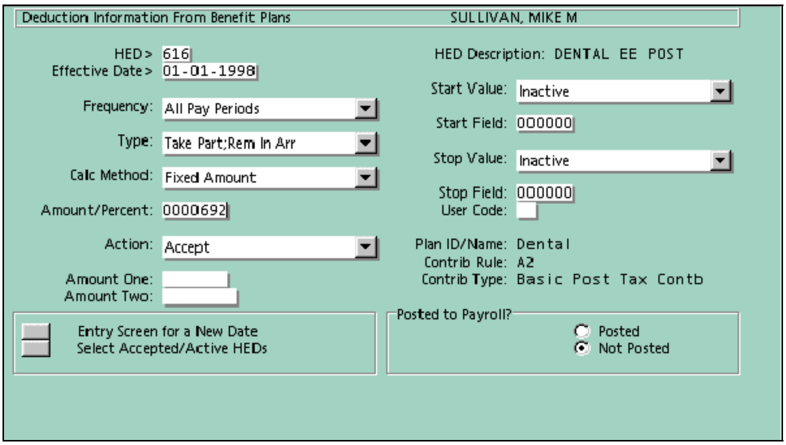
Refer to **Setting Up Welfare Plans** *(on page 53) for more information on the boxes.*

To display the deduction information, access the Deduction Information From Benefit Plans form (54-SCR) by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Change Deduction Amount

For practice, access the Deduction Information From Benefit Plans form (54-SCR) for employee 3014, Mike Sullivan, HED 616, with an effective date of 01-01-1998.

If you completed the Guided Practice, the resulting form should look similar to the example that follows. Mike Sullivan is paid weekly. His annualized posttax deduction for the dental plan is 360.00, or 6.92 x 52. This form always shows the per-pay-period deduction for a plan.


Deduction Information From Benefit Plans   SULLIVAN, MIKE M

HED> 616
Effective Date> 01-01-1998
Frequency: All Pay Periods
Type: Take Part;Rem In Arr
Calc Method: Fixed Amount
Amount/Percent: 0000692
Action: Accept
Amount One:
Amount Two:
Entry Screen for a New Date
Select Accepted/Active HEDs

HED Description: DENTAL EE POST
Start Value: Inactive
Start Field: 000000
Stop Value: Inactive
Stop Field: 000000
User Code:
Plan ID/Name: Dental
Contrib Rule: A2
Contrib Type: Basic Post Tax Contb
Posted to Payroll?
Posted
Not Posted

See also:

- Verifying an employee's prototype deduction ***(on page 297)***

For more information on viewing and changing a prototype deduction.

Changing the generated deduction of an employee's welfare plan

Using the Deduction Information From Benefit Plans form (54-SCR), you can display, change, and enter new deduction data. Follow the steps in Option 1, 2, or 3 below.

Note: The boxes on the Deduction Information From Benefit Plans form (54-SCR) are the same as those on the Benefit Plan Prototype Contribution HED form (TS-SCR). As such, each box will not be explained in the Detailed Directions.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information on the boxes.*

To change deduction information of an employee's welfare plan, perform the following steps:

1. Access the Deduction Information From Benefit Plans form (54-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Change Deduction Amount

For practice, access the Deduction Information From Benefit Plans form (54-SCR) for employee 3014, Mike Sullivan, HED 616, with an effective date of 01-01-1998.

2. Make any necessary changes

You can change any of the displayed information.

If this change should be passed to the payroll process, you must change the Posted to Payroll? option to 'Not Posted'.

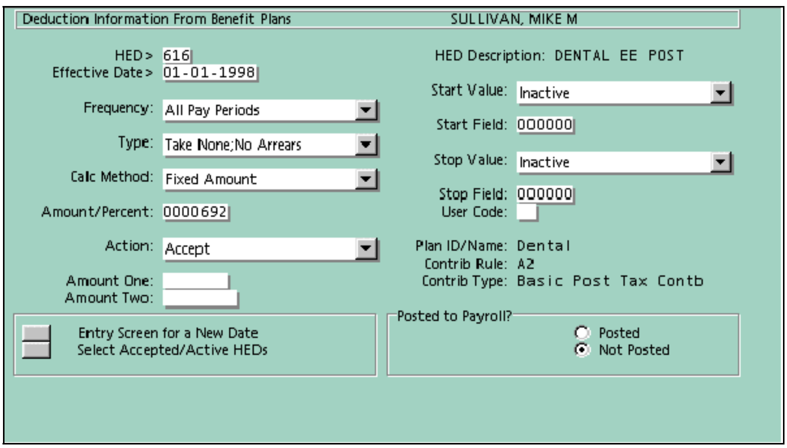
For practice, change the Type to 'Take None;No Arrears'.

3. Click Save or press Enter

This step saves your changes.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows.



See also:

- Verifying an employee's prototype deduction ***(on page 297)***

For more information on viewing and changing a prototype deduction.

Entering a new deduction for a welfare plan

Using the Deduction Information From Benefit Plans form (54-SCR), you can display, change, and enter new deduction data. Follow the steps in Option 1, 2, or 3 below.

Note: The boxes on the Deduction Information From Benefit Plans form (54-SCR) are the same as those on the Benefit Plan Prototype Contribution HED form (TS-SCR). As such, each box will not be explained in the Detailed Directions.

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information on the boxes.*

To create a direct entry for a plan or HED as of a specific date, perform the following steps:

1. Access the Deduction Information From Benefit Plans form (54-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Change Deduction Amount

For practice, access the Deduction Information From Benefit Plans form (54-SCR) for employee 3014, Mike Sullivan, HED 616, with a '01-01-1998' effective date.

2. Click the Entry Form for a New Date button

After clicking the Entry Form for a New Date button, the form will change, allowing you to enter information for a new date. You must enter each of the text boxes manually; only the Plan ID/Name and HED number will be validated.

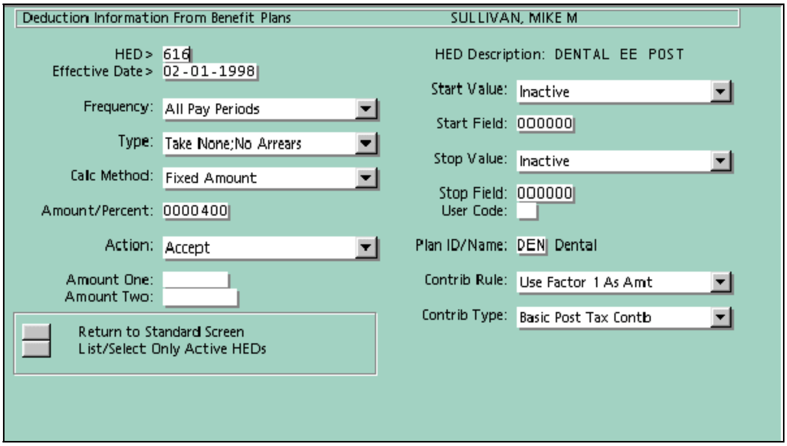
For practice, change the amount to be deducted from Mike Sullivan's pay to '0000400' in the Amount/Percent text box. Also change the Effective Date to '02-01-1998' format (US and Canada) or 01-02-1998 (elsewhere).

3. Click Save or press Enter

This step saves your changes.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows.



See also:

- Verifying an employee's prototype deduction ***(on page 297)***

For more information on viewing and changing a prototype deduction.

Extended Practice

Note: You must have completed the Extended Practice in **Setting Up Welfare Plans** *(on page 53) to guarantee the successful completion of the Extended Practice that follows.*

1. Verify the plans for which employee 1578, Henry S. Maguire, is eligible.
2. Enroll employee 1578, Henry S. Maguire, in plan 210 at coverage two times his salary effective 01-01-1998.
3. Enroll employee 1616, Daniel M. Anderson, in plan 210 at coverage one times his salary effective 01-01-1998.
4. Use information from the Spouse/Dependent Information (10-SCR) and Employee Information forms (EF-SCR) to record beneficiary information for Nancy E. Anderson, Daniel M. Anderson's wife (employee 1616). Then, designate Nancy Anderson as 100% beneficiary for plan 210, effective 01-01-1998.
5. View the annual contribution for Daniel M. Anderson, employee 1616, for plan 210.
6. View the per-pay-period deduction amount for Daniel M. Anderson, employee 1616, for plan 210.

Review of Questions Answered

1. What two methods are provided for enrolling employees in welfare plans?

2. What information is needed to enroll an employee in a welfare plan?

3. What facilities are provided to override system-generated data?

4. What forms are created as a result of an enrollment?

5. What facilities are provided to verify enrollment information online?

6. What reports are available to track enrollments in welfare plans?

CHAPTER 9

Enrolling Employees in Deferred Plans

In This Chapter

Introduction

Enrolling employees in deferred benefits plans is very similar to enrolling employees in welfare plans. Issues that are common to both—enrollment forms, coordination of activities between the Human Resources and Benefits departments, and so forth—are covered in the section on welfare plan enrollment. This section focuses on the use of the Benefits Administration component in the enrollment process for deferred plans.

☞ *Refer to* **Enrolling Employees in Welfare Plans** *(on page 281) for information on enrollment considerations, verifying employee plan eligibility, and viewing contribution amounts.*

Tasks

This section explains the following:

- Enrolling employees in a deferred plan
- Recording contributions for defined contribution plans
- Recording contributions for defined benefits plans
- Recording contributions for thrift/savings plans
- Recording Savings Bond information

Prerequisites

Before you can enroll employees in deferred benefits plans, the following must be established for:

- Organization
- Employees
- Deferred benefits plans

☞ *Refer to* **Setting Up Deferred Plans** *(on page 111) for information about establishing deferred plans.*

Questions answered

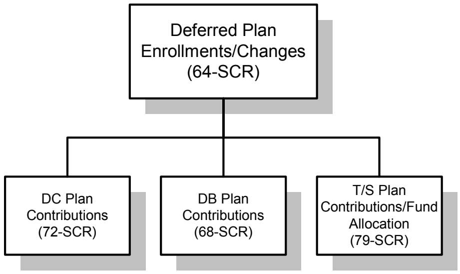
This section answers the following questions:

1. What two methods are provided for enrolling employees in deferred plans?
2. What information is needed to enroll an employee in a deferred plan?
3. What facilities are provided to override system-generated data?
4. What forms are created as a result of an enrollment into a deferred plan?
5. What reports are available to track enrollments in deferred plans?

Overview of the enrollment process for deferred plans

For deferred plans, as with welfare plans, the Benefits Administration component is used to capture enrollment information, provide automatic eligibility checking, monitor accruals, and generate information for payroll processing.

The enrollment process for deferred plans may involve two steps, using an enrollment form and a contribution form. For all types of deferred plans, you will enroll employees using the Deferred Plan Enrollments/Changes form (64-SCR). The contribution form used will depend on the type of plan involved. The plan type was originally set up on the Benefit Plan Rules form (TK-SCR). The following graphic shows the contribution forms used for different types of deferred plans—defined contribution, defined benefit, and thrift/savings.



Group enrollments for deferred plans

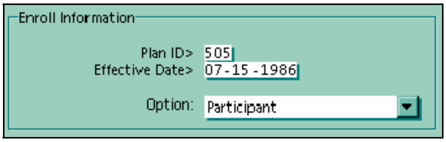
When processing enrollments for large groups of employees, you may choose to enroll them using the Batch Loading procedure.

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for more information on the batch loading requirements for deferred plans.*

Information required for enrollments in deferred plans

Before you can enroll an employee in a deferred plan, you must know three things: the plan for which the employee is eligible and in which he or she wants to enroll, the effective date of the enrollment, and the valid enrollment options (for example, Participant or Enrolled) for the plan. Valid enrollment options are defined on the Option/Resulting Plan Status Rules table (TTOSCR).

This figure shows the basic enrollment information for Acme Manufacturing employee Paul Marsh into the defined contribution plan 505.



The effective date used may or may not reflect when deductions should begin. If there is a change in option or plan status, this date should reflect the date of the change.

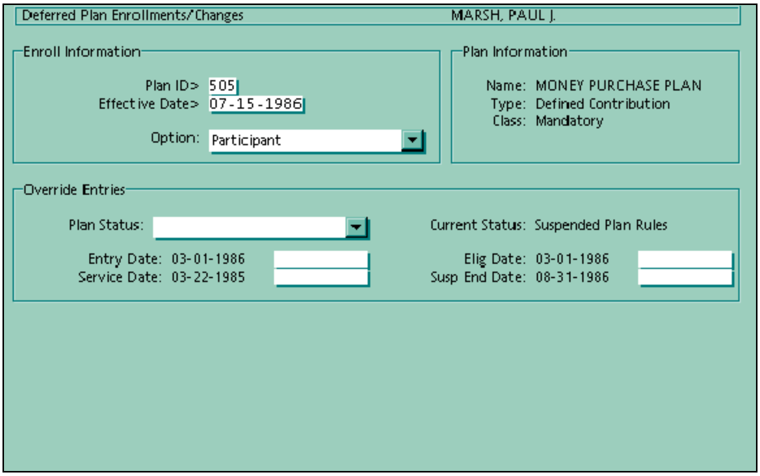
Apply the Concept
How will you collect the information needed to enroll an employee in a deferred plan?

Date calculations and plan status

After you have entered the basic enrollment information and clicked on OK or pressed Enter, the system will determine whether the employee is eligible for the plan. If the employee is eligible, the system will calculate the Entry Date, which is the employee's original participation date in the plan. The system will also calculate the Service Date, which is the date from which service or other plan service dates are calculated. This date is based on the Service Date on the plan's Benefit Plan Rules table (TK-SCR).

The system will also display the employee's plan status. This information is from the Option/Resulting Plan Status Rules table (TTOSCR) based on the option chosen.

This form shows the calculated dates and plan status for employee Paul Marsh for plan 505, defined contribution:



Eligibility overrides

To enroll employees in a plan before they are eligible according to plan rules, enter values in the Plan ID, Effective Date, Option, Plan Status, Entry Date, and Elig Date text and list boxes. The system bypasses all eligibility checking and accepts whatever is entered.

Forms created by the enrollment

Once the basic enrollment in a deferred plan is completed, the following forms are created for the employee:

- **Deferred Plan Enrollments/Changes form (64-SCR)**—Displays the option elected and effective date.
- **Plan Service Dates form (62-SCR)**—Displays the participation, benefits accrual, and vesting service dates based on the Benefits Participation Rules Tables form (TN-SCR).
- **Plan Retirement/Notice/Counseling Dates form (65-SCR)**—Displays the retirement dates based on the Benefits Retirement Dates Rules Table form (TJ-SCR).

See also:

- Enrolling employees in a deferred plan ***(on page 335)***

For detailed directions on enrolling employees in a deferred plan.

Contributions for deferred plans

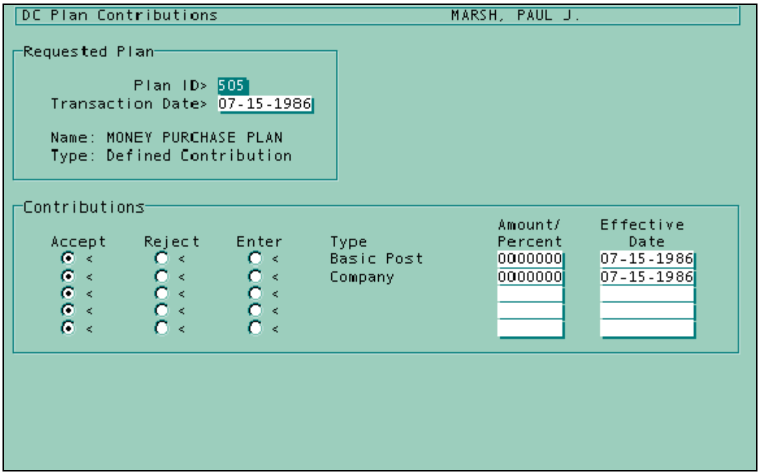
A separate form is provided to record the contribution amounts/percentages for each type of deferred plan definable in Benefits Administration—defined contribution, defined benefit, and thrift/savings.

Contributions for defined contribution plans

You record the accrual of employee and company contributions to a defined contribution plan on the DC Plan Contributions form (72-SCR). This form creates the information necessary for payroll processing.

Interpreting the calculation amounts

After processing the Plan ID and transaction date entered on the DC Plan Contributions form (72-SCR), the system displays the contribution information for the plan. One line is provided for each contribution type and displayed in the Contributions section of the form. The following shows the form as it would appear when enrolling an employee in Acme Manufacturing's Money Purchase Plan:



Employee contributions

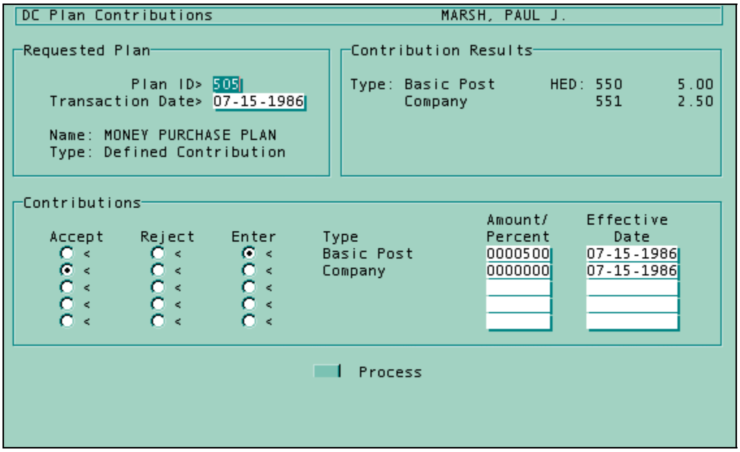
The contribution actions—Accept, Reject, and Enter—determine whether the displayed information should be validated against the Coverage And Contribution Factors form (TM-SCR).

- If you want to bypass validation against the Coverage And Contribution Factors form (TM-SCR), choose 'Accept' and type in a contribution amount or percentage.
- If you want to bypass the calculated figures, choose 'Reject'.
- If you want the system to validate what is entered into the Amount/Percent text box, choose 'Enter' and then type in the data.

Company contributions

If a plan has a company contribution, the system will calculate it based on the rules defined for the Plan/Company Match option on the Coverage And Contribution Factors form (TM-SCR) or the Benefit Plan Prototype Contribution HED form (TS-SCR). You must use the Accept option. Do not make an entry in the Amount/Percent text box.

The following example shows that employee Paul Marsh has elected to contribute 5 percent of his earnings as a posttax deduction. The company will match 50 percent of his elected percentage, or 2.5 percent. This is displayed in the Contribution Results section of the form.



Review and process

After you have selected a contribution action and pressed Enter or clicked OK, the system will redisplay the form with the processed information. You then have the option of revising the information, canceling out, or processing the information. When you click the Process button, the system will update the applicable records.

See also:

- Recording contributions for defined contribution plans ***(on page 337)***

For detailed directions on recording contributions for defined contribution plans.

Contributions for defined benefits plans

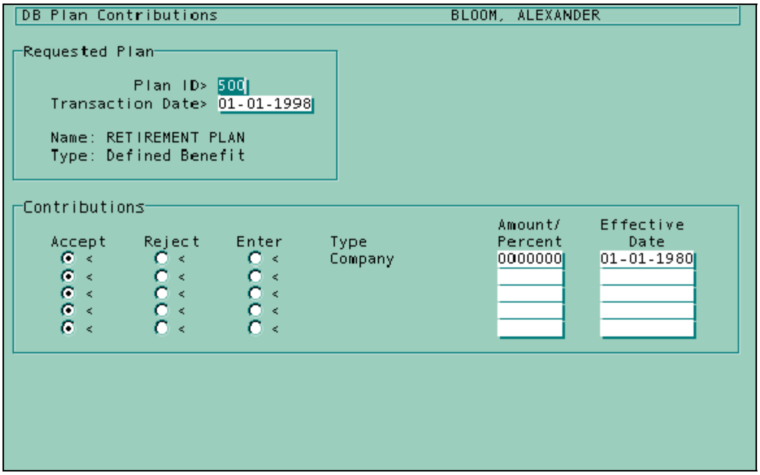
Most companies fund their defined benefits plans with an annual contribution. As such, the plan definitions do not contain a Coverage And Contribution Factors table (TM-SCR) or have an amount/percentage entered on the Benefit Plan Prototype Contribution HED table (TS-SCR). For defined benefits plans of this nature, there is no need to process a DB Plan Contributions form (68-SCR) when enrolling an employee in the plan. You need only complete a Deferred Plan Enrollments/Changes form (64-SCR).

Note: *If you wish to record your company's annual contribution to a defined benefits plan, you do so by loading the Defined Benefit Plan Accumulations form (70-SCR). Formulas for determining the actual retirement benefit for employees are determined actuarially and are not entered into the system.*

For defined benefits plans that do require an employee contribution (for example, those in the public sector) or in which the employer makes periodic contributions, there will be a Coverage And Contribution Factors table (TM-SCR) defined or there will be an amount/percentage entered on the Benefit Plan Prototype Contribution HED table (TS-SCR). For defined benefits plans of this nature, you will process a DB Plan Contributions form (68-SCR) when enrolling an employee in the plan.

Interpreting the calculation amounts

After processing the Plan ID and transaction date entered on the DB Plan Contributions form (68-SCR), the system displays the contribution information for the plan. One line is provided for each contribution type. In the following example you see that for Acme Manufacturing's Retirement Plan (plan 500) there is only a company contribution. This contribution will be based on the rules set up on the Coverage And Contribution Factors form (TM-SCR).



Employee contributions

The contribution actions—Accept, Reject, and Enter—determine whether the displayed information should be validated against the Coverage And Contribution Factors form (TM-SCR).

- If you wish to bypass the validation process against the Coverage And Contribution Factors form (TM-SCR), choose Accept and type in a contribution amount or percentage. The amount will be accepted regardless of the plan rules.
- If you want to bypass the calculated figures, choose 'Reject'.
- If you want the system to validate what has been entered into the Amount/Percent text box against the plan rules established on the Coverage And Contribution Factors form, choose 'Enter' and type in a contribution amount or percentage.

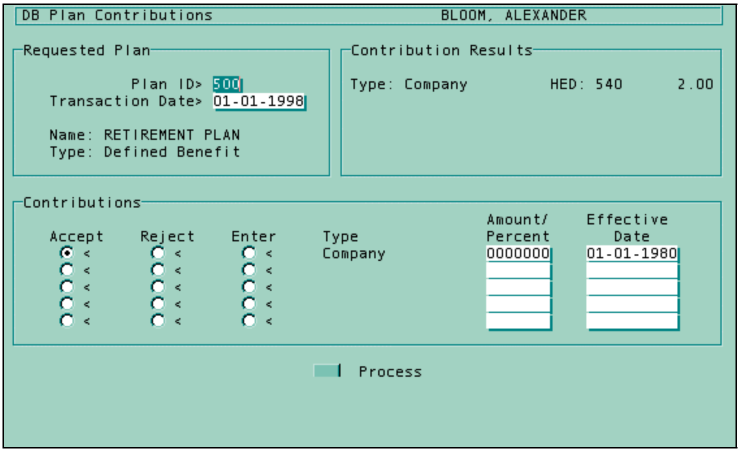
Company contributions

Company contributions may have been defined for the plan on either the Coverage And Contribution Factors form (TM-SCR) or the Benefit Plan Prototype Contribution HED form (TS-SCR). If the contribution amount was defined on the Coverage And Contribution Factors form (TM-SCR), the contribution will not display in the Amount/Percent text box on the DB Plan Contributions form (68-SCR).

When recording company contributions, you may take the following actions:

- If you want to validate against the Coverage And Contribution Factors form (TM-SCR) or use the data from the Benefit Plan Prototype Contribution HED form (TS-SCR), choose 'Accept'.
- If you want to bypass the company contribution, choose 'Reject'.
- If you want to bypass validation of plan rules, choose 'Enter' and then type in the amount or percentage.

This form shows that after accepting the company contribution, the system calculated and displayed that contribution of two (2) percent. This is displayed in the Contribution Results section of the form.



Review and process

After you have selected a contribution action and pressed Enter or clicked on OK, the system will redisplay the form with the processed information. You then have the option of revising the information, canceling out, or processing the information. When you click the Process button, the system will update the applicable records.

See also:

- Recording contributions for defined benefits plans ***(on page 340)***

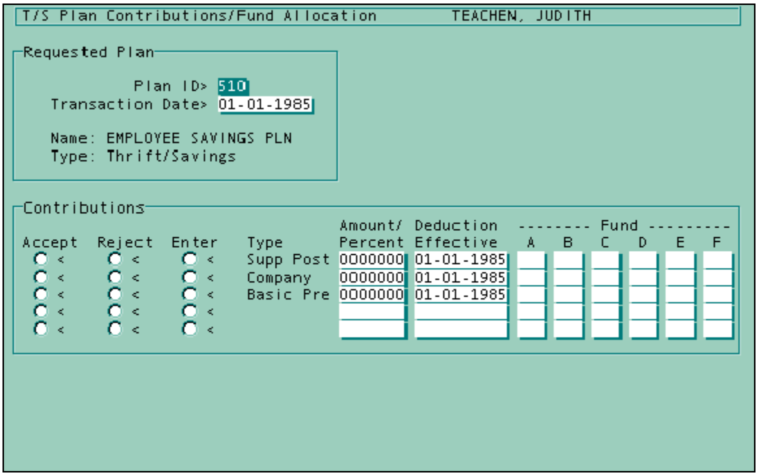
For detailed directions on recording contributions for defined benefits plans.

Contributions for thrift/savings contribution plans

You record the accrual of employee and company contributions to a thrift/savings plan, and the allocation of the contributions to multiple funds, on the T/S Plan Contributions/Fund Allocation form (79-SCR). This form creates the information necessary for payroll processing.

Interpreting the calculation amounts

After processing the Plan ID and transaction date entered on the T/S Plan Contributions/Fund Allocation form (79-SCR), the system displays the contribution information for the plan. One line is provided for each contribution type. The following shows the form as it would appear when enrolling an employee in Acme Manufacturing's Employee Savings Plan.



Employee contributions

The contribution actions—Accept, Reject, and Enter—determine whether the displayed information should be validated against the Coverage And Contribution Factors form (TM-SCR).

- If you want to bypass validation against the Coverage And Contribution Factors form (TM-SCR), choose 'Accept' and type in a contribution amount or percentage.
- If you want to bypass the calculated figures, choose 'Reject'.
- If you want the system to validate what is entered into the Amount/Percent text box, choose 'Enter' and then type in the data.

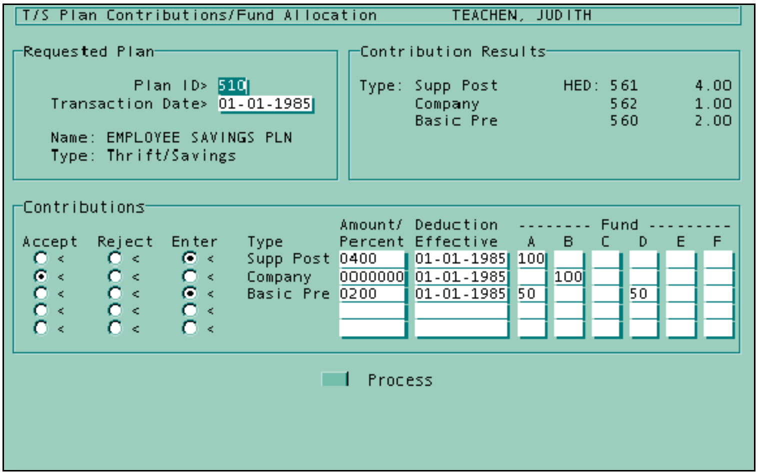
Company contributions

If a plan has a company contribution, the system will calculate it based on the rules defined for the Plan/Company Match option on the Coverage And Contribution Factors form (TM-SCR) or the Benefit Plan Prototype Contribution HED form (TS-SCR). You must use the Accept option. Do not make an entry in the Amount/Percent text box.

Fund allocations

You can allocate percentages of contributions in up to six funds. The percentage allocations for each contribution type must total 100 percent. By default, funds are labeled Funds A through F. You can track the meaning of these funds manually or you can use FormMaker to modify these text box labels on the T/S Plan Contributions/Fund Allocation form (79-SCR) to be more meaningful.

The following form shows the elections chosen by employee Judith Teachen. She has elected a pretax deduction of 2 percent and allocated 50 percent of that deduction to Fund A and 50 percent to Fund D. She has also elected a posttax deduction of 4 percent and allocated 100 percent to Fund A. The company will contribute 50 percent of the employee's pretax deduction, or 1 percent; the contribution will be allocated to Fund B.



Review and process

After you have selected a contribution action and pressed Enter or clicked on OK, the system will redisplay the form with the processed information. You then have the option of revising the information, canceling out, or processing the information. When you click the Process button, the system will update the applicable records.

See also:

- Recording contributions for thrift/savings plans ***(on page 342)***

For detailed directions on recording contributions for thrift/savings plans.

Apply the Concept

Describe how the enrollment process for deferred plans could involve two forms/steps.

Contributions for Savings Bond plans

Some employers offer their employees the option to purchase Savings Bonds through payroll deductions. Savings Bond information is recorded on the Savings Bond Information form (SB-SCR). Once the employee has reached the purchase price of the savings bond, the employee's bond information is sent to the Federal Reserve Bank via the US Savings Bond Register and Tape report (SB-RPT).

☞ *Refer to the* **Report Quick Reference** *(on page 615) for information on running the Savings Bond Register and Tape report (SB-RPT).*

See also:

- Recording Savings Bond information ***(on page 345)***

For detailed directions on recording Savings Bond information.

Forms created by recording contributions

The following forms are created as a result of recording an employee's contributions in a deferred plan:

- Deferred Plan Contribution Amt/Pcts (64CSCR)—Displays the contribution actions and amounts for the five contribution types for each deferred benefits plan.
- Deduction Information From Benefit Plans (54-SCR)—One for each contribution type—displays an employee's deduction information for a benefits plan.

Reversing erroneous enrollments

When you enroll an employee in a deferred plan or change an option with a new effective date, you use the Deferred Plan Enrollments/Changes form (64-SCR). Other forms are created automatically as a result of the change or enrollment.

The following forms are created as a result of enrolling an employee in a deferred plan:

- Plan Service Dates (62-SCR)
- Plan Retirement/Notice/Counseling Dates (65-SCR), if a Benefits Retirement Dates Rules Table form (TJ-SCR) has been defined for the plan

The following forms are created as a result of recording employee contributions for a deferred plan or changing a contribution:

- Deferred Plan Contribution Amt/Pcts (64CSCR)
- Deduction Information From Benefit Plans (54-SCR)

You also use the Deferred Plan Enrollments/Changes form (64-SCR) to de-enroll an employee. When you de-enroll an employee, a new Deduction Information From Benefit Plans form (54-SCR) is created automatically with an 'Inactive' frequency.

If an employee was enrolled, changed, or de-enrolled in error, you can manually delete the erroneous Deferred Plan Enrollments/Changes form (64-SCR) using the Delete This Entry button on the toolbar.

However, this does not automatically delete any other forms created as a result of the enrollment, change, or de-enrollment. You must also use the Delete This Entry button on any of the other forms that were created to fully correct the erroneous enrollment, change, or de-enrollment.

Tracking deferred plan enrollment

The following chart lists two useful reports for documenting employee plan enrollment data.

Report	Description
Deferred Plan Register (4J-RPT)	Lists active employees, or those on leave, participating in at least one deferred benefits plan.
Plan Participation Register (4B-RPT)	Lists all employees who participate in at least one welfare or deferred benefits plan.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Apply the Concept
Will you verify employee enrollment? If yes, how will you do it?

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Enrolling employees in a deferred plan

To enroll an employee in a deferred plan, use the Deferred Plan Enrollments/Changes form (64-SCR).

Note: If this form has already been processed for an employee, it may be populated with data. For new hires who have had no benefits activity, no information will be displayed.

1. Access the Deferred Plan Enrollments/Changes form (64-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Deferred Plan Enrollment

For practice, access the Deferred Plan Enrollments/Changes form (64-SCR) for Organization 999999 and employee 3015, Steve Llewelyn. You will enroll him in the defined contribution plan you created earlier.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Effective Date

Enter the effective date of the enrollment in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). Deductions may or may not begin on this date. If you are recording a change in option or plan status, the data should reflect the date of the change.

For practice, type '01-01-1998'.

4. Select an Option

Select a valid enrollment option from the Option Elected option list (BA03).

For practice, select 'Participant'.

5. Click Save or press Enter

The information entered thus far will be validated against the plan rules and the employee's master record. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the enrollment record is created and the plan information, employee plan status, and plan dates are displayed.

For practice, click Save or press Enter.

6. Select a Plan Status

To override the system-generated status, select a value from the Plan Status option list (BA04).

For practice, leave this list box blank.

7. Enter an Entry Date

The displayed date reflects the effective date of the enrollment after an employee meets eligibility requirements. This date will not change if options elected or plan status changes, unless required by plan rules.

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not modify this text box.

8. Enter an Elig Date

The displayed date reflects the date upon which an employee is eligible for the deferred plan.

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not modify this text box.

9. Enter a Service Date

The displayed date reflects the employee's employment date, original hire date, or adjusted seniority date based on the service date rule selected on the Benefit Plan Rules form (TK-SCR).

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not modify this text box.

10. Enter a Susp End Date

Enter a date to reflect when the employee will again be eligible to continue participation. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box is used if an employee has lost coverage because of a separation activity or took a hardship withdrawal against a thrift/savings plan and is not allowed to contribute for a period of time. An employee can not be enrolled in the plan prior to the date you enter here.

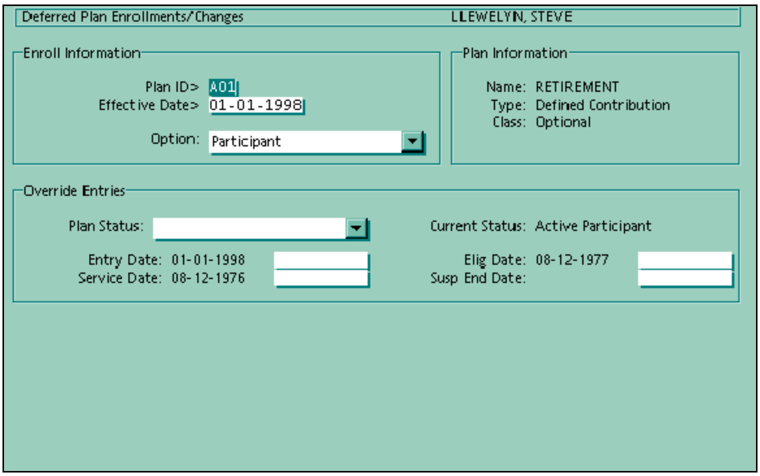
For practice, do not modify this text box.

11. Click Save or press Enter

If you changed any of the data in Steps 6 through 10, you must save the information you entered by clicking Save or pressing Enter.

For practice, since you made no changes in Steps 6 through 10, you do not need to save the information.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



The system will display a button to access the contribution form for the type of deferred plan being used.

See also:

- Information required for enrollments in deferred plans ***(on page 324)***

For more information on the enrollment process for deferred plans.

Recording contributions for defined contribution plans

You record contributions for defined contribution plans using the DC Plan Contributions form (72-SCR).

1. Access the DC Plan Contributions form (72-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Contribution Plan Account Info
Task:	Change EE/ER Contributions

For practice, access the DC Plan Contributions form (72-SCR) for Organization 999999 and employee 3015, Steve Llewelyn.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Transaction Date

Enter the current date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Click Save or press Enter

The information entered thus far will be validated against the plan rules and the employee's master record. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the bottom half of the form will display the contribution information for the plan.

For practice, click Save or press Enter.

5. Select 'Accept', 'Reject', or 'Enter'

For employee contributions:

Select	To
Accept	Bypass validation. Enter in an amount or percentage.
Reject	Bypass the calculated figures.
Enter	Have the system validate the amount or percentage you enter.

For company contributions, you must select 'Accept'.

For practice, select 'Accept' for the Company contribution and 'Enter' for the employee's basic pretax deduction.

6. Enter an Amount/Percent

Enter the amount or percentage that the employee has elected. Company contributions do not display on this form. For company contributions, leave the Amount/Percent text box set to zeros; the contribution will be calculated based on the rules defined on the Coverage And Contribution Factors form (TM-SCR).

Enter amounts with two decimals; enter percentages with four decimals. For example, 10.00 is entered as '1000'; 6 percent is entered as '600'.

For practice, type '300' in the Amount/Percent text box for the employee's basic pretax deduction. The employee will contribute 3 percent.

7. Enter the Effective Date

This text box reflects the date on which deductions or accruals begin, based on the plan rules set on the Benefit Plan Prototype Contribution HED form (TS-SCR). Any date you enter here will override the date calculated by the plan rules. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, do not change this text box.

8. Click Save or press Enter

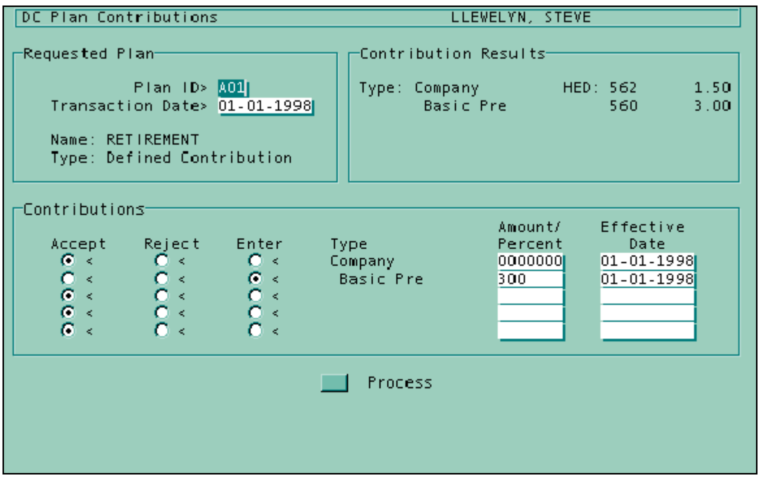
The plan contribution record is created.

For practice, click Save or press Enter.

9. Review the displayed information

The form redisplays with the calculated information, showing the HED(s) and the amounts/percentages for each. At this point, you can process the information, modify it, or cancel.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



10. Click Process

The system processes the information and updates the applicable records. A blank DC Plan Contributions form (72-SCR) is displayed.

For practice, click the Process button.

See also:

- Contributions for defined contribution plans ***(on page 326)***

For information on the issues involved in recording contributions.

Recording contributions for defined benefits plans

To record contributions for defined benefits plans, follow these steps:

1. Access the DB Plan Contributions form (68-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Benefit Plan Account Info
Task:	Change EE/ER Contributions

For practice, first access the Benefit Plan Prototype Contribution HED form (68-SCR) for plan 500 and change the Amount/Percent to '0000300'. Then use the Deferred Plan Enrollments/Changes form (64-SCR) to enroll employee 3009, Judith Teachen, into plan 500. Use an effective date of '01-01-1998' and an option of 'Participant'. Then access the DB Plan Contributions form (68-SCR) for Organization 999999 and employee 3009, Judith Teachen.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '500'.

3. Enter the Transaction Date

Enter the current date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Click Save or press Enter

The information entered thus far will be validated against the plan rules and the employee's master record. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the bottom half of the form will display the calculated contribution information.

For practice, click Save or press Enter.

5. Select 'Accept', 'Reject', or 'Enter'

For employee contributions:

Select	To
Accept	Bypass validation. Enter in an amount or percentage.
Reject	Bypass the calculated figures.
Enter	Have the system validate the amount or percentage you enter.

For company contributions:

Select	To
Accept	To use the calculated amount.
Reject	Bypass the calculated figures.
Enter	Bypass validation. Enter in an amount or percentage.

For practice, select the first 'Accept' radio button.

6. Enter an Amount/Percent

Enter the amount or percentage that the employee has elected. Company contributions do not display on this form. For company contributions, leave the Amount/Percent text box set to zeros; the contribution will be calculated based on the rules defined on the Coverage And Contribution Factors form (TM-SCR).

Enter amounts with two decimals; enter percentages with four decimals. For example, 10.00 is entered as '1000'; 6 percent is entered as '600'.

For practice, do not modify this text box.

7. Enter an Effective Date (optional)

If you want deductions or accruals to begin on a date other than the one calculated by the plan rules, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not modify this text box.

8. Click Save or press Enter

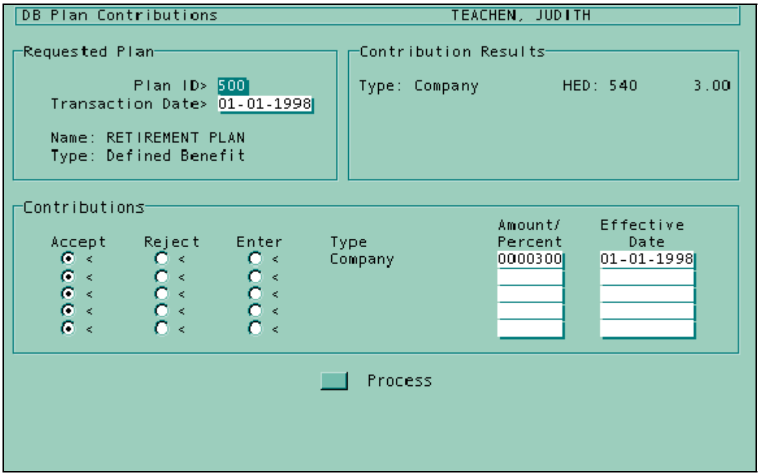
The enrollment record is created.

For practice, click Save or press Enter.

9. Review the displayed information

The form redisplays with the calculated information, showing the HED(s) and the amounts/percentages for each. At this point, you can process the information, modify it, or cancel.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



10. Click Process

The system processes the information and updates the applicable records. A blank DB Plan Contributions form (68-SCR) is displayed.

For practice, click the Process button.

See also:

- Contributions for defined benefits plans ***(on page 327)***

For a discussion of the issues involved in recording contributions.

Recording contributions for thrift/savings plans

You record contributions for thrift/savings plans using the T/S Plan Contributions/Fund Allocation form (79-SCR).

1. Access the T/S Plan Contributions/Fund Allocation form (79-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Thrift/Savings Plan Account Information
Task:	Change EE/ER Fund Allocations

To complete the Guided Practice for this task, you must first enroll employee 1111, Jerry Jones, in plan 510. Use the Deferred Plan Enrollments/Changes form (64-SCR) to do so. Use an effective date of '01-01-1998' and an option of 'Participant'. Then access the T/S Plan Contributions/Fund Allocation form (79-SCR) for Organization 999999 and employee 1111, Jerry Jones.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '510'.

3. Enter the Transaction Date

Enter the current date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1998'.

4. Click Save or press Enter

The information entered thus far will be validated against the plan rules and the employee's master record. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the bottom half of the form will display the contribution information for the plan.

For practice, click Save or press Enter.

5. Select 'Accept', 'Reject', or 'Enter'

For employee contributions:

Select	To
Accept	Bypass validation. Enter in an amount or percentage.
Reject	Bypass the calculated figures.
Enter	Have the system validate the amount or percentage you enter.

For company contributions, you must select Accept.

For practice, select 'Enter' for the supplement posttax deduction, select 'Accept' for the company contribution, and select 'Enter' for the basic pretax deduction.

6. Enter an Amount/Percent

Enter the elected amount/percentage. Enter amounts with two decimals; enter percentages with four decimals. For example, 10.00 is entered as '1000'; 6 percent is entered as '600'.

For the supplemental posttax deduction, type '200'. Do not change the company contribution. For the basic pretax deduction, type '400'. The employee has elected to contribute 2 percent as a posttax deduction and 4 percent as a pretax deduction.

7. Enter the Deduction Effective

This text box reflects the date on which deductions or accruals begin. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change these text boxes.

8. Enter the Funds A–F

Enter the percentage to be allocated to each fund. For each contribution type, all funds must total 100 percent.

Enter percentages as two positions. For example, 30 percent is entered as '30'.

For practice, type these values in the following text boxes:

- *For the supplemental posttax deduction, type '50' in Funds A and C.*
- *For the company contribution, type '100' in Fund B.*
- *For the basic pretax deduction, type '25' in Funds A, B, D, and E.*

9. Click Save or press Enter

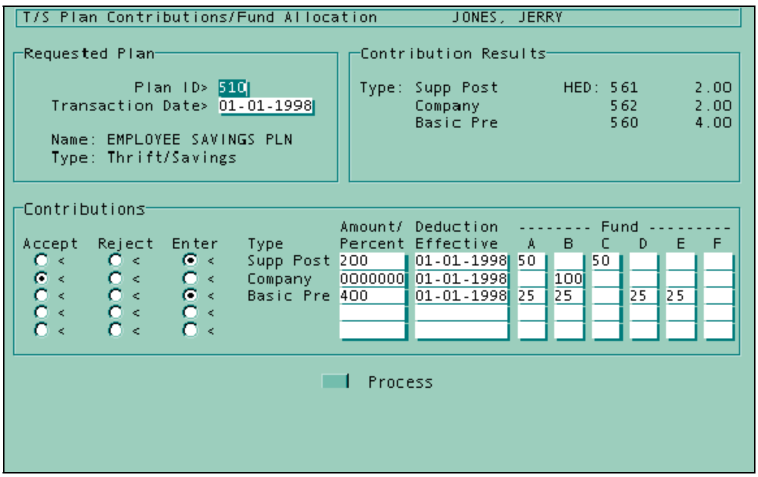
The contributions record is created.

For practice, click Save or press Enter.

10. Review the displayed information

The form redisplays with the calculated information, showing the HED(s) and the amounts/percentages for each. At this point, you can process the information, modify it, or cancel.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



11. Click Process

The system processes the information and updates the applicable records. A blank T/S Plan Contributions/Fund Allocation form (79-SCR) is displayed.

For practice, click the Process button.

See also:

- Contributions for thrift/savings contribution plans ***(on page 329)***

For information on the issues involved in recording contributions.

Recording Savings Bond information

To record Savings Bond information, follow the steps below.

Note: A Savings Bond Deduction HED is not included in the Cyborg delivered test companies. You will need to establish a Savings Bond Deduction HED to complete the Guided Practice.

1. Verify that there is a Savings Bond deduction HED

Verify that there is an HED set up at the organization level with a Category value of Savings Bonds (59) on the Organization Earnings and Deductions form (A8-SCR).

For practice, establish a Savings Bond HED #777.

2. Set up the HED at the employee level

Set up the HED at the employee level using the Employee Earnings And Deductions form (HH-SCR).

For practice, establish HED 777 for employee 3002.

3. Access the Savings Bond Information form (SB-SCR)

Access this form by making the following selection from the Navigator:

Component:	Deferred Plan Enrollment/Maintenance
Process:	Set Up Savings Bond
Task:	Savings Bond Information

For practice, access the Savings Bond Information form (SB-SCR) for employee 3002 in the '999999' organization.

4. Enter the Bond HED

This is the HED that is used for the savings bond deduction.

For practice, type '777'.

5. Select the Denomination

The dollar amount of the bond.

For practice, select '$100.00'.

6. Enter the Owner

This is the identification option of the person who is the owner of the bond. To specify the employee as owner, type E in the field. The Employee Name from the Employee Name And Address form (FF-SCR - Name Code 001) is used.

If someone other than the employee is the bond owner, enter that person's ID from the Beneficiary/Bond-Owner Information form (58-SCR). After entry, the Owner Name and Owner SSN are displayed in inquiry mode.

For practice, type '001'.

7. Enter the Co-owner (optional)

This is the identification option of the person who is the co-owner of the bond. If a person (employee or other) is specified as the owner, that person can not be the Co-owner. In other words, the Owner ID and the Co-owner ID can not be the same.

This text box is entered in the same manner as the Owner ID text box.

For practice, leave blank.

8. Enter the Beneficiary

This is the identification option of the person who is the beneficiary of the bond. If a person (employee or other) is specified as the owner, that person can not be the Beneficiary. In other words, the Owner ID and the Beneficiary ID can not be the same.

This text box is entered in the same manner as the Owner ID text box.

For practice, leave blank

9. Enter the Mail-to

This is the address the bond is to be mailed to. The name and address used will come from the Employee Name And Address form (FF-SCR) or the Beneficiary/Bond-Owner Information form (58-SCR) depending on how you use this field. Valid entries and where the name and addresses come from are:

- O = Mail to the Owner indicated in the Owner ID text box.
- C = Mail to the Co-owner indicated in the Co-owner ID text box.
- B = Mail to the Beneficiary indicated in the Beneficiary ID text box.
- E = Mail to the employee at the name and address on the Employee Name And Address form (FF-SCR) for Name Code 001. You would only use this entry if the employee is not the Owner, Co-owner, or the Beneficiary.
- xxx = Mail to the name and address indicated on the Employee Name And Address form (FF-SCR) for the ID entered in this field. You would use this entry to mail the bond to the employee, the Owner, the Co-owner or the Beneficiary at a name and address combination different from what is on the designated Beneficiary/Bond-Owner Information form (58-SCR) or the Employee Name And Address form (FF-SCR) for Name Code 001.

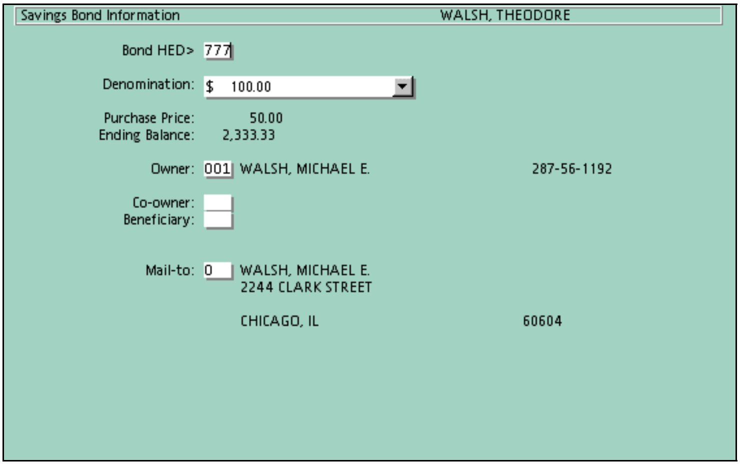
For practice, type 'O' to mail to the Owner indicated in the Owner field.

10. Click Save or press Enter

Savings Bond information is now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Contributions for deferred plans ***(on page 326)***

For information on Savings Bond plans.

Extended Practice

Note: *You must have completed the Extended Practice in* **Setting Up Deferred Plans** *(on page 111) to guarantee the successful completion of the Extended Practice that follows.*

1. Enroll employee 1043, Alice A. Baldwin, in plan S02 effective 01-01-1998. Use the following contribution information:

Contribution Type	Contribution Percent	Fund Allocation
Company		100% in Fund A
Basic Pretax	6%	50% in Fund B, 50% in Fund C
Supplemental Pretax	9%	50% in Fund D, 50% in Fund E

2. Enroll employee 1165, William Z. Manning, in plan S02 effective 01-01-1998. Use the following contribution information:

Contribution Type	Contribution Percent	Fund Allocation
Company		50% in Fund A, 25% in Fund B, 25% in Fund C
Basic Pretax	6%	100% in Fund D
Supplemental Pretax	5%	100% in Fund D

3. Waive employee 1236, James B. Hammer, from plan S02.

Review of Questions Answered

1. What two methods are provided for enrolling employees in deferred plans?

2. What information is needed to enroll an employee in a deferred plan?

3. What facilities are provided to override system-generated data?

4. What forms are created as a result of an enrollment into a deferred plan?

5. What reports are available to track enrollments in deferred plans?

CHAPTER 10

Processing Annual Open Enrollments for Flex Plans

In This Chapter

Introduction

Your organization has the ability to enroll employees in all flex component plans for which they qualify. This could be a very laborious and time-consuming task if you had to manually calculate credits, produce enrollment forms, and enroll each employee in the plan(s) of his or her choice. Benefits Administration automates these tasks and streamlines the process of employee enrollment.

In this section you will learn how to enroll employees in your Flexible Benefits Program the first day of each benefits plan year. This is referred to as an open, or annual, enrollment.

About the examples

Throughout this section, we will be looking at examples from ACME Manufacturing enrollments in a flex plan (plan 600).

Tasks

This section explains the following:

- Calculating flex credits
- Producing enrollment choice forms
- Processing flex annual open enrollments
- Viewing the post-enrollment options and costs
- Viewing the post-enrollment credit details online
- Producing benefit confirmations
- Tracking unreturned enrollment forms

Prerequisites

Before you can process annual open enrollments for flex plans, the following must be established for:

- Organizations
- Employees
- Benefits Control Numbers

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information about setting up Control Numbers.*

- Benefits plans

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53),* **Setting Up Deferred Plans** *(on page 111), and* **Setting Up Flex Plans** *(on page 173) for information about setting up benefits plans.*

- Flex credit calculation formula (optional)
- Flex Master Plan

☞ *Refer to* **Setting Up Flex Plans** *(on page 173) for more information about defining a credit calculation formula and setting up Flex Master Plans.*

Questions answered

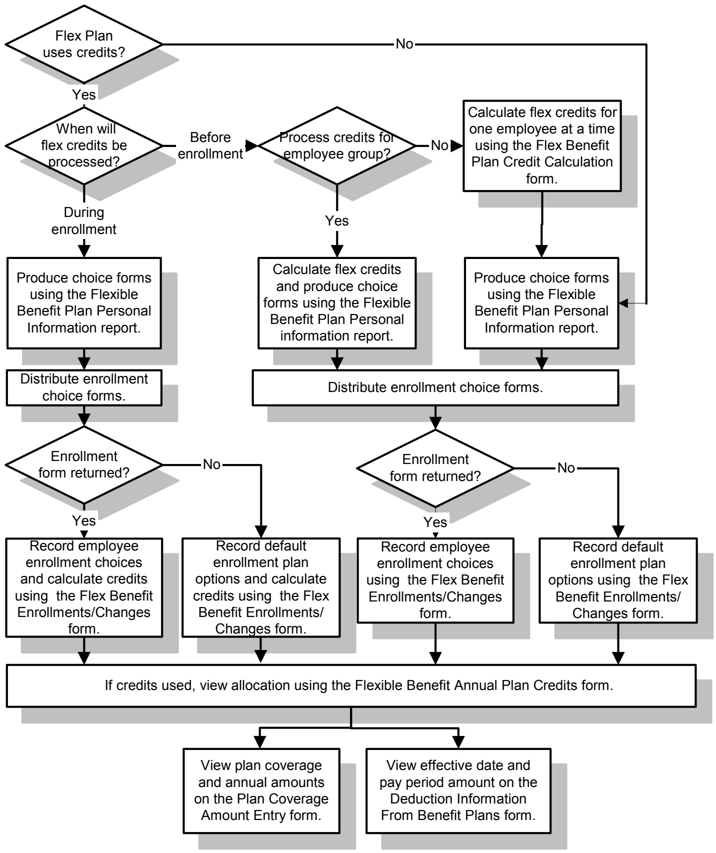
The following questions are answered in this section:

1. What steps need to be taken before the employee enrollment procedure can begin?
2. What options are available for producing enrollment forms?
3. What methods are available for completing open enrollments for flex plans?
4. What options are available to handle enrollments for employees who fail to return their enrollment forms?
5. What flex benefits communications are available for confirming enrollments?

Annual enrollment process

Employees will be given an annual opportunity to enroll in your organization's flex plan. If your flex plan uses credits, you may calculate them for each employee prior to enrollment or during the enrollment process. As a function of the enrollment process, you may provide employees with their plan options and then record the enrollment options selected by each employee. If enrollment forms are not returned, you have the option of enrolling an employee in eligible plan default options.

The following chart shows the flow of the annual enrollment process:



Apply the Concept

Describe the major steps in your annual open flex enrollment process.

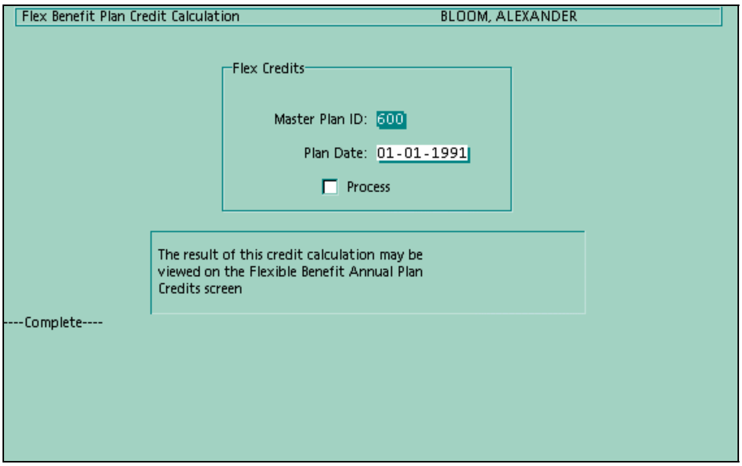
Pre-enrollment flex credits calculation

If your flex plan uses credits, you may calculate an employee's total flex credits prior to or during enrollment. This choice is recorded on the Flex Benefits Master Plan Rules form (TKFSCR). You may want to review the Credit Calculation Factors option list (BA69) to make sure that your formula has been defined. Then verify the Flex Plan Credits Calculation form (FCCSCR) to ensure that you have correctly stored the series of calculation options needed to calculate the flex total credits.

If you want to calculate flex credits prior to enrollment, you may use the Flexible Benefit Plan Personal Information report (4P-RPT) to calculate the credits for a group of employees or the Flex Benefit Plan Credit Calculation form (FCPSCR) to perform the calculation for an individual employee. If you select the online method, you must process one form per employee to generate his or her total flex credits. This form is used to record the processing parameters.

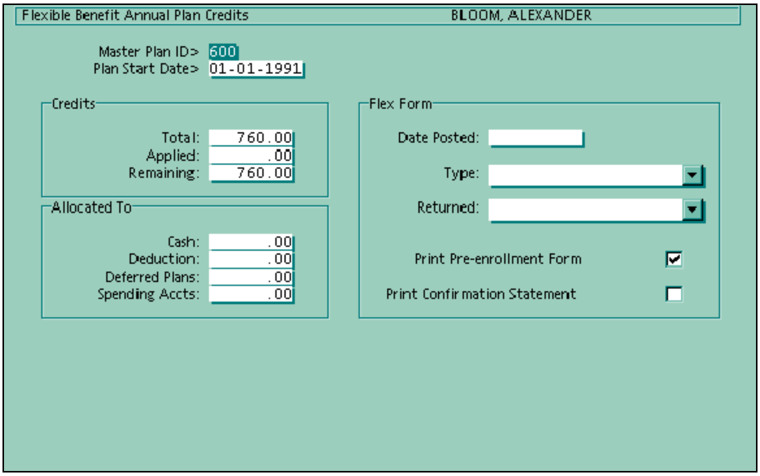
Note: *If credits are calculated before enrollment, eCyborg Interactive Benefits will process the Flex Benefit Plan Credit Calculation form (FCPSCR) as part of the interactive employee enrollment process.*

In the following example at ACME Manufacturing, the Flex Benefit Plan Credit Calculation form (FCPSCR) is set up to calculate the total flex credits for plan 600 for Alexander Bloom:



After the form is executed or the Flexible Benefit Plan Personal Information report (4P-RPT) is processed, the resulting credit calculation can be viewed on the Flexible Benefit Annual Plan Credits form (55CSCR). The calculated total credits are displayed in the Total and Remaining Credits text boxes. The Print Pre-enrollment Form check box is automatically selected; this indicates that an enrollment form will be printed for the employee when the Flexible Benefit Plan Personal Information report (4P-RPT) is processed.

In this example, the form indicates that a benefit enrollment document has been authorized for Alexander Bloom and that he has 760.00 credits:



If multiple calculation options are entered on the Flex Plan Credits Calculation form (FCCSCR), the Flex Benefit Annual Plan Credits form (55CSCR) calculates each option separately and totals each result to arrive at the total credits displayed on the Flexible Benefit Annual Plan Credits form (55CSCR).

See also:

- Calculating flex credits ***(on page 372)***

For detailed directions on calculating flex credits.

Apply the Concept

If your flex plan uses credits, how will you calculate them?

Enrollment choice forms

Employees can make an informed choice only if given adequate facts about the flex benefit plans for which they qualify. The enrollment choice forms display enrollment information and are personalized for eligible options. They include plan costs and instructions on how to indicate option choices. An explanation of the company contributions to the benefits program (credits) may also be part of this communication. Because you can customize these forms for use in your organization, all pertinent information can be relayed to an employee in an efficient and personalized manner.

A third-party administrator (TPA) may handle the enrollment process, using online or paper-based enrollment applications.

Report formats

The Flexible Benefit Plan Personal Information report (4P-RPT) meets all enrollment form requirements by providing a report for each eligible employee showing the component plans for which he or she is eligible. The report is intended to print on continuous 8.5" x 11" stock paper so it will fit into standard envelope sizes.

The report parameters allow you to choose one of the following formats:

- **Printed long form**
  This multipage statement produces a cover letter, an employee data page, and one page per benefit containing information about the plan, the various options available, and the cost. These pages also include a statement of the benefit options in which an employee is currently enrolled and the cost of the options.
- **Printed short form**
  This is a one-page printed statement of coverage choices for the coming flex year, including the cost of these choices and space to indicate option choices with their associated costs. The statement also displays the number of credits that have been awarded.
- **Extract file of all enrollment-related data**
  The extract file data can be used in another application, if desired. This extract file contains information and plan/option choices in four different 80-byte record types.

This report must be scheduled and various report parameters must be selected, depending on which type of report format you wish to use. You may select report options that will allow you to simultaneously calculate flex credits.

Employee selection

Solution View can be used to create a selection routine to limit the employees processed by the report to those who meet the criteria you have defined. The name of the routine is then specified in a parameter for the Flexible Benefit Plan Personal Information report (4P-RPT).

☞ *Refer to the Using Solution View documentation for more information on creating a selection routine (PC Download).*

See also:

- Producing enrollment choice forms ***(on page 374)***

For detailed directions on producing enrollment choice forms.

Apply the Concept

Describe how you will inform employees about the flex enrollment choices for which they qualify.

Open enrollments

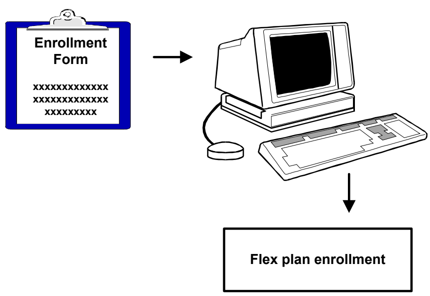
After open enrollment forms have been returned, you will be ready to enroll employees in your Flexible Benefits Program. You may be enrolling an employee in the flex plan for the first time or re-enrolling an employee in the same flex plan for a different plan year.

If a deferred plan is included in the Flex Master Plan, you will be able to specify a variable amount for the plan only if an employee is already enrolled in the plan on the Deferred Plan Enrollments/Changes form (64-SCR).

You may enroll employees online in your Flex Master Plan and its component plans using the Flex Benefit Enrollments/Changes form (55FSCR). You may also use this form for batch enrollment and changes to enrollment options.

Note: *Normal system batch processing using the Batch Layout Facility (BATCHL) will NOT produce desired results. You must create the records for batch loading.*

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for information about batch enrollments.*



The enrollment process can be quite involved. To streamline the enrollment process, Benefits Administration uses a multipanel form to complete several detailed tasks simultaneously:

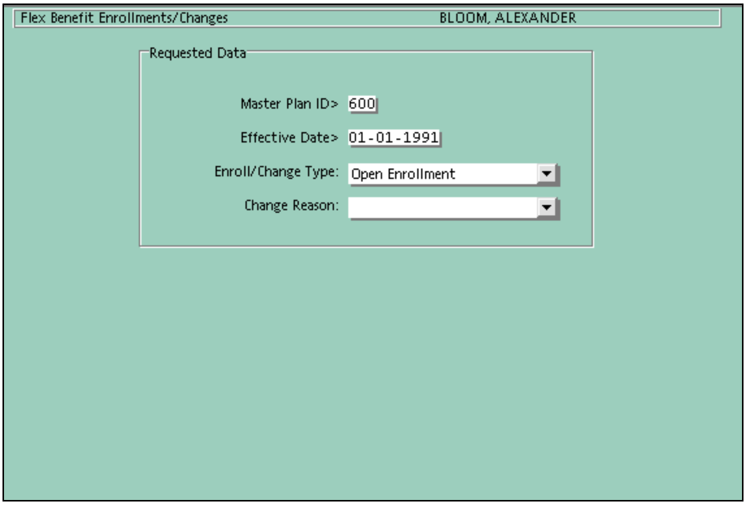
- Check eligibility and display only the plans that an employee is eligible to elect.
- Accept your entry of the option elected for each plan, a pre- or posttax indicator, and any required variable amount.
- Calculate the annual credit cost of each option elected using your plan table rules. For example, single coverage in a dental plan may cost 200.00, based on rules established on the Coverage And Contribution Factors table (TM-SCR).
- Edit all entries against tables and option lists to ensure you are using valid plans and options.
- Calculate the total credits allocated to the selected options and the credits remaining—either a positive or negative number. For example, an employee who is allocated 1,000 flex credits may spend 750 of the credits on flexible benefits. There are 250 credits remaining.
- Process the Flex Master Plan and component plan enrollment when all entries have been verified.
- Create a prototype deduction HED if more credits are used than granted, or create a prototype earnings HED if fewer credits are used than granted.
- Display the total credits allocated, credits used, and credits remaining.
- Allow amounts directed to a deferred plan on the form to be included in the calculation of total credits used. The form creates a prototype HED for the fixed amount the employee chose to contribute to the plan.
- Automatically update the Flexible Benefit Annual Plan Credits form (55CSCR) with the number of credits allocated, credits remaining, and deductions, if applicable.

At any time during the processing of the enrollment form, you may exit and cancel the enrollment.

Enrollment processing

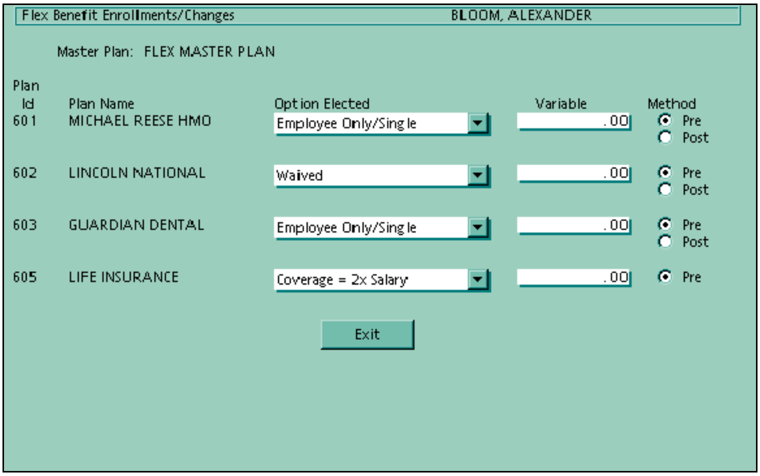
Let's look at the enrollment process in detail. The flex enrollment process involves multiple form panels.

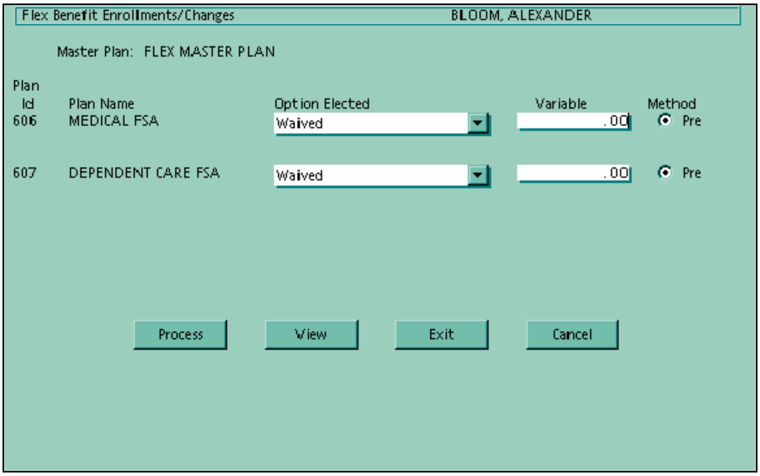
The first form panel contains the Flex Master Plan ID and the effective date of the enrollment, with the type of enrollment or change and a change reason that is used when processing a life status change for benefits. The opening panel of Alexander Bloom's enrollment at ACME Manufacturing would look like the following form:



After entering the first form panel, the returned form panel(s) displays all of the component plans for which an employee is eligible, showing current enrollment information for plans the employee was enrolled in previously. Up to four plans are displayed on each form panel. On this form you can enter the option, variable, and tax method for the plans the employee selected.

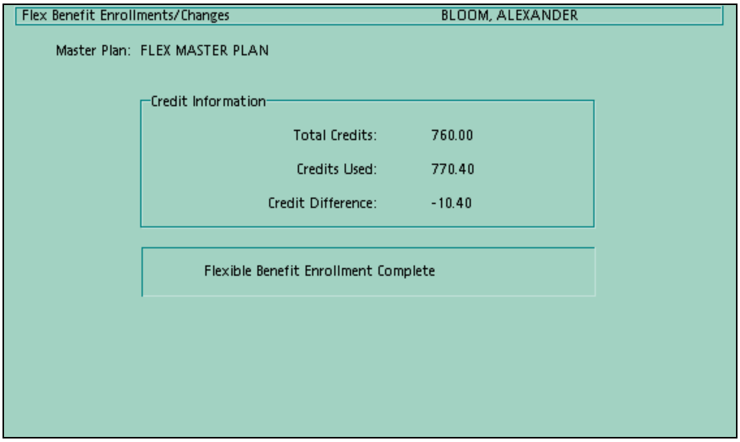
Alexander Bloom's enrollment choices have been recorded on this panel of the form:





After all plan option entries have been made, option buttons at the bottom of the form allow you to review or remove the entries or process the enrollment.

When the enrollment has been processed and the calculation of the credit cost for each plan is complete, the program subtracts the cumulative credits applied from the total credits granted to identify any remaining credit balance.For Alexander Bloom, the Credit Difference amount is -10.40 on the last panel of the Flex Benefit Enrollments/Changes form (55FSCR):



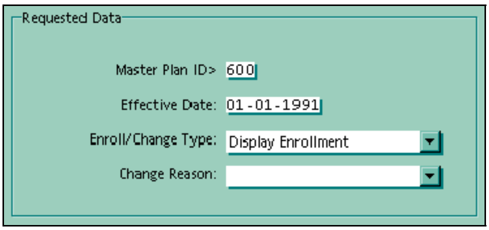
See also:

- Processing flex annual open enrollments ***(on page 376)***

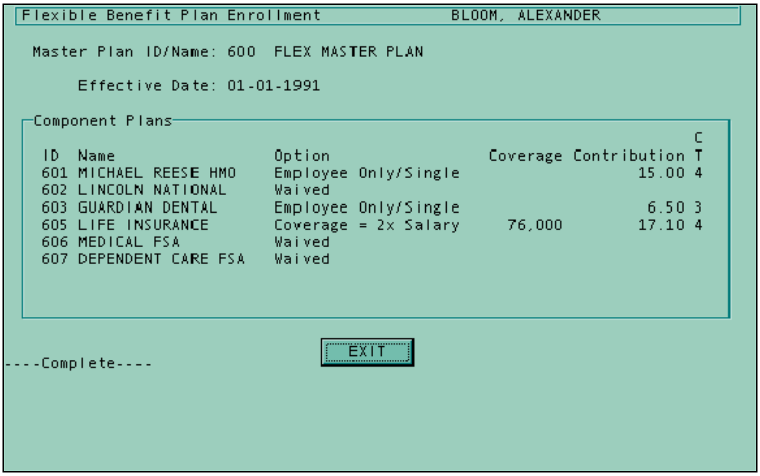
For detailed directions on processing flex annual open enrollments.

View the completed enrollment

If you want to review the completed enrollment, return to the first panel of the Flex Benefit Enrollments/Changes form (55FSCR) and indicate that the form is to be shown in Display Mode.

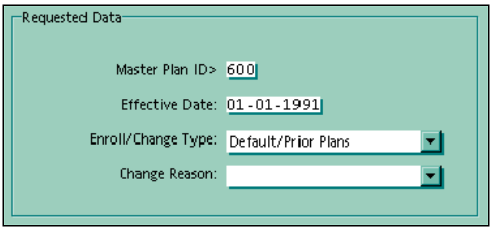


The following is the resulting form display for Alexander Bloom:



Prior year's elections

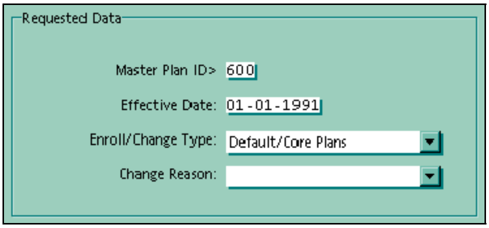
In those cases in which an employee has selected enrollment based on the prior year's elections, the 'Default/Prior Plans' option can be selected on the opening panel of the Flex Benefit Enrollments/Changes form (55FSCR).



This option will automatically enroll an eligible employee in the Flex Master Plan and all eligible component plans using the option choices of the employee's most recent enrollment. You will not have the chance to make any changes to the enrollment choices during the enrollment if this enrollment method is used.

Default enrollments

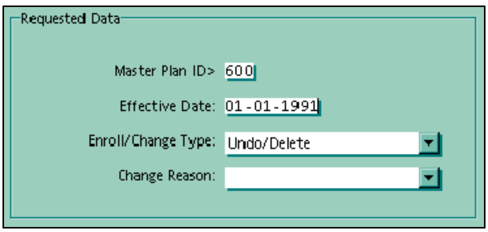
If you anticipate having to use default options in the event that an employee fails to return the enrollment form by the date specified, then you need to plan ahead when you are establishing the Benefit Plan Rules form (TK-SCR). A plan will be considered a core/default plan only if you have chosen a Class list box option of 'Automatic' on the Flex Master component plans. The Default Enrollment Option and Pre-tax or Post-tax indicator must be set up for default enrollments.



If flex component plans are designated as core/default plans, then the Enroll/Change Type list box option of 'Default/Core Plans' on the Flex Benefit Enrollments/Changes form (55FSCR) will apply the default plans to the enrollment. An eligible employee will be enrolled automatically in the Flex Master Plan and the component core default plans. You will not have the chance to make any changes to the enrollment choices during the enrollment if this method is used.

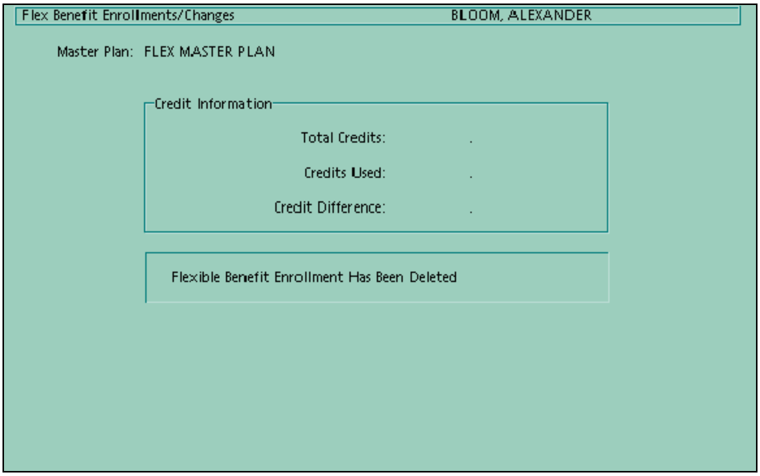
Enrollment error correction

The 'Undo/Delete' option in the Enroll/Change Type list box of the Flex Benefit Enrollments/Changes form (55FSCR) is used to cancel a mistaken enrollment immediately after it has been processed.



The 'undo' process deletes the employee's current flex plan enrollment segments. If credits had been allocated, the Flexible Benefit Annual Plan Credits form (55CSCR) values are restored to their pre-enrollment condition.

When the enrollment was reversed for Alexander Bloom, the resulting form confirmed the enrollment deletion:

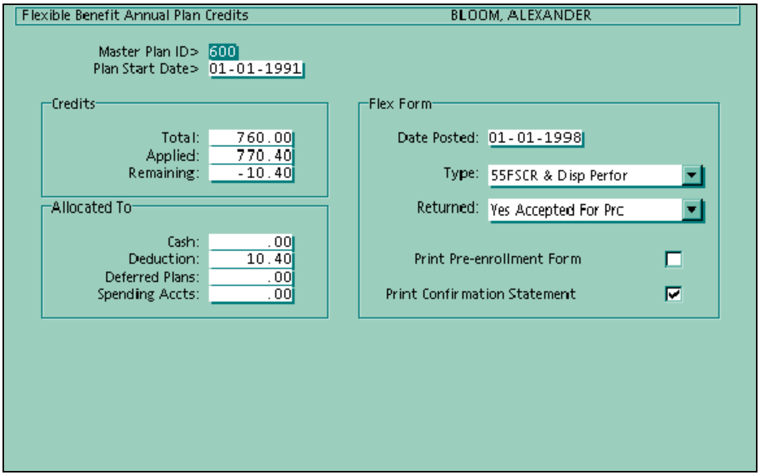


Note: *In the event that this enrollment was not an initial enrollment for the employee, Undo/Delete should be used again with the prior year Plan End Date to delete any shutoff segments created during the enrollment.*

View the credit allocations

If you want to see the complete credit and credit allocation detail after enrollment, view the Flexible Benefit Annual Plan Credits form (55CSCR). If the Flex Benefits Master Plan Rules table (TKFSCR) specifies that credits are to be calculated during enrollment, the Flexible Benefit Annual Plan Credits form (55CSCR) is created during the enrollment process.

In this example, Alexander Bloom's remaining credits were allocated as follows:



If the credit balance is positive and if the Net Credit method is indicated for the plan, an HED is created for the earnings to be paid to the employee. The remaining credits are put into the Cash text box, and the Deduction text box is zeroed.

If the credit balance is negative and if the Net Credit method is indicated for the plan, the HED can be set up so the Deduction text box is set to the amount of any negative credits. This amount will be deducted from the employee's paycheck.

Any total credits an employee assigned to deferred plans is displayed in the Deferred Plans text box. This credit amount may represent a total of multiple allocations if more than one deferred plan was assigned.

The Date Posted text box displays the date on which the flexible benefit remaining balance distribution was performed.

The Type list box value shows that the enrollment form was processed to allocate the total credits and the remaining credits have been allocated to either cash or a deduction.

The Returned list box value shows that the employee enrollment form was processed. The Print Confirmation Statement indicator is automatically selected by the system when the enrollment is processed for an employee. This list box indicates that a confirmation statement will be produced for the employee when the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) is processed.

Note: *Several segments are created at enrollment. You may want to schedule the Employee Master File Space Analysis report (10-RPT) before flex enrollments to be sure there is enough room to insert the segments.*

☞ *Refer to* **Technical Considerations** *(on page 927) for more information about the Employee Master File Space Analysis report (10-RPT).*

See also:

- Viewing the post-enrollment options and costs ***(on page 384)***
- Viewing the post-enrollment credit details online ***(on page 386)***

For detailed directions on displaying the post-enrollment credit details.

Verifying an employee's deduction/earning information

Once an employee has been successfully enrolled in a flex plan, you can view his or her component plan coverage and annual amounts on the Plan Coverage Amount Entry form (53-SCR).

The component plans show the effective date and pay period amount on the Deduction Information From Benefit Plans form (54-SCR). Earning and deduction totals for the year are the pay period amount times the number of pay periods until the end of the year. When the HED Segment Changes This Period report (8R-RPT) is run, this information is copied and used to update payroll records.

One Plan Coverage Amount Entry form (53-SCR) and one Deduction Information From Benefit Plans form (54-SCR) are generated for each contribution type on each component plan in which the employee is enrolled.

See also:

- Viewing the post-enrollment options and costs ***(on page 384)***
- Viewing the post-enrollment credit details online ***(on page 386)***

For detailed directions on displaying the post-enrollment options and costs.

☞ *Refer to* **Enrolling Employees in Welfare Plans** *(on page 281) and* **Enrolling Employees in Deferred Plans** *(on page 321) for more information about these two forms.*

Enrollment tracking tools

Two flex benefits reports allow you to track enrollment information on hard copy:

- Flexible Benefit Plan Credit Allocations (4Y-RPT)
- Flexible Benefit Plan Forms Not Returned (4Z-RPT)

Credit allocation information

If you would like to verify credit allocations by employee on hard copy rather than online, you can produce the Flexible Benefit Credit Allocations report (4Y-RPT). It lists all employees who have a Flexible Benefit Annual Plan Credits form (55CSCR) recorded for the Plan ID and plan year specified on the report parameter form.

All information on the form is printed for each employee listed.

Unreturned enrollment forms

As the enrollment return date approaches, you may find it helpful to produce a list of all employees who have not yet returned enrollment forms.

The Flexible Benefit Plan Forms Not Returned report (4Z-RPT) lists all employees who have a Flexible Benefit Annual Plan Credits form (55CSCR) recorded (for the plan ID and plan year specified on the parameter form) with a Flex Form Returned Indicator of 'Not Yet Returned', 'Rejected Back To Emp', 'Default Enrollment', or blank.

See also:

- Tracking unreturned enrollment forms ***(on page 388)***

For detailed directions on tracking unreturned enrollment forms.

Apply the Concept

Describe how you will handle employees who do not return open enrollment forms by the expected return date.

Benefits communications

After enrollment has been completed and credits have been allotted, you should relay this information to your employees, including information about your Flexible Benefits Program.

The Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) provides a summary of all component plans an employee has selected for the Flexible Benefit Master Plan specified on the parameter form. The summary lists each of the component plans an employee selected, the option, and the cost.

The report is generated for all selected employees enrolled in the plan on any day within the plan year.

The Flex Benefits Master Plan Rules table (TKFSCR) is used to determine whether an annual or pay period amount is also used when the cost of each component plan is printed on the report. This table is used to determine the designated HED that is used to print the appropriate contribution amount made to a deferred plan.

This report prints continuous 8.5" x 11" forms that can be inserted in a standard envelope and distributed to employees. This report may also be printed on stock paper or used as a prototype to select the appropriate plan segments for reporting on a user-provided, preprinted form.

A cover letter is printed for each employee if you specify it on the parameter form. This cover letter includes a note about who to call if an employee has questions. The cover letter text can be changed by modifying the Cyborg Scripting Language code.

The subsequent pages contain employee information and the employee plan selection information. If the Net Credit method was used, a note is included on the last page that reports the deductions or earnings as a result of the enrollment. No note is included if the Deduct Credits by Plan method was selected on the Flex Benefits Master Plan Rules form (TKFSCR).

Solution View can be used to create a selection routine to be used by the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT). The selection routine limits the employees processed to those who meet the criteria you have defined. The name of the selection routine is specified on the parameter form for this report.

☞ *Refer to the Using Solution View documentation for more information on creating a selection routine (PC Download).*

See also:

- Producing benefit confirmations ***(on page 387)***

For detailed directions on producing benefit confirmations.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will process credit calculations for two employees. You will then enroll each employee in flex benefits plan 700 and verify the credit allocation to determine if any employee has unused credits or has used more than the allocated credits. Specific details for entering plan values are described in the steps for the tasks. Although report parameter explanations are included in tasks 2, 5, and 6, you are not expected to run these reports as part of the Guided Practice.

You must have completed the Guided Practices in '***Setting Up Flex Plans*** (on page 173)' to guarantee the successful completion of the Guided Practice that follows.

Calculating flex credits

If you choose to calculate flex credits for an employee using the Flex Benefit Plan Credit Calculation form (FCPSCR), follow these steps:

Note: *You may prefer to generate the enrollment form and calculate employee flex credits simultaneously using the Flexible Benefit Plan Personal Information report (4P-RPT).*

☞ *Refer to* **Producing enrollment choice forms** *(on page 374) for information about the Flexible Benefit Plan Personal Information report (4P-RPT).*

1. Access the Flex Benefit Plan Credit Calculation form (FCPSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Credits
Task: Flex Plan Credit Calculation

For practice, access the Flex Benefit Plan Credit Calculation form (FCPSCR) for Organization 999999 for employee 6003.

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Plan Date

Type the current Flex Master Plan date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing January 1 of the current year, for example, '01-01-1998' (US and Canada) or 1 January (elsewhere).

4. Select the Process check box

Select the Process check box to activate the calculation of credits.

For practice, select the Process check box.

5. Click Save or press Enter

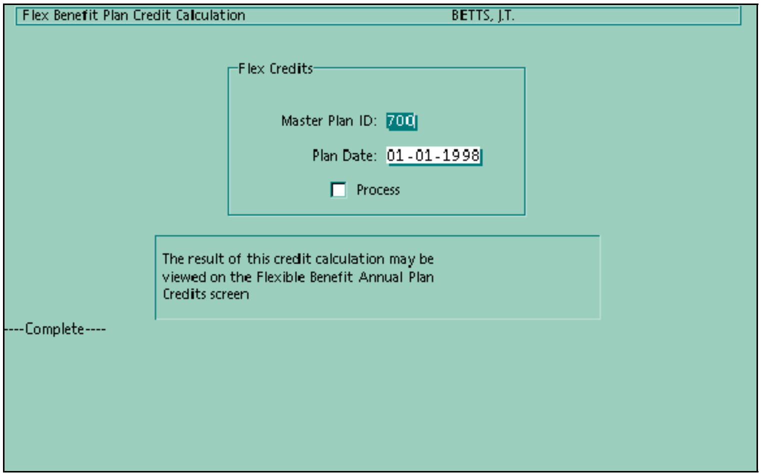
The flex total credits are calculated and a '—Complete—' message is displayed.

The results of the calculation can be viewed on the Flexible Benefit Annual Plan Credits form (55CSCR). It shows the total credits calculated in the Total and Remaining Credits text boxes.

For practice, click Save or press Enter.

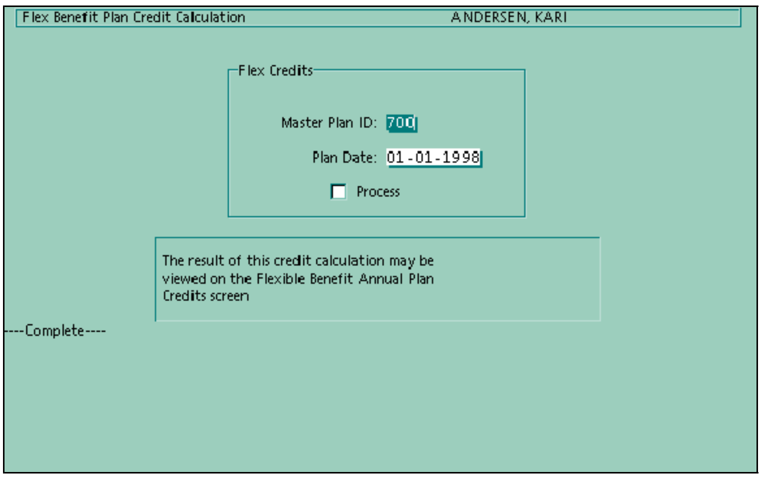
Refer to **Viewing the post-enrollment credit details online** *(on page 386) for instructions on how to access the Flexible Benefit Annual Plan Credits form (55CSCR).*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



To complete the Guided Practice, process the credit calculation for employee 6004.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Pre-enrollment flex credits calculation ***(on page 356)***

For more information about calculating pre-enrollment flex credits.

Producing enrollment choice forms

Three options are available for producing enrollment choice forms using the Flexible Benefit Plan Personal Information report (4P-RPT):

- A short form that displays the plans and options for which an employee is eligible, including the cost of each choice
- A long form that includes a cover letter, a data page, and a one-page cost document for each eligible plan
- An extract file of option choices and personal information

You may also calculate flex credits for employees by running this report. The output of this report will be determined by the parameter choices you make.

Note: *You may change the delivered cover letter text by modifying the literals in the Cyborg Scripting Language subroutine 4PCOVL. Plan descriptions require custom entries. See the documentation in subroutines 4PPLDC and 4PALTO for details. The text on the short enrollment form may be modified by changing subroutines 4PSFOP (opening paragraphs) and 4PSFCP (closing paragraphs).*

☞ *Refer to either eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Plan Year Start Date

Type the flex plan start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

2. Enter the Master Plan ID

Type the Master Plan ID in the format XXX.

3. Enter the Final Form Return Date

Type the final form return date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This is the date that will appear on the Flexible Benefit Annual Plan Credits form (55CSCR) that may be generated by this program. This is the latest date that employees can return the form.

4. Enter the Prior Year Master Plan ID

Type the Prior Year Master Plan ID in the format XXX. If this is the first year for the flexible benefit plan, leave this parameter blank.

This parameter is used to access and display the prior-year options on the report.

5. Select the Print Cover Letter check box

Click this check box to print the cover letter, or leave the check box blank to not print the cover letter.

6. Enter the Selection Routine (optional)

If you enter 'X' in the Report Format Option text box on this form to create an extract file, in the Selection Routine text box type the six-character, customer-defined, Solution View program name used to select employees.

7. Enter the Report Format Option

Type one of the following options:

- 'A'—Print the standard version, one page for each eligible plan.
- 'S'—Print the short version of the enrollment form.
- 'X'—Create an extract file of option choices and personal information (the Print Cover Letter indicator defaults to 'N' with this option).

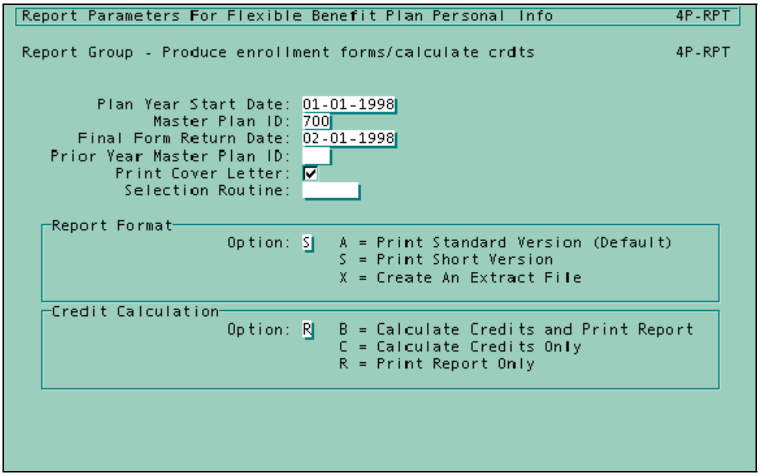
If left blank, this text box defaults to 'A'.

8. Enter the Credit Calculation Option

Type one of the following report options:

- 'B'—Calculate credits, create flex total credits, and print a report for each selected employee.
- 'C'—Calculate credits for each selected employee and do not print the reports.
- 'R'—Only print a report for each employee.

When completed, the report parameters may look similar to the example that follows:



Depending on the options selected in the parameters, the Flexible Benefit Plan Personal Information report may calculate total flex credits and display them on the Flexible Benefit Annual Plan Credits form (55CSCR) for each eligible employee. It may also produce an enrollment choice form (long or short) for each eligible employee.

☞ *Refer to* **Viewing the post-enrollment credit details online** *(on page 386) for instructions on how to view the Flexible Benefit Annual Plan Credits form (55CSCR).*

See also:

- Enrollment choice forms ***(on page 358)***

For a description of enrollment choice forms.

Processing flex annual open enrollments

To process a flex annual open enrollment using the Flex Benefit Enrollments/Changes form (55FSCR), follow these steps:

Note: *Total flex credits may be calculated by this form if you chose the 'During Enrollment' option on the FlexBenefits Master Plan Rules form (TKFSCR).*

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for information on processing this form in batch mode.*

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Benefit Plan Enrollment

For practice, access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 for employee 6003.

Note: *This form has three panels that allow you to set the parameters, select/correct plan options, and display the results of the enrollment.*

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Type the plan entry date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). For an open enrollment, this will be the first day of the plan year.

For practice, type a date representing January 1 of the current year, for example, '01-01-1998'(US and Canada) or 1 January (elsewhere).

4. Select the Enroll/Change Type

Select an option from the Flex Action option list (BA64) to indicate the type of action to be performed by the form.

During an open enrollment period, one of three options may be used:

- 'Open Enrollment'—To process a complete new enrollment in a flex plan, either for the first time or as a reenrollment in the same flex plan for a different plan year.
- 'Default/Core Plans'—To automatically enroll eligible employees in the Flex Master Plan and the component core default plans/options defined in each plan's Benefits Plan Rules form (TK-SCR).
- 'Default/Prior Plans'—To automatically enroll eligible employees in the Master Plan and all eligible component plans using the option choices of an employee's last enrollment.

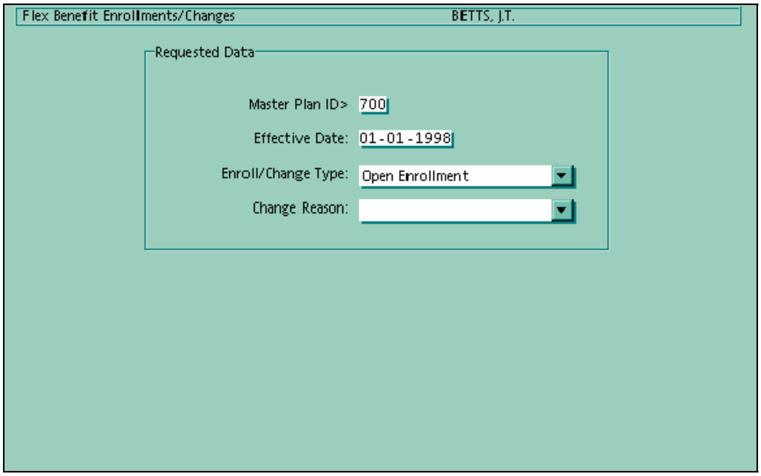
For practice, select 'Open Enrollment'.

5. Enter the Change Reason (optional)

This list box is used only if the option in the Enroll/Change Type text box indicates a life status change.

For practice, leave this list box blank.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



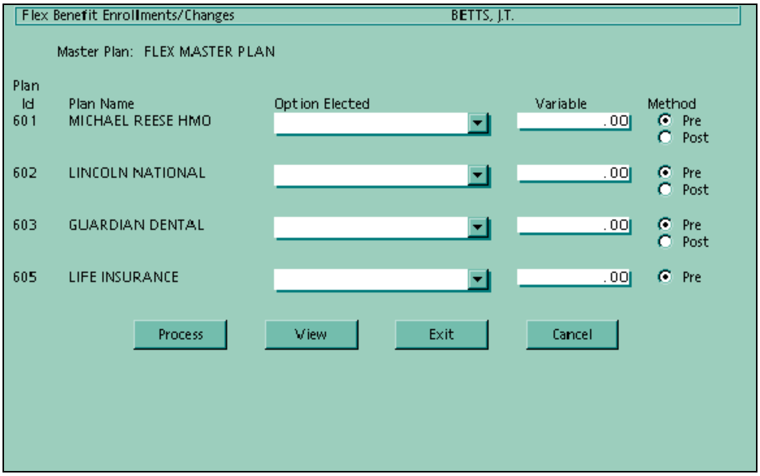
6. Click Save or press Enter

The returned form(s) display only the component plans for which the employee is eligible. If a deferred plan is included in the Flex Master Plan, it will be displayed on the form only if the employee is already enrolled in the plan on the Deferred Plan Enrollments/Changes form (64-SCR).

One line is displayed for each eligible component plan. The Plan ID and Plan Name are displayed in Display Mode. The Option Elected, Variable, and Pre/Post Tax Method information is displayed for entry in groups of four plans per form. More than one form of entries may be required to list all the eligible plans.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Use the following values to complete the next three entries for each Plan ID:

Plan ID	Option Elected	Variable	Method
601	Employee Only/Single	—	Pretax
602	Waived	—	—
603	Employee Only/Single	—	Pretax
605	Coverage=2x Salary	—	Pretax

7. Select the Option Elected

Select the option the employee elects for the plan. Options for this list are provided by the Option Elected option list (BA03). Any plan that the employee declines must have an option entry of 'Waived'. There must be an entry in this list box for each plan on the form.

For practice, make the entries shown in the preceding table.

8. Enter the Variable

Use this text box to enter an up-to-nine-digit employee-dependent factor such as a fixed amount needed to calculate plan coverage or contribution amount. If the plan requires a variable entry and the text box is left blank, an error message is displayed.

Note: *When a deferred plan is attached to a flex plan, the Flex Benefit Enrollments/Changes form (55FSCR) displays the deferred plan if the employee was previously enrolled on the Deferred Plan Enrollments/Changes form (64-SCR). The actual amount of flex credits to be credited to the deferred plan must be entered. Whether you enter an annual, monthly, per pay period, or weekly amount depends on the frequency specified in the Result Freq list box on the Coverage And Contribution Factors form (TM-SCR).*

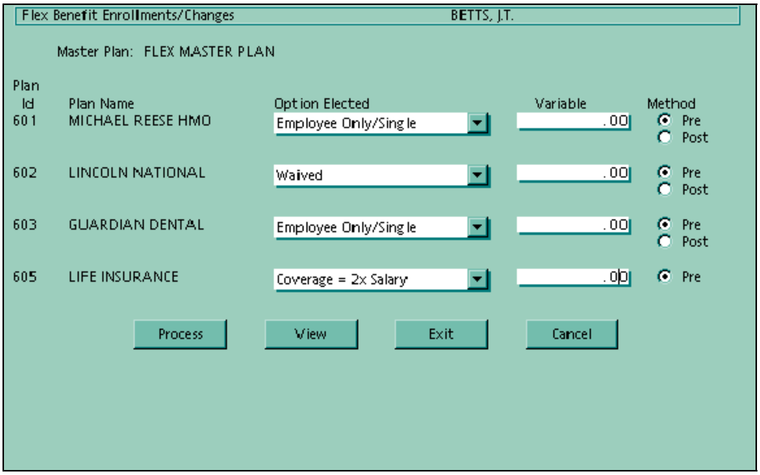
For practice, make the entries shown in the preceding table.

9. Select the Method

Select whether the employee has elected the pre- or posttax contribution. This indicator is used to select the proper HED from the plan's Benefit Plan Rules table (TK-SCR).

For practice, make the entries shown in the preceding table.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: If the only buttons available to you at the bottom of the form are Exit and Cancel, go to Step 10. Otherwise, go to Step 12.

10. Click Save or press Enter

To proceed to the next form of component plans, click Save or press Enter. If no errors are detected in the values entered, the next form of component plans is displayed and ready for entry of the same three entries.

Note: Form errors will appear if:

- *The plan tables are missing or not properly set up*
- *The option elected is invalid for the plan*
- *A Variable Factor has not been entered and is required by the plan*

For practice, click Save or press Enter.

11. Repeat steps 7, 8, and 9 for each remaining component plan

Enter the Option Elected, Variable, and Method information for each of the remaining component plans.

For practice, make no further entries in these entries.

12. Select an action button

Select one or more of the action buttons to complete the enrollment process:

- **Process button----**Process all enrollment information. When all plans are processed, the employee record is updated and the credit calculation is displayed on the third panel of the form.
- **View button----**Display the results of the plan credit calculations without actually updating the employee record. The credit/cost is displayed as an annual amount or a pay period amount as indicated on the Flex Benefits Master Plan Rules form (TKFSCR).

While using the View button, these buttons display at the bottom of the form:

- **Process button----**Process all enrollment information. When all plans are processed, the employee's record is updated and the credit calculation panel of the form is displayed.
- **Next Page button----**View additional plans on other panels.
- **Exit button----**Return to a blank first form without processing the enrollment or updating the employee's record.
- **Restart button----**Leave View Mode and return to the first processing form without updating the employee's record. New entries can then be made.
- **Cancel button----**Return the current form panel to its original appearance.

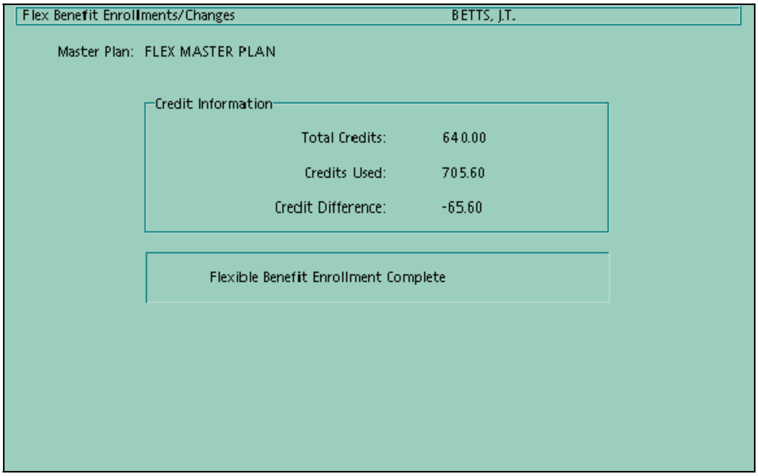
For practice, click the View button to review the entries and their associated costs. Then click the Process button to complete the enrollment.

If no errors are detected in the values entered, the third form panel displays the credit information based on the options selected.

Note: *Form errors will appear if:*

- *The plan tables are missing or not properly set up*
- *The option elected is invalid for the plan*
- *A Variable Factor has not been entered and is required by the plan*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

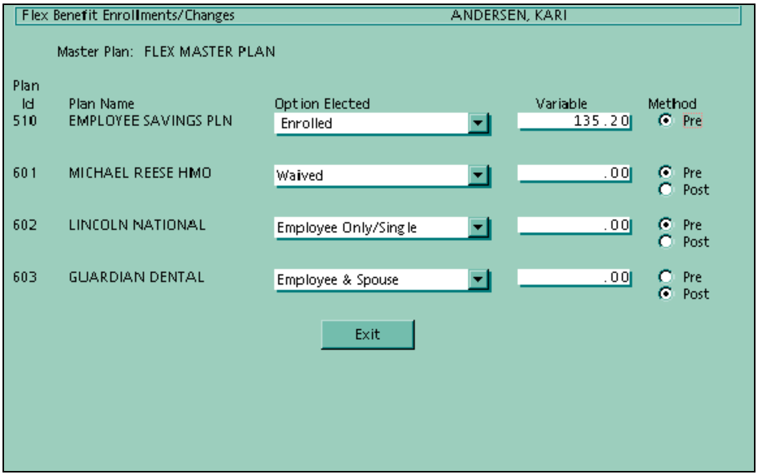


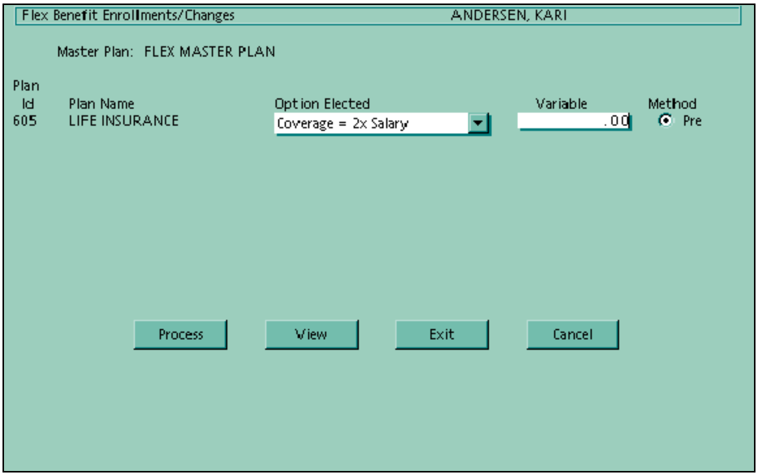
When the enrollment has been processed and the calculation of the credit cost for each plan is complete, the program subtracts the credits applied from the total credit to identify any remaining credit balance.

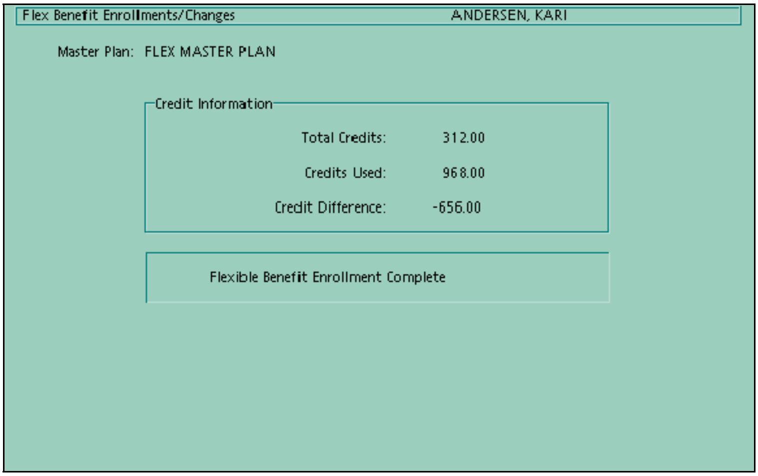
To complete the Guided Practice, enroll employee 6004 using the entries that follow:

Plan ID	**Option Elected**	**Variable**	**Method**
510	Enrolled	135.20	Pretax
601	Waived	—	—
602	Employee Only/Single	—	Pretax
603	Employee & Spouse	—	Posttax
605	Coverage=2x Salary	—	Pretax

If you completed the Guided Practice, the resulting forms should look similar to the examples that follows:


Flex Benefit Enrollments/Changes
ANDERSEN, KARI
Master Plan: FLEX MASTER PLAN
Plan Id
Plan Name
Option Elected
Variable
Method
510
EMPLOYEE SAVINGS PLN
Enrolled
135.20
Pre
601
MICHAEL REESE HMO
Waived
.00
Pre
Post
602
LINCOLN NATIONAL
Employee Only/Single
.00
Pre
Post
603
GUARDIAN DENTAL
Employee & Spouse
.00
Pre
Post
Exit


Flex Benefit Enrollments/Changes
ANDERSEN, KARI
Master Plan: FLEX MASTER PLAN
Plan Id
Plan Name
Option Elected
Variable
Method
605
LIFE INSURANCE
Coverage = 2x Salary
.00
Pre
Process
View
Exit
Cancel



See also:

- Open enrollments ***(on page 360)***

For more information about processing open enrollments.

Viewing the post-enrollment options and costs

To display the post-enrollment plan options and costs using the Flex Benefit Enrollments/Changes form (55FSCR), follow these steps:

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Benefit Plan Enrollment

For practice, access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 for employee 6003.

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Type the effective date of the Flex Master Plan in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

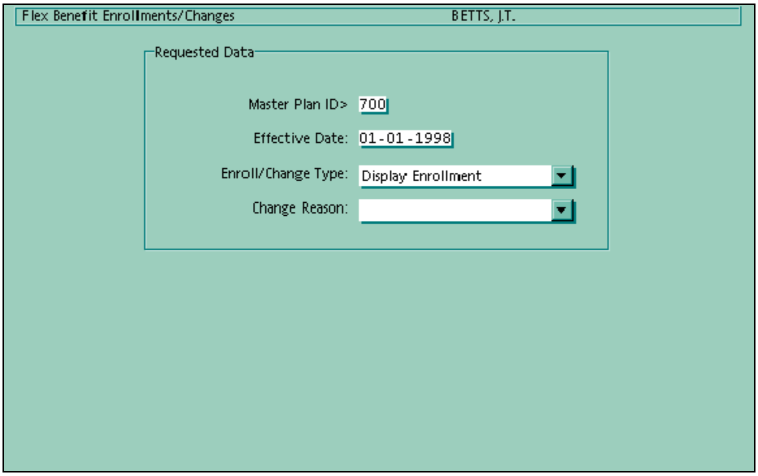
For practice, type a date representing January 1 of the current year, for example, '01-01-1998'(US and Canada) or 1 January (elsewhere).

4. Select the Enroll/Change Type

Select the 'Display Enrollment' option from the Flex Action option list (BA64) to indicate the type of action to be performed by the form.

For practice, select 'Display Enrollment'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

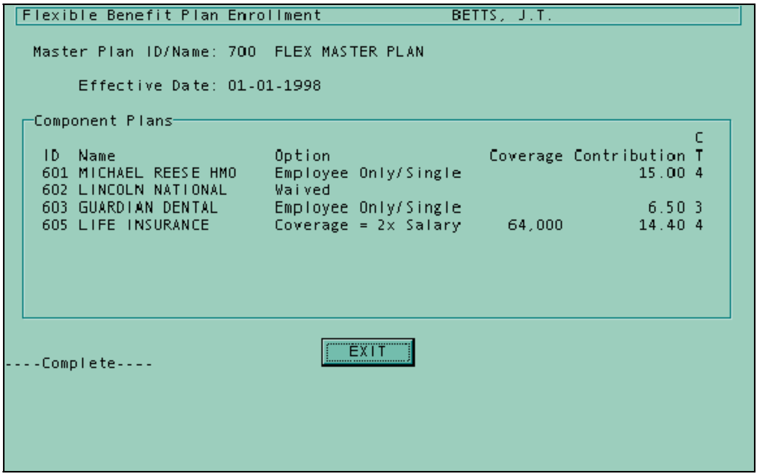


5. Click Save or press Enter

The returned form(s) displays the component plans for which the employee is eligible and the option choices and costs for each plan.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Flexible Benefit Plan Enrollment BETTS, J.T.

Master Plan ID/Name: 700 FLEX MASTER PLAN

Effective Date: 01-01-1998

Component Plans

ID	Name	Option	Coverage	Contribution	CT
601	MICHAEL REESE HMO	Employee Only/Single		15.00	4
602	LINCOLN NATIONAL	Waived			
603	GUARDIAN DENTAL	Employee Only/Single		6.50	3
605	LIFE INSURANCE	Coverage = 2x Salary	64,000	14.40	4

EXIT

----Complete----

See also:

- Open enrollments ***(on page 360)***

For more information about viewing enrollments.

Viewing the post-enrollment credit details online

To display the resulting credit details using the Flexible Benefit Annual Plan Credits form (55CSCR), follow these steps:

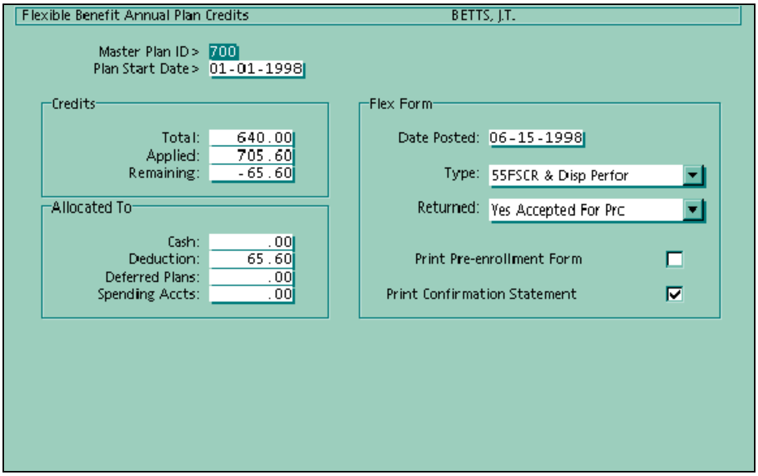
Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Credits

For practice, access the Flexible Benefit Annual Plan Credits form (55CSCR) for Organization 999999 for employee 6003.

The form displays the credits and allocation information for the employee, along with the flex enrollment form information and authorization for the confirmation document.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Open enrollments ***(on page 360)***

For more information about viewing enrollment results.

Producing benefit confirmations

To produce benefit confirmations using the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

Note: This report must be executed in its own report group without any other reports.

Note: Cover letter text can be modified by changing the Cyborg Scripting Language in the 4XSUB1 subroutine.

1. Enter the Plan Year Start Date

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

The report is generated for all employees enrolled in the plan on any day within the plan year.

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

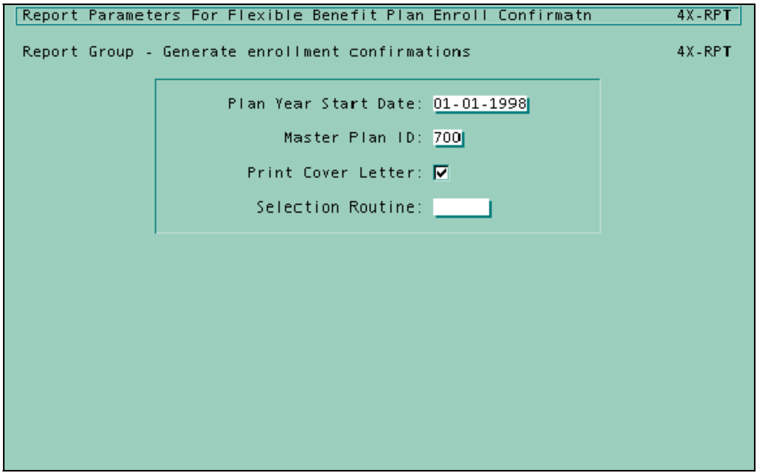
3. Select the Print Cover Letter check box

Click this check box to print the cover letter or leave the check box blank to not print the cover letter.

4. Enter the Selection Routine

Enter the six-character, user-defined Solution View selection routine that you have created to limit the employees processed to those who meet the criteria you have defined.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) produces an 8.5" x 11" cover page followed by pages that continue the employee and plan selection information.

See also:

- Benefits communications ***(on page 371)***

For more information about using this report for enrollment confirmations.

Tracking unreturned enrollment forms

To track unreturned enrollment forms using the Flexible Benefit Plan Forms Not Returned report (4Z-RPT), complete the report schedule by entering the following report parameters:

Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

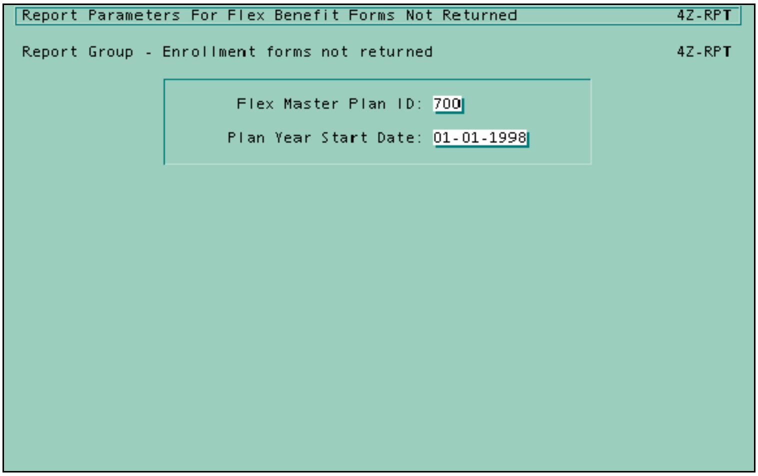
1. Enter the Flex Master Plan ID

Type the three-character Flex Master Plan identifier.

2. Enter the Plan Year Start Date

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Flexible Benefit Plan Forms Not Returned report (4Z-RPT) lists all employees who have a Flexible Benefit Annual Plan Credits form (55CSCR) recorded (for the Plan ID and plan year specified on the parameter form) with a Flex Form Returned list box entry of 'Not Yet Returned', 'Rejected Back To Emp', 'Default Enrollment', or blank.

See also:

- Enrollment tracking tools ***(on page 370)***

For more information about using this report to track unreturned enrollment forms.

Extended Practice

Note: You must have completed the Extended Practice in **Setting Up Flex Plans** *(on page 173) to guarantee the successful completion of the Extended Practice that follows.*

1. Calculate flex credits as of 01-01-1998 for employee 6010, Brenda Ritter, plan 710, and then display them.
2. Enroll employee 6010, Brenda Ritter, in plan 710 effective 01-01-1998. Use the following options:

Plan ID	Option Elected	Variable	Method
101	Employee Only/Single	—	Post
203	Enrolled	—	—
505	Participant	4.00	Post
601	Waived	—	—
602	Waived	—	—
603	Employee Only/Single	—	Pre
605	Waived	—	—

3. Display the enrollment options for employee 6010, Brenda Ritter, for plan 710.

Review of Questions Answered

1. What steps need to be taken before the employee enrollment procedure can begin?

2. What options are available for producing enrollment forms?

3. What methods are available for completing open enrollments for flex plans?

4. What options are available to handle enrollments for employees who fail to return their enrollment forms?

5. What flex benefits communications are available for confirming enrollments?

C H A P T E R 1 1

Processing Midyear Enrollments for Flex Plans

In This Chapter

Introduction

Flex plan enrollments occur not only at the beginning of the flex plan year but throughout the year as well. There will be ongoing enrollments of new hires and other employees who become eligible for flex plan enrollment. Benefits Administration can reduce enrollment time through automatic eligibility checking, credit calculations, and recordkeeping.

In this section you will learn how to enroll employees in your Flexible Benefits Program on a date other than the first day of each benefits plan year. This is referred to as a midyear enrollment.

Review this section carefully to determine how to effectively integrate the Benefits Administration component into your enrollment process.

Tasks

This section explains the following:

- Calculating flex credits for midyear enrollments
- Processing midyear enrollments

Prerequisites

Before you can process midyear enrollments for flex plans, the following must be established for:

- Organizations
- Employees
- Benefits plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Flex credit calculation formula (optional)
- Flex Master Plan

☞ *Refer to* **Setting Up Flex Plans** *(on page 173) for more information about defining a credit calculation formula and setting up Flex Master Plans.*

Questions answered

The following questions are answered in this section:

1. What is a flex midyear enrollment?
2. What enrollment tasks differ when processing a flex midyear enrollment?

What is a midyear enrollment?

A midyear enrollment for a flex plan is an enrollment that is effective on any date other than the first day of the plan year. The midyear enrollment process determines eligibility and processes the employee enrollment as of the midyear date that you specify.

Employees are candidates for midyear enrollments if they are:

- New hires
- Joining your organization through acquisition
- Transferring from noneligible to eligible status (part-time to full-time, non-union to union, and so on)

Enrollment segments are created and credits (if you are using them) are calculated, producing HED prototypes in the same manner as an open enrollment. The flex credits are always calculated on an annual basis.

Apply the Concept
Will you have a special time of the week, pay period, or month for processing midyear enrollments?

Plan shutoffs

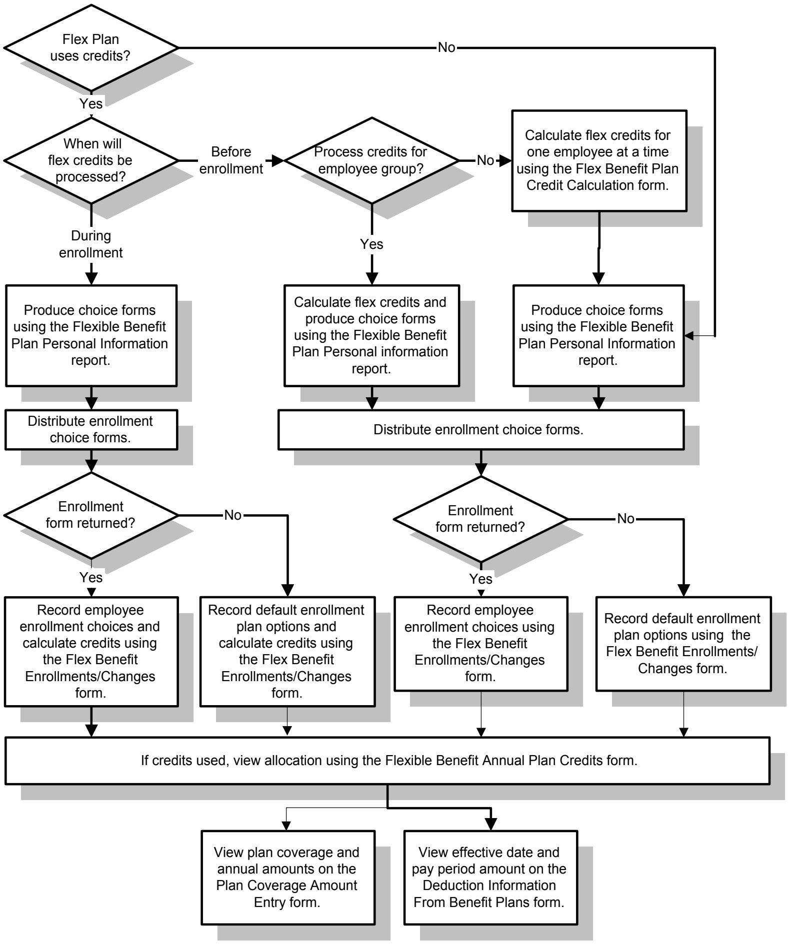
If the employee is actively enrolled in any of the component plans that are included in the flex plan, you may need to create plan shutoff segments. This ensures that employees do not continue to participate in plans that are no longer available to them after their flex enrollment.

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for more information about employee plan shutoffs and de-enrollments.*

Apply the Concept
Describe your procedures for ensuring employees cannot continue to participate in plans that are no longer available to them outside of the flex plan.

Midyear enrollment processing

Midyear enrollment processing includes the same options that are available during open enrollment. You may want to review your choices as shown in the chart that follows:



This section covers any special considerations for completing the forms and processing the reports that are used to complete the open and midyear enrollment process, but it does not cover the basics of those forms and reports already discussed.

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) for more information about the flex enrollment process.*

See also:

- Calculating flex credits for midyear enrollments ***(on page 398)***

For detailed directions on calculating flex credits for midyear enrollments.

Special rules for flex midyear enrollments

The following chart consolidates the processing differences between open enrollment and midyear enrollment for an employee:

Task	Form/Report	Differences
Calculating flex credits	Use the Flex Benefit Plan Credit Calculation form (FCPSCR).	None. Same as open enrollment processing.
Producing enrollment choice forms	Use the Flexible Benefit Plan Personal Information report (4P-SCR).	None. Same as open enrollment processing.
Processing flex midyear enrollments	Use the Flex Benefit Enrollments/Changes form (55FSCR).	Select the 'Enroll Mid Plan Year' option in the Enroll/Change Type list box. Other list and text boxes same as open enrollment.
Displaying the enrollment results	Use the Flex Benefit Enrollments/Changes form (55FSCR).	None. Same as open enrollment processing.
Verifying an employee's deduction/earning information	Use the Plan Coverage Amount Entry form (53-SCR) and Deduction Information From Benefit Plans form (54-SCR).	None. Same as open enrollment processing.
Producing benefit confirmations	Use the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT).	None. Same as open enrollment processing.
Tracking unreturned enrollment forms	Flexible Benefit Plan Forms Not Returned report (4Z-RPT).	None. Same as open enrollment processing.

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) for more information about these tasks.*

See also:

- Processing midyear enrollments ***(on page 400)***

For detailed directions on processing midyear enrollments.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section you will process the flex credit calculation for employee 2001. You will perform a midyear enrollment for the same employee in Flexible Benefits Plan 700 and view the total and remaining credits. Specific details for processing the credit calculations and enrolling the employee are described in the steps for the tasks.

You must have completed the Guided Practices in ***Setting Up Flex Plans*** (on page 173) to guarantee the successful completion of the Guided Practice that follows.

Note: *The steps in 'Calculating flex credits for midyear enrollment' do not differ from the steps used for open enrollment; they are repeated here for your convenience.*

Calculating flex credits for midyear enrollments

To calculate flex credits for a midyear enrollment using the Flex Benefit Plan Credit Calculation form (FCPSCR), follow these steps:

Note: *You may prefer to calculate employee flex credits and generate the enrollment form simultaneously using the Flexible Benefit Plan Personal Information report (4P-RPT).*

☞ *Refer to the* **Report Quick Reference** *(on page 615) for detailed information about the Flexible Benefit Plan Personal Information report (4P-RPT).*

1. Access the Flex Benefit Plan Credit Calculation form (FCPSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Credits
Task: Flex Plan Credit Calculation

For practice, access the Flex Benefit Plan Credit Calculation form (FCPSCR) for Organization 999999 and employee 2001.

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Plan Date

Type the current Flex Master Plan date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing January 1 of the current year, for example, '01-01-1998'(US and Canada) or 1 January (elsewhere).

4. Select the Process check box

Select the Process check box to activate the calculation of credits.

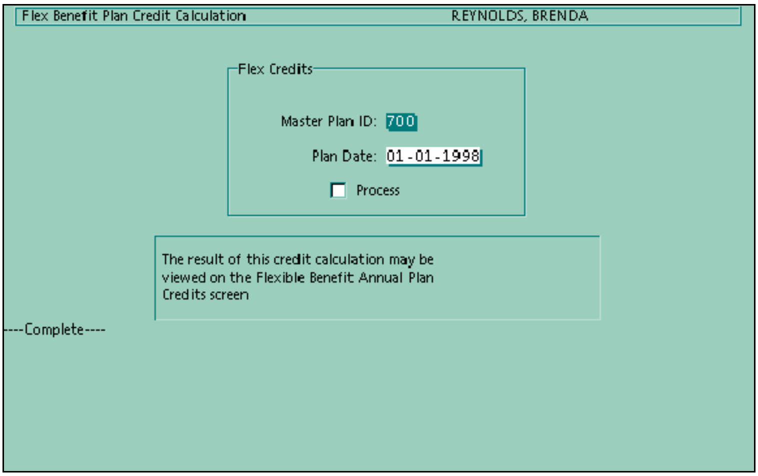
For practice, select the Process check box.

5. Click Save or press Enter

The flex total credits are calculated and a '—Complete—' message is displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *After the form is executed, the Process check box is no longer selected.*

See also:

- Midyear enrollment processing ***(on page 396)***

For information about flex credit calculations for midyear enrollments.

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) for complete information about calculating flex credits.*

Processing midyear enrollments

To process a flex midyear enrollment using the Flex Benefit Enrollments/Changes form (55FSCR), follow these steps:

Note: *The enrollment activities described in this task are performed automatically when employees enroll online using eCyborg Interactive Benefits.*

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for information to process this form in batch mode.*

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component:	Flex Plans Enrollment/Processing
Process:	Flex Enrollment
Task:	Flex Benefit Plan Enrollment

For practice, access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999, employee 2001.

Note: *This form has three panels that allow you to set the parameters, select/correct plan options, and display the results of the enrollment.*

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Type the midyear plan entry date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date representing June 1 of the current year, for example, '06-01-1998'(US and Canada) or1 June (elsewhere).

4. Select the Enroll/Change Type

Select the 'Enroll Mid Plan Year' option from the Flex Action option list (BA64) to indicate the midyear enrollment to be performed by the form.

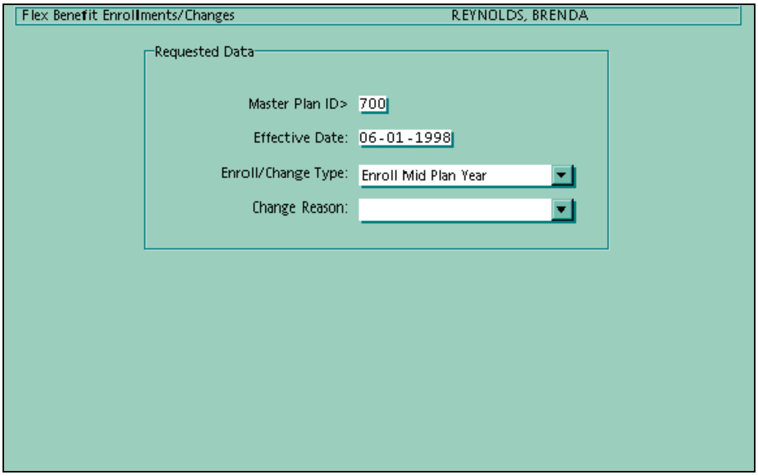
For practice, select 'Enroll Mid Plan Year'.

5. Enter the Change Reason (optional)

This list box is used only if the option in the Enroll/Change Type list box indicates a life status change.

For practice, leave this list box blank.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Flex Benefit Enrollments/Changes REYNOLDS, BRENDA

Requested Data

Master Plan ID> 700

Effective Date: 06-01-1998

Enroll/Change Type: Enroll Mid Plan Year

Change Reason:

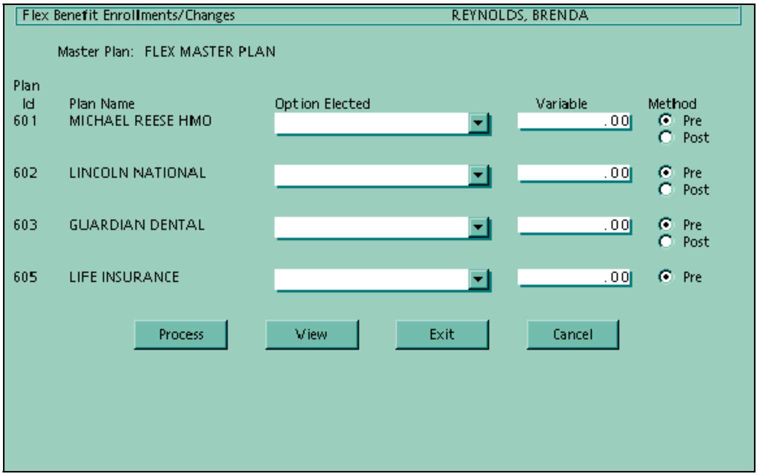
6. Click Save or press Enter

The returned form(s) displays only the component plans for which the employee is eligible. If a deferred plan is included in the Flex Master Plan, it will be displayed on the form only if the employee is already enrolled in the plan on the Deferred Plan Enrollments/Changes form (64-SCR).

One line is displayed for each eligible component plan. The Plan ID and Plan Name are shown in Display Mode. The Option Elected, Variable, and Pre/Post Tax Method entries are displayed for entry in groups of four plans per form. More than one form of entries may be required to list all the eligible plans.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Use the following values to complete the next three entries:

Plan ID	Option Elected	Variable	Method
601	Employee Only/Single	—	Pretax
602	Waived	—	—
603	Employee Only/Single	—	Pretax
605	Coverage = 2x Salary	—	Pretax

7. Select the Option Elected

Select the option the employee elects for the plan. Options for this list are provided by the Option Elected option list (BA03). Any plan that the employee declines must have an option entry of 'Waived'. There must be an entry in this list box for every plan on the form.

For practice, make the entries shown in the preceding table (step 6).

8. Enter the Variable (optional)

Use this text box to enter an up-to-nine-digit employee-dependent factor such as a fixed amount needed to calculate plan coverage or contribution amount. If the plan requires a variable entry and the text box is left blank, an error message is displayed.

Note: *When a deferred plan is attached to a flex plan, the Flex Benefit Enrollments/Changes form (55FSCR) displays the deferred plan if the employee was previously enrolled on the Deferred Plan Enrollments/Changes form (64-SCR). The actual amount of flex credits to be credited to the deferred plan must be entered in the Variable text box. Whether you enter an annual, monthly, per pay period, or weekly amount depends on the frequency specified in the Result Freq list box on the Coverage And Contribution Factors form (TM-SCR).*

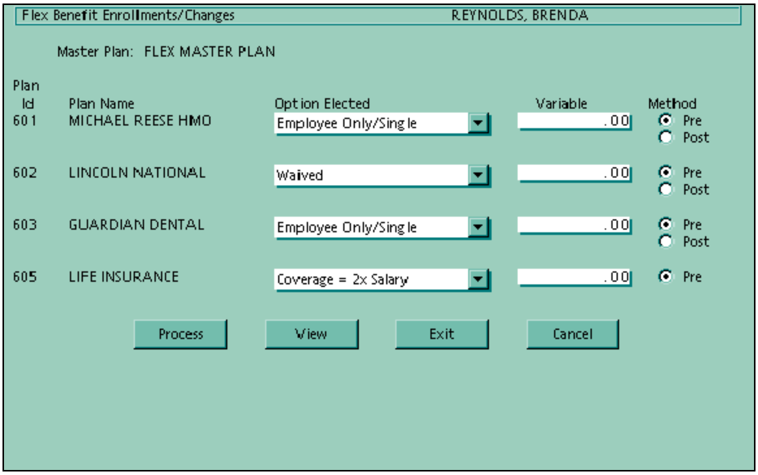
For practice, make the entries shown in the preceding table (step 6).

9. Select the Method

Select whether the employee has elected the pre- or posttax contribution. This indicator is used to select the proper HED from the plan's Benefit Plan Rules table (TK-SCR).

For practice, make the entries shown in the preceding table.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *If the only buttons available to you at the bottom of the form are Exit and Cancel, go to Step 10. Otherwise, go to Step 12.*

10. Click Save or press Enter

To proceed to the next form of component plans, click Save or press Enter. If no errors are detected in the values entered, the next form of component plans is displayed. Steps 7, 8 and 9 are repeated for the other component plans.

Note: *Form errors will appear if:*

- *The plan tables are missing or not properly set up*
- *The option elected is invalid for the plan*
- *A Variable factor has not been entered and is required by the plan*

For practice, click Save or press Enter.

11. Repeat steps 7, 8, and 9 for each remaining component plan

Enter the Option Elected, Variable (optional), and Method for each of the remaining component plans.

For practice, make no further entries.

12. Select an action button

Select one of the action buttons to complete the enrollment process:

- Process button—Process all enrollment information. When all plans are processed, the employee record is updated and the credit calculation is displayed on the third panel of the form.
- View button— Display the results of the plan credit calculations without actually updating the employee record. The credit/cost is displayed as an annual amount or a pay period amount as indicated on the Flex Benefits Master Plan Rules form (TKFSCR).

While using the View button, these buttons display at the bottom of the form:

- Process button—Process all enrollment information. When all plans are processed, the employee's record is updated and the credit calculation panel of the form is displayed.
- Next Page button—View additional plans on other panels.
- Exit button—Return to a blank first form without processing the enrollment or updating the employee's record.
- Restart button—Leave View Mode and return to the first processing form without updating the employee's record. New entries can then be made.
- Cancel button—Return the current form panel to its original appearance

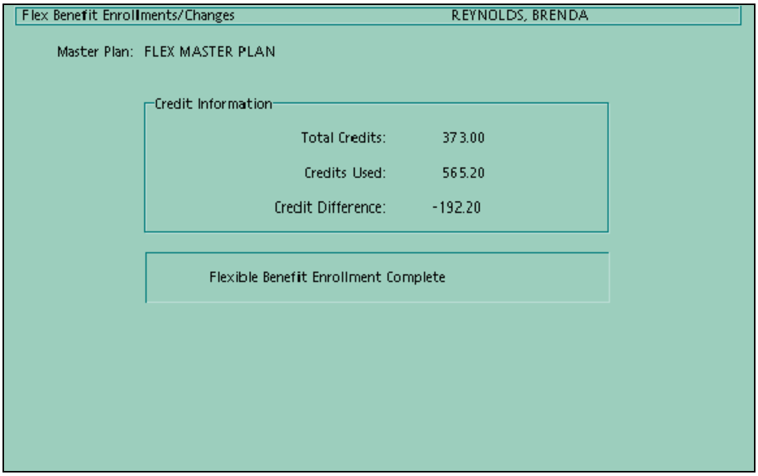
For practice, click the View button to review the entries and their associated costs. Then click the Process button to complete the enrollment.

If no errors are detected in the values entered, the third form panel displays the credit information based on the options selected.

Note: *Form errors will appear if:*

- *The plan tables are missing or not properly set up*
- *The option elected is invalid for the plan*
- *A Variable factor has not been entered and is required by the plan*

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



When the enrollment has been processed and the calculation of the credit cost for each plan is complete, the program subtracts the credits applied from the total credits to identify any remaining credit balance.

See also:

- Midyear enrollment processing ***(on page 396)***

For information about using this form for processing midyear enrollments.

☞ *Refer to* **Processing Annual Open Enrollments for Flex Plans** *(on page 351) for complete information about processing flex enrollments.*

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for information to process this form in batch mode.*

Extended Practice

Note: You must have completed the Extended Practice in Setting Up Flex Plans to guarantee the successful completion of the Extended Practice that follows.

1. Calculate flex credits as of 01-01-1998 for employee 6007, Thomas S. Miller, for plan 710, and then display them.
2. Enroll employee 6007, Thomas S. Miller, in plan 710 effective 06-01-98 (US and Canada) or 01-06-98 (elsewhere). Use the following options:

Plan ID	Option Elected	Variable	Method
101	Employee Only/Single	—	Post
203	Enrolled	—	—
505	Participant	13.00	Post
601	Waived	—	—
602	Waived	—	—
603	Employee Only/Single	—	Pre
605	Waived	—	—

Review of Questions Answered

1. What is a flex midyear enrollment?

2. What enrollment tasks differ when processing a flex midyear enrollment?

PART 4

Employee Benefits Maintenance

In This Section

CHAPTER 12

Maintaining Employee Benefits Information

In This Chapter

Introduction

Maintaining employee benefits information is a year-round endeavor. As the lives of your employees change, their benefits information may require adjustments. This section focuses on maintaining employee benefits information.

Tasks

This section explains the following tasks:

- Processing life status changes for employees enrolled in welfare plans
- Processing life status changes for employees enrolled in deferred plans
- Processing life status changes for employees enrolled in flex plans
- Recording service interruptions
- Shutting off HEDs
- Adjusting service dates
- Recording waivers of joint and survivor benefits
- De-enrolling employees from welfare plans
- De-enrolling employees from deferred plans
- De-enrolling employees from flex plans
- Recording COBRA Notification and Response Dates
- Recording spouse/dependent information with COBRA information
- Verifying automatic shutoff of deduction for a benefits plan
- Entering employee or dependent coverage information

Prerequisites

Before you can maintain employee information, the following must be established for:

- Organizations
- Welfare, deferred, or flex plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Employees enrolled in benefits plans

☞ *Refer to the '***Enrollment** *(on page 279)' section for more information on enrolling employees in benefits plans.*

Questions answered

This section answers the following questions:

1. What can you do with benefits data when transferring an employee between companies?
2. How is de-enrollment different for an employee enrolled in a flex plan versus an employee enrolled in a non-flex plan?
3. What is the difference between a plan shutdown and a de-enrollment?

4. What additional task should you consider when deleting a welfare enrollment or de-enrollment entry?
5. What report recalculates participation, vesting, and benefits service credit dates and what should you do before running it?
6. What report recalculates vesting percentages and what should be done before running it?

Working with Human Resources and Payroll

Leaves of absence, separations, terminations, and other status changes can affect your employees' benefits and Hours, Earnings, and Deductions (HEDs). Correctly maintaining the changes may require the coordination of several departments. Depending on the type of change and the structure and business processes of your organization, the Human Resources, Payroll, and Benefits specialists may need to work together to properly maintain employee benefits information.

For example, when an employee takes a leave of absence, the Human Resources specialist might record the leave of absence and subsequent return to service. The Benefits specialist would have to be notified so that benefits are correctly maintained. Payroll will have to know when HEDs are turned on and off.

Consider what communication needs to take place when maintaining the following employee changes:

- Beneficiary changes
- Dependent changes
- Leaves of absence and returns
- Life status changes (marriage, divorce, birth of a child)
- Separations
- Terminations
- Transfers
- Mid-year election changes resulting from change to plan cost/coverage

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information on working with Payroll.*

Apply the Concept
Describe the roles and responsibilities for the Human Resources, Payroll, and Benefits specialists for processing employee separations, transfers, terminations, and leaves of absence and returns.

Life status (family) changes

When an employee experiences a life status change, such as a marriage, birth, or divorce, benefits information can change as well. Processing a life status change may involve several tasks, including changing dependent information, beneficiary information, and benefits options. For example, when an employee gets married, he or she may want to add the spouse as a dependent, designate the spouse as a beneficiary, and cover the spouse on welfare plans.

Processing a life status change is similar to enrollment. You use the same forms to implement the change as you did when you enrolled the employee.

Changing dependents and beneficiaries

When an employee wants to change dependent coverage or beneficiary designations, you will follow steps similar to those you followed when you enrolled the employee. If the employee is adding a new dependent or beneficiary, the information about that dependent or beneficiary must first be recorded. Once the dependent or beneficiary information is recorded, you can make changes to dependent coverage and beneficiary designations and percentages.

If you plan to use eCyborg Interactive Workforce, many welfare plans include options that cover employees' dependents. As part of the benefits process, employees enter information for beneficiaries who will receive benefits. You must establish dependent and beneficiary numbering schemes that allow your organization to easily identify the record of a spouse, as well as beneficiaries other than a spouse. For example, the three-digit value for a dependent spouse may be '001' and a starting value of '100' may be used to designate records for beneficiaries other than a spouse.

When generating a new dependent ID, eCyborg Interactive Employee always checks to be sure the number has not already been assigned. The Human Resources component of The Solution Series administration solutions will not duplicate ID numbers regardless of whether the number was created using eCyborg Interactive Employee or by an administrator entering a dependent directly into Human Resources Administration.

The following table reviews the forms you would use to add or change dependent and beneficiary information:

To add or change	Use this form
Information about a dependent	Spouse/Dependent Information form (10-SCR)
Coverage for a dependent	Covered Dependents By Plan form (59DSCR)
Information about a beneficiary	Beneficiary/Bond-Owner Information form (58-SCR)
Beneficiary and percentage designation	Beneficiary/Plan Cross Reference form (59BSCR)

☞ *Refer to the Using Human Resources Administration documentation for more information on adding and changing dependent information.*

☞ *Refer to* **Enrolling Employees in Welfare Plans** *(on page 281) for more information on assigning dependents to a plan or adding and assigning beneficiaries.*

Note: Employees can add or update beneficiaries at anytime during the year if eCyborg Interactive Benefits is in use. Dependents can only be added or deleted as insured family members during the initial or Open Enrollment periods. Using eCyborg Interactive Benefits, employees must call their HR department to make mid-year changes to dependent coverage.

Changing elected options

Which form you use to change elected options depends on the type of plan(s) in which the employee is enrolled. Refer to the following table to determine which form to use:

If the employee is enrolled in a	Use this form to change elected options
Welfare plan	Welfare Plan Enrollments/Changes form (55-SCR)
Deferred plan	Deferred Plan Enrollments/Changes form (64-SCR)
Flex plan	Flex Benefit Enrollments/Changes form (55FSCR)

See also:

- Processing life status changes for employees enrolled in welfare plans ***(on page 440)***
For detailed directions on processing life status changes for employees enrolled in welfare plans.

- Processing life status changes for employees enrolled in deferred plans ***(on page 443)***
For detailed directions on processing life status changes for employees enrolled in deferred plans.

Flex plans

The 'Life Status Change' option in the Enroll/Change Type list box of the Flex Benefit Enrollments/Changes form (55FSCR) processes changes during the plan year for employees already enrolled in a flex plan. This option requires an additional entry in the Change Reason list box. When processed, it updates the following information:

- Deduction Information From Benefit Plans with the plan's cost and the new date
- Plan Coverage Amount Entry with the annual amount and new date
- Flexible Benefit Annual Plan Credits with any credit adjustments

See also:

- Processing life status changes for employees enrolled in flex plans ***(on page 445)***
For detailed directions on processing life status changes for employees enrolled in flex plans.

Dropping coverage for a dependent

A change in an employee's life may warrant dropping coverage for one or all dependents. For example, when a son or daughter who is covered as a dependent takes a job with benefits, the employee may want to change elected coverage options and drop the dependent from one or all plans.

Maintaining this type of change requires performing two tasks: recording the employee's change in elected options and removing the dependent from the Covered Dependents By Plan form (59DSCR). To reflect the change in dependent coverage, you can create a new Covered Dependents By Plan form (59DSCR) by entering a new effective date without listing the dependent.

Mid-year benefit enrollment changes

During the plan year your organization may drop or add a plan, or an existing plan may change its cost or level of coverage. When this happens, employees enrolled in the plan can change their enrollment choices. Before allowing employees to change their options, you must create a new Benefit Plan Rules form (TK-SCR) second panel for plan changes.

Note: *To use the mid-year benefit enrollment changes functionality, each welfare benefit plan offered by your organization must be a component of a flex master.*

Making changes to plan rules

When you set up plan rules on the Benefit Plan Rules form (TK-SCR), you selected the Flex Change rules that remain constant for that plan for the year. When a plan changes its cost or coverage, you must create a new Benefit Plan Rules form (TK-SCR) and enter the effective date on the first panel. You must check the appropriate plan cost/coverage change events, such as Change of Health Pln, Inc/Dec Plan Cost, or Inc/Dec Plan Cov. These events represent changes at the plan level. You must then check the rules for any plans that employees may choose instead of the current plan. Be sure the rules allow employees to enroll in these plans.

A limited window of time may exist during which this change applies or during which participants must make a decision as a result of the plan change(s). If so, you must create another new Benefit Plan Rules form (TK-SCR), entering the effective date as the first day following the last day for which the change event applies. On this form, select the changes that are available from this date forward. For example, Plan 101 (HMO) drops a network hospital as of May 1, 2001 and affected participants are given until May 31, 2001 to elect coverage under Plan 102 (PPO) or Plan 103 (Managed Indemnity). Entering a form for both the beginning date (May 1, 2001) and the day following the ending effective date (May 31, 2001) limits enrollment to this time period.

See also:

- Processing a mid-year employee benefit change based on change in plan cost/coverag ***(see "Processing a mid-year employee benefit change based on change in plan cost/coverage" on page 448)e***

For detailed directions for entering mid-year changes to a plan's rules.

☞ *Refer to Setting Up Welfare Plans for more information on completing the Benefit Plan Rules form (TK-SCR).*

Changing the employee's plan choice

Midyear election changes must be made in the same plan type as the plan that was directly affected by the change. Changes that might trigger mid-year enrollment for an employee or employees include:

- Significant change in benefits by a Health Care Provider
- Significant decrease or increase in the cost of a qualified benefits plan or option under the plan
- Significant improvement or curtailment in coverage provided or the availability of a new benefit package option or loss of an existing option

The steps to process a mid-year change in benefit enrollment options are similar to the steps followed in the initial enrollment process. However, before beginning these steps, you must change the plan rules on the second panel of the Benefit Plan Rules form (TK-SCR) to reflect the change in plan cost/coverage.

To change the employee's plan enrollment, you must use the Flex Benefit Enrollments/Changes form (55FSCR) and enter the Flex Master Plan ID and the effective date of the change. From the Enroll/Change Type list box, you must select 'Plan Cost/Cov Change' and then select the appropriate reason from the Change Reason list box. Valid change reasons for Plan Cost/Cov Change are:

- Change of Health Plan
- Plan Cost Inc/Dec
- Plan Cov Inc/Dec
- Pay Incr/Decrease
- Change P/T to F/T
- Change F/T to P/T
- Trans to Other Plan
- Spouse Change in Ben
- Dep Chg in Benefit
- Dep Care FSA Chg
- Transfer Out of Area

Note: *Dep Care FSA Chg is only used with a Plan Type (option list BA16) of 'FSA Dependent Care'.*

When the second panel(s) of the Flex Benefit Enrollments/Changes form (55FSCR) opens, the plans within this plan type for which the employee is eligible are displayed, including the plan that changed cost or coverage. You must choose the appropriate selection (waive) for the plan that changed and either waive or enroll in a valid option for one of the other plans.

See also:

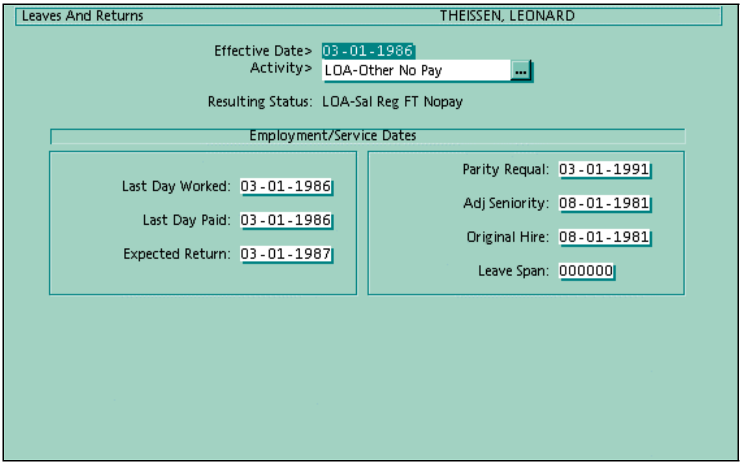
- Processing a mid-year employee benefit change based on change in plan cost/coverage ***(on page 448)***

For detailed directions for processing plan cost/coverage changes for employees enrolled in flex plans.

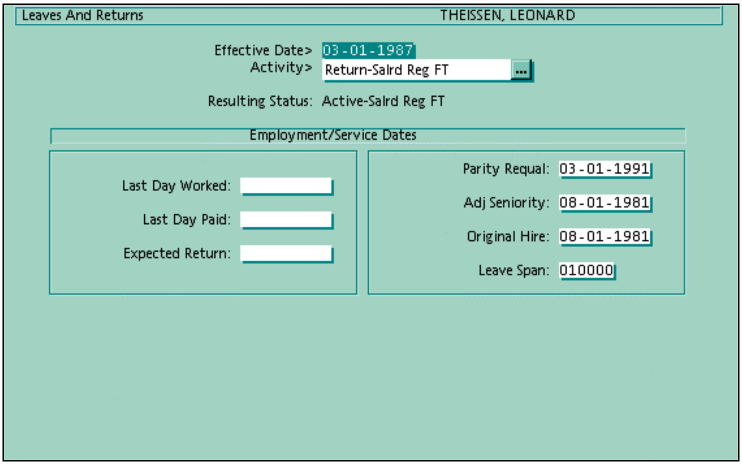
Leaves of absence and returns

When an employee takes a leave of absence, he or she may no longer be eligible for a benefits plan. Leaves of absence and returns are recorded on the Leaves And Returns form (95-SCR). This form is used to record regular, family, and disability leaves (inactive status) and the subsequent return to active status. The leave and return activities are selected from the Activity Codes option list (HR09) and the resulting statuses are generated by the entries on the Activity And Resulting Employee Status Rules form (TTASCR).

The following Leaves And Returns forms (95-SCR) show that employee 3018, Leonard Theissen, took a leave of absence effective 03-01-1986 (US and Canada) or 01-03-1986 (elsewhere) and is expected to return one year later:



When Leonard Theissen returned from the leave of absence, a new Leaves And Returns form (95-SCR) was entered:



☞ *Refer to the Using the Human Resource Management Solution documentation for more information and detailed directions on leaves of absence and returns.*

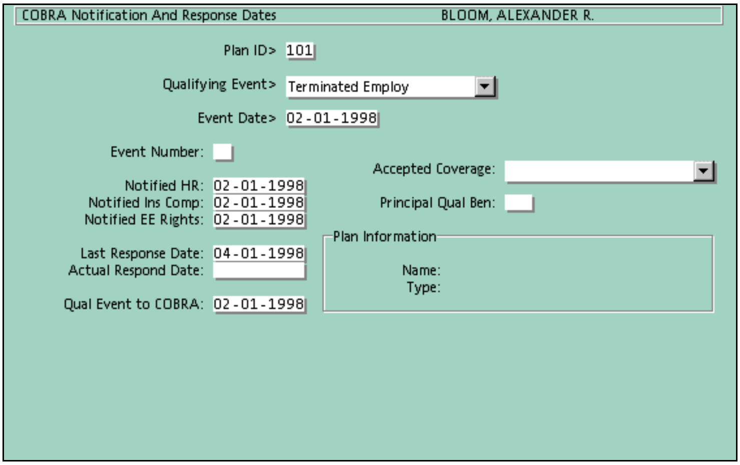
Typically, Human Resources records leaves and returns. When an employee leave is processed, the system looks at the rules of the plan to determine if and when the employee loses eligibility for the plan. The P-PLAN and HEDPLN programs read the Activity/Resulting Plan Status Rules forms (TTASCR) to determine if the activity is set up to turn off the employee's benefits. The Human Resources specialist should understand how leaves and returns affect benefits plans and communicate any necessary changes.

You can run the Leave of Absence/Disability report (1T-RPT) to list all active employees who are currently on a leave of absence or disability leave. This report lists the expected return date of an employee and whether it is past due. You can use this report to monitor employees taking leaves of absence and anticipate their return.

Separations and terminations

Recording an employee's separation or termination is done using the Separations And Terminations form (96-SCR). Based upon the plan rules set up on the Activity/Resulting Plan Status Rules form (TTASCR), a separation or termination may cause an employee's benefits to be turned off. Deductions must be manually inactivated as of the separation/termination date or plan rules.

When an employee is separated or terminated, the employer has obligations to provide continued health insurance coverage to both the employee and his or her dependents under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The COBRA Notification And Response Dates form (86-SCR) can be used to record the dates of the activities involved in notifying employees or their dependents of the possible extension of benefits, as well as the response to that notification.



In this example, employee Alexander Bloom terminated employment on February 1, 1998, and is eligible to extend his coverage in Plan 101. Human Resources also was made aware of the termination, notified the insurance company of the termination, and notified Bloom of his right to extended coverage on February 1. Bloom has until April 1 to respond to the notification, but has not responded yet. Because the company uses the Interface to TravisCobra Solution, the Qual Event to COBRA text box indicates the date the termination information was passed to it.

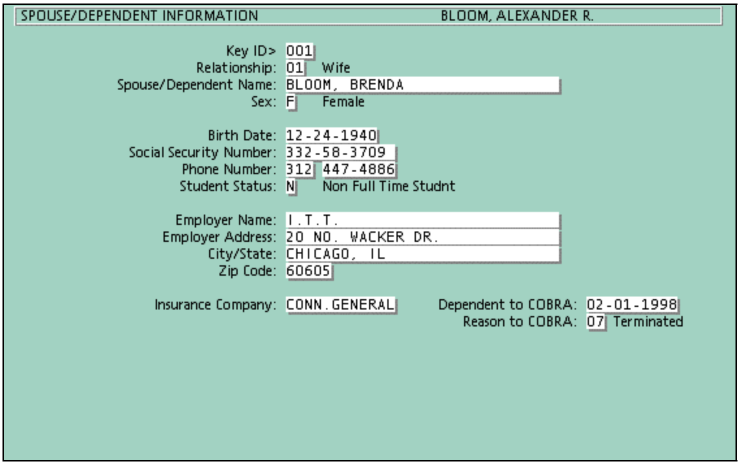
When Bloom responds to the notification, his decision will be recorded in the Accepted Coverage text box, and the system ID of the principal beneficiary will be recorded in the Principal Qual Ben text box.

See also:

- Recording COBRA notification and response dates ***(on page 464)***

For detailed directions on recording COBRA notification and response dates.

When the Interface to TravisCobra Solution is in use, two text boxes on the Spouse/Dependent Information form (10CSCR) provide information about the employee's spouse and/or dependent(s).



The Dependent To Cobra text box indicates the date that spouse and/or dependent information was sent to the TravisCobra system. The Reason To Cobra text box identifies the qualifying event that caused the COBRA Interface program to send the spouse and/or dependent information to the TravisCobra system. The available options for this text box are taken from the Qualifying Event option list (BA48).

☞ *Refer to the Using Human Resources Administration documentation for detailed directions on processing separations and terminations.*

See also:

- Recording spouse/dependent information with COBRA information ***(on page 467)***

For detailed directions on recording spouse/dependent information with COBRA information.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires companies with a health plan to provide its members with a coverage certificate when coverage ceases for that plan. Under HIPAA, a person can not be denied coverage because of a pre-existing condition if he/she was previously covered under another health plan. The certificate is provided for evidence of coverage to protect the employee or dependent in the event that he/she becomes eligible under a group health plan that excludes coverage for medical conditions which existed before eligibility for the health plan.

The information necessary to produce the HIPAA Certificate is entered on the HIPAA Information form (59KSCR). This form must be used for the employee and for each dependent covered under the plan.

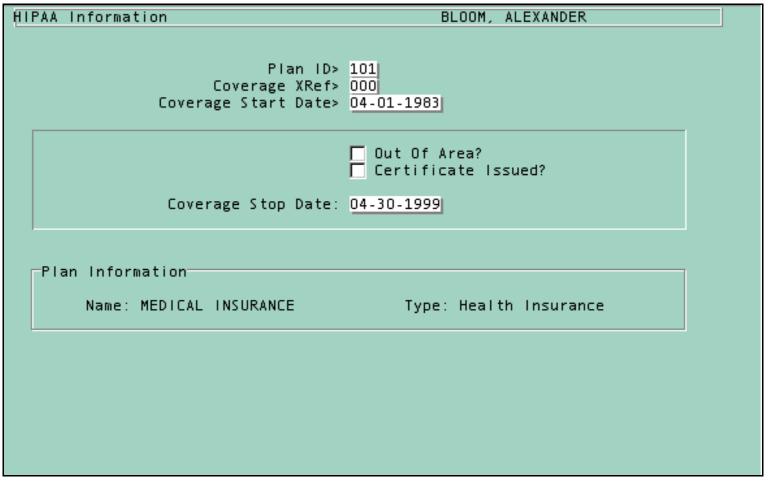
Before the HIPAA information can be entered, the employee must be enrolled in the health plan using the Welfare Plan Enrollments/Changes form (55-SCR). Additionally, before information can be recorded for a dependent on the HIPAA Information form (59KSCR), he/she must be entered into the system using the Spouse/Dependent Information form (10-SCR) and into the health plan using the Covered Dependents By Plan form (59DSCR).

The Coverage Stop Date text box on the HIPAA Information form (59KSCR) is automatically populated when an employee is terminated. The P-PLAN program is called to automatically de-enroll the employee and dependents from the health plan in which they are enrolled when the employee is terminated using the Separations And Terminations form (96-SCR). The Coverage Stop Date text box on the HIPAA Information form (59KSCR) is populated based on the effective date on the Welfare Plan Enrollments/Changes form (55-SCR) and the plan rules that were set up on the Activity/Resulting Plan Status Rules form (TTASCR) or the Option/Resulting Plan Status Rules form (TTOSCR).

☞ *Refer to* **Enrolling Employees in Welfare Plans** *(on page 281) for more information on enrolling employees and dependents in health plans.*

☞ *Refer to Hiring, Rehiring, Reinstating, Recalling, or Transferring an Employee of the Using Human Resources Administration for information on recording dependent information.*

In the example below, employee 3001, Alexander Bloom, is no longer covered under health plan 101. By completing this form, a HIPAA Certificate can be printed for him.



See also:

- Entering employee or dependent coverage information ***(on page 472)***

For detailed directions on entering employee or dependent coverage information.

Printing the HIPAA Certificates

HIPAA Certificates are produced by running the Program to Produce HIPAA Certificate (59KRPT) through RGMSTR in the same manner that you would run a report.

You have the ability to print HIPAA Certificates for all employees and covered dependents within a range of coverage start and end dates, or for one specific employee or dependent. You specify this option on the report parameters form. The table below lists the entries that you must enter for each option.

To print HIPAA Certificates for:	**Complete these entries:**
All employees who have a coverage stop date within the specified range	Range Start Date Range End Date
One employee	Employee Number
One dependent	Employee Number Dependent Xref—this number is recorded on the Covered Dependents By Plan (59DSCR).

Refer to the **Report Quick Reference** *(on page 615) for a sample HIPAA Certificate.*

P-PLAN and HEDPLN

P-PLAN is a program used by various forms, including the Leaves And Returns (95-SCR) and Separations And Terminations (96-SCR) forms. If a valid leave or separation status change occurs on the above forms, P-PLAN and HEDPLN will read your Activity/Resulting Plan Status Rules forms (TTASCR) to determine if the activity is set up to turn off benefits. If so, P-PLAN will look at the plans for which an employee is no longer eligible, and automatically turn off the benefits on the Welfare Plan Enrollments/Changes (55-SCR) and Deferred Plan Enrollments/Changes (64-SCR) forms with a 'Turn Off Separation' option. The HEDPLN subroutine, called by P-PLAN, will change the benefit HEDs to inactive and zero the amount/percent on the Deduction Information From Benefit Plans form (54-SCR). When the HED Segment Changes Effective This Period report (8R-RPT) is run, the benefit HED on the payroll Employee Earnings And Deductions form (HH-SCR) will be updated.

Shutting off HEDs for benefit plans

When you enroll an employee in a benefits plan, deductions for the benefits plan are created automatically on the Deduction Information From Benefit Plans form (54-SCR). Deduction information for the plan, such as frequency, type, and method option, is based on the HED prototypes set up on the Benefit Plan Prototype Contribution HED form (TS-SCR).

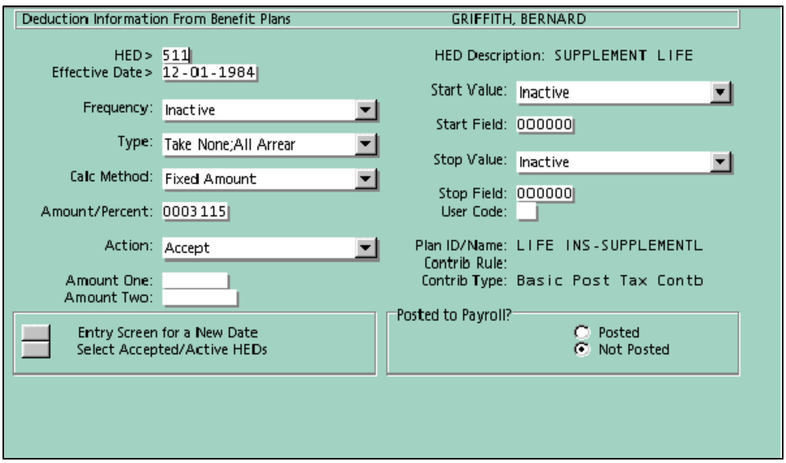
Certain employee maintenance activities may make an employee ineligible for a benefits plan. Deductions for that plan must be turned off. Depending on the employee activity and plan setup, this may be done automatically or may have to be done manually.

Automatic shutoff

Deductions for a benefits plan are set up to turn off automatically. By setting up the 'Shutoff/Deenroll' option on the Option/Resulting Plan Status Rules table (TTOSCR), deductions for a plan will turn off when you de-enroll the employee from the plan. Likewise, if the Activity/Resulting Plan Status Rules table (TTASCR) is set up for the activity that occurs to the employee, deductions for the plan will turn off when the activity is recorded using the Separations And Terminations form (96-SCR), the Status Changes form (08-SCR), or the Leaves And Returns form (95-SCR). When you de-enroll the employee from a plan using the 'Shutoff/Deenroll' option, or record an activity that has been set up for automatic shutoff, a new Deduction Information From Benefit Plans form (54-SCR) is created. On this form, the frequency of the deduction for the plan is changed to Inactive, and the Not Posted button is selected so that the change will be sent to Payroll.

Having an automatic HED shutoff for a benefits plan ensures that an employee will not be erroneously charged for benefits not received. This becomes important especially for employees that terminate employment and are later rehired.

The following example shows an 'Inactive' Frequency for the Supplemental Life HED, 511, for Bernard Griffith:



☞ *Refer to the '***Plan Design*** (on page 29)' section for more information on setting up 'Shutoff/Deenroll' options for benefits plans.*

See also:

- Verifying automatic shutoff of deductions for a benefits plan ***(on page 470)***

For detailed directions on verifying automatic shutoff of deductions for a benefits plan.

Manual shutoff

In some situations, an employee activity may require you to manually turn off deductions. When you first access the Deduction Information From Benefit Plans form (54-SCR), it is displayed in view mode. To manually shutoff an HED, you must click the Entry Form for a New Date button. Then you can enter a new Effective Date and select an 'Inactive' Frequency.

See also:

- Shutting off HEDs ***(on page 452)***

For detailed directions on shutting off HEDs.

Deferred benefits plan service interruptions

An extended employee leave of absence and subsequent return to active status or a termination and rehire can result in a service interruption that may affect the employee's deferred benefits. Service interruptions can be automatically generated by the system providing you have set up a Benefits Plan Breaks-In-Service Rules form (TU-SCR) for the 'Return' or 'Rehire' activity. Service interruptions can also be recorded manually.

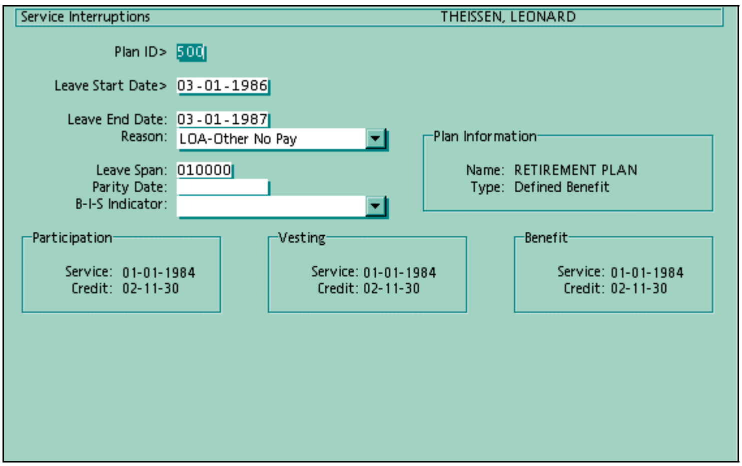
Once the service interruption information has been created, you can then use this information to determine if an employee's adjusted seniority, benefits accrual, or vesting dates should be adjusted and by how much. You must then go in and make those changes as appropriate; the system does not automatically adjust any benefits dates.

Service interruptions automatically recorded

A service interruption is automatically recorded by the system when an employee returns to active service only if a record is found in the Benefits Plan Breaks-In-Service Rules table (TU-SCR) for the activity that caused the service interruption. For example, after you enter a 'Return' activity on the Leaves And Returns form (95-SCR), the leave span is calculated and the Benefits Plan Breaks-In-Service Rules table (TU-SCR) is searched for each plan in which the employee is or was participating. A Service Interruptions form (61-SCR) is automatically generated for each plan for which a table record is found.

If a break in service has occurred based on the Benefits Plan Breaks-In-Service Rules table (TU-SCR) criteria, the B-I-S Indicator list box on the Service Interruptions form (61-SCR) uses the Break In Service Rules option list (BA32) that the system used to determine that a break in service occurred.

The following example shows the Service Interruptions form (61-SCR) that was automatically created as a result of a return activity for Leonard Theissen. The form entries were based on the rules for plan ID 500 in the Benefits Plan Breaks-In-Service Rules table (TU-SCR).



Recording service interruptions manually

If you did not set up a Benefits Plan Breaks-In-Service Rules table (TU-SCR) for a return or rehire activity to automatically record the service interruption, you can use the Service Interruptions form (61-SCR) to record them manually.

Note: *Recording service interruptions is optional.*

See also:

- Recording service interruptions ***(on page 450)***

For detailed directions on recording service interruptions.

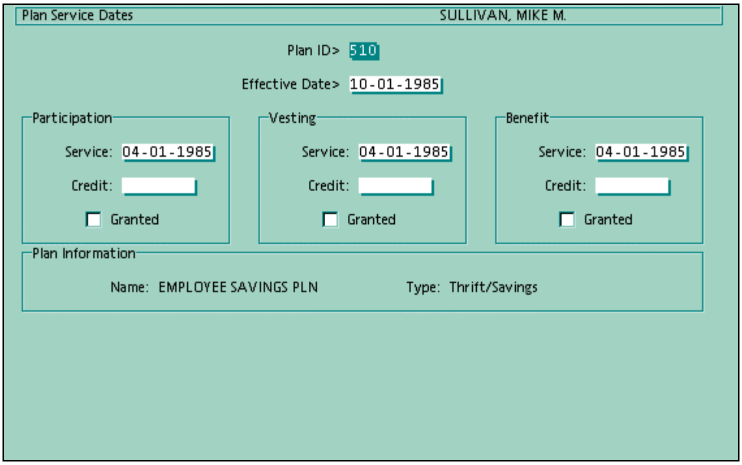
Apply the Concept

Describe your organization's deferred plan policies regarding service interruptions and how you will implement them using Benefits Administration.

Adjusting participation, vesting, and benefit service dates

An employee's participation, vesting, and benefits service dates for a plan are calculated by the system at the time of enrollment and a Plan Service Dates form (62-SCR) is created based on rules on the Benefits Participation Rules Table (TN-SCR). These service dates are typically adjusted and then recalculated once a year at the end of the plan year to determine current vesting and years of accrual in a deferred plan.

The following form shows the participation, vesting, and benefit service dates created when employee 3014, Mike Sullivan, was enrolled in plan 510:



If you have any plans in which the vesting, participation, or benefit accrual dates must be adjusted for employees with a break in service, the Service Interruptions Ended This Period report (8O-RPT) can help you identify employees who have had a break in service during a specified period. After reviewing the report, you can adjust any of the service dates according to company policy using the Plan Service Dates form (62-SCR).

See also:

- Adjusting plan service dates ***(on page 453)***

For detailed directions on adjusting plan service dates.

Recalculating participation, vesting, and benefit service credit dates

Once you have adjusted the service dates for any employees who had a service interruption, run the Calculation of Credited Service Granted report (40-RPT). This report recalculates participation, vesting, and benefits credit dates for a specified plan. This program also creates a new Plan Service Dates form (62-SCR) for employees who meet the requirements for the granting of an additional year of service.

Recalculating vesting percentages

After running the Calculation of Credited Service Granted report (40-RPT), run the Calculation of Vesting Percentage Earned report (41-RPT). This report uses the calculation method from the Vesting Schedules option list (BA26) that is defined on the Benefits Participation Rules Table (TN-SCR) to recalculate vesting percentages.

Apply the Concept

Describe when and how you will use the Calculation of Credited Service Granted (40-RPT) and the Calculation of Vesting Percentage Earned (41-RPT) reports.

Transfers with or without benefits

Much like a rehire, reinstatement, or recall, a transfer may also affect an employee's benefits. The transfer of an existing employee may require many of the same considerations as a new hire to ensure a complete employee record and accurate management reporting and analysis.

The Employee Transfer form (ET-SCR) is used to transfer an employee from one company to another. The Payroll, Human Resources, and Benefits specialists must work together to process the employee transfer since the Employee Transfer form (ET-SCR) contains selections that affect each area.

When an employee is transferred to a new company, you have several options with regards to the employee's benefits data:

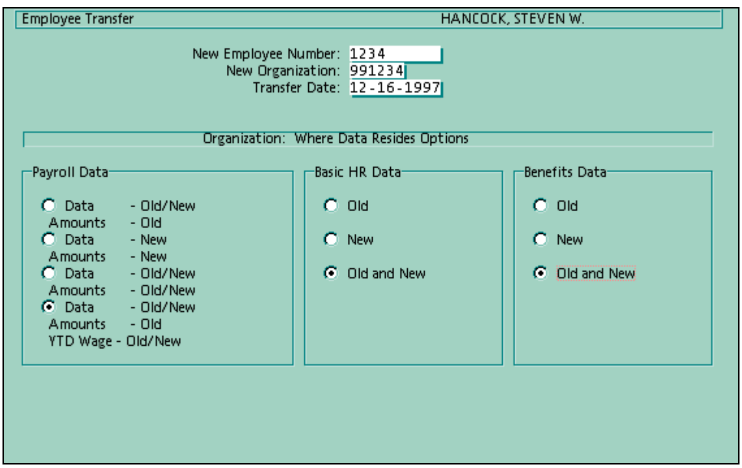
- Leave it in the old company
- Move it to the new company
- Keep it in both companies

Deciding what to do with the benefits data may depend in part on whether the old and new companies use the same benefits plans or different ones.

If the plans are different between companies and the employee will be covered by the new company's plans, you must de-enroll the employee from plans in the old company and enroll the employee in the plans for the new company.

If the companies share the same plans, you might decide to move the data or keep it in both companies. In this case, you will want to review the employee's benefits in the new company and make any necessary changes.

The following example shows Steven Hancock being transferred from Organization 999999 to Organization 991234. All of his basic HR and Benefits data will reside in the old and the new company.



☞ *Refer to the Using Human Resources Administration documentation for more information and detailed directions on transferring an employee between companies.*

Apply the Concept

Where will you store benefits data when an employee is transferred to a new company within your organization?

Waiving joint and survivor benefits

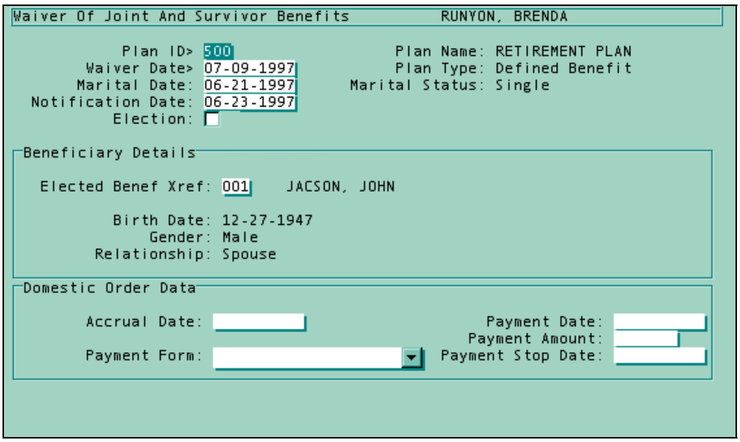
Retirement, life insurance, and other benefits plans have value after an employee retires or dies. If an employee is or was married, the employee's spouse may have a legal right to some or all of the plan's value. You may record information relating to joint and survivor benefits on the Waiver Of Joint And Survivor Benefits form (85-SCR). The form is used for two purposes.

The top section of the form is used to record information about a married employee's notification of the right to receive or waive a joint and survivor benefit payable under a plan along with the subsequent waiver of that benefit.

The bottom section, the Domestic Order Data group box, is used to record a portion of an employee's benefit that is payable under a legal order.

Both use the Plan ID and Elected Benef Xref text boxes to identify the plan and beneficiary or spouse to which the information applies.

The following is an example of the Waiver Of Joint And Survivor Benefits form (85-SCR). Brenda Runyon, who was married on June 21, 1997 (US and Canada) or 21 June 1997 (elsewhere), has elected to waive joint and survivor benefits for plan 500 for her spouse as indicated by by the Election check box not being selected:



See also:

- Recording waivers of joint and survivor benefits ***(on page 456)***

For detailed directions on recording waivers of joint and survivor benefits.

Flex versus non-flex maintenance

Maintaining employees in flex plans is the same as maintaining employees in non-flex plans except for the de-enrollment process. When you want to de-enroll an employee who is enrolled in a non-flex plan, you must determine which welfare and deferred plans the employee is enrolled in and then de-enroll the employee from *each* plan. For example, if an employee is enrolled in a Medical, Dental, Life Insurance, and Retirement plan, you would have to de-enroll the employee from each plan separately.

The component plans for an employee enrolled in a flex plan are processed together under the master plan. De-enrolling the employee from the flex Master plan would automatically de-enroll the employee from all component plans.

De-enrolling employees from benefits plans

You use the same form or forms to de-enroll an employee from a benefits plan as you did when you enrolled the employee. The form or forms that you use depend on the plans in which the employee is enrolled.

The following table summarizes the forms you will use to de-enroll employees from benefits plans.

If the employee is enrolled in a	Use this form to de-enroll the employee
Welfare plan	Welfare Plan Enrollments/Changes form (55-SCR)
Deferred plan	Deferred Plan Enrollments/Changes form (64-SCR)
Flex plan	Flex Benefit Enrollments/Changes form (55FSCR)

Note: *For flex plans, the Termination/De-enroll option de-enrolls an employee from the master plan and all component plans for which 'Waived' is not the elected option.*

Note: *Before you can de-enroll an employee from a benefits plan, you must have set up a de-enroll option for that plan using the Option/Resulting Plan Status Rules form (TTOSCR).*

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53),* **Setting Up Deferred Plans** *(on page 111), and* **Setting Up Flex Plans** *(on page 173) for more information on setting up a de-enrollment option.*

See also:

■ De-enrolling employees from welfare plans ***(on page 459)***
For detailed directions on de-enrolling employees from welfare plans.

■ De-enrolling employees from deferred plans ***(on page 460)***
For detailed directions on de-enrolling employees from deferred plans.

■ De-enrolling employees from flex plans ***(on page 461)***
For detailed directions on de-enrolling employees from flex plans.

Delete This Entry considerations

When you enroll an employee in a welfare or deferred plan or change an option with a new effective date, you use the Welfare Plan Enrollments/Changes form (55-SCR) or the Deferred Plan Enrollments/Changes form (64-SCR). Other forms are created automatically as a result of the change or enrollment.

The following forms are created as a result of enrolling an employee in a welfare plan or changing an option:

- Plan Coverage Amount Entry (53-SCR)
- Deduction Information From Benefit Plans (54-SCR)

The following forms are created as a result of enrolling an employee in a deferred plan:

- Plan Service Dates (62-SCR)
- Plan Retirement/Notice/Counseling Dates (65-SCR), if a Benefits Retirement Dates Rules Table form (TJ-SCR) has been defined for the plan

The following forms are created as a result of recording employee contributions for a deferred plan or changing a contribution:

- Deferred Plan Contribution Amt/Pcts (64CSCR)
- Deduction Information From Benefit Plans (54-SCR)

You also use the Welfare Plan Enrollments/Changes form (55-SCR) and the Deferred Plan Enrollments/Changes form (64-SCR) to de-enroll an employee. When you de-enroll an employee, a new Deduction Information From Benefit Plans form (54-SCR) is created automatically with an 'Inactive' frequency.

If an employee was enrolled, changed, or de-enrolled in error, you can manually delete the erroneous Welfare Plan Enrollments/Changes form (55-SCR) or the Deferred Plan Enrollments/Changes form (64-SCR) using the Delete This Entry button on the toolbar.

However, this does not automatically delete any other forms created as a result of the enrollment, change, or de-enrollment. You must also use the Delete This Entry button on any of the other forms that were created to fully correct the erroneous enrollment, change, or de-enrollment.

Flex plans

For flex plans, a feature of the Flex Benefit Enrollments/Changes form (55FSCR) allows you to select the 'Undo/Delete' option in the Enroll/Change Type list box to remove an erroneously created enrollment. This option removes all plan coverage, deduction, and flex credit information as it deletes the enrollment.

Tracking employee maintenance

The following table lists useful reports relating to employee maintenance.

Report	Use this report to:
Separation Detail Report (1S-RPT)	Track employees who have been separated from the organization within a one-month period.
LOA/Disability Report (1T-RPT)	Monitor active employees who are currently on leave of absence or disability leave.
Termination Report (3X-RPT)	Review employees terminated from the organization.
Calculation of Credited Service Granted (40-RPT)	Calculate the credited participation, benefit, and vesting service for a deferred plan.
Calculation of Vesting Percentage Earned (41-RPT)	Calculate and list the vested percentage of plan participants.
Recalc Benefit Coverage/Contributions (85-RPT)	Recalculate employee benefits coverage and employee and company contribution amounts.
Spouse/Dependent Changes By Plan (8K-RPT)	Verify employees, by plan, who have changed their spouse and/or dependent designations.
Terminations This Period Vested vs. Non-Vested Status (8M-RPT)	Monitor terminated employees who were participants in a deferred benefits plan.
Service Interruptions Ended This Period (8O-RPT)	Track employees in benefits plans who had a break-in-service occur during a specified period.
Changed Beneficiary/Contingent Annuitant (8P-RPT)	Verify employees who have changed their beneficiary or contingent annuitant designations.
HED Segment Changes Effective This Period (8R-RPT)	Update employee Payroll HEDs with benefits plans deductions or company cost accruals.

☞ *Refer to* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define them.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Processing life status changes for employees enrolled in welfare plans

To process a life status change for an employee enrolled in a welfare plan, use the Welfare Plan Enrollments/Changes form (55-SCR).

1. Access the Welfare Plan Enrollments/Changes form (55-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Enroll in Health and Welfare Plan

For practice, access the Welfare Plan Enrollments/Changes form (55-SCR) for Organization 999999 and employee 3017, Samantha Stenman. You will change her elected option in plan 101 to cover only herself.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '101'.

3. Enter the Effective date

Enter the date of the plan change. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '02-02-1998'.

4. Select an Option

Select the new option from the Option Elected option list (BA03).

For practice, select 'Employee Only/Single'.

5. Enter the Variable (optional)

Complete this text box only if the plan requires a variable factor. This rule would have been entered on the Coverage And Contributions Factors form (TM-SCR).

For practice, leave this text box blank.

6. Select a Change Reason (optional)

If you want to track the reason for an option change, select a value from the Option Change Reason option list (BA63).

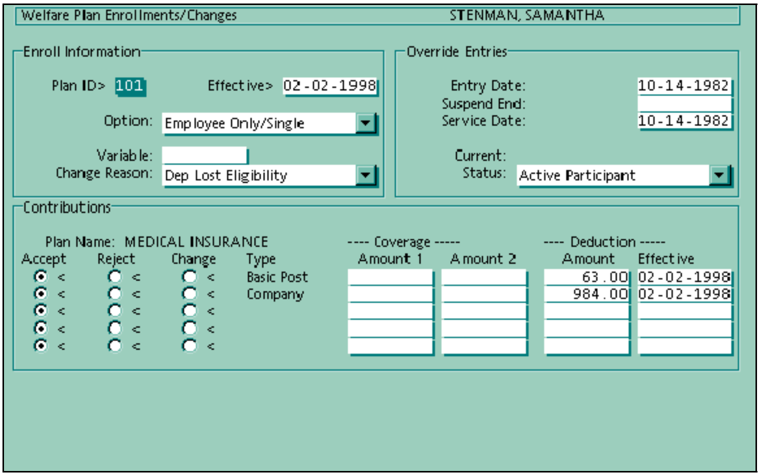
For practice, select 'Dep Lost Eligibility'.

7. Click Save or press Enter

The information entered is processed. If any errors are detected, the appropriate error message(s) is displayed. If there are no errors, the bottom half of the form displays the new calculated coverage and deduction information for the employee.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. **Select Accept, Reject, or Change**

If the displayed information for the coverage and deductions is correct, select 'Accept'. If you do not want an amount applied to the employee, select 'Reject'. If you want to override a coverage or deduction amount, select 'Change' and then enter the appropriate amounts. If you only want to override the Deduction Effective Date, select 'Accept' and then change the date.

For practice, select 'Accept' for all deductions listed.

9. **Enter a Coverage Amount 1 and/or Amount 2**

Use this text box only to override the calculated value. Enter the coverage amounts elected by the employee in whole numbers only. This text box does not contain decimal positions.

For practice, leave these text boxes blank.

10. **Enter the Deduction Amount**

Use this text box to override the calculated value.

For practice, do not change this text box for any of the deductions.

11. **Enter the Deduction Effective**

Use this text box to override the date on which deductions should begin. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

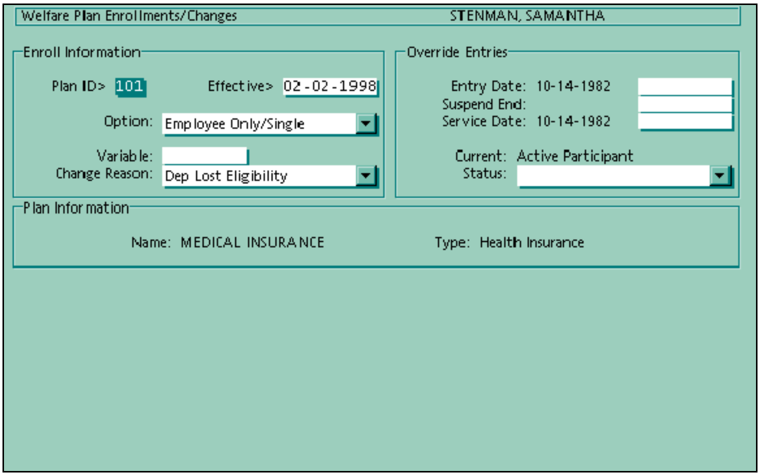
For practice, do not change this text box for any of the deductions.

12. **Click Save or press Enter**

The change record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Welfare Plan Enrollments/Changes STENMAN, SAMANTHA

Enroll Information
Plan ID> 101 Effective> 02-02-1998
Option: Employee Only/Single
Variable:
Change Reason: Dep Lost Eligibility

Override Entries
Entry Date: 10-14-1982
Suspend End:
Service Date: 10-14-1982
Current: Active Participant
Status:

Plan Information
Name: MEDICAL INSURANCE Type: Health Insurance

See also:

- Life status (family) changes ***(on page 415)***

For more information on processing life status changes.

Processing life status changes for employees enrolled in deferred plans

To process a life status change for an employee enrolled in a deferred plan, use the Deferred Plan Enrollments/Changes form (64-SCR).

1. Access the Deferred Plan Enrollments/Changes form (64-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Eligibility and Enrollment
Task:	Deferred Plan Enrollment

2. Enter the Plan ID

Enter the unique identifier for the plan.

3. Enter the Effective Date

Enter the effective date of the change in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

4. Select an Option

Select a valid enrollment option from the Option Elected option list (BA03).

5. Click Save or press Enter

The information entered thus far will be validated against the plan rules and the employee's master record. If any errors are detected, the appropriate error message(s) will be displayed. If there are no errors, the record is created and the plan information, employee plan status, and plan dates are displayed.

6. Select a Plan Status

To override the system-generated status, select a value from the Plan Status option list (BA04).

7. Enter an Entry Date

The displayed date reflects the effective date of the new enrollment after an employee meets eligibility requirements. This date will not change if options elected or plan status changes, unless required by plan rules.

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

8. Enter an Elig Date

The displayed date reflects the date upon which an employee is eligible for the deferred plan.

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

9. Enter a Service Date

The displayed date reflects the employee's employment date, original hire date, or adjusted seniority date based on the service date rule selected on the Benefit Plan Rules form (TK-SCR).

To override the system-generated date, enter a new date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

10. Enter a Susp End Date

Enter a date to reflect when the employee will again be eligible to continue participation. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box is used if an employee has lost coverage because of a separation activity or took a hardship withdrawal against a thrift/savings plan and is not allowed to contribute for a period of time. An employee can not be enrolled in the plan prior to the date you enter here.

11. Click Save or press Enter

If you changed any of the data in Steps 6 through 10, you must save the information you entered by clicking Save or pressing Enter.

See also:

- Life status (family) changes ***(on page 415)***

For more information on processing life status changes.

Processing life status changes for employees enrolled in flex plans

To process a life status change for an employee enrolled in a flex plan, use the Flex Benefit Enrollments/Changes form (55FSCR).

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component:	Flex Plans Enrollment/Processing
Process:	Flex Enrollment
Task:	Flex Benefit Plan Enrollment

To complete the Guided Practice for this task, first add an 'Employee & Spouse' option to plan 601 using the Option/Resulting Plan Status Rules form (TTOSCR). Use an effective date of '01-01-1925' and a date method of 'Actual Event Date'. Define the low and high status for plan 601 according to the statuses table below. You must also create a Coverage And Contribution Factors form (TM-SCR) for plan 601 for the 'Employee & Spouse' option. Use the costs table below. Then access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 for employee 2001, Brenda Reynolds. She was recently married, and you will change some of her elected options.

Option/Resulting Plan Status Rules form (TTOSCR) statuses

Low Status	High Status	Resulting Status
0	1	1
5	5	1
7	7	1

Coverage And Contribution Factors form (TM-SCR) costs

Ctrb Type	Factor 1 Cost
Basic Post Tax Contrb	.50
Company	.95
Basic Pre Tax Contrb	.50

2. Enter the Master Plan ID

Enter the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Enter the plan change date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '09-12-1998' (US and Canada) or '12-09-1998'(elsewhere).

4. Select the Enroll/Change Type

Select an option from the Flex Action option list (BA64) to indicate the type of action to be performed by the form.

For practice, select 'Life Status Change'.

5. Enter the Change Reason

This list box is required when the Enroll/Change Type list box (BA64) indicates a life status change. Options for this list are provided by the Option Change Reason option list (BA63).

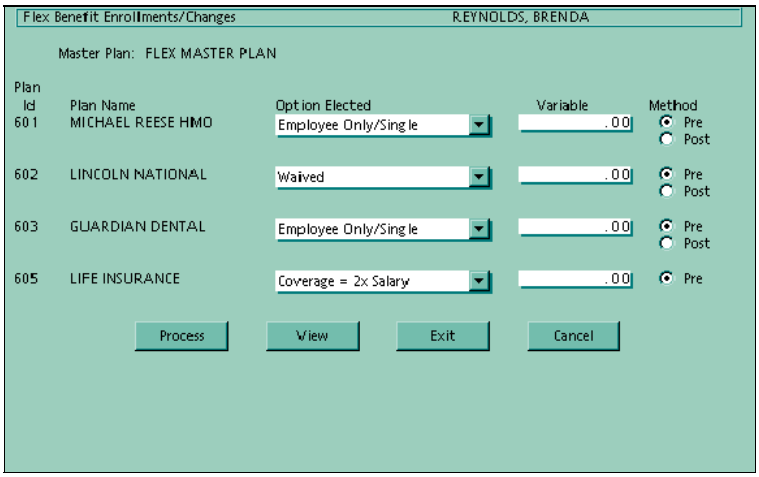
For practice, select 'Marriage'.

6. Click Save or press Enter

The second panel of the Flex Benefit Enrollments/Changes form (55FSCR) is displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Use the following values to complete Steps 7, 8, and 9:

Plan ID	Option Elected	Variable	Method
601	Employee & Spouse	—	Pretax
602	Waived	—	—

603	Employee & Spouse	—	Pretax
605	Coverage=2x Salary	—	Pretax

7. Select the Option Elected

Select the option the employee elects for the plan (step 6).

For practice, make the entries shown in the preceding table.

8. Enter the Variable

Use this text box to enter an up-to-nine-digit employee-dependent factor such as a fixed amount needed to calculate plan coverage or contribution amount. If the plan requires a variable entry and the text box is left blank, an error message is displayed.

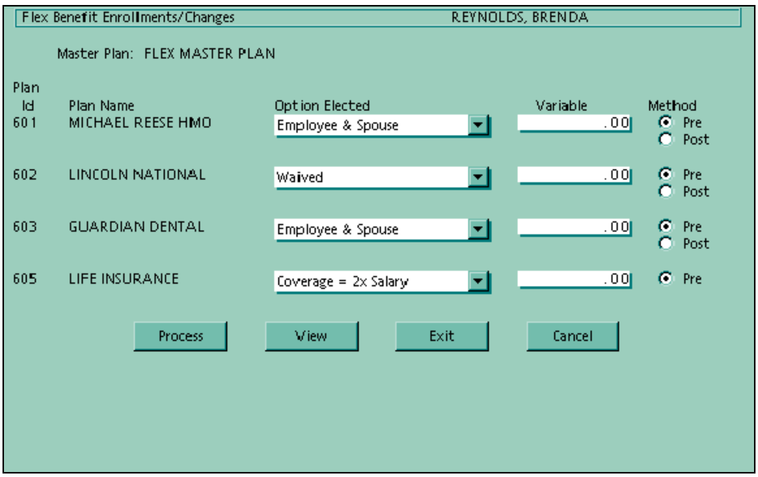
For practice, make the entries shown in the preceding table (step 6).

9. Select the Method

Select whether the employee has elected the pre- or posttax contribution. This indicator is used to select the proper HED from the plan's Benefit Plan Rules table (TK-SCR).

For practice, make the entries shown in the preceding table (step 6).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *If the only buttons available to you at the bottom of the form are Exit and Cancel, go to Step 10. Otherwise, go to Step 12.*

10. Click Save or press Enter

To proceed to the next form of component plans, click Save or press Enter. If no errors are detected in the values entered, the next form of component plans is displayed and ready for changes to the same three entries.

For practice, click Save or press Enter.

11. Repeat steps 7, 8, and 9 for each remaining component plan

Change the Option Elected, Variable, and Method entries for each of the remaining component plans as needed.

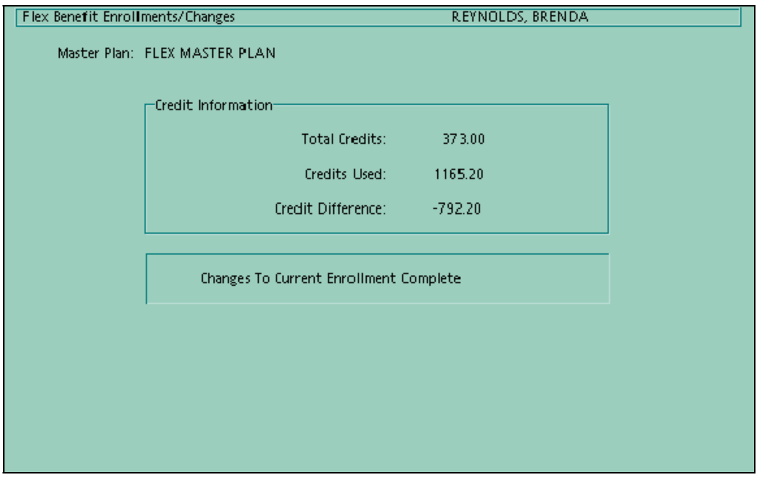
For practice, make no further entries.

12. Click an action button

Click View to display the results of the plan credit calculations without actually updating the employee record, or click Process to complete the change and update the employee record.

For practice, click Process.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Life status (family) changes ***(on page 415)***

For more information on processing life status changes.

Processing a mid-year employee benefit change based on change in plan cost/coverage

To process a change due to a plan's cost/coverage for an employee enrolled in a flex plan, use the Flex Benefit Enrollments/Changes form (55FSCR).

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Benefit Plan Enrollment

For practice, access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 for employee 2001, Brenda Reynolds.

2. Enter the Master Plan ID

Enter the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Enter the plan change date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '05-01-2001' (US and Canada) or '01-05-2001'(elsewhere).

4. Select the Enroll/Change Type

Select an option from the Flex Action option list (BA64) to indicate that the plan has changed cost or coverage.

For practice, select 'Plan Cost/Cov Change'.

5. Select the Change Reason

Select a mid-year change reason option from the Option Change Reason option list (BA63) to indicate a plan change.

For practice, select 'Inc/Dec Plan Cost'.

6. Click Save or press Enter

The second panel of the Flex Benefit Enrollments/Changes form (55FSCR) is displayed. It displays all the plans of this type for which the employee is eligible.

For practice, click Save or press Enter.

7. De-enroll the employee from the changed plan

Select the 'Waive' option for the plan for which cost/coverage changed. Then either waive or enroll in a valid option for one of the other plans.

For practice, select 'Waive' for the Michael Reese HMO plan 601.

8. Select the Option Elected

Select the option the employee elects for the replacement plan enrollment or waiver.

For practice, select 'Employee & Spouse' for plan 602, Lincoln National.

9. Enter the Variable

Use this text box to enter an up-to-nine-digit employee-dependent factor such as a fixed amount needed to calculate plan coverage or contribution amount. If the plan requires a variable entry and the text box is left blank, an error message is displayed.

For practice, make no entry.

10. Select the Method

Select whether the employee has elected the pre- or posttax contribution. This indicator is used to select the proper HED from the plan's Benefit Plan Rules table (TK-SCR).

For practice, select 'Pretax'.

11. Click an action button

Click View to display the results of the plan deenrollment and replacement enrollment (or waiver) without actually updating the employee record, or click Process to complete the change and update the employee record.

For practice, click Process.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

See also:

■ Mid-year benefit enrollment changes ***(on page 418)***
For more information about processing mid-year plan changes.

Recording service interruptions

To record a service interruption, use the Service Interruptions form (61-SCR).

Note: *A Service Interruptions form (61-SCR) may automatically be created when an employee is rehired or returns to service. Leaves of absence and returns are recorded on the Leaves And Returns form (95-SCR). If a Benefits Plan Breaks-In-Service Rules table (TU-SCR) has been set up for the rehire or return activity (Activity Codes option list HR09) selected on the Leaves And Returns form (95-SCR), a Service Interruptions form (61-SCR) is automatically generated for each plan that has a rules record that matches the rehire or return activity.*

1. Access the Service Interruptions form (61-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Service Interruptions

For practice, access the Service Interruptions form (61-SCR) for Organization 999999 employee 3011, Sandra Laughlin.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '510'.

3. Enter the Leave Start Date

Enter the effective date of the start of the service interruption. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '08-10-1997'(US and Canada) or'10-08-1997'(elsewhere) .

4. Enter the Leave End Date

Enter the effective date of the return from a service interruption. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '12-15-1997'(Us and Canada) or'15-12-1997' (elsewhere) .

5. Select a Reason

Select a reason for the service interruption from the Activity Codes option list (HR09).

For practice, select 'Term-Job Opportunity'.

6. Enter the Leave Span

Enter the amount of time for the separation in the format YYMMDD. For example, you would enter '010000' for one year.

For practice, type '000405'.

7. Enter the Parity Date

Enter the parity requalification date, the date by which an employee must return to service to prevent incurring a break in service. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

8. Select a B-I-S Indicator

Select the break-in-service indicator.

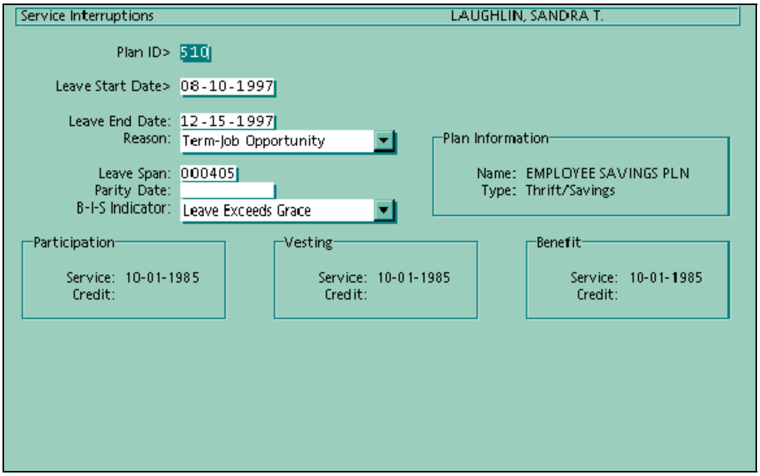
For practice, select 'Leave Exceeds Grace'.

9. Click Save or press Enter

The service interruptions record is created.

For practice, Click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Service Interruptions LAUGHLIN, SANDRA T.

Plan ID> 510

Leave Start Date> 08-10-1997

Leave End Date: 12-15-1997

Reason: Term-Job Opportunity

Leave Span: 000405

Parity Date:

B-I-S Indicator: Leave Exceeds Grace

Plan Information

Name: EMPLOYEE SAVINGS PLN

Type: Thrift/Savings

Participation

Service: 10-01-1985

Credit:

Vesting

Service: 10-01-1985

Credit:

Benefit

Service: 10-01-1985

Credit:

See also:

- Recording service interruptions manually ***(on page 430)***

For more information on service interruptions.

Shutting off HEDs

To manually shut off an HED, use the Deduction Information From Benefit Plans form (54-SCR).

1. Access the Deduction Information From Benefit Plans form (54-SCR)

Access this form by making the following selections from the Navigator:

Component:	Health/Welfare Plan Enrollment/Maintenance
Process:	Eligibility and Enrollment
Task:	Change Deduction Amount

For practice, access the Deduction Information From Benefits Plan form (54-SCR) for employee 3014, Mike Sullivan.

2. Select the HED

Select the HED to be shutoff.

For practice, type '510'.

3. Click Entry Form for a New Date

Click the Entry Form for a New Date button on the lower left portion of the form. The button changes to Return to Standard Form.

For practice, click Entry Screen for a New Date.

4. Enter the Effective Date

Enter the shutoff effective date. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1999'.

5. Select 'Inactive' for Frequency

Select 'Inactive' from the Frequency option list (PP08).

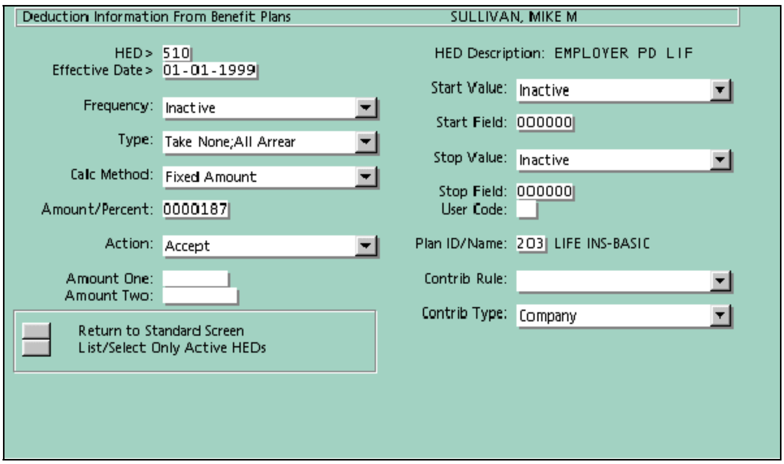
For practice, select 'Inactive'.

6. Click Save or press Enter

The HED is turned off.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Shutting off HEDs for benefit plans ***(on page 427)***

For more information on manually shutting off HEDs.

Adjusting plan service dates

To adjust an employee's plan service dates, use the Plan Service Dates form (62-SCR).

1. Access the Plan Service Dates form (62-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Service, Vesting and Retirement Info
Task:	Service Dates

For practice, Access the Plan Service Dates form (62-SCR) for Organization 999999 employee 3018, Leonard Theissen. Leonard had a one-year service interruption, from 03-01-1986 to 03-01-1987(US and Canada) or 01-03-1996 to 01-03-1997(elsewhere), for which you will adjust his vesting service date accordingly for plan 500.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '500'.

3. Enter the Effective Date

Enter the effective date of the adjustment. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '12-31-1987'(US and Canada) or'31-12-1987'(elsewhere).

Completing Participation

4. Enter the Service

This is the date from which service is to be counted for participation in the deferred benefits plan. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

5. Enter the Credit

This is the value of the employee's years, months, and days of credited participation service in the deferred benefits plan. Enter the time span in the format YYMMDD.

For practice, do not change this text box.

6. Click Granted

This is the indicator of whether a participant was granted an additional year of Participation Service.

For practice, do not change this check box.

Completing Vesting

7. Enter the Service

This is the date when vesting service begins for the deferred benefits plan. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1984'.

8. Enter the Credit

This is the value of the employee's years, months, and days of credited vesting service in the deferred benefits plan. Enter the time span in the format YYMMDD.

For practice, do not change this text box.

9. Click Granted

This is the indicator of whether a participant was granted an additional year of Vesting Service.

For practice, do not change this check box.

Completing Benefit

10. Enter the Service

This is the date when service begins for purposes of accruing a benefit. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

11. Enter the Credit

This is the value of the employee's years, months, and days of credited Benefit Service in the deferred benefits plan. Enter the time span in the format YYMMDD.

For practice, do not change this text box.

12. Click Granted

This is the indicator of whether a participant was granted an additional year of Benefit Service.

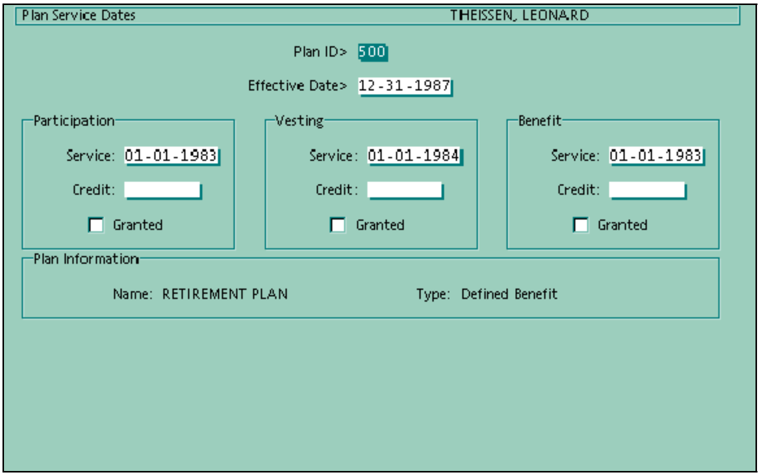
For practice, do not change this check box.

13. Click Save or press Enter

The record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Adjusting participation, vesting, and benefit service dates ***(on page 431)***

For more information on maintaining participation, vesting, and benefits service dates.

Recording waivers of joint and survivor benefits

To record a waiver of joint and survivor benefits, use the Waiver Of Joint And Survivor Benefits form (85-SCR).

Note: *The Waiver Of Joint And Survivor Benefits form (85-SCR) has two purposes, recording waivers of benefits and recording domestic order payments. Depending on the purpose for which you are using the form, you will complete the Plan ID, Elected Benef Xref, and either the remaining text boxes on the top portion or in the Domestic Order Data group box.*

1. Access the Waiver Of Joint And Survivor Benefits form (85-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Joint/Survivor Waivers

For practice, access the Waiver Of Joint And Survivor Benefits form (85-SCR) for Organization 999999 employee 3014, Mike Sullivan.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '510'.

3. Enter the Waiver Date

This is the effective date of the employee's waiver or acceptance of his automatic right to a benefit to be paid in the form of a Joint and Survivor Annuity. Enter the date in the format

MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-02-1998'(US and Canada) or '02-01-1998'(elsewhere).

4. Enter the Marital Date

This is the date of the employee's marriage. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-14-1980'(US and Canada) or '14-06-1980'(elsewhere).

5. Enter the Notification Date

This is the date on which the notification was sent to the employee and spouse to notify them of their right to receive or waive the joint and survivor annuity form of benefit payment. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-02-1998'(US and Canada) or '02-01-1998'(elsewhere).

6. Select the Election

This check box identifies whether the employee has accepted the joint and survivor benefit (selected) or waived his or her rights to the automatic benefit (blank).

For practice, leave this check box blank to waive the benefit.

7. Enter the Elected Benef Xref

This is a required text box. It identifies the beneficiary or spouse to whom the joint and survivor benefits apply.

Note: *If you are unsure of which option to enter, access either the Beneficiary/Plan Cross Reference form(59BSCR) or the Covered Dependents By Plan form (59DSCR) to research the options that are being referenced for this plan ID and employee.*

For practice, type '001'.

Domestic Order Data

8. Enter the Accrual Date

This is the date through which the employee's benefit has been accrued for purposes of determining payment under a legal order. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

9. Enter the Payment Form

Enter the option from the Form of Payments option list (BA07) that identifies the form of payment under which the benefit is to be paid due to a legal order.

For practice, leave this text box blank.

10. Enter the Payment Date

This is the date on which payments are to begin under a legal order. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

11. Enter the Payment Amount

Enter the amount of each payment payable under a legal order. Enter amounts with two decimals. For example, the number 2,000.00 would be entered as 2000.00.

For practice, leave this text box blank.

12. Enter the Payment Stop Date

This is the last date on which a payment under a legal order is due. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

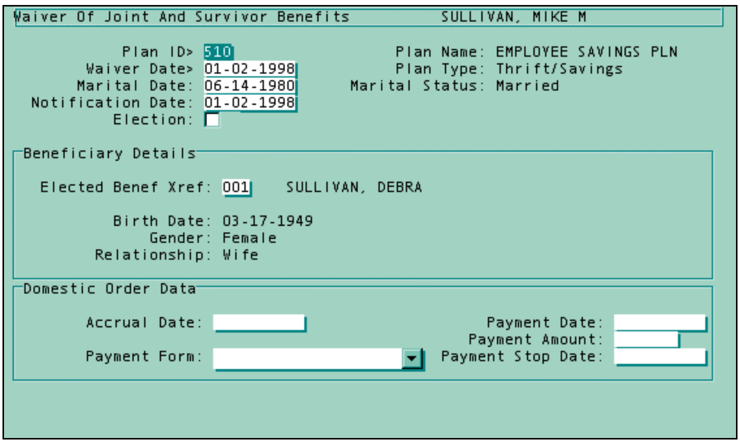
For practice, leave this text box blank.

13. Click Save or press Enter

The record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Waiver Of Joint And Survivor Benefits SULLIVAN, MIKE M

Plan ID> 510 Plan Name: EMPLOYEE SAVINGS PLN
Waiver Date> 01-02-1998 Plan Type: Thrift/Savings
Marital Date: 06-14-1980 Marital Status: Married
Notification Date: 01-02-1998
Election:

Beneficiary Details

Elected Benef Xref: 001 SULLIVAN, DEBRA

Birth Date: 03-17-1949
Gender: Female
Relationship: Wife

Domestic Order Data

Accrual Date: Payment Date:
Payment Amount:
Payment Form: Payment Stop Date:

See also:

- Waiving joint and survivor benefits ***(on page 435)***

For more information on using the Waiver Of Joint And Survivor Benefits form (85-SCR).

De-enrolling employees from welfare plans

To de-enroll an employee from a welfare plan, use the Welfare Plan Enrollments/Changes form (55-SCR).

1. Access the Welfare Plan Enrollments/Changes form (55-SCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Enroll in Health and Welfare Plan

For practice, access the Welfare Plan Enrollments/Changes form (55-SCR) for Organization 999999 employee 3014, Mike Sullivan, for plan 'DEN'. You will de-enroll him from the dental plan.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'DEN'.

3. Enter the Effective date

Enter the de-enrollment effective date. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-31-1998'(US and Canada) or '31-03-1998'(elsewhere).

4. Select an Option

Select a de-enrollment option from the Option Elected option list (BA03).

For practice, select 'Shutoff/Deenroll'.

5. Select a Change Reason (optional)

If you want to track the reason for an option change, select a value from the Option Change Reason option list (BA63).

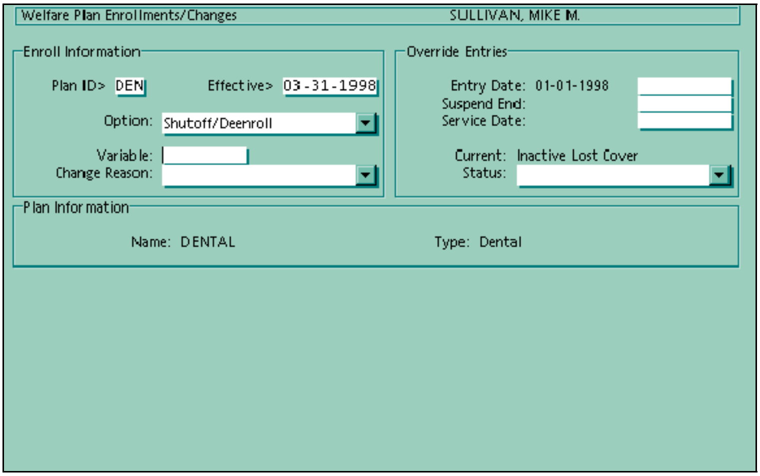
For practice, leave this list box blank.

6. Click Save or press Enter

The resulting plan status is changed to inactive.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- De-enrolling employees from benefits plans ***(on page 437)***

For more information on de-enrolling employees from benefits plans.

De-enrolling employees from deferred plans

To de-enroll an employee from a deferred plan, use the Deferred Plan Enrollments/Changes form (64-SCR).

1. Access the Deferred Plan Enrollments/Changes form (64-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Deferred Plan Enrollment

For practice, access the Deferred Plan Enrollments/Changes form (64-SCR) for Organization 999999 employee 3015, Steve Llewelyn, for plan 'A01'. You will de-enroll him from plan A01.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type 'A01'.

3. Enter the Effective Date

Enter the effective date of the de-enrollment in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '04-15-1998'(US and Canada) or '15-04-1998'(elsewhere).

4. Select an Option

Select a valid de-enrollment option from the Option Elected option list (BA03).

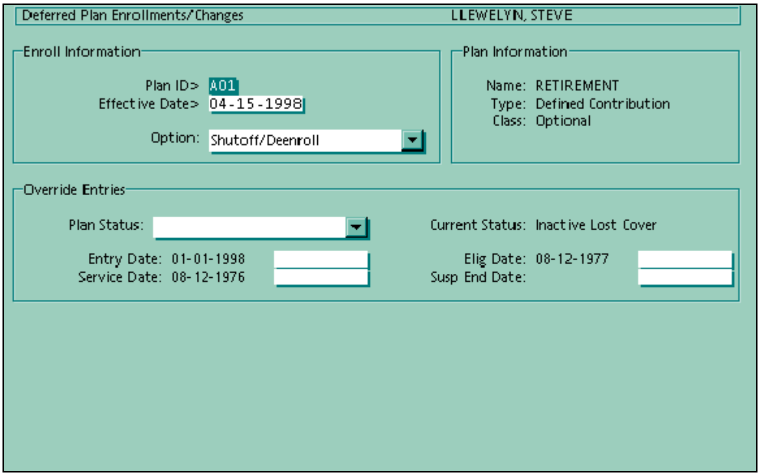
For practice, select 'Shutoff/Deenroll'.

5. Click Save or press Enter

The de-enrollment record is created.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- De-enrolling employees from benefits plans ***(on page 437)***

For more information on de-enrolling employees from benefits plans.

De-enrolling employees from flex plans

To de-enroll an employee from a flex plan, use the Flex Benefit Enrollments/Changes form (55FSCR).

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Benefit Plan Enrollment

To complete the Guided Practice for this task, first add a 'Shutoff/Deenroll' option to plans 601, 602, 603, and 605 using the Option/Resulting Plan Status Rules form (TTOSCR). Use an effective date of '01-01-1925' and a date method of 'Actual Event Date'. Define the low and high status for each plan according to the following table. Then access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 for employee 6003, J. T. Betts for plan '700'. You will de-enroll J. T. Betts from plan 700.

Low Status	High Status	Resulting Status
1	1	5
7	7	5

2. Enter the Master Plan ID

Enter the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Enter the de-enrollment date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '07-01-1998'(US and Canada) or '01-07-1998' (elsewhere).

4. Select the Enroll/Change Type

Select an option from the Flex Action option list (BA64) to indicate the type of action to be performed by the form.

For practice, select 'Termination/De-enroll'.

5. Enter the Change Reason (optional)

Enter the reason for the change.

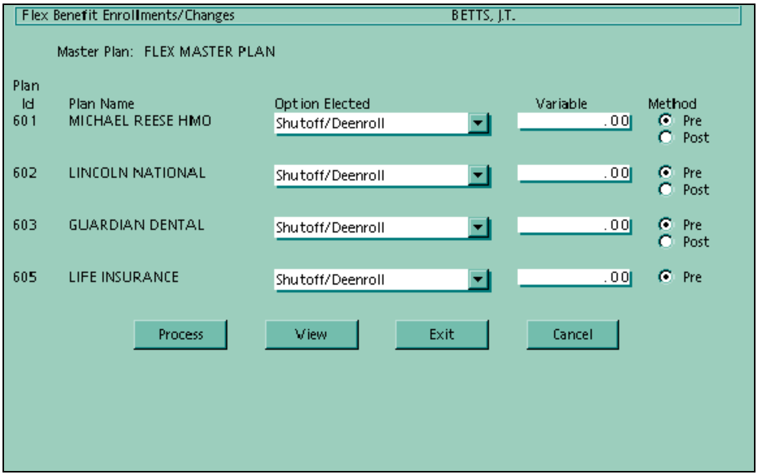
For practice, leave this list box blank.

6. Click Save or press Enter

The second panel of the Flex Benefit Enrollments/Changes form (55FSCR) is displayed. The Option Elected defaults to 'Shutoff/Deenroll' for each component plan.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *If the only buttons available to you at the bottom of the form are Exit and Cancel, go to Step 7. Otherwise, go to Step 8.*

7. Click Save or press Enter

The second panel displays up to four plans. If there are more than four plans for this employee, click Save or press Enter to display a third panel of the Flex Benefit Enrollments/Changes form (55FSCR) that contains additional plans.

For practice, skip this step.

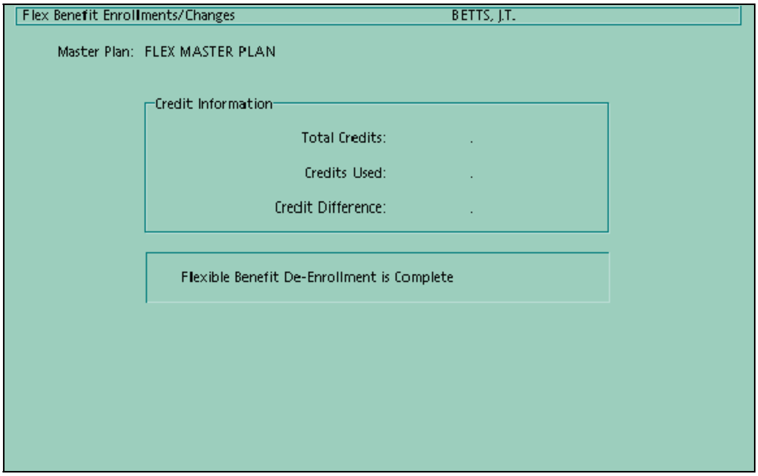
8. Click Process

No employee credit information is displayed on the Flex Benefit Enrollments/Changes form (55FSCR), and the following message is displayed:

'Flexible Benefit De-enrollment is Complete'

For practice, click Process.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- De-enrolling employees from benefits plans ***(on page 437)***

For more information on de-enrolling employees from benefits plans.

Recording COBRA notification and response dates

To record COBRA notification and response dates, follow these steps:

1. Access the COBRA Notification And Response Dates form (86-SCR)

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maint
Process: Eligibility and Enrollment
Task: COBRA Notification

For practice, access the COBRA Notification And Response Dates form (86-SCR) for employee 3001 in the '999999' organization.

2. Enter the Plan ID

This is the unique identifier of a specific Benefit Plan in which the employee is currently enrolled.

It must have a Benefit Plan Rules table record (TK-SCR) established before it can be used at the employee master file level.

For practice, type '101'.

3. Select the Qualifying Event

This is the COBRA qualifying event.

This option identifies the Qualifying event for the purpose of determining whether or not COBRA coverage is to be extended to a Qualified Beneficiary.

For practice, select 'Terminated Employment'.

4. Enter the Event Date

This is the date on which the Qualifying Event occurred or was effective. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

5. Enter the Event Number

This is used to determine if this is the primary or a secondary event.

For practice, type '01'.

6. Enter the Notified HR

This is the date on which the employee notified HR of the Qualifying Event or the date HR identified the fact the event had occurred. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

7. Enter the Notified INS Comp

This is the date the insurance company was notified of an employee's or their dependent's right to extended coverage under COBRA. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

8. Enter the Notified EE Rights

This is the date on which the employee or their dependent was notified of their right for extended coverage under COBRA. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

9. Enter the Last Response Date

This is the date by which the employee or their dependent must notify HR or the insurance company of their intent to extend coverage. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '08-01-1998' (US and Canada) or '01-08-1998' (elsewhere).

10. Enter the Actual Response Date

This is the actual date on which the employee or dependent notified HR or the insurance company of their intent to extend coverage. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '07-15-1998' (US and Canada) or '01-07-1998' (elsewhere).

11. Enter the Qual Event to COBRA

This is the date on which the event was passed to the COBRA Solution system by the interface program. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

12. Select the Accepted Coverage

This is the indicator of whether or not the employee or dependent accepted extended coverage.

For practice, select 'Yes Accepted Ext Cov'.

13. Enter the Principal Qual Ben

This is the Spouse/Dependent Key ID of the Principal Qualified Beneficiary who is the person causing or impacted by this Qualifying Event.

If all of the Spouse and Dependents are involved and were copied to the COBRA Solution this text box will contain the value ALL.

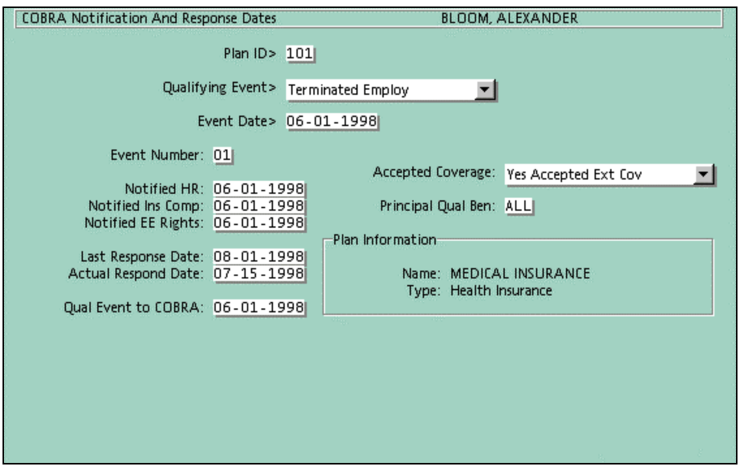
For practice, type 'ALL'.

14. Click Save or press Enter

COBRA notification and response dates are now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Separations and terminations ***(on page 422)***

For a description of the Cobra Notification and Response Dates form (86-SCR).

Recording spouse/dependent information with COBRA information

To record COBRA spouse/dependent information, follow these steps:

1. Access the Spouse/Dependent Information form (10CSCR)

The Spouse/Dependent Information form (10CSCR) is used to record information concerning an employee's spouse and dependents. This information can be especially useful for verifying benefit coverage eligibility or coordinating benefits and is used by the Benefits Administration Solution.

Access this form by making the following selections:

Actions ► Enter Command

Type '10CSCR' in the Program text box. Type the employee number in the Key text box, and then click OK or press Enter.

For practice, access the Spouse/Dependent Information form (10CSCR) for employee 3001 in the '999999' organization.

2. Enter the Key ID

Enter the identification number for an employee's dependent. Each spouse and dependent record is identified by a unique three-position Key ID. Establish a numbering scheme for this text box value that allows you to easily identify which type of record (spouse or dependent) you are viewing. For example, a spouse would be recorded as '001'. These dependents should already be recorded on the (non-COBRA) Spouse/Dependent Information form (10-SCR).

For practice, tab to the next entry.

3. Enter the Relationship

Enter the relationship of the spouse or dependent named in this form to the employee. You may update the Relationship option list (HR28) to include all of the relationships needed by your organization.

Note: *If you are unsure of which option to enter, type a question mark (?) in the text box and press Enter to display the option list and select an option.*

For practice, tab to the next entry.

4. Enter the Spouse/Dependent Name

Enter the name of the employee's spouse or dependent, using the format last name, first name.

For practice, tab to the next entry.

5. Enter the Sex

Enter an option from the Sex Code option list (HR29) to indicate the appropriate gender classification.

Note: *If you are unsure of which option to enter, type a question mark (?) in the text box and press Enter to display the option list and select an option.*

For practice, tab to the next entry.

6. Enter the Birth Date

Enter the date of birth for the spouse or dependent listed on this form. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, tab to the next entry.

7. Enter the Social Security Number

Enter the social security number of the spouse or dependent listed on this form.

For practice, tab to the next entry.

8. Enter the Telephone Number

Enter the telephone number of the spouse or dependent listed on this form.

For practice, tab to the next entry.

9. Enter the Student Status

Enter an option from the Student Status option list (HR30) to indicate whether or not the spouse or dependent named in this form is a student and what level of school participation is involved.

Note: *If you are unsure of which option to enter, type a question mark (?) in the text box and press Enter to display the option list and select an option.*

For practice, tab to the next entry.

10. Enter the Employer Name

Enter the name of the employer of the spouse or dependent listed on this form.

For practice, tab to the next entry.

11. Enter the Employer Address

Enter the street address for the employer of the spouse or dependent listed on this form.

For practice, tab to the next entry.

12. Enter the City/State

Enter the city/state portion of the address of the employer of the spouse or dependent listed on this form.

For practice, tab to the next entry.

13. Enter the ZIP Code

Enter the ZIP code portion of the address of the employer of the spouse or dependent listed on this form.

For practice, tab to the next entry.

14. Enter the Insurance Company

Enter the insurance carrier for the spouse or dependent listed on this form.

For practice, tab to the next entry.

15. Enter the Dependent to COBRA

This is the date on which the Spouse and/or Dependents data was formatted and reported as part of COBRA coverage. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

16. Enter the Reason to COBRA

Enter the qualifying event which prompted the employee's or spouse/dependent data to be reported as part of COBRA coverage.

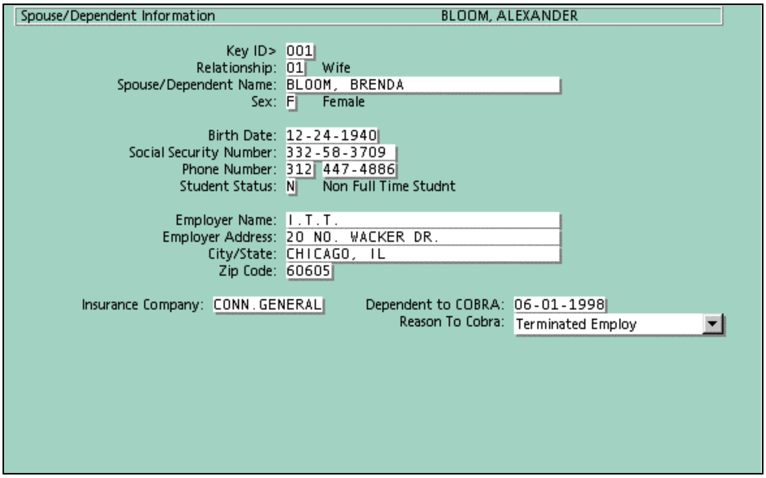
For practice, select 'Terminated Employ'.

17. Click Save or press Enter

The spouse and dependent information is now recorded for the employee.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Spouse/Dependent Information BLOOM, ALEXANDER

Key ID> 001
Relationship: 01 Wife
Spouse/Dependent Name: BLOOM, BRENDA
Sex: F Female

Birth Date: 12-24-1940
Social Security Number: 332-58-3709
Phone Number: 312 447-4886
Student Status: N Non Full Time Studnt

Employer Name: I.T.T.
Employer Address: 20 NO. WACKER DR.
City/State: CHICAGO, IL
Zip Code: 60605

Insurance Company: CONN.GENERAL
Dependent to COBRA: 06-01-1998
Reason To Cobra: Terminated Employ

See also:

- Separations and terminations ***(on page 422)***

For a description of the Spouse/Dependent Information form (10CSCR).

Verifying automatic shutoff of deductions for a benefits plan

To verify the automatic shutoff of deductions for a benefits plan, follow these steps:

Completing the Guided Practice

To complete the Guided Practice, you will need to terminate employee 3017, Samantha Stenman, using the Separations And Terminations form (96-SCR). Terminate the employee using Effective Date '03-01-1999' and Activity 'Term-Dissatisfaction'.

1. Access the Welfare Plan Enrollments/Changes form (55-SCR)

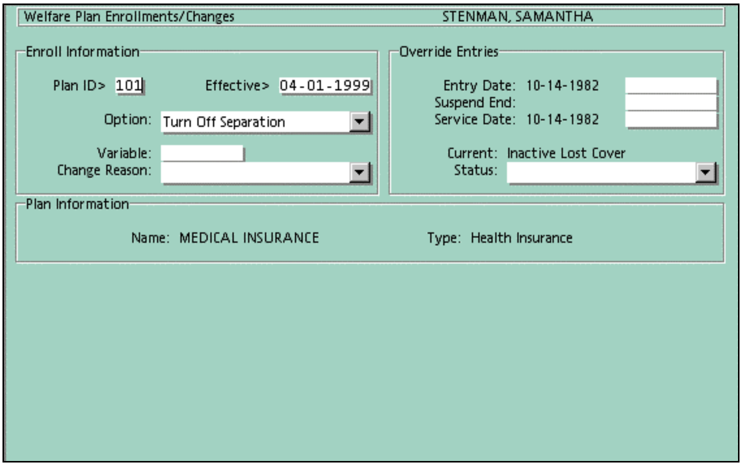
Upon termination, an employee is automatically de-enrolled from a welfare plan provided that you have set up the Activity/Resulting Plan Status Rules table (TTASCR) for that activity. You can verify this by ensuring that the value 'Turn Off Separation' displays in the Option list box.

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Enroll in Health and Welfare Plan

For practice, access the Welfare Plan Enrollments/Changes form (55-SCR) for employee number 3017, Samantha Stenman.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



2. Access the Deduction Information From Benefit Plans form (54-SCR)

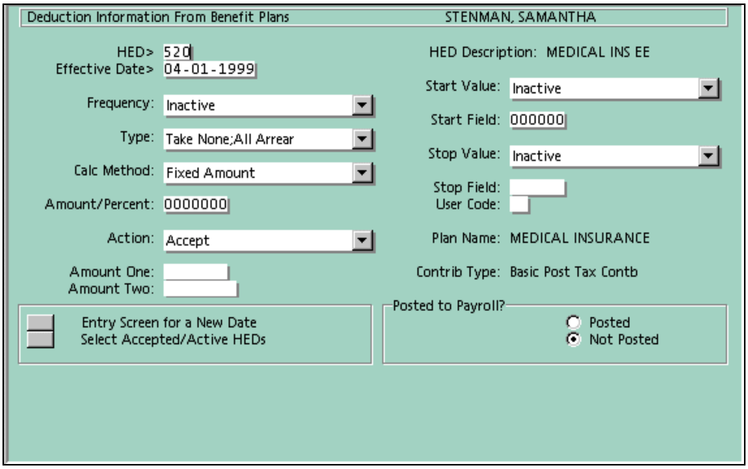
When an employee is terminated, deductions for a benefit plan are shutoff automatically, and the value 'Inactive' displays in the Frequency list box.

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: Change Deduction Amount

For practice, access the Deduction Information From Benefit Plans form (54-SCR) for employee number 3017, Samantha Stenman.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Shutting off HEDs ***(see "Shutting off HEDs for benefit plans" on page 427)***

For more information about Automatic Shutoff.

Entering employee or dependent coverage information

To enter benefit coverage information for an employee or dependent, follow these steps:

Completing the Guided Practice

To complete the Guided Practice, you will need to enroll the employee in the health plan using the Welfare Plan Enrollment/Changes form (55-SCR), and enter any dependents into the system using the Spouse/Dependent Information form (10-SCR). In addition, you must enter the dependents who are covered by the plan into the system using the Covered Dependents By Plan form (59DSCR).

1. Access the HIPAA Information form (59KSCR)

The HIPAA Information form (59KSCR) is used to record benefit coverage information about an employee or the employee's spouse or dependents.

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: HIPAA Information

For practice, access the HIPAA Information form (59KSCR) for employee 3003, Geoffery Alson.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '101'.

3. Enter the Coverage XRef

For an employee, enter '000'. For a dependent, enter the Dependent ID from the Covered Dependents By Plan form (59DSCR).

For practice, type '000'.

4. Enter the Coverage Start Date

Enter the date on which the benefit coverage began. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1990'.

5. Click the Out of Area? check box

Click this check box to indicate that the employee or dependent is out of the area.

For practice, do not change this entry.

6. Click the Certificate Issued? check box

Click this check box to indicate that a HIPAA certificate has already been issued for the employee.

For practice, do not change this entry.

7. Enter the Coverage Stop Date

Enter the date on which the benefit coverage ended. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

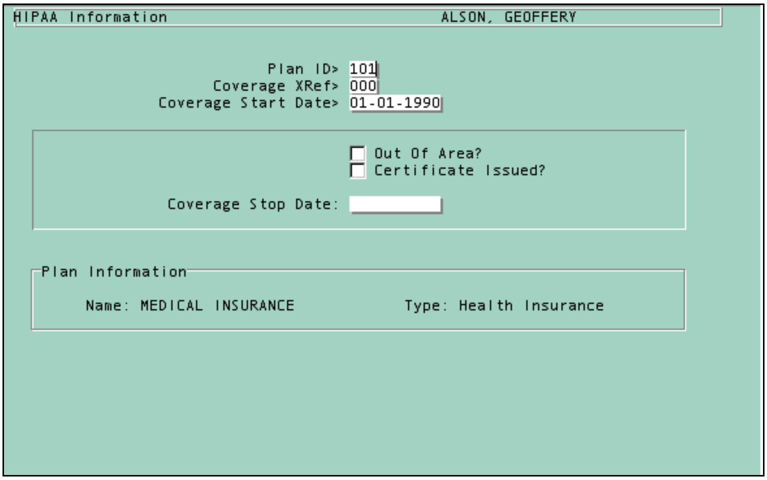
For practice, leave blank.

8. Click Save or press Enter

The coverage information has been recorded.

For practice, click Save.

If you completed the guided practice, the resulting form should look similar to the example that follows:



See also

- HIPAA ***(on page 424)***

For a description of the HIPAA Information form (59KSCR).

Extended Practice

Note: You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.

1. Daniel M. Anderson's wife retired early from her job. Change Daniel M. Anderson's (employee 1616) life insurance coverage to three times salary for plan 210 effective 02-01-1998 (US and Canada) or 01-02-1998 (elsewhere).
2. Thomas S. Miller, employee 6007, is getting married. He will be covered under his wife's medical plan. Waive him from plan 101 effective 09-01-1998 (US and Canada) or 01-09-1998 (elsewhere).
3. De-enroll employee 1578, Henry S. Maguire, from plan 210 effective 03-30-1998 (US and Canada) or 30-03-1998 (elsewhere).
4. De-enroll employee 1165, William Z. Manning, from plan S02, effective 06-30-1998 (US and Canada) or 06-30-1998 (elsewhere).
5. Define 'Shutoff/Deenroll' options effective 01-01-1925 for plans 101, 203, and 505 according to the following status table. Then de-enroll employee 6010, Brenda Ritter, from plan 710 effective 06-01-1998 (US and Canada) or 01-06-1998 (elsewhere).

Low Status	High Status	Resulting Status
1	1	5
7	7	5

Review of Questions Answered

1. What can you do with benefits data when transferring an employee between companies?

2. How is de-enrollment different for an employee enrolled in a flex plan versus an employee enrolled in a non-flex plan?

3. What is the difference between a plan shutdown and a de-enrollment?

4. What additional task should you consider when deleting a welfare enrollment or de-enrollment entry?

5. What report recalculates participation, vesting, and benefits service credit dates and what should you do before running it?

6. What report recalculates vesting percentages and what should be done before running it?

CHAPTER 13

Counseling Employees on Benefits and Retirement

In This Chapter

Introduction

When you first enrolled your employees into benefits plans, you collected and entered various pieces of information. Over time, you and the Benefits Administration Solution update and add to this information. As your employees' lives change over this time, they will have questions about their day-to-day benefits as well as their future benefits. Benefits Administration can help you counsel employees on their current and retirement benefits. This section will show you how to display enrollment choices, plan contributions, and retirement information.

Tasks

This section explains the following tasks:

- Verifying welfare benefits
- Viewing flex enrollment options and costs
- Viewing flex enrollment credit details
- Viewing an employee profile
- Viewing vesting information
- Entering vesting information
- Viewing deferred plan contribution amounts and percentages
- Viewing defined benefit plan contributions
- Entering defined benefit plan contributions
- Viewing defined contribution plan contributions
- Entering defined contribution plan contributions
- Viewing thrift/savings plan contributions
- Entering thrift/savings plan contributions
- Displaying retirement eligibility dates
- Generating retirement notification reports
- Setting up retirement counseling dates
- Viewing pension information
- Entering pension information
- Generating future Social Security Benefit projections

Prerequisites

Before you can maintain employee information, the following must be established for:

- Organizations
- Benefits plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Employees enrolled in benefits plans

☞ *Refer to the '***Enrollment** *(on page 279)' section for more information on enrolling employees in benefits plans.*

Questions answered

This section answers the following questions:

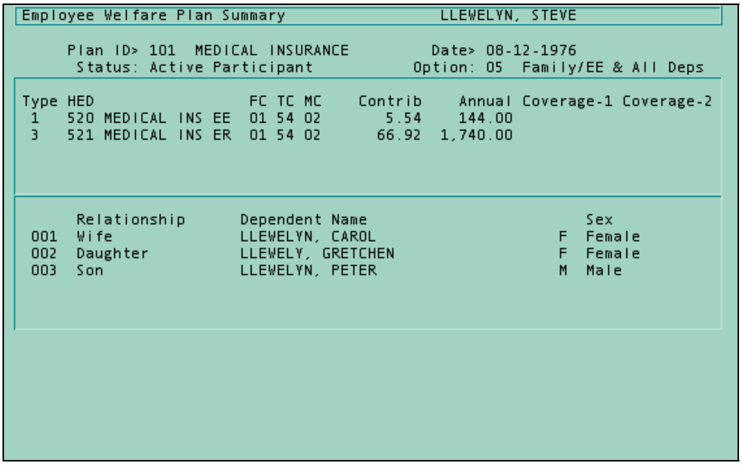
1. What Benefits Administration tool can be used to display a profile of employee benefits information?
2. What form summarizes employee welfare plan information, including HED and dependent information?
3. What two methods are available for updating employee vesting information?
4. What form that can help you with retirement counseling is automatically created when you enroll an employee in a deferred plan?
5. What facilities are provided for notifying and counseling employees on retirement?
6. What function is provided for extracting pension plan information for actuarial valuation?

Welfare plan summary

Employees will have questions about their welfare benefits information. Benefits Administration provides you with a way to display a summary of employee welfare information online.

You use the Employee Welfare Plan Summary form (55ISCR) to display a summary of employee welfare plan information. This single form displays enrollment, coverage, contribution, and covered dependents information for a benefits plan.

The following form shows information on the first welfare plan entry for employee 3015, Steve Llewelyn:



```
Employee Welfare Plan Summary                    LLEWELYN, STEVE

     Plan ID> 101  MEDICAL INSURANCE          Date> 08-12-1976
      Status: Active Participant            Option: 05  Family/EE & All Deps

Type HED                FC TC MC    Contrib    Annual Coverage-1 Coverage-2
 1   520 MEDICAL INS EE  01 54 02       5.54    144.00
 3   521 MEDICAL INS ER  01 54 02      66.92  1,740.00

      Relationship       Dependent Name                      Sex
 001  Wife               LLEWELYN, CAROL                  F  Female
 002  Daughter           LLEWELY, GRETCHEN                F  Female
 003  Son                LLEWELYN, PETER                  M  Male
```

The first two lines of the Employee Welfare Plan Summary form (55ISCR) identify the plan and display status and option information. The next section displays HED information. If dependents are covered under the plan, and have been enrolled, the last section displays information about them.

The Employee Welfare Plan Summary form (55ISCR) displays one form panel per welfare plan entry. Plan entries may include enrollments, changes, and de-enrollments. If there is more than one plan entry for an employee, you would click Save or press Enter to display the next entry. The most recent entry for a plan is displayed first. Plans are displayed in ascending plan ID order.

See also:

- Verifying welfare benefits ***(on page 501)***

For detailed directions on verifying welfare benefits.

Apply the Concept

Describe when you would use the Employee Welfare Plan Summary form (55ISCR) instead of the Welfare Plan Enrollments/Changes form (55-SCR) when counseling employees on their benefits.

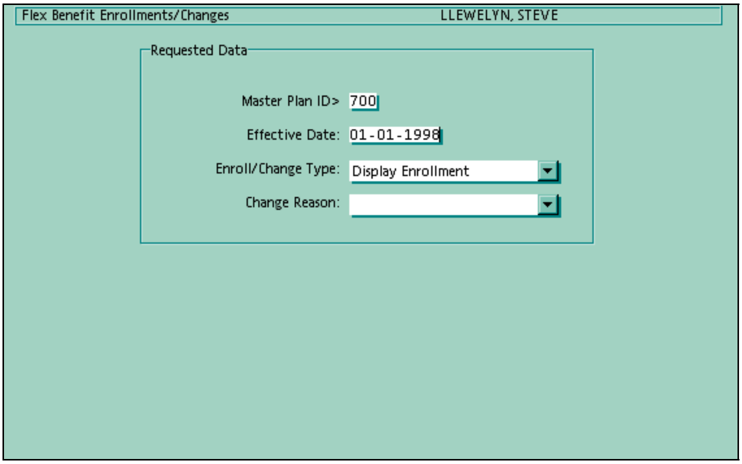
Flex enrollment information

After you enroll an employee in a flex plan, you can display information relating to the enrollment. You can display flex options, costs, and credit details.

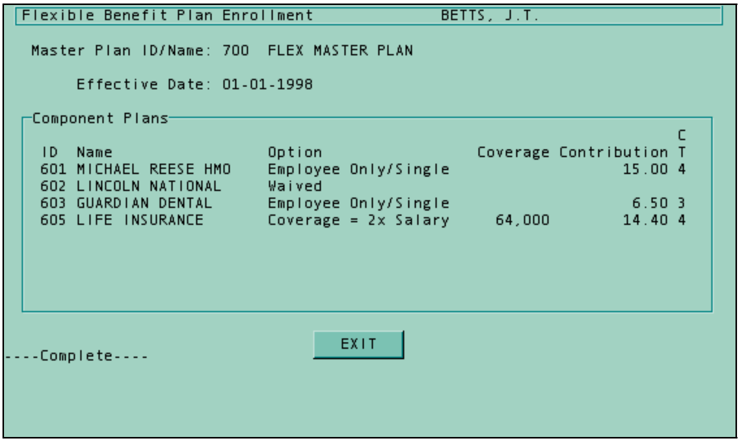
Enrollment options and costs

To display flex enrollment options and costs for an employee, use the Flex Benefit Enrollments/Changes form (55FSCR). This is the same form that you used to enroll the employee in the flex plan.

You can use the 'Display Enrollment' Enroll/Change Type to display enrollment information. The following forms show an example of how to display flex enrollment options and costs for employee 6003, J. T. Betts. The first form shows how the Flex Benefit Enrollments/Changes form (55FSCR) would look before clicking Save or pressing Enter:



This second form shows how the Flex Benefit Enrollments/Changes form (55FSCR) looks after clicking Save or pressing Enter:


Flexible Benefit Plan Enrollment BETTS, J.T.

Master Plan ID/Name: 700 FLEX MASTER PLAN

Effective Date: 01-01-1998

Component Plans

ID	Name	Option	Coverage	Contribution	C T
601	MICHAEL REESE HMO	Employee Only/Single		15.00	4
602	LINCOLN NATIONAL	Waived			
603	GUARDIAN DENTAL	Employee Only/Single		6.50	3
605	LIFE INSURANCE	Coverage = 2x Salary	64,000	14.40	4

----Complete----

EXIT

See also:

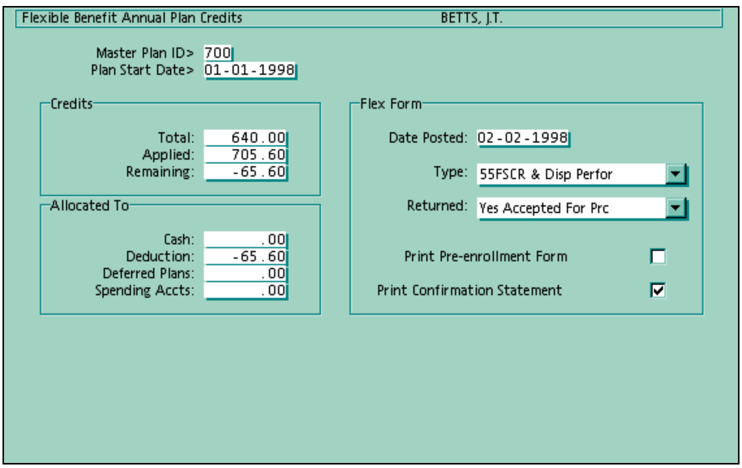
- Viewing flex enrollment options and costs ***(on page 503)***
- Viewing flex enrollment credit details ***(on page 505)***

For detailed directions on verifying flex enrollment options and costs.

Enrollment credits

To display flex enrollment credit details, use the Flexible Benefit Annual Plan Credits form (55CSCR). This form displays the credit and allocation information for an employee, along with the flex enrollment form information.

The following form shows enrollment credits for employee 6003, J. T. Betts:


Flexible Benefit Annual Plan Credits BETTS, J.T.

Master Plan ID> 700
Plan Start Date> 01-01-1998

Credits
Total: 640.00
Applied: 705.60
Remaining: -65.60

Allocated To
Cash: .00
Deduction: -65.60
Deferred Plans: .00
Spending Accts: .00

Flex Form
Date Posted: 02-02-1998
Type: 55FSCR & Disp Perfor
Returned: Yes Accepted For Prc
Print Pre-enrollment Form
Print Confirmation Statement

See also:

- Viewing flex enrollment options and costs ***(on page 503)***
- Viewing flex enrollment credit details ***(on page 505)***

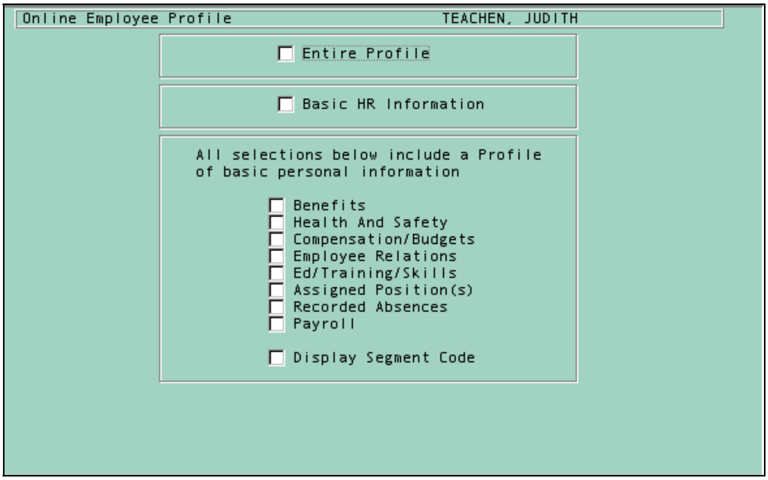
For detailed directions on verifying flex enrollment credit details.

Employee profile

You can display a specific employee's master record on the Employee Database (Master File Employee Database) online by using the Online Employee Profile form (PROFIL). You can display the entire record, basic Human Resources information, or specific information such as payroll or benefits. With the Online Employee Profile form (PROFIL), you decide what information to display from the Employee Database.

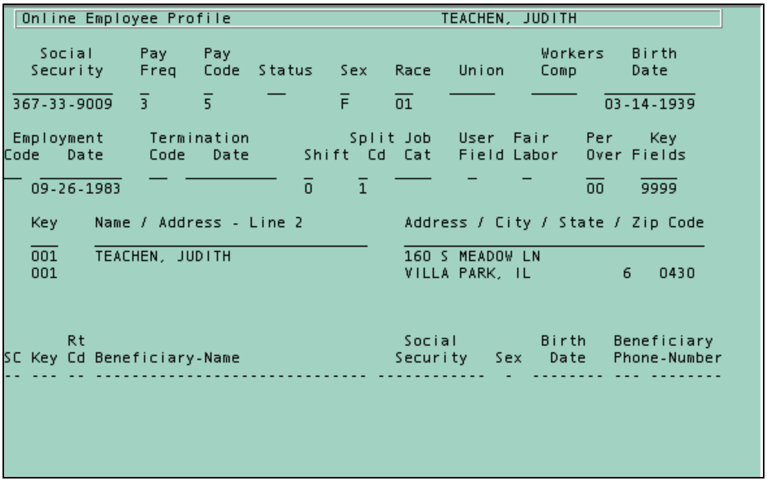
In this case, you will use the Online Employee Profile form (PROFIL) to display benefits information. Included is information on all benefits plans for an employee.

Following is an example of the Online Employee Profile form (PROFIL) with Benefits selected for employee 3009, Judith Teachen:



Once you have selected the information you want displayed and clicked Save or pressed Enter, you may page through the employee's Employee Database record and display all occurrences of the segments on the file that you selected.

The following example shows the first panel of the Online Employee Profile form (PROFIL) when Benefits is selected for employee 3009, Judith Teachen:



```
Online Employee Profile                          TEACHEN, JUDITH

  Social     Pay    Pay                                  Workers   Birth
 Security    Freq   Code  Status   Sex   Race   Union    Comp      Date

367-33-9009  3      5              F     01                       03-14-1939

 Employment     Termination           Split Job   User  Fair     Per    Key
Code    Date     Code    Date      Shift  Cd  Cat   Field Labor   Over Fields

   09-26-1983                      0      1                       00    9999

   Key     Name / Address - Line 2          Address / City / State / Zip Code

   001     TEACHEN, JUDITH                  160 S MEADOW LN
   001                                      VILLA PARK, IL          6   0430


       Rt                                    Social          Birth    Beneficiary
SC Key Cd Beneficiary-Name                  Security    Sex   Date    Phone-Number
-- --- -- ----------------------------- ------------  -   -------- --- --------
```

See also:

- Viewing an employee profile ***(on page 506)***

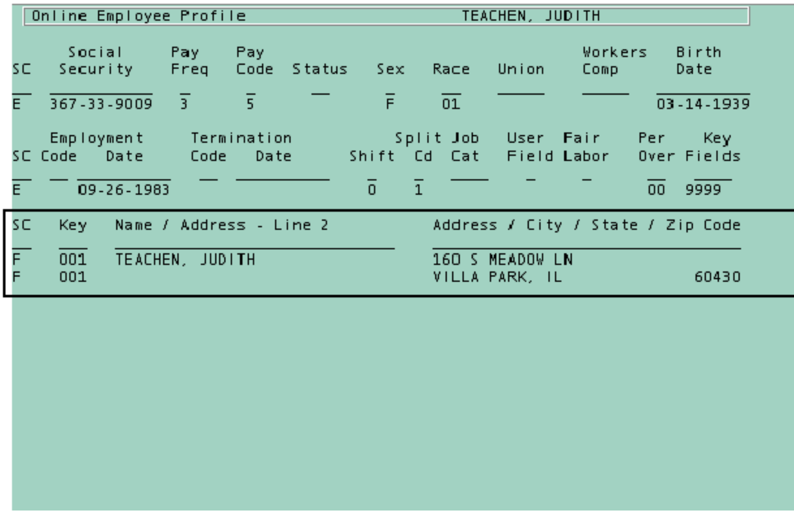
For detailed directions on viewing an employee profile.

Interpreting the employee profile

Basic personal information displays for all selections on the Online Employee Profile form (PROFIL). When Benefits is selected, then the beneficiary, dependent coverage, and benefits information displays. Tax and deduction information displays when Payroll is selected. Information is displayed in ascending segment code order.

Information is displayed in sections. Each section starts with one or more rows of column headers. A line separates the column headers from the rows of data. When the Display Segment Code check box is selected, information in each section starts with the segment code on the far left of the form.

The area outlined on the following Online Employee Profile form (PROFIL) shows the name and address section (segment F information) for employee 3009, Judith Teachen.



Online Employee Profile TEACHEN, JUDITH

SC	Social Security	Pay Freq	Pay Code	Status	Sex	Race	Union	Workers Comp	Birth Date
E	367-33-9009	3	5		F	01			03-14-1939

SC	Employment Code	Employment Date	Termination Code	Termination Date	Shift	Split Cd	Job Cat	User Field	Fair Labor	Per Over	Key Fields
E		09-26-1983			0	1				00	9999

SC	Key	Name / Address - Line 2	Address / City / State / Zip Code
F	001	TEACHEN, JUDITH	160 S MEADOW LN
F	001		VILLA PARK, IL 60430

☞ *Refer to* **Technical Considerations** *(on page 927)* *for a segment listing to translate the segment code into the form information that it represents.*

Apply the Concept

Describe when you will use the Online Employee Profile form (PROFIL) and which options you will select.

Benefits counseling reports

The following chart lists useful reports for counseling employees on their current benefits:

Report	Use the report to:
Welfare Benefits Register (4A-RPT)	Track active employees or those on leave participating in at least one welfare benefits plan.
Plan Participation Register (4B-RPT)	Track employees who participate in at least one welfare or deferred benefits plan.
Plan Beneficiary Listing (4C-RPT)	List beneficiary data for a specified benefits plan.
Dependent Listing for Plan ID:xxx (4D-RPT)	List all covered dependents for each employee participating in a specified benefits plan.
Enrollable Employees by Employee (4F-RPT)	List benefit plans for which an employee is eligible but not participating in.
Changed Beneficiary/Contingent Annuitant (8P-RPT)	List employees who have changed their beneficiary or contingent annuitant designations.

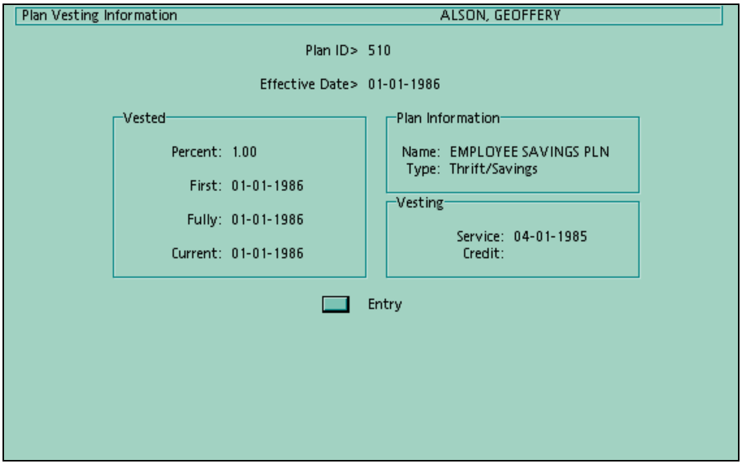
☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define them.*

Vesting

When you need to look up or enter vesting information for an employee, use the Plan Vesting Information form (63-SCR). This form displays the last vesting information calculated or entered for a plan.

The Plan Vesting Information form (63-SCR) is automatically created by the Calculation of Vesting Percentage Earned report (41-RPT), based on the vesting schedule from the Benefits Participation Rules Table form (TN-SCR).

The following form shows vesting information for employee 3003, Geoffery Alson, for plan 510:



The Plan Vesting Information form (63-SCR) is first displayed in Inquiry mode. To manually enter vesting information, you would select the Entry button. You can also enter data from an outside source, such as an actuary or consultant, in batch entry format.

Note: *Vesting information only exists for employees who are at least partially vested.*

See also:

- Viewing vesting information ***(on page 510)***
For detailed directions on viewing vesting information.

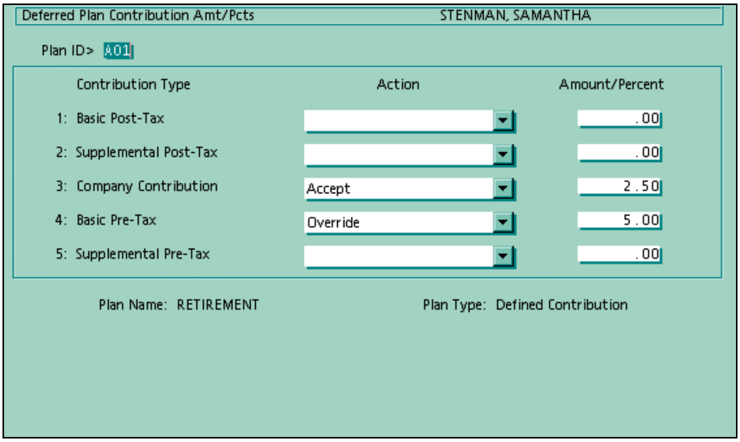
- Entering vesting information ***(on page 511)***
For detailed directions on entering vesting information.

Contribution amount and percentage elections

When you enroll an employee in a deferred plan, you will most likely record contribution amounts or percentages. To view a summary of an employee's elected deferred plan contribution amounts or percentages, use the Deferred Plan Contribution Amt/Pcts form (64CSCR). This form is created by the DB Plan Contributions form (68-SCR), DC Plan Contributions form (72-SCR), and the T/S Plan Contributions/Fund Allocation form (79-SCR) when the contribution amounts for a plan in which the employee is enrolled are calculated.

The Deferred Plan Contribution Amt/Pcts form (64CSCR) contains the contribution actions and amounts for the five contribution types for each deferred benefits plan. This is not a dated form. There is only one form per plan.

The following form shows deferred contribution percentages for employee 3017, Samantha Stenman, for plan A01:



Note: *Elected amounts and percentages should not be changed on the Deferred Plan Contribution Amt/Pcts form (64CSCR). This form is used during the recalculation process, and changes made to the displayed amounts or percentages could cause problems with the employee's contribution amounts and the recalculation process. It is intended for viewing purposes only.*

See also:

- Viewing deferred plan contribution amounts and percentages ***(on page 513)***

For detailed directions on viewing deferred plan contribution amounts and percentages.

Contributions and interest accumulations

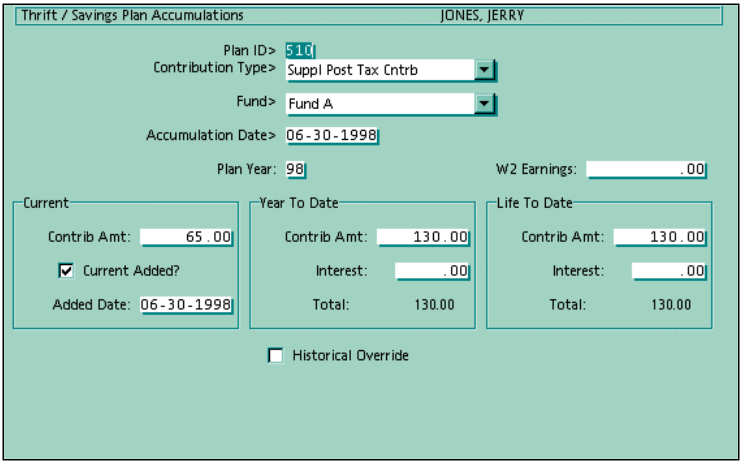
You can view an employee's contributions and interest for a deferred plan by contribution type if you run the Update Benefit Plan Balance Information program (BAXACT) or manually load the accumulation forms. Which form you use to view an employee's contributions and totals depends on the type of deferred plan in which the employee is enrolled: defined benefit, defined contribution, or thrift/savings plan.

The following chart summarizes which form you would use to view employee contributions based on the type of deferred plan:

To view employee contributions for a:	Use this form:
Defined Benefits plan	Defined Benefit Plan Accumulations form (70-SCR)
Defined Contribution plan	Defined Contribution Plan Accumulations form (75-SCR)
Thrift/Savings plan	Thrift/Savings Plan Accumulations form (82-SCR)

The forms listed above are similar in appearance and function. Each form displays current contributions, year-to-date contributions for the plan year, and life-to-date contributions since enrollment. These contribution totals can be used to complete an employee's tax documents.

The following form shows supplemental post tax thrift/savings contributions for employee 1111, Jerry Jones, for Fund A of plan 510:



The contribution totals can be used to complete an employee's tax documents.

The Current Added? check box identifies whether the current contribution displayed has been added to the plan account balance. This indicator is important when preparing plan account balances or applying interest calculations to the contribution amounts.

Although you can manually enter contribution information, the current, year-to-date, and life-to-date accumulators are typically updated by the Update Benefit Plan Balance Information and Update Account Balances programs with each pay period's contributions and/or adjustments from the payroll history records. A new segment is created whenever the history record payment date changes. The year-to-date and life-to-date amounts are brought forward and updated with the current amount to the new segment. When the payment date is later than the Plan Year End as calculated from the Benefit Plan Rules table (TK-SCR) Year End date, a new segment is created with the life-to-date amounts brought forward.

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information on updating benefits accumulators.*

See also:

■ Viewing defined benefit plan contributions ***(on page 514)***
For detailed directions on viewing defined benefit plan contributions.

■ Entering defined benefit plan contributions ***(on page 514)***
For detailed directions on entering defined benefit plan contributions.

■ Viewing defined contribution plan contributions ***(on page 516)***
For detailed directions on viewing defined contribution plan contributions.

■ Entering defined contribution plan contributions ***(on page 516)***
For detailed directions on entering defined contribution plan contributions.

■ Viewing thrift/savings plan contributions ***(on page 518)***
For detailed directions on viewing thrift/savings plan contributions.

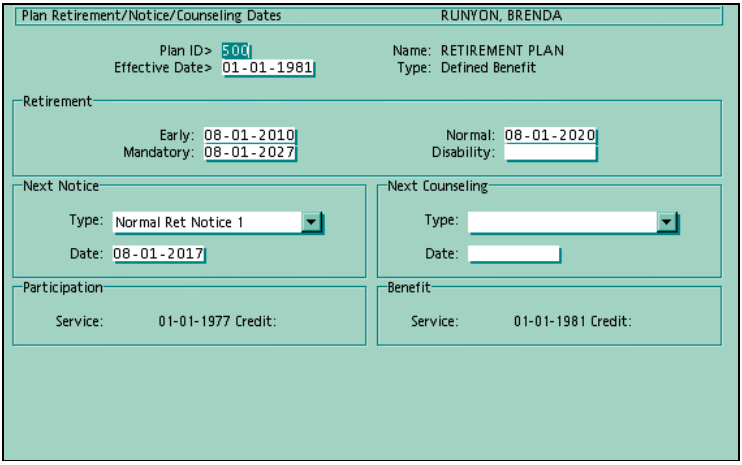
■ Entering thrift/savings plan contributions ***(on page 518)***
For detailed directions on entering thrift/savings plan contributions.

Retirement eligibility, notifications, and counseling dates

Each deferred retirement plan has rules that define when a participant may be eligible for early, normal, mandatory, and disability retirement. These rules are recorded on the Benefits Retirement Dates Rules Table form (TJ-SCR). The rules are used to calculate retirement eligibility and notification dates. Notification dates specify the company policy for notifying employees prior to their eligibility for the various retirement options.

When you enroll an employee in a deferred retirement plan, retirement eligibility and notification dates are calculated and automatically recorded on the Plan Retirement/Notice/Counseling Dates form (65-SCR). You can display an employee's early, normal, and mandatory retirement dates on this form.

The following form shows the eligibility and notification dates created for employee 3010, Brenda Runyon:



See also:

- Displaying retirement eligibility dates ***(on page 519)***

For detailed directions on displaying retirement eligibility dates.

You also use the Plan Retirement/Notice/Counseling Dates form (65-SCR) to record retirement counseling dates. Counseling dates are recorded manually by selecting the next counseling type from the Next Retire Counsel option list (BA01) and entering the next counseling date.

See also:

- Setting up retirement counseling dates ***(on page 522)***

For detailed directions on setting up retirement counseling dates.

Updating retirement notification information

The retirement Next Notice Type and Date are initially generated by the system, based on rules on the Benefits Retirement Dates Rules Table form (TJ-SCR) when the employee is enrolled in the retirement plan. You can update this information by running the Retirement Notifications Due This Period report (8L-RPT). This report lists employees who have a retirement notification due in the period specified in the report parameters and updates the Next Notice Type and Next Notice Date to the next chronological Type and Date.

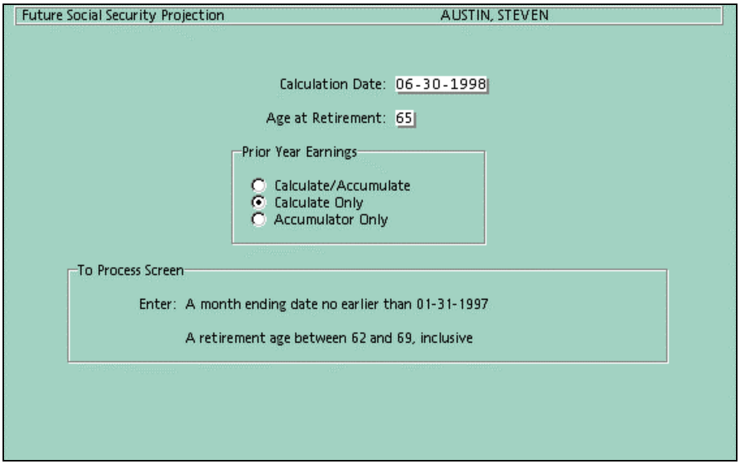
See also:

- Generating retirement notification reports ***(on page 520)***

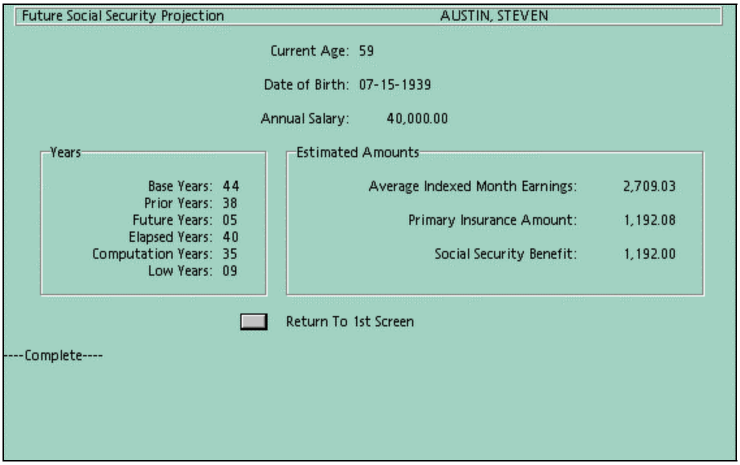
For detailed directions on generating retirement notification reports.

Counseling employees on future Social Security benefits

When counseling employees on retirement, information on the Future Social Security Projection form (91-SCR) can be used to provide estimated monthly Social Security benefits.



First enter a month-end date in the Calculation Date text box and a projected Age at Retirement value. Then select a Prior Year Earnings option and click Save or press Enter. The second panel of the Future Social Security Projection form (91-SCR) is displayed.



Projected estimates are made for early, normal, and late retirement amounts for the primary individual receiving the benefit. Dependents, disabilities, death, and so on are not taken into account when projecting the benefit.

A benefit projection can be made for any employee with a status of Active, Disabled, LOA with PAY, or LOA without Pay, and who has an annual salary entered on the Salary Assignment/Changes form (40-SCR). The employee for whom the projection is being made must be 21 years of age or older, and must have earned the forty credits required to be qualified for full Social Security benefits at retirement.

When counseling employees, keep in mind that the projections provided on this form are estimates only, and that actual monthly Social Security benefits may differ greatly. Employee yearly earnings, date of retirement, and other data elements that are estimates rather than real amounts or values can all have an impact on Social Security projections.

The National Average Wage Index figure and OASDI maximum compensation amount used for the calculation are stored on the Social Security Table Process form (SS1SCR). This form is maintained by Cyborg Systems, Inc. and reflects each year's figures.

See also:

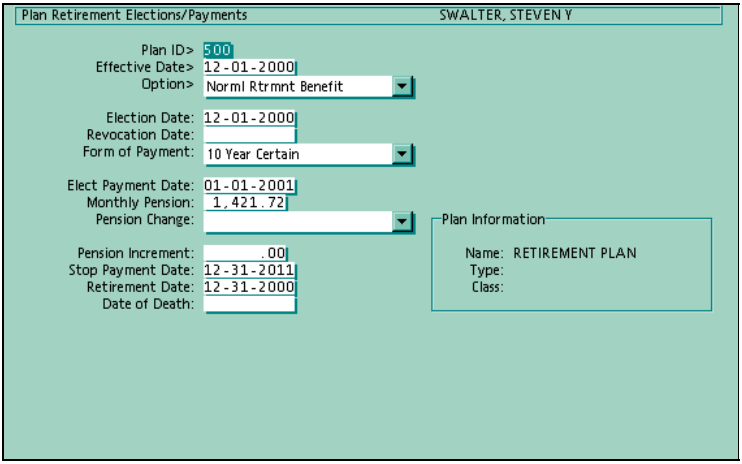
- Generating future Social Security Benefit projections ***(on page 528)***

For detailed directions on generating future Social Security Benefit projections.

Retirement elections and payments

To view, record, or change information regarding an employee's election to receive pension payments, you may use the Plan Retirement Elections/Payments form (66-SCR). If the employee is already collecting a pension, any changes to the monthly pension amount can be made on this form.

The following example shows plan retirement payment options elected by employee 3005, Steven Swalter:



See also:

■ Viewing pension information ***(on page 524)***
For detailed directions on viewing pension information.

■ Entering pension information ***(on page 525)***
For detailed directions on entering pension information.

Death of a retiree receiving payments

Information on the Plan Retirement Elections/Payments form (66-SCR) is about the retiree. If the retiree dies, a new form should be entered with information about beneficiaries. The system recognizes the beneficiaries from entries on the Beneficiary/Plan Cross Reference form (59BSCR) for the plan. If there is more than one beneficiary, each will receive part of the amount entered in the Monthly Pension text box on the Plan Retirement Elections/Payments form (66-SCR). The amount for each is calculated by multiplying the amount in the Monthly Pension text box by the percentage recorded on the Beneficiary/Plan Cross Reference form (59BSCR).

Death of a beneficiary receiving payments

If a beneficiary receiving payments dies, a new Plan Retirement Elections/Payments form (66-SCR) should be recorded. Use an Effective Date equal to the date the beneficiary died, an Option indicating which of the beneficiaries died (1st, 2nd, and so forth) in relation to the order on the Beneficiary/Plan Cross Reference form (59BSCR), and a Stop Payment Date and Date of Death applicable to the beneficiary's portion of the payment.

If payment is to continue to other beneficiaries, record the following:

- A Plan Retirement Elections/Payments form (66-SCR) with the appropriate Option and data that apply to the remaining benefit
- A new Beneficiary/Plan Cross Reference form (59BSCR) with the same Allocation Date

Record each Beneficiary ID in the order it appeared on the previous Beneficiary/Plan Cross Reference form (59BSCR), but change the Percent text box to zeroes for the beneficiary who is no longer collecting a portion of the benefit, and adjust the Percent text box for all others to equal a total of 100 percent.

Retirement counseling reports

The Benefits Administration Solution provides many reports that can help you counsel employees on their retirement. Some reports will help you update retirement information before and during retirement. Other reports will help you track employees as they enter, change, and leave the plans.

Following is some of the information that can be updated by running a report:

- Participation, vesting, and benefit service credit dates
- Actuarial valuation
- Retirement notification

Participation, vesting, and benefit service credit dates

Two reports work together to recalculate participation, vesting, and benefit service credit dates. The Calculation of Credited Service Granted report (40-RPT) recalculates participation, vesting, and benefits credit dates for a specified plan. The Calculation of Vesting Percentage Earned report (41-RPT) recalculates vesting percentages.

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for more information on using the Calculation of Credited Service Granted (40-RPT) and Calculation of Vesting Percentage Earned (41-RPT) reports.*

Actuarial valuation

The Actuarial Interface Output Tape report (4L-RPT) provides the basis for creating a tape to be sent to your actuary for your actuarial valuation. It is intended that you will modify this to meet your specific needs.

The tape consists of eighty-character transactions containing basic employee data such as company location (CTRL-THREE through CTRL-SIX), birth date, hire date, salary, and taxable earnings. In addition, certain Plan data is provided including participation, vesting, and benefit service dates, and considered earnings (hours worked or paid) from the Plan's CE/H Accumulator. Space is provided for up to two sets of service interruption data for the year.

The Actuarial Interface Output Tape report (4L-RPT)includes information on anyone who is currently participating in the plan requested and all employees who were participating at the end of the prior period but are currently in a non-participating status.

Retirement notification

The Retirement Notifications Due This Period report (8L-RPT) provides a listing of employees who have a retirement notification date on file that falls within a specified range of dates. The report is sorted by notification type to provide a listing of all employees who should be notified of potential retirement, grouped together by category (for example, Early, Normal).

The report lists, by plan, all employees scheduled to receive a notification of retirement from the plan within a specified range of dates. The report lists the notification type, notice date, retirement date, and spouse data.

The information on the Benefits Retirement Dates Rules Table form (TJ-SCR) is used to calculate specific retirement dates and notice dates for employees when they enroll in a plan. These dates are automatically displayed on the Plan Retirement/Notice/Counseling Dates form (65-SCR). This information is also used to generate data for certain retirement tracking reports, such as the Retirement Notifications Due This Period report (8L-RPT) and the Retirements This Period report (8N-RPT).

Note: *Recording your retirement policies is an optional activity.*

Reports for counseling employees on their retirement

The following chart lists useful reports for counseling employees on their retirement.

Report	Use the report to:
Current Pensioners (4H-RPT)	List vested terminated employees currently collecting a vested benefit, beneficiaries or contingent annuitants currently receiving the benefit of a deceased retiree or employee, as well as actual retirees.
Deferred Vested Terminated Employees (4K-RPT)	List vested terminated employees and retirees who are entitled to a benefit from a plan but have deferred payment of the benefit until after a specified date.
Actuarial Interface Output Tape (4L-RPT)	Create a tape to be sent to your actuary for your actuarial valuation. It is intended that you will modify this to meet your specific needs. This report includes information on anyone who is currently participating in the plan requested and all employees who were participating at the end of the prior period but are currently in a non-participating status.
Calculation of Credited Service Granted (40-RPT)	Calculate and list the credited participation, benefit, and vesting service for a deferred plan.
Calculation of Vesting Percentage Earned (41-RPT)	Calculate and list the vested percentage of plan participants.
Vested Employees by Percent Vested 42-RPT)	List vested employees by the percent they are vested.
Retiree Payment Stop Date Passed (48-RPT)	List all retirees who have reached their stop payment date on the indicated benefit. It also lists all retirees and beneficiaries whose payment has stopped due to death.
Retiree Deceased (49-RPT)	List all retirees who have died during a specified period. It also lists any beneficiaries who have died but are still receiving payments during the period.
Retirement Notifications Due This Period (8L-RPT)	List employees who have a retirement notification date on file that falls within a specified date range.

Report	Use the report to:
Retirements This Period (8N-RPT)	List employees who have a retirement activity recorded with an effective date within a specified range of dates.
Changed Retirement Election Data (8Q-RPT)	List employees who have made or changed a retirement election within a specified range of dates.
Next Retirement Counseling Date This Period (8T-RPT)	List employees who should be contacted about attending a pre-retirement counseling session within a specified range of dates.
Withdrawal Suspension End Date Passed (8U-RPT)	List employees who have plan suspension dates that have passed a specified date. Use it to inform employees that they can resume making contributions to the plan from which they had contributions suspended.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define these reports.*

Apply the Concept

List the forms and reports you expect to use most often when counseling your employees on their retirement and describe how you will use them.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Verifying welfare benefits

To verify employee welfare benefits using the Employee Welfare Plan Summary form (55ISCR), complete the following steps:

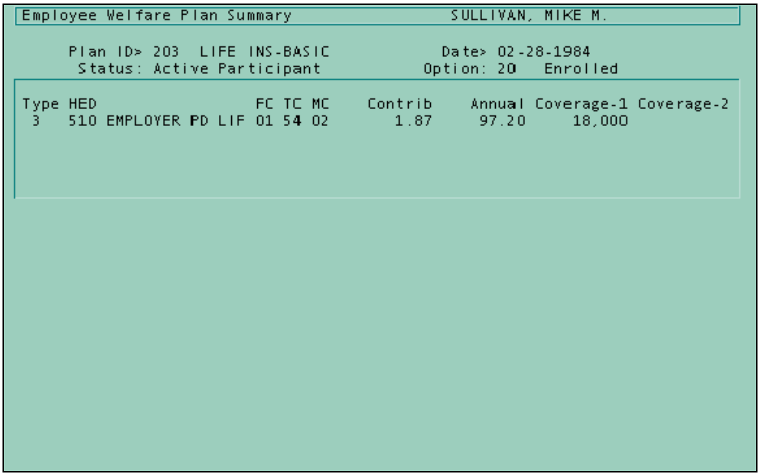
1. Access the Employee Welfare Plan Summary form (55ISCR)

Access this form by making the following selections from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: Eligibility and Enrollment
Task: View Current Welfare Plans

For practice, access the Employee Welfare Plan Summary form (55ISCR) for Organization 999999 employee 3014, Mike Sullivan.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Employee Welfare Plan Summary SULLIVAN, MIKE M.

Plan ID> 203 LIFE INS-BASIC Date> 02-28-1984
Status: Active Participant Option: 20 Enrolled

Type	HED	FC	TC	MC	Contrib	Annual	Coverage-1	Coverage-2
3	510 EMPLOYER PD LIF	01	54	02	1.87	97.20	18,000	

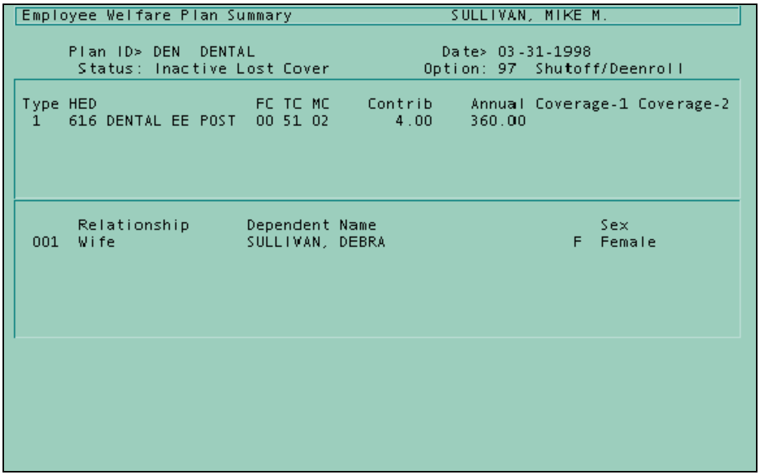
Note: *The Employee Welfare Plan Summary form (55ISCR) displays one form per plan entry. If the message '----Complete----' is not displayed in the lower portion of the form, go to Step 2 to display the next welfare plan entry.*

2. Click Save or press Enter

If there are more plans for the employee, click Save or press Enter to display the next summary plan entry. Repeat this step until the message '----Complete----' displays in the lower portion of the form.

For practice, click Save or press Enter until the message '----Complete----' displays in the lower portion of the form.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:

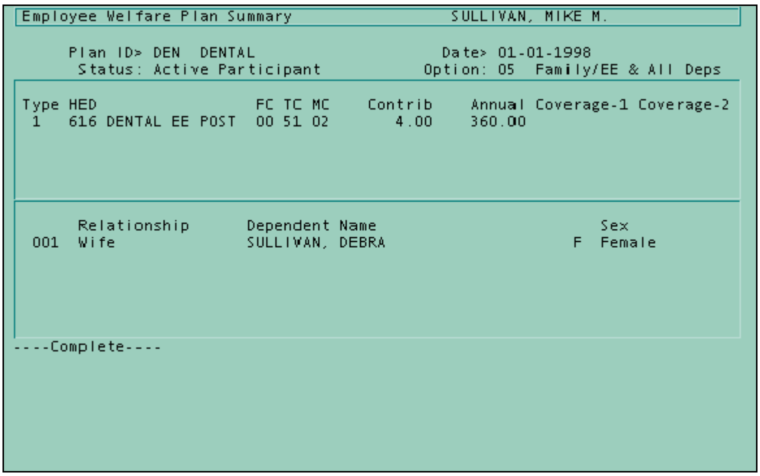


Employee Welfare Plan Summary SULLIVAN, MIKE M.

Plan ID> DEN DENTAL Date> 03-31-1998
Status: Inactive Lost Cover Option: 97 Shutoff/Deenroll

Type	HED	FC TC MC	Contrib	Annual	Coverage-1	Coverage-2
1	616 DENTAL EE POST	00 51 02	4.00	360.00		

	Relationship	Dependent Name		Sex
001	Wife	SULLIVAN, DEBRA	F	Female



Employee Welfare Plan Summary SULLIVAN, MIKE M.

Plan ID> DEN DENTAL Date> 01-01-1998
Status: Active Participant Option: 05 Family/EE & All Deps

Type	HED	FC TC MC	Contrib	Annual	Coverage-1	Coverage-2
1	616 DENTAL EE POST	00 51 02	4.00	360.00		

	Relationship	Dependent Name		Sex
001	Wife	SULLIVAN, DEBRA	F	Female

----Complete----

See also:

- Welfare plan summary ***(on page 480)***

For more information on the information displayed on the Employee Welfare Plan Summary form (55ISCR).

Viewing flex enrollment options and costs

To view an employee's flex enrollment options and costs using the Flex Benefit Enrollments/Changes form (55FSCR), complete the following steps:

1. Access the Flex Benefit Enrollments/Changes form (55FSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Benefit Plan Enrollment

For practice, access the Flex Benefit Enrollments/Changes form (55FSCR) for Organization 999999 employee 2001, Brenda Reynolds.

2. Enter the Master Plan ID

Type the three-character Flex Master Plan identifier.

For practice, type '700'.

3. Enter the Effective Date

Enter the effective date of the Flex Master Plan in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-01-1998'(US and Canada) '01-06-1998'(elsewhere). Brenda Reynolds enrolled midyear.

4. Select the Enroll/Change Type

Indicate the type of action to be performed. Options for this list are provided by option list BA64.

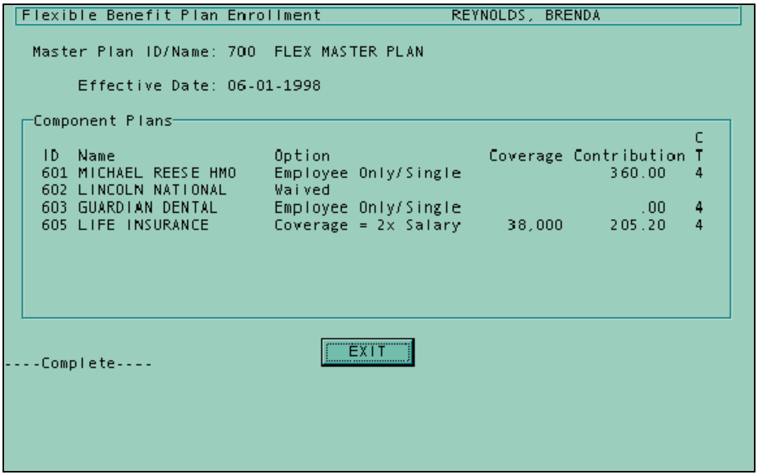
For practice, select 'Display Enrollment'.

5. Click Save or press Enter

The returned forms display the component plans for which the employee is eligible and the option choices and costs for each plan.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Flexible Benefit Plan Enrollment REYNOLDS, BRENDA

Master Plan ID/Name: 700 FLEX MASTER PLAN

Effective Date: 06-01-1998

Component Plans

ID	Name	Option	Coverage	Contribution	C T
601	MICHAEL REESE HMO	Employee Only/Single		360.00	4
602	LINCOLN NATIONAL	Waived			
603	GUARDIAN DENTAL	Employee Only/Single		.00	4
605	LIFE INSURANCE	Coverage = 2x Salary	38,000	205.20	4

EXIT

----Complete----

See also:

- Flex enrollment information ***(on page 482)***

For more information on displaying flex enrollment information.

Viewing flex enrollment credit details

To view an employee's flex enrollment credit details using the Flexible Benefit Annual Plan Credits form (55CSCR), complete the following step:

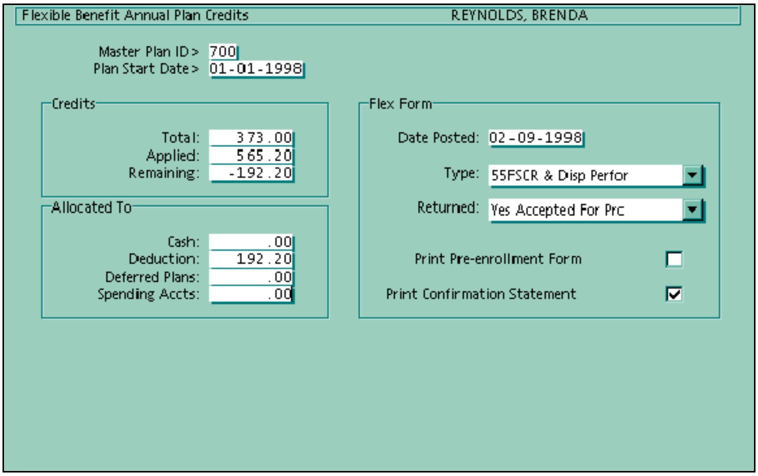
Access the Flexible Benefit Annual Plan Credits form (55CSCR)

Access this form by making the following selections from the Navigator:

Component: Flex Plans Enrollment/Processing
Process: Flex Enrollment
Task: Flex Credits

For practice, access the Flexible Benefit Annual Plan Credits form (55CSCR) for Organization 999999 employee 2001, Brenda Reynolds.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Flexible Benefit Annual Plan Credits REYNOLDS, BRENDA

Master Plan ID> 700
Plan Start Date> 01-01-1998

Credits
Total: 373.00
Applied: 565.20
Remaining: -192.20

Allocated To
Cash: .00
Deduction: 192.20
Deferred Plans: .00
Spending Accts: .00

Flex Form
Date Posted: 02-09-1998
Type: 55FSCR & Disp Perfor
Returned: Yes Accepted For Prc
Print Pre-enrollment Form
Print Confirmation Statement

See also:

- Flex enrollment information ***(on page 482)***

For more information on displaying flex credits.

Viewing an employee profile

To view an employee profile online using the Online Employee Profile form (PROFIL), complete the following steps:

1. Access the Online Employee Profile form (PROFIL)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: View Employee Profile

For practice, access the Online Employee Profile form (PROFIL) for Organization 999999 employee 3014, Mike Sullivan.

2. Select display options

Select one or more check boxes to indicate the type of profile information to be displayed for the employee.

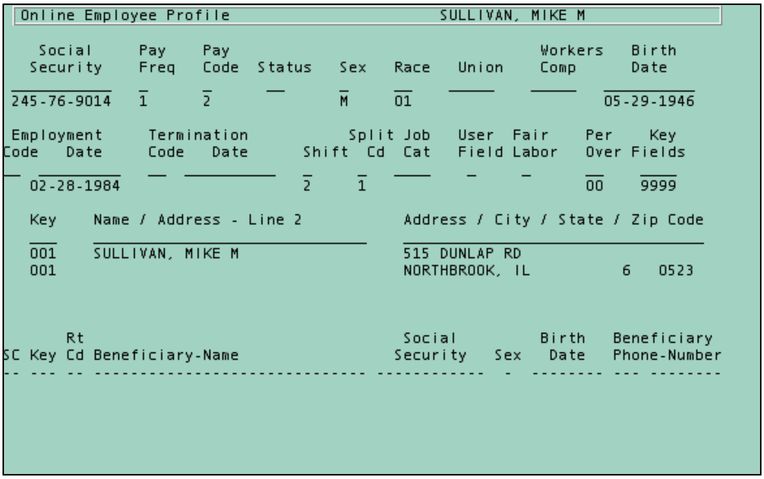
For practice, select 'Benefits'.

3. Click Save or press Enter

Click Save or press Enter to display segment occurrences according to your selection.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



```
Online Employee Profile                       SULLIVAN, MIKE M

   Social     Pay    Pay                                     Workers   Birth
  Security    Freq   Code  Status    Sex    Race    Union    Comp      Date

245-76-9014   1      2               M      01                       05-29-1946

 Employment      Termination          Split Job    User  Fair     Per    Key
Code    Date     Code    Date      Shift  Cd  Cat   Field Labor   Over Fields

   02-28-1984                        2     1                      00     9999

   Key     Name / Address - Line 2             Address / City / State / Zip Code

   001     SULLIVAN, MIKE M                    515 DUNLAP RD
   001                                         NORTHBROOK, IL          6   0523


       Rt                                      Social         Birth   Beneficiary
SC Key Cd Beneficiary-Name                     Security   Sex  Date   Phone-Number
-- --- -- ----------------------------- -----------  -  -------- --- --------
```

Note: *If the message '----Complete----' is not displayed in the lower portion of the form, go to Step 4 to display the next form of information.*

4. Click Save or press Enter

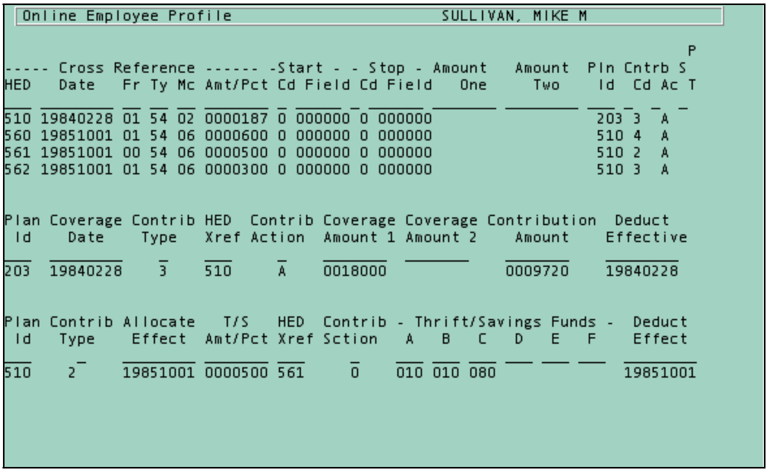
If there is more than one form of employee information, click Save or press Enter to display the next form of information. Repeat this step until '----Complete----' displays in the lower portion of the form.

For practice, view additional forms by clicking Save or pressing Enter until you see the '----Complete----' message.

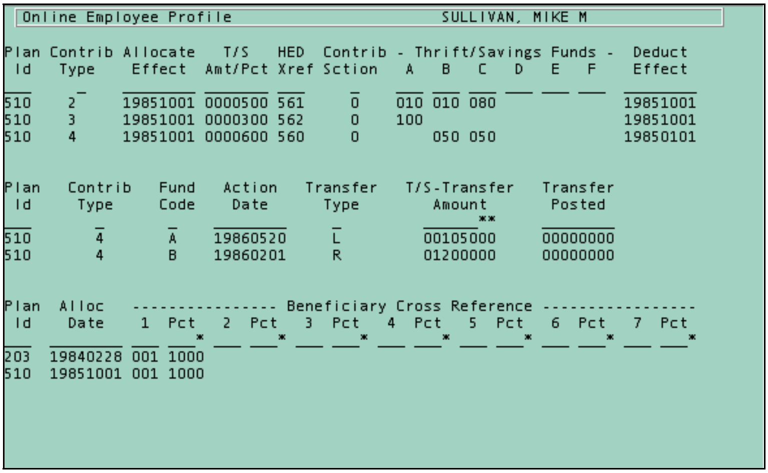
If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:

```
 Online Employee Profile                              SULLIVAN, MIKE M

       Rt                              Social         Birth    Beneficiary
Key Cd Beneficiary-Name               Security    Sex   Date    Phone-Number

001 01 SULLIVAN, DEBRA                 219-34-7645   F  19490317 312 677-4521


   Key     Beneficary Address                   Beneficiary Address - Line 2

   001     515 DUNLAP RD.


   Key     Beneficiary City/State               Zip Code

    001     NORTHBROOK, IL                        60523


 Plan  Welfare  Plan  Option   Entry   Plan  Suspend   Service   Variable
  Id   Effect   Stat  Elected   Date   Type  End Date  Calc Date  Factor
                                                                         **
203  19840228  1      20    19840228 04   00000000   19840228
```

```
 Online Employee Profile                              SULLIVAN, MIKE M
 Plan  Welfare  Plan  Option   Entry   Plan  Suspend   Service   Variable
  Id   Effect   Stat  Elected   Date   Type  End Date  Calc Date  Factor
                                                                         **
203  19840228  1      20    19840228 04   00000000   19840228

Plan Service   --Participation---  ------Benefit-----   ------Vesting-----
 Id   Date     Service  Credit  G  Service  Credit  G   Service  Credit  G

510 19851001   19850401              19850401              19850401

Plan  Option Participation Deferred Deferred  Suspend   Service  Eligibility
 Id   Date   Status Option  Entry   Plan Type End Date  Calc Date   Date

510 19851001   1      20    19851001    22     00000000 19840228   19850401

                                                                          P
----- Cross Reference ------ -Start - - Stop - Amount   Amount  Pln Cntrb S
```



```
Online Employee Profile                         SULLIVAN, MIKE M

                                                                            P
----- Cross Reference ------ -Start - - Stop - Amount   Amount  Pln Cntrb S
HED   Date    Fr Ty Mc Amt/Pct Cd Field Cd Field   One      Two    Id  Cd Ac T

510 19840228 01 54 02 0000187 0 000000 0 000000                  203 3  A
560 19851001 01 54 06 0000600 0 000000 0 000000                  510 4  A
561 19851001 00 54 06 0000500 0 000000 0 000000                  510 2  A
562 19851001 01 54 06 0000300 0 000000 0 000000                  510 3  A

Plan Coverage Contrib HED  Contrib Coverage Coverage Contribution  Deduct
 Id    Date    Type   Xref Action  Amount 1 Amount 2    Amount    Effective

203  19840228    3    510     A    0018000             0009720    19840228

Plan Contrib Allocate   T/S   HED  Contrib - Thrift/Savings Funds -  Deduct
 Id   Type    Effect  Amt/Pct Xref Sction   A   B   C   D   E   F    Effect

510    2     19851001 0000500 561     0    010 010 080              19851001
```



```
Online Employee Profile                         SULLIVAN, MIKE M

Plan Contrib Allocate   T/S   HED  Contrib - Thrift/Savings Funds -  Deduct
 Id   Type    Effect  Amt/Pct Xref Sction   A   B   C   D   E   F    Effect

510    2     19851001 0000500 561     0    010 010 080              19851001
510    3     19851001 0000300 562     0    100                      19851001
510    4     19851001 0000600 560     0        050 050              19850101

Plan   Contrib   Fund   Action    Transfer   T/S-Transfer    Transfer
 Id     Type     Code    Date      Type         Amount        Posted
                                                     **
510      4        A    19860520     L         00105000      00000000
510      4        B    19860201     R         01200000      00000000

Plan  Alloc   ---------------- Beneficiary Cross Reference -----------------
 Id    Date    1  Pct   2  Pct   3  Pct   4  Pct   5  Pct   6  Pct   7  Pct
                     *        *        *        *        *        *        *
203  19840228 001 1000
510  19851001 001 1000
```

```
Online Employee Profile                           SULLIVAN, MIKE M

Plan  Alloc   ---------------- Beneficiary Cross Reference ----------------
 Id    Date     1  Pct    2  Pct    3  Pct    4  Pct    5  Pct    6  Pct    7  Pct
___  ________ ___ ___* ___ ___* ___ ___* ___ ___* ___ ___* ___ ___* ___ ___*
510  19851001 001 1000


Plan  Suspense  Calc-Action  Action  Plan  Plan
 Id     Date       Date       Code   Type  Class  Plan-Name
___   ________  ________       _      __     _    ____________________
101   19840228  19840228       E      01     O    MEDICAL INSURANCE
105   19850301  19840228       E      09     O    LONG TERM DISABILITY
203   19840228  19840228       E      04     M    LIFE INS-BASIC
303   19840228  19840228       E      05     O    LIFE INS-SUPPLEMENTL
500   19860101  19840228       E      20     O    RETIREMENT PLAN
505   19850301  19840228       E      21     M    MONEY PURCHASE PLAN
600   19840228  19840228       E      30     M    FLEX MASTER PLAN
601   19840228  19840228       E      01     M    MICHAEL REESE HMO
602   19840228  19840228       E      02     A    LINCOLN NATIONAL
603   19840228  19840228       E      16     A    GUARDIAN DENTAL
605   19840228  19840228       E      06     A    LIFE INSURANCE
```

```
Online Employee Profile                           SULLIVAN, MIKE M

Plan  Suspense  Calc-Action  Action  Plan  Plan
 Id     Date       Date       Code   Type  Class  Plan-Name
___   ________  ________       _      __     _    ____________________
605   19840228  19840228       E      06     A    LIFE INSURANCE
606   19840228  19840228       E      35     O    MEDICAL FSA
607   19840228  19840228       E      32     O    DEPENDENT CARE FSA

----Complete----
```

See also:

- Employee profile ***(on page 485)***

For more information on displaying and interpreting an employee profile.

Viewing vesting information

To view an employee's plan vesting information using the Plan Vesting Information form (63-SCR), complete the following step:

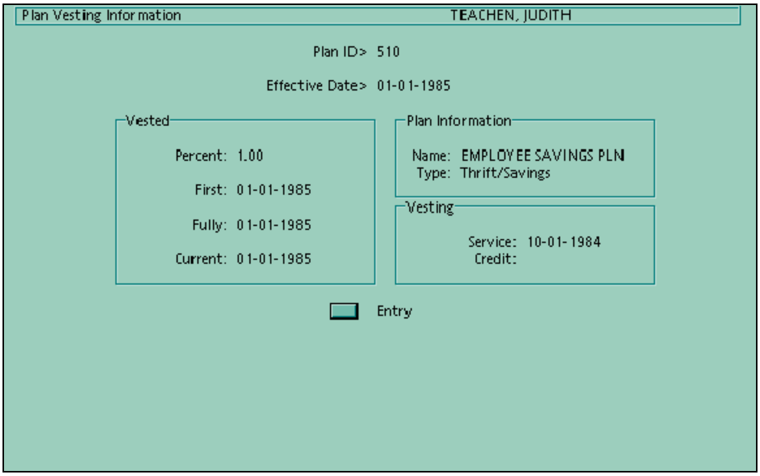
Access the Plan Vesting Information form (63-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Vesting Information

For practice, access the Plan Vesting Information form (63-SCR) for Organization 999999 employee 3009, Judith Teachen.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Vesting ***(on page 489)***

For more information on displaying employee vesting information.

Entering vesting information

To enter an employee's plan vesting information using the Plan Vesting Information form (63-SCR), complete the following steps:

1. Access the Plan Vesting Information form (63-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Vesting Information

For practice, first enroll employee 3006, Michael Warren, in plan A01 using the Deferred Plan Enrollments/Changes form (64-SCR). Use an Effective Date of '01-01-1998' and an Option of 'Participant'. Then access the Plan Vesting Information form (63-SCR) for

Organization 999999 employee 3006, Michael Warren. You will enter vesting information for Michael Warren for plan A01.

2. Click the Entry button

The Plan Vesting Information form first displays in Display mode. To enter vesting information, you must select the Entry button.

For practice, click the Entry button.

3. Enter the Plan ID

Enter the three-character plan identifier.

For practice, type 'A01'.

4. Enter the Effective Date

Enter the effective date of the pension information in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-20-1999'(US and Canada) or'20-01-1999'(elsewhere).

Complete Vested information

5. Enter Percent

Enter the percent that the employee is vested for company contributions. This is a two-decimal text box. For example, 20 percent would be entered as '0.20'. A value of zero is not a valid entry. The value entered must be greater than 0 but not greater than 100.

For practice, type '0.20'.

6. Enter First

Enter the first date on which calculations determine that the vesting percentage is greater than zero. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *There is no need to update this text box after you enter it for the first time.*

For practice, type '01-20-1999' (US and Canada) or '02-01-1999'(elsewhere).

7. Enter Fully

Enter the date on which calculations determine the employee is 100 percent vested. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *There is no need to update this text box after you enter it for the first time.*

For practice, leave this text box blank.

8. Enter Current

Enter the date on which the current vesting percentage was calculated. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

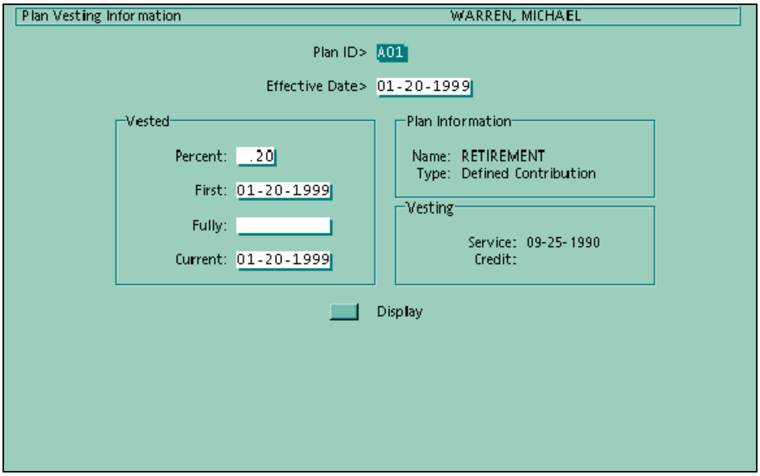
For practice, type '01-20-1999'(Us and Canada) or '02-01-1999' (elsewhere).

9. Click Save or press Enter

The plan vesting information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Vesting ***(on page 489)***

For more information on entering employee vesting information.

Viewing deferred plan contribution amounts and percentages

To view an employee's elected contribution amounts and percentages using the Deferred Plan Contribution Amt/Pcts form (64CSCR), complete the following step:

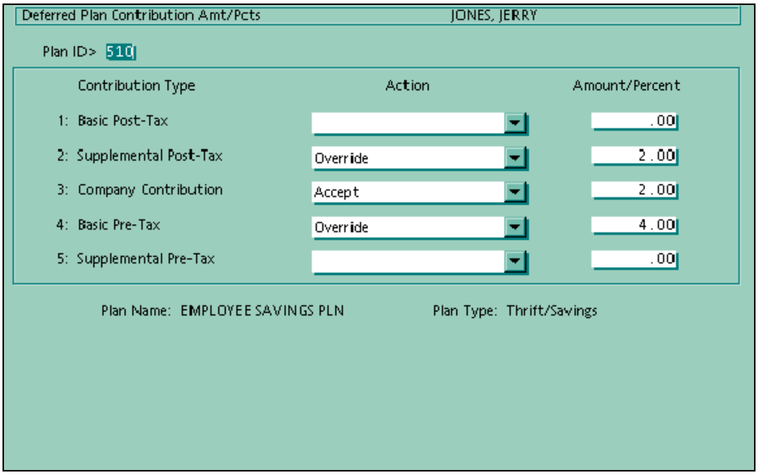
Access the Deferred Plan Contribution Amt/Pcts form (64CSCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Benefit Plan Account Info
Task:	Contribution Summary

For practice, access the Deferred Plan Contribution Amt/Pcts form (64CSCR) for Organization 999999 employee 1111, Jerry Jones. You will display the contribution percentages that you entered for Jerry Jones in plan 510.

If you completed the Guided Practice, the resulting form should look similar to the example that follows.



Deferred Plan Contribution Amt/Pcts JONES, JERRY

Plan ID> 510

Contribution Type	Action	Amount/Percent
1: Basic Post-Tax		.00
2: Supplemental Post-Tax	Override	2.00
3: Company Contribution	Accept	2.00
4: Basic Pre-Tax	Override	4.00
5: Supplemental Pre-Tax		.00

Plan Name: EMPLOYEE SAVINGS PLN Plan Type: Thrift/Savings

See also:

- Contribution amount and percentage elections ***(on page 490)***

For more information on viewing contribution amounts and percentage elections.

Viewing defined benefit plan contributions

To view current, year-to-date, and life-to-date defined benefit plan contributions using the Defined Benefit Plan Accumulations form (70-SCR), complete the following step:

Access the Defined Benefit Plan Accumulations form (70-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Defined Benefit Plan Account Info
Task: YTD/LTD Contribution Records

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on viewing plan contributions and accumulations.

Entering defined benefit plan contributions

To enter current, year-to-date, and life-to-date defined benefit plan contributions using the Defined Benefit Plan Accumulations form (70-SCR), complete the following steps:

1. Access the Defined Benefit Plan Accumulations form (70-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Benefit Plan Account Info
Task:	YTD/LTD Contribution Records

2. Enter the Plan ID

Enter the three-character plan identifier.

3. Select the Contribution Type

Select the type of contribution from the Contrib Type Accum option list (BA19).

4. Enter the Accumulation Date

Enter the date the contribution is effective in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

5. Enter the Plan Year

Enter the year to which the contributions apply in the format YY.

6. Enter W2 Earnings

Enter taxable earnings that apply to the defined benefits plan year for the purpose of nondiscrimination testing. This text box has two decimals. The number 123.45, for example, would be entered as '123.45' or '12345'.

Complete Current

7. Enter the Contrib Amt

Enter the current contribution amount from payroll for the contribution type and plan identified. This text box has two decimals.

8. Select Current Added?

Select Current Added? if the current contribution amount has been added to the defined benefit plan balance.

9. Enter the Added Date

Enter the date the current contribution amount was added to the plan balance. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Complete Year To Date

10. Enter the Contrib Amt

Enter the current year's contributions for the contribution type and plan identified. This text box has two decimals.

11. Enter the Interest

Enter the current year's interest accrued for the contribution type and plan identified. This text box has two decimals.

Complete Life To Date

12. Enter the Contrib Amt

Enter the total life-to-date contributions for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

13. Enter the Interest

Enter the life-to-date interest accrued for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

14. Select Historical Override

If the totals you are entering correct previous entries, select Historical Override.

15. Click Save or press Enter

The contribution is recorded.

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on entering plan contributions and accumulations.

Viewing defined contribution plan contributions

To view current, year-to-date, and life-to-date defined contribution plan information using the Defined Contribution Plan Accumulations form (75-SCR), complete the following step:

Access the Defined Contribution Plan Accumulations form (75-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Contribution Plan Account Info
Task:	YTD/LTD Contribution Records

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on viewing plan contributions and accumulations.

Entering defined contribution plan contributions

To enter current, year-to-date, and life-to-date defined contribution plan information using the Defined Contribution Plan Accumulations form (75-SCR), complete the following steps:

1. Access the Defined Contribution Plan Accumulations form (75-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Defined Contribution Plan Account Info
Task:	YTD/LTD Contribution Records

2. Enter the Plan ID

Enter the three-character plan identifier.

3. Select the Contribution Type

Select the type of contribution from the Contrib Type Accum option list (BA19).

4. Enter the Accumulation Date

Enter the date the contribution is effective in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

5. Enter the Plan Year

Enter the year to which the contributions apply in the format YY.

6. Enter W2 Earnings

Enter taxable earnings that apply to the defined benefits plan year for the purpose of nondiscrimination testing. This text box has two decimals. The number 123.45, for example, would be entered as '123.45' or '12345'.

Complete Current

7. Enter the Contrib Amt

Enter the current contribution amount from payroll for the contribution type and plan identified. This text box has two decimals.

8. Select Current Added?

Select Current Added? if the current contribution amount has been added to the defined benefit plan balance.

9. Enter the Added Date

Enter the date the current contribution amount was added to the plan balance. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Complete Year To Date

10. Enter the Contrib Amt

Enter the current year's contributions for the contribution type and plan identified. This text box has two decimals.

11. Enter the Interest

Enter the current year's interest accrued for the contribution type and plan identified. This text box has two decimals.

Complete Life To Date

12. Enter the Contrib Amt

Enter the total life-to-date contributions for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

13. Enter the Interest

Enter the life-to-date interest accrued for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

14. Select Historical Override

If the totals you are entering correct previous entries, select Historical Override.

15. **Click Save or press Enter**

The contribution is recorded.

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on entering plan contributions and accumulations.

Viewing thrift/savings plan contributions

To view current, year-to-date, and life-to-date thrift/savings plan contributions using the Thrift/Savings Plan Accumulations form (82-SCR), complete the following step:

Access the Thrift/Savings Plan Accumulations form (82-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Thrift/Savings Plan Account Info
Task: YTD/LTD Contribution Records

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on viewing plan contributions and accumulations.

Entering thrift/savings plan contributions

To enter current, year-to-date, and life-to-date thrift/savings plan contributions using the Thrift/Savings Plan Accumulations form (82-SCR), complete the following steps:

1. **Access the Thrift/Savings Plan Accumulations form (82-SCR)**

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Thrift/Savings Plan Account Info
Task: YTD/LTD Contribution Records

2. **Enter the Plan ID**

Enter the three-character plan identifier.

3. **Select the Contribution Type**

Select the type of contribution from the Contrib Type Accum option list (BA19).

4. **Select the Fund**

Select the fund to which the contribution is invested from the Thrift/Savings Funds option list (BA27).

5. **Enter the Accumulation Date**

Enter the date the contribution is effective in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

6. **Enter the Plan Year**

Enter the year to which the contributions apply in the format YY.

7. Enter W2 Earnings

Enter taxable earnings that apply to the defined benefits plan year for the purpose of nondiscrimination testing. This text box has two decimals. The number 123.45, for example, would be entered as '123.45' or '12345'.

Complete Current

8. Enter the Contrib Amt

Enter the current contribution amount from payroll for the contribution type and plan identified. This text box has two decimals.

9. Select Current Added?

Select Current Added? if the current contribution amount has been added to the defined benefit plan balance.

10. Enter the Added Date

Enter the date the current contribution amount was added to the plan balance. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Complete Year To Date

11. Enter the Contrib Amt

Enter the current year's contributions for the contribution type and plan identified. This text box has two decimals.

12. Enter the Interest

Enter the current year's interest accrued for the contribution type and plan identified. This text box has two decimals.

Complete Life To Date

13. Enter the Contrib Amt

Enter the total life-to-date contributions for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

14. Enter the Interest

Enter the life-to-date interest accrued for the contribution type and plan identified through the end of the previous year. This text box has two decimals.

15. Select Historical Override

If the totals you are entering correct previous entries, select Historical Override.

16. Click Save or press Enter

The contribution is recorded.

See also:

- Contributions and interest accumulations ***(on page 491)***

For more information on entering plan contributions and accumulations.

Displaying retirement eligibility dates

To display retirement eligibility dates using the Plan Retirement/Notice/Counseling Dates form (65-SCR), complete the following step:

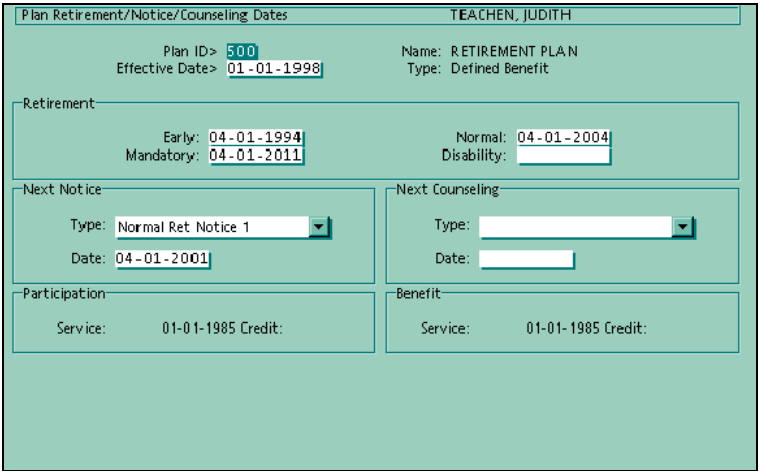
Access the Plan Retirement/Notice/Counseling Dates form (65-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Service/Retirement Dates

For practice, access the Plan Retirement/Notice/Counseling Dates form (65-SCR) for Organization 999999 employee 3009, Judith Teachen.

If you completed the Guided Practice, the resulting form should look similar to the example that follows.



See also:

- Retirement eligibility, notifications, and counseling dates ***(on page 493)***

For more information on displaying and updating employee notice and counseling dates.

Generating retirement notification reports

To list employees who have a notification date that is within a report specified date using the Retirement Notifications Due This Period report (8L-RPT), complete the report schedule by entering the following report parameters:

Note: *This procedure assumes that you are proficient in setting up a report group, adding a report to it, and entering the report parameters. If you need procedural help with any of these tasks, please refer to the Using The Solution Series/ST documentation.*

1. Enter the As Of Date

Enter the as of date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-28-2001'(US and Canada) or'28-03-2001'(elsewhere). You will record the parameters for the Retirement Notifications Due This Period report (8L-RPT) for the year 2001 from April through June.

2. Enter the Range Start Date

Enter the report start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

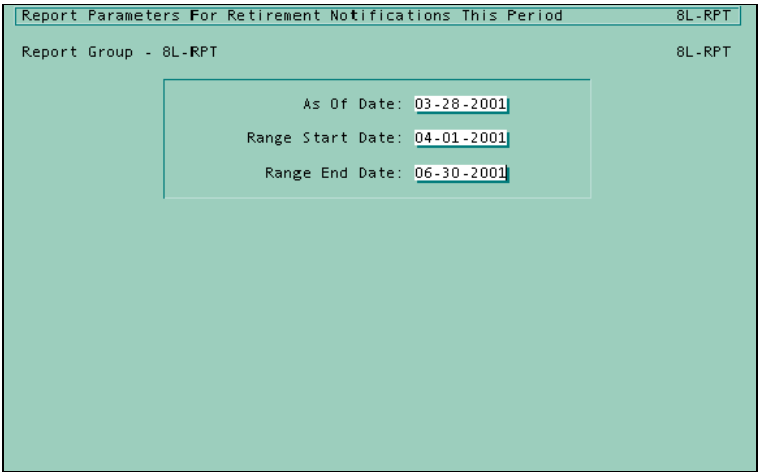
For practice, type '04-01-2001'(US and Canada) or '01-04-2001'(elsewhere).

3. Enter the Range End Date

Enter the report end date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '06-30-2001' (US and Canada) or'30-06-2001'(elsewhere).

If you completed the guided practice, the resulting report should look similar to the following:



4. Click Save or press Enter

The report parameters are recorded.

For practice, click Save or press Enter. Then run the report.

Looking at the Retirement Notifications Due This Period report (8L-RPT), you should see that Theodore Walsh's first, normal retirement notice date is 06-01-2001 (US and Canada) or 01-06-2001 or 2001-06-01(elsewhere), and Judith Teachen's is 04-01-2001 (US and Canada) or 01-04-2001 or 2001-04-01(elsewhere).

See also:

- Retirement notification ***(on page 498)***

For more information on using the Retirement Notifications Due This Period report (8L-RPT).

Setting up retirement counseling dates

To set up or change retirement counseling dates using the Plan Retirement/Notice/Counseling Dates form (65-SCR), complete the following steps:

1. Access the Plan Retirement/Notice/Counseling Dates form (65-SCR)

Access this form by making the following selections from the Navigator:

Component:	Deferred Plans Enrollment/Maintenance
Process:	Service, Vesting and Retirement Info
Task:	Service/Retirement Dates

For practice, access the Plan Retirement/Notice/Counseling Dates form (65-SCR) for Organization 999999 employee 3009, Judith Teachen. You will update the next counseling date.

2. Enter the Plan ID

Enter the unique identifier for the plan.

For practice, type '500'.

3. Enter the Effective Date

Enter the effective date of the counseling date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-28-2002'(US and Canada) or '28-03-2002'(elsewhere).

Complete the Retirement

4. Enter the Early

This date is calculated at the time of enrollment, but can be overridden manually. Enter the earliest date on which the employee can elect to retire according to plan or company rules. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

5. Enter the Normal

This date is calculated at the time of enrollment, but can be overridden manually. Enter the date on which a plan participant can retire as a normal retiree according to plan or company rules. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

6. Enter the Mandatory

This date is calculated at the time of enrollment, but can be overridden manually. Enter the date on which a plan participant must retire according to plan or company rules. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

7. Enter the Disability

Enter the earliest date on which the employee can elect to take a disability retirement according to plan or company rules. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

Complete the Next Notice

8. Select the Type

Select the type of next retirement notification to be sent to the employee approaching retirement eligibility from the Next Notice Type option list (BA38).

For practice, do not change this list box.

9. Enter the Date

Enter the date the next retirement notification is due to be sent to the employee. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, do not change this text box.

Complete the Next Counseling

10. Select the Type

Select the type of next counseling session to be given to the plan participant who is nearing a projected retirement date from the Next Retire Counsel option list (BA01).

For practice, select 'Nrml Retirement 2nd'.

11. Enter the Date

Enter the date of the next counseling session in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

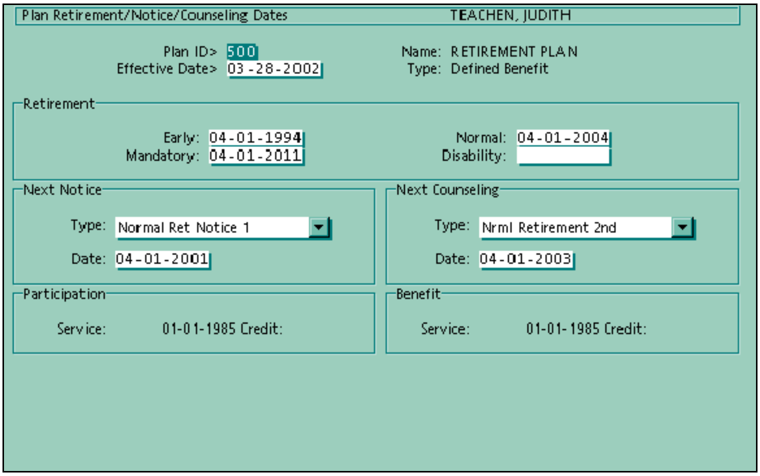
For practice, type '04-01-2003'(US and Canada) or '01-04-2003'(elsewhere).

12. Click Save or press Enter

The retirement, notice, and counseling information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows.



See also:

- Retirement eligibility, notifications, and counseling dates ***(on page 493)***

For more information on displaying and updating employee notice and counseling dates.

Viewing pension information

To view an employee's pension information using the Plan Retirement Elections/Payments form (66-SCR), complete the following step:

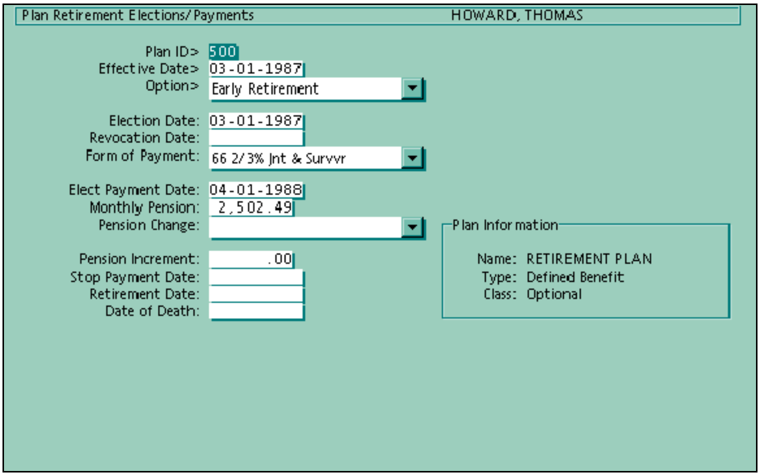
Access the Plan Retirement Elections/Payments form (66-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Retirement Payments

For practice, access the Plan Retirement Elections/Payments form (66-SCR) for Organization 995555 employee 3037, Thomas Howard.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Plan Retirement Elections/Payments HOWARD, THOMAS

Plan ID> 500
Effective Date> 03-01-1987
Option> Early Retirement

Election Date: 03-01-1987
Revocation Date:
Form of Payment: 66 2/3% Jnt & Survvr

Elect Payment Date: 04-01-1988
Monthly Pension: 2,502.49
Pension Change:

Pension Increment: .00
Stop Payment Date:
Retirement Date:
Date of Death:

Plan Information
Name: RETIREMENT PLAN
Type: Defined Benefit
Class: Optional

See also:

- Retirement elections and payments ***(on page 496)***

For more information on displaying employee retirement elections and payment information.

Entering pension information

To enter an employee's pension information using the Plan Retirement Elections/Payments form (66-SCR), complete the following steps:

1. Access the Plan Retirement Elections/Payments form (66-SCR)

Access this form by making the following selections from the Navigator:

Component: Deferred Plans Enrollment/Maintenance
Process: Service, Vesting and Retirement Info
Task: Retirement Payments

For practice, access the Plan Retirement Elections/Payments form (66-SCR) for Organization 999999 employee 3021, Maria Bishop. You will document her plan retirement elections.

2. Enter the Plan ID

Enter the three-character plan identifier.

For practice, type '500'.

3. Enter the Effective Date

Enter the effective date of the pension information in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '09-25-1998'(US and Canada) or '25-09-1998'(elsewhere).

4. Select the Option

Indicate the type of retirement the employee has elected. Options are provided by the Pre/Post Retire Opts option list (BA06).

For practice, select 'Norml Rtrmnt Benefit'.

5. Enter the Election Date

This is the date on which the employee selects the Form of Payment. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '09-25-1998'(US and Canada) or '25-09-1998'(elsewhere).

6. Enter the Revocation Date

If an employee revokes a Form of Payment election, enter the date when the employee revoked the Form of Payment. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

7. Select the Form of Payment

The Form of Payment indicates how the employee has elected to be paid. Options are provided by the Form Of Payments option list (BA07).

For practice, select '10 Year Certain'.

8. Enter the Elect Payment Date

This is the date when the Monthly Pension benefit first becomes payable. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1999'.

9. Enter the Monthly Pension

This is a two-decimal text box containing the monthly pension benefit being paid to the retiree. The number 123.45, for example, would be entered as '123.45' or '12345'.

For practice, type '1224.35'.

10. Select the Pension Change

This list box identifies the reason for a change to the Monthly Pension text box. Options are provided by the Pension Inc/Dec Type option list (BA08).

For practice, leave this list box blank.

11. Enter the Pension Increment

This two-decimal text box indicates the amount of increase or decrease to the monthly benefit.

For practice, leave this text box blank.

12. Enter the Stop Payment Date

This text box indicates when retirement payments are to stop. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '12-31-2008'(US and Canada) or '31-12-2008'(elsewhere).

13. Enter the Retirement Date

This is the actual date of the retirement or termination (in the case of a vested termination). It is usually created by the system upon entry of a retirement activity, but it can be manually entered. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '12-31-1998'(US and Canada) or '31-12-1998'(elsewhere).

14. Enter the Date of Death

This is the date when the person who was receiving benefits payments died. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

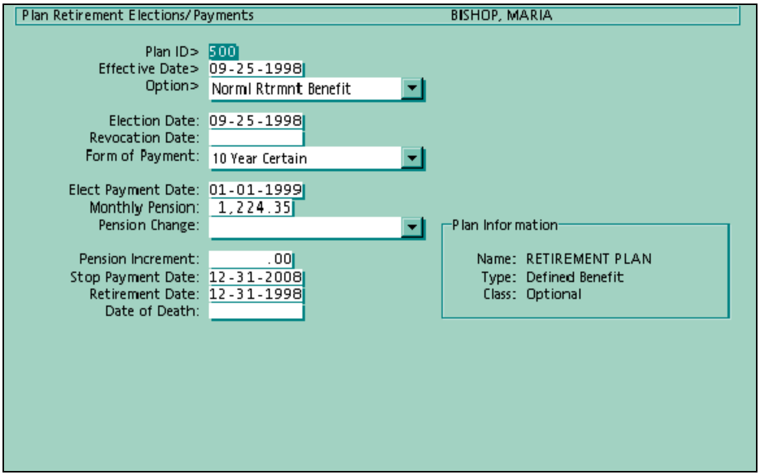
For practice, leave this text box blank.

15. Click Save or press Enter

The retirement elections are recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Retirement elections and payments ***(on page 496)***

For more information on entering employee retirement elections and payment information.

Generating future Social Security Benefit projections

To generate future Social Security Benefit projections, follow these steps:

1. Access the Future Social Security Projection form (91-SCR)

Access this form by making the following selection from the Navigator:

Component: Deferred Plan Enrollment/Maintenance
Process: Service, Vesting, and Retirement Info
Task: Project Social Security Benefit

For practice, access the Future Social Security Projection form (91-SCR) for employee 3002 in the '999999' organization

2. Enter the Calculation Date

This is the date that social security benefits are estimated from.

For practice, type '01-01-1999'.

3. Enter the Age at Retirement

This text box is the retirement age that is used to estimate social security benefits. Enter a value between 62 - 69.

For practice, type '65'.

4. Select the Prior Year Earnings

These list boxes specify which Earnings Type is used to estimate social security benefits. Select an Earnings Type of Calculate/Accumulate, Calculate Only, or Accumulator Only.

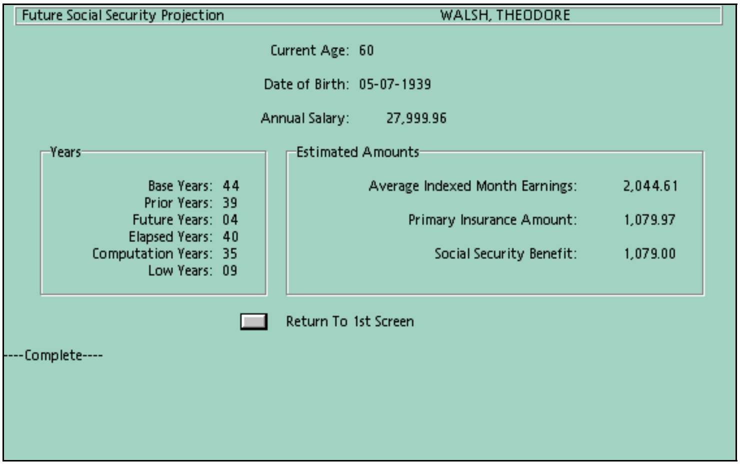
For practice, select 'Calculate Only.'

5. Click Save or press Enter

Social Security Benefit projections are now generated.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Future Social Security Projection WALSH, THEODORE

Current Age: 60

Date of Birth: 05-07-1939

Annual Salary: 27,999.96

Years

Base Years: 44
Prior Years: 39
Future Years: 04
Elapsed Years: 40
Computation Years: 35
Low Years: 09

Estimated Amounts

Average Indexed Month Earnings: 2,044.61

Primary Insurance Amount: 1,079.97

Social Security Benefit: 1,079.00

Return To 1st Screen

----Complete----

See also:

■ Counseling employees on future Social Security benefits ***(on page 494)***
For a description of the Future Social Security Projection form (91-SCR).

Extended Practice

Note: You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.

1. View a summary of welfare benefits for employee 1616, Daniel M. Anderson.
2. View the benefits portion of the employee profile for employee 1043, Alice A. Baldwin.
3. View the deferred plan contributions for employee 1043, Alice A. Baldwin, for plan S02.
4. View the retirement eligibility dates for employee 1043, Alice A. Baldwin, for plan S02.

Review of Questions Answered

1. What Benefits Administration tool can be used to display a profile of employee benefits information?

2. What form summarizes employee welfare plan information, including HED and dependent information?

3. What two methods are available for updating employee vesting information?

4. What form that can help you with retirement counseling is automatically created when you enroll an employee in a deferred plan?

5. What facilities are provided for notifying and counseling employees on retirement?

6. What function is provided for extracting pension plan information for actuarial valuation?

P A R T 5

Plan Administration

In This Section

CHAPTER 14

Benefits/Payroll Interaction

In This Chapter

Introduction

Employee data is constantly changing. Employees receive salary increases. They become eligible for retirement. They receive promotions. They transfer from part-time to full-time employment. All of these changes can impact an employee's benefits. This section will show you how to account for these changes and ensure that the correct deductions are taken during payroll processing. It will also show you what needs to be done to update benefits accumulators after a pay run.

Tasks

This section explains the following:

- Recalculating benefits for employee changes
- Recalculating benefits for plan changes
- Creating alternate key records using a subroutine
- Creating alternate key records using a date range
- Deleting alternate key records
- Copying benefits deduction changes to payroll
- Updating benefits accumulators after a pay run
- Updating deferred plan accumulators after a pay run

Prerequisites

Before you can complete the tasks in this section, the following must be established for:

- Organization and employees
- Benefits plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Employees must be enrolled in benefits plans

☞ *Refer to the '***Enrollment** *(on page 279)' section for more information on enrolling employees in benefits plans.*

Questions answered

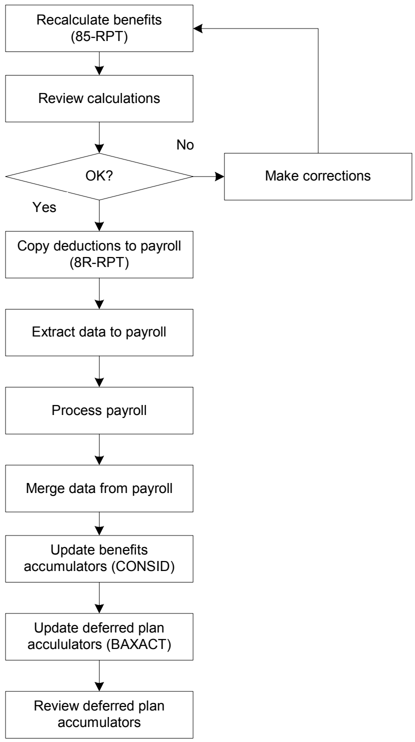
The following questions are answered in this section:

1. What interactions occur between benefits and payroll processing?
2. What is the purpose of the Recalc Benefit Coverage/Contributions report (85-RPT) and what options are available for running it?
3. What is the advantage of creating alternate key records for use with the recalculation report and what options are available to create them?
4. What is the purpose of the HED Segment Changes Effective This Period report (8R-RPT) and when should it be run?
5. What is the purpose of the Considered Earnings/Hours Update program (CONSID) and when should it be run?

6. What is the purpose of the Update Benefit Plan Balance Information program (BAXACT) and when should it be run?

Benefits and Payroll interaction

The Benefits/Payroll interaction involves ensuring that the correct deductions are taken during a pay run, as well as updating benefits accumulators following a pay run. The following flowchart provides a conceptual flow of the preparation for payroll, the payroll process, and the post-payroll updates.



The remainder of this chapter explains the tasks shown in this flowchart, excluding Extract Data for Payroll, the payroll process, and Merge Data From Payroll.

☞ *Refer to the Payroll documentation for information on Extract Data for Payroll, the payroll process, and Merge Data from Payroll.*

Preparation for a pay run

Prior to a pay run, you should run the Recalc Benefit Coverage/Contributions report (85-RPT) and the HED Segment Changes Effective This Period report (8R-RPT). The HED Segment Changes Effective This Period report (8R-RPT) must be run after, and separately from, the Recalc Benefit Coverage/Contributions report (85-RPT).

Note: *'HR only' customers may run the Recalc Benefit Coverage/Contributions report (85-RPT) to ensure that the information they use for their payroll processing is up to date. 'HR only' customers should not run the HED Segment Changes Effective This Period report (8R-RPT).*

Recalculation of benefits

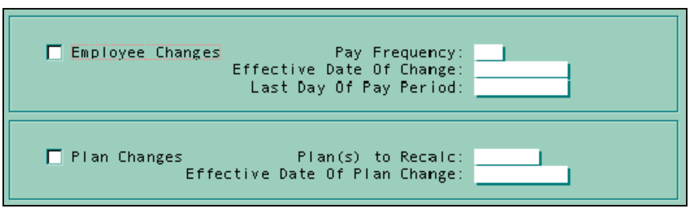
Changes to benefits plan tables and/or employee master records can affect coverage and contributions. The Recalc Benefit Coverage/Contributions report (85-RPT) is typically run prior to a pay run to ensure that any changes are accurately reflected in the benefits information used in the pay run. This report performs the following functions:

- Notes changes in an employee's enrollment status and flags for de-enrollments
- Recalculates employee plan coverage and contribution amounts
- Recalculates company matching contributions
- Updates the employee's master record

Ways to run the report

There are two ways to run the Recalc Benefit Coverage/Contributions report (85-RPT):

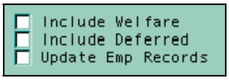
- **Employee Recalculations**—run the report this way when a change has been made that impacts coverage and/or contribution calculations based on, or calculated from, the employee master records. The system will search each employee's record and recalculate coverage and contributions if any changes (table or master file data) are found.
- **Plan Table Recalculations**—run the report this way to isolate a specific plan or when changes have been made to the benefits plan tables that affect the calculation of employee and/or company contributions. The system will search for all employees in a specific plan and perform recalculations.



Note: *When setting up the parameters for the report, you will indicate the way you want the report to be run. You can not run the report both ways at the same time. Employee Changes and Plan Changes can not both be selected.*

In addition, the report can be run for one or more pay frequencies. Using the Pay Frequency text box, you can specify that the report should be run for one pay frequency, for a range of pay frequencies, or for all pay frequencies.

The report can also be run in preview mode—the output is identical to running the report in update mode, but the employee records are not updated. Unless you check the option 'Update Emp Records', the report will be run in preview mode.



See also:

- Recalculating benefits for employee changes ***(on page 550)***
- Recalculating benefits for plan changes ***(on page 553)***

For detailed directions on recalculating benefits prior to a pay run.

Interpreting the report output

The output of the Recalc Benefit Coverage/Contributions report (85-RPT) shows only changed data; new enrollments done online or in batch entry format will not appear as output on the report. Following are the features of the Recalc Benefit Coverage/Contributions report (85-RPT):

- **Sort**
  The report is sorted by organization/company and then by employee number.
- **Changes**
  Changes are shown using an 'Is/Was' format, allowing you to compare what the data looked like before and after the changes. Information is displayed in two columns.

For example, on the following abbreviated version of the Recalc Benefit Coverage/Contributions report (85-RPT), by looking at the X-REF-AMT-PCT field, you can see that Cecelia Harris's contribution amount has changed from 6.92 to 9.23.

```
CORPORATION 99     Acme MANUFACTURING    RECALCULATION OF BENEFIT PLANS       FILE VERSION 00 PAGE 2
DIVISION    9999   PRODUCTION CTL 1-2                                         TIMR 15:33:08 DATE 11-09-94
                    EMPLOYEE
EMPLOYEE NAME       NUMBER         PLAN NAME
HARRIS, CECELIA     3019           MEDICAL INSURANCE
WELFARE PLANS:  PLAN          EFFECTIVE     PLAN   OPTION    PLAN ENTRY    PLAN     SUSPEND        14
                 ID            DATE       STATUS  ELECTED      PLAN       TYPE     END DATE       DATE
                101           01-01-93      1       01       04-15-80      01                    03-19-80
Q5   HED-XREF-NUMBER          IS     520   WAS  520   HED-XREF-EFFECTIVE-DATE  IS  11-15-94  WAS  01-01-93

     HED-XREF-FREQ-CODE       IS     01    WAS  01    HED-XREF-TYPE-CODE       IS  54        WAS  54
     HED-XREF-METHOD-CODE     IS     02    WAS  02    HED-XREF-AMT-PCT         IS  0000923   WAS  0000692
     HED-XREF-START-CODE      IS     0     WAS  0     HED-XREF-START-FIELD     IS            WAS  000000
     HED-XREF-STOP-CODE       IS     0     WAS  0     HED-XREF-STOP-FIELD      IS            WAS
     HED-XREF-ANOUNT-ONE      IS     .00   WAS        HED-XREF-AMOUNT-TOW      IS  .00       WAS
     HED-XREF-PLAN-ID         IS     101   WAS  101   HED-XREF-CONTRIB-CD      IS  1         WAS  1
     HED-XREF-CONTRIB-ACT     IS     A     WAS  A
Q8   PLAN-ID-Q8               IS     101   WAS  101   COVERAGE-DATE            IS  11-15-94  WAS  01-01-93
     CONTRIB-TYPE             IS     1     WAS  1     CONTRIBUTE-HED-XREF      IS  520       WAS  520
     CONTRIBUTION-ACTION      IS     A     WAS  A     CONVERAGE-AMOUNT-1       IS            WAS
```

- **De-enrollment flags**
  If an employee is no longer eligible for a plan, the employee's name and number will be

listed on the report, along with a message indicating that the employee should be de-enrolled from the plan. This is an informational message only; it will continue to appear on the report until action is taken to de-enroll the employee from the plan.

For example, on the following abbreviated version of the Recalc Benefit Coverage/Contributions report (85-RPT), you can see that employee 3015 should be de-enrolled from Plans 101 and 203.

```
CORPORATION 99     Acme MANUFACTURING    RECALCULATION OF BENEFIT PLANS       FILE VERSION 00 PAGE 1
DIVISION    9999   PRODUCTION CTL 1-2                                          TIMR 15:33:08 DATE 11-09-94
                    EMPLOYEE
EMPLOYEE NAME       NUMBER         PLAN NAME

LLEWELYN, STEVE     3015           MEDICAL INSURANCE   ** NO LONGER ELIGIBLE - DE-ENROLL: PLAN-ID 101
LLEWELYN, STEVE     3015           LIFE INS-BASIC      ** NO LONGER ELIGIBLE - DE-ENROLL: PLAN-ID 203
.
.
.
```

Uses of the report by plan type

This section documents the uses of the Recalc Benefit Coverage/Contributions report (85-RPT) by plan type.

Welfare plans

This chart documents the types of calculations performed for welfare plans:

Item	Recalculation performed
Eligibility	Plan eligibility is re-verified for each plan for which an employee is currently enrolled. If a future-dated enrollment is on file for an employee, or if an employee is no longer eligible for a plan, it will be noted on the report.
Coverage	Coverage amounts will be recalculated only for those employees who have an 'Accept' on the Welfare Plan Enrollments/Changes form (55-SCR). The report will show both the old amount and the recalculated amount.
Contributions	Contributions will be recalculated if there has been a change to a plan's contribution rules (a new Coverage And Contribution Factors table exists), or a change to an employee's data will result in a change in a contribution amount. The report will show both the old amount and the recalculated amount.

Deferred plans

For deferred plans, you can use the Recalc Benefit Coverage/Contributions report (85-RPT) to recalculate the company match. Because employee contributions to a deferred plan can be different for each employee, the Recalc Benefit Coverage/Contributions report (85-RPT) does not recalculate employee contributions.

Flex plans

For flex plans, the Recalc Benefit Coverage/Contributions report (85-RPT) is typically used to perform the following functions:

- check eligibility for flex plans in which employees are enrolled
- recalculate coverage only for life insurance plans

The report does not recalculate credits on the Flexible Benefit Annual Plan Credits form (55CSCR) for any of the plans that have to be recalculated. A life status change must be entered on the Flex Benefit Enrollments/Changes form (55FSCR) for a recalculation of credit to occur.

When to run the report

To ensure that the latest information is reflected during payroll processing, we recommend that you run the Recalc Benefit Coverage/Contributions report (85-RPT) for employee recalculations before each pay run. Consider the following in determining when to schedule the report:

- The report can take several hours to process. It should be run during off-peak hours to ensure it does not impact on other uses of the system.
- Allow enough time to review the audit trail, make sure the deductions are correct, and, if necessary, process any de-enrollments.

Apply the Concept

Describe when you will run the Recalc Benefit Coverage/Contributions report (85-RPT) and which parameters you will use for the report.

Selective reporting for the Recalc Benefit Coverage/Contribution Report

By using alternate key records, you can limit the number of employees included in the Recalc Benefit Coverage/Contributions report (85-RPT), and thus reduce processing time. For example, you might want to process the report only for those employees who have just received a raise.

Two methods are available to create alternate keys records:

- **Alternate Key Create Subroutine—**This subroutine will produce alternate key records based on specific types of changed data in an employee's master record.
- **Recalc Benefit Coverage/Contributions: Alternate Key Creation By Dates (85QRPT)—**This report will produce alternate key records based on a specified date range.

After the alternate key records are created, the Recalc Benefit Coverage/Contributions report (85-RPT) can be run. After the report is run, you should delete the alternate key records using the 85-RPT Alternate Key Deletion form (85QDEL).

Modifications required to create alternate key records using the Alternate Key Create Subroutine

The creation of alternate key records for use by the Recalc Benefit Coverage/Contributions report (85-RPT) requires that modifications be made to the Alternate Key Create Subroutine and to the following forms:

- New Hire
- Rehire/Reinstatement/Recall
- Status Changes
- Leaves And Returns
- Separations And Terminations

Alternate key records will be created for employees when any of the following entries are changed on these forms:

Form	**Entries**
Employee Information (EF-SCR)	Frequency Payment Type Gender Zip
Additional Employee/Payroll Information (EG-SCR)	Workers Comp Code Union

Form	Entries
Payroll Home Location/Pay Allocations (GG-SCR)	Control 3 Control 4 Control 5 Control 6 Function
New Hire (01-SCR)	Resulting Status
Additional Personal And ID Information (02-SCR)	Marital Status
Job Assignment/Changes (05-SCR)	Ctrl 3 Ctrl 4 Ctrl 5 Ctrl 6
Emergency Medical Information (15-SCR)	Employee Smokes
Salary Assignment/Changes (40-SCR)	Hours Per Period Hourly Rate Salary Per Period Annual Salary Amount Change Percent Change

See also:

- Creating alternate key records using a subroutine ***(on page 555)***

For detailed directions on creating alternate key records using a subroutine.

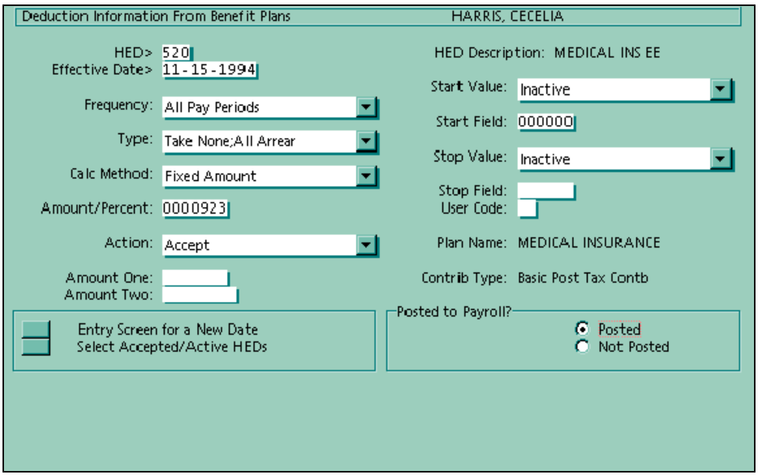
Creation of alternate key records by date range

The Recalc Benefit Coverage/Contributions: Alternate Key Creation By Dates report (85QRPT) can be used to create alternate key records for use by the Recalc Benefit Coverage/Contributions report (85-RPT).

Employee selection for inclusion on the recalculation report can be based on dates, such as birth date or employment date. If the month and day values of any of the four dates listed below fall between the month and day values specified in the report parameters, an alternate key record will be created for the employee:

- Birth date
- Employment date
- Original Hire Date
- Adjusted Seniority Date

For example, if you wanted to create alternate key records for new hires employed on February 1 of 1998 (dates are entered in MMDDCCYY format for US and Canada, and DDMMCCYY format elsewhere), the report parameters would be set as follows:



See also:

- Creating alternate key records using a date range ***(on page 556)***

For detailed directions on creating alternate key records using a date range.

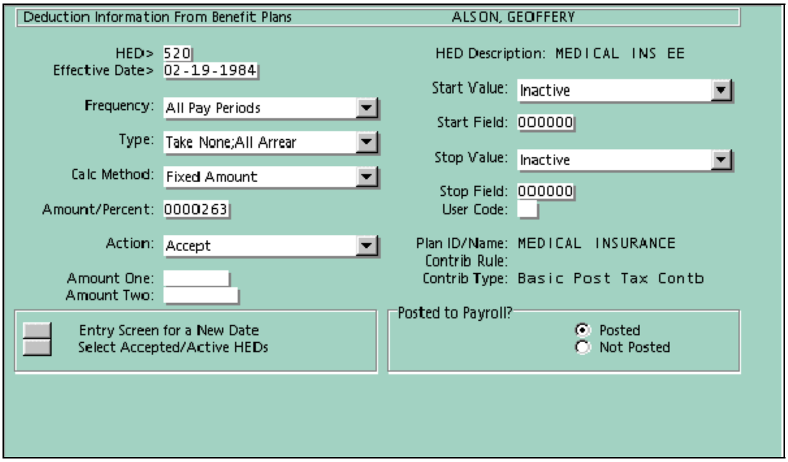
Copy deduction changes to payroll

After you have run the Recalc Benefit Coverage/Contributions report (85-RPT) and have verified that the deductions are correct, you are ready to run the HED Segment Changes Effective This Period report (8R-RPT). The HED Segment Changes Effective This Period report (8R-RPT) takes the deductions and company cost accruals on the Deduction Information From Benefit Plans form (54-SCR) and writes them to the Employee Earnings And Deductions form (HH-SCR), so payroll can access them. The payroll process does not work with the deductions on the Deduction Information From Benefit Plans form (54-SCR).

The following figure shows a portion of an HED Segment Changes Effective This Period report (8R-RPT). It indicates that Cecelia Harris's contribution for Plan 101 is 9.23 and the company's contribution for this plan is 37.65.

```
CORPORATION   99   Acme MANUFACTURING     H SEGMENT CHANGES       REPT  PERIOD   FILE VERSION 00   PAGE   1
DIVISION      9999 PRODUCTION CTL 1-2    EFFECTIVE THIS PERIOD    8R-R  PERIOD   TIME 16:49      DATE 11-19-1999
PLAN  HED                      EMPLOYEE    PAY   START    EFFECT    AMOUNT/     XREF   XREF   XREF   XREF
 ID   XREF  EMPLOYEE NAME       NUMBER     FREQ  FIELD     DATE       PCT       FREQ   TYPE   METH    UC
101   520   ALSON, GEOFFERY      3003       3    000000  02-19-1984 0000263      01     54     02
TOTAL HED-XREF:  520               1
101   521   ALSON, GEOFFERY      3003       3    000000  02-19-1984 0004100      01     54     02
TOTAL HED-XREF:  521               1
```

You can view which deductions were written to payroll using either the Online Employee Profile form (PROFIL) or the Deduction Information From Benefit Plans form (54-SCR). For example, this form shows that Geoffery Alson's post tax contribution of 2.63 has been posted to payroll:



Apply the Concept

Describe how you would use alternate key records.

After a pay run

This section describes the processing programs that should be run after a pay run. These programs ensure that benefits accumulators reflect the most current earnings for employees. You should work with your systems support personnel to ensure that these programs are included in the appropriate job streams.

Update benefits accumulators

The Considered Earnings/Hours Update program (CONSID) updates established considered hours and earnings accumulators with the current pay period's earnings, as defined in the accumulator setup. The Considered Earnings/Hours Update program (CONSID) reads the most current sequential batch master file and moves the current history earnings records into the accumulators.

View the results of the Considered Earnings/Hours Update Program

You can view the results of the Considered Earnings/Hours Update program (CONSID) processing for an employee on the Considered Earnings/Hours Accumulators form (60-SCR). The actual earnings are posted to the company 991111.

When to run the program

The Considered Earnings/Hours Update program (CONSID) should be run as soon after the pay merge as possible. If the pay extract is run for the next pay run prior to running Considered Earnings/Hours Update program (CONSID) for the most recent pay run, the current indicator on the earnings will be turned off, and manual entry will be required to update the accumulators with earnings.

The Considered Earnings/Hours Update (CONSID) is run prior to running the Update Benefit Plan Balance Information program (BAXACT) and the Update Account Balances report (83ARPT).

☞ *Refer to* **Using Considered Earnings/Hours Accumulators** *(on page 235) for more information on setting up accumulators and viewing updated accumulators.*

Update of deferred benefit amounts

The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run.

When to run the program

The Update Benefit Plan Balance Information program (BAXACT) should be run as soon after the pay merge and the Considered Earnings/Hours Update program (CONSID) as possible. If the pay extract is run for the next pay run prior to running Update Benefit Plan Balance Information program (BAXACT) for the most recent pay run, manual entry will be required to update the accumulators with earnings.

Apply the Concept
Describe the process you will use for updating and reviewing benefits accumulators.

Accumulator reports

The Update Account Balances report (83ARPT) and the Update Pending Claim Amounts report (83BRPT) can be used to verify the results of the Update Benefit Plan Balance Information program (BAXACT). The Update Account Balances report (83ARPT) creates extract records reflecting updates to deferred plan contributions and Flexible Spending Accounts. These records are used by the Update Pending Claim Amounts report (83BRPT) to produce report output.

Note: *Although these reports can be used to view updates to deferred plan accumulators, such as a thrift/savings plan, they are more typically used with Flexible Spending Accounts, a US-specific benefit.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

You must have completed the Guided Practices in the prior chapters to guarantee the successful completion of the Guided Practice that follows.

Recalculating benefits for employee changes

To recalculate benefits prior to a pay run, you use the Recalc Benefit Coverage/Contributions report (85-RPT). You can run this report either for employee changes or for plan changes. In this task, you will process the report based on changes to employee data. Each applicable employee's record will be read. Typically, this option takes longer to run than running the report for specific plans.

Note: *This procedure assumes that you are proficient in setting up a report group, adding a report to it, and entering the report parameters.*

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help with any of these tasks.*

Completing the Guided Practice

To complete the Guided Practice for this task, you will need to complete these tasks first:

- Enroll employee 3023, Jeffrey C. Daniels, in Plan 203, Basic Life, on the Welfare Plan Enrollments/Changes form (55-SCR). Use an effective date of '01-01-1998' and an option of 'Enrolled'. Accept the calculated amounts.
- Give employee 3023 a merit increase on the Salary Assignment/Changes form (40-SCR). Use an effective date of '02-01-1998' (US and Canada) or '01-02-1998'

(elsewhere), a separator of '1st Occurrence', and a change type of 'Increase-Merit'. Enter a new annual salary of '26203.00'.

- Create a report group for the Recalc Benefit Coverage/Contributions report (85-RPT). This must be the only report in the group.

Complete the report schedule by entering the following report parameters:

1. Select Employee Changes

This selection indicates that you want to process the report for changes made to employee data.

Note: *If you are using this option, you should not have the Plan Changes check box selected.*

For practice, select the Employee Changes check box.

2. Enter the Pay Frequency

To calculate one pay frequency, type the frequency code in position 1; leave positions 2 and 3 blank. For example, type 1 to calculate frequency 1.

To calculate a range of frequency codes, type the low end of the range, followed by a slash (/), and then the high end of the range. For example, type 1/3 to calculate frequency codes 1, 2, and 3.

To calculate all pay frequencies, type ALL.

For practice, type 'ALL'.

3. Enter the Effective Date Of Change

Enter the date on which the changes are effective. This date is the 'Is' date on the output report. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *Any changes that are due to occur after this date will be shown on the report as 'future change on file.'*

For practice, type '03-12-1998' (US and Canada) or '12-03-1998' (elsewhere).

4. Enter the Last Day Of Pay Period

Enter the date that reflects the last day of the pay period, or the date to be used to find segments and table records. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-12-1998' (US and Canada) or '12-03-1998' (elsewhere).

5. Select a Flex Plans option

Choose an option reflecting how you would like flex plans recalculated. If you leave this check box unchecked, flex plans will not be included in the recalculation.

For practice, leave this check box unchecked.

6. Select Include Welfare

Select this check box if welfare plans should be included in the report.

For practice, select the Include Welfare check box.

7. Select Include Deferred

Select this check box if deferred plans should be included in the report.

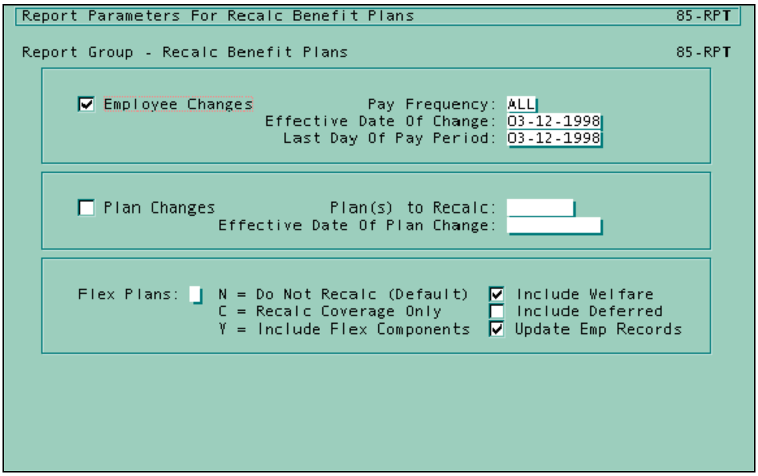
For practice, leave this check box unchecked.

8. Select Update Emp Records

Select this check box if recalculations should update employee records. To run the report in preview mode, leave this check box unchecked.

For practice, select the Update Emp Records check box.

If you completed the Guided Practice, the form should look similar to the example that follows:



Report Parameters For Recalc Benefit Plans 85-RPT

Report Group - Recalc Benefit Plans 85-RPT

[x] Employee Changes
Pay Frequency: ALL
Effective Date Of Change: 03-12-1998
Last Day Of Pay Period: 03-12-1998

[ ] Plan Changes
Plan(s) to Recalc:
Effective Date Of Plan Change:

Flex Plans:
N = Do Not Recalc (Default)
C = Recalc Coverage Only
Y = Include Flex Components
[x] Include Welfare
[ ] Include Deferred
[x] Update Emp Records

9. Click Save or press Enter

The report parameters are saved.

For practice, click Save or press Enter.

To complete the Guided Practice, perform these tasks:

- Run the Recalc Benefit Coverage/Contributions report (85-RPT).
- Using the report, verify that the prior and new deduction amounts are accurately reflected for employee 3023.
- Access the Deduction Information From Benefit Plans form (54-SCR) for employee 3023, and verify that a new form has been created for 03-12-1998 (US and Canada) or 12-03-1998 (elsewhere).

Access the Plan Coverage Amount Entry form (53-SCR) for employee 3023, and verify that a new form has been created for 03-12-1998 (US and Canada) or 12-03-1998 (elsewhere).

Looking at the Recalc Benefit Coverage/Contributions report (85-RPT), you will note on the report output that there is a new contribution amount and a new coverage amount for 03-12-1998 (US and Canada) or 12-03-1998 (elsewhere). Check the 'Is/Was' information for the Q5 and Q8 segments.

These changes are also noted on the Deduction Information From Benefit Plans form (54-SCR) and the Plan Coverage Amount Entry form (53-SCR).

See also:

- Recalculation of benefits ***(on page 539)***

For more information about ways to run the Recalc Benefit Coverage/Contributions report (85-RPT).

Recalculating benefits for plan changes

To recalculate benefits prior to a pay run, you use the Recalc Benefit Coverage/Contributions report (85-RPT). You can run this report either for employee changes or for plan changes. In this task, you will process the report based on changes to benefits tables that affect the coverage and/or contribution for a plan or range of plans. The system searches for all employees in a specific plan and performs the calculations. Complete the report schedule by entering the following report parameters:

Note: *This procedure assumes that you are proficient in setting up a report group, adding a report to it, and entering the report parameters.*

☞ *Refer to either the Using eCyborg or Using The Solution Series: Administrative Solutions documentation for procedural help with any of these tasks.*

Completing the Guided Practice

To complete the Guided Practice for this task, you will need to complete these tasks first:

- Modify Plan 101 as follows: make the Employee Only/Single post tax contribution of four dollars a month, '.0400'. Use '02-01-1998' (US and Canada) or '01-02-1998' (elsewhere) as the effective date. Make the changes on the Coverage And Contribution Factors form (TM-SCR).
- Use the report group set up under Option 1. Be sure to de-select all check boxes and clear the list and text boxes from the prior Guided Practice.

1. Select Plan Changes

This selection indicates that you want to process the report for changes made to plan data.

Note: *If you are using this option, you should not have the Employee Changes check box selected.*

For practice, select Plan Changes.

2. Enter the Plan(s) to Recalc

To recalculate benefits for a specific plan, enter its Plan ID. To recalculate benefits for multiple plans, enter their Plan IDs as a range, using the format xxx/xxx. To recalculate all benefits plans, enter 'ALL'.

For practice, type '101'.

3. Enter the Effective Date Of Plan Change

Enter the date one which the plan change became effective. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '02-01-1998' (US and Canada) or '01-02-1998' (elsewhere).

4. Select Include Welfare

Select this check box if welfare plans should be included in the report.

For practice, select the Include Welfare check box.

5. Select Include Deferred

Select this check box if deferred plans should be included in the report.

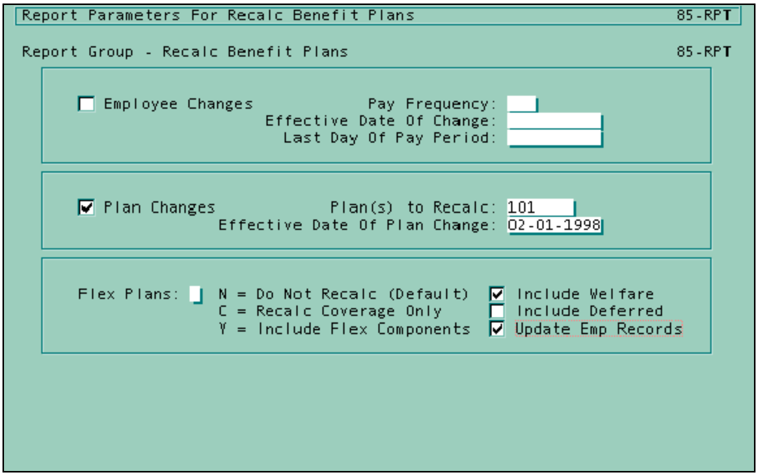
For practice, leave this check box unchecked.

6. Select Update Emp Records

Select this check box if recalculations should update employee records. To run the report in preview mode, leave this check box unchecked.

For practice, select the Update Emp Records check box.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



7. Click Save or press Enter

The report parameters are saved.

For practice, click Save or press Enter.

See also:

- Recalculation of benefits ***(on page 539)***

For more information about running the Recalc Benefit Coverage/Contributions report (85-RPT).

Creating alternate key records using a subroutine

You can limit the number of records processed by the Recalc Benefit Coverage/Contributions report (85-RPT) by using the Alternate Key Create Subroutine to create alternate key records. After the alternate key records have been created, you can then run the recalculation report.

1. Modify the Alternate Key Create Subroutine

a. Using the EDIT tool, display the Alternate Key Create Subroutine.

b. Enter an at-sign (@) in the first position of line 03900.

c. RELOAD the program.

2. Modify the data forms for the alternate keys

a. Remove the '@' from the code in the paragraphs from the desired forms:

Form	Paragraph
New Hire(01-SCR)	P340-RESET

Form	Paragraph
Rehire/Reinstatement /Recall (04-SCR)	P380-RESET
Status Changes (08-SCR)	P350-RESET
Leaves And Returns (95-SCR)	P390-SET-UP
Separations And Terminations (96-SCR)	P365-CALL-RETURN

b. RELOAD the forms.

See also:

- Selective reporting for the Recalc Benefit Coverage/Contribution Report ***(on page 543)***

For more information about creating alternate keys for use by the Recalc Benefit Coverage/Contributions report (85-RPT).

Creating alternate key records using a date range

You can limit the number of records processed by the Recalc Benefit Coverage/Contributions report (85-RPT) by using the Recalc Benefit Coverage/Contributions: Alternate Key Creation By Dates report (85QRPT) to create alternate key records. After the alternate key records have been created, you can then run the recalculation report.

Complete the report schedule for this report by entering the following report parameters:

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Date Range (Start)

Enter the beginning date for the range of dates to be included in the creation of the alternate key records. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

2. Enter the Date Range (End)

Enter the ending date for the range of dates to be included in the creation of the alternate key records. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

3. Click Save or press Enter

The alternate key records will be created.

See also:

- Creation of alternate key records by date range ***(on page 545)***

For more information about creating alternate keys for use with the Recalc Benefit Coverage/Contributions report (85-RPT).

Deleting alternate key records

Once alternate key records have been processed by the recalculation report, they should be deleted. To delete alternate key records, follow these steps:

1. Access the 85-RPT Alternate Key Deletion form (85QDEL)

Access this form by selecting Actions ▶ Enter Command from the menu, typing '85QDEL' in the Program text box, and clicking OK.

2. Enter the Report Scheduler Name

Enter the name of the Report Scheduler (or report group master) that was used to run the recalculation report.

3. Click Save or press Enter

The alternate key records will be deleted.

See also:

- Selective reporting for the Recalc Benefit Coverage/Contribution Report ***(on page 543)***

For more information about deleting alternate key records.

Copying benefits deduction changes to payroll

To copy benefits deduction changes to payroll, you use the HED Segment Changes Effective This Period report (8R-RPT). Complete the report schedule by entering the following report parameters:

Note: *This procedure assumes that you are proficient in setting up a report group, adding a report to it, and entering the report parameters.*

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help with any of these tasks.*

Completing the Guided Practice

To complete the Guided Practice, you will need to create a separate report group for the HED Segment Changes Effective This Period report (8R-RPT).

1. Enter the Pay Period End Date

All HED deduction amounts (Q5 segments) with an effective date less than or equal to this date will be written to payroll.

Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-12-1998' (US and Canada) or '12-03-1998' (elsewhere).

2. Enter the Pay Frequency Option

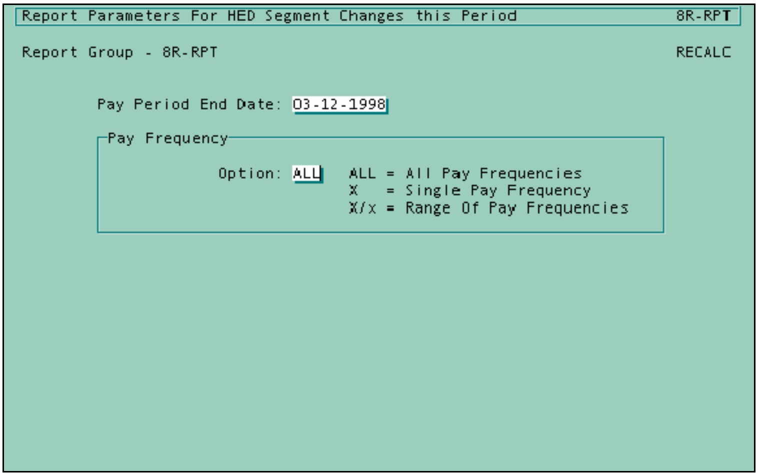
To calculate one pay frequency, type the frequency code in position 1; leave positions 2 and 3 blank. For example, type 1 to calculate frequency 1.

To calculate a range of frequency codes, type the low end of the range, followed by a slash (/), and then the high end of the range. For example, type 1/3 to calculate frequency codes 1, 2, and 3.

To calculate all pay frequencies, type ALL.

For practice, type 'ALL'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



3. Click Save or press Enter

The report parameters are saved.

For practice, click Save or press Enter. Then do the following:
1. Run the report.
2. Access the Deduction Information From Benefit Plans form (54-SCR) for employee 3023 and verify that the Posted to Payroll? indicator is set to 'Posted' for HEDs 510, 520, and 521.
3. Verify that Employee Earnings and Deductions forms (HH-SCR) have been created for employee 3023 and HEDs 510, 520, and 521.

See also:

- Update benefits accumulators ***(on page 547)***

For more information about ensuring that plan deductions are copied to payroll.

Updating benefits accumulators after a pay run

The Considered Earnings/Hours Update program (CONSID) is used to update deferred benefits eligibility accumulators. This program should be run as soon as possible after the Employee Database (Master File; Employee Database) has been rebuilt. The settings for running this program are as follows:

1. Run the Considered Earnings/Hours Update program (CONSID)

Run this program in batch as follows:

INPUT	FILE01 FILE02 FILE04 FILE11	System Control Repository (Control File) Employee Database (Master File) Control Record File Current Batch Master File
OUTPUT	FILE03	Audit/Message File
EXECUTE	CBSVB	

The control record on FILE04 has the following syntax:

In these positions	Enter	Description
23–28	CONSID	program name

2. Check the output

A successful run will produce a COMPLETED message in FILE03.

See also:

- Update benefits accumulators ***(on page 547)***

For more information about the Considered Earnings/Hours Update program (CONSID).

Updating deferred plan accumulators after a pay run

The Update Benefit Plan Balance Information program (BAXACT) is used to update deferred benefits accumulators. The settings for running this program are as follows:

1. Run the Update Benefit Plan Balance Information program [first pass]

The first pass of the Update Benefit Plan Balance Information program (BAXACT) generates a file of deferred plan accumulation transactions in Batch Layout Facility (BATCHL) format. These transactions reflect the current History and Labor information read from the Batch Master File.

Run this program in batch as follows:

INPUT	FILE01 FILE02 FILE04 FILE11	System Control Repository (Control File) Employee Database (Master File) Control Record File Current Batch Master File
OUTPUT	FILE03 FILE10	Audit/Message File HRMS Benefit Transaction Records
EXECUTE	CBSVB	

The control record on FILE04 has the following syntax:

In these positions	Enter	Description
23–28	BAXACT	program name

2. Run the Update Benefit Plan Balance Information program [second pass]

The second pass of Update Benefit Plan Balance Information program (BAXACT) applies the deferred plan accumulation Batch Layout Facility (BATCHL) transactions to the Employee Database. FILE10 (HRMS Benefit Transactions Records) from the first pass is renamed to FILE04 (Control Record File) in the second pass.

Run this program in batch as follows:

INPUT	FILE01 FILE02 FILE04	System Control Repository (Control File) Employee Database (Master File) HRMS Benefit Transaction Records
OUTPUT	FILE03	Audit/Message File
EXECUTE	CBSVB	

3. Check the output

A successful run will produce a COMPLETED message in FILE03.

See also:

- Update benefits accumulators ***(on page 547)***

For more information about the Update Benefits Plan Balance Information program (BAXACT).

Extended Practice

Note: You must have completed the Extended Practices in the prior chapters to guarantee the successful completion of the Extended Practice that follows.

1. Give employee 1616, Daniel M Anderson, a merit increase. Enter a new Annual Salary of '31699.27' effective 04-01-1998 (US and Canada) or 01-04-1998 (elsewhere). Use a Separator of '1st Occurrence' and a Type Of Change of 'Increase-Merit'.
2. Run the Recalc Benefit Coverage/Contributions report (85-RPT) for employee changes. Run the report for all pay frequencies with an effective and last pay period date of 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere). Select welfare plans with employee update.
3. Using the Recalc Benefit Coverage/Contributions report (85-RPT), verify that the prior and new deduction amounts are accurately reflected for employee 1616.
4. Access the Deduction Information From Benefit Plans form (54-SCR) for employee 1616, and verify that a new form has been created effective 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere).
5. Access the Plan Coverage Amount Entry form (53-SCR) for employee 1616, and verify that a new form has been created effective 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere).
6. Run the HED Segment Changes Effective This Period report (8R-RPT) for the pay period ending 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere) for all pay frequencies.
7. Access the Deduction Information From Benefit Plans form (54-SCR) for employee 1616 and verify that the Posted to Payroll? indicator is set to 'Posted' for HED 511.
8. Verify that Employee Earnings and Deductions forms (HH-SCR) have been created for employee 1616 and HED 511.

Review of Questions Answered

1. What interactions occur between benefits and payroll processing?

2. What is the purpose of the Recalc Benefit Coverage/Contributions report (85-RPT) and what options are available for running it?

3. What is the advantage of creating alternate key records for use with the recalculation report and what options are available to create them?

4. What is the purpose of the HED Segment Changes Effective This Period report (8R-RPT) and when should it be run?

5. What is the purpose of the Considered Earnings/Hours Update program (CONSID) and when should it be run?

6. What is the purpose of the Update Benefit Plan Balance Information program (BAXACT) and when should it be run?

CHAPTER 15

Maintaining and Deactivating Plans

In This Chapter

Introduction

Organizational changes can affect your benefits plans. Using some of the same techniques that were available for the implementation of Benefits Administration, you can plan ahead for these changes in policy or procedure and ensure a seamless and successful changeover to a new contribution, coverage, or benefits provider.

Review this section carefully to determine how to effectively modify Benefits Administration to accommodate your evolving organization.

Tasks

This section explains the following:

- Modifying a benefits plan
- Identifying employees for de-enrollment from an obsolete plan
- De-enrolling an employee from an obsolete plan
- Copying deduction changes to Payroll
- Deactivating a benefits plan

Prerequisites

Before you can update or deactivate a benefits plan, the following must be established in:

- Organizations
- Employees
- Benefits plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Employee enrollments

☞ *Refer to the '***Enrollment** *(on page 279)' section for more information on enrolling employees in benefits plans.*

Questions answered

The following questions are answered in this section:

1. What organizational changes could result in benefits plan changes?
2. What considerations should be reviewed before you apply benefits plan changes?
3. What tasks must be completed to deactivate a benefits plan?

The effect of organizational changes on benefits plans

In addition to the benefits plan premium changes that you might expect from time to time, you may have organizational changes that can affect benefits plans.

Benefits plans may be affected by organizational and policy changes such as the event examples in the following list:

- Change in benefits plan provider
- Company acquisition/merger
- Policy change in breaks-in-service
- Addition of a union
- Policy changes in part-time employee benefits
- Company match changes
- Change in the plan year start date
- Federal mandates such as maximums for thrift/savings plans
- Change in service method calculation
- Policy change in credited service calculations
- Changes in investment fund choices
- Payroll changes in deduction schedule
- Policy changes in short or long-term disability
- Vesting schedule policy changes

Depending on the event that has occurred in your organization, your benefits plans may be affected dramatically, requiring the complete replacement of your current plans. Alternatively, you may only have to modify the eligibility, contribution, or coverage information that exists in current plans.

Based on the information to be changed, you will use one or more of the following forms to record the new values:

- Basic plan rules—Benefit Plan Rules form (TK-SCR)
- Eligibility—Benefit Plan Eligibility Rules form (TL-SCR)
- Coverage or contribution—Coverage And Contribution Factors form (TM-SCR)
- Contribution HED—Benefit Plan Prototype Contribution HED form (TS-SCR)
- Option elected—Option/Resulting Plan Status Rules form (TTOSCR)
- Separation activity—Activity/Resulting Plan Status Rules form (TTASCR)
- Participation rules—Benefits Participation Rules Table form (TN-SCR)
- Breaks-in-service—Benefits Plan Breaks-In-Service Rules form (TU-SCR)
- Retirement rules—Benefits Retirement Dates Rules Table form (TJ-SCR)
- Flex master plan rules—Flex Benefits Master Plan Rules form (TKFSCR)
- Flex plan credit calculations—Flex Plan Credits Calculation form (FCCSCR)
- Flex plan components—Flex Master/Group Plan Components form (TP-SCR)

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53),* **Setting Up Deferred Plans** *(on page 111), and* **Setting Up Flex Plans** *(on page 173) for information on setting up and modifying benefits plans.*

Benefits plan changes

As you analyze the additions or changes that have to be made to your benefits plans, several considerations should be reviewed before you proceed with the modifications.

Implementation guidelines

Not all organization changes will result in changes to your benefits plans. However, revised policies that affect benefits plans will require that you follow some or all of the same implementation steps you used to initially set up Benefits Administration.

As an example of some of the tasks that were used in the initial implementation, the following list contains items that may need to be repeated for the proposed plan changes:

- Write conversion programs to batch load data.
- Set up environments: development, test, production, and so forth.
- Develop a procedure manual for day-to-day activities.
- Add employee benefits test data.
- Test tables.
- Execute test runs.
- Test the payroll interface.

Review the detail of the Benefits Administration Solution implementation plan and make sure that you perform the appropriate tasks to achieve a successful change in benefits plans setup and administration.

☞ *Refer to* **Implementing Benefits Administration** *(on page 31) for more information on implementation tasks.*

When to make the changes

Some organizational changes may have an immediate effect on benefits plans, while others can be implemented at the start of the next benefits plan year. For example, you may need to make immediate changes to your benefits plans when a company acquisition occurs or there is a change in the payroll deduction frequency. Other policies, such as vesting schedule changes or part-time employees benefits changes, could be timed to coincide with the start of the next benefits plan year.

If you make changes to existing plans, the tables containing the changed values must show the effective date of the changes. This allows you to maintain a plan history so that you can review plan information at any point in time and track changes that have occurred.

See also:

- **Modifying a benefits plan** ***(on page 571)***

For detailed directions on modifying a benefits plan.

New plans and changed plans

If you change to a new benefits provider or add a new type of coverage, you will need to add benefits plans to the Benefits Administration Solution. This requires the setup of new tables that will become effective at a future date. You will then have to enroll employees into the new plans.

Note: *If you are using eCyborg Interactive Benefits, and you add new plans in Benefits Administration or deactivate flex master component plans, you must perform administrative tasks in eCyborg Interactive Benefits to make this information available to eCyborg Interactive Benefits users.*

You may also need to de-enroll employees who are participating in obsolete plans and deactivate any plans that are being replaced. De-enrolling an employee from an obsolete plan prevents further deductions from being processed. You have the option to submit large volumes of enrollments and de-enrollments as a batch process.

If you modify existing plans to accommodate eligibility, contribution, or coverage changes, you will need to change the value(s) and indicate the effective date of the change on the appropriate table. When you change information on tables, you only need to change the specific table that contains the change(s). For example, if there is a plan premium change, you would complete a Coverage and Contribution Factors form (TM-SCR) and enter the effective date of the change. Only those tables that have changed need to be updated.

New hires enrolled after the effective date of the plan change(s) will be covered by the new plan rules. Employees currently enrolled in a plan can change their enrollments if any plan or plan option has a significant change in coverage or cost. When the Recalc Benefit Coverage/Contributions report (85-RPT) is processed for plan changes for the new effective date, the report will indicate currently enrolled employees affected by any change(s). If this report indicates that an employee is no longer eligible for a plan because of the plan changes, you will need to process a deenrollment for that employee.

Processing the HED Segment Changes Effective This Period report (8R-RPT) will copy any contribution changes to payroll.

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for information about de-enrollment.*

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for information about recalculation reports.*

Apply the Concept
Describe how you can control when a minor change to a plan becomes effective and its impact on new and existing employees.

Plan testing

New plans can be established in Benefits Administration and dated to be effective at some future date. However, in order to test these plans prior to making them effective, you need to set them up in a test environment and complete one or more full cycles of enrollment, recalculation, and reporting. Copy your plans to a production environment only when the plans have been tested and approved in a test environment.

You need to follow the same rules in your test environment as you would in an implementation. If you want the Pending Plan Enrollment/De-enrollment form (90-SCR) to perform eligibility checking correctly, the initial set of plan tables must have an effective date that is early enough to cover the original hire date of the first employee in your organization.

If your policy changes result in minor changes to existing benefits plans, you can prevent processing errors by testing your changes in a separate environment before you implement them. Make sure that you process a full cycle of enrollment and recalculation, followed by generating reports that can be reviewed for errors.

☞ *Refer to* **Implementing Benefits Administration** *(on page 31) for information on setting up and using test environments.*

The benefits plan deactivation process

If your organizational changes result in the need to replace one or more benefits plans, you will need to deactivate obsolete plans that will no longer be used. Prior to deactivating a plan, you must identify and de-enroll all employees currently enrolled in the plan(s).

Identifying employees for de-enrollment

To identify the employees who are enrolled in each obsolete plan, you may process the Plan Premium Statements report (4I-RPT). Report parameters allow you to specify the as-of date and the benefits plan(s) to be included in the report. Use this report as a working document from which to process plan de-enrollments for employees currently enrolled in the obsolete plan.

See also:

- Identifying employees for de-enrollment from an obsolete plan ***(on page 572)***

For detailed directions on identifying employees for de-enrollment from an obsolete plan.

Plan de-enrollment

Plan de-enrollments can be recorded on the same forms that were used to enroll the employee in a benefits plan:

- Welfare plan—Welfare Plan Enrollments/Changes form (55-SCR)
- Deferred plan—Deferred Plan Enrollments/Changes form (64-SCR)
- Flex plan—Flex Benefit Enrollments/Changes (55FSCR)

You may process the appropriate form for each employee online or submit a large volume of de-enrollments using the batch loading process.

☞ *Refer to* **Batch Loading of Benefits Forms** *(on page 917) for batch loading information.*

When you de-enroll an employee from an obsolete plan, the company and employee contributions are inactivated. You do not have to make a separate entry to stop the deductions—de-enrolling the employee performs that function when the 'Shutoff/Deenroll' or 'Waived' option is used.

Processing the HED Segment Changes This Period report (8R-RPT) copies the deduction information to payroll and prevents further plan deductions from occurring.

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for information on de-enrolling employees.*

See also:

- De-enrolling an employee from an obsolete plan ***(on page 573)***

For detailed directions on de-enrolling an employee from an obsolete plan.

- Copying deduction changes to Payroll ***(on page 573)***

For detailed directions on copying deduction changes to Payroll.

Apply the Concept
If you have to deactivate a plan, what tool will you use to identify employees that must be de-enrolled from the plan?

Plan deactivation

After you have processed all the plan de-enrollments, you may deactivate welfare, deferred, and flex plans using the Benefit Plan Rules form (TK-SCR) for each plan. You will need to enter a new effective date for the table and change the plan class to 'inactive'.

Deactivating a plan does not remove it from the file. It remains on the file for historic purposes. Deactivating an obsolete plan prohibits future employee enrollment in that plan. Benefits Administration will not allow employee enrollment in any plan that is inactive.

See also:

- Deactivating a benefits plan ***(on page 574)***

For detailed directions on deactivating a benefits plan.

Apply the Concept
If you have to deactivate a plan, what things will you consider when determining whether to manually de-enroll employees or submit the de-enrollments using the batch loading process?

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

Not all of the tasks in the Detailed Directions for this chapter require a Guided Practice since the tasks were included in prior chapters. In the Guided Practice for the task 'Deactivating a benefits plan' you will deactivate welfare plan 604.

It is not necessary to complete the Guided Practice in the prior chapters to guarantee the successful completion of the Guided Practice that follows.

Modifying a benefits plan

In this task, you identify the changes to be made to each benefits plan and then access each table record affected. Make the appropriate changes to each table record and process the entry. You then process two reports that will apply the plan changes to employee records and copy contribution changes to Payroll.

1. Access the benefits table record to be changed

Access the appropriate benefits plan table record for the plan change:

- Basic plan rules—Benefit Plan Rules form (TK-SCR)
- Eligibility—Benefit Plan Eligibility Rules form (TL-SCR)
- Coverage or contribution—Coverage And Contribution Factors form (TM-SCR)
- Contribution HED—Benefit Plan Prototype Contribution HED form (TS-SCR)
- Option elected—Option/Resulting Plan Status Rules form (TTOSCR)
- Separation activity—Activity/Resulting Plan Status Rules form (TTASCR)
- Participation rules—Benefits Participation Rules Table form (TN-SCR)
- Breaks-in-service—Benefits Plan Breaks-In-Service Rules form (TU-SCR)
- Retirement rules—Benefits Retirement Dates Rules Table form (TJ-SCR)
- Flex master plan rules—Flex Benefits Master Plan Rules form (TKFSCR)
- Flex plan credit calculations—Flex Plan Credits Calculation form (FCCSCR)
- Flex plan components—Flex Master/Group Plan Components form (TP-SCR)

2. Enter the Effective Date

Type the date on which the change is effective.

3. Enter the changed information

Select or type an entry to replace the prior entry.

4. Process the entry

Click Save or press Enter to process the entry.

A new table record is created and the following message is displayed:

'—New table entry has been established—'.

5. Process the Recalc Benefit Coverage/Contributions report (85-RPT)

Process this report when any change has been made to the benefits tables that affects eligibility or the calculation of employee or company contributions. Use the report parameters to specify the plan to be recalculated and the effective date of the change.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

6. Process the HED Segment Changes Effective This Period report (8R-RPT)

Process this report to copy any contribution changes to Payroll.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information about the Recalc Benefit Coverage/Contributions report (85-RPT) and the HED Segment Changes Effective This Period report (8R-RPT).*

Identifying employees for de-enrollment from an obsolete plan

Prior to de-enrolling employees from an obsolete plan, you may produce a listing of employees and the plans from which they need to be de-enrolled. You may then use the report as a checklist from which to process the de-enrollments.

1. Process the Plan Premium Statements report (4I-RPT)

Process this report to produce a listing of all employees who must be de-enrolled from obsolete plans. Use the report parameters to specify the as-of date and the plan(s) to be included in the report.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

2. Review the report to determine which employees must be de-enrolled due to plan deactivation

Use this report as a working document from which to process plan de-enrollments for employees currently enrolled in the obsolete plan(s).

De-enrolling an employee from an obsolete plan

You may record plan de-enrollment on the same form on which enrollments, plan cost/coverage changes, and life status changes are recorded.

Note: *De-enrollments for large numbers of employees can also be submitted through the batch loading process.*

1. Access the benefits plan enrollment form

Access the appropriate enrollment form to de-enroll the employee:

- Welfare plan de-enrollment—Welfare Plan Enrollments/Changes form (55-SCR)
- Deferred plan de-enrollment—Deferred Plan Enrollments/Changes form (64-SCR)
- Flex plan de-enrollment—Flex Benefit Enrollments/Changes form (55FSCR)

2. Enter the Plan ID

Type the Plan ID for which the de-enrollment is to be processed.

3. Enter the Effective Date

Type the date on which the de-enrollment is effective.

4. Select the de-enrollment option

Select the de-enrollment option from the Option (welfare/deferred plans) or Enroll/Change Type (flex plans) list box.

5. Process the entry

Click Save or press Enter to process the entry.

☞ *Refer to* **Maintaining Employee Benefits Information** *(on page 411) for more information about de-enrolling employees from welfare, deferred, and flex plans.*

Copying deduction changes to Payroll

To ensure that plan contributions are no longer deducted through the payroll function, you must process the report that will copy the contribution HED changes to Payroll.

Process the HED Segment Changes Effective This Period report (8R-RPT)

Process this report to copy any contribution changes to Payroll.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information about the HED Segment Changes Effective This Period report (8R-RPT).*

Deactivating a benefits plan

To deactivate a benefits plan using the Benefit Plan Rules form (TK-SCR), follow these steps:

1. Access the Benefit Plan Rules form (TK-SCR)

Access this form by making the following selections from the Navigator:

Component:	Benefit Plan Setup and Maintenance
Process:	Welfare Plans
Task:	Plan Name and Basic Rules

Note: *If the form is not already displaying the record you wish to access, click the Selections button on the toolbar. Select the occurrence you want to display.*

For practice, access the Benefit Plan Rules form (TK-SCR) for Organization 999999 for plan 604.

2. Enter the Effective Date

Type a date that reflects the day on which the plan will be considered inactive and will no longer allow enrollments.

For practice, type a date that represents October 1 (US and Canada) or 1 October (elsewhere) of the current year, for example, '10-01-1998' (US and Canada) or '01-10-1998' (elsewhere).

3. Enter the Class

Select 'Inactive Plan' from the drop-down list. Options for this list are provided by the Plan Class option list (BA17).

For practice, select 'Inactive Plan'.

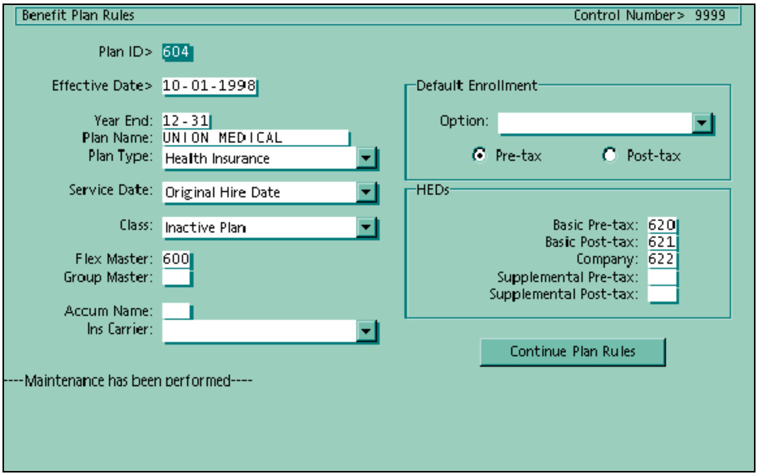
4. Click Save or press Enter

A new Benefit Plan Rules form (TK-SCR) is created, displaying the inactive status of the plan, and the following message is displayed:

'—New table entry has been established—'.

For practice, click OK.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Benefit Plan Rules
Control Number> 9999
Plan ID> 604
Effective Date> 10-01-1998
Year End: 12-31
Plan Name: UNION MEDICAL
Plan Type: Health Insurance
Service Date: Original Hire Date
Class: Inactive Plan
Flex Master: 600
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax: 620
Basic Post-tax: 621
Company: 622
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----Maintenance has been performed----

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53),* **Setting Up Deferred Plans** *(on page 111), and* **Setting Up Flex Plans** *(on page 173) for information about the Benefit Plan Rules form (TK-SCR).*

Review of Questions Answered

1. What organizational changes could result in benefits plan changes?

2. What considerations should be reviewed before you apply benefits plan changes?

3. What tasks must be completed to deactivate a benefits plan?

CHAPTER 16

Monitoring and Costing Plans

In This Chapter

Introduction

Benefits Administration provides capabilities for you to monitor benefits plan participation for compliance purposes and to ensure that your organization is providing employees with the right mix of benefits. In addition, it provides capabilities for you to project future costs for benefits plans.

Tasks

This chapter explains the following:

- Setting up future benefits plan costs
- Updating current enrollee costs
- Projecting monthly and annual plan costs
- Identifying plans for nondiscrimination testing
- Identifying highly-paid employees
- Recording average deferral percentage ratios
- Viewing balance information for flexible spending accounts
- Recording claims for flexible spending accounts

Prerequisites

Before you can monitor and cost your benefits plans, you must set up the following in:

- Organizations
- Employees
- Benefits plans

☞ *Refer to the '***Plan Design** *(on page 29)' section for more information on setting up benefits plans.*

- Employee enrollments

☞ *Refer to the '***Enrollment** *(on page 279)' section for more information on enrolling employees in benefits plans.*

Questions answered

The following questions are answered in this chapter:

1. What tools are available in Benefits Administration for monitoring regulatory compliance?
2. How can the current flexible benefits plan information be used to generate a trend analysis of option selections?
3. What method is available for determining the future cost of benefits plans?

Compliance

Benefits Administration can help you with compliance issues. Once you have defined the requirements for the tests, you can process reports against the information available on the Employee Database. Organizations world wide can benefit from an analysis of who is getting benefits.

For example, in the United States, the identification of highly-paid employees is defined in its legislation and applies to all compliance, nondiscrimination, and coverage testing programs.

Another example in the United States is the calculation of the average deferral percentage by contribution type for each plan in which an employee is enrolled.

Benefits Administration provides much of the information needed for a benefits statement. In the Flexible Benefits area, the Flexible Benefit Plan Personal Information report (4P-RPT) and the Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) contain the components for a benefits statement. These reports can be modified to include workers compensation and employer tax information as well.

The following chart lists a sampling of reports that you can use to monitor plan participation and fill compliance reporting needs:

Report	Use this report to:
Deferred Plan Register (4J-RPT)	Analyze employee deferred plan participation by plan.
Dependent Listing for Plan ID:xxx (4D-RPT)	Verify benefit coverage eligibility, track covered dependents by plan, and coordinate benefit payments.
Flexible Benefit Plan Enrollment Confirmation (4X-RPT)	Verify component plans selected by employees, along with the associated plan options and costs.
Plan Beneficiary Listing (4C-RPT)	Analyze plan beneficiary information and track incomplete beneficiary records.
Plan Participation Register (4B-RPT)	Monitor employee plan participation and verify employee plan data.
Plan Premium Statements (4I-RPT)	Analyze plan costs and prepare a final premium summary for insurance carriers.
Welfare Benefits Register (4A-RPT)	Monitor employee welfare plan participation and verify employee plan data.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for samples of these reports and the parameters used to define them.*

You may modify these reports to fit your particular needs. In addition, you may find it helpful to create customized reports for special requirements. Review the options available in Solution View that can make customized compliance reporting easier.

Apply the Concept

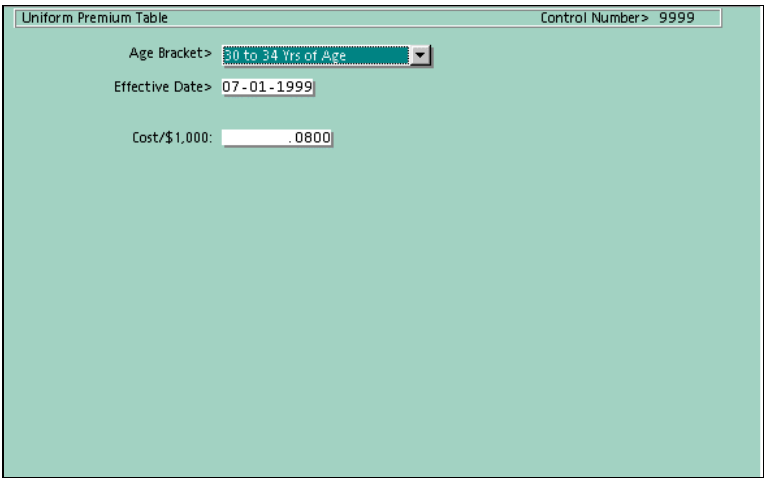
What processes will you have for monitoring benefits compliance?

Imputed income

Employers are required by Section 79 of the Internal Revenue Code to calculate an employee's taxable amount of imputed income from Group Term Life Insurance coverage in excess of 50,000. Benefits Administration provides the tools needed by employers to fulfill this obligation.

The Taxable Group Term Life Insurance Coverage Over $50,000 report (86-RPT) can be run to calculate taxable imputed income. The calculation is based on the employee's coverage amounts for the plan(s) specified on the Report Parameters for Group Insurance Over 50,000 Taxable form and the 'uniform premiums' prescribed in the I.R.C. Section 79(d) table. Contribution amounts are calculated using the appropriate Benefits Administration tables. You can view the current uniform premium rates by accessing the Uniform Premium Table form (TRSSCR). The rates on this table are maintained by Cyborg and should not be modified. Contribution amounts are calculated using the appropriate Benefits Administration tables.

In the following example, the current uniform premium rate for the age bracket 30 to 34 years old is displayed on the Uniform Premium Table form (TRSSCR).



Both basic and supplemental group term life insurance plans provided by the employer must be aggregated before calculations are performed. The amount of the employee contribution for both plans is used as an offset to create the HED that will be used in the Payroll process. Both the basic and supplemental plan IDs can be specified on the Report Parameters form for the Taxable Group Term Life Insurance Coverage Over $50,000 report. The taxable amount of imputed income is then calculated on both insurance types in a single Payroll run.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for a sample of the Taxable Group Term Life Insurance Coverage Over $50,000 report (86-RPT) and the parameters used to define it.*

Dependent group term life insurance

As with employee coverage in group term life insurance plans, taxable imputed income must also be calculated for spousal and dependent coverage. In accordance with Section 79 of the Internal Revenue Code, the taxable amount of imputed income to be calculated for dependents is coverage in excess of 2,000.00. The Dependent Life Insurance Taxable report (86DRPT) is provided to complete this calculation.

The Dependent Life Insurance Taxable report (86DRPT) calculates taxable income using the coverage and contribution amounts for the plan(s) specified on the Report Parameters for Dependent Life Insurance Taxable form and the 'uniform premiums' prescribed in I.R.C. Section 79(d) table. You can view the current uniform premium rates by accessing the Uniform Premium Table form (TRSSCR). The rates on this table are maintained by Cyborg and should not be modified. Contribution amounts are calculated using the appropriate Benefits Administration tables.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for a sample of the Dependent Life Insurance Taxable report (86DRPT) and the parameters used to define it.*

Excess contributions

Most thrift savings plans limit the amount of pre-tax dollars that a participant can contribute each year. The 401(k) Excess Contributions report (2I-RPT) is provided to identify the employees who are enrolled in the plan and have contributed more than the allowable amount of pre-tax dollars for the year.

☞ *Refer to the* **Report Quick Reference** *(on page 615) for a sample of the 401(k) Excess Contributions report and the parameters used to define it.*

Nondiscrimination testing

For a defined contribution plan to be qualified, the contributions under the plan must be nondiscriminatory. To satisfy this requirement, the plan must meet an actual deferral percentage (ADP) test by the close of each plan year. Actual deferral percentage is the percentage of each eligible employee's salary that is deferred into the plan. If a plan fails nondiscrimination testing, it loses its tax advantages. Employees will be taxed on their pre-tax contributions, and companies will have to pay taxes on the company contributions.

In preparation for completing nondiscrimination testing, you must identify which plans should be tested for nondiscrimination. This is accomplished in two steps. First, the Nondiscrimination Test Component Plans form (TV-SCR) must be completed, which identifies the plans to be tested. Second, the Identification of Excludable Employees Report (2A-RPT) must be run to identify the highly-paid employees who will be included in the nondiscrimination testing process.

The next step in applying the ADP test is to determine the actual deferral percentage for each eligible employee. This is done by dividing the amount of an employee's elective deferrals (contributions) by the amount of the employee's compensation. You may run the Nondiscrimination Earnings Update Report (2B-RPT) to complete this process. This report updates earnings on the Components of Highly-Paid Definition form (51-SCR), and calculates the ADP, which displays on the Average Deferral Percentage Ratios form (52-SCR). The employee's pre-tax and post-tax contributions, and the company contribution fields are populated by the Nondiscrimination Earnings Update Report (2B-RPT). As an alternative to running the Nondiscrimination Earnings Update Report (2B-RPT), these forms can be completed manually. You may also access these forms to modify the results of the report.

The final step in determining whether a plan is nondiscriminatory is to divide the eligible employees into two groups—the highly compensated employees and all other eligible employees (the non-highly compensated employees). For each of these groups, the individual actual deferral percentage for each employee is computed and the group average is found. If the average ADP for the highly compensated employees does not exceed the average ADP for the non-highly compensated employees by more than the allowable percentages, the test is satisfied for the year. This distinction is completed by the Determination of Highly-Paid Employees Report (2D-RPT).

☞ *Refer to the* **Report Quick Reference** *(on page 615) for sample Nondiscrimination Testing reports.*

See also:

- Identifying plans for nondiscrimination testing ***(on page 598)***
For detailed directions on identifying plans for nondiscrimination testing.

- Identifying highly-paid employees ***(on page 600)***
For detailed directions on identifying highly-paid employees.

- Recording average deferral percentage ratios ***(on page 604)***
For detailed directions on recording average deferral percentage ratios.

Flexible spending accounts

The Benefits Administration Solution enables you to keep track of reimbursements made to employees from flexible spending accounts, as well as balances remaining in those accounts. The FSA Claims form (56-SCR) is used to enter claims and reimbursements, and the FSA Balance form (57-SCR) is used to monitor current FSA balances.

A flexible spending account (FSA) allows participants to contribute pretax income to fund the cost of any expense covered by the plan. The two most popular types of FSAs are a medical expense account, to reimburse an employee for medical expenses not covered by a health plan, and a dependent expense reimbursement plan. These accounts are subject to special Internal Revenue Code rules and limits to maintain their tax-free status

FSAs can be part of a Benefits program or a Flexible Benefits program. With either option, each employee either enrolls in or waives these plans using the Welfare Plan Enrollments/Changes form (55-SCR).

Enrolling employees

Enrolling employees into a flexible spending account plan during open enrollment is handled in the same manner as any other welfare plan. Mid-year enrollment and life status changes, however, must be properly handled so that the employee's contribution is calculated correctly.

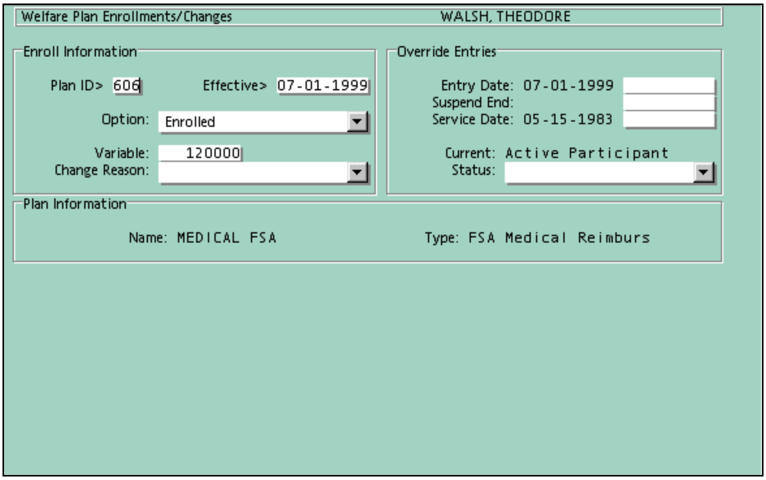
The Contribution Rule list box (option list BA31) on the Coverage And Contribution Factors form (TM-SCR) is used to determine how the contribution is calculated. The FSA Status/Pro-rate option (E8) is provided to calculate contribution amounts for flexible spending accounts. This code allows the system to pro-rate the contribution amount in the case of a mid-year enrollment or life status change, which is displayed on the Deduction Information From Benefit Plans form (54-SCR). The FSA plan must be based on a calendar year coincident with payroll processing pay periods. If this option is used, the following forms will be updated automatically for mid-year enrollments and life status changes:

- Plan Coverage Amount Entry (53-SCR)
- Deduction Information From Benefit Plans (54-SCR)
- FSA Balance (57-SCR)

Note: *No future-dated enrollments are allowed if this option is elected. All enrollments in the FSA plan must be completed during the payroll period in which the first deduction will occur.*

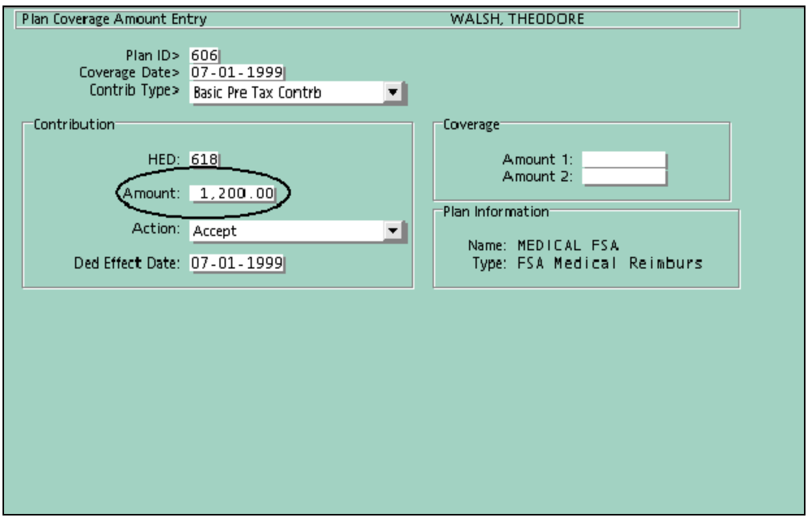
Note: *HR-only organizations need to manually adjust the figures on the Deduction Information From Benefit Plans form (54-SCR) for life status changes.*

In the following example, employee 3002, Theodore Walsh, who is paid monthly, enrolls in Plan 606, the company's medical expense account plan, on July 1, 1999 with an annual contribution of 1,200.00. Notice that the *annual* contribution amount is entered in the Variable text box.

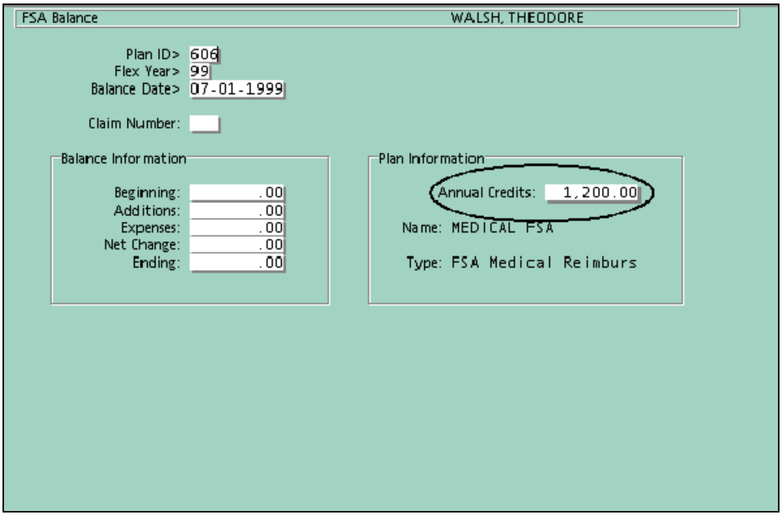


Once the Welfare Plan Enrollment/Changes form (55-SCR) is entered, the Plan Coverage Amount Entry (53-SCR), FSA Balance (57-SCR), and the Deduction Information From Benefit Plans (54-SCR) forms are automatically populated.

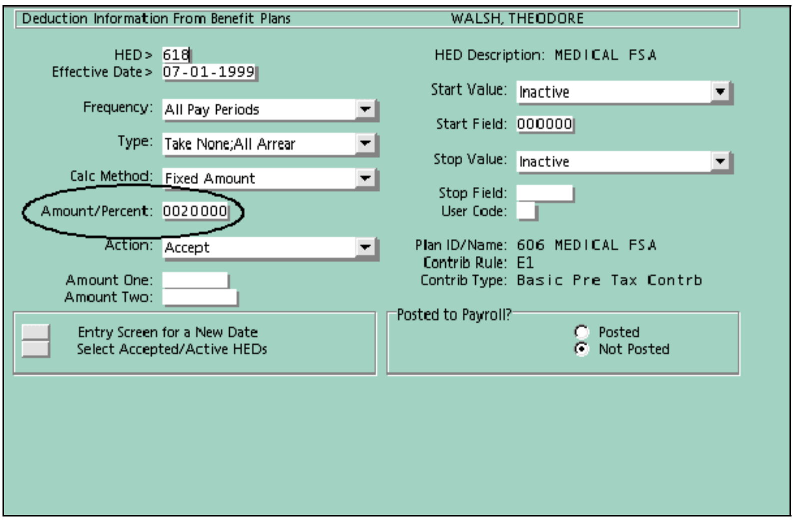
In the following example, notice that the *annual* contribution amount of 1,200.00 displays on the Plan Coverage Amount Entry form (53-SCR).



In the following example, notice that the *annual* contribution amount of 1,200.00 displays on the FSA Balance form (57-SCR).



In the following example, notice that the *per paycheck* contribution amount of 200.00 displays on the Deduction Information From Benefit Plans form (54-SCR). Walsh entered into the plan in July, with only 6 months to contribute. His annual contribution is 1,200.00, and therefore the resulting per paycheck contribution is 200.00.



In order for the system to perform the calculation correctly, several factors must be met. Cyborg suggests that the flexible spending account plan is set up with the following conditions:

- 'Annual Amount' is selected for the Result Freq(uency) list box and 'FSA Status/Pro Rate' is selected for the Contribution Rule list box on the Coverage And Contribution Factors form (TM-SCR) and '12-31' (December 31) is entered for the Year End text box on the Benefit Plan Rules form (TK-SCR)
- One of the following options is selected for the Frequency list box on the Benefit Plan Prototype Contribution HED form (TS-SCR):
  - All Pay Periods
  - All-Even Ded(uction) Cycle 9
- The current pay period's number for the year is entered in the Period Number text box on the Company Pay Frequencies form (AJ-SCR)

See also:

- Setting up future benefits plan costs ***(on page 597)***

For detailed directions on setting up future benefits plan costs.

Balancing accounts

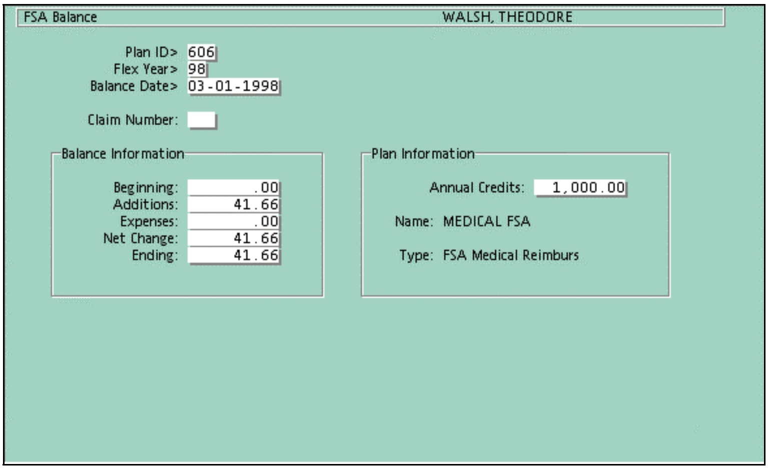
The FSA Balance form (57-SCR) is used to record a flexible spending account's balance information. The system tracks the running balance in the account as additions are made (through payroll deductions) and claims are submitted for reimbursement. The latest account balance always displays; however, all balance records for a plan year are on file and accessible.

The FSA Balance form (57-SCR) interacts extensively with the FSA Claims form (56-SCR), the Update Benefit Plan Balance program (BAXACT), the Update Pending Claim Amounts report (83BRPT) and the Welfare Plan Enrollments/Changes form (55-SCR). The following table explains in detail how these components interact with the FSA Balance form (57-SCR):

Component	Interaction with FSA Balance form
FSA Claims form (56-SCR)	When a claim is processed, the Claim Number text box is automatically updated with the identifying number from the FSA Claims form (56-SCR). Do not enter this text box manually. The Expenses text box displays the claim amount payable when an FSA Claims form (56-SCR) is established.
Update Benefit Plan Balance program (BAXACT)	The Additions text box displays the employee's contributions and is updated by the Update Benefit Plan Balance program(BAXACT).

Component	Interaction with FSA Balance form
Update Pending Claim Amounts report (83BRPT)	The Expenses text box displays a pending amount identified by the Update Pending Claim Amounts report (83BRPT).
Welfare Plan Enrollment/Changes form (55-SCR)	The Annual Credits text box is automatically completed using the amount entered in the Variable Factor text box of the Welfare Plan Enrollments/Changes form (55-SCR).

In the following example, employee 3002, Theodore Walsh, has been enrolled in Plan 606, the company's medical expense account plan, with an annual contribution amount of 1,000.00. To date, his contributions total 41.66.



Viewing account balance history

View the FSA Balance form (57-SCR) to see the total balances of flexible spending accounts recorded for a specified plan year. After you enter the FSA Plan ID and the Plan Year, a second form displays with the account activity and corresponding balances.

Note: *If you are using eCyborg Interactive Benefits, information from the FSA Balance form (57-SCR) is displayed to users when they select FSA Balances.*

During the first benefit year in which your organization installs eCyborg Interactive Workforce, employees will not be able to view flexible spending account (FSA) balances for the previous benefit year on online. After the first year, eCyborg Interactive Workforce will display balances for FSA accounts form the previous year until the cutoff date for submitting FSA claims.

See also:

- Viewing balance information for flexible spending accounts ***(on page 606)***

For detailed directions on viewing balance information for flexible spending accounts.

Recording claims and reimbursements

Record FSA claims using the FSA Claims form (56-SCR). Each time a claim is recorded on the FSA Claims form (56-SCR), the balance is updated and the current amount displays on the FSA Balance form (57-SCR). A current balance is always available online for each FSA because additions to the account are recorded when they are deducted from the employee's pay, and claims are recorded when you post them to be paid.

See also:

- Recording claims for flexible spending accounts ***(on page 607)***

For detailed directions on recording claims for flexible spending accounts.

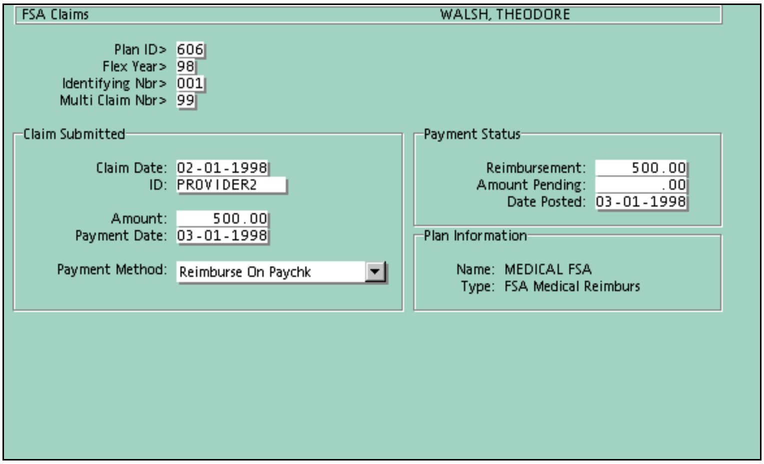
Reimbursement rules

Participants in a medical expense account can be reimbursed for uncovered medical costs, up to the annual amount elected, at any time during the plan year, regardless of the employee contribution to-date balance. Any balance remaining in an employee's medical FSA at the end of the year is forfeited.

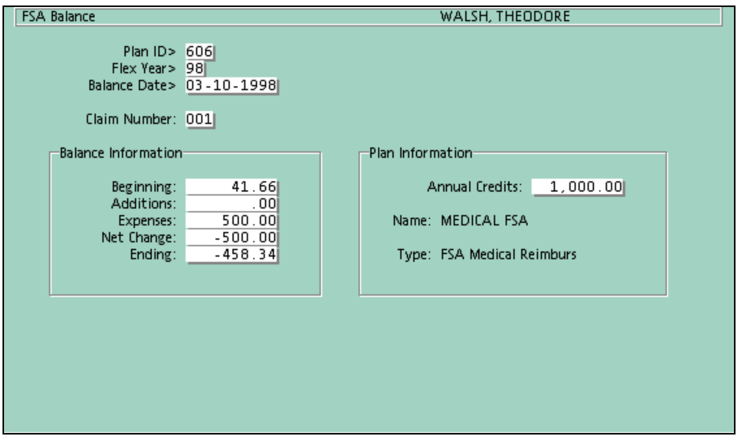
Participants in a dependent expense reimbursement plan can be reimbursed for eligible dependent care expenses up to the current year-to-date balance only. Reimbursements based on contributions that will be made by the employee later in the plan year are not allowed. Like a medical expense account, any balance remaining in a dependent expense reimbursement FSA at the end of the year is forfeited.

an in-depth analysis of the account balance and prior claims is performed when a claim is entered to determine if the entire claim, or any portion thereof, can be paid. If the FSA account does not allow a negative balance, the amount of the claim that exceeds the account balance will be placed in pending.

In the next example, a 500.00 reimbursement claim for Walsh is submitted on February 1 for his medical expense account. The payment is to be made as a reimbursement on Walsh's March 1 paycheck.



By looking at the FSA Balance form (57-SCR) for Walsh, you can see that because he had contributed only 41.66 at the time of the claim, his account has a negative ending balance of -458.34. This is the amount that will be deducted incrementally as Walsh makes additional contributions to the account through the remainder of the year.



Claim IDs

The Identifying Nbr text box and the Multi Claim Nbr text box are used to chronologically organize the claims recorded for each employee.

- The Identifying Nbr text box is a three-position number to be sequentially assigned to claims as they are made. Begin these numbers with 001 and increment the value each time a new claim is recorded, or begin with 999 and decrement the number for each new claim.

- The Multi Claim Nbr text box is reserved for a pending claim ID. This entry can be used as a key separator if there is a portion of the claim that can not be paid because there is not enough in the FSA balance, requiring multiple payments to be generated against the same claim. Enter 99 in this text box for all initial entries on new claims.

Reimbursement issues

Four entries on the FSA Claims form (56-SCR) explicitly define how reimbursements are made and the status of reimbursement payments.

- The Payment Method list box—Allows you to determine how FSA claims will be paid. For example, reimbursements may be paid through regular payroll processing procedures, or by individual check or voucher. Select an option in the Payment Method list box (option listBA34) to reflect how the claim will be paid to the employee. This entry is informational only and does not interact with payroll.
- The Payment Date text box—Identifies the status of a reimbursement payment. Leave the Payment Date text box blank until the reimbursement has been paid to the employee. At that time, enter the date of the reimbursement in this text box. This signals that the claim has been reimbursed and the claim process has been completed for that claim.
- The Reimbursement text box—Represents FSA claims that have been approved; that is, there is enough money in the account to pay the claim. When you see an amount in this text box, you should reimburse the employee for this amount. Then enter the payment date in the Payment Date text box to show that the amount is no longer pending and has been paid. Do not enter an amount in the Reimbursement text box. The account balancing process updates it automatically.
- The Amount Pending text box—Identifies the partial or whole amount of the claim that can not be paid because there is not enough money in the account. The Amount Pending is system-generated. Do not enter an amount in this text box. If you do, the FSA balance can not be generated.

Viewing claims with unpaid pending amounts

View the Pending Flexible Spending Account Claims form (56PSCR) to see the FSA claims that have unpaid pending amounts. FSA claims display on this form if the pending amount is greater than zero. For each claim, you can view the claim amount, pending amount, and account balance.

Viewing account claim history

View the FSA Claims form (56-SCR) to see the total balances of the flexible spending claims recorded for a specified plan year. After you enter the FSA Plan ID and the Flex Year, a second form displays the corresponding FSA claims.

Claim payment options

For each flexible spending account, you must decide the method for recording the pending payment of claims when employees submit expenses. You have four options for handling the payment of claims:

- Option 0—Pay only the amount in the FSA balance and place the remaining amount in pending.
- Option 1—Pay the claim only when the FSA balance exceeds the claim amount.
- Option 2—Pay what the FSA balance allows and ignore any pending amounts.
- Option 3—Pay all claims, even if there is not enough in the FSA balance.

In addition, you must specify a grace period for accepting claims after the close of the plan year. You may choose a 30-, 60-, or 90-day grace period.

Option 0---Pay only the amount in the FSA balance and place the remaining amount in pending

As delivered, the system pays only the amount in the FSA balance and places the remaining amount of the claim in pending, to be paid when additions are made to the account through the employee's payroll deductions. This option does not allow a negative balance.

Note: *This option does not apply to medical flexible spending accounts. Medical FSA plans are set up under option 3.*

For example, an employee has a beginning account balance of 211.53. A claim is processed using the FSA Claims form (56-SCR) for 300.00. The system applies the entire balance of 211.53 toward the plan, and places the remaining 88.47 in pending. The next time the account balance is updated with payroll deductions using the Update Benefit Plan Balance program (BAXACT) and the Update Account Balances report (83ARPT), the Update Pending Claim Amounts report (83BRPT) updates the pending amount and it is applied against the additions, resulting in a new balance.

If your plan has different rules for claims processing, you may deactivate the delivered option or modify Cyborg's Scripting Language to select one of the other three options. This must be done separately for each plan.

Option 1---Pay the claim only when the FSA balance exceeds the claim amount

Option 1 allows you to pay the claim only when the FSA balance exceeds the claim amount. If the balance amount does not exceed the claim amount, the total amount of the claim is placed in pending and will not be paid until the account balance has enough funds.

For example, an employee has an account balance of 211.53. A claim is processed using the FSA Claims form (56-SCR) for 300.00. Since the FSA balance does not exceed the claim amount, the entire claim (300.00) is placed in pending.

To use option 1, you must modify Cyborg's Scripting Language for the FSA Claims form (56-SCR) using the Edit Utility program (EDIT).

With option 1, the amount pending entry on the FSA Claims form (56-SCR) is updated to reflect any updates to the pending claim. The claim will not be paid until there is enough money in the account. After you update the account balance using the Update Benefit Plan Balance program (BAXACT) and the Update Account Balances report (83ARPT), run the Update Pending Claim Amounts report (83BRPT). This report will compare the new account balance to the amount pending entry. If the amount pending is greater than the new account balance, it will be ignored.

If the amount pending is less than or equal to the new account balance, the Update Pending Claim Amounts report (83BRPT) will create a new FSA Claims form (56-RPT) with the same Plan ID, Flex Year, Identifying Nbr, Claim Date, and ID. The following actions will occur:

- The Multi Claim Nbr will be decremented by 1.
- The amount pending will be moved to the reimbursement text box, indicating that there is now enough money in the account to pay the claim.
- The Date Posted entry will reflect the date that the FSA balance was updated.

Option 2---Pay what the FSA balance allows and ignore any pending amounts

Option 2 allows you to pay the claim up to the amount in the FSA balance and ignore any pending amounts. The employee must submit a second claim to be reimbursed for the pending amount.

For example, an employee has an account balance of 211.53. A claim is processed using the FSA Claims form (56-SCR) for 300.00. The system pays 211.53 of the claim, ignoring the remaining 88.47. The employee must submit a new claim to be reimbursed for the 88.47.

To use option 2, you must modify Cyborg's Scripting Language for the FSA Claims form (56-SCR) using the Edit Utility program (EDIT).

Option 3---Pay all claims, even if there is not enough in the FSA balance

Option 3 allows you to pay all claims, even if there is not enough money in the account. The only limit is the credit allocated to the FSA. As delivered, this option should always be left as is because it is specifically used for medical FSA plans.

For example, an employee has a medical FSA balance of 211.53. A claim is processed using the FSA Claims form (56-SCR) for 300.00. The system pays the entire claim, leaving a negative account balance of 88.47.

Grace period of the FSA

Once you have determined how you will handle claim payments, you need to determine the FSA's grace period; that is, how long after the close of the plan year you will continue to accept claims.

As delivered, the system accepts claims for 30 days following the close of the plan year. Alternate Cyborg Scripting Language code is available for a 60- or 90-day grace period. Instructions to modify the grace period are located in the code for the FSA Claims form (56-SCR).

Updating benefit plan balance information

When payroll makes deductions for flexible spending accounts, you need to record them in Benefits Administration as additions to the FSA balances. Use the Update Benefit Plan Balance program (BAXACT) to accomplish this. The program will perform the following:

- Extract payroll contributions from the current history records, and adjust and create FSA Balance form (57-SCR) transactions for FSA plans.
- Apply the contribution transactions so that the FSA balances reflect the current payroll deductions.

Note: *The Update Benefit Plan Balance program (BAXACT) can only be run in batch.*

Note: *You must run the program soon after recreating the Employee Database with the PAYMRG program to ensure that FSA balance forms have access to current amounts.*

Updating contributions to FSA accounts and deferred plans

After you run the Update Benefit Plan Balance program (BAXACT), you may update the account balances by running the Update Contributions To FSA Balance reports (83ARPT and 83BRPT). These reports have two functions:

- They report on balance changes just applied using the Update Benefit Plan Balance program (BAXACT).
- They process any claims that have been entered on the FSA Claims form (56-SCR). If necessary, they update the FSA Balance form (57-SCR) and the FSA Claims form (56-SCR) according to the specifications within the reports.

The FSA Claims form (56-SCR) and the Update Contributions To FSA Balance reports (83ARPT and 83BRPT) create new balance records whenever a claim or pending amount to be paid is identified. In addition, the Claim Number entry on the FSA Balance form (57-SCR) is updated with the claim number that has affected the FSA balance. If multiple claims are processed on the same day, 'MLT' displays in the Claim Number text box.

Note: *The payment options on the Update Contributions To FSA Balance reports (83ARPT and 83BRPT) must match the payment option defined on the FSA Claims form (56-SCR).*

☞ *Refer to the Technical Administration documentation for information on these and other programs involved in completing a pay run.*

Reports that generate information about Flexible Spending Accounts

In addition to the Update Contributions To FSA Balance reports (83ARPT and 83BRPT) the following reports also generate information about FSAs:

Report	Description
FSA Account Balances by Plan (8X-RPT)	Provides a list of all employees enrolled in the specified plan and their account balances. The report includes a listing of the contributions (additions) and claims (expenses) recorded during the plan year.
FSA Balance Statements report (8XERPT)	Provides a monthly statement to employees showing their FSA balance. The statement includes a listing of the contributions (additions) and claims (expenses) recorded during the month.

Report	Description
FSA Claim Payment Notification report (8V-RPT)	Notifies employees that payment has been or will be made to satisfy an authorized and pending claim. Employee notifications are printed when the Posted Date falls within the dates specified on the parameter form. Do not run this report multiple times with the same date range, as this may result in employees receiving duplicate notices.
FSA Claims Recorded By Year report (8W-RPT)	Lists all active employees who have claims recorded for the FSA plan specified on the report parameter form. Only the claims within the Flex Year and as-of date specified on the parameter form will be included on the report.
FSA Claims Recorded; Payments report (8WPRPT)	Lists all employee claims that have been recorded for the FSA plan specified on the report parameter form and have been processed but do not have any payment information recorded.
FSA Claims Recorded; History report (8WRRPT)	Provides a claim history for all active employees who have claims recorded for the FSA plan specified on the report parameter form. Only the claims within the Flex Year and as-of date specified on the report parameter form will be included on the report.
Terminated Employee's FSA report (8Z-RPT)	Lists all terminated employees who have a remaining balance greater than zero, or less than zero if the plan allows a negative balance.

Trend analysis of flexible benefits plan choices

To make durable decisions about your flexible benefits plan components, you may need to collect and analyze data on the popularity of the flex choices that are being offered to your employees. Use Benefits Administration reports to track plan option selections and analyze which plans are being waived.

Depending on the results of a trend analysis, you may want to fine tune the array of component plans being offered. Using Solution View, you can select data from the information recorded in Benefits Administration and create an extract file. The extract file can then be imported to a spreadsheet application that can generate a trend analysis of component plan choices.

Apply the Concept
What processes will you have for monitoring benefits cost?

Budget considerations

Administering benefits plans includes the need for monitoring the costs of those plans and projecting your organization's budget needs for the future. The Benefits Administration Solution can be used in a 'what-if' environment that will allow you to estimate future costs while monitoring your current benefits plan costs.

You can copy one or more of your current benefits plans into the test environment that you set up for your benefits implementation. Changes can then be made to the contribution tables that will reflect a future-dated cost of the plan(s). After a sampling of employees are enrolled in the plan(s) to be costed, reports can be processed against the test file, producing the estimated cost figures for a future period. This process can be repeated multiple times until an acceptable cost level has been achieved.

After you have evaluated the projected costs, you can then make the appropriate changes to the benefits plan tables on your production file, using the new effective dates. When the new effective dates are reached, contributions for the affected plans will be deducted at the new rate.

See also:

- Projecting current enrollee costs ***(on page 598)***

For detailed directions on projecting current enrollee costs.

- Projecting monthly and annual plan costs ***(on page 598)***

For detailed directions on projecting monthly and annual plan costs.

Apply the Concept

How will you determine which current flex choices to offer your employees in the future?

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Setting up future benefits plan costs

In this task, the benefits plans that need to be costed are copied to a test environment. Then, make the appropriate changes to each contribution table record and process the entry.

1. Access the Coverage And Contribution Factors form (TM-SCR) for the plan(s)

You may access this form by making the following selections from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Welfare Plans
Task: Coverage/Contributions

2. Enter a future date in the Effective Date text box

Enter the effective date of the cost information change.

3. Enter the changed cost information

Enter the new rule(s), factor(s), and cost(s).

4. Process the entry

Click Save or Press Enter to process the entry. The form displays the following message:

—New table entry has been established—

☞ *Refer to* **Setting Up Welfare Plans** *(on page 53) for more information about completing the Coverage And Contribution Factors form (TM-SCR).*

Projecting current enrollee costs

To project the enrollee costs and review the projected results, you may process a 'what-if' version of the Recalc Benefit Coverage/Contributions report (85-RPT) against the employees in your test environment.

1. Process the Recalc Benefit Coverage/Contributions report (85-RPT)

Process this report to see the effect of any change to the benefits tables that affects the calculation of employee or company costs.

Use the report parameters to specify the plan(s) to be recalculated and the effective date of the change. Indicate in the report parameters that the report is to be run in a 'what-if' or inquiry mode by leaving the 'Update Emp Records' check box blank. This will allow you to reflect various cost scenarios without updating the employee records.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

2. Review the report to see the projected effect of the change

Review the employee information that displays the 'before' and 'after' cost information for each employee enrolled in the plan(s).

☞ *Refer to* **Benefits/Payroll Interaction** *(on page 535) for more information about the Recalc Benefit Coverage/Contributions report (85-RPT).*

Projecting monthly and annual plan costs

You may process the Plan Premium Statements report (4I-RPT) in your test environment prior to making the contribution changes and then rerun it after the cost changes have been recorded. Use this report to project a monthly and annual cost estimate.

1. Process the Plan Premium Statements report (4I-RPT)

Process this report to produce a premium summary by benefit plan. Use the report parameters to specify the as-of date and the plan(s) to be included.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

2. Review the report to determine the monthly costs for each plan by option

The report displays the monthly contributions by option within plan and provides totals by plan.

3. Analyze the total cost of the plan(s)

You may calculate the total annual cost of any plan by multiplying the plan's monthly cost by 12. Compare this to the current contribution cost for the plan(s).

Identifying plans for nondiscrimination testing

To identify plans for nondiscrimination testing, follow these steps:

1. Access the Nondiscrimination Test Component Plans form (TV-SCR)

Access this form by making the following selection from the Navigator:

Component: Benefit Plan Setup and Maintenance
Process: Deferred Plans
Task: Nondiscrimination Plans

For practice, access the Nondiscrimination Test Component Plans form (TV-SCR).

2. Enter the Test ID

This is the Identification Option that denotes the Discrimination Test that will contain the Plans listed on the Table record. This three-digit code will be entered in all nondiscrimination test program report parameters fields.

For practice, type 'ABC'.

3. Enter the Test As Of Date

The last day of the Test Year as defined in your plan documents. If no designation is made for a Test Year-end, the calendar year-end should be used.

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere).

4. Enter the Test Plans

These are the Plan IDs that are to be aggregated for nondiscrimination testing. All Plan IDs entered in these text boxes must be recorded on the Benefit Plan Rules form (TK-SCR).

For practice, type '510'.

5. Enter the Totals Test Group

This is the total number of employees who are part of the test group for this nondiscrimination test. This amount is calculated by the nondiscrimination test programs.

For practice, leave blank.

6. Enter the Highly Compd

This is the total number of employees who have been identified as highly compensated for the purposes of this nondiscrimination test. This amount is calculated by the nondiscrimination test programs.

For practice, leave blank.

7. Enter the Non Highly

This is the total number of employees who have been identified as non-highly compensated for the purposes of this nondiscrimination test. This amount is calculated by the nondiscrimination test programs.

For practice, leave blank.

8. **Enter the Test Non Highly**

This is the total number of employees who have been further selected for calculation purposes for this nondiscrimination test. This amount is calculated by the nondiscrimination test programs.

For practice, leave blank.

9. **Enter the Test Highly**

This is the total number of employees who have been further selected for calculation purposes for this nondiscrimination test. This amount is calculated by the nondiscrimination test programs.

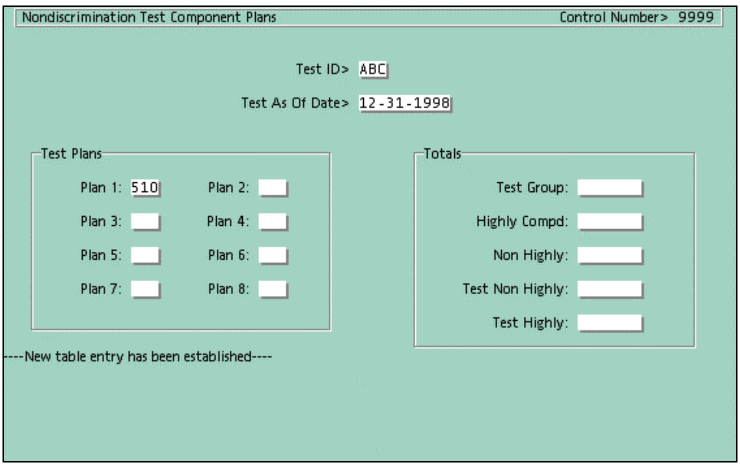
For practice, leave blank.

10. **Click Save or press Enter**

Plans for nondiscrimination testing are now identified.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Nondiscrimination Test Component Plans Control Number> 9999

Test ID> ABC

Test As Of Date> 12-31-1998

Test Plans

Plan 1: 510 Plan 2:

Plan 3: Plan 4:

Plan 5: Plan 6:

Plan 7: Plan 8:

Totals

Test Group:

Highly Compd:

Non Highly:

Test Non Highly:

Test Highly:

----New table entry has been established----

See also:

- Compliance ***(on page 579)***

For more information about nondiscrimination testing.

Identifying highly-paid employees

To identify a highly-paid employee, follow these steps:

1. **Access the Components of Highly-Paid Definition form (51-SCR)**

Access this form by making the following selection from the Navigator:

Component: Deferred Plan Enrollment/Maintenance
Process: Set up Highly-Paid Definitions
Task: Indicate Highly Paid Employee

For practice, access the Components of Highly-Paid Definition form (51-SCR) for employee 3002 in the '999999' organization.

2. Enter the Year End

This is the Plan Year-End that corresponds with the year-end of the Plans that are included in the nondiscrimination test defined on the Nondiscrimination Test Component Plans form (TV-SCR).

For practice, type '12-31-1998' (US and Canada) or '31-12-1998' (elsewhere.

3. Select the Exclude 20% Test

This entry indicates whether or not this employee is to be excluded from the determination of the top 20 percent paid employees.

For practice, leave this entry blank.

4. Enter the Current Year Earnings

This is the federal earnings that will be reported on the employee's W-2 for the current year from Tax record 102.

For practice, type '90000.00'.

5. Enter the Current Year Defer Earnings

This is the amount of deferred earnings that will be reported on the employee's W-2 for the current year

For practice, type '90000.00'.

6. Select the Current Year Top 100

This entry indicates whether or not the employee was in the top 100 paid employees in the current year.

For practice, select 'Yes Part of Top 100'.

7. Select the Current Year 5% Owner

This entry indicates whether or not the employee was a 5 percent Owner of stock in the organization in the current year.

For practice, leave blank.

8. Select the Current Year Officer

This entry indicates whether or not the employee is an officer in the current year.

For practice, leave blank.

9. Select the Current Year Top 20%

This entry indicates whether or not the employee was in the top 20 percent of paid employees in the current year.

For practice, click this check box.

10. Select the Current Year Highly Paid

This entry defines whether or not the employee is deemed a highly-paid employee for this year's testing.

For practice, click this check box.

11. Enter the Prior Year Earnings

This is the Federal earnings reported on the employee's W-2 for the prior year.

For practice, type '88000.00'.

12. Enter the Prior year Defer Earnings

This is the amount of deferred earnings reported on the employee's W-2 for the prior year.

For practice, type '88000.00'.

13. Select the Prior Year 5% Owner

This entry indicates whether or not the employee was a 5 percent Owner of stock in the organization in the prior year.

For practice, leave blank.

14. Select the Prior Year Officer

This entry indicates whether or not the employee was an officer in the prior year.

For practice, leave blank.

15. Select the Prior Year Top 20%

This entry indicates whether or not the employee was in the top 20 percent of paid employees in the prior year.

For practice, click this check box.

16. Enter the Owner Information Org

This is the Organization Number that contains the owner's employee record defined in the Owner Information Employee Number text box.

For practice, leave blank.

17. Enter the Owner Information Employee Number

This is the employee number of the 10 top-paid highly-paid employee or 5percent Owner who will have this employee's earnings and contribution aggregated with theirs for discrimination testing.

For practice, leave blank.

18. Select the Owner Information Family

This option indicates whether or not the employee is a lineal ascendant or descendant of one of the 10 top-paid highly-paid or of a 5 percent Owner. Lineal ascendant or descendant include the employee's parents, spouse, children, and children's spouses.

For practice, leave blank.

19. Select Prior Year Highly Paid

This entry defines whether or not the employee is deemed a highly-paid employee based on data in effect the prior year.

For practice, click this check box.

20. Select Prior Year 50000

This is the indicator of whether or not the employee earned 50,000 or more in the prior calendar year.

For practice, click this check box.

21. Select Prior Year 75000

This is the indicator of whether or not the employee earned 75,000 or more in the prior calendar year.

For practice, click this check box.

22. Select Current Year Highly Paid

This entry defines whether or not the employee is deemed a highly-paid employee based on data in effect the current year.

For practice, click this check box.

23. Select Current Year 50000

This is the indicator of whether or not the employee earned 50,000 or more in the current calendar year.

For practice, click this check box.

24. Select Current Year 75000

This is the indicator of whether or not the employee earned 75,000 or more in the current calendar year.

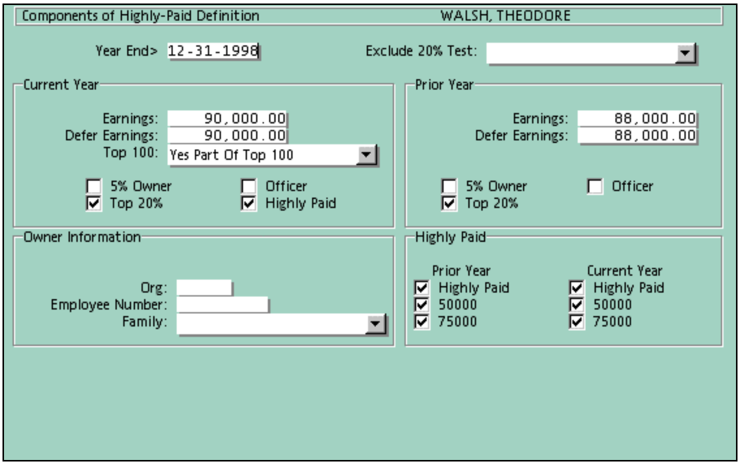
For practice, click this check box.

25. Click Save or press Enter

The highly-paid definition information is now recorded for the employee.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Compliance ***(on page 579)***

For more information about nondiscrimination testing.

Recording average deferral percentage ratios

To record average deferral percentage ratios, follow these steps:

1. Access the Average Deferral Percentage Ratios form (52-SCR)

Access this form by making the following selection from the Navigator:

Component: Deferred Plan Enrollment/Maintenance
Process: Set up Highly-Paid Definitions
Task: Average Deferral Ratio

For practice, access the Average Deferral Percentage Ratios form (52-SCR) for employee 3002 in the '999999' organization.

2. Enter the Plan ID

This is the unique Plan Identifier for a record containing Plan ADP data and ratios for a specific calendar year.

You must establish a Benefit Plan Rules table record (TK-SCR) before the Plan ID can be used on the employee master file.

For practice, type '510'.

3. Enter the Year

This is the year for which the ADP data pertains.

For practice, type '98'.

4. Enter the Earnings

This is the Federal Earnings reported on the employee's W-2 that are used in the calculation of Pre-Tax Post-Tax and employer ADP Average Deferral Percentage to be used in non-discrimination testing.

The number 123.45 would be entered as 123.45 or 12345.

For practice, type '90,000.00'.

5. Enter the Date Created

This is the date the record was initially created for this ADP year or updated if data has been modified.

For practice, type '01-31-1999' (US and Canada) or '31-01-1999' (elsewhere).

6. Enter the Pre Tax Contribution

This is the amount of Pre-Tax Contributions made for this plan in the ADP year.

For practice, type '9,000.00'.

7. Enter the Pre Tax Ratio

This is the ADP Pre-Tax Ratio that was calculated by dividing the Pre-Tax Contribution amount by the ADP Earnings.

For practice, type '.10'.

8. Enter the Post Tax Contribution

This is the amount of Post-Tax Contributions made for this plan in the ADP year.

For practice, leave blank.

9. Enter the Post Tax Ratio

This is the ADP Post-Tax Ratio that was calculated by dividing the Post-Tax Contributions amount by the ADP Earnings.

For practice, leave blank.

10. Enter the Company Contribution

This is the amount of Organization contributions made for this plan in the ADP year.

For practice, type '4500.00'.

11. Enter the Company Ratio

This is the ADP Company Ratio that was calculated by dividing the Organization contribution amount by the ADP Earnings.

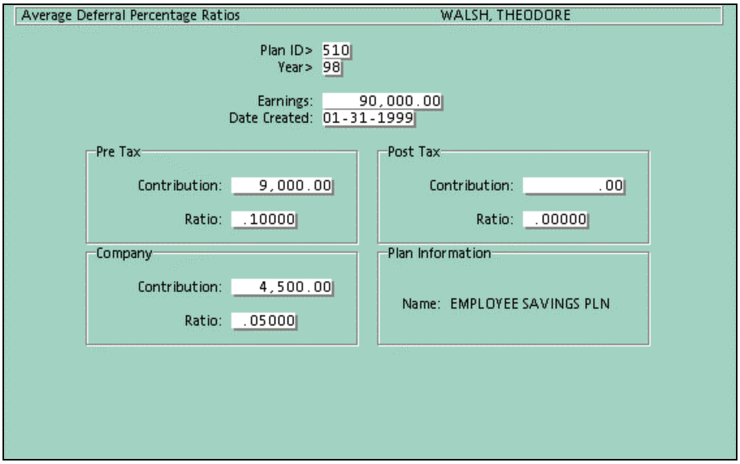
For practice, type '.05'.

12. Click Save or press Enter

The average deferral percentage ratios are now recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Compliance ***(on page 579)***

For more information about nondiscrimination testing.

Viewing balance information for flexible spending accounts

To view balance information for an FSA, follow these steps:

Completing the Guided Practice

To complete the Guided Practice, you will need to enroll employee 3002, Theodore Walsh, into a flex spending plan using the Welfare Plan Enrollments/Changes form (55-SCR). Enroll him in plan 606, with an effective date of 01/01/98 and a variable amount of 1,000.

1. Access the FSA Balance form (57-SCR)

The FSA Balance form (57-SCR) is used to update and view the account balance of an employee's flexible spending account.

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: FSA Plan Claims
Task: Update/View FSA Balance

For practice, access the FSA Balance form (57-SCR) for employee number 3002, Theodore Walsh.

2. Click the Show selection list in the message area button

After clicking the Show selection list in the message area button, the message area of the window will display all the plans in which Theodore Walsh is enrolled.

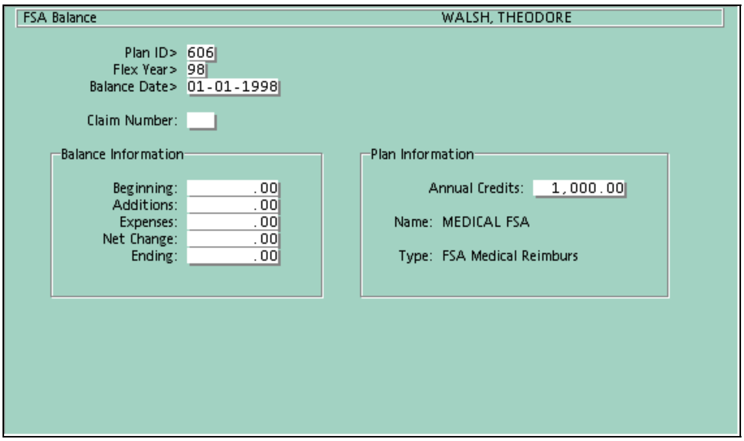
For practice, click the Show selection list in the message area button.

3. Click the button to the left of Plan 606 in the message area

After clicking the button for Plan 606, balance information about this plan will display.

For practice, click Plan 606.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


FSA Balance WALSH, THEODORE
Plan ID> 606
Flex Year> 98
Balance Date> 01-01-1998
Claim Number:
Balance Information
Beginning: .00
Additions: .00
Expenses: .00
Net Change: .00
Ending: .00
Plan Information
Annual Credits: 1,000.00
Name: MEDICAL FSA
Type: FSA Medical Reimburs

See also:

- Flexible spending accounts ***(on page 583)***

For more information about recording balance information.

Recording claims for flexible spending accounts

1. Access the FSA Claims form (56-SCR)

The FSA Claims form (56-SCR) is used to record claims for a flexible spending account.

Access this form by making the following selection from the Navigator:

Component: Health/Welfare Plan Enrollment/Maintenance
Process: FSA Plan Claims
Task: Record A Claim

For practice, access the FSA Claims form (56-SCR) for employee number 3002, Theodore Walsh.

2. Enter the Plan ID

This is the unique identifier of a specific Benefit Plan in which the employee is currently enrolled or will be eligible.

For practice, type '606'.

3. Enter the Flex Year

This is the year in which the employee is enrolled or eligible for the Flex Plan.

For practice, type '98'.

4. Enter the Identifying Nbr

This number is assigned sequentially to claims as they are entered for a flex spending account year.

For practice, type '001'.

5. Enter the Multi Claim Nbr

This is used as a key separator to allow multiple segments for the same flexible spending account claim.

For practice, type '99'.

6. Enter the Claim Date

This is the effective date of a claim being made against the flexible spending account.

For practice, type '02-01-1998' (US and Canada) or '01-02-1998' (elsewhere).

7. Enter the ID

This identifies a specific claim made in a valid claim category.

This entry has no pre-defined meaning and is intended to provide a means to record the actual service identification number/option used by the provider for billing purposes.

For practice, type 'PROVIDER 2'.

8. Enter the Amount

This is the amount to be debited against the employee's flexible spending account balance for the type of expense claim being made.

For practice, type '500.00'.

9. Enter the Payment Date

This entry identifies the date on which reimbursement was made for expenses incurred against a specific claim.

For practice, type '02-01-1998' (US and Canada) or '01-02-1998' (elsewhere.

10. Enter the Payment Method

This entry identifies the type of payment used to make reimbursement for expenses incurred against a specific claim.

For practice, select 'Reimburse on Paychk'.

11. Enter the Reimbursement amount

This is the pending amount that will be reimbursed on the next paycheck.

For practice, leave this entry blank.

12. Enter the Amount Pending

This is the amount of the claim that could not be paid with this reimbursement.

For practice, leave this entry blank.

13. Enter the Date Posted

This is the date on which the flexible spending account activity was posted.

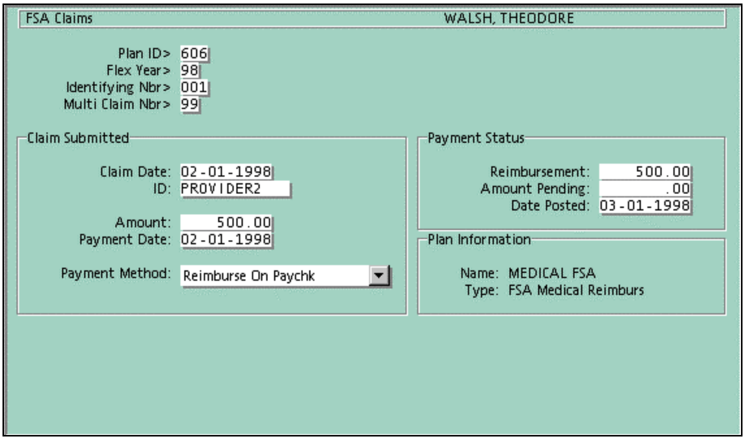
For practice, leave this entry blank.

14. Click Save or press Enter

The claim has been recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Flexible spending accounts ***(on page 583)***

For more information about recording claims.

Review of Questions Answered

1. What tools are available in Benefits Administration for monitoring regulatory compliance?

2. How can the current flexible benefits plan information be used to generate a trend analysis of option selections?

3. What method is available for determining the future cost of benefits plans?

PART 6

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This appendix provides a quick reference guide to the Benefits Administration Solution reports covered in the instructional chapters of this manual.

401(K) Excess Contributions Report (2I-RPT)

The 401(K) Excess Contributions report (2I-RPT) prints a list of the employees who have contributed into their 401(K) plan more than the allowable amount of pre-tax dollars for the year.

Business Tasks

This report is used to complete the following business tasks:

- Determine the employees whose year-to-date pre-tax contribution to their 401(K) has exceeded the allowable amount.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Plan ID**—Unique identifier for the 401(K) savings plan.
- **Plan Name**—Name of the savings plan.
- **HED**—HED assigned to the pre-tax deduction for the 401(K) plan.
- **HED Amount YTD**—Year-to-date amount deducted for the 401(K) plan.
- **Total Amount YTD**—Total amount contributed for the 401(K) plan.

Parameter options and setup

- **Date**—Enter the pay period end date from the in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID**—Enter the three-character plan ID.
- **IRS Limit**—IRS dollar limit for the selected plan year.

See also:

- Compliance ***(on page 579)***

For information on how to use this report.

401(K) Excess Contributions Report (2I-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING     1992 401(K) CONTRIBUTIONS OVER $8728.00    REPT                              PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2                                                2I-R                TIME 10:27 DATE 12-03-1999
    EMPLOYEE         EMPLOYEE              PLAN              PLAN NAME           HED        HED-AMOUNT-YTD
      NAME            NUMBER                ID
BLOOM, ALEXANDER        3001                  510           EMPLOYEE SAVINGS PLN    560         37,500.00
                                                                                          TOTAL AMOUNT YTD:         37,500.00
HILLERY, THOMAS       3007                 510           EMPLOYEE SAVINGS PLN    560         30,000.00
                                                                                          TOTAL AMOUNT YTD:         30,000.00
TEACHEN, JUDITH       3009                 510           EMPLOYEE SAVINGS PLN    560         31,000.00
                                                                                          TOTAL AMOUNT YTD:         31,000.00
TOTAL EMPLOYEES:   3
```

85-RPT Alternate Key Creation By Dates (85QRPT)

The 85-RPT Alternate Key Creation By Dates report (85QRPT) is used to create alternate key records for use by the Recalc Benefit Coverage/Contributions report (85-RPT). Employee selection for inclusion on the recalculation report can be based on dates, such as birth date or employment date. If the month and day values of any of the four dates listed below fall between the month and day values specified in the report parameters, an alternate key record will be created for the employee:

- Birth date
- Employment date
- Original Hire Date
- Adjusted Seniority Date

Business Tasks

This report is used to complete the following business tasks:

- Creating alternate key records using a date range

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Security Number**—Employee's social security number.
- **Alternate Key Creation**—Key used to narrow down the number of employees
- **Based On**—who will be included in the report.

Parameter options and setup

- **Date Range Start**—Enter the beginning date of the range for which you want the report run.
- **Date Range End**—Enter the ending date of the range for which you want the report run.

See also:

- Creation of alternate key records by date range ***(on page 545)***

For information on how to use this report.

85-RPT Alternate Key Creation By Dates (85QRPT) Example

```
CORPORATION  99   ACME MANUFACTURING               85-RPT Alternate Key By Dates        REPT                              PAGE   1
DIVISION     9999 PRODUCTION CTL 1-2               As Of: 01-01-1999/12-31-1999         85QR            TIME 09:45 DATE 11-12-1999
                                  Employee    Social Security       Alternate Key
Employee Name                      Number        Number             Creation Based On
MEYER, JUNE                        1001        888-88-8001          Birth Date
VOID, VOID VOID VOID VOID          9898        999-99-9999          Birth Date
*REPORT CODE          85QR
```

Actuarial Interface Output Tape (4L-RPT)

The Actuarial Interface Output Tape report (4L-RPT) provides the data needed to create a tape to be sent to your actuary for actuarial valuation. This report should be modified to meet your specific needs. The tape consists of 80-character transactions containing basic employee data. It includes information on anyone who is currently participating in the plan requested as well as all employees who were participating at the end of the prior period who are currently in a non-participating status.

Business Tasks

This report is used to complete the following business task:

- Provide a tape output for actuarial purposes.

Tape output details

- **Activity Date**—Date of event that affected an employee's employment or plan status.
- **Adjusted Seniority**—Used to determine an employee's length of service; same as new hire activity date unless a break-in-service has occurred.
- **Annual Salary**—Annualized employee rate of pay.
- **B I S Indicator**—Break-in-service switch that indicates which plan data is used. '00' = no break, otherwise shows rule code used to determine the break.
- **Benefit Service**—Date when service begins for purpose of accruing a benefit in a deferred benefits plan.
- **Birth Date**—Employee date of birth.
- **Considered Earnings**—Earnings paid to an employee that are to be accumulated to determine credited service or calculation of final benefit amounts.
- **Considered Hours Wkd**—Actual number of hours an employee worked.
- **Organization**—Identifies a company and its employees.
- **Ctrl Five**—Human Resource organization level five value.
- **Ctrl Four**—Human Resource organization level four value.
- **Ctrl Six**—Human Resource organization level six value.
- **Ctrl Three**—Human Resource organization level three value.
- **Employee Name**—First 25 positions of an employee's legal name.
- **Hire Date**—Employee's most recent hire date.
- **Hours Per Period**—Scheduled hours of work per pay period.
- **Leave End Date**—Date of return from a service interruption.
- **Leave Start Date**—Start date of a service interruption.
- **Original Hire Date**—Employee's first hire date with company.
- **Particip Service**—Date from which service is to be counted for participation in a deferred benefits plan.
- **Participation Option**—Plan option that determines an employee's status in the plan.
- **Participation Status**—Plan status as a result of a change in participation option.
- **Payment Frequency**—Interval at which an employee is paid.
- **Resulting Emp Status**—Employee's status as a result of an activity.
- **Sex Code**—Employee gender indicator.
- **Social Security Nbr**—Employee identification for earnings reporting (USA only).
- **Svc Calculation Date**—Date used by a deferred benefits plan as the basis from which service or other plan service dates are calculated.
- **Taxable Wages YTD**—Year-to-date wages subject to applicable tax.
- **Vesting Service**—Vesting start date for a deferred benefits plan.

Parameter options and setup

- **Plan ID**—Specfy a three-character plan ID.
- **Start Date**—Enter the plan year start date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDYY (elsewhere).
- **End Date**—Enter the end date of the valuation period in the format MM-DD-YY or YYMMDD (US and Canada) or DD-MM-YY or YYDDMM (elsewhere).

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Actuarial Interface Output Tape (4L-RPT) Example

```
The Actuarial Interface Output Tape report (4L-RPT) generates no hard copy output.
```

ADP Earnings Report (2E-RPT)

The ADP Earning report (2E-RPT) prints the information that is recorded on the Average Deferral Percentage Ratios form (52-SCR). This form retains the compensation, pre-tax, post-tax, and company contribution amounts used for each plan's ADP ratios.

Business Tasks

This report is used to complete the following business tasks:

- View the company contribution amount for the average deferral percentage rations for each benefit plan.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **ADP Earnings**—Employee's salary.
- **Pre-tax Contrib**—Amount that employee contributed pre-tax.
- **Pre-tax Ratio**—Percentage of the employee's pre-tax contribution.
- **Post-tax Contrib**—Amount that employee contributed post-tax.
- **Post-tax Ratio**—Percentage of the employee's post-tax contribution.
- **Company Contib**—Amount that the company contributed for the employee.
- **Company Ratio**—Percentage of the company's contribution.
- **Date Created**—Date on which the average deferral percentage ratio was calculated.

Parameter options and setup

- **ADP Date**—Enter the date on which the average deferral percentage ratio was calculated.
- **Plan ID**—Enter the three-character plan ID.

See also:

- **Compliance** ***(on page 579)***

For information on how to use this report.

ADP Earnings Report (2E-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    AVERAGE DEFERRED EARNINGS    REPT                                  PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                      ADP PLAN ID: 500         2E-R                     TIME 12:24 DATE 11-17-1999
EMPLOYEE                   EMPLOYEE         ADP                  PRE-TAX               POST-TAX                COMPANY          DATE
  NAME                      NUMBER        EARNINGS         CONTRIB      RATIO      CONTRIB      RATIO      CONTRIB      RATIO    CREATED
ANDERSON, KAREN            3034            48,341.96        5,000.00   .10343      1,600.00   .03310      2,417.00   .05000  01-15-1987
BLOOM, ALEXANDER           3001            43,000.00        2,800.00   .06512      1,000.00   .02326      2,150.00   .05000  01-15-1987
CHOU, LO                   3020            37,752.00             .00   .00000           .00   .00000      1,875.00   .04967  01-15-1987
EMORY, TODD                3031            16,634.80             .00   .00000           .00   .00000        831.74   .05000  01-15-1987
OWENS, LORNA               3032            42,000.00        4,000.00   .09524      1,500.00   .03571      2,100.00   .05000  01-15-1987
THEISSEN, LEONARD          3018            21,619.00          100.00   .00463           .00   .00000        108.08   .00500  01-15-1987
WALSH, THEODORE            3002            24,999.96             .00   .00000           .00   .00000        125.00   .00500  01-15-1987
WENDT, GARY D.             3022            19,760.00             .00   .00000           .00   .00000        988.00   .05000  01-15-1987
YOUNG, J.T.                3033            50,341.96        7,000.00   .13905      2,000.00   .03973      2,517.00   .05000  01-15-1987
```

Benefit Plan Tables Report (9KARPT)

The Benefit Plan Tables Report (9KARPT) displays all of Benefits Administration table records associated with a plan or a range of plans specified on the parameter form.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan rules and options
- Analyze plan coverage and cost
- Analyze plan eligibility rules
- Analyze vesting and participation rules
- Analyze HED prototype

Report field details

The fields on this report are listed in the documentation for each of Benefit Administration table record reports.

Parameter options and setup

- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.
- **As Of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format to select the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to include all table records.
- **Beginning Range Plan ID**—Enter the first benefit plan in the range to be printed. If you want to print only one plan, specify it here.
- **Ending Range Plan ID**—Enter the last benefit plan in the range to be printed.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Benefit Plan Tables Report (9KARPT) Example

```
CORPORATION  99   ACME MANUFACTURING               PLAN TABLES REPORT            REPT                                       PAGE     1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION      AS OF 01-01-2001             9KAR                    TIME 07:22 DATE 09-11-2001
                                             CONTROL NBR: 9999 PLANS 600-607

                                              TK - BENEFITS PLAN RULES TABLE

CTRL PLAN   TABLE              PLAN TYPE    PLAN  FLEX/GROUP PLN BASIC-HED SUPL-HED CO. ACCUM             ------ SEARCH ------- SERV
NBR   ID    DATE     PLAN NAME  CD/DESC     YR END   MASTER   CLS PRE/POST  PRE/POST HED NAME             TYPE/DESC     ARGUMNT  CD

9999 600 01-01-1991 FLEX MASTE 30 Flex Bene 12-31            M     /         /
                                                                                          ELIGIBILITY: 99 NO-SEARCH
                                                                                        PARTICIPATION: 99 NO-SEARCH          1
                                                                                          CALCULATION: 99 NO-SEARCH
                                                                                        HED PROTOTYPE: 99 NO-SEARCH
                                                                                         SERV-DATE-CD:  1 Original Hire Date
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 601 01-01-1925 MICHAEL RE 01 Health In 12-31   600/      M  608/609      /     610
                                                                                          ELIGIBILITY: 99 NO-SEARCH
                                                                                        PARTICIPATION: 99 NO-SEARCH          1
                                                                                          CALCULATION: 99 NO-SEARCH
                                                                                        HED PROTOTYPE: 99 NO-SEARCH
                                                                                         SERV-DATE-CD:  1 Original Hire Date
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 602 01-01-1991 LINCOLN NA 02 Major Med 12-31   600/      A  611/612      /     613
                                                                                          ELIGIBILITY: 99 NO-SEARCH
                                                                                        PARTICIPATION: 99 NO-SEARCH          1
                                                                                          CALCULATION: 99 NO-SEARCH
                                                                                        HED PROTOTYPE: 99 NO-SEARCH
                                                                                         SERV-DATE-CD:  1 Original Hire Date
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 603 01-01-1991 GUARDIAN D 16 Dental    12-31   600/      A  615/616      /     614
                                                                                          ELIGIBILITY: 99 NO-SEARCH
```

Benefits Activity and Option Validation Table Records (9T-RPT)

The Benefits Activity and Option Validation Table Records report (9T-RPT) displays the Activity/Resulting Plan Status Rules form (TTASCR) and Option/Resulting Plan Status Rules form (TTOSCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan options and activities
- Analyze changes to benefits plan options and activities

Report field details

- **Control Number**—Control Number assigned to the table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Option Activity**—Either the Option Elected code or the Major Activity code to be valid for a benefit plan.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Table Date**—Effective date of the table record.
- **Date Calc Method**—Indicates the proper method for creating starting and ending dates for benefit plans.
- **TT Option Activity**—Two-position option or a three-position major activity code.
- **Status Ranges Low**—Code value of the low status for range.
- **Status Ranges High**—Code value of the high status for range.
- **Result Status Codes/Descriptions**—Plan status that will become the new plan status on the participant's record if the participant's current plan status falls within the range of plan status codes defined in the low and high status fields.
- **Delay Time**—Time span that will be added to the resulting effective date of the plan status change if the associated condition defined on the table record is met by the participant's record.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Benefits Activity and Option Validation Table Records (9T-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING            BENEFITS ACTIVITY AND OPTION      REPT          FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                     VALIDATION               9T-R               TIME 07:39 DATE 02-04-1998

CNTL PLAN  OPTION    SEARCH      TABLE      DATE CALC                           STATUS RANGES  - RESULTING STATUS -------     DELAY
NMBR  ID  ACTIVITY  ARGUMENT     DATE        METHOD  TT OPTION ACTIVITY          LOW    HIGH     CODES DESCRIPTIONS            TIME
9999 101    01                 01-01-1925    E      Employee Only/Single        1       1       1   Active Participant
                                                                                7       7       1   Active Participant
                                                                                5       5       1   Active Participant
                                                                                0       0       1   Active Participant
9999 101    05                 01-01-1925    E      Family/EE & All Deps        1       1       1   Active Participant
                                                                                5       5       1   Active Participant
                                                                                7       7       1   Active Participant
                                                                                0       0       1   Active Participant
9999 101    08                 01-01-1925    E      Emplye&spse/one 65+         1       1       1   Active Participant
                                                                                5       5       1   Active Participant
                                                                                7       7       1   Active Participant
                                                                                0       0       1   Active Participant
9999 101    09                 01-01-1925    E      Emplye&spse/both 65+        1       1       1   Active Participant
                                                                                7       7       1   Active Participant
                                                                                5       5       1   Active Participant
                                                                                0       0       1   Active Participant
9999 101    10                 01-01-1925    E      Emplye Only/65+             1       1       1   Active Participant
                                                                                5       5       1   Active Participant
                                                                                7       7       1   Active Participant
                                                                                0       0       1   Active Participant
9999 101    99                 01-01-1925    E      Waived                      1       1       7   Waived
                                                                                5       5       7   Waived
                                                                                0       0       7   Waived
9999 101    10*                01-01-1925    E     Term-Vol,All Values          1       1       5   Inactive Lost Cover     00-01-00
9999 101    12*                01-01-1925    E     Term-NonVol,All Valu         1       1       5   Inactive Lost Cover
9999 101    20*                01-01-1925    E     Disab-All Values             1       1       5   Inactive Lost Cover     01-00-00
9999 101    30*                01-01-1925    E     Retirement-All Value         1       1       5   Inactive Lost Cover     00-01-00
9999 101    31*                01-01-1925    E     Retire-Early-All             1       1       5   Inactive Lost Cover     00-01-00
9999 101    33*                01-01-1925    E     Retire-Special-All           1       1       5   Inactive Lost Cover     00-01-00
9999 101    34*                01-01-1925    E     Retire-Vested-All            1       1       5   Inactive Lost Cover     00-01-00
9999 101    35*                01-01-1925    E     Retire-Latest-All            1       1       5   Inactive Lost Cover     00-01-00
9999 101    40*                01-01-1925    E     Death-All Values             1       1       5   Inactive Lost Cover
```

Benefits Eligibility Rules Table Records Batch Report (9L-RPT)

The Benefits Eligibility Rules Table Records Batch Report (9L-RPT) displays the Benefit Plan Eligibility Rules form (TL-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan eligibility rules
- Analyze changes to benefits plan eligibility rules

Report field details

- **Cntrl Nbr**—Control Number assigned to the table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Table Date**—Effective date of the table record.
- **Eligibility Code/Desc**—Formula used to calculate when an employee becomes eligible to participate in the plan.
- **Eligible Min Age**—Minimum age limitation for participation in the plan described by this table.
- **Eligible Max Age**—Maximum age limitation for participation in the plan described by this table.
- **Eligible Service**—Amount of service an employee must accumulate before participating in the plan.
- **Eligible Method**—Calculation method that defines how service is calculated.
- **Eligible Hours**—Amount of time (in hours) an employee must work before becoming eligible to participate in the plan.
- **Eligible Status 1–12**—Resulting employee status that defines the type of employee who may be eligible for this plan.
- **Eligible Date Method/Calc**—Formula used to calculate the eligibility date for the plan.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Benefits Eligibility Rules Table Records Batch Report (9L-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              BENEFITS ELIGIBILITY RULES    REPT            FILE VERSION 00         PAGE    1
DIVISION     9999 PRODUCTION CTL 1-2                          TABLE             9L-R            TIME 21:32        DATE 02-01-1998

CNTRL PLAN  SEARCH    TABLE     ELIGIBILITY  ELIGIBLE ELIGIBLE ---- ELIGIBLE -----  -------- ELIGIBLE STATUS --------- ELIGIBLE DATE
 NBR   ID  ARGUMENT    DATE     CODE/DESC    MIN AGE  MAX AGE   SERVICE/METHOD  HRS   1  2  3  4  5  6  7  8  9 10 11 12 METHOD/CALC

9999   101         01-01-1925 A Immediate                                            01 31                                 E Actual Eve

9999   105         01-01-1925 H Age And Se  18-00-00 69-00-00 01-00-00   E           01 31                                 F FOM Neares

9999   203         01-01-1925 A Immediate                                            01 31                                 E Actual Eve

9999   303         01-01-1925 A Immediate                                            01 31                                 E Actual Eve

9999   500         01-01-1925 H Age And Se  25-00-00 60-00-00 01-00-00  E            01 03 31 33                           K FO Plan Yr

9999   505    A    01-01-1925 H Age And Se  25-00-00 99-00-00 00-10-00  E            01 03                                 K FO Plan Yr
9999   505    B    01-01-1925 H Age And Se  21-00-00 99-00-00 01-00-00  E            01 03 31 33                           A FOM Coinci

9999   510         01-01-1925 H Age And Se  21-00-00 99-00-00 01-00-00  E            01 03 31 33                           I FO Cal Qua

9999   600         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   601         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   602         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   603         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   604         01-01-1925 A Immediate                                            16                                    E Actual Eve
9999   604   629   01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   605         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   606         01-01-1925 A Immediate                                            01 03                                 E Actual Eve

9999   607         01-01-1925 A Immediate                                            01 03                                 E Actual Eve
```

Benefits Participation Rules Table Records Batch Report (9N-RPT)

The Benefits Participation Rules Table Records Batch Report (9N-RPT) displays the Benefits Participation Rules Table form (TN-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan participation rules
- Analyze changes to benefits plan participation rules

Report field details

- **Ctrl Nbr**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Table Date**—Effective date of the table record.
- **Schedule Name**—Rules for calculating vesting data.
- **Information For:**—Category of benefit to which rule applies.
- **Type Description**—Method used to calculate an accrued benefit date.
- **Minimum Age**—Minimum age for receiving an accrued benefit.
- **Maximum Age**—Maximum age before taking an accrued benefit.
- **Service**—Amount of service employees must accumulate before receiving their accrued benefit.
- **Hours**—Hours to be worked before receiving an accrued benefit.
- **Service Method**—Method by which an individual's benefit accrual service date is calculated.
- **Date Calc**—Date calculation method code.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

Benefits Participation Rules Table Records Batch Report (9N-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              BENEFITS PARTICIPATION RULES      REPT          FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          TABLE                 9N-R               TIME 07:39 DATE 02-04-1998

CTRL PLAN  SEARCH    TABLE   SCHEDULE  INFORMATION                                MINIMUM   MAXIMUM                  SERVICE  DATE
NBR   ID  ARGUMENT   DATE      NAME       FOR:            TYPE DESCRIPTION          AGE       AGE     SERVICE  HOURS  METHOD  CALC

9999  500         01-01-1925    L      PARTICIPATION:     H Age And Service      21-00-00  72-00-00  01-00-00            E      K
                                       BENEFIT ACCRUAL:   K At Eligibility Date  65-00-00                                E      E
                                       VESTING:           L At Partic Serv Date  70-00-00                                E      E

9999  505    A    01-01-1925    E      PARTICIPATION:     K At Eligibility Date                                          E      E
                                       BENEFIT ACCRUAL:   H Age And Service      21-00-00  99-00-00  01-00-00            E      E
                                       VESTING:           M At Benefit Accr Date                                         E      E

9999  505    B    01-01-1925    M      PARTICIPATION:     K At Eligibility Date                                          E      E
                                       BENEFIT ACCRUAL:   H Age And Service      21-00-00  99-00-00  01-00-00            E      E
                                       VESTING:           M At Benefit Accr Date                                         E      E

9999  510         01-01-1925    G      PARTICIPATION:     K At Eligibility Date                                          E      E
                                       BENEFIT ACCRUAL:   L At Partic Serv Date                                          E      E
                                       VESTING:           L At Partic Serv Date                                          E      E
```

Benefits Plan Breaks-In-Service Rules Table Records (9U-RPT)

The Benefits Plan Breaks-In-Service Rules Table Records report (9U-RPT) displays the Benefits Plan Breaks-In-Service Rules form (TU-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan breaks-in-service rules
- Analyze changes in benefits plan breaks-in-service rules

Report field details

- **Control Number**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Major Activity**—Major activity that is occurring.
- **Table Date**—Effective date of the table record.
- **Activity Low High**—Code value of the low and high activity for the range.
- **Break In Service Rule**—Method used to determine if an employee returning from a service interruption has incurred a break-in-service under the plan for the conditions described.
- **Delay Time**—Time to be added to an employee's leave date to form a date by which time an employee must return to active service to avoid incurring a break-in-service under plan rules.
- **Date Calculation**—Method used to adjust the date formed by adding the delay time to the leave date for purposes of determining if a break-in-service has been incurred when an employee returns from a service interruption.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

Benefits Plan Breaks-In-Service Rules Table Records (9U-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING          BENEFITS PLAN BREAKS-IN-SERVICE        REPT         FILE VERSION 00        PAGE    1
DIVISION     9999 PRODUCTION CTL 1-2               RULES AS OF 01-01-1925            9U-R               TIME 21:54 DATE 02-01-1998

     CONTROL   PLAN    MAJOR        TABLE      ACTIVITY     BREAK IN SERVICE RULE         DELAY         -- DATE CALCULATION -----
     NUMBER     ID    ACTIVITY      DATE       LOW HIGH     CODE - DESCRIPTION            TIME             CODE DESCRIPTION

      9999      510       1       01-01-1925    02  02        01    Leave Exceeds Grace    00-06-00         A   FOM Coincidnt/follow
                                                04  09        01    Leave Exceeds Grace    00-03-00         A   FOM Coincidnt/follow
                                                22  27        01    Leave Exceeds Grace    00-01-00         E   Actual Event Date
```

Benefits Plan Factors Table Records Batch Report (9M-RPT)

The Benefits Plan Factors Table Records Batch Report (9M-RPT) displays the Coverage And Contribution Factors form (TM-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan coverage and contribution rules
- Analyze changes to benefits plan coverage and contribution rules

Report field details

Column title **Description**

- **Ctrl Nbr**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Opt Elect**—Option Elected code associated with this table's calculation definitions.
- **Ctrib Type**—Source of contribution to the plan.
- **Search Argumt**—Value for any field referenced by the table record search type.
- **Table Date**—Effective date of the table record.
- **Cov Rule**—Formula used to determine the coverage amount of a benefit plan for an individual employee.
- **Coverage Factor 1, 2, 3**—Numeric value used in an arithmetic formula (as described by the Coverage Rule) to calculate the coverage amount of a benefit plan for an individual employee.
- **Ctrib Rule**—Customer-defined code that identifies a particular calculation formula to determine an employee contribution amount towards a benefit plan.
- **Contribute Factor 1, 2**—Numeric value used in an arithmetic formula (as described by the Contribution Rule) to calculate the contribution paid towards a benefit plan.
- **Contrib Result Freq**—Frequency of the contribution amount.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Benefits Plan Factors Table Records Batch Report (9M-RPT) Example

CORPORATION 99 ACME MANUFACTURING BENEFITS PLAN FACTORS TABLE REPT FILE VERSION 00 PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 9M-R TIME 22:07 DATE 02-01-1998

CTRL NBR	PLAN ID	OPT ELEC	CTRIB TYPE	SEARCH ARGUMT	TABLE DATE	COV RULE	COVERAGE FACTOR 1	COVERAGE FACTOR 2	COVERAGE FACTOR 3	CTRIB RULE	CONTRIBUTE FACTOR 1	CONTRIBUTE FACTOR 2	CONTRIB RESULT	FREQ
9999	101	01	1		01-01-1925		.00	.00	.00	A2	.0525	.0000	2	Monthly Am
9999	101	01	3		01-01-1925		.00	.00	.00	A2	. 8200	.0000	2	Monthly Am
9999	101	05	1		01-01-1925		.00	.00	.00	A2	.1200	.0000	2	Monthly Am
9999	101	05	3		01-01-1925		.00	.00	.00	A2	1.4500	.0000	2	Monthly Am
9999	101	08	1		01-01-1925		.00	.00	.00	A2	.0875	.0000	2	Monthly Am
9999	101	08	3		01-01-1925		.00	.00	.00	A2	1.2000	.0000	2	Monthly Am
9999	101	09	1		01-01-1925		.00	.00	.00	A2	.0675	.0000	2	Monthly Am
9999	101	09	3		01-01-1925		.00	.00	.00	A2	1.0500	.0000	2	Monthly Am
9999	101	10	1		01-01-1925		.00	.00	.00	A2	.0300	.0000	2	Monthly Am
9999	101	10	3		01-01-1925		.00	.00	.00	A2	.7200	.0000	2	Monthly Am
9999	105	20	1		01-01-1925	E	.60	12,000.00	.00	B1	.9000	.0000	2	Monthly Am
9999	203	20	3		01-01-1925	F	1.50	.00	.00	B2	.4500	.0000	2	Monthly Am
9999	303	21	1	35	01-01-1925	F	1.00	150,000.00	.00	B2	.2500	.0000	2	Monthly Am
9999	303	21	1	55	01-01-1925	F	1.00	150,000.00	.00	B2	.4500	.0000	2	Monthly Am
9999	303	21	1	999999	01-01-1925	F	1.00	150,000.00	.00	B2	.6000	.0000	2	Monthly Am
9999	303	22	1	35	01-01-1925	F	2.00	150,000.00	.00	B2	.2500	.0000	2	Monthly Am
9999	303	22	1	55	01-01-1925	F	2.00	150,000.00	.00	B2	.4500	.0000	2	Monthly Am
9999	303	22	1	999999	01-01-1925	F	2.00	150,000.00	.00	B2	.6000	.0000	2	Monthly Am
9999	303	23	1	35	01-01-1925	F	3.00	150,000.00	.00	B2	.2500	.0000	2	Monthly Am
9999	303	23	1	55	01-01-1925	F	3.00	150,000.00	.00	B2	.4500	.0000	2	Monthly Am
9999	303	23	1	999999	01-01-1925	F	3.00	150,000.00	.00	B2	.6000	.0000	2	Monthly Am
9999	510	20	D		01-01-1991		.00	.00	.00	E1	.0000	.0000	3	Annual Amo
9999	510	CM	2		01-01-1925		.00	.00	.00	H2	.0500	.0000	2	Monthly Am
9999	510	CM	3		01-01-1925		.00	.00	.00	M1	.5000	.0600	2	Monthly Am
9999	510	CM	4		01-01-1925		.00	.00	.00	H3	.0600	.0000	2	Monthly Am

Benefits Plan Prototype Contribution HED Table Records (9S-RPT)

The Benefits Plan Prototype Contribution HED Table Records report (9S-RPT) displays the Benefit Plan Prototype Contribution HED form (TS-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan contribution information
- Analyze changes in benefits plan contribution information

Report field details

- **Control Number**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Cont Type**—Source of contribution to the plan.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Table Date**—Effective date of the table record.
- **HED Code Frequency**—Pay period in which deductions are to be taken for the benefit.
- **HED Code Type**—Arrears handling rule.
- **HED Code Method**—Method used to determine the amount of deduction for the benefit.
- **HED Code Amt/Pct**—Deduction value for a particular benefit.
- **Auto Deduction Code/Description**—Determines whether or not the HED defined on the table record will be copied to Payroll.
- **Start Code Field**—Date or amount that, when reached, starts a deduction.
- **Stop Code Field**—Date or amount that, when reached, stops a deduction.
- **Amount One**—Equivalent of the HED Amount One field and may contain a value if it is relevant to the HED defined on the table record. If not, the field is left blank.
- **Amount Two**—Equivalent of the HED Amount Two field and may contain a value if it is relevant to the HED defined on the table record. If not, the field is left blank.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Benefits Plan Prototype Contribution HED Table Records (9S-RPT) Example

CORPORATION 99 ACME MANUFACTURING BENEFITS PLAN CONTRIBUTION HED REPT FILE VERSION 00 PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 TABLE AS OF 01-01-1925 9S-R TIME 12:54 DATE 02-02-1998

CONTROL NUMBER	PLAN ID	CONT TYPE	SEARCH ARGUMENT	TABLE DATE	FREQ	-- HED CODE -- TYPE	METHOD	HED AMT/PCT	AUTO DEDUCTION CODE/DESCRIPTION	- START - CODE	FIELD	-- STOP -- CODE	FIELD	AMOUNT ONE	AMOUNT TWO
9999	101	1		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	101	3		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	105	1		01-01-1925	02	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	203	3		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	303	1		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	500	3		01-01-1925	01	54	06	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	510	2		01-01-1925	01	54	06	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	510	3		01-01-1925	01	54	06	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	510	4		01-01-1925	01	54	06	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	510	D		01-01-1991	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	600	1		01-01-1925	01	00	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	600	3		01-01-1925	01	51	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	601	1		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	601	3		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	601	4		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	602	1		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	602	3		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	602	4		01-01-1925	01	54	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	603	1		01-01-1925	01	51	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	603	3		01-01-1925	01	51	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00
9999	603	4		01-01-1925	01	51	02	0000000	01 Start W/Effect Date	0	000000	0	000000	.00	.00

Calculation of Credited Service Granted (40-RPT)

The Calculation of Credited Service Granted report (40-RPT) processing program calculates the credited participation, benefit, and vesting service. It determines if an employee has met the requirements necessary to be granted an additional year of credited service using the method defined for the plan.

Credited service must be calculated before processing the Calculation of Vesting Percentage Earned report (41-RPT).

Business Tasks

This report is used to complete the following business task:

- Determine if a plan participant is eligible for service credit

Report field details

- **Empl. No.**—Unique employee identifier, up to 10 characters in length.
- **Name**—Employee's legal name.
- **Particip Credit**—Value of an employee's years, months, and days of credited participation service in a deferred benefits plan.
- **Benefit Credit**—Value of an employee's years, months, and days of credited benefit service in a deferred benefits plan.
- **Vesting Credit**—Value of an employee's years, months, and days of credited vesting service in a deferred benefits plan.
- **Resulting Action**—Status resulting from the processing of a new participation option or separation activity.

Parameter options and setup

- **Last Day Of Plan/Calendar Year**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or CCYYDDMM or DD-MM-CCYY(elsewhere) format.
- **Plan ID**—Enter the plan ID for which the credited service is to be calculated.

See also:

- Adjusting participation, vesting, and benefit service dates ***(on page 431)***

For information on how to use this report.

Calculation of Credited Service Granted (40-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING          CALCULATION OF CREDITED SERVICE        REPT                             PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2           PLAN-ID 500 AS OF 12-31-1990          40-R             TIME 15:10   DATE 02-02-1998

                                         PARTICIP    BENEFIT      VESTING
EMPL. NO .  N A M E                      CREDIT      CREDIT       CREDIT    RESULTING ACTION.

3001        BLOOM, ALEXANDER             10-11-30    10-11-30     10-11-30  : Additional year credited service has been granted
3002        WALSH, THEODORE              05-11-30    05-11-30     05-11-30  : Additional year credited service has been granted
3010        RUNYON, BRENDA               13-11-30    09-11-30     13-11-30  : Additional year credited service has been granted
3012        SCHAEFER, JOANNA S.          04-11-30    04-11-30     04-11-30  : Additional year credited service has been granted
3018        THEISSEN, LEONARD                                               : Inactive participant; calculation not performed
3020        CHOU, LO                                                        : Inactive participant; calculation not performed
3021        BISHOP, MARIA                12-11-30    12-11-30     12-11-30  : Additional year credited service has been granted
3022        WENDT, GARY D.                                                  : Inactive participant; calculation not performed
3025        WILSON, BARBARA                                                 : Inactive participant; calculation not performed
3026        LEWIS, JAMES X.                                                 : Inactive participant; calculation not performed
3027        BENOWITZ, JAMES                                                 : Inactive participant; calculation not performed
3028        CORTEZ, MARIA                                                   : Inactive participant; calculation not performed
3029        DUNBAR, WALLCOTT A.                                             : Inactive participant; calculation not performed
3030        PATEL, LAURENCE                                                 : Inactive participant; calculation not performed
3031        EMORY, TODD                                                     : Inactive participant; calculation not performed
3032        OWENS, LORNA                                                    : Inactive participant; calculation not performed
3033        YOUNG, J.T.                                                     : Inactive participant; calculation not performed
3034        ANDERSON, KAREN                                                 : Inactive participant; calculation not performed
```

Calculation of Vesting Percentage Earned (41-RPT)

The Calculation of Vesting Percentage Earned report (41-RPT) processing program determines if a participant in a plan is to begin the vesting process and, if so, at what percentage the participant is vested as of the date entered on the report schedule when the program is run.

The Calculation of Credited Service Granted report (40-RPT) must be run prior to processing this report.

Business Tasks

This report is used to complete the following business tasks:

- Determine if a plan participant is eligible for vesting
- Calculate the percent vested for each eligible participant

Report field details

- **Empl. No.**—Unique employee identifier, up to 10 characters in length.
- **Name**—Employee's legal name.
- **Vesting Pct**—Vesting percentage calculated as of the last vesting calculation date.
- **First Vested**—First date on which vesting percentage calculations determined the vesting percentage to be greater than zero for a deferred benefits plan.
- **Fully Vested**—First date on which vesting calculations determined the vesting percentage to be equal to 100 for a deferred benefits plan.
- **Current Vested**—Date on which the current vesting percentage was calculated.
- **Message**—Status resulting from the processing of a new participation option or separation activity.

Parameter options and setup

- **Last Day Of Plan/Calendar Year**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or CCYYDDMM or DD-MM-CCYY(elsewhere) format.
- **Plan ID**—Enter the plan ID for which the credited service is to be calculated.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Calculation of Vesting Percentage Earned (41-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING             CALCULATION OF VESTING EARNED         REPT                               PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2              PLAN-ID 500 AS OF 12-31-1990         41-R             TIME 15:18  DATE 02-02-1998

                                    VESTING    FIRST      FULLY      CURRENT
EMPL. NO.  N A M E                    PCT       VESTED     VESTED      VESTED      M E S S A G E

3001       BLOOM, ALEXANDER         .50     01-01-1990             01-01-1990  : Additional vesting has been granted
3002       WALSH, THEODORE          .00                                        : Minimum vesting requirements have not been met
3010       RUNYON, BRENDA           .50     01-01-1990             01-01-1990  : Additional vesting has been granted
3012       SCHAEFER, JOANNA S.      .00                                        : Minimum vesting requirements have not been met
3018       THEISSEN, LEONARD        .00                                        : Inactive participant; calculation not performed
3020       CHOU, LO                 .00                                        : Inactive participant; calculation not performed
3021       BISHOP, MARIA            .50     01-01-1990             01-01-1990  : Additional vesting has been granted
3022       WENDT, GARY D.           .00                                        : Inactive participant; calculation not performed
3025       WILSON, BARBARA          .00                                        : Inactive participant; calculation not performed
3026       LEWIS, JAMES X.          .00                                        : Inactive participant; calculation not performed
3027       BENOWITZ, JAMES          .00                                        : Inactive participant; calculation not performed
3028       CORTEZ, MARIA            .00                                        : Inactive participant; calculation not performed
3029       DUNBAR, WALLCOTT A.      .00                                        : Inactive participant; calculation not performed
3030       PATEL, LAURENCE          .00                                        : Inactive participant; calculation not performed
3031       EMORY, TODD              .00                                        : Inactive participant; calculation not performed
3032       OWENS, LORNA             .00                                        : Inactive participant; calculation not performed
3033       YOUNG, J.T.              .00                                        : Inactive participant; calculation not performed
3034       ANDERSON, KAREN          .00                                        : Inactive participant; calculation not performed
```

Certificate of Group Health Plan Coverage (59KRPT)

The Certificate of Group Health Plan Coverage allows companies with a health plan to satisfy the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to provide its health plan members with a coverage certificate when coverage ceases for that plan. This certificate protects the employee and/or dependents from being denied coverage under a new health plan that excludes coverage for medical conditions which existed before eligibility for the health plan.

Business Tasks

This report is used to complete the following business task:

- Provide employees evidence of coverage in a health plan to protect them or their dependents from being denied coverage in another health plan because of a pre-existing condition.

Parameter options and setup

- **Plan ID**—Specify a three-character plan ID.
- **Range Start Date**—Enter the plan year start date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Range End Date**—Enter the end date of the valuation period in the format MM-DD-YY or CCYYMMDD or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Certificate Date**—Date that will appear on the certificate.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Dependent Xref**—Unique identifier of the employee's dependent.

See also:

- HIPAA ***(on page 424)***

For information on how to use this report.

Certificate of Group Health Plan Coverage (59KRPT) Example

```
                  CERTIFICATE OF GROUP HEALTH PLAN COVERAGE
* IMPORTANT - This certificate provides evidence of your prior health
coverage. You may need to furnish this certificate if you become eligible
under a group health plan that excludes coverage for certain medical
conditions that you have before you enroll. This certificate may need to be
provided if medical advice, diagnosis, care, or treatment was recommended
or received for the condition within the 6-month period prior to your
enrollment in the new plan. If you become covered under another group
health plan, check with the plan administrator to see if you need to provide
this certificate. You may also need this certificate to buy, for yourself or
your family, an insurance policy that does not exclude coverage for medical
conditions that are present before you enroll.
1.  Date of this certificate: 05-27-1999
2.  Name of group health plan: MEDICAL INSURANCE
3.  Name of participant: BLOOM, ALEXANDER
4.  Identification number of participant: 234-33-9001
5.  Name of any dependents to whom this certificate applies:
    BLOOM, BRENDA                BLOOM, ABAGAIL
    BLOOM, ELLEN                 BLOOM, THOMAS J.
    BLOOM, WILLIAM E.
6.  Name, address and telephone number of plan administrator or issuer
    responsible for providing this certificate:
    ACME MANUFACTURING, PRODUCTION CTL 1-2
    1142 N. RUSH STREET, COMMERCE PLAZA
    CHICAGO, IL         60606
7.  For further information, call: _____________________________________________
8.  If the individual(s) identified in line 3 and line 5 has at least 18 months
    of creditable coverage (disregarding periods of coverage before a 63-day
    break), check here ____ and skip lines 9 and 10.
9.  Date waiting period or affiliation period (if any) began: ________________
10. Date coverage began: 04-01-1983
11. Date coverage ended: 04-30-1999 (or check if coverage is continuing as of
    the date of this certificate: _ ).
Note: Separate certificates will be furnished if information is not identical
for the participant and each beneficiary.
```

Changed Beneficiary/Contingent Annuitant (8P-RPT)

The Changed Beneficiary/Contingent Annuitant report (8P-RPT) lists all employees who have changed their beneficiary or contingent annuitant designations within a user-defined range of dates.

Business Tasks

This report is used to complete the following business tasks:

- Analyze employee beneficiary/contingent annuitant changes for consistency
- Track missing beneficiary/contingent annuitant information

Report field details

- **Employee Name**—First 20 positions of employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Option**—Option elected by an employee.
- **Allocation Date**—Effective date of a beneficiary or contingent annuitant election for a benefits plan.
- **Bene Xref**—Cross-reference identifier of the beneficiary from the Beneficiary/Bond-Owner Information form (58-SCR).
- **Percent Alloc**—Percent of total benefit to be allocated to the beneficiary/contingent annuitant identified in the Beneficiary Xref field.
- **Beneficiary Name**—First 20 positions of beneficiary's name.
- **Sex**—Gender of beneficiary.
- **Relation**—Beneficiary's relationship to the employee.
- **Birth Date**—Date of birth of the named beneficiary or contingent annuitant.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Tracking employee maintenance ***(on page 439)***

For information on how to use this report.

Changed Beneficiary/Contingent Annuitant (8P-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                CHANGED BENEFICIARY/         REPT            FILE VERSION 00    PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                CONTINGENT ANNUITANT         8P-R            TIME 15:41        DATE 02-02-1998
                  EMPLOYEE    PLAN            ALLOCATE    BENE  PERCENT                                            BIRTH
EMPLOYEE NAME      NUMBER      ID  OPTION       DATE      XREF   ALLOC    BENEFICIARY NAME     SEX   RELATION      DATE

ALSON, GEOFFERY      3003     510  Enrolled     01-01-1986  002    50.0    MILLER, SALLY ANN     F   Sister        02-13-1948
                                                            003    50.0    ALSON, DENNIS         M   Brother       07-13-1945

BENOWITZ, JAMES      3027     500  Enrolled     01-01-1968  001   100.0    BATES, NORMAN         M   Cousin        06-06-1953

BLOOM, ALEXANDER     3001     500  Enrolled     01-01-1980  001   100.0    BLOOM, BRENDA         F   Wife          12-24-1940
CARLILE, WILLIAM E.  3013     505  Enrolled     03-01-1986  001    50.0    CARLILE, MARIANNE     F   Wife          11-03-1958
                                                            002    25.0    CARLILE, DAMIEN       M   Son           02-14-1981
                                                            003    25.0    CARLILE, BETH MICHEL  F   Daughter      07-22-1984

CORTEZ, MARIA        3028     500  Enrolled     01-01-1967  001    50.0    CORTEZ, ESTEBAN       M   Son            07-23-1964
                                                            002    50.0    CORTEZ, ELENA         F   Daughter       01-11-1966

DUNBAR, WALLCOTT A.  3029     500  Enrolled     12-01-1976  001   100.0    DUNBAR, AMELIA        F   Wife           02-18-1926
GRIFFITH, BERNARD    3008     203  Enrolled     10-01-1984  001   100.0    GRIFFITH, BETH        F   Wife           03-27-1947
                              303  Coverage=3xS 12-01-1984  001   100.0    GRIFFITH, BETH        F   Wife           03-27-1947
                              505  Enrolled     03-01-1986  001   100.0    GRIFFITH, BETH        F   Wife           03-27-1947

HILLERY, THOMAS      3007     510  Enrolled     07-01-1985  001    60.0    HILLERY, JENNIFER J.  F   Wife           03-21-1947
                                                            002    40.0    HILLERY, DEBRA ANNE   F   Daughter       11-22-1975

LAUGHLIN, SANDRA T.  3011     510  Enrolled     03-01-1986  001    50.0    LAUGHLIN, EDWARD T.   M   Husband        10-03-1939
                                                            002    50.0    LAUGHLIN, KATLIN      F   Daughter       06-07-1969

LEWIS, JAMES X.      3026     500  Enrolled     01-01-1967  001   100.0    LEWIS, RITA           F   Wife           08-13-1926

MARSH, PAUL J.       3004     303  Coverage=1xS 11-01-1986  001   100.0    MARSH, MARY LOU       F   Wife           05-27-1951
                              505  Enrolled     03-01-1986  001   100.0    MARSH, MARY LOU       F   Wife           05-27-1951

PATEL, LAURENCE      3030     500  Enrolled     12-01-1977  001    50.0    PATEL, CHIZALA        F   Wife           05-22-1936
                                                            002    25.0    PATEL, BIRINDER       M   Son            07-07-1974
                                                            003    25.0    PATEL, SHAKIR         M   Son            07-07-1974
```

Changed Retirement Election Data (8Q-RPT)

The Changed Retirement Election Data report (8Q-RPT) displays any changes that have been made to retirement data.

Business Tasks

This report is used to complete the following business task:

- Monitor retirement record changes

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—First 20 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **History Rec Date**—Effective date of the pension plan election and payment information.
- **Election Date**—Date on which the form-of-payment election occurs.
- **Revoke Date**—Date on which the form-of-payment election was revoked.
- **Retirement Option**—Pre/post retirement option code used to identify the type of retirement an employee has elected.
- **Retirement Date**—Actual date of the retirement (or termination in the case of a vested termination).
- **Payment Date**—Date on which the monthly pension benefit first becomes payable.
- **Form of Payment**—How retirement benefits are to be paid to the beneficiaries and contingent annuitants.
- **Monthly Pmt**—Monthly pension benefit being paid to the retiree.
- **Stop Date**—Date on which payments of retirement benefits are to stop when the form of payments specifies a term of payment such as 5 year certain, 10 year certain installments, and so forth.
- **Date Of Death**—Date on which an employee, beneficiary, or contingent annuitant (whomever is receiving the monthly pension) died.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, PLAN-ID, HISTORY-RECORD-DATE, and EMPLOYEE-NAME-20.

Parameter options and setup

- **As Of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Changed Retirement Election Data (8Q-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                           CHANGED             REPT  PERIOD       FILE VERSION 00    PAGE   1
DIVISION     5555 RETIREE CTL 1-2                     RETIREMENT ELECTION DATA     8Q-R  PERIOD        TIME 11:51 DATE 02-06-1998

PLAN                 EMPLOYEE     HISTORY   ELECTION   REVOKE   RETR   RETIRE  PAYMENT    FORM OF       MONTHLY   STOP       DATE OF
 ID  EMPLOYEE NAME    NUMBER      REC DATE    DATE      DATE    OPTN   DATE     DATE      PAYMENT       PMT       DATE        DEATH

500  HOWARD, TH         3037     03-01-1989 03-01-1989           03          04-01-1989   J+S-80%     2,502.49
```

COBRA: Dependents No Longer Eligible (4R-RPT)

The COBRA: Dependents No Longer Eligible report (4R-RPT) provides a listing, by welfare health plan, of all employees who are to be notified that their dependent(s) are, or no longer will be, eligible for specified benefits plans.

The report lists participating employees along with their dependent(s) who meet either of the following criteria:

- Older than 19 and younger than 23, and not a full-time student as of the date specified in the report parameters.
- 23 years old or older as of the date specified in the parameters.

Business Tasks

This report is used to complete the following business task:

- Identify dependents who are no longer eligible for welfare health plans and who need to be notified of the right to continuation of coverage under COBRA.

Report field details

- **Plan ID**—The welfare health plan in which the employee and dependent(s) are currently enrolled.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—The value selected in the Option text box on the Welfare Plan Enrollments/Changes form (55-SCR).
- **Dependent Cross Reference**—The unique identifier assigned to a dependent on the Spouse/Dependent Information form (10-SCR). This identifier is also recorded on the Covered Dependents By Plan form (59DSCR) when assigning dependents to a welfare health plan.
- **Dependent Name**—The dependent's legal name.
- **Relationship**—The relationship of the dependent to the employee.
- **Student Code**—Indicates if the dependent is a full-time student.
- **Age**—The dependent's age.
- **Birth Date**—The dependent's date of birth.
- **Date Notified**—Column in which an administrator can manually enter the date that the dependent was notified of his or her loss of eligibility.

Parameter options and setup

- **As Of Date**—Enter the date to be used to calculate the age and eligibility of dependent(s). Enter in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID**—Leave blank or enter 'ALL' to run the report for all plans. Enter a single plan ID to run the report for a single plan, for example, '102'. Or enter a range of plan IDs to run the report for a range of plans in the format '102/205'.

See also:

- Life status (family) changes ***(on page 415)***

For more information.

COBRA: Dependents No Longer Eligible (4R-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING          COBRA NOTIFICATIONS: DEPENDENTS      REPT           FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2          NO LONGER ELIGIBLE FOR COVERAGE      4R-R           TIME 09:54     DATE 07-02-1998
PLAN                     EMPLOYEE                     DEP                                    STDT          BIRTH           DATE
 ID    EMPLOYEE NAME      NUMBER   OPTION             XREF   DEPENDENT NAME      RELATSHP   CODE   AGE   DATE           NOTIFIED
101    LLEWELYN, STEVE     3015    Family/EE & All Deps  002    LLEWELY, GRETCHEN   Daughter    F     28    12-12-1969     ________
                                                      003    LLEWELYN, PETER     Son         F     27    02-18-1971     ________
       STENMAN, SAMANTHA   3017    Family/EE & All Deps  002    STENMAN, CASEY      Daughter    F     25    05-24-1973     ________
203    CORTEZ, MARIA       3028    Turn Off Separation  001    CORTEZ, ESTEBAN     Son               33    07-23-1964     ________
                                                      002    CORTEZ, ELENA       Daughter    F     32    01-11-1966     ________
       PATEL, LAURENCE     3030    Turn Off Separation  002    PATEL, BIRINDER     Son         F     24    04-07-1974     ________
       WILSON, BARBARA     3025    Enrolled             002    PALMER, ANITA       Daughter          52    06-17-1946     ________
```

COBRA: Divorced/Separated Employees (4S-RPT)

The COBRA: Divorced/Separated Employees report (4S-RPT) provides a listing, by plan, of all employees who were divorced or separated during the range of dates specified in the report parameters.

Business Tasks

This report is used to complete the following business task:

- Identify spouses of employees who are no longer eligible for welfare health plans due to a divorce or separation and who must be notified of their right to continuation of coverage under COBRA.

Report field details

- **Plan ID**—The welfare health plan in which the employee and dependent(s) are currently enrolled.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—The value selected in the Option text box on the Welfare Plan Enrollments/Changes form (55-SCR).
- **Marital Status**—Employee's current marital status.
- **Date**—Effective date of the change in marital status.
- **Spouse Cross Reference**—The unique identifier assigned to the spouse on the Spouse/Dependent Information form (10-SCR). This identifier is also recorded on the Covered Dependents By Plan (59DSCR) form when assigning a spouse to a welfare health plan.
- **Spouse Name**—The spouse's legal name.
- **Social Security #**—The spouse's Social Security number.
- **Date Notified**—Column in which an administrator can manually enter the date that the spouse was notified of his or her right to continue coverage.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID**—Leave blank or enter 'ALL' to run the report for all plans. Enter a single plan ID to run the report for a single plan, for example, '102'. Or enter a range of plan IDs to run the report for a range of plans in the format '102/205'.

See also:

- Separations and terminations ***(on page 422)***

For more information.

COBRA: Divorced/Separated Employees (4S-RPT) Example

```
CORPORATION  99   ACME TIME AND ATTENDANCE            COBRA NOTIFICAITONS:           REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2            EMPLOYEES DIVORCED OR SEPARATED      4S-R            TIME 11:05     DATE 07-02-1998
PLAN                     EMPLOYEE                             MARITAL             SPOUSE                         SOCIAL       DATE
 ID   EMPLOYEE NAME       NUMBER    OPTION                    STATUS   DATE         XREF    SPOUSE NAME          SECURITY #   NOTIFIED
101   SWALTER, STEVEN Y   3005      Family/EE & All Deps        D      02-02-1998    001    SWALTER, SHERRIE     334-58-2298  ________
```

COBRA: No Response by Due Date (4U-RPT)

The COBRA: No Response by Due Date report (4U-RPT) provides a listing, by plan, of all employees (or spouse/dependent[s]) who have not elected to participate in an offered COBRA continuation coverage before the end of the enrollment period as defined by COBRA. The report lists all employees who have not responded by the due date of a Qualifying Event that occurred during the range of dates specified in the report parameters.

Business Tasks

This report is used to complete the following business task:

- Identify employees and/or dependents who have not elected to participate in an offered COBRA continuation coverage. The report can be used by an administrator to identify individuals who should be contacted for a follow up.

Report field details

- **Plan ID**—The welfare health plan in which the employee and dependent(s) are currently enrolled.
- **Qualifying Event**—The activity recorded on the Separations And Terminations form (96-SCR) that caused the employee and/or dependent to lose coverage and become eligible for COBRA coverage.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—The value selected in the Option text box on the Welfare Plan Enrollments/Changes form (55-SCR).
- **Notified EE Rights**—The date on which the employee or their dependent was notified of their right to extended coverage under COBRA.
- **Respond Date Last**—The date by which the employee or dependent must submit notification of their intent to extend coverage.
- **Actual Response**—The date on which the employee or dependent submitted notification of their intent to extend coverage.
- **Accept Cover**—Indicates if the employee or dependent accepted extended coverage.
- **Dependent Cross Reference**—The unique identifier assigned to a dependent on the Spouse/Dependent Information form (10-SCR).
- **Dependent Name**—The name of the dependent.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID**—Leave blank or enter 'ALL' to run the report for all plans. Enter a single plan ID to run the report for a single plan, for example, '102'. Or enter a range of plan IDs to run the report for a range of plans in the format '102/205'.

COBRA: No Response by Due Date (4U-RPT) Example

```
CORPORATION  99   ACME TIME AND ATTENDANCE            COBRA NOTIFICATIONS:          REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                 NO RESPONSE BY DUE DATE         4U-R            TIME 12:42     DATE 07-02-1998
PLAN  QUALIFYING                             EMPLOYEE                    NOTIFIED     RESPOND     ACTUAL    ACCEPT   DEP   DEPENDENT
 ID     EVENT          EMPLOYEE NAME          NUMBER     OPTION          EE RIGHTS    DATE LAST   RESPONSE   COVER   XREF     NAME
101   Terminated Empl   EMORY, TODD             3031   Turn Off Separa   06-15-1987  08-15-1987
      Death Of Employ   ALSON, GEOFFERY         3003   Turn Off Separa   06-01-1998
```

COBRA: Terminations and Deaths (4T-RPT)

The COBRA: Terminations and Deaths report (4T-RPT) provides a listing, by plan, of all employees who were terminated or died during the range of dates specified in the report parameters.

Business Tasks

This report is used to complete the following business task:

- Identify employees and/or dependents who are no longer eligible for welfare health plans due to the termination or death of an employee, and who must be notified of their right to continuation of coverage under COBRA.

Report field details

- **Plan ID**—The welfare health plan in which the employee and dependent(s) are currently enrolled.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—The value selected in the Option text box on the Welfare Plan Enrollments/Changes form (55-SCR).
- **Dependent Cross Reference**—The unique identifier assigned to a dependent on the Spouse/Dependent Information form (10-SCR).
- **Dependent Name**—The dependent's legal name.
- **Relationship**—The relationship of the dependent to the employee.
- **Student Code**—Indicates if the dependent is a full-time student.
- **Age**—The dependent's age.
- **Birth Date**—The dependent's date of birth.
- **Date Notified**—Column in which an administrator can manually enter the date that the dependent was notified of his or her loss of eligibility.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID**—Leave blank or enter 'ALL' to run the report for all plans. Enter a single plan ID to run the report for a single plan, for example, '102'. Or enter a range of plan IDs to run the report for a range of plans in the format '102/205'.

See also:

- Separations and terminations ***(on page 422)***

For more information.

COBRA: Terminations and Deaths (4T-RPT) Example

```
CORPORATION  99   ACME TIME AND ATTENDANCE         COBRA NOTIFICATIONS OF         REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2          TERMINATIONS AND DEATHS BY PLAN     4T-R            TIME 11:21     DATE 07-02-1998
PLAN                                  EMPLOYEE                             MAJOR              ACTIVITY                   DATE
 ID     EMPLOYEE NAME                  NUMBER          OPTION             ACTIVITY              DATE                   NOTIFIED
101    ALSON, GEOFFERY                  3003     Employee Only/Single      Death-While Active     03-01-1998                ________
       BLOOM, ALEXANDER                 3001     Family/EE & All Deps      Term-Health Reasons    02-01-1998                ________
       EMORY, TODD                      3031     Family/EE & All Deps      Term-Personal Reasns   05-23-1987                ________
       TEACHEN, JUDITH                  3009     Emplye Only/65+           Term-Job Opportunity   12-01-1997                ________
```

Considered Earnings/Hours Accumulator Earnings Definition (4O-RPT)

The Considered Earnings/Hours Accumulator Earnings Definition report (4O-RPT) displays the Considered Earnings/Hours Accumulators Definition form (TO-SCR) accumulators with the buckets and associated HEDs (Hours, Earnings, Deductions).

Business Tasks

This report is used to complete the following business task:

- Analyze which buckets have been added to accumulators

Report field details

- **Control Number**—Control Number assigned to this table entry.
- **Accumulator ID**—Unique three-position name for this accumulator.
- **Table Date**—Effective date of the table record.
- **Accumulator Freq/Description**—Indicator that represents the number of detail CE/H accumulators that will be created for the CE/H accumulator named.
- **Bkt Nbr**—One of 36 buckets into which an earning is to be added for CE/H processing.
- **HED Nbr**—Unique number assigned to the particular hours, earning, or deduction.
- **HED Name**—Description of the earnings or deduction.

Report sort order

As delivered, the sort order of this report is CONTROL-NUMBER, ACCUMULATOR-ID, TO-TABLE-DATE, ACCUM-FREQUENCY-CODE, and COMPANY-HED-NUMBER.

Parameter options and setup

There are no parameter options for this report.

See also:

- Considered earnings/hours reports ***(on page 255)***

For information on how to use this report.

Considered Earnings/Hours Accumulator Earnings Definition (4O-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    CE/H ACCUMULATOR             REPT             FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  EARNINGS DEFINITION            4O-R             TIME 16:14     DATE 02-02-1998

CONTROL      ACCUMULATOR       TABLE        ACCUMULATOR                BKT       HED
NUMBER          ID             DATE         FREQ/DESCRIPTION           NBR       NBR HED NAME

 9999           000         01-01-1925      A Annual Accumulators       2        001 REGULAR PAY
                            01-01-1925      A Annual Accumulators       1        003 OVERTIME PAY
                            01-01-1925      A Annual Accumulators       0        011 2ND SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925      A Annual Accumulators       0        012 3RD SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925      A Annual Accumulators       0        013 1ST SHIFT
                                                                                 --- OVERTIME PREMIUM

 9999           500         01-01-1925      Q Quarterly Accum           2        001 REGULAR PAY
                            01-01-1925      Q Quarterly Accum           1        003 OVERTIME PAY
                            01-01-1925      Q Quarterly Accum           3        006 SICK PAY
                            01-01-1925      Q Quarterly Accum           5        008 VACATION
                            01-01-1925      Q Quarterly Accum           7        009 HOLIDAY
                            01-01-1925      Q Quarterly Accum           0        011 2ND SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925      Q Quarterly Accum           0        012 3RD SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925      Q Quarterly Accum           0        013 1ST SHIFT
                                                                                 --- OVERTIME PREMIUM
 9999           730         01-01-1925     M Monthly Accumulators       2        001 REGULAR PAY
                            01-01-1925     M Monthly Accumulators       6        005 BONUS
                            01-01-1925     M Monthly Accumulators       3        006 SICK PAY
                            01-01-1925     M Monthly Accumulators       4        007 TIPS
                            01-01-1925     M Monthly Accumulators       5        008 VACATION
                            01-01-1925     M Monthly Accumulators       7        009 HOLIDAY
                            01-01-1925     M Monthly Accumulators       0        011 2ND SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925     M Monthly Accumulators       0        012 3RD SHIFT PREM
                                                                                 --- OVERTIME PREMIUM
                            01-01-1925     M Monthly Accumulators       0        013 1ST SHIFT
```

Considered Earnings/Hours Accumulators (CONSID)

The Considered Earnings/Hours Accumulators program (CONSID) updates considered earnings/hours accumulators with earnings from the current pay period's payment history records. The program processes any adjustments made as well as the earnings paid.

Business Tasks

This program is used to complete the following business tasks:

- Generate and update the from-date-of-hire accumulator
- Update considered earnings/hours accumulators associated with benefits plans

Report field details

This program generates no hard copy output. The Considered Earnings/Hours Accumulators form (60-SCR) may be used to view considered earnings/hours accumulator records.

Parameter options and setup

Instructions for processing this batch program can be found in Chapter 14.

See also:

- After a pay run ***(on page 547)***

For information on how to process this report.

Considered Earnings/Hours Accumulators (CONSID) Example

```
The Considered Earnings/Hours Accumulators generator (CONSID) generates no hard copy output.
```

Considered Earnings/Hours Accumulators Audit report (CP-RPT)

The Considered Earnings/Hours Accumulators Audit report generates a report and deletes the historical Employee HED records which are dated prior to the date entered on the parameters form.

Business Tasks

This report is used to complete the following business task:

- Delete the considered earnings accumulators which are stored in Control 1-2 991111.

Report field details

- **Employee Social Security Number**—Unique employee identifier used for taxation in the USA.
- **Accumulator**—Unique 3-position name of the considered earnings/hours accumulator being referenced.
- **Effective Date**—Date on which the earnings took effect.
- **Hours Paid**—The total hours paid for the period.
- **Hours Worked**—The total hours worked for the period.
- **Earnings**—The total earnings accumulated for the period.
- **1000 Date**—The date on which the Hours Worked field reached 1000 hours for the current plan year.

Parameter options and setup

- **Purge Accumulator Records Prior To**—Date prior to which Accumulator Records are to be deleted.
- **Accumulator Name or 'ALL' to purge all accumulators**—Unique identifier for the accumulator to be deleted. Enter 'ALL' to purge all historical employee HED records.
- **Generate Audit Report**—Check to create an audit report without purging any records.
- **Generate Audit Report/Perform Purge**—Check to create an audit report and purge records.

See also:

- Purging accumulators ***(on page 254)***

For information on how to use this report.

Considered Earnings/Hours Accumulators Audit report (CP-RPT) Example

```
             99   ACME MANUFACTURING           CONSIDERED EARNINGS HOURS/         REPT  PERIOD          FILE VERSION 00  PAGE     1
             1111 CONSIDERED EARNINGS/HOURS     ACCUMULATORS AUDIT REPORT          CP-R  PERIOD           TIME 10:43 DATE 08-13-1999
EMPLOYEE SOCIAL        ACCUMULATOR          EFFECTIVE DATE         HOURS PAID       HOURS WORKED    EARNINGS            1000 DATE
SECURITY NUMBER
123456789                 000               06-01-1999              23.45             199.99       12,345.00            07-01-1999
316617269                 000               03-15-1997             500.00             500.00       20,348.56
318426307                 000               06-30-1998           1,000.00           1,000.00       27,546.00            12-24-1998
345662011                 000               03-01-1999           1,000.00           1,000.00       75,236.00            05-01-1999
456622003                 000               11-10-1997             746.00             746.00       35,387.00
705213228                 000               10-02-1998             980.00             980.00       56,741.00
888888001                 000               05-14-1999             950.00             950.00       18,500.00
```

Considered Earnings/Hours Accumulators Definition (9O-RPT)

The Considered Earnings/Hours Accumulators Definition report (9O-RPT) displays the Considered Earnings/Hours Accumulators Definition form (TO-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review the considered earnings/hours accumulator definitions
- Analyze changes to the considered earnings/hours accumulator definitions

Report field details

- **Ctrl Nbr**—Control Number assigned to this table entry.
- **Accumulator ID**—Unique 3-position name of the considered earnings/hours accumulator being referenced.
- **Table Date**—Effective date of the table record.
- **Accumulator Freq/Desc**—Number of detail CE/H accumulators that will be created for the CE/H accumulator named.
- **Accumulators 0-9, A-Z**—Indicates whether or not the earnings and hours accumulated from the pay run will be included as considered earnings and hours for the CE/H accumulator defined.

Parameter options and setup

- **As of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Considered earnings/hours reports ***(on page 255)***

For information on how to use this report.

Considered Earnings/Hours Accumulators Definition (9O-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                 CONSIDERED EARNINGS/HOURS       REPT         FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2               ACCUMULATORS AS OF 01-01-1925      9O-R              TIME 12:00 DATE 02-04-1998

CTRL    ACCUMULATOR    TABLE        ACCUMULATOR              ---------------------------- ACCUMULATORS ----------------------------
NBR          ID         DATE        FREQ/DESC                0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9999       000      01-01-1925   A  Annual Accumulators      Y Y Y N N N N N N N N N N N N N N N N N N N N N N N N N N N N N N N N N

9999       100      01-01-1925   Q  Quarterly Accum          Y Y Y Y N Y N Y N Y N N N N N N N N N N N N N N N N N N N N N N N N N N

9999       500      01-01-1925   Q  Quarterly Accum          Y Y Y Y N Y N Y N N N N N N N N N N N N N N N N N N N N N N N N N N N N

9999       730      01-01-1925   M  Monthly Accumulators     Y N Y Y Y Y Y Y Y Y N N N N N N N N N N N N N N N N N N N N N N N N N N
```

Considered Earnings/Hours Earnings Buckets (4N-RPT)

The Considered Earnings/Hours Earnings Buckets report (4N-RPT) displays a summary of the accumulator and earnings information recorded on the Company HED Benefits CE/H Accumulation Definition (A83SCR) and Company Earnings (A8ESCR) forms for the Considered Earnings/Hours Accumulators Definition form (TO-SCR) table buckets.

Business Tasks

This report is used to complete the following business tasks:

- Review considered earnings/hours accumulator definitions
- Analyze changes to the considered earnings/hours accumulator definitions

Report field details

- **Bk No**—One of 36 buckets into which an earning is to be added for CE/H processing.
- **Hrs-Accumulation Cd/Description**—Indicates whether earnings or deduction hours are to be added to hours worked, hours paid, both, or neither.
- **HED Number**—Unique number assigned to the particular hours, earning, or deduction.
- **HED Name**—Description of the earnings or deduction.
- **Earning-Category Cd/Description**—Indicates the use of default taxation rules and calculations.
- **Earning-Frequency Cd/Description**—Indicates if and when an earning is to be automatically calculated by the system.
- **Earning-Method Cd/Description**—Indicates how the earning is to be calculated.
- **Earning-Type Cd/Description**—Indicates which taxable wage fields are to updated for this earning.

Report sort order

As delivered, the sort order of this report is CE/H-EARNINGS-BUCKET and COMPANY-HED-NUMBER.

Parameter options and setup

There are no parameter options for this report.

See also:

- Considered earnings/hours reports ***(on page 255)***

For information on how to use this report.

Considered Earnings/Hours Earnings Buckets (4N-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  CE/H EARNINGS BUCKETS        REPT             FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                               4N-R             TIME 18:41     DATE 02-02-1998

BK  HRS-ACCUMULATION      HED                     EARNING-CATEGORY      EARNING-FREQ        EARNING-TYPE        EARNING-METHOD
NO  CD/DESCRIPTION        NBR HED-NAME            CD/DESCRIPTION        CD/DESCRIPTION      CD/DESCRIPTION      CD/DESCRIPTION

 0  0 Earnings Only       011 2ND SHIFT PREM     06 Shift-Normal Ta    00 Inactive         00 Fully Taxable     14 Amt Per Reg Hou
    0 Earnings Only       012 3RD SHIFT PREM     06 Shift-Normal Ta    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat
    0 Earnings Only       013 1ST SHIFT          06 Shift-Normal Ta    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 1  3 Earnings/Hrs Wkd/Pd 003 OVERTIME PAY       01 Overtime           00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 2  3 Earnings/Hrs Wkd/Pd 001 REGULAR PAY        15 Basic-Normal Ta    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 3  2 Earnings/Hours Paid 006 SICK PAY           04 Sick-Normal Tax    02 1st Pay Period   00 Fully Taxable     02 Fixed Amount

 4  0 Earnings Only       007 TIPS               08 Tips-Normal Tax    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 5  2 Earnings/Hours Paid 008 VACATION           03 Vac-Default Tax    02 1st Pay Period   00 Fully Taxable     02 Fixed Amount

 6  0 Earnings Only       005 BONUS              12 Misc-Normal Tax    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat
    0 Earnings Only       027 ANNUAL BONUS       13 Misc-Default Ta    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 7  2 Earnings/Hours Paid 009 HOLIDAY            12 Misc-Normal Tax    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat

 9  0 Earnings Only       023 COMMISSIONS        12 Misc-Normal Tax    00 Inactive         00 Fully Taxable     00 Use HED 001 Rat
```

Current Pensioners (4H-RPT)

The Current Pensioners report (4H-RPT) displays, by plan, all retirees receiving a pension payment as of a user-defined date. This includes vested terminated employees currently collecting a vested benefit, beneficiaries or contingent annuitants currently receiving the benefit of a deceased retiree or employee, as well as actual retirees.

Only records for your retiree organization (Company Category of 'Pay-Retiree Master' or 'Unpaid-Retiree Master') are printed.

The description of Form of Payment elected (for example, 50 percent to joint and survivor) is embedded in the report logic based on the delivered values of the Form of Payments option list (BA07). If you have added values to the option list because of additional optional forms of payment available under your plans, you must add literal descriptions for your codes to the report's logic.

Business Tasks

This report is used to complete the following business tasks:

- Review beneficiary/contingent annuitant information applicable to the retiree's participation in each plan
- Analyze changes to current pension information

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—Employee's legal name.
- **Soc Sec Nbr**—Unique employee identifier used for taxation in the USA.
- **Elected Payment**—Date on which the monthly pension benefit first becomes payable.
- **Payment Form**—How retirement benefits are to be paid to the beneficiaries and contingent annuitants.
- **Monthly Pension**—Monthly pension benefit amount being paid to the retiree.
- **Chg Typ**—Reason for changes to the previous monthly benefit amount.
- **Pension Increment**—Amount of the increase/decrease to the monthly benefit.
- **Stop Payment**—Date on which payments of retirement benefits are to stop when the form of payments specifies a term of payment such as 5 year certain, 10 year certain installments, and so forth.
- **Beneficiary Xref**—Cross-reference identifier of the beneficiary from the Beneficiary/Bond-Owner Information form (58-SCR).
- **Beneficiary Name**—First 20 positions of the beneficiary's name.
- **Perct Alloc**—Percent of total benefit to be allocated to the beneficiary/contingent annuitant identified in the cross-reference field (Beneficiary Xref 1-8).

Parameter options and setup

- **As Of Date**—Enter in CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere) format.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Current Pensioners (4H-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  CURRENT PENSIONERS        REPT                                 PAGE        1
DIVISION     5555 RETIREE CTL 1-2                       AS OF 01-01-1990        4H-R             TIME 18:55     DATE 02-02-1998

PLAN                       SOC SEC       ELECTED    PAYMENT    MONTHLY  CHG  PENSION    STOP      BENE                        PERCT
 ID   EMPLOYEE NAME        NUMBER        PAYMENT     FORM      PENSION  TYP  INCRMENT   PAYMENT   XREF  BENEFICIARY NAME      ALLOC

500   HOWARD, THOMAS      352-27-3027  04-01-1988  J&S-66%  2,502.49             .00              001   BATES, HENRY          100.0

      JAROFF, GLEN        522-29-3029  03-01-1989  J&S-66%  1,531.24             .00              001   JAROFF, AMELIA        100.0

      LARKIN, LIBBY       120-28-3028  04-01-1989  LIFE     1,531.24             .00              001   LARKIN, STEVEN         50.0
                                                                                                  002   LARKIN, ELAINE         50.0

      NEWMAN, RUBIN       379-26-3026  10-01-1988  LIFE     2,124.99             .00              001   LEWIS, RITA           100.0

      PATTERSON, DOROTHY  210-25-3025  07-15-1988  LIFE     1,280.00             .00              001   WILSON, ROBERTERT     100.0

      REID, ALAN          301-30-3030  07-01-1988  LIFE     2,707.18             .00              001   REID, CHRISTINE        50.0
                                                                                                  002   REID, BRENDAN          25.0
                                                                                                  003   REID, BARRY            25.0

*PLAN-ID      500              6
```

Deferred Plan Register (4J-RPT)

The Deferred Plan Register report (4J-RPT) produces a roster for each deferred plan showing all employees participating in the plan as of a customer-defined date and data pertinent to the employee's participation in the plan.

Business Tasks

This report is used to complete the following business task:

- Analyze employee participation by plan

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—First 20 positions of employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Suspend End Date**—Date on which an employee's suspension from participation in a deferred benefits plan ends.
- **Cont Type**—Source of contribution to the plan.
- **HED Nbr**—Unique number assigned to the particular hours, earning, or deduction.
- **Effective Date**—Date on which the deduction is to take effect.
- **HED-Xref Amt/Pct**—Deduction value for a particular benefit.
- **HED-Xref Freq**—Pay period in which deductions are to be taken for the benefit.
- **Fund A–F**—Percent of the contributions (as identified by Contribution Type) that are to be invested in Fund A–F.
- **Option Effective**—Effective date of the plan enrollment for the specified plan.
- **Option**—Employee's choice of benefit levels when multiple options are available.
- **Plan Status**—Result of processing a new participation option or separation activity that affects an employee's status in a deferred benefits plan.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Tracking deferred plan enrollment ***(on page 334)***

For information on how to use this report.

Deferred Plan Register (4J-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  DEFERRED PLAN REGISTER        REPT                           PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                     AS OF 01-01-1990           4J-R             TIME 17:13 DATE 02-09-1998

PLAN                      EMPLOYEE     SUSPEND    CONT      HED  EFFECTIVE  HED-XREF HED XREF    FUND  FUND  FUND  FUND  FUND  FUND
 ID   EMPLOYEE-NAME         NUMBER     END DATE   TYPE      NBR    DATE     AMT/PCT    FREQ       A     B     C     D     E     F

500   BISHOP, MARIA           3021                 3       540  01-01-1990 0000000  All Pay Pe

                          OPTION EFFECTIVE: 07-07-1981  OPTION:  Enrolled          PLAN STATUS: Active Participant


500   BLOOM, ALEXANDER        3001                 3       540  01-01-1990 0000000  All Pay Pe

                          OPTION EFFECTIVE: 01-01-1980  OPTION:  Enrolled          PLAN STATUS: Active Participant


500   RUNYON, BRENDA          3010                 3       540  01-01-1990 0000000  All Pay Pe

                          OPTION EFFECTIVE: 01-01-1981  OPTION:  Enrolled          PLAN STATUS: Active Participant


500   SCHAEFER, JOANNA S.     3012                 3       540  01-01-1990 0000000  All Pay Pe

                          OPTION EFFECTIVE: 01-01-1986  OPTION:  Enrolled          PLAN STATUS: Active Participant

500   WALSH, THEODORE         3002                 3       540  01-01-1990 0000000  All Pay Pe

                          OPTION EFFECTIVE: 01-01-1985  OPTION:  Enrolled          PLAN STATUS: Active Participant


*PLAN-ID                 5
```

Deferred Vested Terminated Employees (4K-RPT)

The Deferred Vested Terminated Employees report (4K-RPT) displays, by plan, all vested terminated employees and retirees who are entitled to a benefit from a plan but have deferred payment of the benefit until after a customer-defined date. Therefore, any vested terminated employee who is currently receiving a benefit is considered a retiree and is not listed on the report.

The description of the Form of Payment elected is derived from program logic based on the Form of Payments option list (BA07) values. Therefore, if you have added values to the option list because of additional forms of payment allowed under your plans, you must add literal descriptions for your codes to this report.

Business Tasks

This report is used to complete the following business tasks:

- Track vested terminated employees
- Monitor deferred benefit payments

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—First 20 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Security Nbr—**Unique employee identifier used for taxation in the USA.
- **Termination Date**—Date on which an employee terminated his/her job.
- **Elected Payment Date**—Date when the monthly pension benefit first becomes payable.
- **Retirement Date**—Actual date of the retirement (or termination in the case of a vested termination).
- **Retirement Option**—Pre/post retirement option code used to identify the type of retirement an employee has elected.
- **Monthly Pension—**Monthly pension benefit amount being paid to the retiree.
- **Form of Payment—**How retirement benefits are to be paid to the retiree.
- **Normal Retire**—Date on which a plan participant can retire as a normal retiree according to plan rules. It can also be used to record the date on which an employee is expected to retire according to company rules.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, PLAN-ID-Q6, EMPLOYEE-NAME-20, and EMPLOYEE-NUMBER.

Parameter options and setup

- **As Of Date—**Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Deferred Vested Terminated Employees (4K-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    DEFERRED VESTED TERMINATED        REPT                                  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                             EMPLOYEES                4K-R                      TIME 08:31:06 DATE 02-16-98

   PLAN                              EMPLOYEE       SOCIAL SEC       TERM     ELECTED    RETIRE   RETIRE  MONTHLY       FORM OF    NORMAL
    ID       EMPLOYEE NAME            NUMBER          NUMBER         DATE     PMT DATE    DATE    OPTION  PAYMENT       PAYMENT  RETIREMENT

   510       BYERS, TODD                6001       600-61-6001    01-01-97  01-01-99               04     5,000.00      J+S100%

      TOTAL PLAN 510:             1
```

Dependent Life Insurance Taxable (86DRPT)

The Dependent Life Insurance Taxable report (86DRPT) calculates the taxable amount of imputed income for employees with spousal or dependent coverage from the Dependent Group Term Life Insurance coverage in excess of $2,000.00. Employees who have company paid or company sponsored group-term life insurance for dependents must pay FICA tax on the premiums paid for coverage that exceeds the $2,000.00 limit based on a cost table supplied in the Internal Revenue Code, Section 79.

The report calculates taxable income using the coverage and contribution amounts recorded on Employee Database records for the plan(s) specified in the report parameters and the 'uniform premiums' prescribed in Section 79(d).

Business Tasks

This report is used to complete the following business tasks:

- Calculate the taxable amount of imputed income from Dependent Group Term Life Insurance coverage in excess of $2,000, based on the cost table set by the Internal Revenue Code, Section 79.
- Create the segment needed by payroll to add this taxable amount to the employee's earnings from which taxes will be taken.
- Complete a test run for employees with spousal or dependent coverage to examine the results before the HED is updated.

Report field details

- **Employee/Dependent**—Employee or dependent's legal name, up to 15 characters in length.
- **Emp ID/Dep ID**—Unique employee or dependent identifier.
- **Taxable Thousands**—The amount of life insurance over $2,000 for the dependents in which the premiums are either partially or wholly contributed by the company. The field is reported in thousands, for example, '2.00' indicates '$2,000'.
- **Government Factor**—The cost of $1,000 of group term life insurance provided for one month and computed on the basis of 5-year age brackets, as set forth by the government. The dependent's age is used to determine the government factor. When the dependent's birth date is not recorded, the employee's birth date is used to determine the government factor.
- **Government Amount**—The monthly dollar amount the employee must pay or be charged as taxable income, dependent upon the amount of employee contribution.
- **Employee Contribution**—The total life insurance premiums the employee paid in the month specified in the report parameters.
- **Taxable Amount**—The monthly dollar amount to be applied to the employee's gross income.
- **Comments**—Used for error messages or appropriate informational messages.

Parameter options and setup

- **Month End Date**—Date used to determine the imputed income. Enter the date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Dependent Life Insurance Plan**—The plan ID of the dependent life insurance plan. Type ALL to report on all dependent life insurance plans.
- **HED to be Updated**—The default HED number to be updated is 033. To use a different HED number, you must modify the Cyborg Scripting Language for this report and the Report Parameters form for Dependent Life Insurance Taxable form (R86DR).
- **Update Employees**—Click the checkbox to update employees HEDs. Leave blank to run report as a test and not update the HEDs.
- **Print All Employees For Specific Plan ID**—Click the checkbox to report only on those employees enrolled in the plan. Leave blank to report on all employees.

See also:

- Imputed income ***(on page 580)***

For information on how to use this report.

Dependent Life Insurance Taxable (86DRPT) Example

```
CORPORATION  99   ACME MANUFACTURING            DEPENDENT LIFE INSURANCE TAXABLE       REPT                                             PAGE
1
DIVISION        9999   PRODUCTION CTL 1-2          FOR PLAN 403 AS OF 07-31-1999        86DR                                TIME 13:29 DATE 11-22-
1999
* = AGE OF EMPLOYEE USED
EMPLOYEE                    EMP ID/         TAXABLE          GOVERNMENT            EMPLOYEE     TAXABLE
DEPENDENT                   DEP ID        THOUSANDS       FACTOR      AMOUNT      CONTRIBUTION    AMOUNT     COMMENTS
MEYER, JUNE                 1001                          .10                                    .60
  TOTAL EMPLOYEE            1001           10.00                        .55           .60        .00         NO TAXABLE AMOUNT
BLOOM, ALEXANDE            3001                          .05                        4.00
 BLOOM, BRENDA              001           10.00          .43         4.30           .00          .00
 BLOOM, ABAGAIL             002            5.00         2.06        10.30           .00          .00
 BLOOM, ELLEN               003            5.00          .06          .30           .00          .00
 BLOOM, THOMAS J*           004            5.00          .05          .25           .00          .00
 BLOOM, WILLIAM             005            5.00          .05          .25           .00          .00
  TOTAL EMPLOYEE           3001           30.00                      15.40          4.00       11.40

WALSH, THEODORE            3002                          .66                        1.10
 WALSH, MICHAEL             002            5.00          .05          .25           .00          .00
  TOTAL EMPLOYEE           3002            5.00                       .25          1.10          .00         NO TAXABLE AMOUNT

ALSON, GEOFFERY            3003                          .66                        4.00
 ALSON, JOHN                101            5.00          .08          .40           .00          .00
  TOTAL EMPLOYEE           3003            5.00                       .40          4.00          .00         NO TAXABLE AMOUNT

MARSH, PAUL J.             3004                          .15                        2.00
 SPOUSE, JOAN               001           10.00          .08          .80           .00          .00
  TOTAL EMPLOYEE           3004           10.00                       .80          2.00          .00         NO TAXABLE AMOUNT
```

Dependent Listing for Plan ID:XXX (4D-RPT)

The Dependent Listing for Plan ID:xxx report (4D-RPT) displays covered dependents for each employee participating in the Plan ID requested on the report parameters.

A participant who does not have covered dependents is not listed on this report.

Business Tasks

This report is used to complete the following business tasks:

- Verify benefit coverage eligibility
- Track covered dependents by plan
- Coordinate benefit payments

Report field details

- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—Employee's choice of benefit levels when multiple options are available.
- **ID**—Three-position unique identifier for a dependent entitled to coverage under this plan.
- **Name**—Name of spouse or dependent.
- **Relationshp**—Spouse or dependent relationship to an employee.
- **Age**—System calculated using the birth date for this spouse/dependent, the resulting age is reported as YY only.
- **SC**—Code that indicates whether or not the spouse or dependent named in this form is a student and what level of school participation is involved.
- **Insurance Carrier**—Spouse or dependent's insurance carrier

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, EMPLOYEE-NAME, and DEPENDENT-ID.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Plan ID**—Enter the plan ID for which dependents are to be listed.

See also:

- Tracking welfare plan enrollment ***(on page 300)***

For information on how to use this report.

Dependent Listing for Plan ID:XXX (4D-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   DEPENDENT LISTING        REPT                                PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2            PLAN ID: 101 DATE: 01-01-1990    4D-R                 TIME 20:55    DATE 02-02-1998

CTRL  CTRL  CTRL  CTRL                          EMPLOYEE                       ----------- DEPENDENT DATA ---------     S    INSURANCE
THREE FOUR  FIVE  SIX     EMPLOYEE NAME         NUMBER    OPTION        ID   NAME                 RELATSHP    AGE   C    CARRIER

3388  4488  5508  6608    BISHOP, MARIA         3021      Family/EE    001  BISHOP, PAUL         Husband      00        NORTHERN LIF
3333  4444  5555  6666    BLOOM, ALEXANDER      3001      Family/EE    001  BLOOM, BRENDA        Wife         49   N    CONN.GENERAL
                                                                       002  BLOOM, ABAGAIL       Mother       00   N
                                                                       003  BLOOM, ELLEN         Daughter     17
                                                                       004  BLOOM, THOMAS J.     Son          14
                                                                       005  BLOOM, WILLIAM E.    Son          11

3388  4488  5508  6608    CHOU, LO              3020      Family/EE    001  CHOU, KENNETH        Husband      36         KEMPER
                                                                       002  CHOU, JONATHAN       Son          05         KEMPER

3333  4444  5508  6608    DANIELS, JEFFREY C.   3023      Family/EE    001  DANIELS, CATHERINE Mother         41         STATE FARM

3388  4488  5508  6608    HARRIS, CECELIA       3019      Family/EE    001  NASH, SUZANNE        Sister       21    F    STATE FARM

3388  4488  5508  6608    LLEWELYN, STEVE       3015      Family/EE    001  LLEWELYN, CAROL      Wife         48         AETNA
                                                                       002  LLEWELY, GRETCHEN    Daughter     20    F    AETNA
                                                                       003  LLEWELYN, PETER      Son          18    F    AETNA

3388  4488  5508  6608    SANTANA, LOUISE       3016      Family/EE    001  SANTANA, CARLA       Wife         34         KEMPER GROUP
                                                                       002  SANTANA, ANGELA      Daughter     06         KEMPER GROUP
                                                                       003  SANTANA, ROSEMARIE Mother         54         KEMPER GROUP

3333  4444  5508  6608    SPENSER, WILLIAM M.   3024      Family/EE    001  SPENSER, DENISE      Wife         28          PRUDENTIAL
                                                                       002  SPENSER, ASHLEY      Daughter     06

3388  4488  5508  6608    STENMAN, SAMANTHA     3017      Family/EE    002  STENMAN, CASEY       Daughter     16    F     PRUDENTIAL

3030  4040  5050  6060    SWALTER, STEVEN Y     3005      Emplye&sps   001  SWALTER, SHERRIE     Wife         41    N     ATENA
                                                                       002  SWALTER, CHRIS       Son          16

3030  4040  5050  6060    TEACHEN, JUDITH       3009      Emplye Onl   001  TEACHEN, ROSEMARIE Mother         00          MEDICARE
                                                                       002  MURPHY, MARGARET     Aunt         00          MEDICARE
```

Determination of Highly-Paid Employees (2D-RPT)

The Determination of Highly-Paid Employees Report sets the highly-paid indicator for each employee who meets the highly-paid definition based on data entered on the Components of Highly-Paid Definition form (51-SCR) and the data elements updated by the Identification of Excludable Employees Report (2A-RPT), Nondiscrimination Earnings Update Report (2B-RPT), and Top 20%, Top 10/100 Report (2C-RPT). Once an employee is designated as being 'highly-paid', the employee is considered highly-paid in testing each of the retirement and welfare plans administered by your company.

You only have to run the Determination of Highly-Paid Employees Report once for nondiscrimination and coverage tests for plans which have the same year-end date.

The Determination of Highly-Paid Employees Report (2D-RPT) is run for everyone on the Employee Database, regardless of their employment or benefits status.

The following three reports should be run for the plan year-end date defined in the Report Parameters for Determination of Highly-Paid Employees form before running the Determination of Highly-Paid Employees Report (2D-RPT), if they apply to your testing environment:

- Identification of Excludable Employees Report (2A-RPT)
- Nondiscrimination Earnings Update Report (2B-RPT)
- Top 20%, Top 10/100 Report (2C-RPT)

Note: The Top 20%, Top 10/100 Report probably should have been run with both the current and previous year options, as the definition for a highly-paid employee relies on having indicators set for both years.

The following are fields on the Components of Highly-Paid Definition form (51-SCR) that are used in highly-paid definition and must be entered manually before running the Determination of Highly-Paid Employees Report:

- PRIOR-YEAR-5%-OWNER
- PRIOR-YEAR-OFFICER
- CURR-YEAR-5%-OWNER
- CURRENT-YEAR-OFFICER
- OWNER-FAMILY
- OWNER-EMPLOYEE-NBR
- OWNER-C1-2

Business Tasks

- Identifying plans for nondiscrimination testing.
- Identifying highly-paid employees.
- Recording average deferral percentage ratios.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Highly Paid**—Indicates whether the employee is considered highly-paid.
- **Current Top 100**—Indicates whether the employee ranks in the top 100 highly-paid employees for the current year.
- **Top 20%**—Indicates whether the employee ranks in the top 20% of the highly-paid employees.
- **Earnings**—Amount of employee's current earnings.
- **Deferred Earnings**—Amount of employee's deferred earnings.
- **5% Owner**—Indicates if the employee owns at least 5% of the company.
- **Officer**—Indicates if the employee is an officer of the company.
- **High Paid**—Indicates if the employee is considered highly-paid. The previous year displays on the top line; the current year displays on the bottom line.

Parameter options and setup

- **As Of Date**—The date in the 'Test As Of Date' field of the Nondiscrimination Test Component Plans form (TV-SCR). This field indicates when the testing process should begin.

See also:

- Compliance ***(on page 579)***

For more information on how to use this report.

Determination of Highly-Paid Employees (2D-RPT) Example

A sample report is not available at this time.

Employee Master File Space Analysis (10-RPT)

The Employee Master File Space Analysis report (10-RPT) calculates the amount of space available on each employee's record and compares that to the maximum number of segments required for an employee enrollment. You can then review the printed summary of available segment space for each employee. This information helps you decide whether or not you need to make a space allocation adjustment before or during benefits enrollment processing.

Business Tasks

This report is used to complete the following business tasks:

- Verify space availability on the Employee Master File.

Report field details

- **Employee name**—Employee's legal name.
- **Employee number**—Unique employee identifier, up to 10 characters in length.
- **Employee status**—Current employment status of the employee.
- **Employee Rcd size**—Number of bytes used for the employee record.
- **Maximum allowed**—Maximum number of bytes allocated for the employee record.
- **Available segments**—Number of segments allocated for the individual.
- **55-SCR indicator**—Indicates if there are enough segments available on the employee Master File (FILE02) to enroll the employee on the Welfare Plan Enrollments/Changes form (55-SCR).
- **55FSCR indicator**—Indicates if there are enough segments available on the employee Master File (FILE02) to enroll the employee on the Flex Benefit Enrollments/Changes form (55FSCR).

Parameter options and setup

There are no parameters for this report.

See also:

- Employee Database space analysis for benefits enrollment ***(on page 933)***

For information on how to use this report.

Employee Master File Space Analysis (10-RPT) Example

CORPORATION 99 ACME MANUFACTURING EMPLOYEE MASTER FILE REPT PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 SPACE ANALYSIS 10-R TIME 14:29 DATE 10-15-1999

EMPLOYEE NAME	EMPLOYEE NUMBER	------ EMPLOYEE ------ ------- STATUS -------	EMPLOYEE RCD SIZE	MAXIMUM ALLOWED	AVAILABLE SEGMENTS	55-SCR INDICATOR	55FSCR INDICATOR
ADAMS, RICHARD	1117	01 Active-Salrd Reg FT	4,148	24,957	293	Y	Y
ALSON, GEOFFERY	3003	01 Active-Salrd Reg FT	3,976	24,957	296	Y	Y
ANDERSEN, KARI	6004	01 Active-Salrd Reg FT	1,582	24,957	329	Y	Y
ANDERSON, DANIEL M	1616	01 Active-Salrd Reg FT	4,503	24,957	288	Y	Y
ANDERSON, KAREN	3034	11 Term-Salaried Reg FT	3,174	24,957	307	Y	Y
ANDREWS, HENRY A.	2013	01 Active-Salrd Reg FT	2,059	24,957	323	Y	Y
AUSTIN, STEVEN	1234	05 Active-Hrly PT	5,038	24,957	281	Y	Y
AYERS, CHESTER D	1755	11 Term-Salaried Reg FT	3,225	24,957	306	Y	Y
BALDWIN, ALICE A	1043	03 Active-Hrly Reg FT	3,945	24,957	296	Y	Y
BARKER, MARTINN A	1184	11 Term-Salaried Reg FT	3,692	24,957	300	Y	Y
BARNES, JOHNSON	2002	01 Active-Salrd Reg FT	2,739	24,957	313	Y	Y
BARTHOLOW III, JONATHAN	1113	01 Active-Salrd Reg FT	4,608	24,957	287	Y	Y
BEACHEM, JUDITH	6009	01 Active-Salrd Reg FT	1,582	24,957	329	Y	Y
BENOWITZ, JAMES	3027	91 Retired-Salrd Reg FT	3,976	24,957	296	Y	Y
BETTS, J.T.	6003	01 Active-Salrd Reg FT	2,150	24,957	321	Y	Y
BISHOP, MARIA	3021	01 Active-Salrd Reg FT	3,550	24,957	302	Y	Y
BLOOM, ALEXANDER	3001	01 Active-Salrd Reg FT	4,686	24,957	286	Y	Y
BROWN, WILLIAM R	2005	01 Active-Salrd Reg FT	2,384	24,957	318	Y	Y
BYERS, TODD	6001	01 Active-Salrd Reg FT	1,653	24,957	328	Y	Y
CACH, ROBERT	1258	13 Term-Hourly Reg FT	4,027	24,957	295	Y	Y
CARLILE, WILLIAM E.	3013	01 Active-Salrd Reg FT	4,402	24,957	290	Y	Y
CHOU, LO	3020	01 Active-Salrd Reg FT	4,675	24,957	286	Y	Y
CMEYLA, JANE	2003	01 Active-Salrd Reg FT	2,668	24,957	314	Y	Y
COLLINS, ANNA MARIE	1848	01 Active-Salrd Reg FT	3,722	24,957	299	Y	Y
COMPTON, SUSAN A	1116	05 Active-Hrly PT	4,799	24,957	284	Y	Y
CORTEZ, MARIA	3028	91 Retired-Salrd Reg FT	4,402	24,957	290	Y	Y
COSTELLO, SUSANNE	2006	03 Active-Hrly Reg FT	2,100	24,957	322	Y	Y
CREMMINS, ALAN EDWARD	2009	01 Active-Salrd Reg FT	2,029	24,957	323	Y	Y
DANIELS, JEFFREY C.	3023	01 Active-Salrd Reg FT	3,823	24,957	298	Y	Y
DUNBAR, WALLCOTT A.	3029	91 Retired-Salrd Reg FT	4,178	24,957	293	Y	Y
EMORY, TODD	3031	11 Term-Salaried Reg FT	3,458	24,957	303	Y	Y

CORPORATION 99 ACME MANUFACTURING EMPLOYEE MASTER FILE REPT PAGE 2
DIVISION 9999 PRODUCTION CTL 1-2 SPACE ANALYSIS 10-R TIME 14:29 DATE 10-15-1999

EMPLOYEE NAME	EMPLOYEE NUMBER	------ EMPLOYEE ------ ------- STATUS -------	EMPLOYEE RCD SIZE	MAXIMUM ALLOWED	AVAILABLE SEGMENTS	55-SCR INDICATOR	55FSCR INDICATORISLEY,
JEANETTE J.	1432	33 LOA-Hr Reg FT W/Pay	4,167	24,957	293	Y	Y
JOHNSEN, RICH DANIEL	1112	11 Term-Salaried Reg FT	4,845	24,957	283	Y	Y
JOHNSON, WALTER D	1255	05 Active-Hrly PT	4,238	24,957	292	Y	Y
JONES, JERRY	1111	03 Active-Hrly Reg FT	4,795	24,957	284	Y	Y
JORDAN, WILLIAM M.	1257	11 Term-Salaried Reg FT	3,356	24,957	304	Y	Y
KWONG, STEVEN S.	2004	01 Active-Salrd Reg FT	2,455	24,957	317	Y	Y
LANNON, PATRICE	2007	01 Active-Salrd Reg FT	1,958	24,957	324	Y	Y
LAUGHLIN, SANDRA T.	3011	01 Active-Salrd Reg FT	4,473	24,957	289	Y	Y
LEWIS, JAMES X.	3026	91 Retired-Salrd Reg FT	3,976	24,957	296	Y	Y
MAGUIRE, HENRY S.	1578	01 Active-Salrd Reg FT	3,427	24,957	303	Y	Y

MANNING, WILLIAM Z.	1165	01 Active-Salrd Reg FT	4,391	24,957	290	Y	Y
MARGOLIS, DAVID	2015	01 Active-Salrd Reg FT	1,887	24,957	325	Y	Y
MARSH, PAUL J.	3004	01 Active-Salrd Reg FT	4,107	24,957	294	Y	Y
MAURICE, STACY E.	1008	01 Active-Salrd Reg FT	3,165	24,957	307	Y	Y
MERTZ, LYNNE C.	1006	03 Active-Hrly Reg FT	3,236	24,957	306	Y	Y
MEYER, JUNE	1001	01 Active-Salrd Reg FT	4,180	24,957	293	Y	Y
MILLER, THOMAS S	6007	01 Active-Salrd Reg FT	1,440	24,957	331	Y	Y
MOHR, MICHAEL T.	1010	03 Active-Hrly Reg FT	3,195	24,957	307	Y	Y
MOORE, SAMUEL	1002	01 Active-Salrd Reg FT	4,139	24,957	293	Y	Y
MOREAU, GARDNER	1009	01 Active-Salrd Reg FT	2,597	24,957	315	Y	Y
MORITZ, KATHERINE C.	1007	01 Active-Salrd Reg FT	3,571	24,957	301	Y	Y
MORRIS, ROBERT	1005	03 Active-Hrly Reg FT	2,648	24,957	314	Y	Y
MORSE, GORDAN	1004	03 Active-Hrly Reg FT	3,307	24,957	305	Y	Y
MUIR, LINDA	1003	21 Disabld-Salrd Reg FT	2,810	24,957	312	Y	Y
OWENS, LORNA	3032	11 Term-Salaried Reg FT	3,021	24,957	309	Y	Y
PATEL, LAURENCE	3030	91 Retired-Salrd Reg FT	3,834	24,957	298	Y	Y
PENDARVIS, MARTIN M.	2010	03 Active-Hrly Reg FT	1,988	24,957	324	Y	Y
PITARO, JOSEPH C.	2011	03 Active-Hrly Reg FT	1,988	24,957	324	Y	Y
PRESCOTT, KEVIN	1313	03 Active-Hrly Reg FT	3,640	24,957	300	Y	Y
REYNOLDS, BRENDA	2001	01 Active-Salrd Reg FT	2,455	24,957	317	Y	Y
RITTER, BRENDA	6010	01 Active-Salrd Reg FT	1,440	24,957	331	Y	Y
SANDERS, STEVEN S	6005	01 Active-Salrd Reg FT	1,440	24,957	331	Y	Y
SANTANA, LOUISE	3016	01 Active-Salrd Reg FT	4,462	24,957	289	Y	Y
CORPORATION 99 ACME MANUFACTURING		EMPLOYEE MASTER FILE	REPT			PAGE 3	
DIVISION 9999 PRODUCTION CTL 1-2		SPACE ANALYSIS	10-R		TIME 14:29 DATE 10-15-1999		
SCHAEFER, JOANNA S.	3012	01 Active-Salrd Reg FT	3,408	24,957	304	Y	Y
SHEA, JEFFERY B.	2016	01 Active-Salrd Reg FT	1,988	24,957	324	Y	Y
SPENSER, WILLIAM M.	3024	01 Active-Salrd Reg FT	4,047	24,957	295	Y	Y
STENMAN, SAMANTHA	3017	01 Active-Salrd Reg FT	3,763	24,957	299	Y	Y
SULLIVAN, MIKE M.	3014	01 Active-Salrd Reg FT	4,391	24,957	290	Y	Y
SWALTER, STEVEN Y	3005	01 Active-Salrd Reg FT	4,817	24,957	284	Y	Y
*CONTROL-1 96							
*REPORT CO 96							

Employees with Less Than 1000 Hours in Plan Year (4M-RPT)

The Employees with Less Than 1000 Hours in Plan Year report (4M-RPT) provides a list of all plan participants who have not met the required 1000 hours in the plan year. This report examines the applicable CE/H accumulator 1000 Hours Date field for the plan ID requested to determine if the 1000 hours requirement has been met.

Business Tasks

This report is used to complete the following business tasks:

- Track total considered hours for participants
- Determine whether or not a participant is to be credited with a year of service

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Accum Name**—Name of the considered earnings/hours accumulator that contains the considered earnings and considered hours worked and hours paid for this plan.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Sec Number**—Unique employee identifier used for taxation in the USA.
- **Plan Status**—Employee's participation status in the plan.
- **Employee Status**—Employee's status as a result of an activity.
- **CE/H Freq**—Indicator that represents the number of detail CE/H Accumulators that will be created for the CE/H Accumulator named.
- **Accum Rec Date**—Date of the period end through which hours and earnings are recorded on the accumulator.
- **Considered Earnings**—Total earnings accumulated for the period according to the definition of considered earnings on the accumulator.
- **Consid Hrs Wkd**—Total hours worked for the period according to the definition of considered hours worked on the accumulator.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Plan ID**—Enter the plan ID to be included on the report.
- **Plan Year**—Enter the plan year in the format YY.

See also:

- Considered earnings/hours reports ***(on page 255)***

For information on how to use this report.

Employees with Less Than 1000 Hours in Plan Year (4M-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                EMPLOYEES WITH LESS THAN       REPT                              PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                1000 HOURS IN PLAN YEAR        4M-R              TIME 16:10 DATE 02-06-1998

PLAN  ACCUM                     EMPLOYEE      SOCIAL SEC     PLAN         EMPLOYEE     CE/H    ACCUM REC   CONSIDERED    CONSID
 ID   NAME    EMPLOYEE NAME       NUMBER        NUMBER       STATUS        STATUS      FREQ      DATE      EARNINGS      HRS WKD

 510  500    WINTER, MICHAEL       6006      931-66-6006   Active Par     Active-Sal     3    06-30-1997       500.00      50.00
```

Enrollable Employees by Employee (4F-RPT)

The Enrollable Employees by Employee report (4F-RPT) displays by employee all plans for which each employee is currently eligible but not participating.

This report lists only active employees eligible prior to a customer-defined date. If your plan states that an employee is eligible to enroll while on leave of absence or disability, for example, modifications to select active employees and those employee statuses will need to be made.

Business Tasks

This report is used to complete the following business tasks:

- Track the return of benefits enrollment forms
- Contact employees regarding plans for which they have not yet selected an option election

Report field details

- **Employee Name**—First 25 positions of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Employee's status as a result of an activity.
- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Mail Distribute**—Internal mail station or distribution data.
- **Plan ID**—Unique plan identifier for the pending plan enrollment.
- **Plan Name**—Name of the plan pending enrollment.
- **Suspense Date**—Date on which an employee becomes eligible to participate in the plan.

Report sort order

As delivered, the sort order of this report is CTRL-THREE, CTRL-FOUR, CTRL-FIVE, and CTRL-SIX.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Pay Frequency Option**—Enter the pay frequency(s) to be included on the report using one of the following options: 'ALL' for all pay frequencies, pay frequency value in the format 'X' for one pay frequency, or pay frequency values in the format 'X/x' for a range of pay frequencies.

See also:

- Plan eligibility verification ***(on page 288)***

For information on how to use this report.

Enrollable Employees by Employee (4F-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    ENROLLABLE EMPLOYEES          REPT                               PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      AS OF 01-01-1990            4F-R             TIME 15:25   DATE 02-03-1998

                    EMPLOYEE          CTRL    CTRL    CTRL    CTRL      MAIL            PLAN                             SUSPENSE
 EMPLOYEE NAME        NUMBER   STATUS THREE   FOUR    FIVE    SIX     DISTRIBUTE        ID    PLAN NAME                      DATE


 ALSON, GEOFFERY        3003     01   3030    4040    5050    6060    2FLR-22W           101  MEDICAL INSURANCE       02-19-1984
                                                                                         105  LONG TERM DISABILITY    03-01-1985
                                                                                         203  LIFE INS-BASIC          02-19-1984
                                                                                         303  LIFE INS-SUPPLEMENTL    02-19-1984
                                                                                         500  RETIREMENT PLAN         01-01-1986
                                                                                         505  MONEY PURCHASE PLAN     03-01-1985
                                                                                         600  FLEX MASTER PLAN        02-19-1984
                                                                                         601  MICHAEL REESE HMO       02-19-1984
                                                                                         602  LINCOLN NATIONAL        02-19-1984
                                                                                         603  GUARDIAN DENTAL         02-19-1984
                                                                                         605  LIFE INSURANCE          02-19-1984
                                                                                         606  MEDICAL FSA             02-19-1984
                                                                                         607  DEPENDENT CARE FSA      02-19-1984
 GRIFFITH, BERNARD      3008     01   3030    4040    5050    6060    CORP-STE1          101  MEDICAL INSURANCE       06-01-1984
                                                                                         105  LONG TERM DISABILITY    06-01-1985
                                                                                         203  LIFE INS-BASIC          06-01-1984
                                                                                         303  LIFE INS-SUPPLEMENTL    06-01-1984
                                                                                         500  RETIREMENT PLAN         01-01-1986
                                                                                         510  EMPLOYEE SAVINGS PLN    07-01-1985
                                                                                         600  FLEX MASTER PLAN        06-01-1984
                                                                                         601  MICHAEL REESE HMO       06-01-1984
                                                                                         602  LINCOLN NATIONAL        06-01-1984
                                                                                         603  GUARDIAN DENTAL         06-01-1984
                                                                                         605  LIFE INSURANCE          06-01-1984
                                                                                         606  MEDICAL FSA             06-01-1984
                                                                                         607  DEPENDENT CARE FSA      06-01-1984
 SULLIVAN, MIKE M.      3014     01   3030    4040    5050    6060    CORP-STENO         101  MEDICAL INSURANCE       02-28-1984
                                                                                         105  LONG TERM DISABILITY    03-01-1985
                                                                                         203  LIFE INS-BASIC          02-28-1984
```

Enrollable Employees by Plan (4E-RPT)

The Enrollable Employees by Plan report (4E-RPT) displays by plan the employees who are currently not participating in a plan for which they are eligible.

This report is designed to list only active employees eligible prior to a customer-defined date. If your plan rules specify that an employee is eligible to enroll in a plan while on leave of absence or disability, for example, this report will require modifications to select those employee statuses as well as active employees.

Business Tasks

This report is used to complete the following business tasks:

- Distribute reminder notifications to eligible employees
- For automatic plans, enroll an employee in the plan and trigger the appropriate payroll deductions or company contribution accumulators

Report field details

- **Plan ID**—Unique plan identifier for the pending plan enrollment.
- **Plan Name**—Name of the plan pending enrollment.
- **Suspense Date**—Date on which an employee becomes eligible to participate in the plan.
- **Employee Name**—First 25 positions of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Employee's status as a result of an activity.
- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Mail Distribute**—Internal mail station or distribution data.

Report sort order

As delivered, the sort order of this report is PLAN-ID-RA.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Plan ID**—Specify a three-character plan ID.
- **Pay Frequency Option**—Enter the pay frequency(s) to be included on the report using one of the following options: 'ALL' for all pay frequencies, pay frequency value in the format 'X' for one pay frequency, or pay frequency values in the format 'X/x' for a range of pay frequencies.

See also:

- Plan eligibility verification ***(on page 288)***

For information on how to use this report.

Enrollable Employees by Plan (4E-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   ENROLLABLE EMPLOYEES        REPT                            PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                         BY PLAN               4E-R                  TIME 15:38 DATE 02-03-1998

    PLAN                    SUSPENSE                                  EMPLOYEE              CTRL   CTRL  CTRL  CTRL      MAIL
     ID   PLAN NAME           DATE        EMPLOYEE NAME                NUMBER        STATUS THREE  FOUR  FIVE  SIX       DISTRIBUTE

    101   MEDICAL INSURANCE     02-19-1984   ALSON, GEOFFERY               3003          01    3030  4040  5050  6060      2FLR-22W

                            09-01-1984   CARLILE, WILLIAM E.           3013          01    3388  4488  5508  6608      ACCT-103

                            06-01-1984   GRIFFITH, BERNARD             3008          01    3030  4040  5050  6060      CORP-STE1

                            04-07-1984   HILLERY, THOMAS               3007          01    3333  4444  5555  6666      5FLR-6W

                            09-01-1984   LAUGHLIN, SANDRA T.           3011          01    3388  4488  5508  6608      11TH-9900

                            03-22-1985   MARSH, PAUL J.                3004          01    3333  4444  5555  6666      CORP-STENO

                            02-01-1975   RUNYON, BRENDA                3010          01    3388  4488  5508  6608      11TH-4040

                            09-06-1984   SCHAEFER, JOANNA S.           3012          01    3388  4488  5508  6608      ACCT-100

                            02-28-1984   SULLIVAN, MIKE M.             3014          01    3030  4040  5050  6060      CORP-STENO

                            07-22-1980   SWALTER, STEVEN Y             3005          01    3030  4040  5050  6060      5FLR-10W

                            05-15-1983   WALSH, THEODORE               3002          01    3333  4444  5555  6666      5FLR-10E

                            09-25-1985   WARREN, MICHAEL               3006          01    3333  4444  5555  6666      CORP-STE3


     TOTAL ENROLLABLE :      12
```

Flexible Benefit Plan Credit Allocations (4Y-RPT)

The Flexible Benefit Plan Credit Allocations report (4Y-RPT) displays all employees who have a flexible benefit plan credit recorded for the plan ID and plan year specified in the report parameters.

Business Tasks

This report is used to complete the following business tasks:

- Verify credit allocations by employee
- Analyze employee plan credits
- Track the return of employee enrollment forms

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Form Retn**—Indicator of whether or not an employee has returned a completed form and the enrollment form status.
- **Total Credits**—Total number of credits awarded to an employee for the purpose of purchasing benefits under a flexible benefit plan.
- **Applied Credits**—Number of credits that were used by an employee as defined on the Flex Benefit Enrollments/Changes form (55FSCR).
- **Remain Credits**—Number of credits remaining after an employee's flexible benefit enrollment has been processed and the cost of each plan has been subtracted from the total credits available.
- **Credits Spending**—Amount of the remaining credit balance that is to be applied to a flexible spending account.
- **Deferred Credits**—Amount of the remaining credit balance that is to be applied to a deferred plan balance.
- **Cash Credits**—Amount of the remaining credit balance that is to be paid to an employee in cash either as a lump sum or over the duration of the plan year.
- **Deduction Credits**—Amount of the remaining credit balance that is to be deducted from an employee's pay either as a lump sum amount or as an amount per pay for the duration of the flexible benefit plan year.
- **Credit Post**—Indicator of whether or not the credit distribution has been posted to the appropriate hours/earning/deduction or account balance.
- **Date Posted**—Date on which the flexible benefit remaining balance distribution was performed.

Parameter options and setup

- **Flex Master Plan ID**—Enter the three-character plan ID.
- **Plan Year Start Date**—Enter the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Enrollment tracking tools ***(on page 370)***

For information on how to use this report.

Flexible Benefit Plan Credit Allocations (4Y-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                FLEXIBLE BENEFIT PLAN 700        REPT                              PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2           CREDIT ALLOCATIONS FOR 01-01-1998     4Y-R              TIME 15:56 DATE 02-03-1998

                    EMPLOYEE     FORM      TOTAL       APPLIED    REMAIN   CREDITS   DEFERRED    CASH      DEDUCTION  CRED     DATE
EMPLOYEE NAME         NUMBER     RETN     CREDITS      CREDITS    CREDITS  SPENDING  CREDITS     CREDITS   CREDITS    POST     POSTED

REYNOLDS, BRENDA        2001       Y       373.00       565.20    -192.20       .00       .00        .00    192.20    2     02-02-1998

TOTAL EMPLOYEES       1
```

Flexible Benefit Plan Enrollment Confirmation (4X-RPT)

The Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) displays a summary of all component plans an employee has selected for the Flexible Benefit Master Plan specified in the parameters. The summary lists each of the component plans an employee selected, the option, and the cost.

The report is generated for all selected employees enrolled in the plan on any day within the plan year. Only the plans an employee selected from the Flex Master/Group Plan Components form (TP-SCR) are included on the report.

A cover letter is printed for each employee if you specify it in the report parameters.

Solution View can be used to create a selection routine to limit the employees processed to those who meet the criteria you have defined. The name of the selection routine is specified in the report parameters.

Business Tasks

This report is used to complete the following business task:

- Provide employees with confirmation of their plan enrollment(s)

Report field details

- **Enrollment Confirmation For:**—Employee's legal name.
- **Employee Number:**—Unique employee identifier, up to 10 characters in length.
- **Flexible Benefit Plan**—Total number of credits awarded to the
- **Credits Available:**—employee for the purpose of purchasing benefits under a flexible benefit plan.
- **Plan Title**—Name of the plan.
- **Option Elected**—Employee's choice of benefit levels when multiple options are available.
- **Tax Pre/Post**—Indicator of the taxability of the option.
- **Coverage**—Level of benefit indicated by the plan rules using employee data and table data to perform the calculation.
- **Company**—Annual or pay period company contribution for a benefits plan.
- **Flex Cost**—Employee's annual or pay period cost for the option.

Parameter options and setup

- **Plan Year Start Date**—Enter the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Master Plan ID**—Enter the three-character plan ID.
- **Print Cover Letter**—Enter 'Y' to print the cover letter. Enter 'N' to not print the cover letter.
- **Selection Routine**—Enter the six-character customer-defined Solution View program name for the Selection Routine (optional).

Note: *This report must be executed in its own report group without any other reports.*

See also:

- Open enrollments ***(on page 360)***
- Benefits communications ***(on page 371)***

For information on how to use this report.

Flexible Benefit Plan Enrollment Confirmation (4X-RPT) Example

```
                          1998 FLEXIBLE BENEFIT PROGRAM
 _________________________________________________________________________________

ENROLLMENT CONFIRMATION FOR:  BRENDA REYNOLDS
EMPLOYEE NUMBER: 2001
FLEXIBLE BENEFIT PLAN CREDITS AVAILABLE:            373.00
 _________________________________________________________________________________

PLAN TITLE/OPTION ELECTED      TAX        COVERAGE       COMPANY        FLEX COST
                              PRE/POST
601 MICHAEL REESE HMO    :
 01 EMPLOYEE ONLY/SINGLE       X                                           360.00
602 LINCOLN NATIONAL     :
 99 WAIVED
603 GUARDIAN DENTAL      :                                156.00              .00
 01 EMPLOYEE ONLY/SINGLE
605 LIFE INSURANCE       :
 22 COVERAGE = 2X SALARY      X          38,000.00                         205.20
THESE BENEFIT CHOICES RESULTED IN ANNUAL UNUSED CREDITS of    - 192.20
THIS DIFFERENCE WILL BE DEDUCTED FROM YOUR PAY THROUGHOUT THE YEAR.
```

Flexible Benefit Plan Forms Not Returned (4Z-RPT)

The Flexible Benefit Plan Forms Not Returned report (4Z-RPT) lists all employees who have a flexible benefit plan credit amount recorded (for the plan ID and plan year specified in the report parameters) and a Flex Form Returned Indicator of 'Not Yet Returned', 'Rejected Back To Emp', 'Default Enrollment', or blank.

Business Tasks

This report is used to complete the following business task:

- Track employees who have not yet returned flex benefits enrollment forms

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Form**—Indicator of whether or not an employee has returned a completed form and the enrollment form status.
- **Flex Form Status**—Reason for unreturned enrollment form.
- **Total Credits**—Total number of credits awarded to an employee for the purpose of purchasing benefits under a flexible benefit plan.
- **Work Area Code**—Area code of an employee's work telephone number.
- **Work Phone**—Employee's work telephone number.
- **Work Extension**—Employee's work telephone extension number.
- **Mail Distribute Data**—Internal mail station or distribution data.

Parameter options and setup

- **Flex Master Plan ID**—Enter the three-character plan ID.
- **Plan Year Start Date**—Enter the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Enrollment tracking tools ***(on page 370)***

For information on how to use this report.

Flexible Benefit Plan Forms Not Returned (4Z-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                FLEXIBLE BENEFIT PLAN 700          REPT                           PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2           FORMS NOT RETURNED FOR 01-01-1998        4Z-R             TIME 16:54 DATE 02-031998

                         EMPLOYEE   FORM                         TOTAL        ----------- WORK ------------       MAIL
EMPLOYEE NAME            NUMBER     RETN  FLEX-FORM-STATUS       CREDITS        AREA-CODE   PHONE   EXTENSION     DISTRIBUTE-DATA

BARNES, JOHNSON              2002                               1,743.62           212    588-5050      1298

CMEYLA, JANE                 2003                                 266.80           312    454-1860      1666       11TH-4212

TOTAL EMPLOYEES       2
```

Flexible Benefit Plan Personal Information (4P-RPT)

The Flexible Benefit Plan Personal Information report (4P-RPT) produces a flexible benefits enrollment form that lists all the component plans for which an employee is eligible. All plans that an employee elected and is active in at the time the report is run are provided, so the employee will have both current and potential benefit data on which to base the new plan year selections.

This report can perform credit calculations for your employees. A report parameter is used to specify if you want these credit calculations performed.

Solution View can be used to create a selection routine to limit the employees processed by the report to those who meet the criteria you have defined. The name of the routine is then specified in a report parameter for this report.

In addition to the printed form, you can also create an extract file and use the data for other purposes. This report format option is specified on the Report Parameters For Flexible Benefit Personal Information form.

Business Tasks

This report is used to complete the following business tasks:

- Calculate flex plan credits
- Produce flexible benefits enrollment forms
- Produce customer-defined enrollment cover letters
- Produce an extract file of enrollment information

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan.
- **Plan Name**—Name of the plan pending enrollment.
- **Options Available**—Employee's choice of benefit levels.
- **Price/Credits**—Value of an option for costing a flexible benefit plan.
- **Annual Your Cost**—Space available for enrollee to enter option prices.

Parameter options and setup

- **Plan Year Start Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Master Plan ID**—Enter the three-character plan ID.
- **Final Form Return Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Prior Year Master—**Enter the three-character prior year plan ID.
- **Plan ID**—Enter the three-character plan ID.
- **Print Cover Letter**—Enter 'Y' (yes) or 'N' (no).
- **Selection Routine**—Enter the six-character customer-defined Solution View program name for the Selection Routine (optional).
- **Report Format Option—**Enter one of the following options: 'A', 'S', or 'X'.
- **Credit Calculation—**Enter one of the following options: 'B', 'C', or 'R'.

See also:

- Pre-enrollment flex credits calculation ***(on page 356)***

For information on how to use this report.

Flexible Benefit Plan Personal Information (4P-RPT) short form Example

```
                          ACME MANUFACTURING
                          PRODUCTION CTL 1-2
                          1142 N. RUSH STREET
                          COMMERCE PLAZA
                           CHICAGO, IL 60606
BRENDA REYNOLDS
19919 BAYPORT DRIVE
WESTPORT, CT 70020

You are eligible to participate in ACME MANUFACTURING's
Flexible Benefit Program for the coming year.  This program lets
you choose the benefit plans and coverages which will best fit your
needs.
Following is a list of your Coverage choices by Benefit Plan.  Circle
the one Option of your choice for each Plan, and write the price of
that option in the column to the right.  The total of this column
represents the cost of your benefit choices.

PLAN                                                -- ANNUAL---
ID  PLAN-NAME           OPTIONS  AVAILABLE          PRICE/CREDITS  YOUR COST
601 MICHAEL REESE HMO    01 Employee Only/Single          360.00
                         99 Waived
                                                                   _________
602 LINCOLN NATIONAL     01 Employee Only/Single          300.00
                         99 Waived
                                                                   ________
603 GUARDIAN DENTAL      01 Employee Only/Single             .00
                         02 Employee & Spouse             360.00
                         99 Waived
                                                                   _________
605 LIFE INSURANCE       22 Coverage = 2x Salary          205.20
                         99 Waived
                                                                   _________
                                                           TOTAL   _________

You have been awarded    373.00 in Flex Credits to purchase your
selected Plan coverage for the 1998 flexible Benefits Plan Year.  If
your cost exceeds this amount the difference will be deducted from
your pay throughout the year.
```

Flexible Benefit Plan Personal Information (4P-RPT) long form/short form cover letter Example

```
                        ACME MANUFACTURING
                        PRODUCTION CTL 1-2
                        1142 N. RUSH STREET
                        COMMERCE PLAZA
                        CHICAGO, IL 60606

JANUARY 01, 1998
BRENDA REYNOLDS
19919 BAYPORT DRIVE
WESTPORT, CT 70020

Dear BRENDA,
You are eligible to participate in ACME MANUFACTURING's
Flexible Benefit Program.  Through the Flexible Benefit Program
you have the opportunity to choose the benefit coverage that best
fits your needs.

You may use the Flexible Benefit Plan Credits you have been awarded
to purchase coverage for the Plans listed on the attached Personal
Information Report.  This report has been created especially for you
to help you complete the Flexible Benefit Plan Enrollment Form for
the year.

Your Personal Information Report contains information regarding the
Flexible Benefit Plans in which you are currently participating and
the Plans you are eligible to elect for this year.
Return your Completed Enrollment Form by FEBRUARY 1, 1998
If you do not return your form by this date you will be enrolled in
a series of default Plans.  You will not be able to change this
enrollment until the beginning of the next Flexible Benefit Plan Year.

Sincerely,


Joe Doe
Benefits Administrator
```

Flexible Benefit Plan Personal Information (4P-RPT) long form personal information Example

```
____________________________________________________________________________
PERSONAL REPORT FOR:
BRENDA REYNOLDS
19919 BAYPORT DRIVE
WESTPORT, CT 70020
____________________________________________________________________________

PERSONAL INFORMATION:
This report is based on the information listed below,
available as of JANUARY 01, 1998.

EMPLOYEE NUMBER:       2001
PLAN EFFECTIVE DATE:   JANUARY 1, 1998
BIRTH DATE:            JULY 11, 1956
EMPLOYMENT DATE:       APRIL 15, 1985
ORIGINAL HIRE DATE:    APRIL 15, 1985
ADJUSTED SENIORITY:    APRIL 15, 1985
ANNUAL COMPENSATION:        18,650.00

If you feel any of this information is inaccurate, please contact
your Human Resource Management Department.

____________________________________________________________________________

FLEXIBLE BENEFIT PLAN CREDITS AVAILABLE:         373.00
You have been awarded the number of Flexible Benefit Plan Credits
above to purchase coverage for the Plans listed on the attached
Personal Information Report.  Please write this number on the line
for Total Credits on your Enrollment Form.
```

Flexible Benefit Plan Personal Information (4P-RPT) long form plan information Example

```
________________________________________________________________________________
PERSONAL REPORT FOR:  BRENDA REYNOLDS
________________________________________________________________________________
                              Tax:      Current                             Flex
Plan ID/Title               Pre/Post    Option                              Cost
601 MICHAEL REESE HMO                   NOT CURRENTLY ENROLLED
________________________________________________________________________________

New Flexible Benefit Eligibility:
     The Michael Reese HMO is a plan with no deductible, no coinsurance,
     and no claim forms.  However, you must utilize its doctors and its
     member hospitals.  It is available at various locations throughout
     the Metropolitan area.

OPTIONS AVAILABLE:            TAX          COVERAGE      COMPANY      FLEX COST
                            PRE/POST
01 Employee Only/Single       X  _                       1,020.00        360.00
99 Waived
________________________________________________________________________________
PERSONAL REPORT FOR:  BRENDA REYNOLDS
________________________________________________________________________________
                              Tax:      Current                             Flex
Plan ID/Title               Pre/Post    Option                              Cost
602 LINCOLN NATIONAL                    NOT CURRENTLY ENROLLED
________________________________________________________________________________

New Flexible Benefit Eligibility:
     The Lincoln National Medical Insurance Plan is a traditional
     insurance plan with deductibles, coinsurance, and claim forms.
     Under this plan you may use the doctors and the hospitals of
     your choice with an 80 percent co-payment. Annual deductibles
     are 200.00 per person, with a per-family maximum of 600.00.
     The yearly maximum out-of-pocket expense, including the
     deductible, is 1,500.00 per person or 3,000.00 per family.

OPTIONS AVAILABLE:            TAX          COVERAGE      COMPANY      FLEX COST
                            PRE/POST
01 Employee Only/Single       X  _                         756.00        300.00
99 Waived
________________________________________________________________________________
PERSONAL REPORT FOR:  BRENDA REYNOLDS
________________________________________________________________________________
                              Tax:      Current                             Flex
Plan ID/Title               Pre/Post    Option                              Cost
603 GUARDIAN DENTAL                     NOT CURRENTLY ENROLLED
________________________________________________________________________________

New Flexible Benefit Eligibility:
     The Guardian Dental Insurance Plan will provide 100 percent coverage
     for Preventative Dental Services that are non-orthodontic. This
     includes such things as Prophylaxis and X-rays, and Root Canals and
     Crowns, are covered at 80 percent and are subject to a 50.00
     deductible. Major Dental Services, such as Bridges and Dentures
     are covered at 50 percent and are also subject to a 50.00 deductible.

OPTIONS AVAILABLE:             TAX         COVERAGE      COMPANY      FLEX COST
                             PRE/POST
01 Employee Only/Single        X  _                        156.00           .00
02 Employee & Spouse           X  _                           .00        360.00
99 Waived
________________________________________________________________________________
PERSONAL REPORT FOR:  BRENDA REYNOLDS
```

```
_______________________________________________________________________________
                              Tax:      Current                            Flex
Plan ID/Title              Pre/Post    Option                              Cost
605 LIFE INSURANCE                     NOT CURRENTLY ENROLLED
_______________________________________________________________________________
New Flexible Benefit Eligibility:
OPTIONS AVAILABLE:             TAX        COVERAGE      COMPANY      FLEX COST
                             PRE/POST
22 Coverage = 2x Salary        X  _         38,000                      205.20
99 Waived
```

IRS Form 5500 - Schedule T Lines 4(c) & 4(d) (8B-RPT)

The IRS Form 5500 - Schedule T Lines 4(c) & 4(d) (8B-RPT) produces the data necessary for you to complete Lines 4(c) and 4(d) of Form 5500, the Annual Return/Report of Employee Benefit Plans. This report assumes that the plan is not subject to disaggregation, and that all employees are from one line of business for QSLOB purposes.

Note: *This report may be run for only one organization at a time.*

The information included in this report includes the number of:

- Total Employees of the Employer, including leased employees and self-employed individuals if they are on the Employee Database (FILE02)
- Employees excluded under the plan because of:
  - Minimum age or years of service—('Less than 6 Mo. Srv' (A), 'Less than 17-1/2 Hrs.' (B), 'Works < 6 Mo. '(C), or '< Age 21' (D) option in option list BA51
  - Employees on whose behalf retirement benefits were the subject of collective bargaining—'Collectively Bargained' (E) option in option list BA51
  - Nonresident aliens who receive no earned income from United States sources—'Non-resident alien' (F) option in option list BA51 and that the employee had less than $0 .01 in Current Year Earnings on the Components of Highly-Paid Definition form (51-SCR) for the plan year
  - Employees who fail to accrue a benefit in the plan year

Note: *To exclude an employee who has less than 500 hours and has not accrued a year of service, you must record an option of 'Less than 500 Hrs' (L)(option list BA51) in the Exclude 20% Test entry on the Components of Highly-Paid Definition form (51-SCR).*

- Number of nonexcludable employees—Subtract Line 4c(2) from Line 4c(1)
- Nonexcludable employees who are HCEs—Line 4c(3)
- Nonexcludable employees who benefit under the plan—Line 4c(3)

Note: *An employee is considered to benefit from a Thrift/Savings or Defined Contribution plan if the employee was eligible to contribute or receive an allocation of matching contributions, regardless of whether contributions were made. This requires that an individual must have a Deferred Plan Enrollment/Changes (64-SCR) segment established for the plan, even if the participant chooses not to contribute. If this is the case, the Q4 PARTICIPATION-STATUS should be a '2' Inactive Participant (Participant is enrolled in a Plan that does not require employee contributions in order to receive a company contribution and has chosen not to actively contribute), -OR- '3' Inactive Suspended (Participant is enrolled in the Plan but in a contributory Plan has voluntarily reduced their contributions to zero).*

- Nonexcludable employees who are HCEs—Line 4c(5)
- Ratio Percentage of Not Highly-Compensated to Highly-Compensated employees

The IRS Form 5500 - Schedule T Lines 4(c) & 4(d) (8B-RPT) depends on data from a number of segments in the Employee Database (FILE02) to produce accurate output. Your employees should be fully entered on the following forms to avoid erroneous totals:

- Components of Highly-Paid Definition (51-SCR)
- Deferred Plan Enrollments/Changes (64-SCR)
- Plan Retirement Elections/Payments (66-SCR)
- Plan Retirement/Notice/Counseling Dates (65-SCR)
- Plan Service Dates (62-SCR)
- Plan Vesting Information (63-SCR)

Note: *This report outputs information to FILE03 in the event that the report encounters employees who were employed at plan year end per the report parameter, were not excluded because of Components of Highly-Paid Definition form (51-SCR) status, yet do not have a valid Deferred Plan Enrollments/Changes form (64-SCR) entered. If you find employees of this type when you review your FILE03, you should either enter a Components of Highly-Paid Definition form (51-SCR) to exclude the employee or a Deferred Plan Enrollments/Changes form (64-SCR) to record participation in the plan. Then rerun the report.*

Business Tasks

This report is used to complete the following business task:

- Produce the data necessary to complete Lines 4(c) and 4(d) of IRS Form 5500, the Annual Return/Report of Employee Benefit Plans.

Report field details

- **Total Number of Employees of the Employer**—Total number of employees as of the last day of the plan year.
- **Employee Social Security Number**—Employee's social security number.
- **Employee Name**—Employee's legal name.
- **Number of Excludable Employees as Defined in IRS Regulations**—Detail and totals of employees excluded from coverage based on specific IRS rules (as listed in the following details).
- **Employees Who Have Not Attained Min Age/Service Requirements**—Detail and total of employees who have not met the age or service requirements of the plan as of the parameter date recorded on the Components of Highly-Paid Definition (51-SCR).
- **Collectively Bargained Employees**—Detail and total of employees who are excluded due to their status as collectively bargained employees, as of the parameter date recorded on the Components of Highly-Paid Definition (51-SCR).
- **Non-resident Aliens with No U.S. Source Income**—Detail and total of employees deemed to have US source income of less than $0.01, as recorded on the Components of Highly-Paid Definition (51-SCR).
- **Employees Who Fail to Accrue a Benefit Solely Because They**—Detail and total of employees who are excluded because they worked less than 500 hours, failed to accrue a benefit, or were not employed on the last day of the plan year recorded on the Components of Highly-Paid Definition (51-SCR).
- **Number of Nonexcludable Employees-Line 4C(3)-Who Are HCEs**—Detail and total of employees who display in 4(C)(3) as nonexcludables who are also highly compensated employees.
- **Number of Nonexcludable Employees-Line 4C(3)-Who Benefit Under the Plan**—Detail and total of employees who display in 4(C)(5) as benefiting nonexcludables who are also highly compensated employees.
- **Number of Benefiting Nonexcludable Employees-Line 4C(5) Who Are HCEs**—Detail and total of employees who display in 4(C)(5) as benefiting nonexcludables who are also highly compensated employees.
- **Line 4(D): Ratio Percentage Test**—Reflects the ratio percentage test based on the factors in the following detail.
- **Non-Highly Compensated Percent**—Denominator for the test.
- **Highly Compensated Factor**—Numerator for the test.
- **Ratio Percentage**—Result of dividing the Highly Compensated Factor by the Non-highly Compensated Percent.

Parameter options and setup

- **Plan Year-End Date**—Enter the plan year-end date in MM-DD-CCYY or CCYYMMDD format (US and Canada).
- **Plan ID**—Enter the three-character plan ID.

Note: *Your plan may be a component plan established under a flex master plan. This report is designed to run at the component plan level. If you have established separate eligibility criteria at the flex master level, results of this report may be inaccurate.*

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

IRS Form 5500 - Schedule T Lines 4(c) & 4(d) (8B-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  IRS FORM 5500 SCHED T LINES 4(C)& 4(d)                             PAGE     1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION       PLAN NUMBER 510  YEAR ENDING  12-31-2001            TIME 07:51 DATE 06-14-2002

    LINE #     ITEM                                                                                      SUBTOTAL  TOTAL
    (4c)(1)    Total number of employees of the employer

                    003-67-6007     MILLER, THOMAS S
                    003-96-9007     HILLER, THOMAS
                    004-83-2002     BARNES, JOHNSON
                    032-46-2001     REYNOLDS, BRENDA
                    080-86-9019     HARRIS, CECELIA
                    111-11-1111     JONES, JERRY
                    123-45-6789     AUSTIN, STEVEN
                    134-53-9012     SCHAEF, JOANNA S
                    230-46-1783     HANCOCK, STEVEN W
                    234-47-9015     LLEWELYN, STEVE
                    234-75-9023     DANIELS, JEFFREY C
                    239-23-4141     SWEENY, BARBARA
                    245-76-9014     SULLIVAN, MIKE M
                    271-03-0773     ANDERSON, DANIEL M
                    316-61-7269     JOHNSON, WALTER D
                    318-42-6307     MANNING, WILLIAM Z
                    342-79-2016     SHEA, JEFFERY B
                    345-66-2011     PITARO, JOSEPH C
                    348-38-9021     BISHOP, MARIA
                    356-48-9005     WALTER, STEVEN Y
                    356-65-6005     SANDERS, STEVEN S
                    358-68-6008     GRIFFITHS, ROBERT
                    358-93-9008     GRIFFITH, BERNARD
                    365-56-9010     RUNYON, BRENDA
                    365-60-6010     RITTER, BRENDA
                    367-33-9009     TEACHEN, JUDITH
                    367-69-6009     BEACHEM, JUDITH
                    368-56-2012     WARD, CHESTERON
                    444-33-2222     BARTHOLOW III, JONATHAN
                    456-62-2003     CMEYLA, JANE
                    458-92-9004     MARSH, PAUL J
                    462-65-2007     LANNON, PATRICE
                    486-44-3339     HAMMER, JAMES B
                    494-38-3678     ADAMS, RICHARD
                    526-56-9018     THEISSEN, LEONARD
                    543-74-9013     CARLILE, WILLIAM E
                    562-45-2013     ANDREWS, HENRY A
                    568-24-2015     MARGOLIS, DAVID
                    568-56-2009     CREMMINS, ALAN E
                    583-17-7699     HAYES, JOHNS A
                    600-61-6001     BYERS, TODD
                    600-62-6002     LITTLE, DORA
                    600-63-6003     BETTS, J T
```

```
                 600-64-6004     ANDERSEN, KARI
                 624-31-0119     ISLEY, JEANETTE J
                 628-46-9017     STENMAN, SAMANTHA
                 649-68-7711     WELKER, GEORGE W
                 653-77-9011     LAUGHLIN, SANDRA T
                 654-17-9016     SANTANA, LOUISE
                 668-31-1194     PRESCOTT, KEVIN
                 683-39-2006     COSTELLO, SUSANNE

CORPORATION  99   ACME MANUFACTURING                  IRS FORM 5500 SCHED T LINES 4(C)& 4(d)                             PAGE     2
DIVISION     9999 PRODUCTION MFTG ORGANIZATION       PLAN NUMBER 510  YEAR ENDING  12-31-2001            TIME 07:51 DATE 06-14-2002

    LINE #     ITEM                                                                                      SUBTOTAL  TOTAL
                 705-21-3228     MAGUIRE, HENRY S
                 753-41-7448     BALDWIN, ALICE A
                 763-35-2004     KWONG, STEVEN S
                 765-38-9024     SPENSER, WILLIAM M
                 844-84-2005     BROWN, WILLIAM R
                 864-95-9022     WENDT, GARY D
                 865-55-2014     GRANT, KEITH L
                 888-88-8001     MEYER, JUNE
                 888-88-8002     MOORE, SAMUEL
                 888-88-8003     MUIR, LINDA
                 888-88-8004     MORSE, GORDAN
                 888-88-8005     MORRIS, ROBERT
                 888-88-8006     MERTZ, LYNNE C
                 888-88-8007     MORITZ, KATHERINE C
                 888-88-8008     MAURICE, STACY E
                 888-88-8009     MOREAU, GARDNER
                 888-88-8010     MOHR, MICHAEL T
                 922-63-0746     COLLINS, ANNA M
                 931-35-9006     WARREN, MICHAEL
                 949-33-2121     COMPTON, SUSAN A
                 960-95-9020     CHOU, LO
                 963-83-2008     HALL, RHODNA D
                 966-68-2010     PENDARVIS, MARTIN M

                Total line (4c)(1)                                                                           000074

    (4c)(2)    Number of excludable employees as defined by IRS regulations

              A. Employees who have not attained min age/service requirements

                 245-76-9014     SULLIVAN, MIKE M
                 358-68-6008     GRIFFITHS, ROBERT
                 365-56-9010     RUNYON, BRENDA
                 367-33-9009     TEACHEN, JUDITH

                Subtotal (4c)(2)(A)                                                                000004

              B. Collectively bargained employees
```

```
            003-96-9007     HILLER, THOMAS

          Subtotal (4c)(2)(B)                                                    000001

       C. Non-resident aliens with no U.S. source income.

          Subtotal (4c)(2)(C)                                                    000000

       D. Employees who fail to accrue a benefit solely because they:
          - fail to satisfy a min. hr. of srv. or last day requirement
          - do not have more than 500 hrs. of service for the yr; and
          - are not employed on the last day of the plan year

CORPORATION  99   ACME MANUFACTURING              IRS FORM 5500 SCHED T LINES 4(C)& 4(d)                    PAGE     3
DIVISION     9999 PRODUCTION MFTG ORGANIZATION   PLAN NUMBER 510  YEAR ENDING  12-31-2001          TIME 07:51 DATE 06-14-2002

    LINE #     ITEM                                                                          SUBTOTAL  TOTAL

               Subtotal (4c)(2)(D)                                                         000000

               Total (4c)(2)                                                                          000005

    (4c)(3)    Number of non-excludable employees (subtract line (4c)(2) from (4c)(1))

                    358-93-9008     GRIFFITH, BERNARD
                    367-69-6009     BEACHEM, JUDITH
                    543-74-9013     CARLILE, WILLIAM E
                    600-61-6001     BYERS, TODD
                    600-62-6002     LITTLE, DORA
                    600-64-6004     ANDERSEN, KARI
                    653-77-9011     LAUGHLIN, SANDRA T

               Total (4c)(3)                                                                          000007

    (4c)(4)    Number of non-excludable employees (line (4c)(3)) who are HCEs

                    600-61-6001     BYERS, TODD

               Total (4c)(4)                                                                          000001

    (4c)(5)    Number of non-excludable (line (4c)(3)) who benefit under the plan

                    600-61-6001     BYERS, TODD

               Total (4c)(5)                                                                          000001

    (4c)(6)    Number of benefiting non-excludable employees (line (4C)(5)) who are HCEs

                    600-61-6001     BYERS, TODD

               Total (4c)(6)                                                                          000001
```

```
  (4d)      Ratio percentage test:

            not-highly-compensated percent                                                            .00
            highly-compensated percent                                                             100.00
            Ratio percentage                                                                          .00

  ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

1001      MEYER, JUNE            IS MISSING A 64-SCR AND HAS BEEN SKIPPED.
1002      MOORE, SAMUEL          IS MISSING A 64-SCR AND HAS BEEN SKIPPED.
1003      MUIR, LINDA            IS MISSING A 64-SCR AND HAS BEEN SKIPPED.
```

FSA Account Balances by Plan (8X-RPT)

The FSA Account Balances by Plan report (8X-RPT) provides a list of all employees enrolled in the specified plan and their account balances. The report includes a listing of the contributions (additions) and claims (expenses) recorded during the plan year.

Business Tasks

This report is used to complete the following business task:

- Provides a list of the FSA balances for all active employees as of the specified date.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **FSA Plan**—Unique identifier of a specific benefit plan.
- **FSA Year**—Year in which the employees are enrolled in the benefits plan.
- **Balance Date**—Effective date of the balance.
- **Begin Balance**—Balance at the beginning of the year.
- **Additions Total**—Total amount of employee contributions for the year.
- **Expenses Total**—Total amount of expenses for the year.
- **Net Change**—Difference between the Additions Total and Expenses Total.
- **FSA Balance**—Balance amount as of the effective date.
- **Total Credits**—Annual goal amount for the FSA.
- **FSA Claim**—Pending claim amount. Indicate whether you want this value to display on the Report Parameters for FSA Account Balances by Plan form.

Parameter options and setup

- **FSA Plan ID**—Enter the FSA Plan ID.
- **As Of Date**—Enter the As Of Date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). If you want to print a total balance for the Flex Plan Year, this date should be the last day of the Flex Plan Year.
- **Claim Date**—Enter the Claim Year in the format YY.
- **Pending Claims Option**—Enter a 'P' to print the values for the FSA Claim column. If this field is left blank, only balances are printed.
- **Print History Option**—Enter an 'H' to print history for the Claim Year. If this field is left blank, only the current balance is printed.

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report.

FSA Account Balances by Plan (8X-RPT) Example

```
CORPORATION    99   ACME MANUFACTURING                      FLEXIBLE BENEFIT PLAN 606       REPT                            PAGE    1
DIVISION     9999 PRODUCTION CTL 1-2                       ACCOUNT BALANCES FOR 06-01-1998  8X-R       TIME 08:40 DATE 04-26-1999
                       EMPLOYEE   -- FSA --   BALANCE      BEGIN         ADDITIONS   EXPENSES        NET      FSA       TOTAL       FSA
EMPLOYEE NAME           NUMBER    PLAN YEAR    DATE        BALANCE         TOTAL       TOTAL        CHANGE   BALANCE   CREDITS     CLAIM
WALSH, THEODORE         3002       606  98   03-01-1998     .00           41.66          .00        41.66     41.66   1,000.00
TOTAL EMPLOYEES     1
```

FSA Balance Statements (8XERPT)

The FSA Balance Statements report (8XERPT) provides a monthly statement to employees showing their FSA balance. The statement includes a listing of the contributions (additions) and claims (expenses) recorded during the month.

Business Tasks

This report is used to complete the following business task:

- Provides the employee an FSA Balance Statement.

Report field details

- **Plan Balance Statement**—Identifies the FSA.
- **Month**—Identifies the month that the balance reflects.
- **Date**—Balance Date.
- **Beginning**—Balance at the beginning of the month.
- **Additions**—Employee contributions for the month.
- **Expenses**—Claims submitted for the month.
- **Ending**—Employee contributions as of the statement date.
- **Credits**—Annual amount elected for the FSA.
- **Date**—Effective date of the balance record.
- **Additions**—Employee contributions for the month.
- **Balance**—Balance of employee contributions.
- **Number**—Unique identifier of the provider of service.
- **Date**—Date of the claim.
- **Claim**—Amount of the claim.
- **Paid**—Date on which the claim was paid.
- **Payment**—Amount of claim paid.
- **Pending**—Amount of the claim to be paid once contributions are available (typical of non-medical FSAs).

Parameter options and setup

- **FSA Plan ID**—Enter the FSA Plan ID.
- **Report Month**—Enter the month in MM format.
- **Report Year**—Enter the year in YY format.

See also:

- Flexible spending accounts ***(on page 583)***

For more information on how to use this report.

FSA Balance Statements (8XERPT) Example

```
                              ACME MANUFACTURING
                              PRODUCTION MFTG ORGANIZATION
                              1142 N. RUSH STREET
                              COMMERCE PLAZA
                              CHICAGO, IL 60606
THEODORE WALSH
4318 W KAMERLING
CHICAGO, IL 60651

PLAN BALANCE STATEMENT: MEDICAL FSA                  MONTH: MARCH

_______________________________________________________________________
  DATE       BEGINNING   ADDITIONS    EXPENSES      ENDING     CREDITS
03-01-1998 $       .00 $     41.66 $    500.00 $     41.66 $  1,000.00
_______________________________________________________________________

  DATE      ADDITIONS    BALANCE
03-01-1998 $     41.66 $     41.66

 NUMBER         DATE          CLAIM     PAID        PAYMENT     PENDING
PROVIDER2    02-01-1998  $    500.00  03-01-1998 $    500.00 $       .00

If you have submitted more than 5 Additions OR 15 Claims in the
Balance Month the excess are combined in the last entry.
```

FSA Claim Payment Notification (8V-RPT)

The FSA Claim Payment Notification report (8V-RPT) notifies employees that payment has been or will be made to satisfy an authorized and pending claim. Employee notifications are printed when the Posted Date falls within the dates specified on the parameter form. Do not run this report multiple times with the same date range, as this may result in employees receiving duplicate notices.

Business Tasks

This report is used to complete the following business task:

- Provide notification to the employee that payment has been processed.

Report field details

- **Claim ID**—Unique identifier of the claim being paid.
- **Claim Amount**—Amount of the claim.
- **Claim Date**—Date of the eligible claim.
- **Check Date**—Date on which the check was written for reimbursement.
- **Check Type**—Type of payment.
- **Pending Amount**—Amount of the claim pending employee contribution (typical for non-medical FSAs).
- **Authorized Payment**—Amount of the authorized payment.

Parameter options and setup

- **Claim Year**—Enter the claim year in YY format.
- **FSA Plan ID**—Enter the FSA Plan ID.
- **Claim Date Range**—Enter the range of dates for claim payments.
- **Start**—Enter the start date for claim payments in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End**—Enter the end date for claim payments in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report

FSA Claim Payment Notification (8V-RPT) Example

```
                                  ACME MANUFACTURING
                             PRODUCTION MFTG ORGANIZATION
                                 1142 N. RUSH STREET
                                  COMMERCE PLAZA
                                 CHICAGO, IL 60606

     MARCH 15, 1999
     THEODORE WALSH
     4318 W KAMERLING
     CHICAGO, IL 60651

     Dear THEODORE,
     This letter is your notification that the claim listed below which you
submitted for
     payment against the 606 MEDICAL FSA has been received and recorded.  If the
Check
     Date is blank, the payment has been authorized, but has not yet been printed.
     If the Claim Amount and the Authorized Payment amount are not the same one of
the
     following has occurred:

        1.  The Claim Amount was greater than your FSA Balance Amount.
        2.  This is a payment notification for a Claim Pending Amount.


     Claim ID:  PROVIDER2          Claim Amount:   $    500.00

       Claim       Check                            Pending      Authorized
       Date        Date        Check Type           Amount       Payment
       02-01-1998  03-01-1998  Reimburse On Paychk  $   .00  $500.00

     If you have any questions regarding this Claim, please contact your Employee
Benefits
     Administration Department

     Sincerely,

     JANET B. SMYTH
     BENEFITS ADMINISTRATOR
```

FSA Claims Recorded By Year (8W-RPT)

The FSA Claims Recorded By Year report (8W-RPT) lists all active employees who have claims recorded for the FSA plan specified on the report parameter form. Only the claims within the Flex Year and as-of date specified on the parameter form will be included on the report.

Business Tasks

This report is used to complete the following business task:

- Provide a listing of all FSA claims paid within the year

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **FSA Plan**—Unique identifier of a specific benefit plan an employee is currently enrolled in.
- **Flex Year**—Year in which the employee is enrolled in the benefit plan.
- **Claim Date**—Date of the claim.
- **Claim ID**—Unique identifier of the provider of service for the eligible FSA expense.
- **Claim Amount**—Amount of the claim.
- **Payment Date**—Date on which reimbursement was paid.
- **Payment Type**—Option list BA34; 0 = no system check; 1 = reimburse on paycheck; 3 = separate check Sum of Type; 5 = separate check Each Claim; 9 = pending.
- **Payment Posted**—Date on which the payment was posted.
- **Pending Amount**—Amount of the claim pending employee contribution (typical of non-medical FSAs).
- **Pending Amount Paid**—Amount of reimbursment.

Parameter options and setup

- **FSA Plan ID**—Enter the FSA Plan ID.
- **As Of Date**—Enter the date that the report should reflect in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Claim Year**—Enter the claim year in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report.

FSA Claims Recorded By Year (8W-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING            FLEXIBLE BENEFIT PLAN 607               REPT                                   PAGE   1
DIVISION   9999  PRODUCTION CTL 1-2           FSA CLAIMS RECORDED 12-31-1998            8W-R                 TIME 15:10 DATE 03-15-1999
                 EMPLOYEE  FSA  FLEX  CLAIM  PEND ------------ CLAIM ------------ ----- PAYMENT ----------  ------ PENDING -----
EMPLOYEE NAME     NUMBER   PLAN YEAR   NBR    ID    DATE      ID           AMOUNT    DATE     TYPE  POSTED      AMOUNT    AMT-PD
WALSH, THEODORE      3002     607  98     001    99 03-01-1998  KID KARE     2,000.00 03-01-1998  1  03-15-1998  1,166.68    833.32
              FLEXIBLE SPENDING ACCOUNT BALANCE:     833.32
TOTAL EMPLOYEE      1
```

FSA Claims Recorded; History (8WRRPT)

The FSA Claims Recorded; History report (8WRRPT) lists all employee claims that have been recorded for the FSA plan specified on the report parameter form and have been processed but do not have any payment information recorded.

Business Tasks

This report is used to complete the following business task:

- Provide a listing of claims that need to be paid.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **FSA Pln**—Unique identifier of a specific benefit plan an employee is currently enrolled in.
- **Flex Year**—Year in which the employee is enrolled in the benefit plan.
- **Claim Nbr**—Claim identification number.
- **Pnd ID**—Another identification number, particularly important when pending payments are required and claims must be further distinguished (typically for non-medical FSAs).
- **Claim Date**—Date on which the service was incurred.
- **Claim ID**—Unique identifier of the provider of service for the eligible FSA expense.
- **Claim Amount**—Amount of the claim.
- **Payment Date**—Date on which payment was made.
- **Payment Type**—Option list BA34; 0 = no system check; 1 = reimburse on paycheck; 3 = separate check Sum of Type; 5 = separate check Each Claim; 9 = pending.
- **Payment Posted**—Date on which the payment was recorded in *The Solution Series/ST*.
- **Pending Amount**—Amount of the claim pending employee contribution (typical of non-medical FSAs).
- **Pending Amount Paid**—Amount of the claim eligible for payment once employee contributions are made.

Parameter options and setup

- **FSA Plan ID**—Enter the Plan ID.
- **As Of Date**—Enter the date that the report should reflect in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Claim Year**—Enter the claim year in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report.

FSA Claims Recorded; History (8WRRPT) Example

```
CORPORATION   99   ACME MANUFACTURING             FLEXIBLE BENEFIT PLAN 606 CLAIMS  REPT                                    PAGE   1
DIVISION    9999  PRODUCTION CTL 1-2               RECORDED;  HISTORY  12-31-1998   8WRR                   TIME 15:14 DATE 03-15-1999
                           EMPLOYEE   FSA FLEX CLM PND ------------ CLAIM ---------------- ----- PAYMENT -------  ----- PENDING -----
EMPLOYEE NAME               NUMBER    PLN YEAR NBR ID        DATE    ID             AMOUNT    DATE    TYPE  POSTED     AMOUNT    AMT-PD
WALSH, THEODORE                3002       606  98  001 99   02-01-1998  PROVIDER2    500.00  03-01-1998  1  03-15-1998     .00     500.00
                                              FLEXIBLE SPENDING ACCOUNT BALANCE:            .00
TOTAL EMPLOYEES     1
```

FSA Claims Recorded; Payments (8WPRPT)

The FSA Claims Recorded; Payments report (8WPRPT) provides a claim history for all active employees who have claims recorded for the FSA plan specified on the report parameter form. Only the claims within the Flex Year and as-of date specified on the report parameter form will be included on the report.

Business Tasks

This report is used to complete the following business task:

- Provide a list of claims recorded for a specified FSA.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **FSA Pln**—Unique identifier of a specific benefit plan an employee is currently enrolled in.
- **Flex Year**—Year in which the employee is enrolled in the benefit plan.
- **Claim Nbr**—Claim identification number.
- **Pnd ID**—Another identification number, particularly important when pending payments are required and claims must be further distinguished (typically for non-medical FSAs).
- **Claim Date**—Date on which the service was incurred.
- **Claim ID**—Unique identifier of the provider of service for the eligible FSA expense.
- **Claim Amount**—Amount of the claim submitted for reimbursement.
- **Payment Date**—Date on which the payment was made.
- **Payment Type**—Option list BA34; 0 = no system check; 1 = reimburse on paycheck; 3 = separate check Sum of Type; 5 = separate check Each Claim; 9 = pending.
- **Payment Posted**—Date on which the payment was recorded in *The Solution Series/ST*.
- **Pending Amount**—Amount of the claim pending employee contribution (typical of non-medical FSAs).
- **Pending Amount Paid**—The previous pending amount which was paid on the check recorded.

Parameter options and setup

- **FSA Plan ID**—Enter the Plan ID.
- **Claim Year—**Enter the claim year in YY format.

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report.

FSA Claims Recorded; Payments (8WPRPT) Example

```
CORPORATION  99     ACME MANUFACTURING             FLEXIBLE BENEFIT PLAN 606 CLAIMS  REPT                                   PAGE      1
DIVISION   9999   PRODUCTION CTL 1-2                RECORDED;  PAYMENTS 03-15-1998   8WPR                   TIME 15:37 DATE 03-15-1998
                            EMPLOYEE   FSA FLEX CLM PND ------------ CLAIM      ------------ ----- PAYMENT -------  ----- PENDING -----
EMPLOYEE NAME                NUMBER    PLN YEAR NBR ID       DATE    ID              AMOUNT    DATE  TYPE   POSTED    AMOUNT     AMT-PD
WALSH, THEODORE                 3002      606  98  002 99  03-01-1998  Provider3       150.00            5                  .00     150.00
TOTAL EMPLOYEES     1
```

HED Segment Changes Effective This Period (8R-RPT)

The HED Segment Changes Effective This Period report (8R-RPT) produces an audit report listing benefits contributions that have been added or changed. It details benefit plan deductions or company cost accruals for which employee deduction records have been updated or inserted.

Business Tasks

This report is used to complete the following business tasks:

- Track new deductions and deduction changes
- Verify that deductions have copied correctly to Payroll

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **HED Xref—**Unique number assigned to this deduction.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Pay Freq**—Interval at which an employee is paid.
- **Start Field**—Date or amount that, when reached, starts the deduction.
- **Effect Date**—Date on which the deduction is to take effect.
- **Amount/Pct**—Amount of the deduction.
- **Xref Freq—**Pay period in which deductions are to be taken for the benefit.
- **Xref Type**—Arrears handling rule.
- **Xref Meth**—Method used to determine the amount of deduction for the benefit.
- **Xref UC**—User Code. Undefined field on the Benefit Plan Prototype Contribution HED form. For payroll purposes, this field is often used to further define the maximum yearly allowable amount of contributions for the plan.
- **Warning**—Any specific warning messages may appear in this area.

Report sort order

As delivered, the sort order of this report is EMPLOYEE-NAME-20, EMPLOYEE-NUMBER within PLAN-ID, and HED-XREF-NUMBER.

Parameter options and setup

- **Pay Period End Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Pay Frequency**—Enter the pay frequency(s) to be included on the report using one of the following options: 'ALL' for all pay frequencies, pay frequency value in the format 'X' for one pay frequency, or pay frequency values in the format 'X/x' for a range of pay frequencies.

See also:

- Preparation for a pay run ***(on page 539)***

For information on how to use this report.

HED Segment Changes Effective This Period (8R-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING               H SEGMENT CHANGES           REPT  PERIOD        FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2             EFFECTIVE THIS PERIOD         8R-R  PERIOD          TIME 16:49     DATE 11-19-1999
PLAN  HED                           EMPLOYEE     PAY   START    EFFECT    AMOUNT/    XREF   XREF   XREF   XREF       * WARNING *
 ID   XREF  EMPLOYEE NAME           NUMBER       FREQ  FIELD     DATE       PCT      FREQ   TYPE   METH    UC        ***********
101   520   ALSON, GEOFFERY         3003          3    000000  02-19-1984 0000263     01     54     02
            BISHOP, MARIA           3021          1    000000  07-07-1976 0000277     01     54     02
            BLOOM, ALEXANDER        3001          3    000000  01-01-1983 0001200     01     54     02
            CHOU, LO                3020          1    000000  05-01-1981 0000277     01     54     02
            DANIELS, JEFFREY C.     3023          1    000000  04-13-1982 0000277     01     54     02
            EMORY, TODD             3031          2    000000  06-15-1973 0000554     01     54     02
            HILLERY, THOMAS         3007          3    000000  04-30-1984 0000000     00     00     00
            LLEWELYN, STEVE         3015          2    000000  08-12-1976 0000554     01     54     02
            RUNYON, BRENDA          3010          1    000000  09-15-1984 0000000     00     00     00
            SANTANA, LOUISE         3016          1    000000  06-15-1982 0000277     01     54     02
            SPENSER, WILLIAM M.     3024          1    000000  01-01-1983 0000277     01     54     02
            STENMAN, SAMANTHA       3017          3    000000  10-14-1982 0000600     01     54     02
            SWALTER, STEVEN Y       3005          1    000000  07-22-1983 0000156     01     54     02
            TEACHEN, JUDITH         3009          3    000000  09-26-1983 0000150     01     54     02
TOTAL HED-XREF:  520            14
101   521   ALSON, GEOFFERY         3003          3    000000  02-19-1984 0004100     01     54     02
            BISHOP, MARIA           3021          1    000000  07-07-1976 0003346     01     54     02
            BLOOM, ALEXANDER        3001          3    000000  01-01-1983 0014500     01     54     02
            CHOU, LO                3020          1    000000  05-01-1981 0003346     01     54     02
            DANIELS, JEFFREY C.     3023          1    000000  04-13-1982 0003346     01     54     02
            EMORY, TODD             3031          2    000000  06-15-1973 0006692     01     54     02
            HILLERY, THOMAS         3007          3    000000  04-30-1984 0000000     00     00     00
            LLEWELYN, STEVE         3015          2    000000  08-12-1976 0006692     01     54     02
            RUNYON, BRENDA          3010          1    000000  09-15-1984 0000000     00     00     00
            SANTANA, LOUISE         3016          1    000000  06-15-1982 0003346     01     54     02
            SPENSER, WILLIAM M.     3024          1    000000  01-01-1983 0003346     01     54     02
            STENMAN, SAMANTHA       3017          3    000000  10-14-1982 0007250     01     54     02
            SWALTER, STEVEN Y       3005          1    000000  07-22-1983 0002423     01     54     02
            TEACHEN, JUDITH         3009          3    000000  09-26-1983 0003600     01     54     02
TOTAL HED-XREF:  521            14
105   530   WALSH, THEODORE         3002          4    000000  06-01-1984 0001260     02     54     02
TOTAL HED-XREF:  530             1
```

Identification of Excludable Employees Report (2A-RPT)

The Identification of Excludable Employees Report is the first step in identifying highly-paid individuals for nondiscrimination testing in Benefits Administration. This report is optional and should only be run if you have determined that you want to, and can, exclude certain employees or employee groups from the highly-paid determination and nondiscrimination testing process.

You should determine which groups of individuals may be excluded to help your benefits plans pass the nondiscrimination tests. It is assumed that you have performed, or had your outside agent or auditor perform, the required analysis to determine which individuals or groups of individuals can be excluded by law.

It is also assumed that this evaluation has been performed for each of your test groups in the event that different groups of individuals can be excluded for each test series. It is necessary to run this program as the first step of each nondiscrimination testing process because different individuals may be excluded for each process.

If you do not have employees who may be excluded because they do not meet the necessary requirements, DO NOT run this program and proceed directly to the Nondiscrimination Earnings Update Report (2B-RPT).

Business Tasks

- Identifying plans for nondiscrimination testing.
- Identifying highly-paid employees.
- Recording average deferral percentage ratios.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Exclude 20% Test**—Value for the criteria which allows the employee to be excluded from determination of the top 20% of highly compensated employees. See the online help for definitions of each value.
- **Excluded-20%-Test**—The exclusion value that the employee meets based on the specified exclusion criteria.
- **Excludable Reason**—The name of the field which determined that the employee met the criteria to be excluded, and the value of that field.

Parameter options and setup

- **Plan Year End Date**—The date in the 'Test As Of Date' field of the Nondiscrimination Test Component Plans form (51-SCR). This field indicates when the testing process should begin.
- **Exclusion Criteria Switches—**Each value indicates a specific criterion defined by the Internal Revenue Code. The employees who meet this criteria can be excluded from determination of the top 20% of highly compensated employees.

See also:

- Compliance ***(on page 579)***

For more information on how to use this report.

Identification of Excludable Employees Report (2A-RPT) Example

```
CORPORATIO N  99   ACME MANUFACTURING     EXCLUDABLE EMPLOYEES FOR:12-31-1998       REPT                                  PAGE   1
                                                    SWITCH SET                     2A-R               TIME 12:26 DATE 03-29-1999
   EMPLOYEE                    EMPLOYEE           EXCLUDE
     NAME                      NUMBER            20% TEST               EXCLUDED-20%-TEST                  EXCLUDABLE REASON:
AUSTIN, STEVEN                 1234                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 501320
BENOWITZ, JAMES                3027                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 100050
BROWN, WILLIAM R               2005                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
CACH, ROBERT                   1258                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
COMPTON, SUSAN A               1116                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505305
CREMMINS, ALAN EDWARD          2009                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 100050
DANIELS, JEFFREY C.            3023                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
DUNBAR, WALLCOTT A.            3029                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
EMORY, TODD                    3031                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 100050
GRANT, KEITH L.                2014                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
HAYES, JOHNS A                 1806                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505305
JOHNSON, WALTER D              1255                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 501320
JONES, JERRY                   1111                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 501320
KWONG, STEVEN S.               2004                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505305
LYNDEN, ANNETTE C.             1378                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 501320
MERTZ, LYNNE C.                1006                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 501320
MOHR, MICHAEL T.               1010                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
MORITZ, KATHERINE C.           1007                C                    WORKS-<-6-MONTHS                    RESULTING EMP STATUS: 06
MORRIS, ROBERT                 1005                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
MORSE, GORDAN                  1004                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505305
MUIR, LINDA                    1003                D                    UNDER-21-YEARS-OLD                  BIRTH DATE: 01/03/1980
PENDARVIS, MARTIN M.           2010                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
PITARO, JOSEPH C.              2011                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
PRESCOTT, KEVIN                1313                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505305
SHEA, JEFFERY B.               2016                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
SPENSER, WILLIAM M.            3024                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
SWEENY, BARBARA                1115                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 505410
WALSH, THEODORE                3002                B                    LESS-THAN-17-1/2-HRS                HOURS PER PERIOD: 15.00
WARD, CHESTERON                2012                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 100050
WENDT, GARY D.                 3022                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
YOUNG, J.T.                    3033                E                    COLLECTIVE-BARGAIN                  UNION JOB CODE: 180000
```

IRS Form 5500 - Lines 7(a) - 7(h) (8A-RPT)

The IRS Form 5500 - Lines 7(a) - 7(h) report (8A-RPT) produces data necessary to complete Lines 7(a)-(h) of Form 5500, the Annual Return/Report of Employee Benefit Plans.

Note: This report may be run for only one organization at a time.

The information on this report includes the number of:

- Active plan participants who are fully vested, partially vested, or nonvested
- Retired or separated participants receiving benefits
- Retired or separated participants entitled to future benefits
- Deceased participants whose beneficiaries are receiving or are entitled to receive benefits
- Participants with account balances as of the end of the year (DC Plans)
- Participants who terminated employment during the plan year with accrued benefits that were less than 100% vested (Deferred Plans only)

The IRS Form 5500 - Lines 7(a) - 7(h) report (8A-RPT) depends on data from a number of segments in the Employee Database (FILE02) to produce accurate output. Your employees should be fully entered on the following forms to avoid erroneous totals:

Deferred plans

- Deferred Plan Enrollments/Changes (64-SCR)
- Defined Contribution Plan Balance Entry (76-SCR)
- Plan Retirement Elections/Payments (66-SCR)
- Plan Service Dates (62-SCR)
- Plan Vesting Information (63-SCR)
- Service Interruptions (61-SCR)
- Stock Plan Employee Account Totals (89-SCR)
- Thrift / Savings Plan Balance Entry (84-SCR)

Welfare plans

- Welfare Plan Enrollments/Changes (55-SCR)
- Flex Benefit Enrollments/Changes (55FSCR)

Business Tasks

This report is used to complete the following business task:

- Produce the data necessary to complete lines 7(a) - (h) of IRS form 5500, the Annual Return/Report of Employee Benefit Plans.

Report field details

- **Employee Social Security Number**—Employee's social security number.
- **Employee Name**—Employee's legal name.
- **Active Participants, Fully Vested**—Detail and total of employees who are fully vested.
- **Active Participants, Partially Vested**—Detail and total of employees who are partially vested.
- **Active Participants, Non-Vested**—Detail and total of employees who are not vested.
- **Total Active Participants (Welfare Plans Complete Only Lines (7) A, B, C, and D)**—Detail and total of employees enrolled in the benefit plan.
- **Retired or Separated Participants Receiving benefits**—Detail and total of employees who are retired or separated and receiving benefits.
- **Retired or Separated Participants Entitled to Future Benefits**—Detail and total of employees who are retired or separated and entitled to benefits in the future.
- **Deceased Participants with Beneficiaries Receiving or Entitled to Benefits**—Detail and total of deceased participants with beneficiaries entitled to future benefits.
- **Participants with Account Balances as of the End of the Year (DC Plans Only)**—Detail and total of participants with a defined contribution plan account balance as of year end.
- **Participants Terminated During the Year with Accrued Balances <100% (Deferred Only)**—Detail and total of participants with a deferred plan accrued balance less than 100% as of year end.

Parameter options and setup

- **Plan Year-End Date**—Enter the plan year end date in MM-DD-CCYY or CCYYMMDD format (US and Canada).
- **Plan ID**—Enter the three-character plan ID.

Note: Your plan may be a component plan established under a flex master plan. This report is designed to run at the component plan level. If you have established separate eligibility criteria at the flex master level, results of this report may be inaccurate.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

IRS Form 5500 - Lines 7(a) - 7(h) (8A-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  IRS FORM 5500 LINES 7(a)-7(h)REPT                                 PAGE      1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION       PLAN NUMBER 510  YEAR ENDING  12-31-2001            TIME 07:48 DATE 06-14-2002


    (7A)(1)     Active Participants, Fully Vested:

                     003-96-9007     HILLER, THOMAS
                     367-33-9009     TEACHEN, JUDITH
                     653-77-9011     LAUGHLIN, SANDRA T

                Total Line (7A)(1)                                               Fully Vested           000003

        (2)     Active Participants, Partially Vested:

                     358-68-6008     GRIFFITHS, ROBERT
                     367-69-6009     BEACHEM, JUDITH

                 Total Line (7A)(2)                                           Partially Vested          000002

        (3)      Active Participants, Non-vested:

                     245-76-9014     SULLIVAN, MIKE M
                     600-61-6001     BYERS, TODD
                     600-62-6002     LITTLE, DORA
                     600-64-6004     ANDERSEN, KARI

               Total Line (7A)(3)                                                  Non-vested           000004

        (4)     Total Active Participants (Welfare plans complete only lines (7)A,B,C,AND D)            000009

    (7B)        Retired or Separated Participants Receiving Benefits:

                     354-88-9003     ALSON, GEOFFERY
                     389-68-9002     WALSH, THEODORE

                Total Line (7B)                                Separated Receiving Benefits                        000002

    (7C)        Retired or Separated Participants Entitled to Future Benefits:

                      931-66-6006     WINTER, MICHAEL

                Total Line (7C)                               Separated with Future Benefits                       000001

    (7D)        Subtotal (Lines 7A(4), 7B & 7C)                Subtotal (Lines 7A(4),7B&7C)                        000012

    (7E)        Deceased Participants with Beneficiaries Receiving or Entitled to Benefits:

                      234-33-9001     BLOOM, ALEXANDER
```

```
            Total Line (7E)                Beneficiaries Receiving or Entitled to Benefits                     000001

   (7F)     Total (Lines 7D & 7E)                                    Total (Lines D & E)                        000013

   (7G)     Participants with Account Balances as of the End of the Year (DC Plans Only)

                 234-33-9001     BLOOM, ALEXANDER
                 354-88-9003     ALSON, GEOFFERY

CORPORATION  99   ACME MANUFACTURING                 IRS FORM 5500 LINES 7(a)-7(h)REPT                                     PAGE     2
DIVISION     9999 PRODUCTION MFTG ORGANIZATION       PLAN NUMBER 510  YEAR ENDING  12-31-2001           TIME 07:48 DATE 06-14-2002


                 389-68-9002     WALSH, THEODORE

            Total Line (7G)                            Participants with Year End Balances                     000003

   (7H)     Participants Terminated During Year with Accrued Balance < 100% (Deferred Only)

                  931-66-6006     WINTER, MICHAEL

            Total Line (7H)                           Termed Current YR and Accrued < 100%                     000001
```

Schedule SSA Lines 4(b)-4(h) (8C-RPT)

The Schedule SSA Lines 4(b)-4(h) (8C-RPT) produces information that can assist in the preparation of Schedule SSA, the Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits. Schedule SSA is filed as an attachment to Form 5500 for each plan year in which one or more participants with deferred vested benefits are separated from service. Only deferred plans are subject to Schedule SSA reporting.

This report is designed to identify any participant with a deferred vested benefit who has separated from service in the plan year prior to the plan year being reported. Participants are reported on Schedule SSA unless the participant has, before the report run date:

- Received some or all of the deferred vested retirement benefit
- Returned to service covered by the plan
- Forfeited all of the deferred vested retirement benefit

Note: This report may be run for only one organization at a time.

Note: If the separated employee's status is still 'terminated' as of the system date when the report is run, then the participant will be reported if there is a deferred vested benefit due.

The Schedule SSA Lines 4(b)-4(h) (8C-RPT) depends on data from a number of segments in the Employee Database (FILE02) to produce accurate output. Your employees should be fully entered on the following forms to avoid erroneous totals:

- Deferred Plan Enrollments/Changes (64-SCR)
- Deferred Plan Vesting (63-SCR)
- Defined Contribution Plan Balance Entry (76-SCR)
- Plan Retirement Elections/Payments (66-SCR)
- Plan Service Dates (62-SCR)
- Plan Vesting Information (63-SCR)
- Service Interruptions (61-SCR)
- Stock Plan Employee Account Totals (89-SCR)
- Thrift / Savings Plan Balance Entry (84-SCR)

Business Tasks

This report is used to complete the following business tasks:

- Produce the data necessary to complete Schedule SSA, the Annual Registration Statement Identifying Separated Participants with Deferred Vested Benefits.

Report field details

- **Soc. Sec. Number**—Employee's social security number.
- **Participant Name**—Employee's legal first and last name.
- **Type of Annuity**—Normal form of payment the participant is scheduled to receive under the plan.
- **Payment Frequency**—How often the benefit is awarded to the employee.
- **Benefit/Period**—Amount of periodic payment the participant is entitled to receive based on the normal form of benefit.
- **Units/Shares**—Number of units or shares the employee holds (DC Stock Plans only).
- **Account Value**—Total value of the benefit (DC plans only).
- **Separation Date**—Date on which employee separated from employment.

Parameter options and setup

- **Plan Year-End Date**—Enter the plan year-end date in MM-DD-CCYY or CCYYMMDD format (US and Canada).
- **Plan ID**—Enter the three-character plan ID.

Note: Your plan may be a component plan established under a flex master plan. This report is designed to run at the component plan level. If you have established separate eligibility criteria at the flex master level, results of this report may be inaccurate.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

Schedule SSA Lines 4(b)-4(h) (8C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING          SCHEDULE SSA LINES 4(b)-4(h)       REPT                                  PAGE     1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION   VESTED/SEPARATED PARTICIPANTS     8C-R                 TIME 08:46 DATE 06-06-2002

SOC. SEC.       PARTICIPANT                         TYPE OF      PAYMENT            BENEFIT/        UNITS/         ACCOUNT   SEPARATION
NUMBER          NAME                                ANNUITY     FREQUENCY           PERIOD          SHARES          VALUE        DATE

234-33-9001     BLOOM, ALEXANDER                       A            A                   .00             .00       7,000.00   12-15-2000

389-68-9002     WALSH, THEODORE                        A            A                   .00             .00       5,000.00   09-01-2000
```

Master Plan Components Table Records Batch Report (9P-RPT)

The Master Plan Components Table Records Batch Report (9P-RPT) displays the Flex Master/Group Plan Components form (TP-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review and analyze flex master plan components
- Review and analyze group plan components

Report field details

- **Control Number**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Plan Date**—Effective date of the table record.
- **Plan Type**—Code that indicates the kind of benefits plan.
- **Plan 1-17**—Plan ID of the benefits plan that belongs to this group.

Parameter options and setup

- **As of Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Identifying flex component plans ***(on page 203)***

For information on how to use this report.

Master Plan Components Table Records Batch Report (9P-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                MASTER PLAN COMPONENTS/TP        REPT          FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                RECORDS AS OF 01-01-1998         9P-R               TIME 22:22 DATE 02-03-1998
```

CONTROL NUMBER	PLAN ID	PLAN DATE	PLAN TYPE	PLAN 1	PLAN 2	PLAN 3	PLAN 4	PLAN 5	PLAN 6	PLAN 7	PLAN 8	PLAN 9	PLAN 10	PLAN 11	PLAN 12	PLAN 13	PLAN 14	PLAN 15	PLAN 16	PLAN 17
9999	103	01-01-1925	00	203	303															
9999	600	01-01-1991	30	601	602	603	604	605	606	607	510									
9999	700	01-01-1998	30	601	602	603	604	605	510											
9999	903	01-01-1925	00	203	303															

New Plan Participants (8J-RPT)

The New Plan Participants report (8J-RPT) displays, by plan, all employees who have become new participants in a plan within a specified range of dates.

An employee is considered a participant in a plan even if he or she has waived the right to participate in a plan.

Business Tasks

This report is used to complete the following business tasks:

- Verify plan eligibility
- Track deferred plan enrollment

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Ctrl Three**—Human Resource organization level three value.
- **Ctrl Four**—Human Resource organization level four value.
- **Ctrl Five**—Human Resource organization level five value.
- **Ctrl Six**—Human Resource organization level six value.
- **Employee Name**—First 20 positions of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Birth Date**—Employee date of birth.
- **Service Calc Date**—Date that is used by the benefits plan as the basis from which service or other plan service dates are calculated.
- **Plan Entry**—Employee's original participation date in a welfare benefits plan.
- **Eligibility Date**—Date on which an employee is first eligible to participate in a deferred benefits plan.
- **Option Elected**—Employee's choice of benefit levels when multiple options are available.

Report sort order

As delivered, the sort order of this report is PLAN-ID, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, and CTRL-SIX.

Parameter options and setup

- **Start Date**—Enter the start date for the range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for the range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Tracking welfare plan enrollment ***(on page 300)***
- Tracking deferred plan enrollment ***(on page 334)***

For information on how to use this report.

New Plan Participants (8J-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  NEW PLAN PARTICIPANTS         REPT          FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                     SINCE 01-01-1983           8J-R               TIME 11:58 DATE 02-04-1998

PLAN  CTRL  CTRL  CTRL  CTRL                      EMPLOYEE     BIRTH       SERVICE       PLAN       ELIGIBLE      OPTION
ID    THREE FOUR  FIVE  SIX   EMPLOYEE NAME         NUMBER     DATE       CALC DATE      ENTRY        DATE        ELECTED

101   3030  4040  5050  6060  SWALTER, STEVEN Y       3005   11-05-1935   07-22-1983   07-22-1983              Emplye&spse/both 65+

      3030  4040  5050  6060  TEACHEN, JUDITH         3009   03-14-1939   09-26-1983   09-26-1983              Emplye Only/65+


TOTAL PARTICIPANTS :        2

      3333  4444  5508  6608  SPENSER, WILLIAM M.     3024   02-11-1958   01-01-1983   01-01-1983              Family/EE & All Deps


TOTAL PARTICIPANTS :        1

      3333  4444  5555  6666  BLOOM, ALEXANDER        3001   02-16-1938   03-12-1982   01-01-1983              Family/EE & All Deps


TOTAL PARTICIPANTS :        1
```

Next Retirement Counseling Date This Period (8T-RPT)

The Next Retirement Counseling Date This Period report (8T-RPT) lists all employees scheduled to attend a retirement counseling session during a user-defined range of dates.

This report lists counseling notification data only for employees who are active and currently participating in the plan. If you want to include other employee statuses and/or employees regardless of plan status, modifications to this report will be required.

Business Tasks

This report is used to complete the following business tasks:

- Generate a checklist for preparing materials for counseling sessions
- Track scheduled retirement counseling dates

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Plan Name**—Name of plan associated with Plan ID.
- **Employee Name**—First 25 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Next Counsel Type**—Translation of the type of the next counseling session to be given to a plan participant who is nearing a projected retirement date.
- **Counsel Date**—Projected date of the next counseling session to be given to a plan participant who is nearing a projected retirement date.
- **Mail Distribute**—Employee's internal mail station or distribution data.
- **Next Retire Date**—Either the earliest, normal, or mandatory date on which an employee can retire according to company rules. The date that displays is determined by the Next Counsel Type that has been recorded.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Next Retirement Counseling Date This Period (8T-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING            NEXT RETIREMENT COUNSELING        REPT          FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                 DATE THIS PERIOD             8T-R               TIME 17:15 DATE 02-04-1998

    PLAN                                            EMPLOYEE                                   COUNSEL       MAIL       NEXT RETIRE
     ID   PLAN NAME            EMPLOYEE NAME        NUMBER       NEXT COUNSEL TYPE               DATE       DISTRIBUTE      DATE

    500   RETIREMENT PLAN      RUNYON, BRENDA           3010     Erly Retirement 1st   05-01-1998   11TH-4040     08-01-2010

                               WALSH, THEODORE          3002     Erly Retirement 1st   04-01-1998   5FLR-10E      06-01-1999

                               BLOOM, ALEXANDER         3001     Erly Retirement 1st   03-01-1998   6FLR-8E       03-01-1999


     COUNSEL TYPE:       1  Erly Retirement 1st
            COUNT:       3
```

Nondiscrimination Earnings Update Report (2B-RPT)

The Nondiscrimination Earnings Update Report (2B-RPT) updates current and prior year earnings. These earnings are used to determine whether or not an employee is considered highly-paid in your nondiscrimination testing. It is run against every employee in the organization group specified on the Report Parameters for Non-Discrimination Earnings Update form, regardless of employee or benefits status, EXCEPT employees who have been excluded from further testing by the Identification of Excludable Employees Report (2A-RPT).

The Nondiscrimination Earnings Update Report should be run with U.S. companies, after running the Identification of Excludable Employees Report (2A-RPT) (if this report was applicable to your organization). The Nondiscrimination Earnings Update Report reads P20 Master File History records and updates or creates the appropriate employee Components of Highly-Paid Definition form (51-SCR) with current and/or prior Federal W-2 earnings and deferred (pre-tax) contributions.

You may update current history records or previous history records within a range of dates. If you are not keeping history records, the report may only be run to accumulate current history from the P20 Master File. The report must be run after every pay run in this case, so data is not lost before it is accumulated.

If you are keeping history records, you may update the highly-paid segments from these history records on a periodic basis, e.g., monthly, quarterly, or annually, using the time span feature on the Report Parameters for Nondiscrimination Earnings Update Report.

IMPORTANT: Be careful when using the time span feature as ALL history records within the time span will be processed. If you overlap dates on subsequent runs, you will be adding monies that have already been written to the employee Components of Highly-Paid Definition form (51-SCR).

Business Tasks

- Identifying plans for nondiscrimination testing.
- Identifying highly-paid employees.
- Recording average deferral percentage ratios.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Recon Code**—Payroll reconciliation code.
- **High Pd Year End**—Plan year that you want to test.
- **Payment Date**—Date of the most recent pay.
- **Prior Yr Earnings**—Amount of earnings for the previous year.
- **Period End Date**—Last pay period of the test year.
- **Prior Yr Def Earn**—Amount of deferred earnings for the previous year.
- **History Wages**—Amount of wages for the previous year.
- **Current Earnings**—Amount of earnings for the current year.
- **History Def**—Amount of deferred earnings for the previous year.
- **Current Def Earn**—Amount of deferred earnings for the current year.
- **High Curr**—Indicates if employee is considered highly compensated for the current year.
- **Paid Prior**—Indicates if employee was considered highly compensated for the previous year.

Parameter options and setup

- **Test Year End Date**—The date in the 'Test As Of Date' field of the Nondiscrimination Test Component Plans form (TV-SCR). This field indicates when the testing process should begin.
- **History Records Start Date**—The first date in the time span that history records are accumulated.
- **History Records End Date**—The last date in the time span that history records are applied.
- **Salary Data**—Specifies how you want to update the Current Year Earnings and Current Year Deferred Earnings fields on the Components of Highly Paid Definition form (51-SCR). Enter 'S' to update the fields with the value from the Annual Salary field on the Salary Assignments/Changes form (40-SCR). Enter 'C' to update the fields with zeros.
- **ADP Earnings**—Specifies whether you want to update the Average Deferral Percentage earnings on the Average Deferral Percentage Ratios form.
- **ADP Plan ID**—Test ID from the Nondiscrimination Test Component Plans form (TV-SCR).

See also:

- Compliance ***(on page 579)***

For more information on how to use this report.

Nondiscrimination Earnings Update Report (2B-RPT) Example

A sample report is not available at this time.

Plan Beneficiary Listing (4C-RPT)

The Plan Beneficiary Listing report (4C-RPT) provides a listing of all participants in a customer-specified plan as well as beneficiary data, as of a report parameter date. If multiple beneficiaries are recorded for a plan, a line for each beneficiary is printed that includes name, relationship, and the percent of benefit to which the beneficiary is entitled.

Business Tasks

This report is used to complete the following business tasks:

- Verify plan beneficiary information
- Track missing plan beneficiary information

Report field details

- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Employee Name**—First 20 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option Elected**—Employee's choice of benefit levels when multiple options are available.
- **Total Coverage**—Level of benefit indicated by the plan.
- **Beneficiary Data ID**—Beneficiary identifier relating to an employee.
- **Beneficiary Data Name**—First 20 characters of the beneficiary's name.
- **Beneficiary Data Percent**—Percent of total benefit to be allocated to the beneficiary/contingent annuitant.
- **Beneficiary Data Relationship**—Relationship of the beneficiary to the employee.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, PLAN-ID, EMPLOYEE-NAME-15, EMPLOYEE-NUMBER, and BENEFICIARY-XREF-X.

Parameter options and setup

- **As Of Date**—Enter the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Plan ID Option**—Enter the value(s) using one of the following options: 'ALL' or blank for all plans, plan ID value in the format 'XXX' for one plan, or plan ID values in the format 'XXX/xxx' for a range of plans.

See also:

- Tracking welfare plan enrollment ***(on page 300)***

For information on how to use this report.

Plan Beneficiary Listing (4C-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  PLAN BENEFICIARY LISTING        REPT                        PAGE        5
DIVISION     9999 PRODUCTION CTL 1-2                                                   4C-R           TIME 19:01 DATE 02-04-1998

CTRL   CTRL  CTRL  CTRL                     EMPLOYEE   OPTION     TOTAL                BENEFICIARY DATA
THREE  FOUR  FIVE  SIX   EMPLOYEE NAME        NUMBER   ELECTED    COVERAGE    ID   NAME                PERCENT  RELATIONSHIP

3388   4488  5508  6608  ANDERSON, KAREN        3034      20                                   *NO BENEFICIARY DATA ON FILE*

3333   4444  5508  6608  BENOWITZ, JAMES        3027      20                  001  BATES, NORMAN       100.0       Cousin

3388   4488  5508  6608  BISHOP, MARIA          3021      20                                   *NO BENEFICIARY DATA ON FILE*

3333   4444  5555  6666  BLOOM, ALEXANDER       3001      20                  001  BLOOM, BRENDA       100.0       Wife

3388   4488  5508  6608  CHOU, LO               3020      20                                   *NO BENEFICIARY DATA ON FILE*

3388   4488  5508  6608  CORTEZ, MARIA          3028      20                  001  CORTEZ, ESTEBAN      50.0       Son
                                                                              002  CORTEZ, ELENA        50.0       Daughter

3333   4444  5508  6608  DUNBAR, WALLCOTT A.    3029      20                  001  DUNBAR, AMELIA      100.0       Wife

3333   4444  5508  6608  EMORY, TODD            3031      20                                   *NO BENEFICIARY DATA ON FILE*

3388   4488  5508  6608  LEWIS, JAMES X.        3026      20                  001  LEWIS, RITA         100.0       Wife

3388   4488  5508  6608  PATEL, LAURENCE        3030      20                  001  PATEL, CHIZALA       50.0       Wife
                                                                              002  PATEL, BIRINDER      25.0       Son
                                                                              003  PATEL, SHAKIR        25.0       Son

3388   4488  5508  6608  RUNYON, BRENDA         3010      20                  002  RUNYON, TIMOTHY J.  100.0       Brother

3388   4488  5508  6608  SCHAEFER, JOANNA S.    3012      20                  002  LUND, SUZANNE M.    100.0       Mother

3333   4444  5555  6666  WALSH, THEODORE        3002      20                  001  WALSH, MICHAEL E.   100.0       Son

3333   4444  5555  6666  WILSON, BARBARA        3025      20                  001  WILSON, ROBERT      100.0       Husband

PLAN IDENTIFIER: 500
```

Plan Participation Register (4B-RPT)

The Plan Participation Register report (4B-RPT) produces a register showing all employees who participate in at least one welfare or deferred benefits plan along with data pertaining to all plans in which they participate as of the report parameter date. The register prints two or more pages per employee. If there is more data, additional pages will print until all plans have been printed.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee plan participation
- Verify employee plan data

Report field details

- **Ctrl Three**—Human Resource organization level three value.
- **Ctrl Four**—Human Resource organization level four value.
- **Ctrl Five**—Human Resource organization level five value.
- **Ctrl Six**—Human Resource organization level six value.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique up-to-10 character employee identifier.
- **Social Security Nbr**—Unique identifier used for taxation in the USA.
- **Activity Date**—Date of event that affected an employee's employment or plan status.
- **Resulting Emp Status**—Employee's status as a result of an activity.
- **Job Effective**—Effective date of most recent job assignment.
- **Job Title**—Name assigned to job.
- **Birth Date**—Employee's date of birth.
- **Marital Status**—Employee's current marital status.
- **Total Dep**—Number of employee's dependents.
- **Original Hire Date**—Employee's first hire date with company.
- **Adjusted Seniority**—Used to determine length of service; same as new hire activity date unless a break-in-service has occurred.
- **Annual Salary**—Salary expressed as an annual amount.
- **Maiden Name**—Employee's surname prior to marriage.
- **ID**—Identifier for dependent covered under this plan.
- **Dependent Name**—Name of dependent.
- **Birth Date**—Dependent's date of birth.
- **Age**—Dependent's age.
- **Sex**—Dependent's gender.
- **Soc Security Number**—Unique identifier used for taxation in the USA.
- **Stud Status**—Indicates that person is a student and what level of school participation is involved.
- **Insurance Carrier**—Name of dependent's insurance carrier.
- **Relation**—Relationship of dependent to the employee.
- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Plan Name**—Name of the plan associated with the Plan ID.
- **Def Opt**—Employee's choice of benefit levels when multiple options are available.
- **Option Effect**—Participation effective date.
- **Part Status**—Plan status as a result of a participation option change.
- **Deferred Entry Dt**—Deferred plan entry date.
- **Suspend End Dte**—Date on which an employee's suspension from participation in a welfare benefits plan ends.
- **Cont Type**—Source of contribution to the plan.
- **Coverage Amt**—Level of benefit indicated by the plan rules.
- **Dependent or**—Identifier for dependent covered under this plan.
- **Beneficiary ID**—Beneficiary identifier relating to an employee.

Parameter options and setup

- **As Of Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Tracking welfare plan enrollment ***(on page 300)***

For information on how to use this report.

Plan Participation Register (4B-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              EMPLOYEE BENEFITS REGISTER        REPT                         PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  BLOOM, ALEXANDER              4B-R                         DATE  02-04-98

 CTRL  CTRL  CTRL  CTRL                    EMPLOYEE      SOCIAL        ACTIVITY    RESULTING         JOB
 THREE FOUR  FIVE  SIX   EMPLOYEE NAME       NUMBER    SECURITY NBR      DATE      EMP STATUS        EFFECTIVE    JOB TITLE

 3333  4444  5555  6666  BLOOM, ALEXANDER      3001     234-33-9001   03-12-1978   Active-Salrd Re   03-12-1978   ACCOUNTANT, CLA

            BIRTH         MARITAL       TOTAL  ORIGINAL    ADJUSTED          ANNUAL
            DATE     SEX  STATUS        DEP    HIRE DATE   SENIORITY         SALARY          MAIDEN NAME

         02-16-1938   M   Married       03    03-12-1978   03-12-1978       37,999.92

                                                  BIRTH                    SOC SECURITY      STUD   INSURANCE
                      ID    DEPENDENT NAME        DATE          AGE  SEX     NUMBER          STAT   CARRIER          RELATION

   SPOUSE/DEPENDENTS: 001   BLOOM, BRENDA       12-24-1940       45   F   332-58-3709        N     CONN.GENERAL     Wife
                      002   BLOOM, ABAGAIL      01-17-2015      199   F   331-08-7744        N                      Mother
                      003   BLOOM, ELLEN        03-24-1972       13   F                                             Daughter
                      004   BLOOM, THOMAS J.    08-16-1975       10   M                                             Son
                      005   BLOOM, WILLIAM E.   06-14-1978       07   M                                             Son

       BENEFICIARIES: 001   BLOOM, BRENDA       12-24-1940       45   F   649-34-0081                               Wife- - - - - - - - - - - - -
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CORPORATION  99   ACME MANUFACTURING             EMPLOYEE BENEFITS REGISTER        REPT                           PAGE        2
DIVISION     9999 PRODUCTION CTL 1-2                 BLOOM, ALEXANDER              4B-R                           DATE  02-04-98

 PLAN                      DEF  OPTION     PART          DEFERRED    SUSPEND    CONT  COVERAGE    COVERAGE        DEPENDENT OR
  ID   PLAN NAME           OPT  EFFECT     STATUS        ENTRY DT    END DTE    TYPE  AMT-1       AMT-2           BENEFICIARY ID

 101   MEDICAL INSURANCE   05  01-01-1983  Active Par  01-01-1983



 500   RETIREMENT PLAN     20  01-01-1980  Active Par  01-01-1980                                                 001
```

Plan Premium Statements (4I-RPT)

The Plan Premium Statements report (4I-RPT) displays a standard format premium summary by benefit plan.

It is designed to report welfare plans only and reports actual contribution amounts stored in Benefits Administration.

Business Tasks

This report is used to complete the following business tasks:

- Analyze worksheet to prepare final premium statement
- Submit premium summary to insurance carriers

Report field details

- **Plan ID**—Plan ID associated with the table record.
- **Plan Opt**—Employee's choice of benefit levels when multiple options are available.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Emp Stat**—Employee's status as a result of an activity.
- **Option Effect**—Effective date of the welfare plan enrollment for the specified plan.
- **Annual Salary**—Employee salary expressed as an annual amount.
- **Contribution Type**—Source of contribution to the plan.
- **Coverage Amt-1**—Level of benefit indicated by the plan rules using employee data and table data to perform the calculation.
- **Coverage Amt-2**—Additional coverage amounts in the case where a plan has more than one coverage.
- **Monthly Contribution**—Annual contribution divided by 12.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **Plan ID Option**—Enter the value(s) using one of the following options: 'ALL' or blank for all plans, plan ID value in the format 'XXX' for one plan, or plan ID values in the format 'XXX/xxx' for a range of plans.

See also:

- Compliance ***(on page 579)***

For information on how to use this report.

Plan Premium Statements (4I-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   PLAN PREMIUM STATEMENTS         REPT                       PAGE        4
DIVISION     9999 PRODUCTION CTL 1-2                      AS OF 01-01-1990             4I-R           TIME 20:11 DATE 02-02-1998

PLAN  PLAN                     EMPLOYEE    EMP   OPTION       ANNUAL       CONTRIBUTION  COVERAGE     COVERAGE       MONTHLY
 ID   OPT  EMPLOYEE NAME       NUMBER      STAT  EFFECT       SALARY          TYPE        AMT-1         AMT-2      CONTRIBUTION

303    21  MARSH, PAUL J.          3004     01  02-01-1986   15,600.00       Basic Post   20,000                            5.00
                                                                                                                 ------------
                                                                                          SUBTOTAL OPTION 21            5.00

                                                                                EMPLOYEE  SUBTOTAL OPTION 21               1


       22  LAUGHLIN, SANDRA T.     3011     01  09-01-1984   45,000.00       Basic Post   80,000                           36.00
                                                                                                                 ------------
                                                                                          SUBTOTAL OPTION 22           36.00

                                                                                EMPLOYEE  SUBTOTAL OPTION 22               1


       23  GRIFFITH, BERNARD       3008     01  12-01-1984   50,000.08       Basic Post  150,000                           67.50
                                                                                                                 ------------
                                                                                          SUBTOTAL OPTION 23           67.50

                                                                                EMPLOYEE  SUBTOTAL OPTION 23               1


                                                                                                                 ============
                                                                                              TOTAL PLAN 303          108.50

                                                                                     EMPLOYEE TOTAL PLAN 303               3
```

Plan Retirement Dates Rules Table Records Batch Report (9J-RPT)

The Plan Retirement Dates Rules Table Records Batch Report (9J-RPT) displays the Benefits Retirment Dates Rules Table form (TJ-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review the rules for calculating participant retirement dates
- Analyze retirement date rules for early, normal, and latest retirement dates

Report field details

- **Ctrl Nbr**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Table Date**—Effective date of this table record.
- **Disable Retire Age**—Earliest possible age an employee can go on disability retirement.
- **Disable Ret Service**—Minimum period of service required before an employee could go on Disability Retirement.
- **Disable Adjust**—Method by which the disability retirement service date is rounded after it has been calculated.
- **Retirement Rule**—Rule for determining early, normal, and latest retirement eligibility under the plan.
- **Retirement Service**—Period of service an employee must attain before becoming eligible for early, normal, or latest retirement.
- **Retirement 1st Notice**—First timeframe during which an employee must be notified of pending early, normal, or latest retirement eligibility.
- **Retirement 2nd Notice**—Second timeframe during which an employee must be notified of pending early, normal, or latest retirement eligibility.
- **Adjustment**—Method by which the early, normal, or latest retirement service date is rounded after it has been calculated.

Parameter options and setup

- **As of Date**—Enter in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

Plan Retirement Dates Rules Table Records Batch Report (9J-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING            BENEFITS RETIREMENT DATES RULES         REPT       FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                            TABLE                   9J-R            TIME 23:08 DATE 02-04-1998

CTRL  PLAN   SEARCH    TABLE     DISABLE    DISABLE       DISABLE    ----------------------- RETIREMENT -----------------------
NBR    ID   ARGUMENT   DATE    RETIRE AGE  RET SERVICE    ADJUST       RULE       AGE     SERVICE  1ST NOTICE  2ND NOTICE  ADJUSTMENT
9999  500           01-01-1925                                      EARLY:  H  55-00-00  10-00-00  01-00-00    00-06-00           A
                                                                    NORMAL: H  65-00-00  10-00-00  03-00-00    01-00-00           A
                                                                    LATEST:    72-00-00            03-00-00    01-00-00           A

9999  505      A    01-01-1925                 05-00-00      E      EARLY:
                                                                    NORMAL: E  65-00-00                                           B
                                                                    LATEST:

9999  505      B    01-01-1925                 05-00-00      E      EARLY:
                                                                    NORMAL: E  65-00-00                                           B
                                                                    LATEST:
```

Plan Rules Table Records Batch Report (9K-RPT)

The Plan Rules Table Records Batch Report (9K-RPT) displays the Benefit Plan Rules form (TK-SCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review the benefits plan rules
- Analyze changes to the benefits plan rules

Report field details

- **Cntl Nbr**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Plan Name**—First 10 positions of the name of the plan.
- **Plan Type Cd/Desc**—Category of benefits plan.
- **Plan Yr End**—Month and day the plan year ends.
- **Flex/Group Master**—Plan ID of the flex or group master plan.
- **Plan Clas**—Whether the plan is optional, mandatory, inactive, and so forth.
- **Basic HED Pre Post**—HED designation used to deduct the amount of the basic pre- or posttax contribution.
- **Supl HED Pre Post**—HED designation used to deduct the amount of the supplemental pre- or posttax contribution.
- **Co HED**—HED designation used to deduct the amount of the company contribution.
- **Accum Name**—CE/H accumulator for this plan.
- **Type/Desc**—Search argument category.
- **Search Argument**—Element used to search benefits tables to apply plan rules to specific groups of employees.
- **Serv Cd**—Identifies which date from an employee's record is to be moved into the Service Date field.
- **Mid-Year Chg Reasons**—Indicates that the rule will remain constant for the plan for the remainder of the year (Y), or not (N).

Parameter options and setup

- **As of Date**—Enter in CCYY-MM-DD (US and Canada) or CCYY-DD-MM (elsewhere) format to include the table records in effect as of this date. Specify this parameter and leave the Control Number field blank to print all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date field blank to include all table records in the table set, regardless of date.

See also:

- Plan documentation for welfare plans ***(on page 81)***

For information on how to use this report.

Plan Rules Table Records Batch Report (9K-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING               BENEFITS PLAN RULES           REPT                   FILE VERSION 00  PAGE     1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION     TABLE AS OF 01-01-2001        9K-R                    TIME 07:18 DATE 09-11-2001

CNTL PLAN   TABLE              PLAN TYPE     PLAN FLEX/GROUP PLAN BASIC HED SUPL HED CO. ACCUM           ------ SEARCH ------- SERV
NBR   ID    DATE    PLAN NAME  CD/DESC     YR END  MASTER   CLAS PRE  POST PRE POST HED NAME             TYPE/DESC     ARGUMNT  CD

9999 000 01-01-1925 DATE OF HI 01 Health Ins 12-31           M                     510 000 ELIGIBILITY: 99 NO-SEARCH-
                                                                                         PARTICIPATION: 99 NO-SEARCH-         1
                                                                                           CALCULATION: 99 NO-SEARCH-
                                                                                         HED PROTOTYPE: 99 NO-SEARCH-
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 101 01-01-1925 MEDICAL IN 01 Health Ins 06-30           O       520           521     ELIGIBILITY: 99 NO-SEARCH-
                                                                                         PARTICIPATION: 99 NO-SEARCH-         1
                                                                                           CALCULATION: 99 NO-SEARCH-
                                                                                         HED PROTOTYPE: 99 NO-SEARCH-
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 103 01-01-1925 LIFE-GROUP 00 Group Mast 12-31           M                     510     ELIGIBILITY: 99 NO-SEARCH-
                                                                                         PARTICIPATION: 99 NO-SEARCH-         1
                                                                                           CALCULATION: 99 NO-SEARCH-
                                                                                         HED PROTOTYPE: 99 NO-SEARCH-
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N

9999 105 01-01-1925 LONG TERM  09 Disability 12-31           O       530                   ELIGIBILITY: 99 NO-SEARCH-
                                                                                         PARTICIPATION: 99 NO-SEARCH-         2
                                                                                           CALCULATION: 99 NO-SEARCH-
                                                                                         HED PROTOTYPE: 99 NO-SEARCH-
Mid-Year Chg Reasons
 Pay Incr/Decrease: N  Change Health Pln: N  Change P/T to F/T: N  Change F/T to P/T: N  Trans Other Plan: N  Spouse Chg in Ben: N
Dep Chg in Benefit: N  Inc/Dec Plan Cost: N   Inc/Dec Plan Cov: N  Trans Out of Area: N  Dep Care FSA Chg: N
```

PBGC Premium Report (8D-RPT)

The PBGC Premium report (8D-RPT) produces the data necessary to determine the flat-rate portion of the annual PBGC premium. This report does not address the variable rate portion of the annual premium. A separate manual actuarial calculation to produce this figure may be required if your plan is underfunded.

Note: This report may be run for only one organization at a time.

Note: For plan years beginning before 2001, a terminated non-vested individual ceases to be a participant for premium purposes when the individual incurs the greater of a one-year Break in Service (BIS) under the plan, or an absence of one full year. For plan years beginning after 2000, a terminated non-vested individual ceases to be a participant for premium purposes when the individual incurs a one-year BIS under the plan, regardless of the length of the individual's absence from employment. Thus, for post-2000 years, an individual may be dropped from the premium participant count earlier than under the pre-2001 definition.

Note: Only Defined Benefit plans are subject to PBGC reporting.

The information provided in this report includes:

- Detail of Plan Participants by category
- Number of Plan Participants by category and in total
- Employer Premium Due

The PBGC Premium report (8D-RPT) depends on data from a number of segments in the Employee Database (FILE02) to produce accurate output. Your employees should be fully entered on the following forms to avoid erroneous totals:

- Deferred Plan Enrollments/Changes (64-SCR)
- Plan Retirement Elections/Payments (66-SCR)
- Plan Service Dates (62-SCR)
- Plan Vesting Information (63-SCR)
- Service Interruptions (61-SCR)

Business Tasks

This report is used to complete the following business task:

- Produce the data necessary to complete lines 13 - 15 of the PBGC Form 1, the Premium Payment Report.

Report field details

- **Plan**—Plan ID and description of plan
- **Plan Start**—Beginning date of the range for which the report is run.
- **Plan End**—Ending date of the range for which the report is run.
- **Employee Social Security Number**—Employee's social security number.
- **Employee Name**—Employee's legal name.
- **Totals for Company**—Organization for which the report is run.
- **Active Participant**—Number of actively employed participants enrolled in the plan.
- **Vested Term Separated Participants**—Number of participants enrolled in the plan who have separated from employment with a vested benefit due.
- **Non-Vested Terminated w/o BIS**—Number of participants enrolled in the plan who have separated from employment, are not due a benefit, but who have not experienced a break-in-service.
- **Premium Due**—Flat-rate premium amount due from the employer.

Parameter options and setup

- **Plan Year-End Date**—Enter the plan year-end date in MM-DD-CCYY or CCYYMMDD format (US and Canada).
- **Plan ID**—Enter the three-character plan ID.
- **Employer Plan**—Select the plan type, either Single Employer or Multiple Employer. Your selection will determine the premium rate per participant.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information on how to use this report.

PBGC Premium Report (8D-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      PBGC PREMIUM REPORT      REPT                                   PAGE     1
DIVISION     9999 PRODUCTION MFTG ORGANIZATION              SINGLE EMPLOYER        8D-R                 TIME 08:48 DATE 06-06-2002
                            PLAN: 500  RETIREMENT PLAN                                PLAN END: 12/31/2001

   RUNYON, BRENDA                    3010                            19.00
   WILSON, BARBARA                   3025                            19.00
   LEWIS, JAMES X                    3026                            19.00
   BENOWITZ, JAMES                   3027                            19.00
   CORTEZ, MARIA                     3028                            19.00
   DUNBAR, WALLCOTT A                3029                            19.00
   PATEL, LAURENCE                   3030                            19.00


                       TOTALS FOR COMPANY 999999  PARTICIPANTS:           7   PREMIUM DUE:      133.00
```

Projected Retirements report (3J-RPT)

The Projected Retirements report (3J-RPT) displays a listing of active employees that have general retirement information. The retirement date is taken from the Benefits Information form (PB-SCR).

Business Tasks

This report is used to complete the following business task:

- Review projected participant retirement dates

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique up-to-10-character employee identifier.
- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Birth Date**—Employee's date of birth.
- **Age**—Employee's age calculated as current date minus birth date.
- **Original Hire Date**—Employee's first date of hire with this company.
- **Service Years**—Number of years of employment with this organization since date of hire.
- **Retire Date**—Date on which an employee can elect to retire, as recorded on the Benefits Information form (PB-SCR).
- **Job Code**—Alphanumeric identifier of the job to which the employee is currently assigned.
- **Job Code Extent**—Four-digit number that works in conjunction with the job code text box to further identify the job to which the employee is currently assigned.
- **Employee status**—Current employment status of the employee.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, RETIREMENT-DATE-2, and EMPLOYEE-NUMBER.

Parameter options and setup

There are no parameters for this report.

See also:

- Plan documentation for deferred plans ***(on page 131)***

For information about retirement reporting.

Projected Retirements report (3J-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                         PROJECTED RETIREMENTS            REPT          FILE VERSION 00  PAGE          1
DIVISION     9999 PRODUCTION CTL 1-2                               TABLE                      3J-R               TIME 23:08  DATE 02-04-2000

EMPLOYEE                       EMPLOYEE   CTRL  CTRL CTRL CTRL   BIRTH           HIRE    SVC  RETIRE      JOB
 NAME                           NUMBER    THREE FOUR FIVE SIX    DATE      AGE   DATE    YRS   DATE    CODE EXTENT EMPLOYEE STATUS
 ALSON, GEOFFERY                3003       3030 4040 5050 6060 02-01-1939  61  02-19-1984 16  03-01-06  47214  0001 01 Active-Salrd Reg FT
 MARSH, PAUL J                  3004       3333 4444 5555 6666 09-23-1950  49  03-22-1985 15  01-01-15  22200  0001 01 Active-Salrd Reg FT
*REPORT CODE     3J-               2
```

Recalc Benefit Coverage/Contributions (85-RPT)

The Recalc Benefit Coverage/Contributions report (85-RPT) recalculates employee coverage and employee and company contribution amounts for plans in which an employee is enrolled.

This report handles both processes—table changes and employee changes/modifications that result in new eligibility status, coverage, or contribution amounts.

Which plans are recalculated and whether plan or employee data is to be processed is handled by report parameters.

Business Tasks

This report is used to complete the following business tasks:

- Recalculate coverages and contributions based on plan changes
- Recalculate coverages and contributions based on changed employee data

For flex plans, this report is used to complete the following business tasks:

- Check eligibility for flex plans in which employees are enrolled
- Recalculate coverage only for life insurance plans

Note: *The report does not recalculate credits on the Flexible Benefit Annual Plan Credits form (55CSCR) for any of the plans that have to be recalculated. A life status change or plan cost/coverage change must be entered on the Flex Benefit Enrollments/Changes form (55FSCR) for a recalculation of credit to occur.*

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique up-to-10-character employee identifier.
- **Plan Name**—Name of the plan associated with the plan ID.
- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Effective Date**—Date on which change became effective.
- **Plan Status**—Result of eligibility determination.
- **Option Elected**—Employee's choice of benefit levels when multiple options are available.
- **Plan Entry Date**—Date on which employee was first covered by plan.
- **Plan Type**—Category of benefits plan.
- **Suspend End Date**—Date on which an employee's suspension from participation in a benefits plan ends.
- **Service Date**—Date used by a benefits plan as the basis from which service or other plan service dates are calculated.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, and EMPLOYEE-NUMBER.

Parameter options and setup

When setting up the parameters for the report, you will indicate the way you want the report to be run. You cannot run the report both ways at the same time. The Employee Changes and Plan Changes checkboxes can not both be selected.

- **Pay Frequency**—Enter 'ALL' to recalculate all pay frequencies. Enter a single pay frequency in the format 'X' or a range of frequencies in the format' X/x'.
- **Effective Date Of Change**—Enter in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Last Day Of Pay Period**—Enter in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This may also be a customer-defined date.
- **Plan(s) to Recalc**—Enter 'ALL' for all plans, plan ID value in the format 'XXX' for one plan, or plan ID values in the format 'XXX/xxx' for a range of plans.
- **Effective Date Of Plan Changes**—Enter in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Flex Plans**—Select to include flex plans.
- **Include Welfare**—Select to include welfare plans.
- **Include Deferred**—Select to include deferred plans.
- **Update Emp Records**—Select to update employee records.

See also:

- Preparation for a pay run ***(on page 539)***

For information on how to use this report.

Recalc Benefit Coverage/Contributions (85-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              RECALCULATION OF BENEFIT PLANS    REPT            FILE VERSION 00  PAGE      1
DIVISION     9999 PRODUCTION CTL 1-2             COVERAGE AND CONTRIBUTION AMOUNTS  85-R              TIME 22:07 DATE 02-05-1998

                         EMPLOYEE
 EMPLOYEE NAME            NUMBER            PLAN NAME

 BLOOM, ALEXANDER           3001            MEDICAL INSURANCE

 WELFARE  PLANS:  PLAN        EFFECTIVE         PLAN       OPTION          PLAN ENTRY      PLAN       SUSPEND            SERVICE
                  ID           DATE            STATUS      ELECTED            DATE         TYPE       END DATE             DATE
                  101        01-01-1983          1           05            01-01-1983       01                         03-12-1982

 Q5     HED-XREF-NUMBER         IS  520         WAS  520            HED-XREF-EFFECT-DATE  IS     01-01-1990 WAS 01-01-1983
        HED-XREF-FREQ-CODE      IS  01          WAS  01             HED-XREF-TYPE-CODE    IS     54         WAS 54
        HED-XREF-METHOD-CODE    IS  02          WAS  02             HED-XREF-AMT-PCT      IS     0000600    WAS 0001200
        HED-XREF-START-CODE     IS  0           WAS  0              HED-XREF-START-FIELD  IS     000000     WAS 000000
        HED-XREF-STOP-CODE      IS  0           WAS  0              HED-XREF-STOP-FIELD   IS     000000     WAS 000000
        HED-XREF-AMOUNT-ONE     IS        .00   WAS                 HED-XREF-AMOUNT-TWO   IS           .00  WAS
        HED-XREF-PLAN-ID        IS  101         WAS  101            HED-XREF-CONTRIB-CD   IS     1          WAS 1
        HED-XREF-CONTRIB-ACT    IS  A           WAS  A

 Q8     PLAN-ID-Q8              IS  101         WAS  101            COVERAGE-DATE         IS     01-01-1990 WAS 01-01-1983
        CONTRIB-TYPE            IS  1           WAS  1              CONTRIBUTE-HED-XREF   IS     520        WAS 520
        CONTRIBUTION-ACTION     IS  A           WAS  A              COVERAGE-AMOUNT-1     IS                WAS
        COVERAGE-AMOUNT-2       IS              WAS                 CONTRIBUTION-AMOUNT   IS        144.00  WAS       144.00
        DEDUCTION-EFFECTIVE     IS  01-01-1990  WAS  01-01-1983

 Q5     HED-XREF-NUMBER         IS  521         WAS  521            HED-XREF-EFFECT-DATE  IS     01-01-1990 WAS 01-01-1983
        HED-XREF-FREQ-CODE      IS  01          WAS  01             HED-XREF-TYPE-CODE    IS     54         WAS 54
        HED-XREF-METHOD-CODE    IS  02          WAS  02             HED-XREF-AMT-PCT      IS     0007250    WAS 0014500
        HED-XREF-START-CODE     IS  0           WAS  0              HED-XREF-START-FIELD  IS     000000     WAS 000000
        HED-XREF-STOP-CODE      IS  0           WAS  0              HED-XREF-STOP-FIELD   IS     000000     WAS 000000
        HED-XREF-AMOUNT-ONE     IS        .00   WAS                 HED-XREF-AMOUNT-TWO   IS           .00  WAS
        HED-XREF-PLAN-ID        IS  101         WAS  101            HED-XREF-CONTRIB-CD   IS     3          WAS 3
        HED-XREF-CONTRIB-ACT    IS  A           WAS  A
```

Retiree Deceased (49-RPT)

The Retiree Deceased report (49-RPT) lists, by plan, all retirees who have died during the period specified by the report parameters.

This report also lists any beneficiaries who have died but are still receiving payments during the period indicated. Only records for your retiree organization will be printed by this report.

In the event of an employee's death, the beneficiary's information is printed where the employee's data formerly existed. To avoid confusion, this report prints the social security number in the beneficiary's data area.

The description of Form of Payment elected is hard coded into the report logic based on the delivered Form of Payment (BA07) option list values. If you have added additional values to the option list because of additional optional forms of payment available under your plans, you must add literal descriptions for your codes to this report's logic.

Business Tasks

This report is used to complete the following business tasks:

- Track proper distribution of benefits for deceased retirees
- Monitor distribution of benefits for deceased beneficiaries

Report field details

- **Plan ID**—Plan ID associated with the table record.
- **Employee Name**—Employee's legal name.
- **Social Security**—Unique employee identifier, up to 10 characters in length.
- **Plan status**—Result of eligibility determination.
- **Elected Payment**—Date when the monthly pension benefit first becomes payable.
- **Payment Form**—Method of payment elected by an employee.
- **Monthly Pension**—Monthly pension benefit being paid to the retiree.
- **Date of Death**—Date on which an employee, beneficiary, or contingent annuitant (whomever is receiving the monthly pension) died.
- **Bene Xref**—Cross-reference identifier of the beneficiary from the Beneficiary/Bond-Owner Information form (58-SCR).
- **Beneficiary Name**—First 20 characters of the beneficiary's name.
- **Perct Alloc**—Percent of total benefit to be allocated to the beneficiary/contingent annuitant identified in the Beneficiary Xref field.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Retiree Deceased (49-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                                              REPT                          PAGE        1
DIVISION     5555 RETIREE CTL 1-2                          RETIREE DECEASED        49-R               TIME 11:40 DATE 02-05-1998

PLAN                        SOCIAL       PLAN       ELECTED     PAYMENT   MONTHLY   DATE OF     BENE                         PERCT
 ID   EMPLOYEE NAME         SECURITY     STATUS     PAYMENT     FORM      PENSION   DEATH       XREF  BENEFICIARY NAME       ALLOC

500   PATTERSON, DOROTHY    210-25-3025   Retiree   07-15-1988  LIFE       128.00   01-03-1989   001   WILSON, ROBERT         100.0
```

Retiree Payment Stop Date Passed (48-RPT)

The Retiree Payment Stop Date Passed report (48-RPT) lists, by plan, all retirees who have reached their stop payment date on the indicated benefit.

This report also lists any retiree and beneficiary whose payment has stopped due to death. Only records for your retiree organization will be printed. A special condition exists if the stop payment is for the beneficiary; in the event of an employee's death, the beneficiary's information is printed where the employee's data formerly existed. To avoid confusion, this report prints the social security number in the beneficiary's data area.

The description of Form of Payment elected is hard coded into the report logic based upon the delivered Form of Payment (BA07) option list values. If you have added additional values to the option list because of additional optional forms of payment available under your plans, you must add literal descriptions for your codes to the report logic.

Business Tasks

This report is used to complete the following business task:

- Monitor retirees and beneficiaries for whom a payment stop date has passed

Report field details

- **Plan ID**—Plan ID associated with the table record.
- **Employee Name**—Employee's legal name.
- **Social Security**—Unique employee identifier, up to 10 characters in length.
- **Plan Status**—Result of eligibility determination.
- **Elected Payment**—Date when the monthly pension benefit first becomes payable.
- **Payment Form**—Method of payment elected by an employee.
- **Monthly Pension**—Monthly pension benefit being paid to the retiree.
- **Stop Payment**—Date on which payments of retirement benefits are to stop.
- **Bene Xref**—Cross-reference identifier of the beneficiary from the Beneficiary/Bond-Owner Information form (58-SCR).
- **Beneficiary Name**—First 20 characters of the beneficiary's name.
- **Perct Alloc**—Percent of total benefit to be allocated to the beneficiary/contingent annuitant identified in the Beneficiary Xref field.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Plan ID Option**—Enter the value(s) using one of the following options: 'ALL' or blank for all plans, plan ID value in the format 'XXX' for one plan, or plan ID values in the format 'XXX/xxx' for a range of plans.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Retiree Payment Stop Date Passed (48-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      RETIREE PAYMENT         REPT                             PAGE         1
DIVISION     5555 RETIREE CTL 1-2                         STOP DATE PASSED        48-R                 TIME 11:38 DATE 02-05-1998

PLAN                       SOCIAL        PLAN       ELECTED     PAYMENT   MONTHLY      STOP      BENE                            PERCT
 ID   EMPLOYEE NAME        SECURITY      STATUS     PAYMENT      FORM     PENSION     PAYMENT    XREF  BENEFICIARY NAME          ALLOC

500   PATTERSON, DOROTHY   210-25-3025    Retiree  07-15-1988  LIFE        128.00    01-03-1989    * DECEASED EMP RECEIVING BENEFITS *
```

Retirement Notifications Due This Period (8L-RPT)

The Retirement Notifications Due This Period report (8L-RPT) displays, by plan, all employees scheduled to receive a notification of retirement from the plan within a specified range of dates.

Business Tasks

This report is used to complete the following business tasks:

- Monitor retirement notifications
- Counsel employees on retirement

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Plan Name**—Name of the plan associated with the plan ID.
- **Employee Name**—First 20 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Notice Type**—Description that indicates early, normal, or latest notice.
- **Next Notice Date**—Date on which the retirement notification is due to be sent to an employee.
- **Retire Date**—Date on which an employee can elect to retire according to the rules of the plan.
- **Mar Stat**—Marital status of an employee.
- **Spouse Name**—First 20 characters of the spouse or dependent's name.
- **Mail Distribute**—Internal mail station or distribution data.

Parameter options and setup

- **As Of Date**—Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Retirement Notifications Due This Period (8L-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  RETIREMENT NOTIFICATIONS     REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                        THIS PERIOD            8L-R                TIME 12:11 DATE 02-06-1998

PLAN                                             EMPLOYEE   NOTICE         NOTICE     RETIRE    MAR                       MAIL
 ID   PLAN NAME              EMPLOYEE NAME        NUMBER     TYPE           DATE       DATE     STAT SPOUSE NAME          DISTRIBUTE

505   MONEY PURCHASE PLAN   SWALTER, STEVEN Y      3005     EARLY-1ST    03-12-1987 03-12-1988   L   SWALTER, SHERRIE     5FLR-10W


*NEXT-NOTICE-TYP 1              1
```

Retirements This Period (8N-RPT)

The Retirements This Period report (8N-RPT) lists all employees who have a retirement activity recorded with an effective date that falls within a specified range of dates.

Retirement data for each employee is printed for each plan ID an employee has on file. If no retirement data exists, the following message is printed:

* NO PLAN RETIREMENT DATES ON FILE *

An abbreviated description of the activity code for the retirement activity is printed. Therefore, if any changes are made to the descriptions in the Activity Codes (HR09) option list, you should change the report logic to reflect the changes.

Business Tasks

This report is used to complete the following business tasks:

- Monitor retirement activity
- Verify the posting of retirement activity entries

Report field details

- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Employee Name**—First 20 characters of an employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Activity Date**—Date on which an employee's major activity is effective.
- **Retiree Type**—Type of retirement benefit the retiree has elected.
- **Birth Date**—Retiree's date of birth.
- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Retirement Date**—Date on which a plan participant can retire according to plan rules.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, EMPLOYEE-NAME-20, EMPLOYEE-NUMBER, and PLAN-ID.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Retirements This Period (8N-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                   RETIREMENTS THIS PERIOD       REPT  PERIOD     FILE VERSION 00  PAGE      1
DIVISION     5555 RETIREE CTL 1-2                                                    8N-R  PERIOD       TIME 13:41 DATE 02-05-1998

CTRL  CTRL  CTRL  CTRL                              EMPLOYEE       ACTIVITY   RETIREE    BIRTH     PLAN       RETIREMENT
THREE FOUR  FIVE  SIX       EMPLOYEE NAME             NUMBER          DATE       TYPE     DATE       ID          DATE

3333  4444  5508  6608      HOWARD, THOMAS              3037      01-31-1987   EARLY  08-11-1932   500        09-01-1987

                            JAROFF, GLEN                3039      01-31-1987   MAND   12-01-1920   500        12-01-1992


*CTRL-SIX         660               2
```

Service Interruptions Ended This Period (8O-RPT)

The Service Interruptions Ended This Period report (8O-RPT) lists, by plan, all employees who have ended a service interruption during a specified range of dates and for whom a service interruption record has been created.

An employee may have returned from a leave of absence, disability, or been rehired, reinstated, and so forth.

Business Tasks

This report is used to complete the following business task:

- Monitor and adjust employee plan-dependent service dates

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Plan Name**—Benefits plan name associated with plan ID.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Leave Start**—Effective date of the start of a service interruption.
- **Leave End**—Effective date of the return from a service interruption.
- **Leave Reason**—Activity code that originated the separation.
- **Leave Span**—Period of time between an employee's leave start date and leave end date.
- **Parity Requalif**—Date by which a separated employee must return so as not to cause a break in prior service.
- **Brk-N-Svc Indicator**—Indicator switch if a break-in-service has occurred due to a service interruption.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Adjusting participation, vesting, and benefit service dates ***(on page 431)***

For information on how to use this report.

Service Interruptions Ended This Period (8O-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                    SERVICE INTERRUPTIONS     REPT             FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                      ENDED THIS PERIOD       8O-R                  TIME 14:18 DATE 02-05-1998

PLAN                                         EMPLOYEE     LEAVE        LEAVE            LEAVE          LEAVE   PARITY     BRK-N-SVC
 ID   PLAN NAME           EMPLOYEE NAME       NUMBER      START         END            REASON           SPAN   REQUALIF   INDICATOR

500   RETIREMENT PLAN     CHOU, LO              3020    12-15-1986  03-15-1987    LOA-Maternity W   000300

                                                                            SERVICE DATES:  PARTICIPATION: 01-01-1983
                                                                                            BENEFIT      : 01-01-1983
                                                                                            VESTING      : 01-01-1983

                          THEISSEN, LEONARD     3018    03-01-1986  03-01-1987    LOA-Other No Pa   010000

                                                                            SERVICE DATES:  PARTICIPATION: 01-01-1983
                                                                                            BENEFIT      : 01-01-1983
                                                                                            VESTING      : 01-01-1983

                          WENDT, GARY D.        3022    07-19-1986  01-05-1987    Disab-Occup Non   000517

                                                                            SERVICE DATES:  PARTICIPATION: 01-01-1984
                                                                                            BENEFIT      : 01-01-1984
                                                                                            VESTING      : 01-01-1984
```

Social Security Projection (87-RPT)

The Social Security Projection report (87-RPT) provides an estimate of each employee's approximate monthly Social Security benefits at retirement. Projections are made for early, normal, and late retirement amounts for the primary individual receiving the benefit. This does not take into account family members, disabilities, death, and so on. The Social Security benefit estimate is not retained on the employee's Master File record.

The Social Security Projection report (87-RPT) assumes that all employees will have earned the forty required credits to be fully insured to qualify for Social Security benefits at retirement.

An employee must have a status of Active, Disabled, LOA with Pay, or LOA without PAY to appear on the report. The employee also must have an annual salary recorded on the Salary Assignment/Changes form (40-SCR). Estimates are made for employees 21 years of age and older. The National Average Wage Index figure and OASDI maximum compensation amount for the projection calculation on this report are stored on the Social Security Table Process form (SS1SCR).

The amount of time required to run this report will be dependent on the number of employees being reported on and your computer environment.

DISCLAIMER: The approximations generated by this report are intended to be estimates only. Actual monthly Social Security benefits for your employees may differ greatly from the amounts estimated here. Cyborg Systems shall not be held accountable for the amounts estimated here matching those of the Social Security Administration or your employees' actual Social Security benefits. Employees can request a more accurate estimate through the Social Security Administration (on the Internet at www.ssa.gov).

Business Tasks

This report is used to complete the following business tasks:

- Estimate monthly Social Security benefits at retirement.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Security Number**—The employee's Social Security number.
- **Retirement Date**—The date the employee will reach retirement age. For example, if the retirement age is 65, then this date will be the employee's 65th birthday.
- **Estimated Average Index**—The employee's projected average monthly
- **Monthly Earnings**—earnings based on a career average. The actual earnings are indexed to reflect nationwide wage inflation.
- **Estimated Primary Insurance Amount**—The estimated monthly benefit at the normal retirement date.
- **Estimated Monthly Social Security Benefit**—The estimated Social Security benefit payable on the employee's retirement date.

Parameter options and setup

- **Year End Date**—Enter the year end date for which the report is to be run in MM-DD-CCCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). A year prior to the current year minus 1 is invalid.
- **Beginning Age**—Enter the youngest age in the range of ages to be included in the report. The age entered must be between 21-99. If no age is entered, a default of 21 is used.
- **Ending Age**—Enter the oldest age in the range of ages to be included in the report. The age entered must be between 21-99. If no age is entered, a default of 65 is used.
- **Retirement Age**—Enter the age upon which the retirement calculation will be based. The age entered must be between 62-69. If no age is entered, a default of 65 is used.
- **Prior Year Accumulator**—Enter 'Y' to have Prior Year Earning accumulators from the Considered Earnings/Hours FICA Accumulators form (60FSCR) used until an accumulator is not found for year. At that point, the remaining years are estimated. Enter 'N' to have a Prior Earnings formula used to estimate prior year earnings. Enter '0' (zero) to have Prior Year Earning Accumulators from the Considered Earnings/Hours FICA Accumulators form (60FSCR) used until an accumulator is not found for a year. At that point, zero earnings will be used for remaining years.

See also:

- Retirement eligibility, notifications, and counseling dates ***(on page 493)***

For more information.

Social Security Projection (87-RPT) Example

CORPORATION 99 ACME MANUFACTURING FUTURE SOC. SEC. PROJECTION REPT FILE VERSION 00 PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 DATE: 12-31-1997 AGE: 65 87-R TIME 08:48 DATE 07-06-1998

EMPLOYEE-NAME	EMPLOYEE NUMBER	SOC. SEC. NUMBER	RETIREMENT DATE	EST.AVG.INDEX MO. EARNINGS	EST. PRIMARY INS. AMOUNT	EST.MONTHLY S.S.BENEFIT
ADAMS, RICHARD	1117	494-38-3678	02-01-2004	2,696.79	1,190.02	1,190.00
ALSON, GEOFFERY	3003	354-88-9003	02-01-2004	2,358.75	1,132.98	1,132.00
ANDERSEN, KARI	6004	600-64-6004	10-17-2015	1,479.15	754.25	727.00
ANDERSON, DANIEL M	1616	271-03-0773	07-17-2013	2,573.42	1,169.20	1,128.00
ANDREWS, HENRY A.	2013	562-45-2013	04-20-2024	2,061.28	1,082.78	1,044.00
AUSTIN, STEVEN	1234	123-45-6789	07-15-2004	771.06	499.38	499.00
BALDWIN, ALICE A	1043	753-41-7448	09-08-2015	1,635.30	810.46	782.00
BARNES, JOHNSON	2002	004-83-2002	06-30-2010	4,135.67	1,432.80	1,382.00
BARTHOLOW III, JONATHAN	1113	444-33-2222	02-16-2003	2,729.50	1,195.53	1,195.00
BEACHEM, JUDITH	6009	367-69-6009	03-14-2004	2,469.37	1,151.64	1,151.00
BETTS, J.T.	6003	600-63-6003	04-22-2021	3,229.27	1,279.86	1,235.00
BISHOP, MARIA	3021	348-38-9021	09-12-1998	1,823.95	878.35	878.00
BROWN, WILLIAM R	2005	844-84-2005	08-24-2000	1,364.45	712.96	712.00
BYERS, TODD	6001	600-61-6001	09-20-2016	2,985.87	1,238.79	1,195.00
CARLILE, WILLIAM E.	3013	543-74-9013	08-16-2023	2,513.44	1,159.09	1,118.00
CHOU, LO	3020	960-95-9020	06-25-2018	3,408.78	1,310.15	1,264.00
CMEYLA, JANE	2003	456-62-2003	01-03-2024	1,627.07	807.49	779.00
COLLINS, ANNA MARIE	1848	922-63-0746	03-14-2004	2,770.01	1,202.38	1,202.00
COMPTON, SUSAN A	1116	949-33-2121	11-14-2011	1,237.17	667.14	643.00
CREMMINS, ALAN EDWARD	2009	568-56-2009	08-16-2023	3,435.07	1,314.59	1,268.00
DANIELS, JEFFREY C.	3023	234-75-9023	03-31-2025	2,685.31	1,188.09	998.00
GRANT, KEITH L.	2014	865-55-2014	04-04-2026	2,572.75	1,169.08	982.00
GRIFFITH, BERNARD	3008	358-93-9008	10-11-2005	3,288.93	1,289.92	1,289.00
GRIFFITHS, ROBERT	6008	358-68-6008	10-11-2005	3,288.93	1,289.92	1,289.00
HAMMER, JAMES B.	1236	486-44-3339	11-05-2000	1,786.20	864.77	864.00
HANCOCK, STEVEN W.	1764	230-46-1783	01-17-2007	1,654.75	817.46	817.00
HARRIS, CECELIA	3019	080-86-9019	02-04-2014	1,489.38	757.93	731.00
HAYES, JOHNS A.	1806	583-17-7699	04-21-2015	871.76	535.62	516.00
HILLERY, THOMAS	3007	003-96-9007	01-17-2007	1,654.75	817.46	817.00
ISLEY, JEANETTE J.	1432	624-31-0119	12-16-2012	1,480.16	754.61	728.00
JONES, JERRY	1111	111-11-1111	03-19-2009	1,169.70	642.86	620.00
KWONG, STEVEN S.	2004	763-35-2004	12-27-2013	1,801.81	870.40	839.00

Social Security Projection Detail (87DRPT)

The Social Security Projection Detail report (87DRPT) provides an estimate of each employee's approximate monthly Social Security benefits at retirement. The report performs the same calculations as the Social Security Projection report (87-RPT), but includes details on the data used to make the projections. One employee is printed per page.

All of an employee's Prior Year Earnings (if applicable) are printed double-spaced. An asterisk (*) appears to the left of a year in which the Prior Year Earnings amount was taken from a Considered Earnings/Hours FICA Accumulators form (60FSCR). The maximum amount for each year is also provided for comparison.

All of an employee's Future Year Earnings are printed single-spaced. The maximum amount for each year is provided for comparison.

The National Average Wage Index figure and OASDI maximum compensation amount for the projection calculation on this report are stored on the Social Security Table Process form (SS1SCR).

DISCLAIMER: The approximations generated by this report are intended to be *estimates* only. Actual monthly Social Security benefits for your employees may differ greatly from the amounts estimated here. Cyborg Systems shall not be held accountable for the amounts estimated here matching those of the Social Security Administration or your employees' actual Social Security benefits. Employees can request a more accurate estimate through the Social Security Administration (on the Internet at *www.ssa.gov*).

Business Tasks

This report is used to complete the following business tasks:

- Estimate the monthly Social Security benefits at retirement.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Social Security Number**—Employee's Social Security number.
- **Date of Birth**—Employee's birth date.
- **Date of Retirement**—Date the employee will reach retirement age. For example, if the retirement age is 65, then this date will be the employee's 65th birthday.
- **Annual Salary**—The employee's annual salary as recorded on the Salary Assignment/Changes form (40-SCR).
- **Base Years**—Number of years reported, beginning with 1951, or with the year of attaining age 22 if later, up through the year before attainment of age 62, minus the so-called five dropout years. (This is the 'Low Years' when calculating retirement at age 62.)
- **Future Years**—Year count from run date to the date of retirement.
- **Prior Years**—Years count prior to the year in which the report is run.
- **Computation Years**—The Base Years minus the Low Years.
- **Low Years**—Dropout years that are provided so that the lowest five years of earnings can be eliminated. Also, years of high earnings in or after the year of attaining age 62 can be substituted for earlier, lower years.
- **Prior Year Earnings**—The year, actual earnings, and the maximum earnings used to calculate the estimated benefit.
- **Future Year Earnings**—The year, estimated earnings, and estimated maximum earnings used to calculate the estimated benefit.

Parameter options and setup

- **Year End Date**—Year-end date in MM-DD-CCCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). A year prior to the current year minus 1 is invalid.
- **Beginning Age**—Youngest age in the range of ages to be included in the report (21-99). If no entry, 21 is used.
- **Ending Age**—Oldest age in the range of ages (21-99) to be included in the report. If no entry, 65 is used.
- **Retirement Age**—Age (62-69) upon which the retirement calculation will be based. If no entry, 65 is used.
- **Prior Year Accumulator**—'Y'= Prior Year Earning accumulators from the Considered Earnings/Hours FICA Accumulators form (60FSCR) used until an accumulator is not found for year. Then, the remaining years are estimated. 'N'= Prior Earnings formula used to estimate prior year earnings. '0' (zero) = Prior Year Earning Accumulators from the Considered Earnings/Hours FICA Accumulators form (60FSCR) used until an accumulator is not found for a year. Then, zero earnings will be used for remaining years.

See also:

- Retirement eligibility, notifications, and counseling dates ***(on page 493)***

For more information.

Social Security Projection Detail (87DRPT) Example

```
CORPORATION  99   ACME MANUFACTURING            FUTURE SOC. SEC. PROJECTED DETAIL    REPT         FILE VERSION 00  PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                 DATE: 12-31-1997 AGE: 65        87DR           TIME 08:48:56 DATE 07-06-1998
                                 EMPLOYEE          SOC.SEC.           DATE OF            DATE OF                           ANNUAL
EMPLOYEE-NAME                     NUMBER            NUMBER             BIRTH            RETIREMENT                         SALARY
MEYER, JUNE                        1001          888-88-8001        07-11-1956          07-11-2021                      25,000.00
                          BASE-YEARS             FUTURE-YEARS              PRIOR-YEARS              COMPUTATION             LOW
                                                                                                       YEARS               YEARS
                              69                     23                         45                     61                  08
PRIOR YEAR EARNINGS:
ACCUM YEAR      EARNINGS        MAXIMUM         ACCUM YEAR      EARNINGS        MAXIMUM         ACCUM YEAR      EARNINGS        MAXIMUM
      1952      4,279.95       3,600.00               1953      4,451.15       3,600.00               1954      4,629.20       3,600.00
      1955      4,814.37       4,200.00               1956      5,006.94       4,200.00               1957      5,207.22       4,200.00
      1958      5,415.51       4,200.00               1959      5,632.13       4,800.00               1960      5,857.41       4,800.00
      1961      6,091.71       4,800.00               1962      6,335.38       4,800.00               1963      6,588.80       4,800.00
      1964      6,852.35       4,800.00               1965      7,126.44       4,800.00               1966      7,411.50       6,600.00
      .
      1988     17,564.66      45,000.00               1989     18,267.25      48,000.00               1990     18,997.94      51,300.00
      1991     19,757.86      53,400.00               1992     20,548.17      55,500.00               1993     21,370.10      57,500.00
      1994     22,224.90  5,389,762.88               1995     23,113.90  5,389,762.88               1996     24,038.46  5,389,762.88
FUTURE YEAR EARNINGS:
      YEAR      EARNINGS        MAXIMUM               YEAR      EARNINGS        MAXIMUM               YEAR      EARNINGS        MAXIMUM
      1997     25,000.00      55,500.00               1998     26,000.00      55,500.00               1999     27,040.00      55,500.00
      2000     28,121.60      55,500.00               2001     29,246.46      55,500.00               2002     30,416.32      55,500.00
      2003     31,632.97      55,500.00               2004     32,898.29      55,500.00               2005     34,214.22      55,500.00
      2006     35,582.79      55,500.00               2007     37,006.10      55,500.00               2008     38,486.34      55,500.00
      2009     40,025.79      55,500.00               2010     41,626.82      55,500.00               2011     43,291.89      55,500.00
      2012     45,023.57      55,500.00               2013     46,824.51      55,500.00               2014     48,697.49      55,500.00
      2015     50,645.39      55,500.00               2016     52,671.21      55,500.00               2017     54,778.06      55,500.00
      2018     56,969.18      55,500.00               2019     59,247.95      55,500.00
             AVERAGE EARNINGS                 EST.AVG.INDEX                  EST.PRIMARY                  EST.MONTHLY
             IN INDEXING YEAR                  MO.EARNINGS                   INS. AMOUNT                  S.S.BENEFIT
                    49,061.30                     4,716.79                      1,530.85                     1,014.00
```

Spouse/Dependent Changes by Plan (8K-RPT)

The Spouse/Dependent Changes by Plan report (8K-RPT) lists, by plan, all employees who have made changes to their spouse/dependent designations for at least one plan within a specified range of dates.

Business Tasks

This report is used to complete the following business tasks:

- Monitor spouse/dependent designations
- Review changes to covered dependents by plan

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Option**—Employee's choice of benefit levels when multiple options are available.
- **Dependent Date**—Effective date of spouse or dependent coverage under a benefit plan.
- **Dep Xref**—Cross-reference identifier of the beneficiary from the Spouse/Dependent Information form (10-SCR).
- **Dependent Name**—First 20 characters of the dependent's name.
- **Sex**—Dependent's gender.
- **Birth Date**—Dependent's date of birth.
- **F/T Stdt**—Code that indicates whether or not the spouse or dependent is a student and what level of school participation is involved.
- **Relation**—Relationship of the spouse or dependent to an employee.
- **Insurance Carrier**—Name of the spouse or dependent's insurance carrier.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Tracking employee maintenance ***(on page 439)***

For information on how to use this report.

Spouse/Dependent Changes by Plan (8K-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  SPOUSE/DEPENDENT CHANGES       REPT       FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                           BY PLAN               8K-R            TIME 14:40 DATE 02-05-1998

PLAN                      EMPLOYEE              DEPENDENT  DEP                          BIRTH      F/T                INSURANCE
 ID   EMPLOYEE NAME        NUMBER    OPTION       DATE     XREF  DEPENDENT NAME      SEX  DATE      STDT  RELATION        CARRIER

101   BLOOM, ALEXANDER       3001     Family/EE   01-01-1983 001  BLOOM, BRENDA        F  12-24-1940   N    Wife         CONN.GENER
                                                           002  BLOOM, ABAGAIL       F  01-17-2015   N    Mother
                                                           003  BLOOM, ELLEN         F  03-24-1972        Daughter
                                                           004  BLOOM, THOMAS J.     M  08-16-1975        Son
                                                           005  BLOOM, WILLIAM E     M  06-14-1978        Son

101   SPENSER, WILLIAM M.   3024     Family/EE   01-01-1983 001  SPENSER, DENISE      F  06-26-1961        Wife         PRUDENTIAL
                                                           002  SPENSER, ASHLEY      F  05-02-1983        Daughter

101   SWALTER, STEVEN Y     3005     Emplye&sps 07-22-1983 001  SWALTER, SHERRIE     F  10-22-1948   N    Wife         ATENA
                                                           002  SWALTER, CHRISTOPHER M  06-08-1973        Son

101   TEACHEN, JUDITH       3009     Emplye Onl 09-26-1983 001  TEACHEN, ROSEMARIE   F  11-21-2017        Mother       MEDICARE
                                                           002  MURPHY, MARGARET     F  01-17-2015        Aunt         MEDICARE
```

Suspense Segment Audit Listing (4G-RPT)

The Suspense Segment Audit Listing report (4G-RPT) lists all the suspense segments on the file by plan ID.

These suspense segments exist for all plans for which an employee might become eligible at a later date or for which an employee is to be de-enrolled because of ineligibility. This report audits suspense segments on the file to identify segments that need to be purged.

Business Tasks

This report is used to complete the following business tasks:

- Monitor system file space
- Delete unused or obsolete plan enrollment/de-enrollment information

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Plan Name**—Name of benefits plan associated with this plan ID.
- **Suspense Date**—Date on which an employee becomes eligible to participate in the plan.
- **Action Code**—Code that identifies whether an employee is eligible for enrollment or is to be de-enrolled from the plan.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Current Status**—Employee's status as a result of an activity.
- **Birth Date**—Employee's date of birth.
- **Adjusted Seniority**—Used to determine an employee's length of service; same as new hire activity date unless this date has been manually adjusted due to an event such as a break in service.
- **Original Hire Date**—Employee's first date of hire with this company.
- **Calc Action Date**—Effective date of most current activity.

Report sort order

As delivered, the sort order of this report is SUSPENSE-DATE.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Plan eligibility verification ***(on page 288)***

For information on how to use this report.

Suspense Segment Audit Listing (4G-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              SUSPENSE SEGMENT AUDIT LISTING         REPT                        PAGE         1
DIVISION     9999 PRODUCTION CTL 1-2                      AS OF 01-01-1986               4G-R          TIME 15:03 DATE 02-05-1998

 PLAN                       SUSPENSE  ACTION                           EMPLOYEE  CURRENT   BIRTH     ADJUSTED    ORIGINAL   CALC ACTION
  ID   PLAN NAME              DATE     CODE   EMPLOYEE NAME             NUMBER    STATUS  DATE      SENIORTY      HIRE        DATE

 101   MEDICAL INSURANCE   09-25-1985   E     WARREN, MICHAEL             3006       01  07-17-1948  09-25-1985  09-25-1985  09-25-1985

                           03-22-1985   E     MARSH, PAUL J.              3004       01  09-23-1950  03-22-1985  03-22-1985  03-22-1985

                           03-11-1985   E     YOUNG, J.T.                 3033       11  04-22-1956  03-11-1985  03-11-1985  03-11-1985

                           09-06-1984   E     SCHAEFER, JOANNA S.         3012       01  01-17-1960  09-06-1984  09-06-1984  09-06-1984

                           09-01-1984   E     CARLILE, WILLIAM E.         3013       01  08-16-1958  09-01-1984  09-01-1984  09-01-1984

                           09-01-1984   E     LAUGHLIN, SANDRA T.         3011       01  12-20-1942  09-01-1984  09-01-1984  09-01-1984

                           06-01-1984   E     GRIFFITH, BERNARD           3008       01  10-11-1940  06-01-1984  06-01-1984  06-01-1984

                           04-07-1984   E     HILLERY, THOMAS             3007       01  01-17-1942  04-07-1984  04-07-1984  04-07-1984

                           02-28-1984   E     SULLIVAN, MIKE M.           3014       01  05-29-1946  02-28-1984  02-28-1984  02-28-1984

                           02-19-1984   E     ALSON, GEOFFERY             3003       01  02-01-1939  02-19-1984  02-19-1984  02-19-1984

                           05-15-1983   E     WALSH, THEODORE             3002       01  05-07-1939  05-15-1983  05-15-1983  05-15-1983

                           01-22-1981   E     OWENS, LORNA                3032       11  03-31-1936  01-22-1981  01-22-1981  01-22-1981

                           07-22-1980   E     SWALTER, STEVEN Y           3005       01  11-05-1935  07-22-1980  07-22-1980  07-22-1980

                           06-15-1975   E     WILSON, BARBARA             3025       91  11-14-1926  06-15-1975  06-15-1975  06-15-1975

                           02-01-1975   E     RUNYON, BRENDA              3010       01  07-11-1955  02-01-1975  02-01-1975  02-01-1975

                           05-16-1974   E     ANDERSON, KAREN             3034       11  10-17-1950  05-16-1974  05-16-1974  05-16-1974

*PLAN 101 TOTAL:   16
```

Taxable Group Term Life Insurance Over $50,000 (86-RPT)

The Taxable Group Term Life Insurance Over $50,000 report (86-RPT) calculates an employee's taxable amount of imputed income from Group Term Life Insurance coverage in excess of $50,000. Employees who have company paid or company sponsored group-term life insurance must pay FICA tax on the premiums paid for coverage that exceeds the $50,000 limit based on a cost table supplied in the Internal Revenue Code, Section 79.

The report calculates taxable income using the coverage and contribution amounts recorded on Employee Database records for the plan(s) specified in the report parameters and the "uniform premiums" prescribed in Section 79(d). The Taxable Group Term Life Insurance Over $50,000 report (86-RPT) will be modified by Cyborg Systems to reflect any future Internal Revenue Code changes to these premium amounts.

Both basic and supplemental group term life insurance plans provided by the employer are to be aggregated before calculations are performed. The amount the employee contributes (posttax) to both plans is used as an offset to create the HED that will be used in the payroll process. Both the basic and supplemental plan IDs can be specified in the report parameters. The taxable amount is then calculated for both insurance plans in a single run.

Business Tasks

This report is used to complete the following business tasks:

- Calculate the taxable amount of imputed income from Group Term Life Insurance coverage in excess of $50,000, based on the cost table set by the Internal Revenue Code, Section 79.
- Create the segment needed by payroll to add this taxable amount to the employee's earnings from which taxes will be taken.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Taxable Thousands**—The amount of life insurance over $50,000 for the employee in which the premiums are either partially or wholly contributed by the company. The field is reported in thousands, for example, '2.00' indicates reported in thousands, for example, '2.00' indicates '$2,000'.
- **Government Factor**—The cost of $1,000 of group term life insurance provided for one month and computed on the basis of 5-year age brackets, as set forth by the government.
- **Government Amount**—The monthly dollar amount the employee must pay or be charged as taxable income, dependent upon the amount of employee contribution.
- **Employee Contribution**—The total life insurance premiums the employee paid in the month specified in the report parameters.
- **Taxable Amount**—The monthly dollar amount to be applied to the employee's gross income.
- **Comments**—Used for error messages or appropriate informational messages.

Parameter options and setup

- **Month End Date**—Date used to determine the imputed income. Enter the date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Group Term Life Insurance Plan ID**—The plan ID of the basic life insurance plan.
- **Group Term Supplemental Life Insurance Plan ID**—The plan ID of the supplemental life insurance plan.
- **HED to be Updated**—The default HED number to be updated is 034. To use a different HED number, you must modify the Cyborg Scripting Language for this report and the Report Parameters form for Group Insurance Over $50,000 Taxable form (RPTARG).
- **Update Employees**—Click the checkbox to update employees HEDs. Leave blank to run report as a test and not update the HEDs.
- **Print All Employees**—Click the checkbox to report on all regardless of Status employees. Leave blank to report only on those employees enrolled in the plan.

See also:

- Compliance ***(on page 579)***

For more information.

Taxable Group Term Life Insurance Over $50,000 (86-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING        GROUP LIFE OVER $50K TAXABLE       REPT                             PAGE  1
DIVISION     9999 PRODUCTION CTL 1-2        FOR PLAN 203 AS OF 07-31-1999      86-R           TIME 16:06 DATE 07-23-1999
* * * E M P L O Y E E * * *                                                  * * * * C O M M E N T S * * * *
                                TAXABLE   G O V E R M E N T    EMPLOYEE    TAXABLE
                               THOUSANDS  FACTOR     AMOUNT   CONTRIBUTION  AMOUNT
BLOOM, ALEXANDER         3001                                                        TEST RUN - AMOUNT TO BE UPDATED
                                  7.00     .66        4.62          .00       4.62
MARSH, PAUL J.           3004                                                        TEST RUN - AMOUNT TO BE UPDATED
                                  3.00     .15         .45          .00        .45
WARREN, MICHAEL          3006                                                        TEST RUN - AMOUNT TO BE UPDATED
                                  3.00     .23         .69          .00        .69
HILLERY, THOMAS          3007                                                        COMPLETE - NO TAXABLE AMOUNT
GRIFFITH, BERNARD        3008                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 48.00     .06        2.88          .00       2.88
RUNYON, BRENDA           3010                                                        COMPLETE - NO TAXABLE AMOUNT
LAUGHLIN, SANDRA T.      3011                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 70.00     .43       30.10          .00      30.10
SCHAEFER, JOANNA S.      3012                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 34.00     .09        3.06          .00       3.06
CARLILE, WILLIAM E.      3013                                                        COMPLETE - NO TAXABLE AMOUNT
SULLIVAN, MIKE M.        3014                                                        COMPLETE - NO TAXABLE AMOUNT
LLEWELYN, STEVE          3015                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 70.00    2.06      144.20          .00     144.20
CHOU, LO                 3020                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 25.00     .05        1.25          .00       1.25
BISHOP, MARIA            3021                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 48.00    1.27       60.96          .00      60.96
WENDT, GARY D.           3022                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 63.00     .15        9.45          .00       9.45
DANIELS, JEFFREY C.      3023                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 55.00     .43       23.65          .00      23.65
SPENSER, WILLIAM M.      3024                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 40.00     .08        3.20          .00       3.20
BYERS, TODD              6001                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 40.00     .15        6.00          .00       6.00
LITTLE, DORA             6002                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 22.00     .66       14.52          .00      14.52
BETTS, J.T.              6003                                                        TEST RUN - AMOUNT TO BE UPDATED
                                 40.00     .10        4.00          .00       4.00
T O T A L S :         NUMBER OF EMPLOYEES PROCESSED :      19        NUMBER OF EMPLOYEES UPDATED :
```

Terminated Employee's FSA (8Z-RPT)

The Terminated Employee's FSA report (8Z-RPT) lists all terminated employees who have a remaining or pending balance greater than zero, or less than zero if the plan allows a negative balance.

Business Tasks

This report is used to complete the following business task:

- Provide a listing of terminated employees who have FSA balances other than zero.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Code/Activity**—Unique identifier for an employment status. This is the same identifier as the code/activity that created the Termination record.
- **Plan ID/Name**—Unique identifier and name of a specific benefit plan an employee is currently enrolled in.
- **FSA Balance Date**—Effective date of the balance.
- **FSA Balance Amount**—Balance amount as of the termination date.
- **Pending Claim for**—Flex plan year of the pending claim.
- **Claim**—Pending claim identification number.
- **Pend-ID**—Another identification number, particularly important when pending payments are required and claims must be further distinguished (typically for non-medical FSAs).
- **Date**—Date on which the pending claim was incurred.
- **Clm-ID**—Unique identifier of the provider of service for the FSA expense.
- **Amt**—Amount of the claim that has been paid.
- **Pend**—Amount of the claim pending employee contribution (typical for non-medical FSAs).

Parameter options and setup

- **Separation As Of Date**—Enter the effective date of the report in CCYYMMDD or MM-DD-CCYY format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Pending Claim Year**—Enter the pending claim year in YY format.

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to use this report.

Terminated Employee's FSA (8Z-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                FLEXIBLE BENEFIT SPENDING ACOUNT                                          PAGE   1
DIVISION   9999  PRODUCTION CTL 1-2               TERMINATED BALANCE/PENDING 04-30-1998                          TIME 15:16 DATE 03-15-1999
                            EMPLOYEE                                                                            ----- FSA BALANCE -----
EMPLOYEE NAME                NUMBER           CODE/ACTIVITY              PLAN ID/NAME                                DATE         AMOUNT
WALSH, THEODORE                 3002             105  Term-Job Opportunity  606  MEDICAL FSA                        03-15-1998    -458.34
WALSH, THEODORE                 3002             105  Term-Job Opportunity  607  DEPENDENT CARE FSA                 03-15-1998        .00
          PENDING CLAIM FOR:   98   CLAIM: 001   PEND-ID: 99   DATE: 03-01-1998   CLM-ID: KID KARE     AMT:  833.32   PEND:  1,166.68
TOTAL EMPLOYEES     1
```

Terminations This Period - Vested vs. Non-Vested (8M-RPT)

The Terminations This Period—Vested vs. Non-Vested report (8M-RPT) lists, by plan, all employees who have had a major activity of termination, retirement, or death recorded. The effective date of the major activity must fall within the specified range of dates.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee termination information
- Track employee retirements and deaths for benefits impact

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Vested Status**—Indicator for vested or non-vested.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Activity**—Description of the termination, retirement, or death activity.
- **Activity Date**—Effective date of an employee's activity.
- **Vesting Calc Date**—Date on which the vesting percentage was calculated.
- **Current Vested**—Date on which the current vesting percentage was calculated.
- **Vesting Pct**—Vesting percentage calculated as of the last vesting calculation date.
- **Vesting Service**—Date when vesting service begins for a deferred benefits plan.
- **Vesting Credit**—Value of an employee's years, months, and days of credited vesting service in a deferred benefits plan.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, PLAN-ID, vested versus non-vested status, EMPLOYEE-NAME-20, and EMPLOYEE-NUMBER.

Parameter options and setup

- **Start Date**—Enter the start date for a date range in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.
- **End Date**—Enter the end date for a date range in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Tracking employee maintenance ***(on page 439)***

For information on how to use this report.

Terminations This Period - Vested vs. Non-Vested (8M-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  TERMINATIONS THIS PERIOD       REPT  PERIOD     FILE VERSION 00  PAGE      2
DIVISION     9999 PRODUCTION CTL 1-2                VESTED VS. NON-VESTED STATUS     8M-R  PERIOD       TIME 16:25 DATE 02-05-1998

   PLAN  VESTED                       EMPLOYEE                      ACTIVITY   VESTING   CURRENT  VESTING  VESTING         VESTING
    ID   STATUS     EMPLOYEE NAME       NUMBER       ACTIVITY         DATE    CALC DATE   VESTED    PCT    SERVICE         CREDIT

   500   NON-VEST   OWENS, LORNA           3032   Term-Health Rea  02-19-1987                          .00   01-01-1983
                    YOUNG, J.T.            3033   Term-Job Opport  03-01-1987                          .00   01-01-1987

    TOTAL NON-VEST            2


   500   VESTED     ANDERSON, KAREN        3034   Term-Dissatisfa  04-09-1987 05-16-1984 05-16-1986  .70   01-01-1976
                    BENOWITZ, JAMES        3027   Retirement-Earl  03-15-1988 01-15-1975 01-15-1980 1.00   01-01-1968
                    CORTEZ, MARIA          3028   Retirement-Norm  03-15-1989 03-15-1970 03-15-1975 1.00   01-01-1967
                    DUNBAR, WALLCOTT A.    3029   Retirement-Late  02-01-1989 03-15-1970 03-15-1975 1.00   01-01-1967
                    EMORY, TODD            3031   Term-Personal R  05-23-1987 06-15-1983 06-15-1986  .80   01-01-1975
                    LEWIS, JAMES X.        3026   Retirement-Norm  09-20-1988 09-22-1968 09-22-1973 1.00   01-01-1964
                    PATEL, LAURENCE        3030   Retirement-Norm  06-01-1988 02-11-1971 02-11-1976 1.00   01-01-1968
                    WILSON, BARBARA        3025   Retirement-Disa  06-15-1988 06-15-1980 06-15-1984 1.00   01-01-1977

    TOTAL VESTED            8
```

Top 20%, Top 10/100 (2C-RPT)

Before determining which of your employees are highly-paid, you must identify individuals as being in any of the following three categories as described by I.R.C. Section 414(q)(2), (4), and (6)(A):

- TOP 20% -- In Top 20% of Paid Employees
- TOP 10 -- One of Top 10 Paid Employees
- TOP 100 -- One of Top 100 Paid Employees

The Top 20%, Top 10/100 Report bases this identification on either current year or prior year earnings from the Components of Highly Paid Definition form (51-SCR) (updated by the Nondiscrimination Earnings Update Report) depending on your Report Parameters For Top 20%, Top 10/100 form parameter specification.

The Top 20%, Top 10/100 Report must be run in two different runs. The number of the run you are performing is indicated in the Run Number field on the Report Parameters for Top 20%, Top 10/100 form. The second run should always IMMEDIATELY follow the first run.

During the first run, an extract record is created for every employee in the organization group on the Limit Companies form (RGLC12), unless they have been excluded from further testing by the Identification of Excludable Employees Report (2A-RPT).

During the second run, the extract records from the first run and the Total-Test-Group and Total-Highly-Compd fields from the Nondiscrimination Test Component Plans form (TV-SCR) are used to update the Components of Highly Paid Definition form (51-SCR).

Business Tasks

- Identifying plans for nondiscrimination testing.
- Identifying highly-paid employees.
- Recording average deferral percentage ratios.

Report field details

- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Employee Name**—Employee's legal name.
- **Computed Earnings**—Amount of annual wages for the test plan year.
- **Prior Year Top 20%**—Indicates whether the employee ranked in the top 20% of the highly-paid employees for the previous year.
- **Current Year Top 100**—Indicates whether the employee ranks in the top 100 highly-paid employees for the current year.
- **Current Year Top 20%**—Indicates whether the employee ranks in the top 20% of the highly-paid employees for the current year.
- **Exclude 20% Test**—Indicates whether the employee is to be excluded from the 20% test.

Parameter options and setup

- **Plan Year End Date**—The date in the 'Test As Of Date' field of the Nondiscrimination Test Component Plans form (TV-SCR). This field indicates when the testing process should begin.
- **Run Number**—This selection indicates the number of the run that you would like to perform.
- **Earnings**—This selection indicates whether you want to report on the earnings for the current year or prior year.

See also:

- Compliance ***(on page 579)***

For more information on how to use this report.

Top 20%, Top 10/100 (2C-RPT) Example

A sample report is not available at this time.

Update Account Balances report (83ARPT)

The Update Account Balances report (83ARPT) provides a list of balance updates that were applied through the Update Benefit Plan Balance Information program (BAXACT) for flexible spending accounts and deferred plan contributions.

The Update Benefit Plan Balance Information program (BAXACT) must have been run for this report to generate output.

Business Tasks

This program is used to complete the following business task:

- Provide balance information for flexible spending accounts and deferred plan contributions.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Total Credits**—Annual goal amount for the FSA.
- **Plan ID**—Unique identifier of a specific benefit plan.
- **Begin Bal**—Balance at the beginning of the year.
- **Additions**—Amount of employee contributions as of the Balance Date.
- **Expenses**—Amount of expenses as of the Balance Date.
- **Balance Date**—Effective date of the balance.
- **Claim**—Claim amount.
- **Flex Year**—Year in which the employee is enrolled in the benefits plan.
- **Net Chg**—Difference between the Additions and Expenses.
- **End Bal**—Balance amount as of the Balance Date.

Parameter options and setup

There are no parameters for this report.

See also:

- Flexible spending account ***(see "Flexible spending accounts" on page 583)***

For information on how to process this report.

Update Account Balances report (83ARPT) Example

```
CORPORATION  99   ACME MANUFACTURING                 CONTRIBUTION UPDATE          REPT                FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2            FSA ACCOUNTS AND DEFERRED PLANS    83AR                TIME 15:28 DATE 05-13-1999

Employee Name: BYERS, TODD                Number: 6001                                              1,000.00 Total Credits
      Plan ID: 606                                              -384.62 Begin Bal   38.46 Additions       .00 Expenses
 Balance Date: 06-18-1999   Claim:       Flex Year: 99                              38.46 Net Chg      -346.16 End Bal

Employee Name: BYERS, TODD               Number: 6001                                              1,500.00 Total Credits
      Plan ID: 607                                                 98.07 Begin Bal  57.69 Additions       .00 Expenses
 Balance Date: 06-18-1999   Claim:       Flex Year: 99                              57.69 Net Chg        155.76 End Bal

Employee Name: LITTLE, DORA              Number: 6002                                              2,000.00 Total Credits
      Plan ID: 606                                                -94.24 Begin Bal  76.92 Additions       .00 Expenses
 Balance Date: 06-18-1999   Claim:       Flex Year: 99                              76.92 Net Chg       -17.32 End Bal

Employee Name: LITTLE, DORA              Number: 6002                                              3,500.00 Total Credits
      Plan ID: 607                                                   .00 Begin Bal  134.62 Additions       .00 Expenses
 Balance Date: 06-18-1999   Claim:       Flex Year: 99                              134.62 Net Chg       134.62 End Bal
```

Update Benefit Plan Balance Information (BAXACT)

The Update Benefit Plan Balance Information program (BAXACT) is used to extract amounts from the current pay period's history records in order to update flexible spending account (FSA) balances and deferred plan accumulations. You need not retain history records on the random file to use this program, as it obtains history records from the Sequential P20 Master File. All current history records and adjustments are processed.

Business Tasks

This program is used to complete the following business task:

- Apply balance transactions to deferred benefits accounts

Report field details

This program produces no hard copy output. The Update Account Balances report (83ARPT) and the Update Pending Claim Amounts report (83BRPT) can be used to verify the results of the Update Benefit Plan Balance Information program (BAXACT). The Update Account Balances report (83ARPT) creates extract records that reflect updates to the deferred plan contributions and also to flexible spending accounts (FSA). These records are used by the Update Pending Claim Accounts report (83BRPT) to produce report output.

Parameter options and setup

Instructions for processing this batch program can be found in ***Benefits/Payroll Interaction*** (on page 535).

See also:

- After a pay run ***(on page 547)***

For information on how to process this report.

Update Benefit Plan Balance Information (BAXACT) Example

```
The Update Benefit Plan Balance Information generator (BAXACT) generates no hard copy output.
```

Update Pending Claim Amounts report (83BRPT)

The Update Pending Claim Amounts report (83BRPT) updates the pending claim amount on the FSA Balance form (57-SCR). In order to produce results, this report must be run after the Update Benefit Plan Balance Information program (BAXACT) and the Update Account Balances report (83ARPT) are run. Hard copy output is produced showing the amount of the pending claim that has been paid.

Business Tasks

This program is used to complete the following business task:

- Update pending claim amounts for flexible spending accounts.

Report field details

- **Employee Name**—Employee's legal name.
- **Number**—Unique employee identifier, up to 10 characters in length.
- **Pending ID**—Identification number particularly important when pending payments are required and claims must be further distinguished.
- **Pending Amt**—Amount of the claim pending employee contribution.
- **Plan ID**—Unique identifier of a specific benefit plan.
- **FSA Posted**—Date on which the pending claim amount was updated.
- **Pending Amt Paid**—Amount of the claim that has been paid.
- **Claim Date**—Effective date of the claim.
- **Claim Nbr**—Claim identification number.
- **Claim Amt**—Amount of the claim submitted.
- **Flex Year**—Year in which the employee is enrolled in the benefits plan.
- **Claim ID**—Unique identifier of provider of service for the FSA expense.

Parameter options and setup

There are no parameters for this report.

See also:

- Flexible spending accounts ***(on page 583)***

For information on how to process this report.

Update Pending Claim Amounts report (83BRPT) Example

```
CORPORATION  99   ACME MANUFACTURING                      PENDING CLAIM UPDATE             REPT                    FILE VERSION 00  PAGE   1
DIVISION   9999   PRODUCTION CTL 1-2                                                       83BR                   TIME 09:02 DATE 05-13-1999
Employee Name: LITTLE, DORA                         Number: 6002             Pending ID: 98          .00 Pending Amt
      Plan ID: 607                              FSA Posted: 06-18-1999                             50.00 Pending Amt Paid
   Claim Date: 05-14-1999                        Claim Nbr: 999                             300.00 Claim Amt
    Flex Year: 25                           Claim ID: 556555

Employee Name: LITTLE, DORA                         Number: 6002             Pending ID: 98        61.52 Pending Amt
      Plan ID: 607                              FSA Posted: 06-18-1999                             84.62 Pending Amt Paid
   Claim Date: 05-14-1999                        Claim Nbr: 998                             300.00 Claim Amt
    Flex Year: 25                           Claim ID: 556555
```

US Savings Bond Register report (SB-RPT)

The U.S. Savings Bond Register report produces a file to be sent to the Federal Reserve Board (FRB) and a summary report detailing the number of U.S. Savings Bonds purchased, bond denomination, and total purchase price.

The report program performs various edits, calculates the number of bonds to be purchased, and prints a three-part report. If you enter the value that creates the file, the bond deduction ending balance information on the employee record [stored in the Amount Two field on the Employee Earnings And Deductions form (HH-SCR)] is updated based upon the number of bonds purchased.

The printed report provides three types of information:

- A one-page summary containing bond purchase totals and the Report Group Activities form (RGMSTR) information used on the file
- Purchase details for employees for whom bonds will be purchased
- Error pages for employees who have errors associated with their bond deductions and for whom bond purchases will not be made

The file includes three record types:

- Record type A, containing totals for the bond order
- Record type B, containing bond purchase information. There is one record for each employee ID deduction number combination for which a purchase is being made.
- Record type C, containing the trailer record

Special considerations

After the U.S. Savings Bond Register report is run, the system updates the ending balance in the employee's Amount Two field for each Savings Bond deduction. The system will not update this ending balance if you choose not to create a tape. The report will identify all employees for whom the system could not make purchases due to errors associated with their Savings Bond deductions. Cyborg recommends that you run the report with the Create Tape value set to N for No until you resolve all errors.

If the Report Group Activities form (RGMSTR) has been completed correctly, you will get purchase detail pages for employee ID deduction number combinations that have no associated errors, as well as error pages for any employee deduction combinations that still contain errors.

Technical processing considerations

This report requires the online Employee Database (FILE02), not the P20IN Sequential Master File.

This should be the only report in the Report Parameters form. If you choose to create the file, all operators must be signed off the system.

Other required form entries

The U.S. Savings Bond Register report processes all of the organizations entered on the Limit Companies form. If any employees have a Savings Bond deduction and an ending balance amount other than 0 (zero) on the Employee Earnings And Deductions form, they will be included in the report, regardless of their pay frequencies. The Company Deductions form recognizes a Savings Bond deduction with a Category value of Savings Bonds (59).

The Limit Companies form must be completed to process this report. This form is accessed from the Report Group Activities form (RGMSTR) by highlighting your Report Group selecting the Companies button. Select the organizations that you want included on the report. If you do not select any, the report will be created for all organizations.

Bond processing is allowed only for U.S. organizations. You must select United States (0) from the Country option list (PP31) on the Company Options form (AF-SCR).

Specific organization and employee information is required to produce the FRB file or to include employee purchases on the tape. Below is a summary of the forms that supply that information:

- The Savings Bond Company Control Information form (TVASCR) must be completed for each organization included on the report. This form supplies address and Federal Reserve Bank information for the company, and is required for submission of the file to the Federal Reserve Board. This information makes up record A on the file.
- The deduction must be established on the Company Deductions form (A8-SCR) with a Category value of Savings Bonds (59).
- The deduction must be set up for the employee on the Employee Earnings And Deductions form (HH-SCR). Each bond deduction set up for the

employee on this form must have a matching Savings Bond Information form (SB-SCR) with the appropriate fields entered.

- Any person other than the employee who is designated as an owner, co-owner, or beneficiary must be identified on the Beneficiary/Bond-Owner Information form (58-SCR).
- If the bond is to be mailed to a name and address combination other than the employee's, owner's, co-owner's, or beneficiary's, that information must be established on the Employee Name And Address form (FF-SCR).

Report Requests form entries

The U.S. Savings Bond Register report is not produced with the Report Requests form (DD-SCR). Instead, use the Report Group Activities form (RGMSTR).

Report field details

The U.S. Savings Bond Register report provides purchase detail information for each employee as well as a purchase summary by bond denomination. The following chart describes the purchase detail information.

- **CTRL THREE**—Payroll Organization Level 3 label
- **CTRL FOUR**—Payroll Level Organization 4 label
- **CTRL FIVE**—Payroll Level Organization 5 label
- **CTRL SIX**—Payroll Level Organization 6 label
- **EMPLOYEE NUMBER/NAME**—Employee Number and Name
- **STATUS**—Resulting Employee Status
- **HED NBR**—Savings Bond Deduction Number
- **BOND DENOM**—Bond Denomination
- **PUR. PRICE**—Contents of the Amount One Field on the Employee Earnings And Deductions form for the Savings Bond deduction containing the purchase price
- **NBR PURCH**—Number of bonds purchased
- **BEG. BAL**—Contents of the Amount Two Field on the Employee Earnings And Deductions form (HH-SCR) before the Savings Bond deduction
- **END. BAL**—Balance left in the Amount Two Field on the Employee Earnings and Deductions form (HH-SCR) after the Savings Bond purchase

In addition, the following information is shown for each bond denomination for each employee:

OWN

Bond owner name and Social Security number as taken from the Beneficiary/Bond-Owner Information form (58-SCR) or the Employee Name And Address form (FF-SCR), as specified on the Savings Bond Information form (SB-SCR).

BEN

Bond beneficiary name as taken from the Beneficiary/Bond-Owner Information form (58-SCR) or the Employee Name And Address form (FF-SCR), as specified on the Savings Bond Information form (SB-SCR).

MAIL

Bond mailing name and address as taken from the Beneficiary/Bond-Owner Information form (58-SCR) or the Employee Name And Address form (FF-SCR), as specified on the Savings Bond Information form (SB-SCR).

The following chart describes the summary page totals shown for every organization as well as for all organizations included in the report.

- **BOND DENOMINATION**—Value of the bond, as selected from the Bond Denomination Option list (BA65) on the Savings Bond Information form (SB-SCR).
- **PURCHASE PRICE**—This figure in this column is associated with the Bond Denomination. When you select a value from the Bond Denomination option list (BA65), the price of the denomination automatically appears in a display-only field next to it. The purchase price also appears in the Amount One field on the Employee Earnings And Deductions form (HH-SCR) for the Savings Bond deduction.
- **TOTAL NBR PURCHASED**—Ending balance from the Amount Two field on the Employee Earnings And Deductions form (HH-SCR) divided by the purchase price.
- **VALUE BY DENOMINATION**—The total number of bonds purchased times the denomination value.
- **TOTAL PURCHASE PRICE**—The total number of bonds times the purchase price associated with the denomination value of the bond from the Amount One field on the Employee Earnings And Deductions form (HH-SCR).
- **TOTAL B RECORDS**—Total of employee ID deduction number combinations for which a purchase is being made.

The following information is shown below the summary totals:

ISSUE DATE
Month and year bonds are issued.

FRB COMPANY
Transmitting organization.

PAY ENDING DATE
Pay period-end date.

DISTRICT
FRB district.

A RECORD CONTROL-1-2
Organization Number, name, and address of organization reported in A record.

TAPE CREATED AND FILE UPDATED
Yes or no.

CONTROL-1-2 INCLUDED IN ORDER
The organizations included on the tape in order by Organization Number.

Report totals details

This report provides totals by denomination. The summary is produced first, followed by the error listing and the employee detail.

Totals are printed for each organization processed, and grand totals for organizations are printed on the summary page. The report displays the total number of bonds purchased by denomination, the value by denomination, and the total purchase price. The total number of employee purchase records (B records) written to the tape is also included on the printed report.

An overall beginning and ending balance total for all of the employees who were printed on the purchase detail pages prints for each organization and for all the combinations of all organizations. For additional information about combining organizations on the Report Group Activities form (RGMSTR), see the Other Required Form Entries topic in this section.

Note: *Employee ID deduction number combinations with errors are not included in these totals.*

Balancing

- After you resolve outstanding errors, if any, you can use the beginning and ending balance totals from this report and from the Savings Bond Balance Register report to create an audit trail of bond balances. The ending balance from a particular process, such as a payroll run, should be the beginning balance of the next process, such as another payroll run or a U.S. Savings Bond Register report run.
- If the Savings Bond deduction for an employee has been deleted and the Savings Bond Information form (SB-SCR) has not been deleted, the employee's information will be included in the Savings Bond Register report (SB-RPT) in error. To correct this, delete the information recorded on the Savings Bond Information form (SB-SCR) for the employee.

See also:

- Contributions for Savings Bond plans ***(on page 331)***

For more information.

U.S. Savings Bond Register report (SB-RPT) report Example

```
CORPORATION  99   ACME MANUFACTURING           U.S. SAVINGS BONDS REGISTER     REPT                             PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                                           SB-R            TIME 08:28 DATE 03-31-1998
CTRL  CTRL  CTRL  CTRL  EMPLOYEE      STATUS    HED  BOND DENOM   NBR        BEG.BAL
THREE FOUR  FIVE  SIX   NUMBER/NAME             NBR  PUR. PRICE  PURCH       END.BAL
  01                    2006
                        SUSANNE COSTELLO
                                      0-ACTV    700      100.00              75.00   OWN  E    SUSANNE COSTELLO     683-39-2006
                                                          50.00    1         25.00
                                                                                     MAIL E    SUSANNE COSTELLO
                                                                                               12435 KINGFISHER LANE
                                                                                               DES PLAINES         IL 60540
  01                    2009
                        ALAN EDWARD CREMMINS
                                      0-ACTV    700      100.00              70.00   OWN  010  CHRISTINA CREMMINS   314-98-3312
                                                          50.00    1         20.00
                                                                                     MAIL E    ALAN EDWARD CREMMINS
                                                                                               3415 CENTRAL
                                                                                               CICERO              IL 60608
  01                    3008
                        BERNARD GRIFFITH
                                      0-ACTV    700      100.00             100.00   OWN  E    BERNARD GRIFFITH     358-93-9008
                                                          50.00    2           .00
                                                                                     MAIL E    BERNARD GRIFFITH
                                                                                               7S 518 SPRING LN
                                                                                               VILLA PARK          IL 60430
  01  MANU              1848
                        ANNA MARIE COLLINS
                                      0-ACTV    700      200.00             100.00   OWN  010  MICHAEL COLLINS      415-98-1109
                                                         100.00    1           .00   BEN  E    ANNA MARIE COLLINS
                                                                                     MAIL E    ANNA MARIE COLLINS
                                                                                               160 S MEADOW LN
                                                                                               VILLA PARK          IL 60430
  01  PURC              1117
                        RICHARD ADAMS
                                      0-ACTV    700      200.00              90.00   OWN  E    RICHARD ADAMS        494-38-3678
                                                         100.00    0         90.00   BEN  010  ABIGAIL ADAMS
                                                                                     MAIL E    RICHARD ADAMS
                                                                                               4272 NORTH AV
                                                                                               CHICAGO             IL 60635
  02  PURC   103   A    1001
                        JUNE MEYER
                                      0-ACTV    700      100.00             150.00   OWN  E    JUNE MEYER           888-88-8001
                                                          50.00    3           .00
                                                                                     MAIL E    JUNE MEYER
                                                                                               1010 MISTY LANE
                                                                                               UNIT
                                                                                               EL SEGUNDO          CA 93101
                      BOND       PURCHASE      TOTAL NBR     VALUE BY         TOTAL            TOTAL
                  DENOMINATION     PRICE       PURCHASED   DENOMINATION   PURCHASE PRICE   B RECORDS
```

```
 999999            100.00      50.00           7         700.00        350.00           4
                   200.00     100.00           1         200.00        100.00           1
                   500.00     250.00                        .00           .00
                 1,000.00     500.00                        .00           .00
                 5,000.00   2,500.00                        .00           .00
                10,000.00   5,000.00                        .00           .00
                                                         900.00        450.00           5       585.00       135.00
SUMMARY PAGE
U.S. SAVINGS BONDS REGISTER     REPT                       PAGE     1
                                                         SUMMARY               SB-R       TIME 08:28 DATE 03-31-1998
      BOND       PURCHASE     TOTAL NBR     VALUE BY        TOTAL          TOTAL
  DENOMINATION    PRICE       PURCHASED   DENOMINATION   PURCHASE PRICE   B RECORDS
      100.00      50.00            7         700.00          350.00            4
      200.00     100.00            1         200.00          100.00            1
      500.00     250.00                         .00             .00
    1,000.00     500.00                         .00             .00
    5,000.00   2,500.00                         .00             .00
   10,000.00   5,000.00                         .00             .00
                                             900.00          450.00            5
     ISSUE DATE        0498       FRB COMPANY   573766       FRB PLT LOC   00000
     PAY ENDING DATE__ 033198      DISTRICT__     077
     A-RECORD CONTROL-1-2  999999      ACME MANUFACTURING
                                       1142 N. RUSH STREET
                                       CHICAGO    IL 60606
     TAPE CREATED AND FILE UPDATED -  NO
    CONTROL-1-2 INCLUDED IN ORDER 99-9999
```

Vested Employees by Percent Vested (42-RPT)

The Vested Employees by Percent Vested report (42-RPT) displays vested employees by the percent they are vested.

Business Tasks

This report is used to complete the following business tasks:

- Track employee's vested percentages
- Provide benefits counseling

Report field details

- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Vesting Pct**—Vesting percentage calculated as of the last vesting calculation date.
- **First Vested**—First date on which vesting percentage calculations determine the vesting percentage to be greater than zero for a deferred benefits plan.
- **Fully Vested**—First date on which vesting calculations determine the vesting percentage to be equal to 100 for a deferred benefits plan.
- **Vesting Calc Date**—Date on which the vesting percentage was calculated.
- **Current Vested**—Current vesting percentage.

Parameter options and setup

- **As Of Date**—Enter a date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Vested Employees by Percent Vested (42-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  PLAN VESTING INFORMATION        REPT                          PAGE        2
DIVISION     9999 PRODUCTION CTL 1-2             BY PERCENT VESTED AS OF 01-01-1998   42-R             TIME 16:49 DATE 02-05-1998

 PLAN                                EMPLOYEE      CURRENT             FIRST          FULLY           VESTING          CURRENT
  ID   EMPLOYEE NAME                   NUMBER     VESTING PCT           VESTED         VESTED         CALC-DATE          VESTED

  500  ANDERSON, KAREN                   3034          .70           05-16-1984                     05-16-1984       05-16-1986
  500  EMORY, TODD                       3031          .80           06-15-1983                     06-15-1983       06-15-1986
  500  BENOWITZ, JAMES                   3027         1.00           01-15-1975     01-15-1980      01-15-1975       01-15-1980
  500  CORTEZ, MARIA                     3028         1.00           03-15-1970     03-15-1975      03-15-1970       03-15-1975
  500  DUNBAR, WALLCOTT A.               3029         1.00           03-15-1970     03-15-1975      03-15-1970       03-15-1975
  500  LEWIS, JAMES X.                   3026         1.00           09-22-1968     09-22-1973      09-22-1968       09-22-1973
  500  PATEL, LAURENCE                   3030         1.00           02-11-1971     02-11-1976      02-11-1971       02-11-1976
  500  WILSON, BARBARA                   3025         1.00           06-15-1980     06-15-1984      06-15-1980       06-15-1984
```

Welfare Benefits Register (4A-RPT)

The Welfare Benefits Register report (4A-RPT) lists all active, leave of absence, or disabled employees participating in at least one welfare benefits plan.

One information line appears for each employee plan.

Business Tasks

This report is used to complete the following business tasks:

- Monitor employee plan participation
- Verify employee plan data

Report field details

- **Ctrl Three**—Human Resource organization level three value assigned to this employee.
- **Ctrl Four**—Human Resource organization level four value assigned to this employee.
- **Ctrl Five**—Human Resource organization level five value assigned to this employee.
- **Ctrl Six**—Human Resource organization level six value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Current Emp Status Date**—Date on which an employee's activity is effective.
- **Current Emp Status Description**—Employee's status as a result of an activity.
- **Plan ID**—Unique identifier of a specific benefit plan an employee is currently enrolled in or will be eligible for.
- **Option Effective**—Effective date of the welfare benefits plan participation and coverage information.
- **Option Elected**—Employee's choice of benefit levels when multiple options are available.
- **Plan Stat**—Employee's participation status in a welfare benefits plan.
- **Plan Entry**—Employee's original participation date in a welfare benefits plan.

Report sort order

As delivered, the sort order of this report CONTROL-1, CONTROL- 2, CTRL-3, CTRL-4, CTRL-5, CTRL-6, and EMPLOYEE-NAME.

Parameter options and setup

There are no parameter options for this report.

See also:

- Tracking welfare plan enrollment ***(on page 300)***

For information on how to use this report.

Welfare Benefits Register (4A-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                       WELFARE BENEFITS       REPT                              PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                          REGISTER            4A-R                 TIME 17:03 DATE 02-05-1998

CTRL  CTRL  CTRL  CTRL                             EMPLOYEE  ---CURRENT EMP STATUS--- PLAN  OPTION        OPTION       PLAN     PLAN
THREE FOUR  FIVE  SIX     EMPLOYEE NAME              NUMBER     DATE      DESCRIPTION  ID   EFFECTIVE     ELECTED      STAT     ENTRY

3030  4040  5050  6060     ALSON, GEOFFERY           3003    02-19-1984  Active-Sal  101  02-19-1984 01 Employee Onl   1   02-19-1984

3030  4040  5050  6060     GRIFFITH, BERNARD         3008    06-01-1984  Active-Sal  203  10-01-1984 20 Enrolled       1   10-01-1984
                                                                                     303  12-01-1984 23 Coverage = 3   1   12-01-1984

3030  4040  5050  6060     SULLIVAN, MIKE M.         3014    02-28-1984  Active-Sal  203  02-28-1984 20 Enrolled       1   02-28-1984

3030  4040  5050  6060     SWALTER, STEVEN Y         3005    07-22-1980  Active-Sal  101  07-22-1983 09 Emplye&spse/   1   07-22-1983

3030  4040  5050  6060     TEACHEN, JUDITH           3009    09-26-1983  Active-Sal  101  09-26-1983 10 Emplye Only/   1   09-26-1983

3333  4444  5508  6608     DANIELS, JEFFREY C.       3023    04-13-1982  Active-Sal  101  04-13-1982 05 Family/EE &    1   04-13-1982

3333  4444  5508  6608     SPENSER, WILLIAM M.       3024    01-01-1983  Active-Sal  101  01-01-1983 05 Family/EE &    1   01-01-1983

3333  4444  5555  6666     BLOOM, ALEXANDER          3001    03-12-1978  Active-Sal  101  01-01-1983 05 Family/EE &    1   01-01-1983

3333  4444  5555  6666     MARSH, PAUL J.            3004    03-22-1985  Active-Sal  303  02-01-1986 21 Coverage = 1   1   02-01-1986

3333  4444  5555  6666     WALSH, THEODORE           3002    05-15-1983  Active-Sal  105  06-01-1984 20 Enrolled       1   06-01-1984

3388  4488  5508  6608     BISHOP, MARIA             3021    07-07-1976  Active-Sal  101  07-07-1976 05 Family/EE &    1   07-07-1976

3388  4488  5508  6608     CARLILE, WILLIAM E.       3013    09-01-1984  Active-Sal  203  09-01-1984 20 Enrolled       1   09-01-1984

3388  4488  5508  6608     CHOU, LO                  3020    03-15-1987  Active-Sal  101  05-01-1981 05 Family/EE &    1   05-01-1981

3388  4488  5508  6608     HARRIS, CECELIA           3019    03-19-1980  Active-Sal  101  03-19-1980 05 Family/EE &    1   03-19-1980

3388  4488  5508  6608     LAUGHLIN, SANDRA T.       3011    09-01-1984  Active-Sal  303  09-01-1984 22 Coverage = 2   1   09-01-1984

3388  4488  5508  6608     LLEWELYN, STEVE           3015    08-12-1976  Active-Sal  101  08-12-1976 05 Family/EE &    1   08-12-1976
```

Withdrawal Suspension End Date Passed (8U-RPT)

The Withdrawal Suspension End Date Passed report (8U-RPT) lists all employees who, because of withdrawals from their defined contribution accounts or thrift/savings plan, were subject to withdrawal penalties and whose suspension end dates have already passed a customer-defined date.

This report assumes that an employee's plan participation status is Suspended Plan Rules during a withdrawal suspension period. If your company allows other statuses from the Plan Status option list(BA04), or considers an employee a different status while suspended due to a withdrawal penalty, modifications to this report will be required.

Business Tasks

This report is used to complete the following business tasks:

- Notify employees that they can now resume making contributions to a plan in which they are currently enrolled
- Advise employees of any other plan benefits to which they are now entitled

Report field details

- **Plan ID**—Plan ID associated with the table record.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Participation Status**—Plan status as a result of a change in participation option.
- **Contrib Type**—Source of contribution to the plan.
- **Fund Code**—Investment vehicle for accumulated contributions.
- **Withdrawal Type**—Description of reason for withdrawal of funds.
- **Suspend End Date**—Date on which an employee's suspension from participation in a welfare benefits plan ends.

Parameter options and setup

- **Suspension End Prior To This Date**—Enter the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) format.

See also:

- Retirement counseling reports ***(on page 498)***

For information on how to use this report.

Withdrawal Suspension End Date Passed (8U-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING              WITHDRAWAL SUSPENSION END DATE    REPT          FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                           PASSED               8U-R              TIME 21:24 DATE 02-05-1998

    PLAN                         EMPLOYEE      PARTICIPATION            CONTRIB      FUND     WITHDRAWAL              SUSPEND
     ID   EMPLOYEE NAME            NUMBER       STATUS                    TYPE       CODE     TYPE                   END DATE

    505   CARLILE, WILLIAM E.        3013   Suspended Plan Rules       Basic Post             Tuition Assistance    08-31-1986

          MARSH, PAUL J.             3004   Suspended Plan Rules       Basic Post             Emergency             08-31-1986
```

APPENDIX B

Calculation Option List Quick Reference

In This Appendix

Introduction

This section describes the calculation option lists used in the Benefits Administration component. Two types of information are provided: a table listing each calculation option list used in Benefits Administration and the tables/forms where each is used, and detailed information on each value for the option lists.

Calculation Option Lists Used in Benefits Administration

Option list Name	Option list Description	Table(s)/Form(s) where Calculation Option list is used
Option Elected (BA03)	Identifies the option an employee has elected when enrolling in a benefits plan.	Welfare Plan Enrollments/Changes (55-SCR) Deferred Plan Enrollments/Changes (64-SCR)
Plan Status (BA04)	Identifies an employee's plan status based on the rules defined on the benefits tables.	Welfare Plan Enrollments/Changes (55-SCR) Deferred Plan Enrollments/Changes (64-SCR)
Auto HED Creation Switch (BA05)	Rounds benefit deduction dates for payroll (for example, Start With Effective Date).	Benefit Plan Prototype Contribution HED (TS-SCR)
Search Type (BA14)	Identifies elements used to select appropriate benefits plan tables to check eligibility, determine participation, calculate coverage & contributions, and set up HEDs (for example, Union Option).	Benefit Plan Rules (TK-SCR)
Date Calculation Method (BA15)	Rounds dates (for example, First of the Month Coincident Following).	Benefit Plan Eligibility Rules (TL-SCR) Benefits Retirement Dates Rules (TJ-SCR) Benefits Participation Rules (TN-SCR) Activity/Resulting Plan Status Rules (TTASCR) Option/Resulting Plan Status Rules (TTOSCR) Benefits Plan Breaks-In-Service Rules (TU-SCR)
Eligibility Type (BA18)	Determines the employee's plan eligibility (for example, Days Waiting Period).	Benefit Plan Eligibility Rules (TL-SCR)
Coverage Calculation Method (BA20)	Calculates the employee's amount of coverage based on the option elected and plan rules (for example, Multiply Coverage Factor 1 times Annual Salary, round to the next 1,000, and so forth).	Coverage And Contribution Factors (TM-SCR)
Final Average Earnings Calc (BA21)	Methods used to calculate employee's final average earnings for the purpose of calculating a retirement amount (for example, Highest 5 Consecutive Years out of the last 10 Complete Years).	Final Average Earnings Factors and Results (92-SCR)

Option list Name	Option list Description	Table(s)/Form(s) where Calculation Option list is used
Service Date (BA24)	Used as base date for calculations (for example, Employment Date).	Benefit Plan Rules (TK-SCR)
Vesting Schedules (BA26)	Method used to determine vesting (for example, 5 Yr Cliff 0% Before).	Benefits Participation Rules (TN-SCR)
Retirement Age Rules (BA29)	Method used to calculate retirement dates (for example, Age and Service).	Benefits Retirement Dates Rules (TJ-SCR)
Service Rules (BA30)	Method used to calculate service dates (for example, Months Waiting Period).	Benefits Participation Rules (TN-SCR)
Contribution Rules (BA31)	Calculates contribution amounts (for example, Use Factor 1 as Amount).	Coverage And Contribution Factors (TM-SCR)
Breaks in Service Rules (BA32)	Method used to determine whether a break in service has occurred (for example, No break has occurred).	Benefits Plan Breaks-In-Service Rules (TU-SCR)
Allocation Methods (BA35)	Method used to allocate benefit account monies back to the individual employee accounts (for example, Account Balance Ratio).	Benefits Plan Allocations (TRCSCR) Benefits Plan/Fund Allocations (TRDSCR)
Service Calculation Method (BA45)	Method used to determine how credited service is calculated (for example, Elapsed Time).	Benefit Plan Eligibility Rules (TL-SCR) Benefits Participation Rules (TN-SCR)

Option list BA04 - Plan Status

The Plan Status (option list BA04) identifies an employee's plan status based on the rules defined on the benefits tables.

Do not change the meaning of any of the options in this option list.

Option	Name	Description
0	No Prior Status	
1	Active Participant	The employee is enrolled in the plan and is making contributions, if applicable.
2	Inactive Participant	The employee is enrolled in a plan that does not require employee contributions in order to receive a company contribution. The employee has chosen not to contribute actively to the plan.
3	Inactive Suspended	The employee is enrolled in a contributory plan but has voluntarily stopped contributing.
4	Suspended Plan Rules	The employee is enrolled in a plan but, based on plan rules, has been involuntarily suspended from making contributions. This may be the result of a withdrawal that involves a penalty period.
5	Inactive Lost Cover	The employee has lost coverage based on plan rules and is ineligible for plan participation.
6	Vested Terminated	The employee has terminated with a vested plan benefit that is payable at a later date.
7	Waived	The employee is eligible for participation, but declined.
8	Retiree	The employee has terminated employment but is currently receiving a retirement benefit payable under the plan.
9	Beneficiary Rec'g Ben	The employee's beneficiary is receiving the benefit payments from the plan.
F	Particnt Frozen Bnft	The employee has accrued a benefit under a plan that is either a terminated plan or one in which the employee is inactive.
G	Grandfathered Servce	The employee has been grandfathered into a plan for service accrued while participating in the plan, or for service while employed by an acquired or merged company.

Option list BA14 - Search Type

The Search Type (option list BA14) identifies the data element from the employee's Master Record for the purpose of checking eligibility, determining participation, calculating coverage, and/or contributions and setting up HEDs for writing deductions to Payroll.

Option	Name	Description
00	E/L-PROGRAM-REQUIRED	The rules for identifying these employee groups can not be defined by one field's value on the Master File. Therefore, a Cyborg Scripting Language program is required. This program must contain the rules that define the Search Argument values used for each group of employees.
01	UNION-CODE	
02	PAY-FREQUENCY	
03	ANNUAL-SALARY	
04	HOURLY-RATE	
05	HOURS-PER-PERIOD	
06	WORKER-COMP-CODE	
07	SALARY-GRADE	
08	JOB-CODE	
09	FUNCTION-CODE	
10	PAYMENT-CODE	
11	MARITAL-CODE	
12	SEX-CODE	
13	PLAN-ID	
14	JOB-TYPE	
15	YEARS-OF-SERVICE	
16	RESULTING-EMP-STATUS	
17	RESULTING-STATUS-1	This is the first position of the RESULTING-EMP STATUS field, which refers to an employee's employment status, such as Active, Disabled, or on a Leave of Absence.
18	RESULTING-STATUS-2	This is the second position of the RESULTING-EMP STATUS field, which refers to an employee's employee type, such as Salaried Full-Time or Hourly Full-Time.
19	FLSA-CLASS	
20	ZIP-CODE	
21	OPTION-ELECTED	
22	PARTICIPATION-OPTION	
23	CONTROL-3	Payroll organization level 3.

Option	Name	Description
24	CONTROL-4	Payroll organization level 4.
25	CONTROL-5	Payroll organization level 5.
26	CONTROL-6	Payroll organization level 6.
27	CTRL-THREE	Human Resource organization level 3.
28	CTRL-FOUR	Human Resource organization level 4.
29	CTRL-FIVE	Human Resource organization level 5.
30	CTRL-SIX	Human Resource organization level 6.
31	SMOKER-ID	
32	JOB-UNION-CODE	
33	POSITION	
34	MULTI-INC-TOT-HRS	If Position Management is in use, this is the total number of hours, as recorded on the Salary Assignment/Changes form (40-SCR) and displayed on the Alternative Compensation Totals form (BACSCR), attributable to the current multi-incumbency. For instance, an employee may not be eligible for benefits using the primary incumbency normal hours, but when all incumbencies are aggregated, the employee has the requisite number of hours for participation in a plan.
35	FROZEN-SALARY	This is the frozen salary, as recorded on the Alternative Compensation Totals form (BACSCR). For example, an employer could offer one benefit level to employees whose FROZEN-SALARY is less than a certain amount, and another benefit level to those employees whose FROZEN-SALARY is greater than a certain amount.
36	MULTI-INC-TOT-SAL	If Position Management is in use, this is the total salary, as recorded on the Salary Assignment/Changes form (40-SCR) and displayed on the Alternative Compensation Totals form (BACSCR), attributable to the current multi-incumbency. For instance, an employee may not be eligible for benefits using the primary incumbency salary, but when all incumbencies are aggregated, the employee has the requisite salary amount for participation in a plan.
37	PREVIOUS-YR-SALARY	
99	NO-SEARCH-ARGUMENT	

Option list BA15 - Date Calc Method

The Date Calc Method (option list BA15) rounds dates in the method specified by the option. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) as described below:

Option	Name	Description	Begin Date	Event Date	Rounded Date
A	FOM Coincidnt/follow	First of the month coincident with or following the event date.	Feb-28-94	Mar-28-94	April-1-94
B	First Of Event Month	First of the month of the event date.	Feb-28-94	Mar-28-94	Mar-1-94
C	FOM Follow Event Dte	First of the month following the event date month.	Feb-28-94	Mar-28-94	April-1-94
D	FOM Prior Event Date	First of the month prior to the event date.	Feb-28-94	Mar-28-94	Mar-1-94
E	Actual Event Date	Use the actual event date calculated.	Feb-28-94	Mar-28-94	Mar-28-94
F	FOM Nearest Event Dt	First of the month nearest the event date.	Feb-28-94	Mar-28-94	April-1-94
G	Last Of Event Month	Last day of the event month.	Feb-28-94	Mar-28-94	Mar-31-94
H	LOM Prior Event Date	Last day of the month prior to the event date.	Feb-28-94	Mar-28-94	Feb-28-94
I	FO Cal Quar Coin/fol	First of the calendar quarter coincident with or following the event date.	Feb-28-94	Mar-28-94	April-1-94
J	FO Pay Period Follow	First of the pay period following the event date.	Feb-28-94	Mar-28-94	Mar-30-94
K	FO Plan Yr Follow Ev	First of the plan year following the event date.	Feb-28-94	Mar-28-94	Mar-1-95
L	FO Cal Yr Follow Evt	First of the calendar year following the event date.	Feb-28-94	Mar-28-94	Jan-1-95
M	FOM 2 Mth After Evnt	First of the month two months following the event date.	Feb-28-94	Mar-28-94	May-1-94
N	Last Day Worked	Last Day Worked.			
O	Last Day Paid	Last Day Paid.			

Option list BA18 - Eligibility Type

The Eligibility Type (option list BA18) performs the determination of an employee's plan eligibility.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
A	Immediate Elig At Hr	Immediately Eligible on Date of Hire. A pending segment will be created for this plan as soon as an applicable 90-SCR is entered.
B	Hours Waiting Period	Hours Waiting Period Required. The From Date of Hire CE/H Accumulator’s Considered Hours Worked value is compared to the Hours value to determine if the employee has worked the minimum hours required. If not, eligibility has not been met.
C	Days Waiting Period	Days Waiting Period Required. The number of days is added to the date defined on the TK Table and the resulting date compared to the effective date entered. If the eligibility date calculated is after the date entered, the employee has not met the eligibility requirement. Enter number of days in the Hours field for this calculation.
D	Months Waiting Period	Months Waiting Period Required. The number of months is added to the date defined on the TK Table and the resulting date compared to the effective date entered. If the eligibility date calculated is after the date entered,the employee has not met the eligibility requirement. Enter months in the Service field for this calculation.
E	Elig At Age Specifd	Eligible At Age Specified. The age specified is added to the employee’s birth date, the resulting eligibility date is compared to the effective date entered. If the eligibility date calculated is after the date entered, the employee has not met the eligibility requirement.
F	Elig At Srvce Specfd	Eligible At Service Specified. The service time is added to the date defined on the TK Table and the resulting date compared to the effective date entered. If the eligibility date calculated is after the date entered, the employee has not met the eligibility requirement.
G	Age Or Service Specf	Eligible At Age or Service Specified. The date calculations defined for Codes E and F above are performed. The two resulting dates are compared and the earliest date compared to the effective date entered. If the eligibility date calculated is after the date entered, the employee has not met the eligibility requirement.

Option	Name	Description
H	Age And Service Spec	Eligible At Age and Service Specified. The calculations defined for Codes E and F above are performed. The two resulting dates are compared and the latest date compared to the effective date entered. If the eligibility date calculated is after the date entered, the employee has not met the eligibility requirement.
J	Age,Service&Hours Sp	Eligible At Age, Service, and Hours Specified. The calculations defined for Codes B, E and F above are performed. The three resulting dates are compared and the latest date compared to the effective date entered. If the eligibility date calculated is after the date entered the employee has not met the eligibility requirement.
U	System Use Only - D	Month Waiting Period Required. This code is used in the Pending Enrollment/De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is D - see code description above.
V	System Use Only - B	Hours Waiting Period Required. This code is used in the Pending Enrollment/De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is B - see code description above. During the Pending E/D process, a Pending segment (with a suspense date calculated as follows) will be created as soon as an applicable 90-SCR is entered. [Eligible Hours divided by the employee's Hours per Period times 7 divided by 30.42. The result is a number of months in decimals. The decimal portion number of months in decimals. The decimal portion of a month is multiplied by 30.42 to determine the number of days. The resulting time span is added number of days. The resulting time span is added to the date defined on the TK to determine the projected eligibility date.]
W	System Use Only - E	Eligible At Age Specified. This code is used in the Pending Enrollment/De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is E - see code description above. During the Pending E/D process, a Pending segment (with a suspense date calculated by adding the required age to the employee's birth date) will be created as soon as an applicable 90-SCR is entered.
X	System Use Only - G	Eligible At Age or Service Specified. This code is used in the Pending Enrollment/De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is G - see code description above. During the Pending E/D process, a Pending segment (with a suspense data calculated by performing W and F, comparing the two and using the earlier date) will be created as soon as an applicable 90-SCR is entered.

Option	Name	Description
Y	System Use Only - H	Eligible At Age and Service Specified. This code is used in the Pending Enrollment/De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is H - see code description above. During the Pending E/D process, a Pending segment (with a suspense data calculated by performing W and F, comparing the two and using the latest date) will be created as soon as an applicable 90-SCR is entered.
Z	System Use Only - J	Eligible At Age, Service, and Hours Specified. This code is used in the Pending Enrollment/ De-enrollment process. It is NOT a valid entry for any Benefits Table. The valid Table code entry for this requirement is J - see code description above. During the Pending E/D process, a Pending segment (with a suspense data calculated by performing B, W, and F, comparing the dates and using the latest date) will be created as soon as an applicable 90-SCR is entered.

Option list BA20 - Coverage Calc Method

The Coverage Calc Method (option list BA20) defines and calculates the amount of an employee's coverage based on the option elected and plan rules.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
A	Method A	Use Coverage Factor 3 if not blank; else use Coverage Factor 2 if not blank; else use Coverage Factor 1.
B	Method B	Use Coverage Factor 2 if not blank; else use Coverage Factor 1.
C	Method C	Use Coverage Factor 1.
D	Method D	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round up to the next 1000 if not already an exact multiple. Add Coverage Factor 2.
E	Method E	Multiply Coverage Factor 1 times Monthly Salary Equivalency. Round up to the next even dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
F	Method F	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round up to the next 1000 if not already an exact multiple. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
G	Method G	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round to the nearest 1000. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
H	Method H	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round to the nearest 1000. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value equal 'X'. If Coverage Factor 3 is greater than zero, compare to Coverage Amount. Move the greater value to Coverage Amount.
I	Method I	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round to the nearest 100. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
J	Method J	Multiply Coverage Factor 1 times Weekly Salary Equivalency. Round to the nearest dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.

Option	Name	Description
K	Entered Var Coverage	Use the amount entered in the Variable field as the Coverage Amount.
L	Entered Var Method D	Multiply Entered Variable times Annual Salary Equivalency. Round up to the next 1000 if not already an exact multiple. Add Coverage Factor 2.
M	Entered Var Method E	Multiply Entered Variable times Monthly Salary Equivalency. Round up to the next whole dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
MF	Method MF	Multiply Coverage Factor 1 times Total Annual Salary. Round up to next 1000, if not already an exact multiple. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
MG	Method MG	Multiply Coverage Factor 1 times Total Annual Salary. Round to nearest 1000. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
MI	Method MI	Multiply Coverage Factor 1 times Total Annual Salary. Round to nearest 100. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
MN	Entered Var Method M	Multiply Entered Variable times Total Annual Salary. Round up to next 1000 if not already an exact multiple. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
MQ	Entered Var Method M	Multiply Entered Variable times Total Annual Salary. Round to nearest 100. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
MS	Entered Var Method M	Multiply Entered Variables times Average Annual Hourly Rate. Round to nearest dollar. If Coverage Factor 2 is greater than zero, compare to calculated value. Move lesser value to Coverage Amount.
N	Entered Var Method F	Multiply Entered Variable times Annual Salary Equivalency. Round up to the next 1000 if not already an exact multiple. If Coverage Factor 2 is greater than zero, compare to the calculated amount. Move the lesser value to Coverage Amount.
O	Entered Var Method G	Multiply Entered Variable times Annual Salary Equivalency. Round to the nearest 1000. If Coverage Factor 2 is greater than zero, compare to the calculated amount. Move the lesser value to Coverage Amount.

Option	Name	Description
P	Entered Var Method H	Multiply Entered Variable times Annual Salary Equivalency. Round to the nearest 1000. If Coverage Factor 2 is greater than zero, compare to the calculated amount. Move the lesser value equal 'X'. If Coverage Factor 3 is greater than zero, compare to Coverage Amount. Move the greater value to Coverage Amount.
Q	Entered Var Method Q	Multiply Entered Variable times Annual Salary Equivalency. Round to the nearest 100. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
R	Entered Var Method J	Multiply Entered Variable times Weekly Salary Equivalency. Round to the nearest dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
S	Entered Var Method S	Multiply Entered Variable times Hourly Rate Equivalency. Round to the nearest dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
T	Entered Var Method T	Multiply Entered Variable times Hourly Rate Equivalency. Round to the next whole dollar. If Coverage Factor 2 is greater than zero, compare to the calculated value. Move the lesser value to Coverage Amount.
U	Method U	Multiply Coverage Factor 1 times Annual Salary Equivalency. Round to nearest Coverage Factor 2 increment.
X	Method X	Use Coverage Factor 1 for Amount One and use Coverage Factor 2 for Amount Two.

Option list BA21 - Final Average Earnings Calc

The Final Average Earnings Calculation (option list BA21) defines the calculation method used to calculate the employee's final average earnings amount for the purpose of calculating a retirement amount.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
A	Hgh Cnsc3/last 10 Cm	Highest 3 consecutive years out of the last 10 complete years.
B	Hgh Cnsc3/last 5 Com	Highest 3 consecutive years out of the last 5 complete years.
C	Hgh Cnsc5/last 10 Cm	Highest 5 consecutive years out of the last 10 complete years.
D	Hgh Cnsc5/last 15 Cm	Highest 5 consecutive years out of the last 15 complete years.
E	Hi 36cnsc Mth/lst120	Highest 36 consecutive months out of the last 120 complete months.
F	Hi 60cnsc Mth/lst120	Highest 60 consecutive months out of the last 120 complete months.
G	Hi 60cnsc Mth/lst180	Highest 60 consecutive months out of the last 180 complete months.
P	Hi X Cns Mo/lst Y Cm	Highest 'X' consecutive months out of the last 'Y' complete months.
Q	Hi X Cns/last Y Comp	Highest 'X' consecutive years out of the last 'Y' complete years.
R	Hi X Cns Mths/career	Highest 'X' consecutive months out of career.
S	Hi X Cnsc Yrs/career	Highest 'X' consecutive years out of career.
Z	Career Average	Average annual over career.

Option list BA24 - Service Date

The Service Date (option list BA24) identifies which date on the employee's Master Record is to be used as the base date for time span or date calculations for a Benefit Plan.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
1	Original Hire Date	This code indicates the Original Hire Date is used to calculate plan service.
2	Adjusted Seniority	This code indicates the Adjusted Seniority date is used to calculate plan service.
3	Employment Date	This code indicates the Employment Date is used to calculate plan service.

Option list BA26 - Vesting Schedules

The Vesting Schedules (option list BA26) define the Vesting Schedule to be used to determine the vesting of a Plan participant.

Please note there are codes in this option list that would not be considered as adhering to the Internal Revenue Code after January 1, 1989. These codes are included because the system provides the means of recording historical Plan summary descriptions, and therefore, must supply codes for schedules that have been used by our client base.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
A	20 Yr Cliff/0% Befor	100% vested after 20 years - 0% before 20 years
B	15 Yr Cliff/0% Befor	100% vested after 15 years - 0% before 15 years
C	10 Yr Cliff/0% Befor	100% vested after 10 years - 0% before 10 years
D	5 Yr Cliff/0% Before	100% vested after 5 years - 0% before 5 years
E	4 Yr Cliff/0% Before	100% vested after 4 years - 0% before 4 years
F	3 Yr Cliff/0% Before	100% vested after 3 years - 0% before 3 years
G	100% Immediate&full	100% fully vested immediately
H	25% 5yr/15% Thereaft	25% vested after 5 years and 15% each year for the following 5 years - 100% vested after 10 years.
I	50% 10yr/10% Thereaf	50% vested after 10 years and 10% each year for the following 5 years - 100% vested after 15 years.
J	Standard 5/15 Graded	25% vested after 5 years; 5% for each of the next 5 years; 10% for each of the next 5 years - fully vested after 15 years.
K	10% Straight Line	Additional 10% vested each year - fully vested after 10 years.
L	Rule Of 45	50% vested when Age plus Service equals 45 provided Service equals at least 5 years, or 10 years of service, whichever occurs first; then 10% additional for each of the next 5 years.
M	Standard 4/40	40% vested after 4 Years; 5% for each of the next 2 years; then 10% for each of the next 5 years - fully vested after 11 years ('IRS Penalty' Method).
N	7 Year Graded	20% vested after 3 years; 20% for each of the next 4 years - fully vested after 7 years.
P	5 Year Graded	33% vested after 3 years; 66% after 4 years - fully vested after 5 years.
Q	20% Straight Line	Additional 20% vested each year - fully vested after 5 years.
R	6 Year Graded	20% vested after 2 years, 20% for each of the next 4 years - fully vested after 6 years.

Option list BA29 - Retirement Age Rules

The Retirement Age Rules (option list BA29) define the method of calculating a Plan participants retirement dates.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
E	Age	This code indicates the Retirement Ages are calculated by adding the NORMAL-RETIRE-AGE or EARLY-RETIRE-AGE field from the TJ Table to the Employee's Birth Date.
F	Service	This code indicates the Retirement Ages are calculated by adding the NORMAL-RET-SERVICE or EARLY-RETIRE-SERVICE field from the TJ Table to the Employee's Hire Date.
G	Age Or Service	This code indicates the Retirement Ages are the earlier of AGE or SERVICE calculated as: AGE = EARLY-RETIRE-AGE or NORMAL-RETIRE-AGE from the TJ Table + the Employee's Birth Date. SERVICE = EARLY-RETIRE-SERVICE or NORMAL-RET-SERVICE from the TJ Table + the Employee's Hire Date.
H	Age And Service	This code indicates the Retirement Ages are the later of AGE or SERVICE calculated as: AGE = EARLY-RETIRE-AGE or NORMAL-RETIRE-AGE from the TJ Table + the Employee's Birth Date. SERVICE = EARLY-RETIRE-SERVICE or NORMAL-RET-SERVICE from the TJ Table + the Employee's Hire Date.
S	SSA Def Hr 1900	Social Security Administration Definition - HR1900. The retirement date is calculated based on the year after 2000 in which the employee turns age 65.

Option list BA30 - Service Rules

The Service Rules (option list BA30) define the method of calculating the Plan participant's service dates.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
A	Immediate	Immediately at Hire. Service date will be the date defined on the TK Table.
D	Months Waitng Period	Months Waiting Period Required; enter number of months in the Service field.
E	At Age Specified	At Age Specified. Service date will be the date the employee reaches the age specified.
F	At Service Specified	At Service Specified. Service date will be the date the employee has the amount of service specified when added to the service date to be used on the TK Table.
G	Age Or Service	At Age or Service Specified. Service date will either be the date the employee reaches the age specified or has the amount of service specified when added to the service date to be used on the TK Table, whichever date is earlier.
H	Age And Service	At Age and Service Specified. Service date will either be the date the employee reaches the age specified or has the amount of service specified when added to the service date to be used on the TK Table, whichever date is later.
J	Age Servce And Hours	At Age, Service, and Hours Specified. Service date will be the date the employee reaches the age specified, has the amount of service specified when added to the service date to be used on the TK Table, or has worked the number of hours specified whichever of the dates is latest.
K	At Eligibility Date	At Eligibility Date. Service date will be the date the employee became eligible for the plan.
L	At Partic Serv Date	At Participation Service Date. Service date will be the date calculated as the Participation Service date. This option is only available for the Benefit Accrual or Vesting Accrual Service Date calculations.
M	At Benefit Accr Date	At Benefit Accrual Date. Service date will be the date calculated as the Benefit Accrual Date. This option is only available for the Vesting Accrual Service Date calculation.
P	Hours Paid Specified	Hours Paid Specified. Service date will be the date the employee reached the specified number of Hours Paid on the Considered Earnings/Hours Accumulator for this Plan.

Option	Name	Description
W	Hours Worked Specifd	Hours Worked Specified. Service date will be the date the employee reached the specified number of Hours Worked on the Considered Earnings/Hours Accumulator for this Plan.

Option list BA31 - Contribution Rules

The Contribution Rules (option list BA31) calculate the contribution amount for each of the contribution types available for a plan.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
00	Coverage No Contrib	The employee is covered by the plan, but there is no employee contribution.
A1	Use Factor 1 As Pct	The percentage entered in the Contribution Factor 1 field is the contribution percentage. Enter the percent as four decimals. For example, enter 3 1/2 percent as ‘0350’.
A2	Use Factor 1 As Amt	The amount entered in the Contribution Factor 1 field is the contribution amount. Enter the amount with two decimals. For example, 15.25 is entered as ‘1525’ but displays on the form as ‘.1525’.
B1	Rate/100 Of Coverage	The calculated coverage amount is divided by 100 and the result is multiplied by the value in the Contribution Factor 1 field. Enter the rate as four decimals. For example, enter 47 per 100 of coverage as ‘4700’.
B2	Rate/1000 Of Coverge	The calculated coverage amount is divided by 1000 and the result is multiplied by the value in the Contribution Factor 1 field. Enter the rate as four decimals. For example, enter 62 1/2 cents per 1,000 of coverage as ‘6250’.
B3	Rate Of Coverage	The calculated coverage amount is multiplied by the value in the Contribution Factor 1 field. Enter the rate as four decimals. For example, enter 1 times the coverage (where the coverage is the amount of contribution) as ‘10000’.
C1	B1 To Max Factor 2	The calculated coverage amount is divided by 100 and the result is multiplied by the value in the Contribution Factor 1 field. The resulting contribution amount is compared to the amount in the Contribution Factor 2 field. Whichever is less is used as the contribution amount. Enter the rate in the Factor 1 field as four decimals. For example, enter 40 per 100 of coverage as ‘4000’. Enter the maximum contribution in the Factor 2 field as two decimals. For example, enter a maximum contribution of 45.00 as ‘4500’.
C2	B2 To Max Factor 2	The calculated coverage amount is divided by 1000 and the result is multiplied by the value in the Contribution Factor 1 field. The resulting contribution amount is compared to Contribution Factor 2. Whichever is less is used as the contribution amount. Enter the rate in the Factor 1 field as four decimals. For example, enter 42 1/2 per 1,000 of coverage as ‘4250’. Enter the maximum contribution in the Factor 2 field as two decimals. For example, enter a maximum contribution of 45.00 as ‘4500’.

Option	Name	Description
D1	Company Match Rule 1	The Contribution Factor 1 field is the match percent and the Contribution Factor 2 field is the maximum annual amount. The amount from the Contribution Factor 2 field is moved to the TS-Stop field of the company HED. The company contribution will stop accumulating when it reaches this amount. Enter the Factor 1 field with four decimals. For example, enter 2 percent as ‘0200’. Enter the Factor 2 field with two decimals. For example, enter 250.00 as ‘25000’. This rule is used only for welfare plans.
E1	Use Variable As Amt	The amount entered in the Variable Amount is the contribution amount. Enter the amount with two decimals. For example, enter 15.25 as ‘1525’.
E2	Entered Var X Factr1	The variable entered on the form is multiplied by the value entered in the Contribution Factor 1 field. Enter the rate as four decimals. For example, enter 1 times the coverage (where the coverage is the amount of the contribution) as ‘10000’.
E3	Ent Var To Max F2 C1	The calculated coverage amount is divided by 100 and the result is multiplied by the value in Entered Variable. The resulting contribution amount is compared to Contribution Factor 2. Whichever is less is used as the contribution amount. Enter the rate in Entered Variable as four decimals. For example, 40 per 100 of coverage is entered as ‘4000’. Enter the maximum contribution the Factor 2 field as two decimals. For example, enter a maximum contribution of 45.00 as ‘4500’.
E4	Ent Var To Max F2 C2	The calculated coverage amount is divided by 1000 and the result is multiplied by the value in Entered-Variable. The resulting contribution amount is compared to Contribution Factor 2. Whichever is less is used as the contribution amount. Enter the rate in Entered Variable as four decimals. For example, enter 42 1/2 per 1,000 of coverage as ‘4250’. Enter the maximum contribution in the Factor 2 field as two decimals. For example, enter a maximum contribution of 45.00 as ‘4500’.
E5	Fb Vacation Purchase	The variable entered on the form is multiplied by the hourly rate equivalency as the contribution amount. The variable entered is put into the Amount One field of the HED.
E6	Use Variable Fac 1	The amount entered in the Variable Amount is compared to Contribution Factor 1. The lower amount is used.
E7	Use Variable Fac 1/2	The amount entered in the Variable Amount is compared to Contribution Factor 1 and Contribution Factor 2. If the Entered Variable is below Contribution Factor 1, the Factor 1 amount is used. If the Entered Variable is above Contribution Factor 2, the Factor 2 amount is used.
E8	FSA Status/Pro-rate	This code allows for pro-rations due to mid-year enrollments and life status changes. The amount entered in the Variable Amount field is the contribution amount. Enter the amount with two decimals. For example, 15.25 is entered as ‘1525’ but displays on the screen as ’15.25’.

Option	Name	Description
H1	Max % In Factor 1	Contribution Factor 1 is the maximum percent contribution allowable. This rule is used for deferred plans only. The employee’s contribution must be specified as a percent. Enter the maximum percent in the Factor 1 field with four decimals. For example, enter a maximum allowable contribution of 6 percent as ‘0600’.
H2	Max Whole % In Fctr1	Contribution Factor 1 is the maximum percent contribution allowable. The contribution percent must be a whole percent. This rule is used for deferred plans only. The employee’s contribution must be specified as a percent. Enter the maximum percent in the Factor 1 field with four decimals. For example, enter a maximum allowable contribution of 10 percent as ‘1000’.
H3	Max Even % In Fctr1	Contribution Factor 1 is the maximum percent contribution allowable. The employee’s contribution must be a whole, even percent: 2 percent, 4 percent, 6 percent, and so forth. This rule is used for deferred plans only. Enter the maximum percent in the Factor 1 field with four decimals. For example, enter a maximum allowable contribution of 6 percent as ‘0600’.
H4	Range Of Percents	Contribution Factor 1 is the minimum percent contribution and Contribution Factor 2 is the maximum percent contribution allowable. This rule is used for deferred plans only. Enter both the Factor 1 and Factor 2 fields with four decimals. For example, enter an allowable range of contributions from 2 1/2 percent to 10 percent as ‘0250’ in the Factor 1 field and ‘1000’ in the Factor 2 field.
H5	Range Of Whole Pcts	Contribution Factor 1 is the minimum percent contribution and Contribution Factor 2 is the maximum percent contribution allowable. The contribution percent must be a whole percent, such as 5 percent. This rule is used for deferred plans only. Enter both the Factor 1 and Factor 2 fields with four decimals. For example, enter an allowable range of contributions from 4 percent to 12 percent as ‘0400’ in the Factor 1 field and ‘1200’ in the Factor 2 field.
H6	% Annual Sal Maximum	Contribution Factor 1 is the percent of annual salary considered the maximum contribution allowable. The result of the employee’s annual salary times the percent in Contribution Factor 1 is compared to the contribution amount entered, annualized. The lesser value is used as the employee’s contribution. This rule is only used for deferred plans. Enter Contribution Factor 1 on the Coverage And Contribution Factors form (TM-SCR) as a percent of salary. The employee’s contribution is entered as a monetary amount. Enter Factor 1 as a four decimal percent. For example, enter 4 1/2 percent as ‘0425’.
I6	% Total Ann Sal Max	Contribution Factor 1 is the percent of total annual salary considered the maximum contribution amount. The result of the employee’s annual salary times the percent in Contribution Factor 1 is compared to the contribution amount entered, annualized. The lesser value is used as the employee contribution.

Option	Name	Description
I16 (cont.)	% Total Ann Sal Max (cont.)	Contribution Factor 1 is entered on the Coverage And Contribution Factors form (TM-SCR) as a percent of salary. Enter Factor 1 as a four decimal percent. For example, 4 1/2 percent is entered as ‘0425’. This rule is only used for deferred plans.
LH	Max Amt In Factor 1	The amount in the Contribution Factor 1 field is the maximum annual contribution amount. This value is moved into the TS-Stop field and a value of A is moved into the TS-Stop Option field. This option is used for welfare plans only. If there is a maximum amount applicable to a deferred plan, enter the stop option and amount directly on the applicable Benefit Plan Prototype Contribution HED form (TS-SCR). Enter Factor 1 as a two decimal amount. For example, enter a maximum amount of 150.00 as ‘15000’.
M1	Company Match Rule 2	The company will match a percent of the employee contribution, up to a maximum percentage. Basic pretax and posttax contribution percents entered on the employee form are totaled and compared to Contribution Factor 2. If the totaled percent is greater than Contribution Factor 2, the Contribution Factor 2 value is multiplied by the match percent in Contribution Factor 1. If the totaled percent is equal to or less than Contribution Factor 2, the totaled percent is multiplied by Contribution Factor 1. The resulting percent is the company match percent and is moved to the company contribution TS-HED Amt/Pct field. The employee pretax and posttax contributions must be entered as percents. The Coverage And Contribution Factors form (TM-SCR) entries for Factor 1 and Factor 2 are entered as percents with four decimals. For example, if the company match is 50 percent of the first 6 percent of the employee’s basic contribution, 50 percent is entered as ‘5000’ in Factor 1 and 6 percent is entered as ‘0600’ in Factor 2. This option is used only for deferred plans.
MW	Company Match Rule 3	The company will match a percent of the employee contribution. Basic pretax and posttax contribution percents entered on the employee form are totaled and multiplied by the match percent entered in Contribution Factor 1. The resulting percent is the company contribution and is moved to the company contribution TS-HED Amt/Pct field. The employee pretax and posttax contributions must be entered as percents. Enter the percent match with four decimals. For example, if the company is matching 75 percent of the employee’s contribution, enter ‘7500’ in Factor 1.

Option	Name	Description
MX	Company Match Rule 4	The company will match 100% of the employee contribution up to the percentage of compensation specified in Factor 1. Beyond the percentage of compensation in Factor 1, the company will match 50% of the employee contribution up to the maximum percentage specified in Factor 2. If, for example, the company will match 100% of the employee contribution up to 3%, enter ‘0300’ in Factor 1. And if the company will match 50% of the employee contribution from 3-5%, enter ‘0500’ in Factor 2 to indicate a maximum of 5%. Basic pretax and posttax contributions entered on the form are totaled. Any posttax contribution percent entered, however, will be ignored. The employee pretax and posttax contributions must be entered as percents with four decimals. For example, if the company matches the first 3% of employee contribution, enter ‘0300’ in Factor 1. Employers can use this option as a matching method for 401(k) Safe Harbor to avoid nondiscrimination testing on the plan.

Option list BA32 - Breaks in Service Rules

The Breaks in Service Rules (option list BA32) define the method to be used to determine whether or not a break in service has occurred and its code performs the determination.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
00	No Break Has Occured	No Break-In-Service has occurred.
01	Leave Exceeds Grace	A Break-In-Service will occur if the Leave Span exceeds the time specified in the associated Delay Time field.
02	Rule Of Parity	A Break-In-Service will occur if the Return Date is later than the Parity Requalification Date.
03	No Brk Due To Actvty	No Break-In-Service will occur regardless of Leave Span, due to type of Activity.
04	No Brk If Ret Act Ft	No Break-In-Service will occur if the employee returns to Full-Time Active status.

Option list BA35 - Allocation Methods

The Allocation Methods (option list BA35) define the method used to allocate Benefit Account monies back to individual employee accounts.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
1	Account Balnce Ratio	
2	Compensation Ratio	
3	Comp/Service Units	
A	Account Balance Unit	
C	Compensation Units	
S	Service Units	

Option list BA45 - Service Calculation Method

The Service Calculation Method (option list BA45) determines how the credited service will be calculated for the plan and its program code performs the determination.

Do not change the meaning of the options. If you need to add an option, you must also add method option logic.

Option	Name	Description
E	Elapsed Time	An amount of time that has past is used to determine if an additional year of service is to be granted.
P	Hours Paid	The HOURS-PAID from the CE/H Accumulator for the plan are used to determine if an additional year of service is to be granted.
W	Hours Worked	The HOURS-WORKED from the CE/H Accumulator for the plan are used to determine if an additional year of service is to be granted.

APPENDIX C

Funding of Deferred Plans

In This Appendix

Introduction

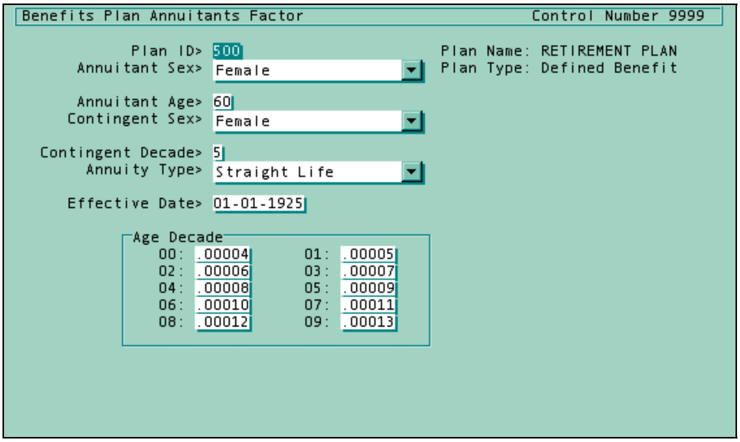
This section contains additional options for administering your benefits plans. These forms are optional and are not required to effectively implement the Benefits Administration Solution.

Benefits Plan Annuitants Factor form (TQ-SCR)

The Benefits Plan Annuitants Factor form (TQ-SCR) is an optional table for deferred plans only. It can be used to record reduction factors used to actuarially convert a retirement benefit to an annuity. The annuity may continue to pay a benefit to a contingent annuitant after the retiree's death.

This table contains a code identifying the form of payment to which these reduction factors apply, for example, '50% Joint and Survivor', 'Life', and 'Certain 15 years'. It also contains the age and sex of the annuitant (retiree), and the sex of the contingent annuitant. It has a text box to indicate the contingent decade and ten Factor text boxes, one for each age year within the decade reported on this table, for example, '50–59'.

Since each table contains only ten factors, multiple table records are required to store the annuity conversion factors for one annuity type.

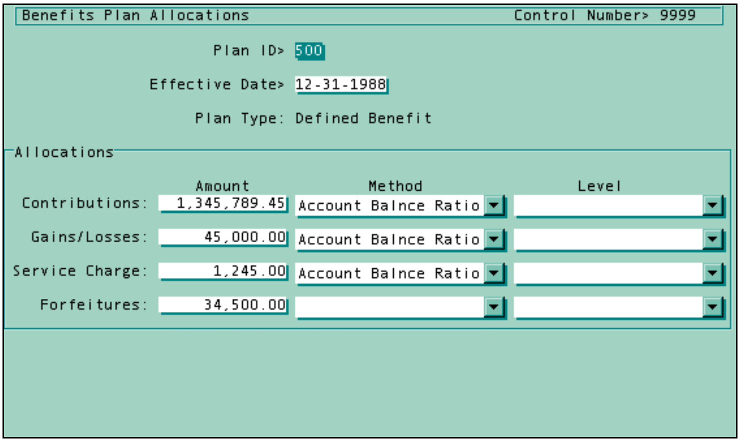


Benefits Plan Allocations form (TRCSCR)

The Benefits Plan Allocations form (TRCSCR) is an optional table for deferred plans only. It is used to record the total amount allocated to a deferred plan. It also defines the level and method of the allocations.

When the form is entered and subsequently viewed, the Contributions text box displays the initial dollar amount put aside by the company for employee benefits. The Gains/Losses text box reflects the dollar amount of gain or loss through contribution investment activity.

The Service Charge text box records the dollar amount of any brokerage fees. The Forfeitures text box records the dollar amount of any benefit forfeitures. A benefit forfeiture occurs when an employee leaves the company before being fully vested.

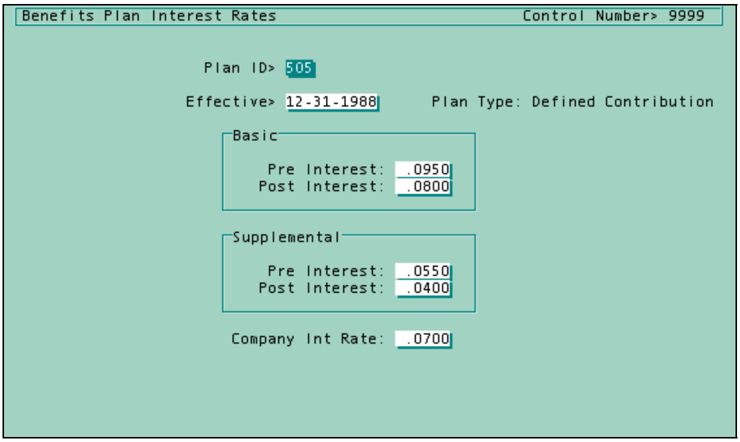


Benefits Plan Interest Rates form (TRASCR)

The Benefits Plan Interest Rates form (TRASCR) is an optional table for deferred plans only. It is used to record the interest rates applied to a deferred plan by contribution type.

It contains the percent of the employee's contributions that is matched by the company and the basis on which the percent is matched, for example, a company matches 50 percent of the first 6 percent of the employee contribution.

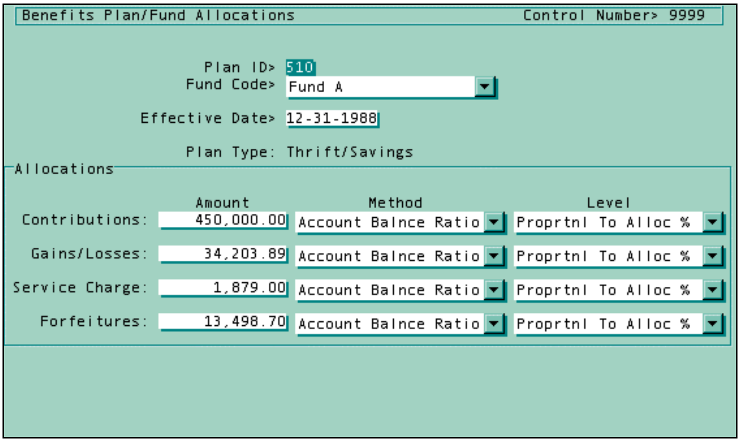
This table can be used to specify the allocation type, amount to be allocated, and the method for allocation, forfeitures, service charges, or distribution of other allocable amounts to plan participants.



Benefits Plan/Fund Allocations form (TRDSCR)

The Benefits Plan/Fund Allocations form (TRDSCR) is an optional table for thrift/savings plans only. It is used to record the amount allocated to a particular fund. It also defines the level and method of the allocation.

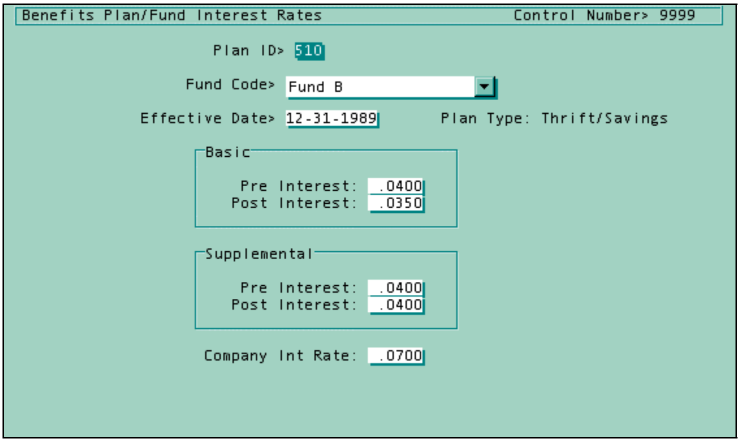
This form has text boxes identical to those on the Benefits Plan/Fund Interest Rates form, but also displays a Fund Code text box. This text box specifies the fund type chosen by the employee for a benefits plan. These fund codes are edited against option list BA27.



Benefits Plan/Fund Interest Rates form (TRBSCR)

The Benefits Plan/Fund Interest Rates form (TRBSCR) is an optional table for thrift/savings plans only. Its purpose is to record the interest rates applied to the account balance of each fund in a particular thrift/savings plan. Each plan can support six different funds.

The entry text boxes in this form are nearly identical to those found in the Benefits Plan Interest Rates form (TRBSCR), but here you must also specify the plan fund in the Fund Code text box. These fund codes are edited against option list BA27.


Benefits Plan/Fund Interest Rates Control Number> 9999

Plan ID> 510

Fund Code> Fund B

Effective Date> 12-31-1989 Plan Type: Thrift/Savings

Basic

Pre Interest: .0400

Post Interest: .0350

Supplemental

Pre Interest: .0400

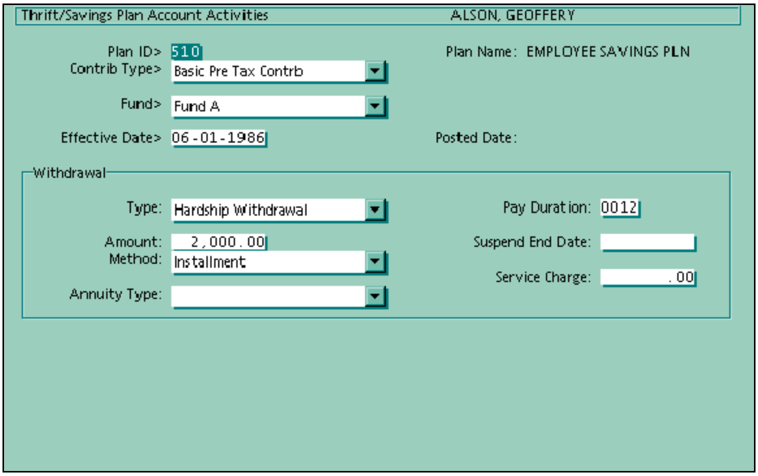
Post Interest: .0400

Company Int Rate: .0700

Thrift/Savings Plan Account Activities form (80-SCR)

The Thrift/Savings Plan Account Activities form (80-SCR) is used to record, by contribution type and fund, activities that affect the account balance. The form allows the entry of the amount and type of employee withdrawals and any suspension period that may result from the withdrawal.

Also, employee-paid service charges can be recorded here. When service charges are allocated among participants through batch entry format, the allocated amount can be viewed on this form.



Thrift/Savings Plan Balance Entry form (84-SCR)

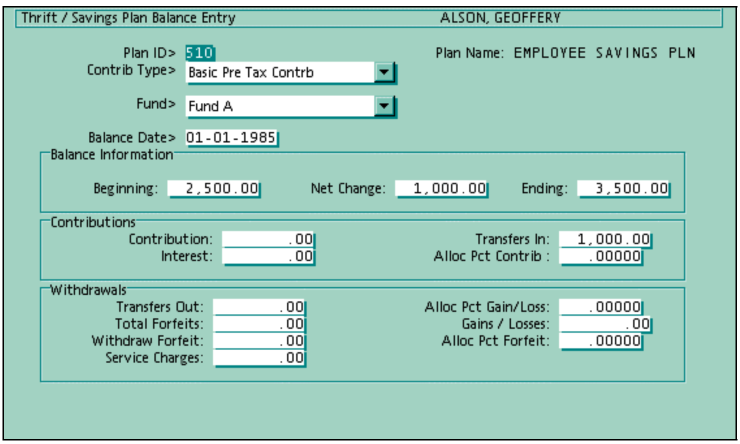
The Thrift/Savings Plan Balance Entry form (84-SCR) is used to record the components of an employee's thrift/savings plan account balance for a specific balance date. This information is recorded by fund and contribution type.

All currency text boxes are entered with two decimal places; percent are entered with five decimals. Any loss entered in a Gains / Losses text box must be entered preceded by a negative (-) sign.

Form edits will reject the form if the system calculations do not balance:

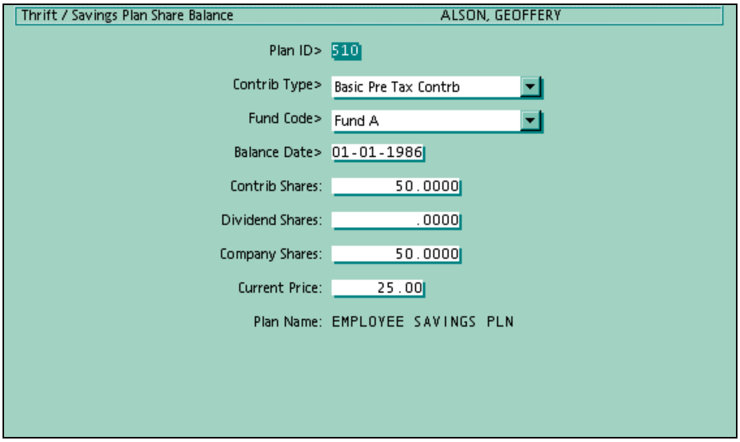
1. Beginning Balance plus or minus the Net Change amount must equal the Ending Balance.
2. The Net Change amount must equal the sum of the following components:

Total Contribution	
plus	Transfers In
plus	Interest
plus (minus)	Gains (Losses)
minus	Transfers Out
minus	Total Forfeitures
minus	Withdrawal Forfeitures
minus	Service Charges



Thrift/Savings Plan Share Balance form (84SSCR)

The Thrift/Savings Plan Share Balance form (84SSCR) is used to record the share balances for a thrift/savings plan fund. This form records shares that were allocated to the employee based on a contribution made to the fund, the dividends paid on stock, or shares attributable to a company contribution. You may not enter a Thrift/Savings Plan Share Balance form (84SSCR)until the employee is enrolled in the plan using the Deferred Plan Enrollments/Changes form (64-SCR).



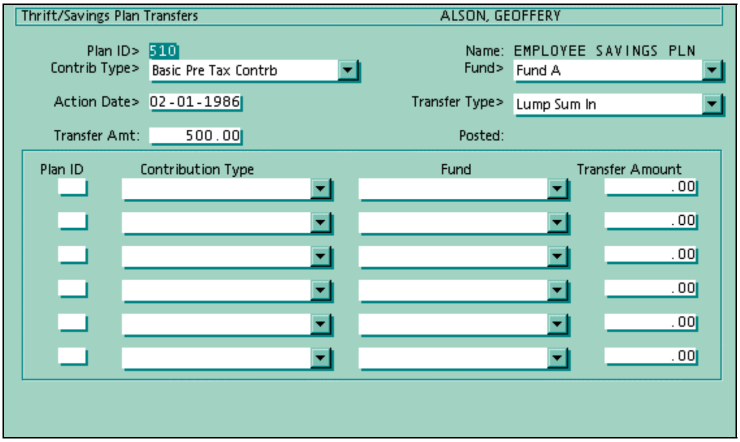
Thrift/Savings Plan Transfers form (81-SCR)

The Thrift/Savings Plan Transfers form (81-SCR) is used to record funds transferred between thrift/savings plans, funds, or contribution types. It also can be used to record lump sum contributions that are not payroll deductions or that are rollover contributions from another plan.

There are two halves to this form. The top half is used to record an amount that is being transferred from the plan/contribution type/fund recorded or is being transferred to the plan/contribution type/fund recorded.

The bottom half of the form contains a series of Plan ID, Contribution Type, Fund, and Transfer Amount text boxes so that you can record the areas the monies are being transferred from or transferred to, depending upon the Type of Transfer.

A system edit requires that the total of the Transfer Amount text boxes on the bottom half of the form equals the Transfer Amount recorded on the top half.



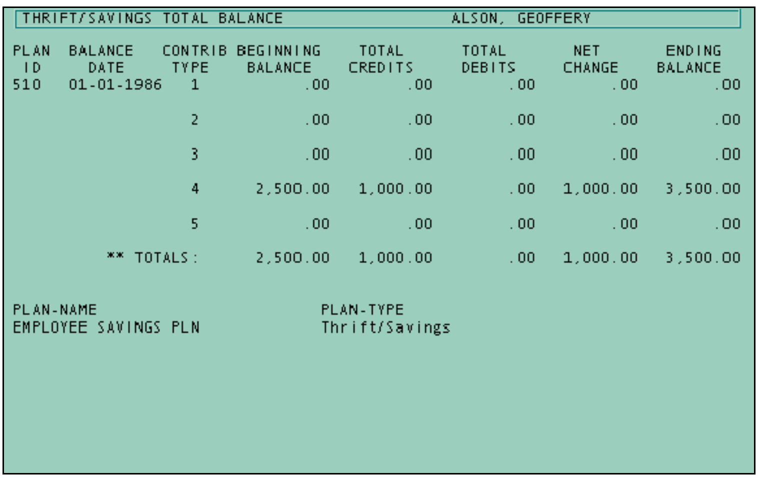
Thrift/Savings Total Balance form (83TSCR)

The Thrift/Savings Total Balance form (83TSCR) displays the plan balance for a thrift/savings plan as of a specific balance date. The Beginning Balance, Total Credits, Total Debits, Net Change, and Ending Balance are displayed by Contribution Type.

When the Thrift/Savings Total Balance form (83TSCR) is first displayed, there are two entry text boxes—Plan ID and Balance Date. After you enter a Plan ID and Balance Date and execute the form, the system searches for the thrift/savings plan fund balances entered through the Thrift/Savings Plan Balance Entry form (84-SCR) that are closest to, but not greater than, the date entered as the Balance Date. All funds for a single contribution type are accumulated and a single balance displayed.

The Beginning Balance, Net Change, and Ending Balance figures displayed here by Contribution Type are calculated by totaling those text boxes for each fund balance for each contribution type. In other words, if a participant contributes to funds A, B and C with basic posttax contributions, the beginning balance amount for fund A and B and C will be totaled and displayed as the beginning balance for contribution type 'Basic-Employee-Post-Tax'. The fund balances used for the totaling are those with a balance date closest to, but not greater than, the balance date entered on the Thrift/Savings Total Balance form (83TSCR). The balance dates for all funds used to calculate the contribution types totals will not necessarily match unless all funds have a balance stricken simultaneously regardless of whether or not the account is active.

The Total Credits and Total Debits text boxes are system calculated in the same manner using the individual fund balance components from the balances entered on the Thrift/Savings Plan Balance Entry form (84-SCR). Totals of all Contribution Types are system calculated for each category. This form can not be entered in batch entry format; it must be processed online.



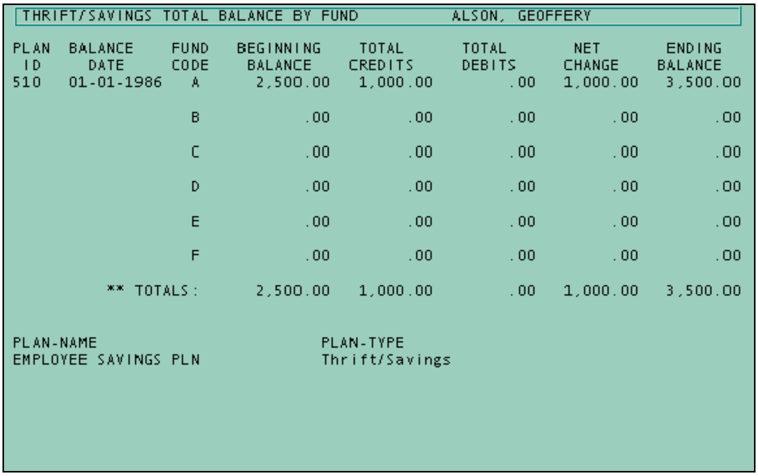
```
THRIFT/SAVINGS TOTAL BALANCE                  ALSON, GEOFFERY

PLAN  BALANCE    CONTRIB BEGINNING    TOTAL       TOTAL        NET        ENDING
 ID     DATE      TYPE    BALANCE    CREDITS      DEBITS      CHANGE      BALANCE
510   01-01-1986   1           .00         .00         .00         .00         .00

                   2           .00         .00         .00         .00         .00

                   3           .00         .00         .00         .00         .00

                   4      2,500.00    1,000.00         .00    1,000.00    3,500.00

                   5           .00         .00         .00         .00         .00

         ** TOTALS:       2,500.00    1,000.00         .00    1,000.00    3,500.00


PLAN-NAME                        PLAN-TYPE
EMPLOYEE SAVINGS PLN             Thrift/Savings
```

Thrift/Savings Total Balance By Fund form (84TSCR)

The Thrift/Savings Total Balance By Fund form (84TSCR) displays the plan balance for a thrift/savings plan as of a specific balance date. The Beginning Balance, Total Credits, Total Debits, Net Change, and Ending Balance are displayed by Fund.

When the Thrift/Savings Total Balance By Fund form (84TSCR) is first displayed, there are two entry text boxes—Plan ID and Balance Date. After you enter a Plan ID and Balance Date and execute the form, the system searches for the fund balances entered through the Thrift/Savings Plan Balance Entry forms (84-SCR) that are closest to, but not greater than, the date entered as the balance date. The Beginning Balance, Net Change, and Ending Balance figures displayed here by fund are taken directly from the Thrift/Savings Plan Balance Entry form (84-SCR).

This form can not be entered in batch entry format; it must be processed online.



THRIFT/SAVINGS TOTAL BALANCE BY FUND ALSON, GEOFFERY

PLAN ID	BALANCE DATE	FUND CODE	BEGINNING BALANCE	TOTAL CREDITS	TOTAL DEBITS	NET CHANGE	ENDING BALANCE
510	01-01-1986	A	2,500.00	1,000.00	.00	1,000.00	3,500.00
		B	.00	.00	.00	.00	.00
		C	.00	.00	.00	.00	.00
		D	.00	.00	.00	.00	.00
		E	.00	.00	.00	.00	.00
		F	.00	.00	.00	.00	.00
		** TOTALS:	2,500.00	1,000.00	.00	1,000.00	3,500.00

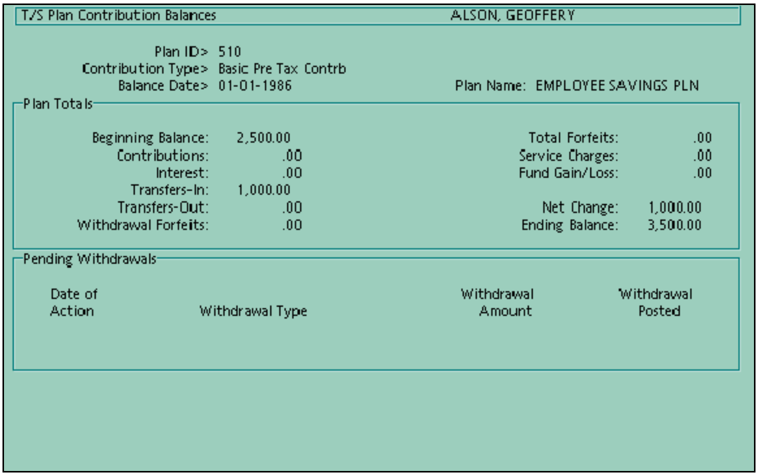
PLAN-NAME PLAN-TYPE
EMPLOYEE SAVINGS PLN Thrift/Savings

T/S Plan Contribution Balances form (83-SCR)

The T/S Plan Contribution Balances form (83-SCR) displays (by Contribution Type) an employee's thrift/savings plan account balance data as of the last account balance date. All funds for a single contribution type are accumulated and a single balance is displayed.

Enter three text boxes on the form—Plan ID, Contribution Type, and Effective Date. Detailed account balance data is displayed on the returned form. Plan totals for each account are displayed based on the balance date closest to, but not after, the effective date you entered.

Also, any withdrawals from funds attributed to this contribution type after the balance date are displayed at the bottom of this form.



T/S Plan Contribution Balances ALSON, GEOFFERY

Plan ID> 510
Contribution Type> Basic Pre Tax Contrb
Balance Date> 01-01-1986 Plan Name: EMPLOYEE SAVINGS PLN

Plan Totals

Beginning Balance:	2,500.00	Total Forfeits:	.00
Contributions:	.00	Service Charges:	.00
Interest:	.00	Fund Gain/Loss:	.00
Transfers-In:	1,000.00		
Transfers-Out:	.00	Net Change:	1,000.00
Withdrawal Forfeits:	.00	Ending Balance:	3,500.00

Pending Withdrawals

Date of Action	Withdrawal Type	Withdrawal Amount	Withdrawal Posted

Defined Benefit Data form (69-SCR)

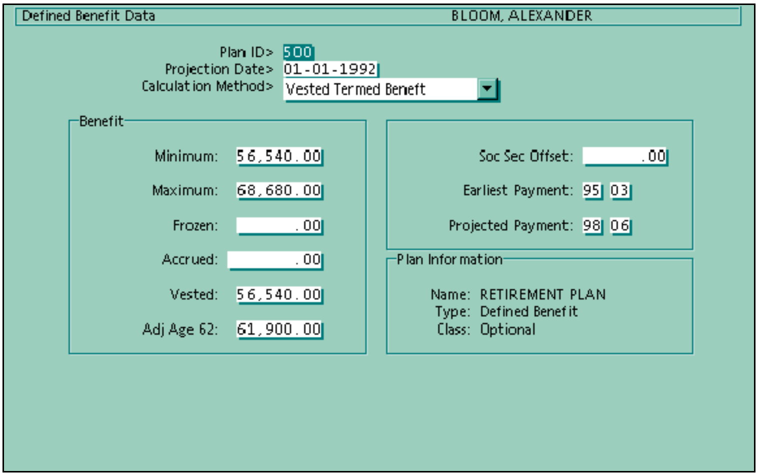
The Defined Benefit Data form (69-SCR) is used to record the estimated benefit payable under a defined benefit pension plan.

The amount recorded on this form can be either:

- An actual amount provided to a terminated, vested, or retiring employee
- An estimated projection, provided to a plan participant or calculated as a result of an annual benefits statement

You can use this form to manually enter defined benefit projection data or enter data from an outside source (Actuaries, Consultants) in batch entry format.

This form can also be used to record a minimum or maximum benefit payable under a prior or terminated plan or a frozen benefit. These amounts can be paid at a later date or used within the pension calculation formula of the current pension plan.



Defined Benefit Plan Account Balance form (67-SCR)

The Defined Benefit Plan Account Balance form (67-SCR) is used to view and record information about an employee's defined benefit plan account balance. When first accessed, the form displays in Inquiry (display) mode. Balance entries can be made by clicking on the Entry button.

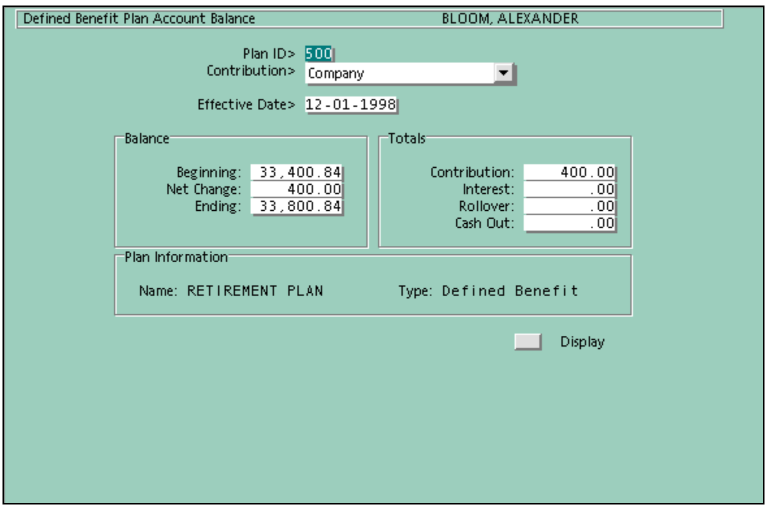
Information is shown by contribution and includes beginning balance, net change, and ending balance as of the most recent effective date.

All amount text boxes are entered with two decimal places. Any loss entered in a text box must be preceded by a negative sign (-).

The form will reject if the following is not true:

- Beginning Balance plus or minus Net Change must equal Ending Balance.
- Net Change must equal the total of the following:

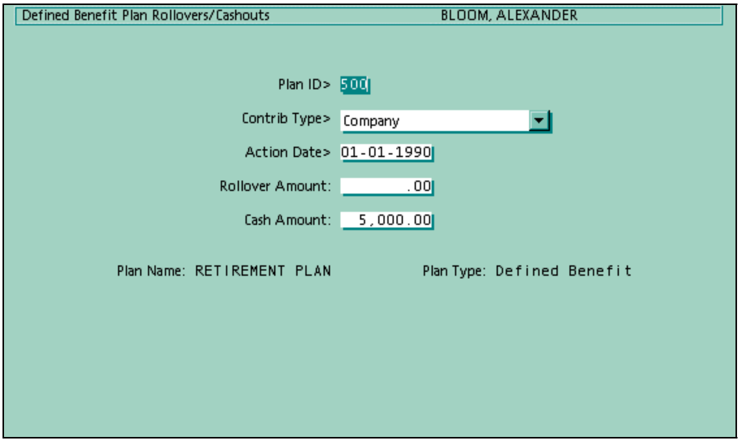
```
Total Contribution
+ Total Interest
+ Total Rollover
- Total Cash Out
------------------------------
  Net Change
```



Defined Benefit Plan Rollovers/Cashouts form (71-SCR)

The Defined Benefit Plan Rollovers/Cashouts form (71-SCR) is used to record two types of account activities for a defined benefits plan—lump sum contributions from another retirement account (rollovers) and amounts paid to the employee (cashouts).

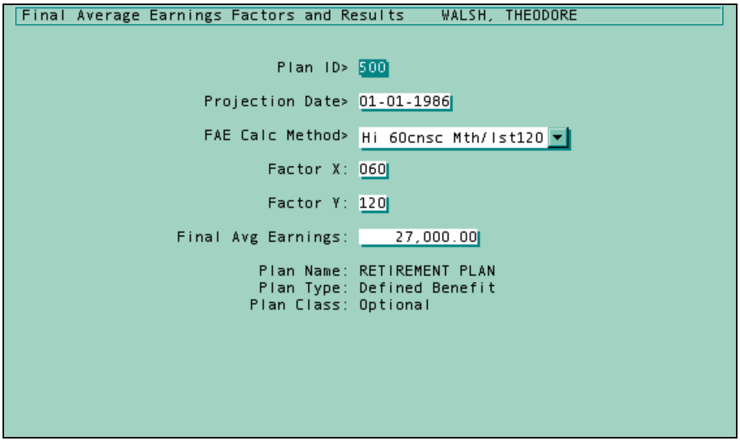
This 'cash out' may actually be due to an employee's termination or receipt of a retirement benefit, even if the 'cost of the employee's retirement benefit' is not the 'cashed out' amount. By debiting the account balance with the balance amount, the value of the employee's account will reflect zero.



Final Average Earnings Factors and Results form (92-SCR)

The Final Average Earnings Factors and Results form (92-SCR) is used to display the results and detail information that supports a final average earnings calculation. Final average earnings are used by many defined benefits plans as a factor in calculating the benefit level accrued as of a specific date.

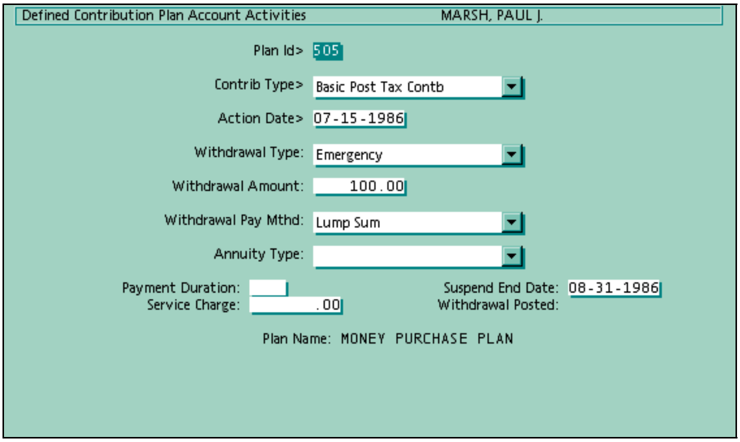
This form does not calculate the average earnings for the specified period. The average earnings are meant to be recorded on this form with a manual entry after the calculation has been completed.



Defined Contribution Plan Account Activities form (73-SCR)

The Defined Contribution Plan Account Activities form (73-SCR) is used to record, by contribution type, activities that affect the plan's account balance.

The form can be used to record the amount and type of employee withdrawals and any suspension period that may result from the withdrawal. In addition, employee-paid service charges can be recorded here. In the case where service charges are allocated among participants through batch entry format, the allocated amount can be viewed on this form.


Defined Contribution Plan Account Activities MARSH, PAUL J.

Plan Id> 505

Contrib Type> Basic Post Tax Contb

Action Date> 07-15-1986

Withdrawal Type: Emergency

Withdrawal Amount: 100.00

Withdrawal Pay Mthd: Lump Sum

Annuity Type:

Payment Duration: Suspend End Date: 08-31-1986

Service Charge: .00 Withdrawal Posted:

Plan Name: MONEY PURCHASE PLAN

Defined Contribution Plan Balance Entry form (76-SCR)

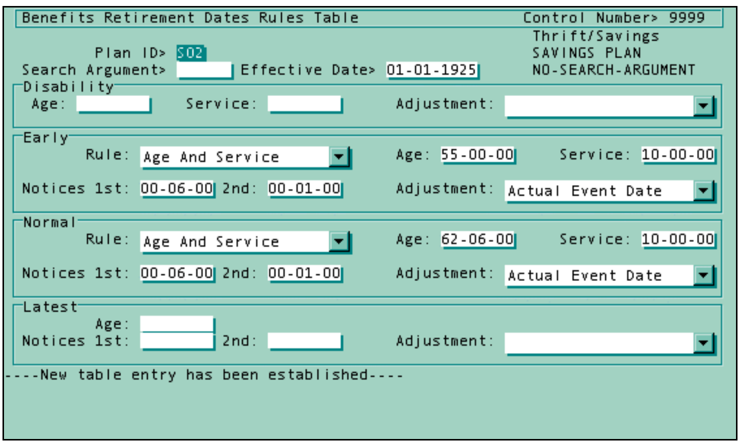
The Defined Contribution Plan Balance Entry form (76-SCR) is used to record the components of an employee's defined contribution plan account balance for a specific balance date. This information is recorded by contribution type.

All amounts are entered with two decimal places; percent text boxes are entered with five decimals. Any loss entered in a text box must be preceded by a negative (-) sign.

Form edits require the following relationships to be true and will reject the form with an edit error if the system calculations do not balance:

- Beginning Balance plus or minus the Net Change amount must equal the Ending Balance.
- The Net Change amount must equal the sum of the following components:

Total Contributions	
plus	Transfers In
plus	Interest
plus (minus)	Gains (Losses)
minus	Total Forfeitures
minus	Transfers Out
minus	Withdrawal Forfeitures
minus	Service Charges



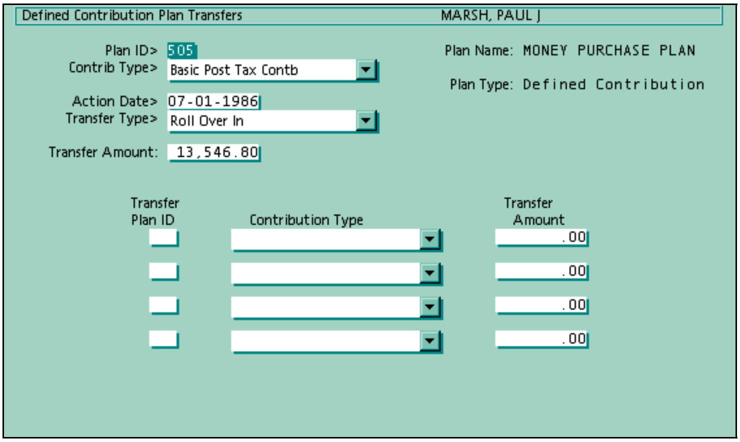
Defined Contribution Plan Transfers form (74-SCR)

The Defined Contribution Plan Transfers form (74-SCR) is used to record funds transferred between defined contribution plans or contribution types. Use it to record contributions that are rollover contributions from another plan or non-payroll deductions.

There are two halves to this form. The top half is used to record an amount that is being transferred from the Plan/Contribution Type recorded or is being transferred to the Plan/Contribution Type recorded.

The bottom half of the form is then used to record the reverse information. For example, when the top half of the form is being used to record the 'transfer from' information, the bottom half of the form is used to record information to tell the system where the top line amount is being transferred to. You must select a Transfer Type to advise the system how you are recording this information.

The bottom half of the form contains four series of Transfer Plan ID, Contribution Type, and Transfer Amount text boxes so that you can record up to four areas the monies are being transferred from or transferred to, depending on the Transfer Type. A system edit requires that the total of the Transfer Amount text boxes on the bottom half of the form equals the Transfer Amount recorded on the top half.



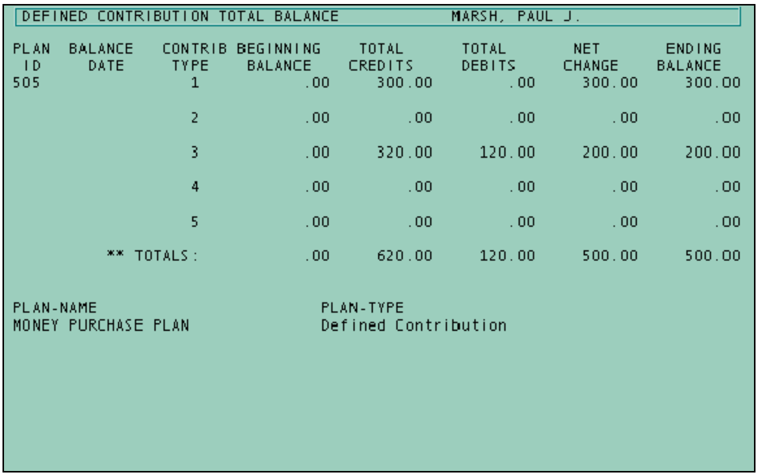
Defined Contribution Total Balance form (76TSCR)

The Defined Contribution Total Balance form (76TSCR) displays the plan balance for a defined contribution plan as of a specific balance date. The Beginning Balance, Total Credits, Total Debits, Net Change, and Ending Balance are displayed by Contribution Type.

After you enter a Plan ID and Balance Date and execute the form, the system searches for the defined contribution plan balances entered through the Defined Contribution Plan Balance Entry form (76-SCR) that are closest to, but not greater than, the date you entered. The beginning balance, net change, and ending balance figures are then displayed here.

The Total Credits and Total Debits text boxes are calculated using the individual balance components from the Defined Contribution Plan Balance Entry forms (76-SCR). Totals of all Contribution Types are system calculated for each category.

This form can not be entered in batch entry format; it must be processed online.



DEFINED CONTRIBUTION TOTAL BALANCE MARSH, PAUL J.

PLAN ID	BALANCE DATE	CONTRIB TYPE	BEGINNING BALANCE	TOTAL CREDITS	TOTAL DEBITS	NET CHANGE	ENDING BALANCE
505		1	.00	300.00	.00	300.00	300.00
		2	.00	.00	.00	.00	.00
		3	.00	320.00	120.00	200.00	200.00
		4	.00	.00	.00	.00	.00
		5	.00	.00	.00	.00	.00
		** TOTALS:	.00	620.00	120.00	500.00	500.00

PLAN-NAME: MONEY PURCHASE PLAN
PLAN-TYPE: Defined Contribution

Inquiry forms

The following forms can be used to view plan rules.

Form	Description
Plan Annuitants Factor Table form (TQISCR)	Reflects data from the Benefits Plan Annuitants Factor form (TQ-SCR).
Plan Fund Interest Rates Table (TRAISC)	Reflects data from the Benefits Plan Interest Rates form (TRASCR).
Plan/Fund Allocations Table (TRCISC)	Reflects data from the Benefits Plan Allocations form (TRCSCR).

Benefit Plan Annuitants Factor Table Records report (9Q-RPT)

The Benefit Plan Annuitants Factor Table Records report (9Q-RPT) displays the Benefits Plan Annuitants Factor form (TQ-SCR) entries on a batch report. These records contain the reduction factors used to actuarially convert a retirement benefit (life only) to an annuity that might continue to pay a benefit to a contingent annuitant after the retiree's death.

Business Tasks

This report is used to complete the following business task:

- Review the annuitant conversion factors

Report text box details

- **Ctrl Nbr**—Control Number assigned to the table entry.
- **Plan ID**—Plan ID associated with the table entry.
- **Annuitant Sx Cd/Age**—Gender of the annuitant used in the calculation; age of annuitant used in the calculation.
- **Contingent Sx Cd/Decade**—Gender of the contingent annuitant used in the calculation; value that specifies the age of the contingent annuitant expressed as a decade.
- **Anuity Typ Cd**—Value that defines the type of annuity used to make a retirement payment.
- **TQ Table Date**—Last date on which this table was effective.
- **Age D0**—Fractional annuity factor to calculate the benefit for persons corresponding to the Annuitant Age and the (Contingent ecade * 10).
- **Age D1**—Same as Age D0 except (Contingent Decade * 10 + 1).
- **Age D2**—Same as Age D0 except (Contingent Decade * 10 + 2).
- **Age D3**—Same as Age D0 except (Contingent Decade * 10 + 3).
- **Age D4**—Same as Age D0 except (Contingent Decade * 10 + 4).
- **Age D5**—Same as Age D0 except (Contingent Decade * 10 + 5).
- **Age D6**—Same as Age D0 except (Contingent Decade * 10 + 6).
- **Age D7**—Same as Age D0 except (Contingent Decade * 10 + 7).
- **Age D8**—Same as Age D0 except (Contingent Decade * 10 + 8).
- **Age D9**—Same as Age D0 except (Contingent Decade * 10 + 9).

Parameter options and setup

- **As of Date**—Enter the date in the format CCYYMMDD or MM-DD-CCYY (US and Canada, excluding Quebec) or CCYYDDMM or DD-MM-CCYY (elsewhere) to select the table records in effect as of this date. Specify this parameter and leave the Control Number text box blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to print. Specify this parameter and leave the As Of Date text box blank to include all table records in the table set, regardless of date.

Benefit Plan Annuitants Factor Table Records report (9Q-RPT) Example

```
CORPORATION  99   ACME MANUFACTURING                  TQ TABLE RECORDS                REPT         FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  AS OF 01-01-1925                9Q-R         TIME 21:07     DATE 02-01-1998

CTRL  PLN  ANNUITANT  CONTINGENT  ANUITY  TQ TABLE
NBR   ID   SX CD/AGE SX CD/DECADE TYP CD    DATE     AGE D0   AGE D1   AGE D2   AGE D3   AGE D4   AGE D5   AGE D6   AGE D7   AGE D8   AGE D9

9999  500    F    60   F     5       A  01-01-1925   .00004  .00005  .00006  .00007  .00008  .00009  .00010  .00011  .00012  .00013
```

Benefits Plan/Fund Allocation Table Records report (9RCDPT)

The Benefits Plan/Fund Allocation Table Records report (9RCDPT) displays the Benefits Plan Allocations form (TRCSCR) and/or the Benefits Plan/Fund Allocations form (TRDSCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review the total amount allocated to a deferred plan account or fund account
- Analyze changes made to the level and method of allocations

Report text box details

- **Control Number**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Fund Code**—Fund type chosen by an employee for a benefits plan.
- **Table Date**—Effective date of the table record.
- **Allocation Amount**—Total amount of service charges that are to be, or have been, allocated.
- **Allocation Method**—Method of total service charge allocation.
- **Allocation Level**—Level to which the service charges are to be allocated.

Parameter options and setup

- **As of Date**—Enter the date in the format CCYYMMDD or MM-DD-CCYY (US and Canada, excluding Quebec) or CCYYDDMM or DD-MM-CCYY (elsewhere) to include the table records in effect as of this date. Specify this parameter and leave the Control Number text box blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date text box blank to include all table records in the table set, regardless of date.
- **Table Type Option**—Enter 'C' to print the Benefits Plan Allocations form (TRCSCR) or 'D' to print the Benefits Plan/Fund Allocations form (TRDSCR) table records. Leave the text box blank to print both.

Benefits Plan/Fund Allocation Table Records report (9RCDPT) Example

```
CATIONS     REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2               TABLE AS OF 01-01-1990           9RCD            TIME 14:57     DATE 02-02-1998

 CONTROL  PLAN FUND   TABLE                              --------------------- A L L O C A T I O N ---------------------
 NUMBER    ID  CODE   DATE                               AMOUNT -------- METHOD ----------------- LEVEL ----------------

  9999    500        12-31-1988    CONTRIBUTIONS:   1,345,789.45     1  Account Balnce Ratio
                                    GAINS/LOSSES:      45,000.00     1  Account Balnce Ratio
                                  SERVICE CHARGE:       1,245.00     1  Account Balnce Ratio
                                     FORFEITURES:      34,500.00

  9999    510   A    12-31-1988    CONTRIBUTIONS:     450,000.00     1  Account Balnce Ratio  A Proprtnl To Alloc %
                                    GAINS/LOSSES:      34,203.89     1  Account Balnce Ratio  A Proprtnl To Alloc %
                                  SERVICE CHARGE:       1,879.00     1  Account Balnce Ratio  A Proprtnl To Alloc %
                                     FORFEITURES:      13,498.70     1  Account Balnce Ratio  A Proprtnl To Alloc %
```

Benefits Plan/Fund Interest Rates Table Records report (9RABPT)

The Benefits Plan/Fund Interest Rates Table Records report (9RABPT) displays the Benefits Plan Interest Rates form (TRASCR) and/or the Benefits Plan/Fund Interest Rates form (TRBSCR) table records on a batch report.

Business Tasks

This report is used to complete the following business tasks:

- Review benefits plan account and fund interest rates
- Analyze changes to interest rates applied to a plan account balance
- Analyze changes to interest rates applied to a thrift/savings plan account balance

Report text box details

- **Control Number**—Control Number assigned to this table entry.
- **Plan ID**—Plan ID associated with the table record.
- **Fund Code**—Location of contributions that are invested in a deferred benefits plan.
- **Table Date**—Effective date of the table record.
- **Basic Pre Interest**—Percent of interest paid on employee basic pretax contributions to a deferred benefits plan.
- **Basic Post Interest**—Percent of interest paid on employee basic posttax contributions to a deferred benefits plan.
- **Suppl Pre Interest**—Percent of interest paid on employee supplemental pretax contributions to a deferred plan.
- **Suppl Post Interest**—Percent of interest paid on employee supplemental posttax contributions to a deferred plan.
- **Company Int Rate**—Percent of interest paid on company contributions to a deferred benefits plan.

Parameter options and setup

- **As of Date**—Enter the date in the format CCYYMMDD or MM-DD-CCYY (US and Canada, excluding Quebec) or CCYYDDMM or DD-MM-CCYY (elsewhere) to include the table records in effect as of this date. Specify this parameter and leave the Control Number text box blank to include all table records.
- **Control Number**—Enter the Control Number of the table set you want to include. Specify this parameter and leave the As Of Date text box blank to include all table records in the table set, regardless of date.
- **Table Type Option**—Enter 'A' to print the Benefits Plan Interest Rates form (TRASCR) or 'B' to print the Benefits Plan/Fund Interest Rates form (TRBSCR) table records. Leave the text box blank to print both.

Benefits Plan/Fund Interest Rates Table Records report (9RABPT) Example

```
CORPORATION  99   ACME MANUFACTURING              BENEFITS PLAN/FUND INTEREST       REPT          FILE VERSION 00     PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2             RATES TABLE AS OF 01-01-1990       9RAB          TIME 13:30      DATE 02-02-1998

  CONTROL  PLAN  FUND      TABLE        BASIC PRE     BASIC POST    SUPPL PRE        SUPPL POST     COMPANY
  NUMBER    ID   CODE      DATE         INTEREST       INTEREST      INTEREST         INTEREST      INT RATE

   9999    505          12-31-1988        .0950          .0800         .0550            .0400         .0700
   9999    510    A     12-31-1989        .0660          .0660         .0700            .0700         .0500
   9999    510    B     12-31-1989        .0400          .0350         .0400            .0400         .0700
```

APPENDIX D

Working with Stock Plans

In This Appendix

Introduction

This section contains additional information for administering stock plans. These forms are optional and are not required to effectively implement Benefits Administration.

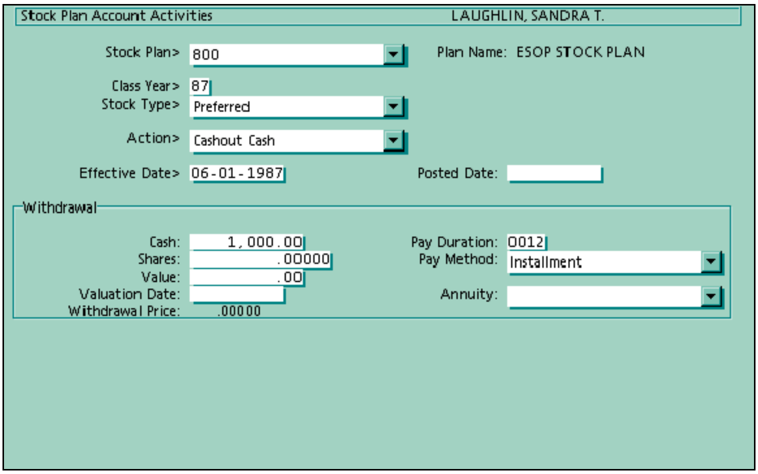
A stock plan is considered a defined contribution plan. It is any plan that maintains an account balance in terms of shares/units of stock owned and their comparable monetary value. This may include ESOPs (employee stock ownership plan), TRASOPs (tax reduction act stock option plan), PAYSOPs (payroll-based stock ownership plan), Qualified Incentive Stock Option plans, Stock Appreciation Rights, and Stock Purchase Plans.

Stock Plan Account Activities form (77-SCR)

The Stock Plan Account Activities form (77-SCR) is used to record employee withdrawals of stock account balance amounts in the form of cash, or shares by class year and stock type. You may also record the withdrawal payment method and duration. If the withdrawal is in the form of an annuity, use this form to record the annuity type.

Prior to entering this form, update the Stock Plan Number option list with any stock plan IDs that you have added to the system.

Note: *This form is only valid with benefits plans that have a plan type of 'ESOP', 'PAYSOP', 'Stock Purchase Plan', or 'TRASOP'.*

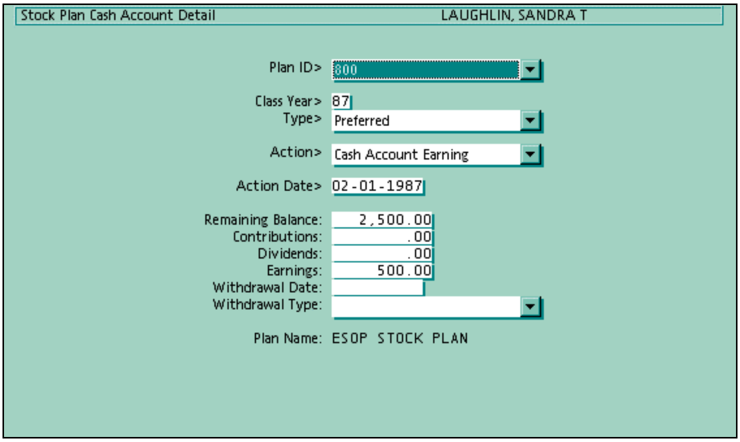


Stock Plan Cash Account Detail form (88-SCR)

The Stock Plan Cash Account Detail form (88-SCR) is used to record the components of an employee's stock cash account by class year and the remaining balance. You may also use this form to record the contributions, dividends, and earnings for the plan.

Prior to entering this form, update the Stock Plan Number option list (BA52) with any stock plan IDs that you have added to the system.

Note: *This form is only valid with benefits plans that have a plan type of 'ESOP', 'PAYSOP', 'Stock Purchase Plan', or 'TRASOP'.*

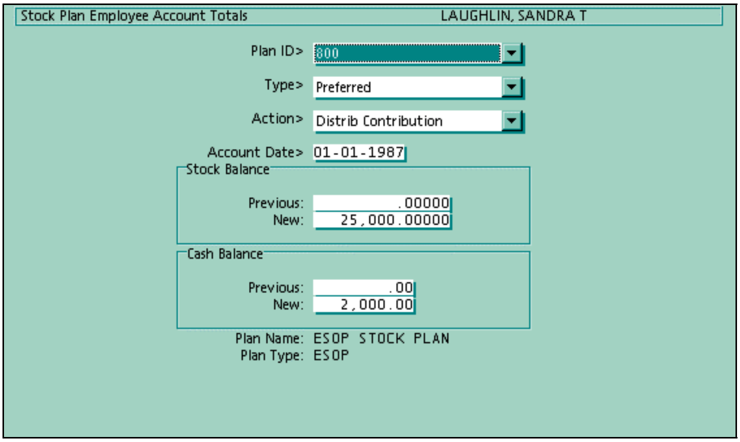


Stock Plan Employee Account Totals form (89-SCR)

The Stock Plan Employee Account Totals form (89-SCR) is used to record an employee's stock account balance in terms of stock and cash amounts.

Prior to entering this form, update the Stock Plan Number option list (BA52) with any stock plan IDs that you have added to the system.

Note: *This form is only valid with benefits plans that have a plan type of 'ESOP', 'PAYSOP', 'Stock Purchase Plan', or 'TRASOP'.*

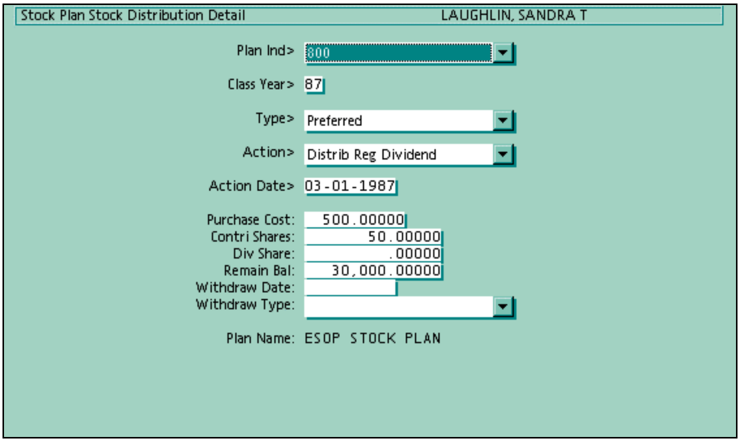


Stock Plan Stock Distribution Detail form (87-SCR)

The Stock Plan Stock Distribution Detail form (87-SCR) is used to record stock account distributions by class year for each stock type. You may also record the stock purchase cost, contribution shares, dividend shares, and the remaining stock account balance.

Prior to entering this form, update the Stock Plan Number option list (BA52) with any stock plan IDs that you have added to the system.

Note: *This form is only valid with benefits plans that have a plan type of 'ESOP', 'PAYSOP', 'Stock Purchase Plan', or 'TRASOP'.*



APPENDIX E

Sample Benefits Plans

In This Appendix

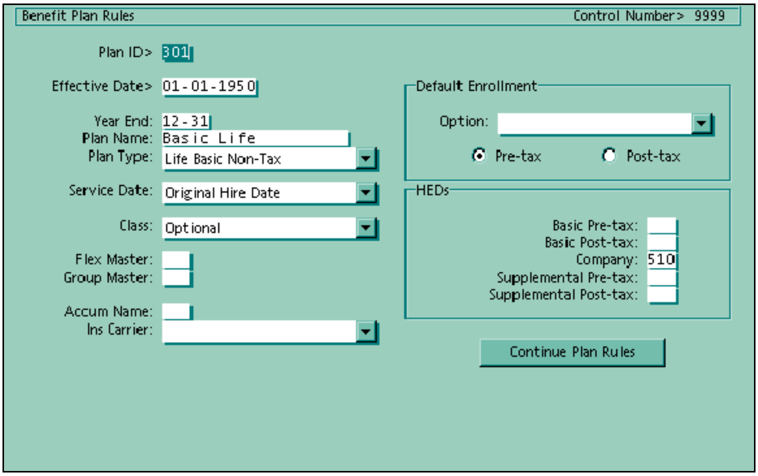
Introduction

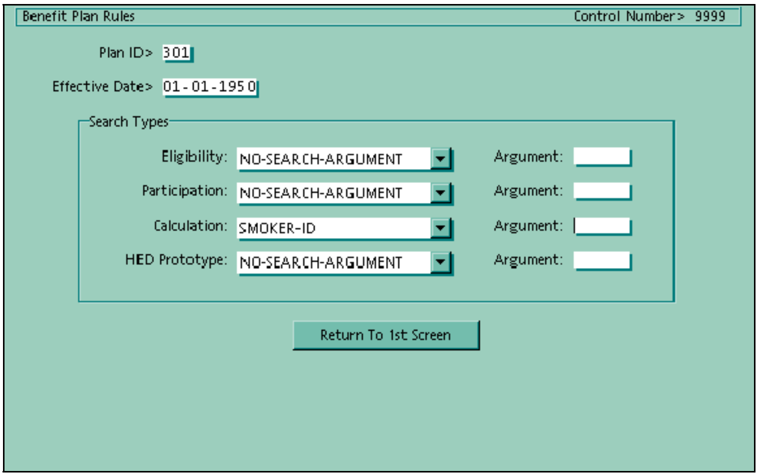
Benefits Administration administers functions for welfare, deferred, and flex benefits plans. This appendix displays three sample plans, showing you the plan summary and tables required to set up each plan.

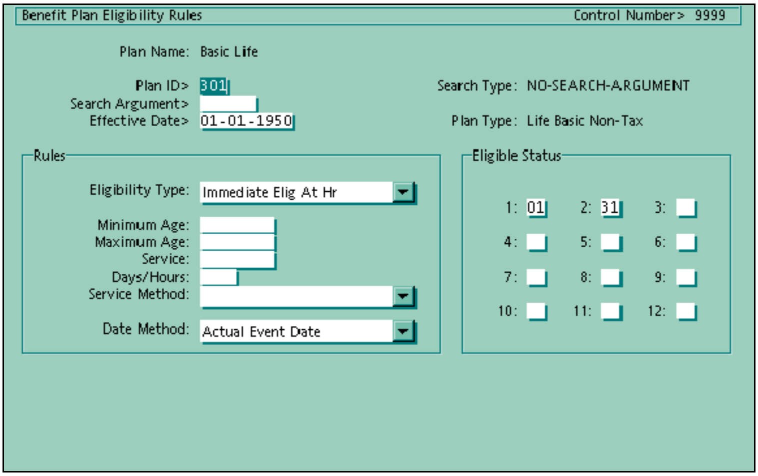
The dating of the tables within these sample plans assumes that the company was established on January 1, 1950 and that the most recent plan year for the Flexible Benefits Plan is 1998.

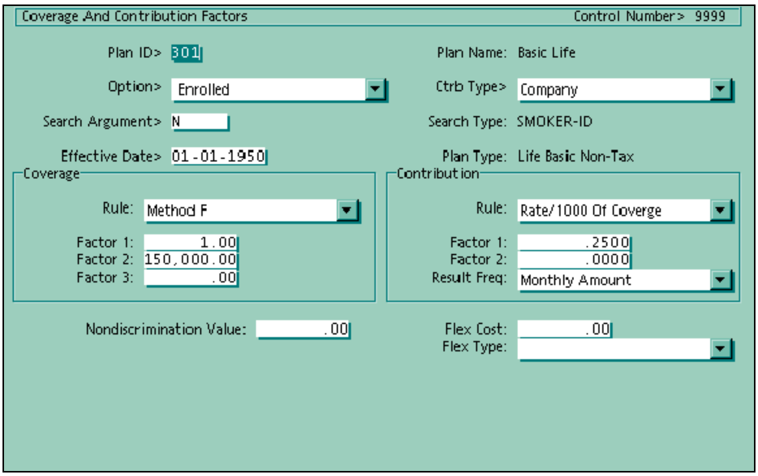
Welfare Plan - Life Insurance

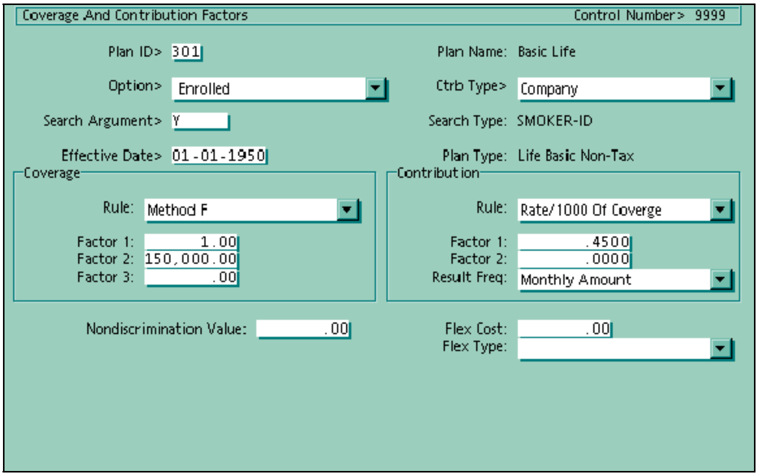
Plan Summary	
Plan ID:	301
Plan Type:	Basic Life Non-Taxable
Plan Year End:	December 31
Plan Category:	Optional
Service Date:	Employment Date
Eligibility:	Immediately eligible at hire All active, full-time, salaried employees All salaried full-time employees on Leave of Absence with pay
Enrollment Options:	Enrolled, Shutoff/Deenrolled, Waived
Coverage:	One times the annual salary to a maximum of 150,000.00
Contributions:	Different for smokers and non-smokers: Non-smokers—.25 monthly per 1,000.00 of coverage Smokers—.45 monthly per 1,000.00 of coverage
HED Information:	Company Contribution HED 510
Separation Activities:	Termination—1-month extension of coverage for voluntary termination Disability—1-year extension of coverage Retirement—1-month extension of coverage Death—no coverage extension Layoff—2-month extension of coverage Change to Part-time, Hourly, or temporary employment requires a manual review of eligibility.

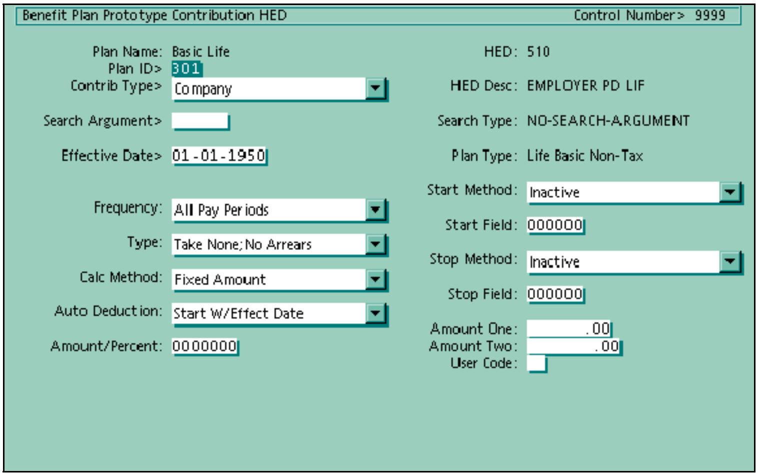

Benefit Plan Rules
Control Number> 9999
Plan ID> 301
Effective Date> 01-01-1950
Year End: 12-31
Plan Name: Basic Life
Plan Type: Life Basic Non-Tax
Service Date: Original Hire Date
Class: Optional
Flex Master:
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax:
Company: 510
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules

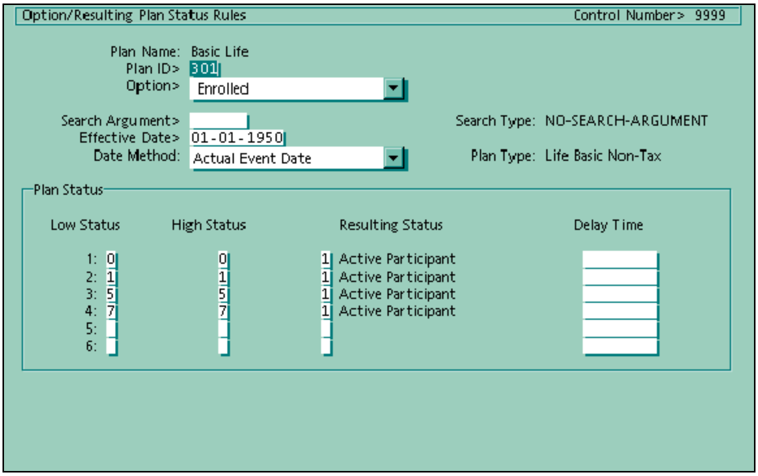

Benefit Plan Rules
Control Number> 9999
Plan ID> 301
Effective Date> 01-01-1950
Search Types
Eligibility: NO-SEARCH-ARGUMENT
Argument:
Participation: NO-SEARCH-ARGUMENT
Argument:
Calculation: SMOKER-ID
Argument:
HED Prototype: NO-SEARCH-ARGUMENT
Argument:
Return To 1st Screen

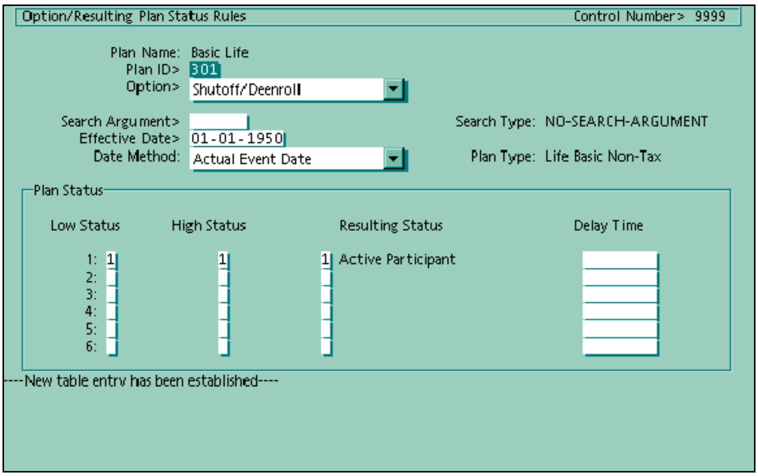

Benefit Plan Eligibility Rules
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Search Type: NO-SEARCH-ARGUMENT
Search Argument>
Effective Date> 01-01-1950
Plan Type: Life Basic Non-Tax
Rules
Eligibility Type: Immediate Elig At Hr
Minimum Age:
Maximum Age:
Service:
Days/Hours:
Service Method:
Date Method: Actual Event Date
Eligible Status
1: 01
2: 31
3:
4:
5:
6:
7:
8:
9:
10:
11:
12:

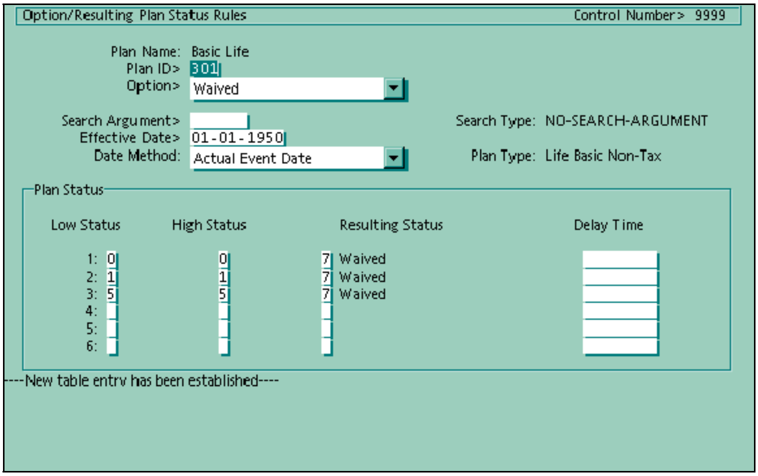

Coverage And Contribution Factors
Control Number> 9999
Plan ID> 301
Plan Name: Basic Life
Option> Enrolled
Ctrb Type> Company
Search Argument> N
Search Type: SMOKER-ID
Effective Date> 01-01-1950
Plan Type: Life Basic Non-Tax
Coverage
Rule: Method F
Factor 1: 1.00
Factor 2: 150,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .2500
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Coverage And Contribution Factors
Control Number> 9999
Plan ID> 301
Plan Name: Basic Life
Option> Enrolled
Ctrb Type> Company
Search Argument> Y
Search Type: SMOKER-ID
Effective Date> 01-01-1950
Plan Type: Life Basic Non-Tax
Coverage
Rule: Method F
Factor 1: 1.00
Factor 2: 150,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .4500
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Benefit Plan Prototype Contribution HED
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Contrib Type> Company
HED: 510
HED Desc: EMPLOYER PD LIF
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Plan Type: Life Basic Non-Tax
Start Method: Inactive
Frequency: All Pay Periods
Start Field: 000000
Type: Take None; No Arrears
Stop Method: Inactive
Calc Method: Fixed Amount
Stop Field: 000000
Auto Deduction: Start W/Effect Date
Amount One: .00
Amount/Percent: 0000000
Amount Two: .00
User Code:


Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Option> Enrolled
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 1 Active Participant
2: 1 1 1 Active Participant
3: 5 5 1 Active Participant
4: 7 7 1 Active Participant
5:
6:


Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Option> Shutoff/Deenroll
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 1 Active Participant
2:
3:
4:
5:
6:
----New table entry has been established----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Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Option> Waived
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 7 Waived
2: 1 1 7 Waived
3: 5 5 7 Waived
4:
5:
6:
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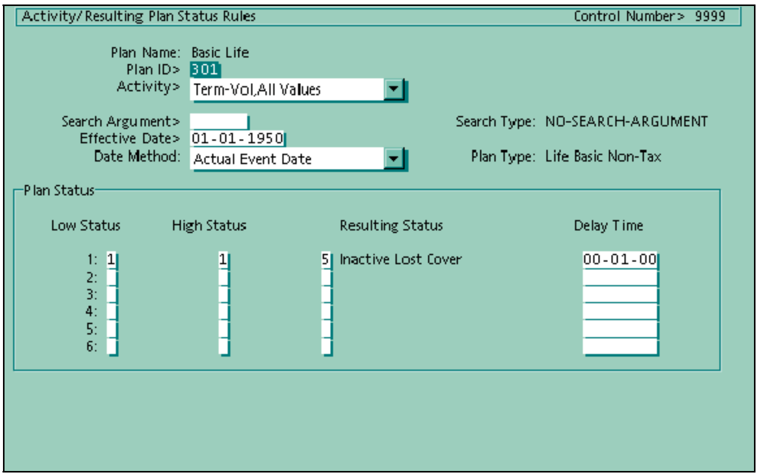
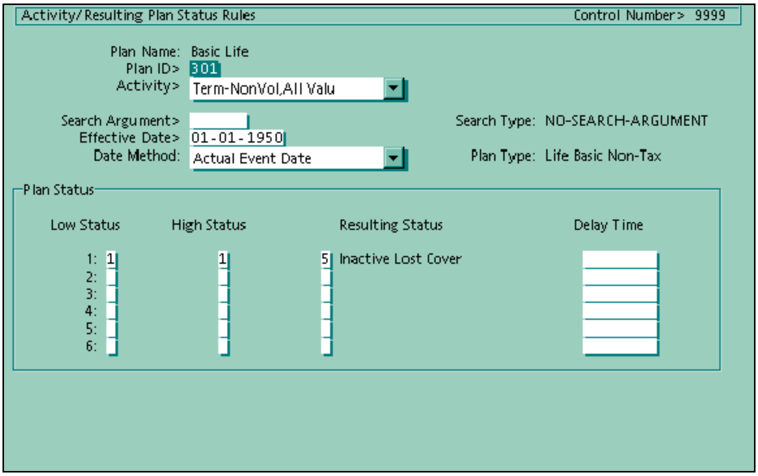
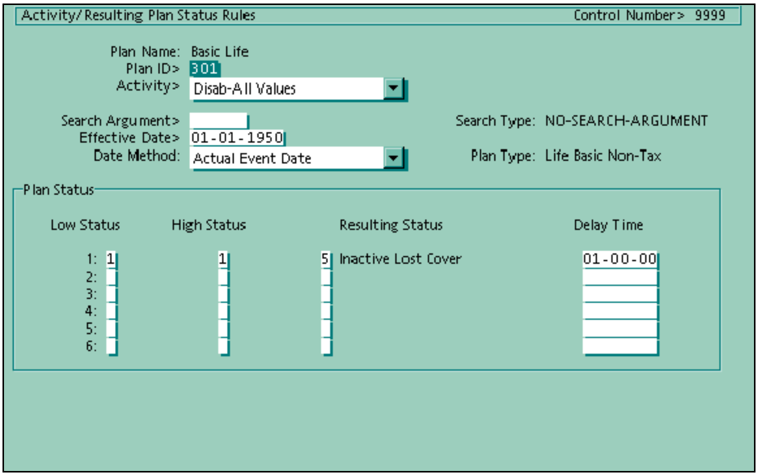

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Activity> Term-Vol,All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover 00-01-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Activity> Term-NonVol,All Valu
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6: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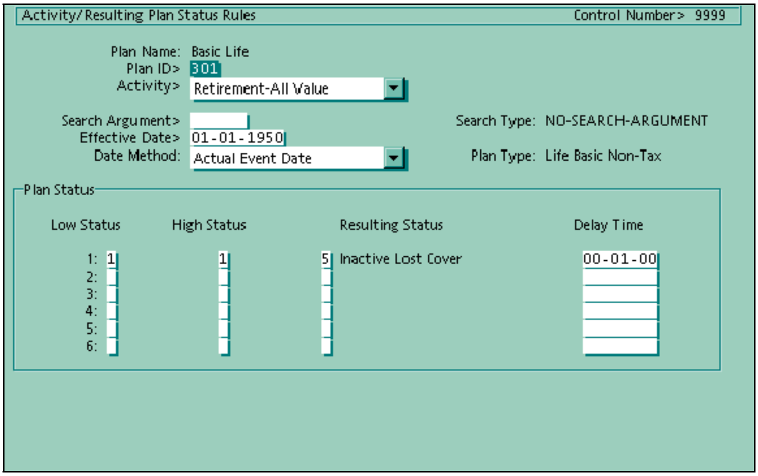
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Activity> Disab-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
01-00-00
2:
3:
4:
5:
6: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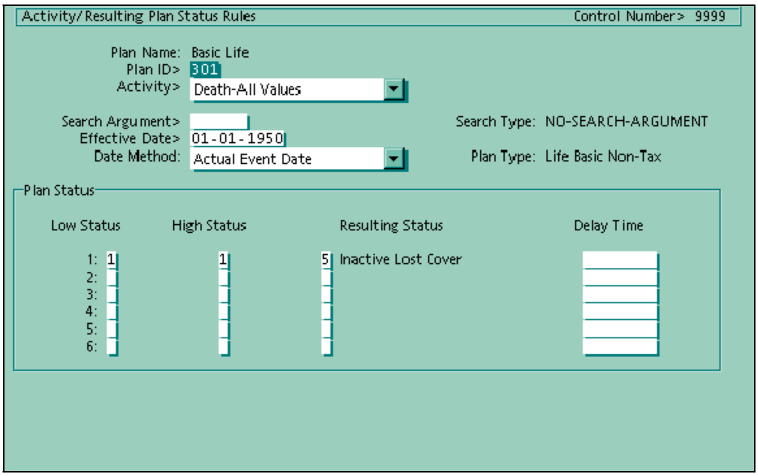
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Activity> Retirement-All Value
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6: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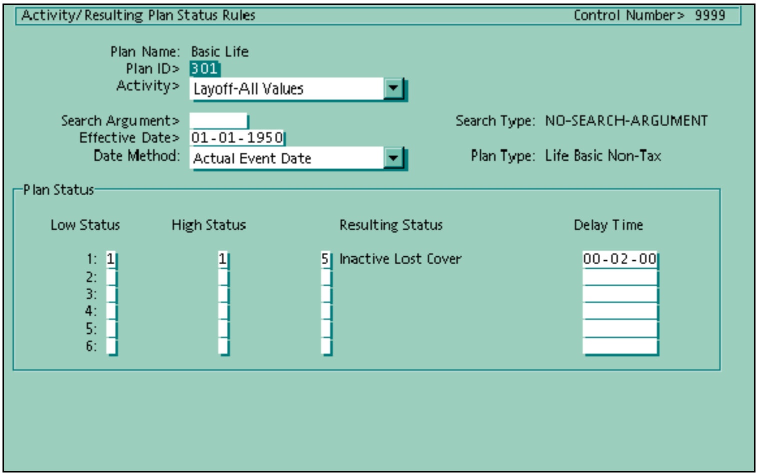
Control Number> 9999
Plan Name: Basic Life
Plan ID> 301
Activity> Death-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6: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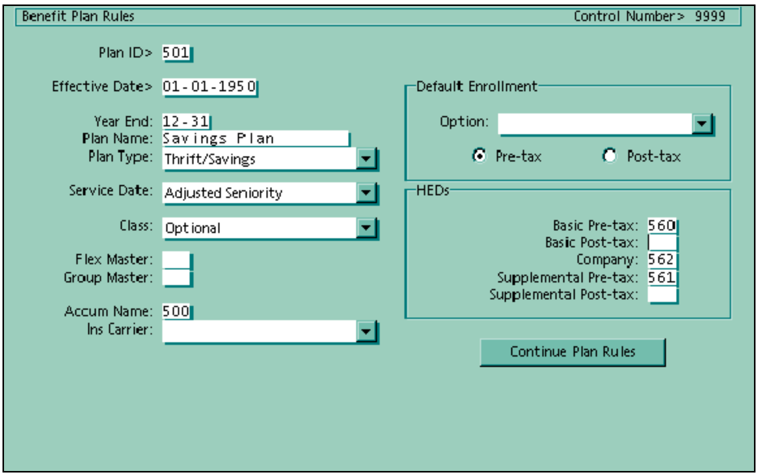
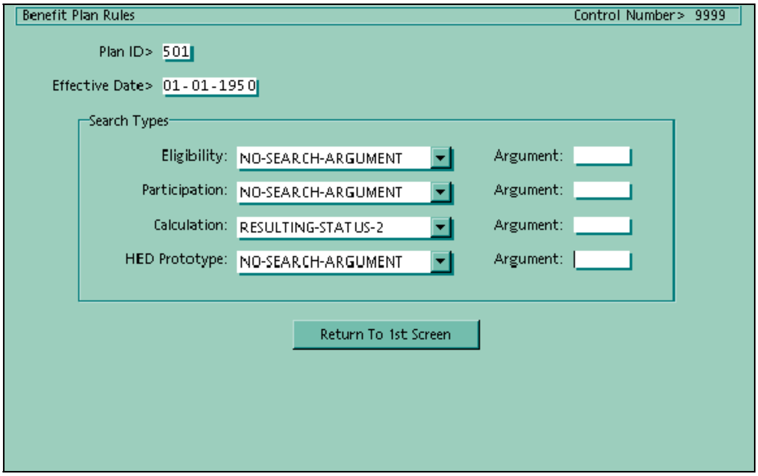
Plan ID> 301
Activity> Layoff-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Basic Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-02-00
2:
3:
4:
5:
6:

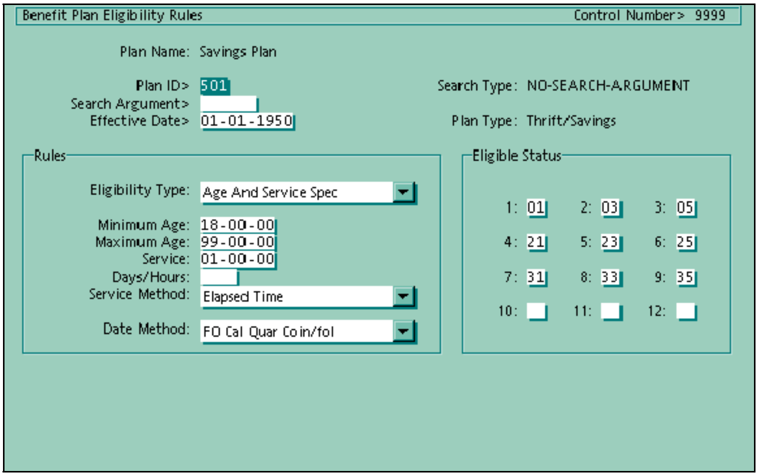
Deferred Plan - Thrift/Savings

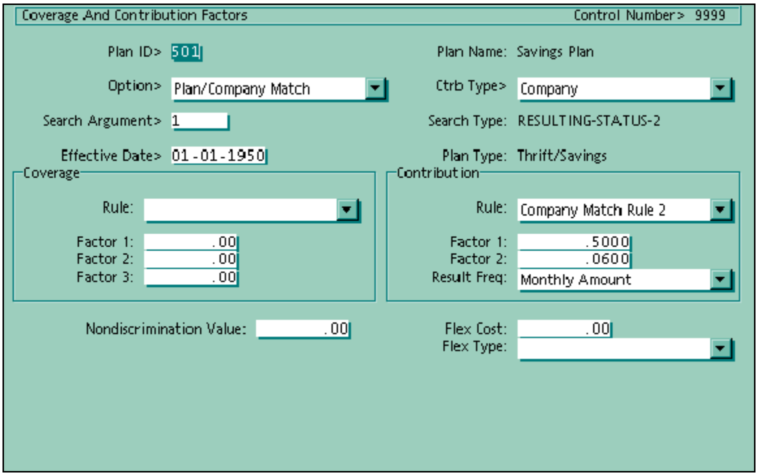
Plan Summary	
Plan ID:	S01
Plan Type:	Thrift/Savings
Plan Year End:	December 31
Plan Category:	Optional
Service Date:	Adjusted Seniority
Eligibility:	Salaried and Hourly employees age 18 or older, with one year of service. Year of service is determined using Elapsed Time. The employee is eligible for plan participation the first of the quarter coincident to or following the event date.
Enrollment Options:	Participant or Participant Waived
Considered Earnings/	Regular, Overtime, Vacation, Sick, Holiday Hours (accumulator 500)
Vesting Schedule	7 Year Graded
Contributions:	Employee Basic Pretax—Up to 6 percent of salary, whole percents Employee Supplemental Pretax—Up to an additional 9 percent, whole percents Company for Hourly employee—Company Match 25 percent of employee basic contribution Company for Salaried employee—Company Match 50 percent of employee basic contribution
HED Information:	Employee Basic Pretax—HED 560 Employee Supplemental Pretax—HED 561 Company Contributions —HED 562
Service Dates:	Participation—At Eligibility Date Benefit Accrual—At Participation Service Date Vesting—At Participation Service Date

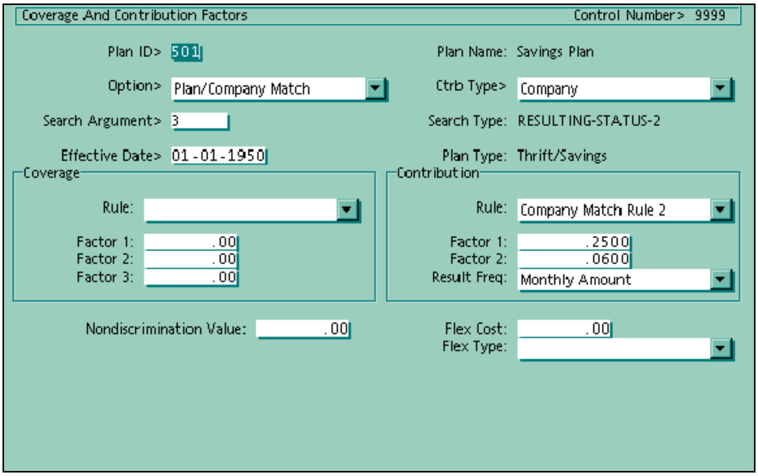
Plan Summary	
Separation Activities:	Termination—1-month extension of coverage for voluntary termination Retirement—1-month extension of coverage Death Layoff—2-month extension of coverage
Retirement Rules:	Early retirement at age 55 and 1 year, 1 month of service, on the first of the month coincident or following the event date. Normal retirement at age 65 on the first of the month coincident or following the event date.

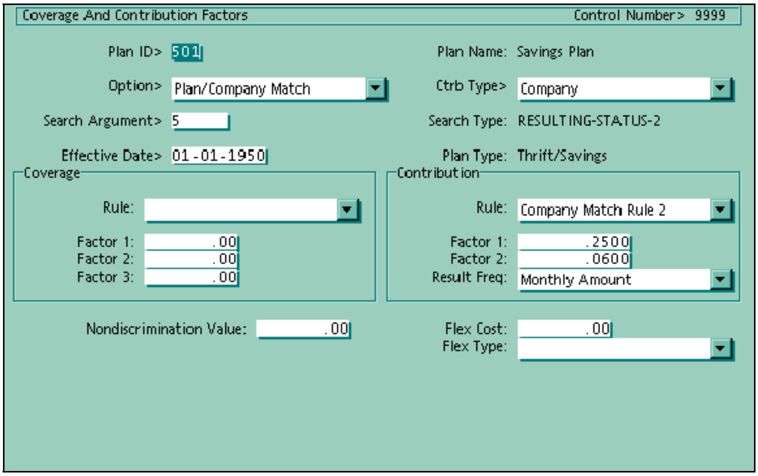


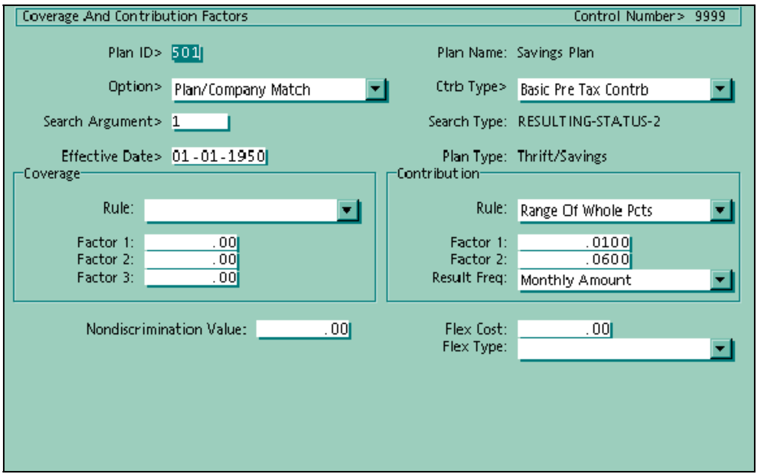

Benefit Plan Rules
Control Number> 9999
Plan ID> 501
Effective Date> 01-01-1950
Search Types
Eligibility: NO-SEARCH-ARGUMENT
Argument:
Participation: NO-SEARCH-ARGUMENT
Argument:
Calculation: RESULTING-STATUS-2
Argument:
HED Prototype: NO-SEARCH-ARGUMENT
Argument:
Return To 1st Screen

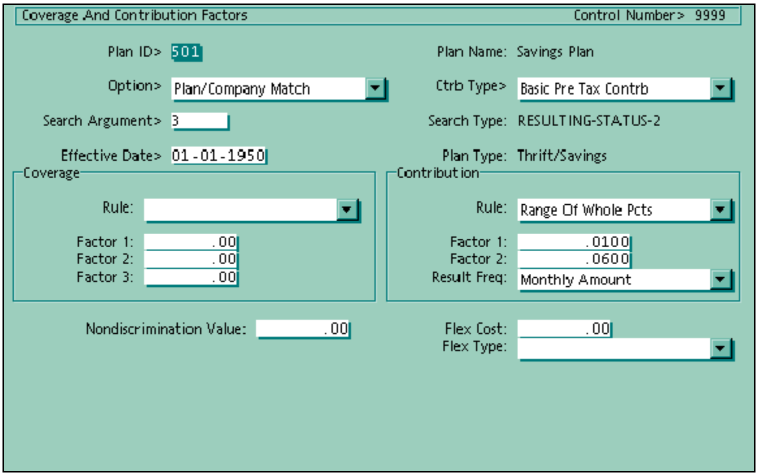

Benefit Plan Eligibility Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Search Type: NO-SEARCH-ARGUMENT
Search Argument>
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Rules
Eligibility Type: Age And Service Spec
Minimum Age: 18-00-00
Maximum Age: 99-00-00
Service: 01-00-00
Days/Hours:
Service Method: Elapsed Time
Date Method: FO Cal Quar Coin/fol
Eligible Status
1: 01
2: 03
3: 05
4: 21
5: 23
6: 25
7: 31
8: 33
9: 35
10:
11:
12:


Coverage And Contribution Factors Control Number> 9999
Plan ID> 501 Plan Name: Savings Plan
Option> Plan/Company Match Ctrb Type> Company
Search Argument> 1 Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950 Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Company Match Rule 2
Factor 1: .5000
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Coverage And Contribution Factors Control Number> 9999
Plan ID> 501 Plan Name: Savings Plan
Option> Plan/Company Match Ctrb Type> Company
Search Argument> 3 Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950 Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Company Match Rule 2
Factor 1: .2500
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Coverage And Contribution Factors
Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Company
Search Argument> 5
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Company Match Rule 2
Factor 1: .2500
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Coverage And Contribution Factors
Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 1
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type: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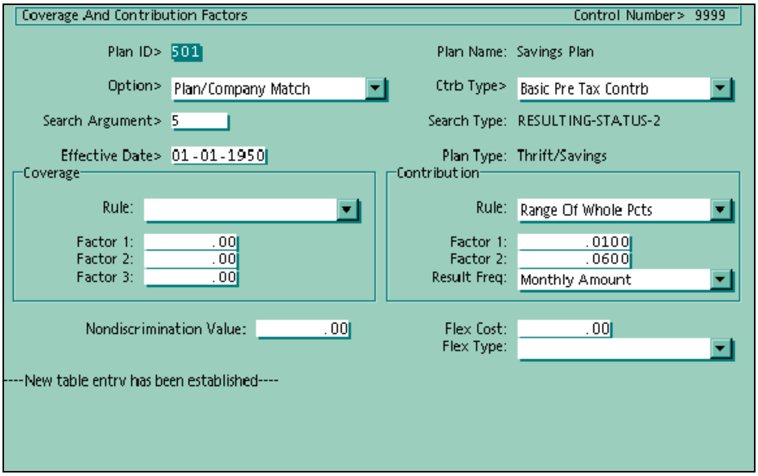
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 3
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type: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Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 5
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0600
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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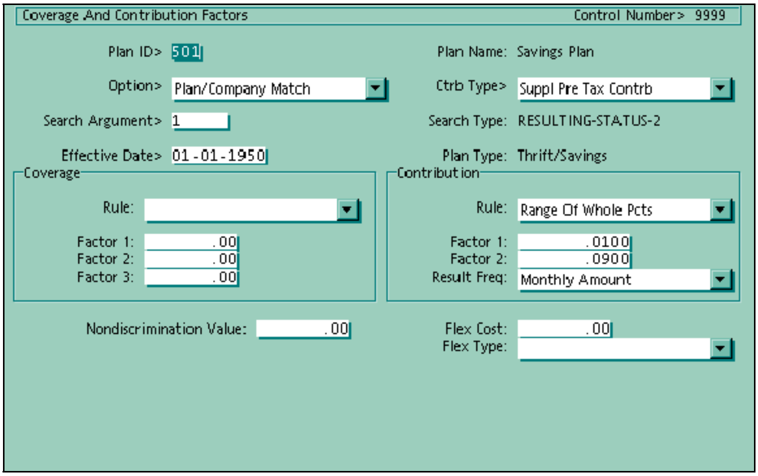
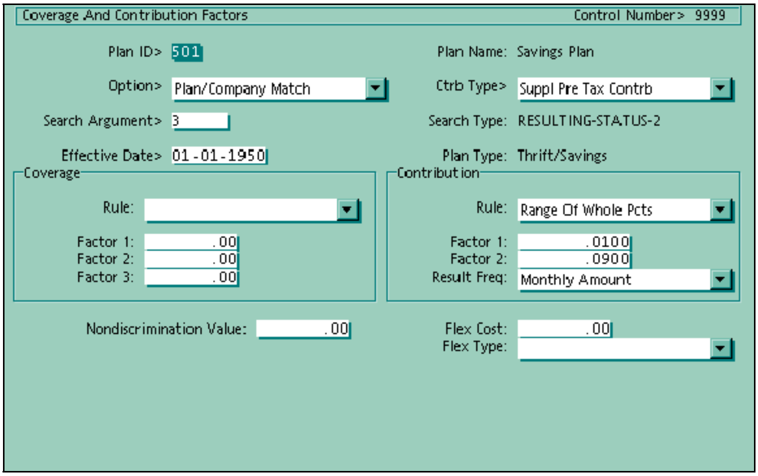

Coverage And Contribution Factors
Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Suppl Pre Tax Contrb
Search Argument> 1
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0900
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type: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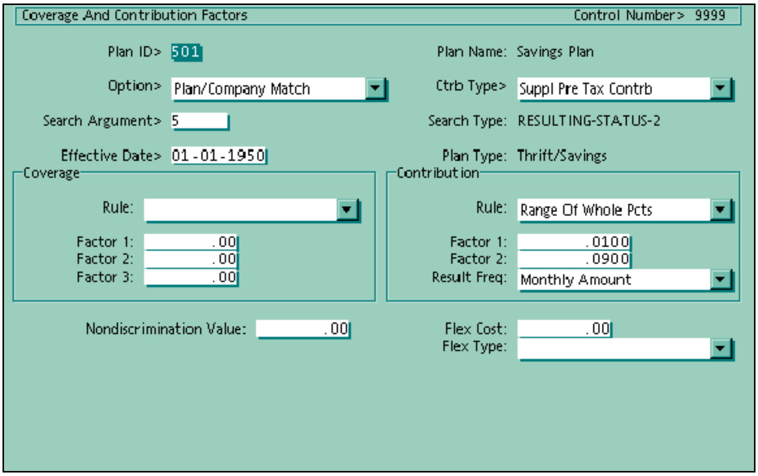
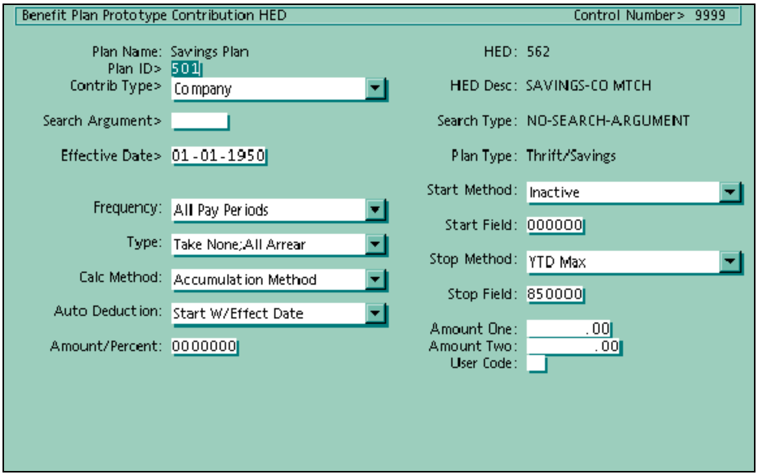
Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Suppl Pre Tax Contrb
Search Argument> 3
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0900
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:


Coverage And Contribution Factors
Control Number> 9999
Plan ID> 501
Plan Name: Savings Plan
Option> Plan/Company Match
Ctrb Type> Suppl Pre Tax Contrb
Search Argument> 5
Search Type: RESULTING-STATUS-2
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0900
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type: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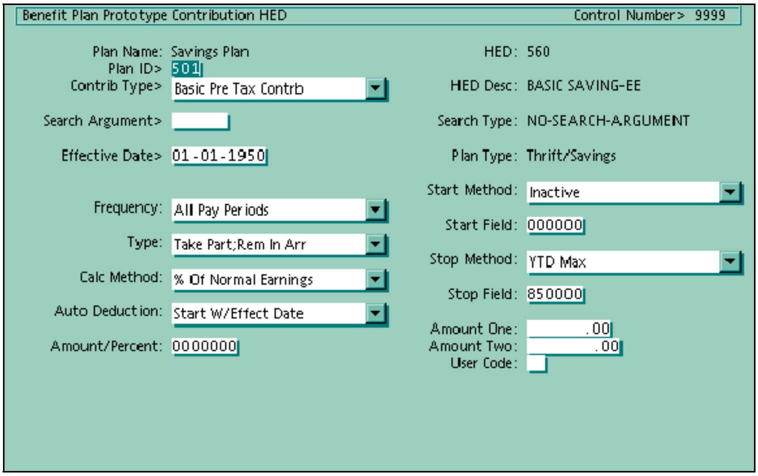
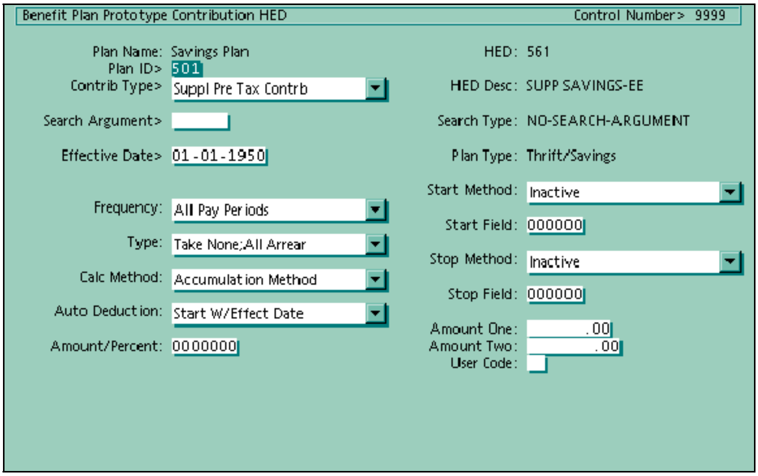
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Contrib Type> Company
HED: 562
HED Desc: SAVINGS-CO MTCH
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Plan Type: Thrift/Savings
Start Method: Inactive
Frequency: All Pay Periods
Start Field: 000000
Type: Take None;All Arrear
Stop Method: YTD Max
Calc Method: Accumulation Method
Stop Field: 850000
Auto Deduction: Start W/Effect Date
Amount One: .00
Amount/Percent: 0000000
Amount Two: .00
User Code:


Benefit Plan Prototype Contribution HED
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Contrib Type> Basic Pre Tax Contrb
Search Argument>
Effective Date> 01-01-1950
Frequency: All Pay Periods
Type: Take Part;Rem In Arr
Calc Method: % Of Normal Earnings
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED: 560
HED Desc: BASIC SAVING-EE
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: YTD Max
Stop Field: 850000
Amount One: .00
Amount Two: .00
User Code: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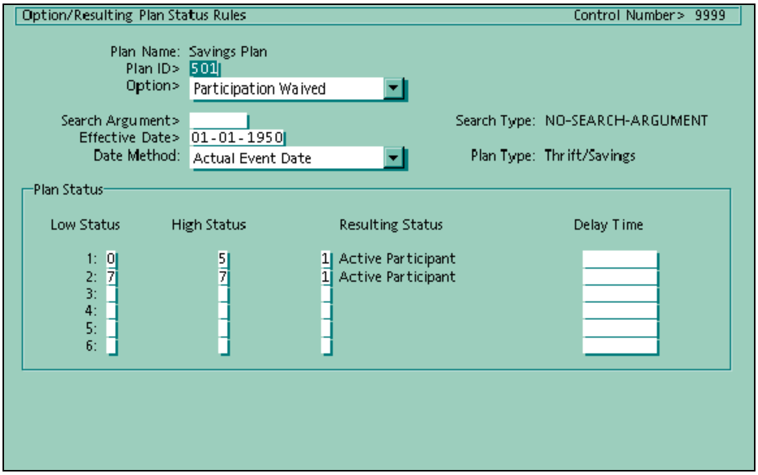
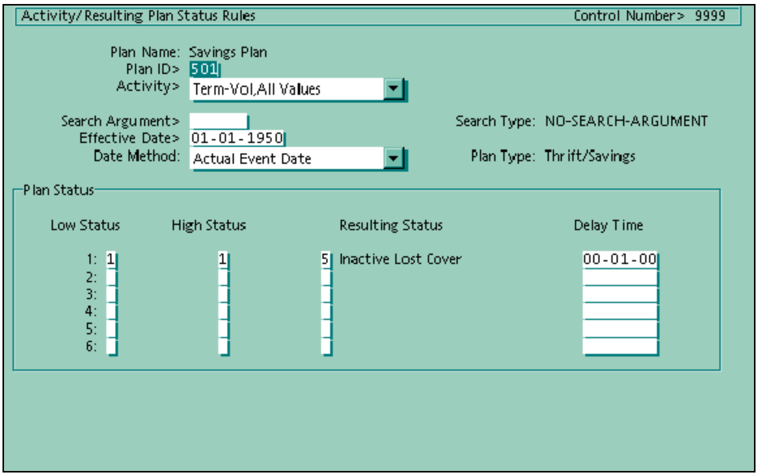
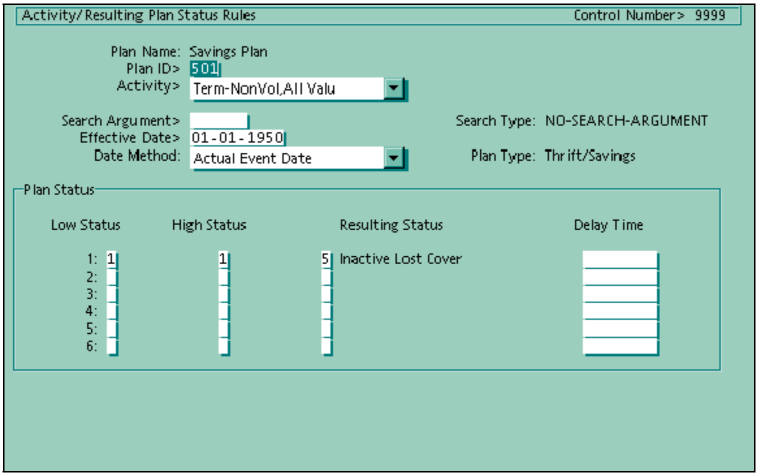
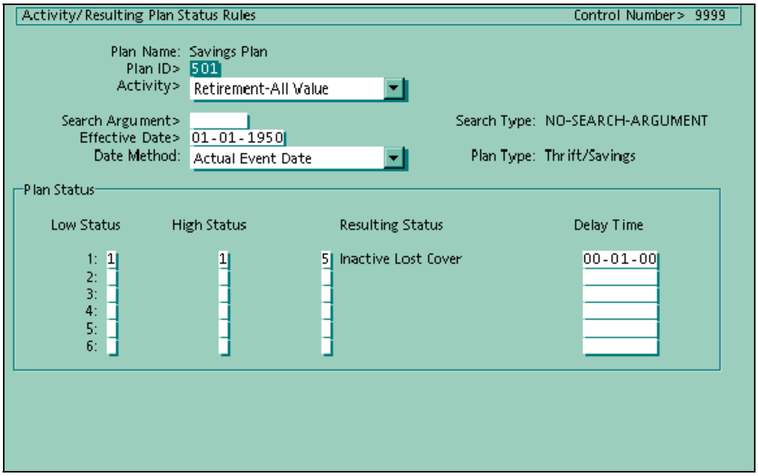
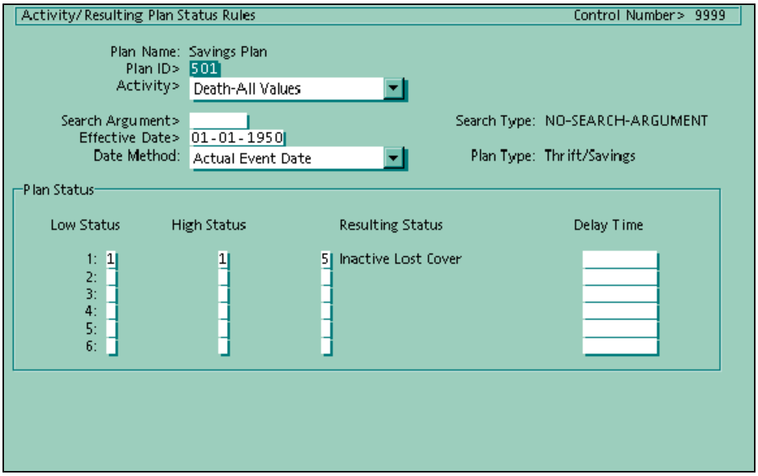
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Contrib Type> Suppl Pre Tax Contrb
Search Argument>
Effective Date> 01-01-1950
Frequency: All Pay Periods
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED: 561
HED Desc: SUPP SAVINGS-EE
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

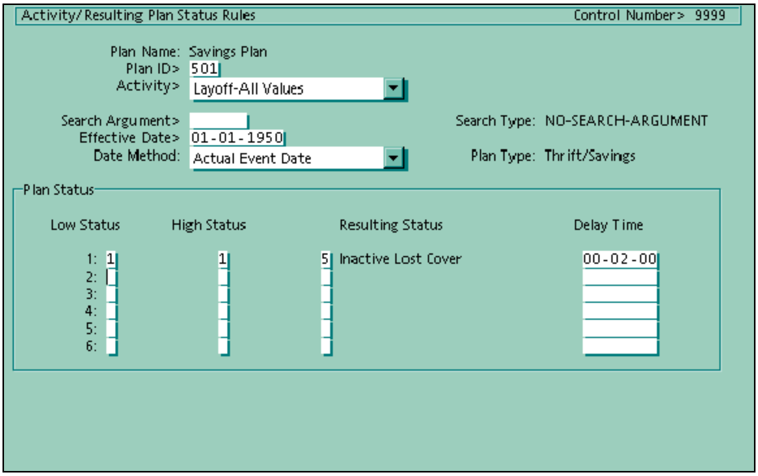

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Option> Participation Waived
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 5 1 Active Participant
2: 7 7 1 Active Participant
3:
4:
5:
6:

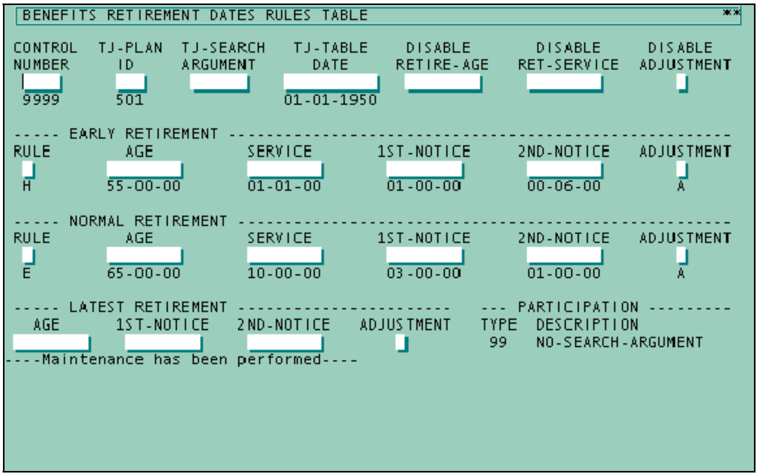

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Activity> Term-Vol,All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover 00-01-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Activity> Term-NonVol,All Valu
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Activity> Retirement-All Value
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Activity> Death-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Savings Plan
Plan ID> 501
Activity> Layoff-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-02-00
2:
3:
4:
5:
6:


BENEFITS RETIREMENT DATES RULES TABLE **

CONTROL NUMBER	TJ-PLAN ID	TJ-SEARCH ARGUMENT	TJ-TABLE DATE	DISABLE RETIRE-AGE	DISABLE RET-SERVICE	DISABLE ADJUSTMENT
9999	501		01-01-1950			

----- EARLY RETIREMENT -----

RULE	AGE	SERVICE	1ST-NOTICE	2ND-NOTICE	ADJUSTMENT
H	55-00-00	01-01-00	01-00-00	00-06-00	A

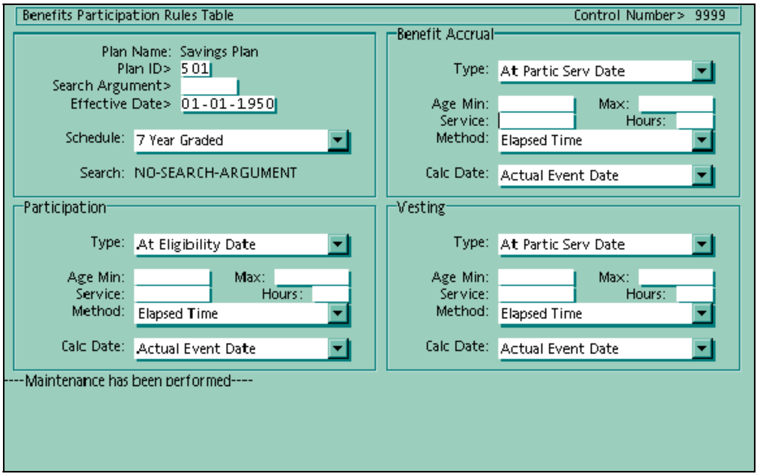
----- NORMAL RETIREMENT -----

RULE	AGE	SERVICE	1ST-NOTICE	2ND-NOTICE	ADJUSTMENT
E	65-00-00	10-00-00	03-00-00	01-00-00	A

----- LATEST RETIREMENT ----- --- PARTICIPATION ---

AGE	1ST-NOTICE	2ND-NOTICE	ADJUSTMENT	TYPE	DESCRIPTION
				99	NO-SEARCH-ARGUMENT

----Maintenance has been performed----


Benefits Participation Rules Table Control Number> 9999

Plan Name: Savings Plan
Plan ID> 501
Search Argument>
Effective Date> 01-01-1950
Schedule: 7 Year Graded
Search: NO-SEARCH-ARGUMENT

Benefit Accrual
Type: At Partic Serv Date
Age Min: Max:
Service: Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

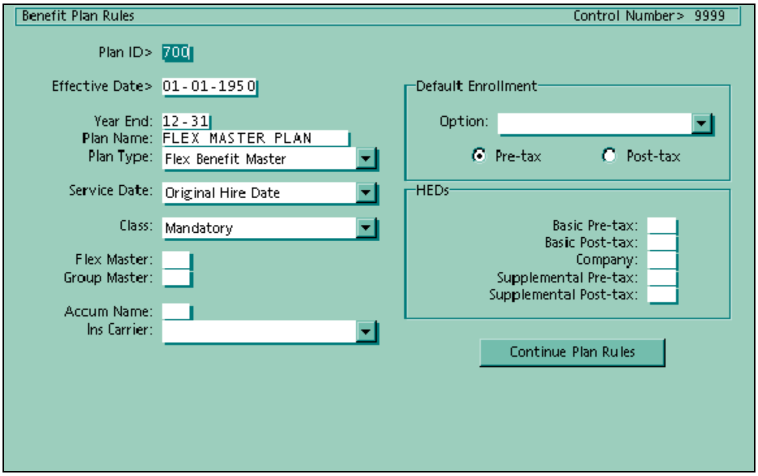
Participation
Type: At Eligibility Date
Age Min: Max:
Service: Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

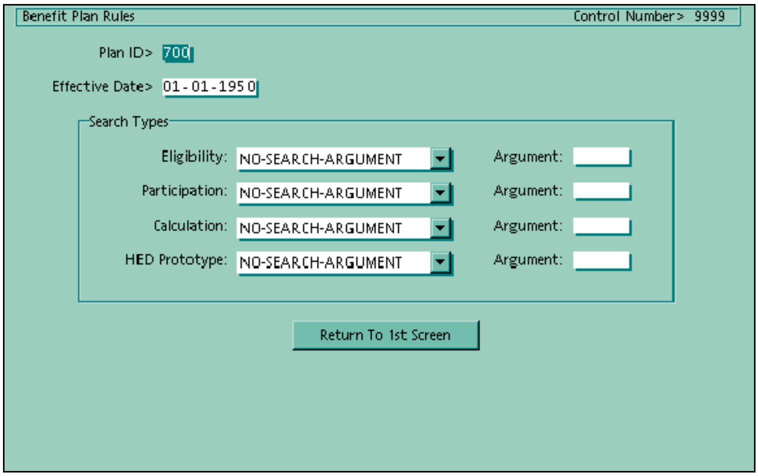
Vesting
Type: At Partic Serv Date
Age Min: Max:
Service: Hours:
Method: Elapsed Time
Calc Date: Actual Event Date

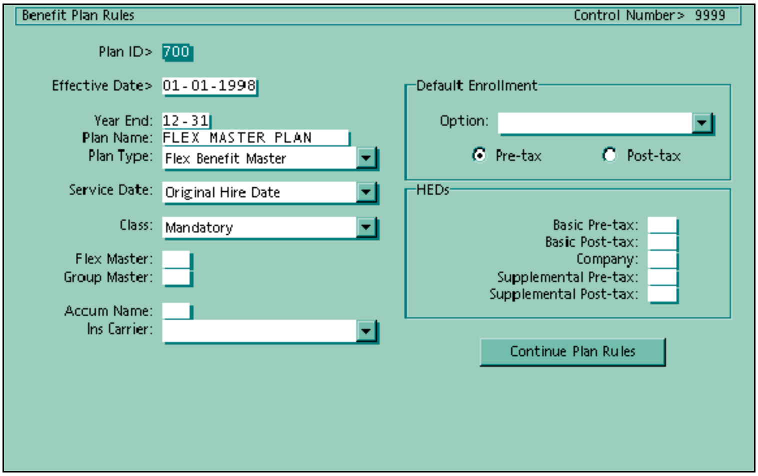
---Maintenance has been performed----

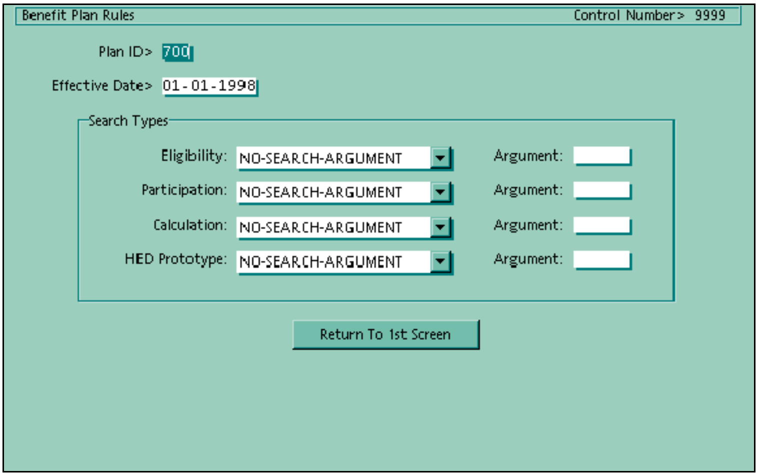
Flexible Benefits Plan

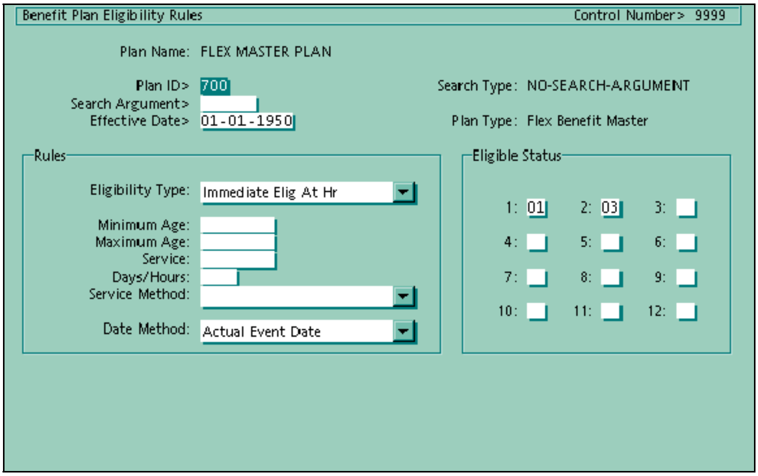
Plan Summary	
Plan ID:	700
Plan Type:	Flexible Benefits Master Plan
Plan Year End:	December 31
Plan Category:	Mandatory
Eligibility:	Immediately eligible at hire; Salaried and Hourly full-time employees
Enrollment Options:	Enrolled, Shutoff/Deenroll
Contributions:	As specified by individual component plans
HED Information:	HED 625 for Deferred Plan 510 Net credits method earnings HED 060, deduction HED 624
Separation Activities:	Termination—1-month extension of coverage for voluntary termination Disability—1-year extension of coverage Retirement—1-month extension of coverage Death—no extension Layoff—2-month extension of coverage Change to Part-time or Temporary employment requires a manual review of eligibility.
Component Plans:	601—Michael Reese HMO 602—Lincoln National 603—Guardian Dental 604—Union Medical 605—Life Insurance 510—Employee Savings Plan Note: Plan 510 requires a Benefit Plan Prototype Contribution HED form (TS-SCR) with a Contribution Type of Flex Deferred HED
Credits Calculation:	2 percent of Salary; Calculate before enrollment

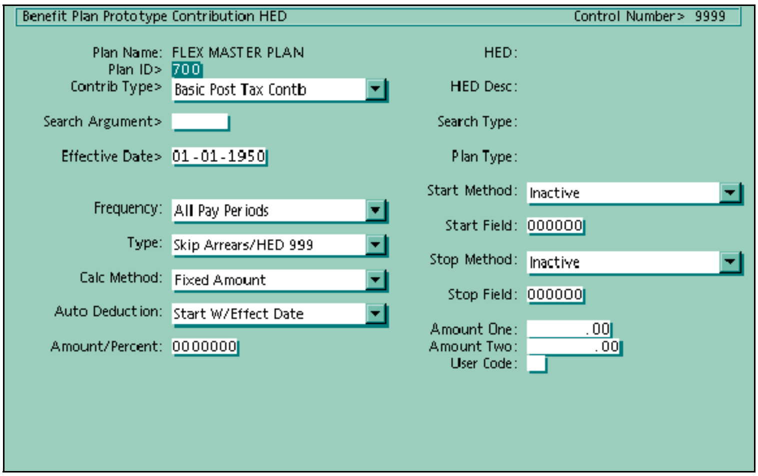

Benefit Plan Rules
Control Number> 9999
Plan ID> 700
Effective Date> 01-01-1950
Default Enrollment
Option:
Pre-tax
Post-tax
Year End: 12-31
Plan Name: FLEX MASTER PLAN
Plan Type: Flex Benefit Master
Service Date: Original Hire Date
HEDs
Class: Mandatory
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:
Flex Master:
Group Master:
Accum Name:
Ins Carrier:
Continue Plan Rules

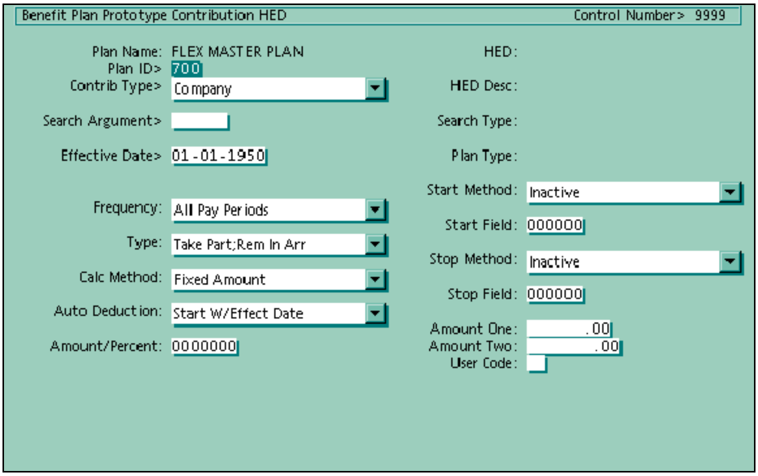

Benefit Plan Rules
Control Number> 9999
Plan ID> 700
Effective Date> 01-01-1950
Search Types
Eligibility: NO-SEARCH-ARGUMENT
Argument:
Participation: NO-SEARCH-ARGUMENT
Argument:
Calculation: NO-SEARCH-ARGUMENT
Argument:
HED Prototype: NO-SEARCH-ARGUMENT
Argument:
Return To 1st Screen

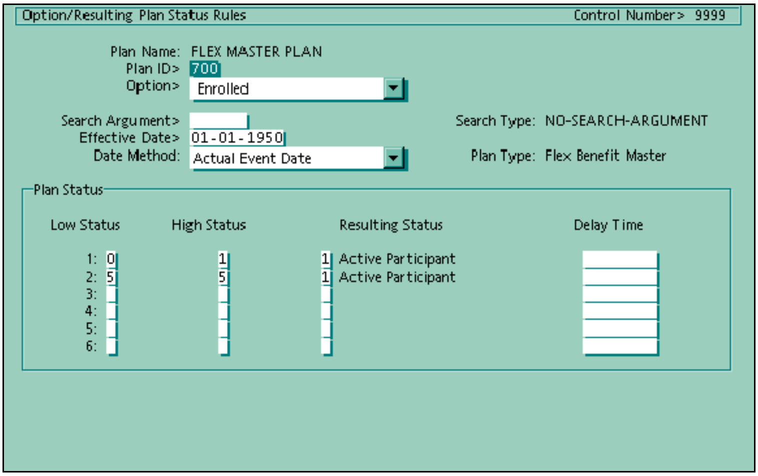

Benefit Plan Rules
Control Number> 9999
Plan ID> 700
Effective Date> 01-01-1998
Year End: 12-31
Plan Name: FLEX MASTER PLAN
Plan Type: Flex Benefit Master
Service Date: Original Hire Date
Class: Mandatory
Flex Master:
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules

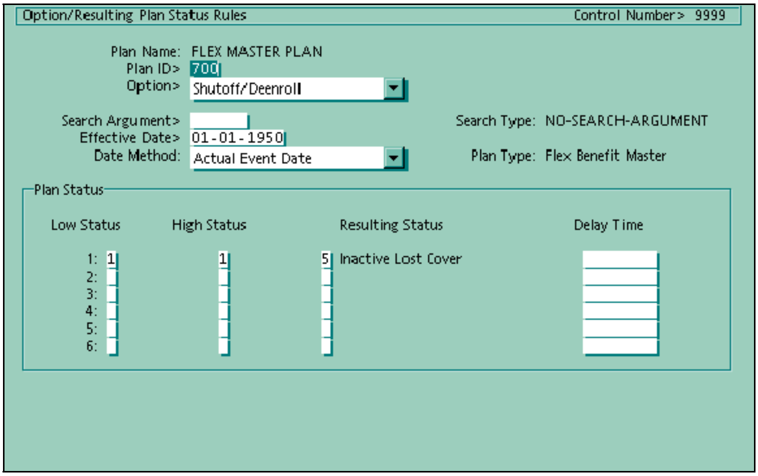

Benefit Plan Rules
Control Number> 9999
Plan ID> 700
Effective Date> 01-01-1998
Search Types
Eligibility: NO-SEARCH-ARGUMENT
Argument:
Participation: NO-SEARCH-ARGUMENT
Argument:
Calculation: NO-SEARCH-ARGUMENT
Argument:
HED Prototype: NO-SEARCH-ARGUMENT
Argument:
Return To 1st Screen

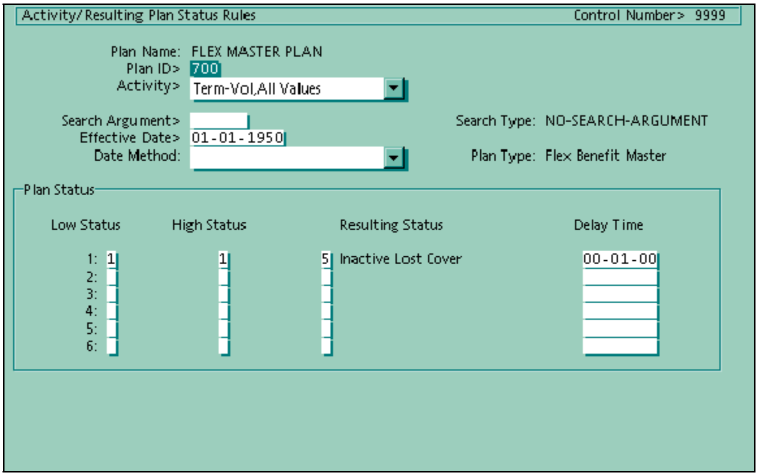

Benefit Plan Eligibility Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Search Argument>
Effective Date> 01-01-1950
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Rules
Eligibility Type: Immediate Elig At Hr
Minimum Age:
Maximum Age:
Service:
Days/Hours:
Service Method:
Date Method: Actual Event Date
Eligible Status
1: 01 2: 03 3:
4: 5: 6:
7: 8: 9:
10: 11: 12:

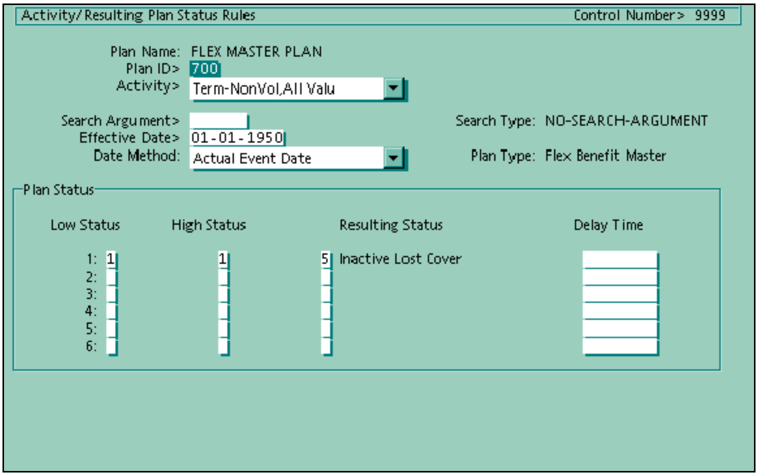

Benefit Plan Prototype Contribution HED
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Contrib Type> Basic Post Tax Contb
Search Argument>
Effective Date> 01-01-1950
HED:
HED Desc:
Search Type:
Plan Type:
Frequency: All Pay Periods
Type: Skip Arrears/HED 999
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

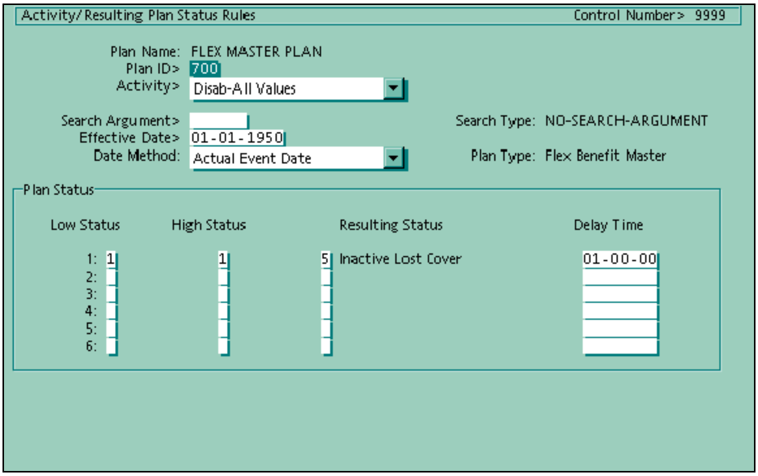

Benefit Plan Prototype Contribution HED
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Contrib Type> Company
Search Argument>
Effective Date> 01-01-1950
Frequency: All Pay Periods
Type: Take Part;Rem In Arr
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED:
HED Desc:
Search Type:
Plan Type:
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

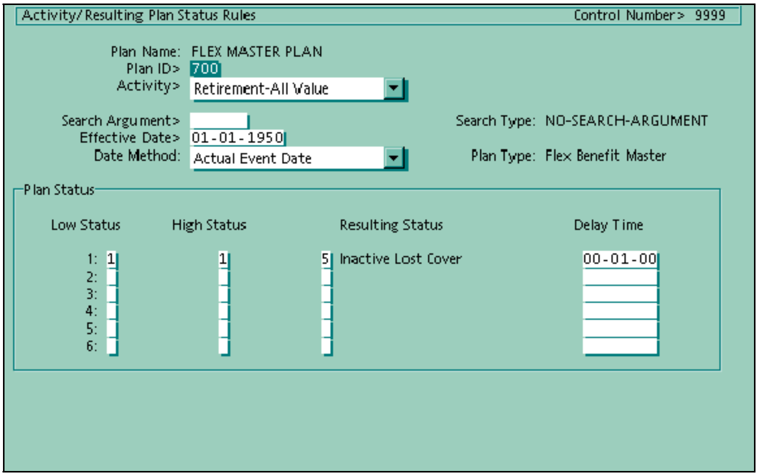

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Option> Enrolled
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 1 1 Active Participant
2: 5 5 1 Active Participant
3:
4:
5:
6:

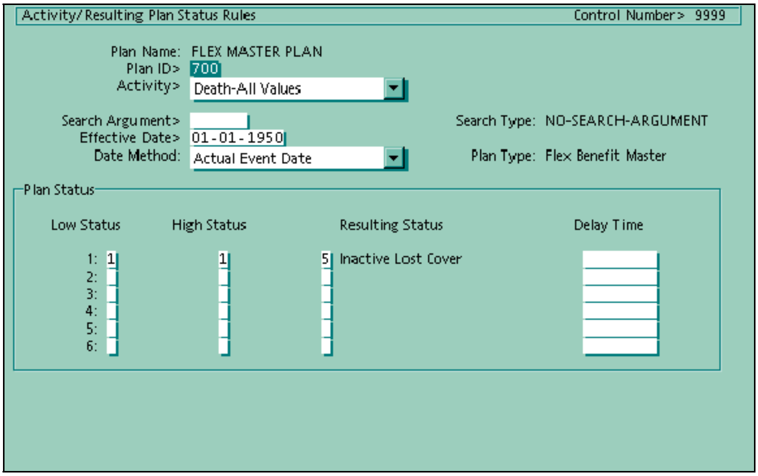

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Option> Shutoff/Deenroll
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Date Method: Actual Event Date
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:

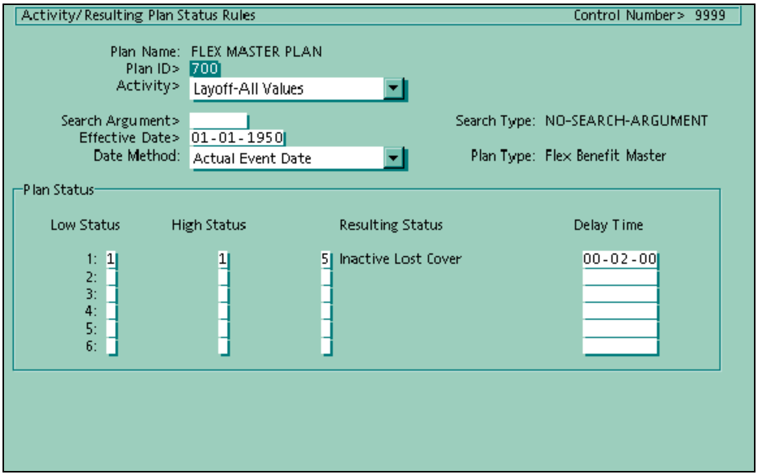

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Term-Vol,All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Date Method:
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Term-NonVol,All Valu
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Disab-All Values
Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
01-00-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Retirement-All Value
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Date Method: Actual Event Date
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Death-All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1950
Date Method: Actual Event Date
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:



Activity/Resulting Plan Status Rules   Control Number> 9999

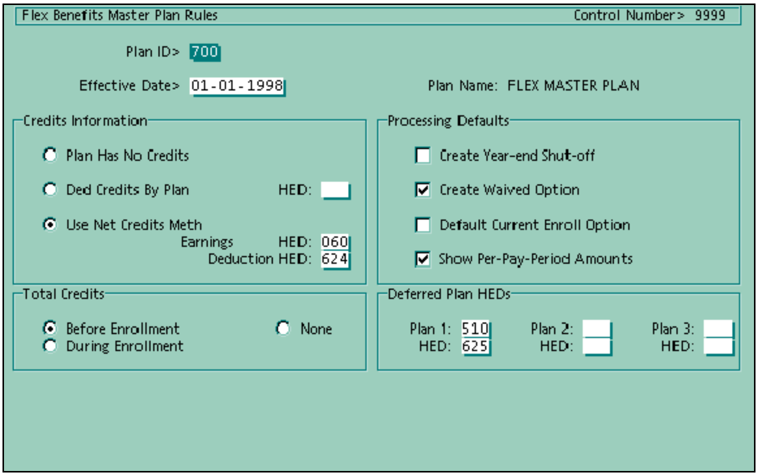
Plan Name: FLEX MASTER PLAN
Plan ID> 700
Activity> Layoff-All Values

Search Argument>
Effective Date> 01-01-1950
Date Method: Actual Event Date

Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master

Plan Status

	Low Status	High Status	Resulting Status		Delay Time
1:	1	1	5	Inactive Lost Cover	00-02-00
2:					
3:					
4:					
5:					
6:					



Flex Benefits Master Plan Rules   Control Number> 9999

Plan ID> 700

Effective Date> 01-01-1998   Plan Name: FLEX MASTER PLAN

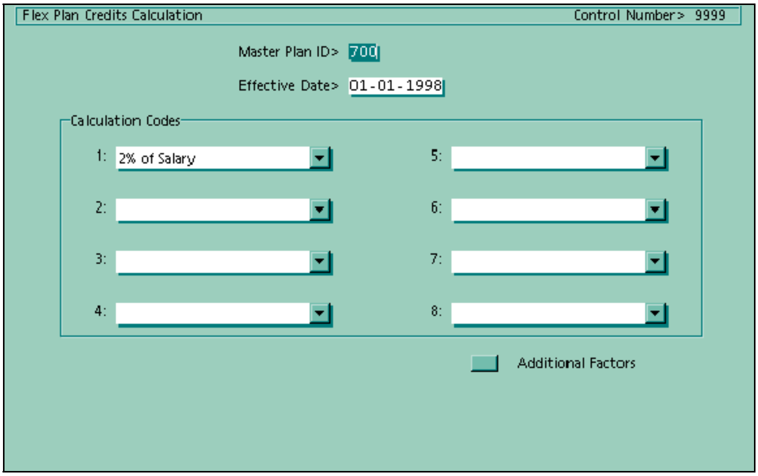
Credits Information
- ( ) Plan Has No Credits
- ( ) Ded Credits By Plan   HED:
- (•) Use Net Credits Meth
  Earnings HED: 060
  Deduction HED: 624

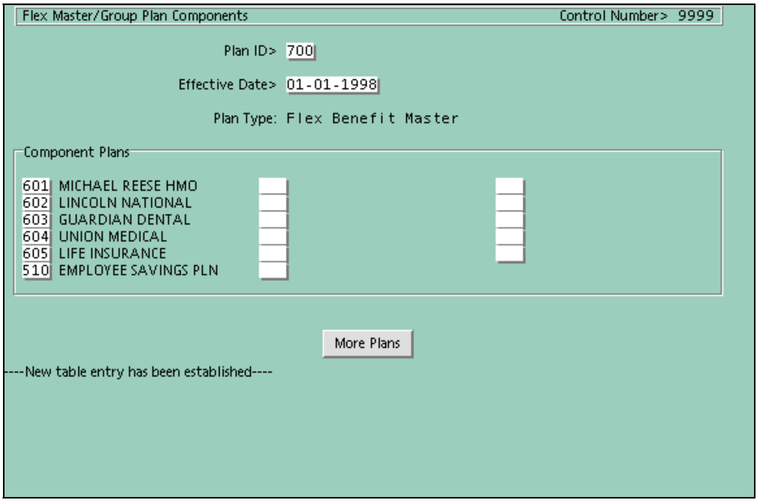
Processing Defaults
- [ ] Create Year-end Shut-off
- [x] Create Waived Option
- [ ] Default Current Enroll Option
- [x] Show Per-Pay-Period Amounts

Total Credits
- (•) Before Enrollment
- ( ) During Enrollment
- ( ) None

Deferred Plan HEDs

Plan 1: 510   Plan 2:   Plan 3:
HED: 625   HED: HED:


Flex Plan Credits Calculation
Control Number> 9999
Master Plan ID> 700
Effective Date> 01-01-1998
Calculation Codes
1: 2% of Salary
2:
3:
4:
5:
6:
7:
8:
Additional Factors


Flex Master/Group Plan Components
Control Number> 9999
Plan ID> 700
Effective Date> 01-01-1998
Plan Type: Flex Benefit Master
Component Plans
601 MICHAEL REESE HMO
602 LINCOLN NATIONAL
603 GUARDIAN DENTAL
604 UNION MEDICAL
605 LIFE INSURANCE
510 EMPLOYEE SAVINGS PLN
More Plans
----New table entry has been established----

APPENDIX F

Benefits Plan Worksheet

In This Appendix

Benefits Plan Worksheet---Blank

Plan ID	Plan Name	Opt Code	Valid Options	Contribution	Pre-Tax HED	Post-Tax HED	Company HED

Sample Benefit Plan Worksheet

Plan ID	Plan Name	Opt Code	Valid Options	Contribution	Pre-Tax HED	Post-Tax HED	Company HED
101	Blue Cross/Blue Shield	01	Employee Only/Single	$90/EE,$150/ER	602		603
		05	Family/EE & All Deps	S130/EE,$220/ER	602		603
		99	Waived				
		97	Shutoff /Deenroll				
102	HMO	01	Employee Only/Single		604		605
		02	Employee & Spouse		604		605
		05	Family/EE & All Deps		604		605
		99	Waived				
		97	Shutoff /Deenroll				
201	Basic Dental	01	Employee Only/Single		610		611
		02	Employee & Spouse		610		611
		05	Family/EE & All Deps		610		611
		99	Waived				
		97	Shutoff /Deenroll				
501	Basic Life	20	Enrolled		620		621
		97	Shutoff /Deenroll				
502	Optional Life	21	Coverage=1x Salary			630	631
		22	Coverage=2x Salary			630	631
		23	Coverage=3x Salary			630	631

Plan ID	Plan Name	Opt Code	Valid Options	Contribution	Pre-Tax HED	Post-Tax HED	Company HED
		99	Waived				
		97	Shutoff /Deenroll				

APPENDIX G

Batch Loading of Benefits Forms

In This Appendix

Introduction

This section contains general information about batch layouts for benefits forms that you may want to submit in large volumes through the batch process. For more specific instructions, refer to the online CUBBS FAQ sheet.

About batch transaction layouts

The Batch Transaction Layout (BATCHL) is a batch-only program. It produces a report called the Batch Layout Report that shows batch transaction layouts for application form entries. The report contains form-specific literals, field information, and comments associated with the entry boxes.

The Batch Transaction Layout (BATCHL) creates the report from one of two sources:

- Form Appearance Table entries
- The field list displayed at the end of a form's documentation

If Form Appearance Table entries are present for a given application form, these entries will be used in preference to the documentation field list.

The Batch Layout Report (BATCHL) can be very helpful when you design conversion and/or interface programs.

Specifying BATCHL control records

You can request a Batch Layout Report (BATCHL) for a single form or multiple forms, depending on the value you specify in the batch control record's Key field (starting in position 31). Look at these examples:

Requesting a Batch Layout Report for a single form:

```
         1    1    2    2    3    3    4    4    5          7
1...5....0....5....0....5....0....5....0....5....0          5
P BATCHLJ00100  999999BATCHL  55-SC1    A 13                C
```

Requesting a Batch Layout Report for multiple forms:

```
         1    1    2    2    3    3    4    4    5          7
1...5....0....5....0....5....0....5....0....5....0          5
P BATCHLJ00100  999999BATCHL  55-SC1    A 13                C
P BATCHLJ00100  999999BATCHL  54-SCR    A 134               C
P BATCHLJ00100  999999BATCHL  53-SCR    A                   C
```

Section header setup information

In the previous examples of BATCHL control records, you saw entries in positions 41–49. These positions are used to designate special information for the form sections on some forms the system. The following chart displays the valid entries for these positions:

Position	**Entry**
41	'A' or 'C'—Add or change. Default is blank (change).
42	'R' or 'S'—Regular or special. 'S' is mainly for AS400.
43–49	'1' through '7'—for section number of form.
75	'C'—forces a page break between layouts.

The following list indicates the section numbers required by the forms for the batch layouts:

Form	Section number(s) needed in positions 43–49 of the BATCHL control record
Welfare Plan Enrollments/Changes (55-SCR)	1, 3
Deduction Information From Benefit Plans (54-SCR)	1, 3, 4
Plan Coverage Amount Entry (53-SCR)	No section numbers(s) required.
Deferred Plan Enrollments/Changes (64-SCR)	1, 2
Deferred Plan Contribution Amt/Pcts (64CSCR	No section numbers(s) required.
T/S Plan Contributions/Fund Allocation (79-SCR)	No section numbers(s) required.
Flex Benefit Enrollment/Changes (55FSCR)	No section numbers(s) required. (See Batch loading flex benefit plan enrollments section for batch layout.)
Pending Plan Enrollment/De-enrollment (90-SCR)	No section numbers(s) required.

Printing the Batch Layout Report

When you execute the Batch Transaction Layout (BATCHL), the program writes the Batch Layout Report to FILE03. Print the contents of FILE03 to obtain a printed copy of the report.

☞ *Refer to the Technical Administration documentation for more information about control record formats and processing the BATCHL transactions.*

Batch loading welfare plan enrollments

When you batch load welfare enrollments, you have two options:

- Option 1—Batch load only the Welfare Plan Enrollments/Changes form (55-SCR) and let the system calculate the Deduction Information From Benefit Plans form (54-SCR) and the Plan Coverage Amount Entry form (53-SCR).

Use this option when you want the system to calculate all deduction segments automatically. The system checks the appropriate tables and generates the segments. If no prior deduction segments exist, the new segments will be created with a contribution action of 'Accept' for all contribution types.

If prior deduction or coverage segments exist, then the new segments will be created with the same contribution action as the prior segments. Therefore, if you are batch loading enrollments for a new benefits plan year and do not want prior contribution actions propagated, consider using option 2.

- Option 2—Batch load each form individually.

Use this option when you want to override or reject a contribution. It requires that each form be loaded individually. Type an 'E' in the Code 1 field on the Welfare Plan Enrollments/Changes form (55-SCR) to generate it without the Deduction Information From Benefit Plans (54-SCR) and Plan Coverage Amount Entry (53-SCR) forms.

When entering the Deduction Information From Benefit Plans form (54-SCR) for the first time, the batch layout must contain an 'E' in the Code 1 field, so the system knows to generate that particular segment.

If the employee has already been enrolled in a plan and you are loading all three forms, you need to load only the Deduction Information From Benefit Plans (54-SCR) and Plan Coverage Amount Entry (53-SCR) forms that need to be changed. For example, you would include these forms if you needed to reject a posttax HED on them.

The system expects that the forms will be loaded starting with the Welfare Plan Enrollments/Changes form (55-SCR). The Deduction Information From Benefit Plans form (54-SCR) will be loaded second, and the Plan Coverage Amount Entry form (53-SCR) third.

It is important to use an asterisk (*) as an end-of-record marker when you have completed a batch layout record.

Batch loading deferred plan enrollments

Batch enrollment of deferred plans requires independent segment loading, as compared to online enrollment where several segments are created by entering one form. Use the following chart as a reference tool:

Online Form	**Segment Created**	**Additional Segments Automatically Generated**	**Batch Equivalent**
Deferred Plan Enrollments/Changes (64-SCR)	LQ4	**LQ0**—Plan Retirement/Notice/Counseling Dates form (65-SCR), **LQ3**—Plan Service Dates form(62-SCR)	Deferred Plan Enrollments/Changes form (64-SCR)
DB Plan Contributions (68-SCR)	LQE	**LQ5**—Deduction Information From Benefit Plans form (54-SCR)	Deduction Information From Benefit Plans form (54-SCR), Deferred Plan Contribution Amt/Pcts form (64CSCR)
DC Plan Contributions (72-SCR)	LQE	**LQ5**—Deduction Information From Benefit Plans form (54-SCR)	Deduction Information From Benefit Plans form (54-SCR), Deferred Plan Contribution Amt/Pcts form (64CSCR)
T/S Plan Contributions/ Fund Allocation (79-SCR)	LQA	**LQE**—Deferred Plan Contribution Amt/Pcts form (64CSCR), **LQ5**—Deduction Information From Benefit Plans form (54-SCR)	Deduction Information From Benefit Plans form (54-SCR), Deferred Plan Contribution Amt/Pcts form (64CSCR), T/S Plan Contributions/Fund Allocation form (79-SCR) in Entry mode

Enrollments are processed on the Deferred Plan Enrollments/Changes form (64-SCR), sections 1 and 2, which must be loaded first. When this form is loaded, the system automatically generates the Plan Retirement/Notice/Counseling Dates form (65-SCR) and the Plan Service Dates form (62-SCR).

You must load the following forms in this order when entering deferred plans in batch:

Form	For the following plans
Deferred Plan Enrollments/Changes form (64-SCR)	All deferred plans
Deduction Information From Benefit Plans form (54-SCR)	All deferred plans with contributions
Deferred Plan Contribution Amt/Pcts form (64CSCR)	All deferred plans with contributions
T/S Plan Contributions/Fund Allocation form (79-SCR) in Entry mode	Thrift/savings plans only

Note: *If you are loading a thrift/savings plan, the T/S Plan Contributions/Fund Allocation form (79-SCR), with 'E' in the Code-1 field, will also need to be loaded. You can load this form before or after the Deferred Contribution Amt/Pcts form (64CSCR).*

Note: *The Deferred Plan Contribution Amt/Pcts form (64CSCR) processes against the system date. If you intend to load future-dated enrollments, you will not be able to load this form until that date.*

It is important to use an asterisk (*) as an end-of-record marker when you have completed a batch layout record.

Batch loading flex benefit plan enrollments

Normal system batch processing using the Batch Layout Facility (BATCHL) will not work for the Flex Benefit Enrollments/Changes form (55FSCR). It is necessary to create the batch loading as follows.

The following Batch Layout Facility records are needed for each employee enrollment:

- One record with Master Plan information
- A set of two records for each group of four plans into which the employee is to be enrolled. (The two-record sets hold the information comparable to a page of entries on the form for four plans at a time.)

Note: *Plan IDs must be in numeric order, not in the order shown on the Flex Master/Group Plan Components form (TP-SCR).*

The Enroll/Change Type code entry on the Master Plan record triggers the correct type of form processing, such as Open Enrollment, Life Status Changes, and so forth.

On the last batch record, when all entries are complete for all plans, enter a 'P' to trigger the 'Process' command that completes the form processing. The 'P' to indicate process is only entered on the last record of the last set of plans and always follows the last plan of the enrollment. If the last set contains less than four plans (the final plans for this individual, for example), the 'P' must be placed in the position immediately following the last Pre/Post Indicator.

The following batch load example for the Flex Benefit Enrollments/Changes form (55FSCR) shows the Plan IDs (bolded) in numeric sequence: 101, 105, 203, 303, 500, 505, 510, 601, 602, 603, 604, 605, 606, and 607. It also shows the Process command ('P') in the last position of the last batch layout record:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5
P CONTRLT00010  99999955FSCR  123456789                60001-01-1997O
P CONTRLT00010  99999955FSCR  123456789                10105          41*
P CONTRLT00020 0520          420320          430322          4
P CONTRLT00010  99999955FSCR  123456789                50020          45*
P CONTRLT00020 0520          451040          460101          4
P CONTRLT00010  99999955FSCR  123456789                60201          46*
P CONTRLT00020 0301          460401          460522          4
P CONTRLT00010  99999955FSCR  123456789                60699          46*
P CONTRLT00020 0799          4P
```

The following example shows the setup of a batch load to default to prior plans for an employee enrolled in a flexible benefits plan:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5
P CONTRLT00010  99999955FSCR  123456789                600199701010 P  P
```

Batch loading pending plan enrollments/de-enrollments

As part of your conversion effort, you may want to batch the Pending Plan Enrollment/De-enrollment form (90-SCR).

If you are loading the Pending Plan Enrollment/De-enrollment form (90-SCR) for the first time, type 'E' (new hire) in the Form Code2 Opts field (position 69) for the segments to be created. If you want to run a 'recheck' or another form function, type the appropriate option from option list PP66 in the Form Code2 Opts field and then run the batch job. The following codes are valid for the position:

Code	Description
A	Recheck
B	Change
C	Rehire/reinstate
D	LOA Return
E	New Hire

The following is an example of a batch load for new-hire pending plan enrollments for employees 6002, 6003, and 6004:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5
P CONTRLT00010  99999990-SCR  6002                                E     *
P CONTRLT00020                   *
P CONTRLT00010  99999990-SCR  6003                                E     *
P CONTRLT00020                   *
P CONTRLT00010  99999990-SCR  6004                                E     *
P CONTRLT00020                   *
```

It is important to use an asterisk (*) as an end-of-record marker when you have completed a batch layout record.

APPENDIX H

Technical Considerations

In This Appendix

Introduction

This section provides information about the technical issues concerning the amount of space available in the Employee Database, future shut-offs of flexible benefits, and program temporary fixes related to Benefits Administration.

Segment-Form cross-reference

Each form in the system is associated with one or more segment codes. This form/segment cross-reference is presented in three tables for those forms that are most commonly modified:

- Sorted by form name/form title/segment code
- Sorted by form title/form name/segment code
- Sorted by segment code/form title/form name

One way to determine the segment code associated with a specific form is to complete the following steps:

1. Access the Display Utility form (DISPLY)

- Access this form by making the following selections from the Navigator:

Component: Development Tools
Process: System Control Repository Utilities
Task: List Control Repository Object

- Select 'EL Source' from the Object list box.
- Type the form program name in the Object Key text box, for example, '53-SCR'.
- Click Save or press Enter.

2. View the segment code for the form

- Look at the last three-character text entry on line 00002.
- The segment type (L) and segment code (Q8) is displayed. In this example, it displays 'LQ8'.

```
P 53-SCR 00000 SECURITY 'BA'. @ Plan Coverage Amount Entry          MEBA
P 53-SCR 00001 @LAST MODIFIED ON:  04-14-97  BY:  MACO  AUTHOR:  JAS
P 53-SCR 00002 @0314DT170123                          LQ8
P 53-SCR 00003 @The 53-SCR screen is used to record or view the Q8
P 53-SCR 00004 @segments that contain an employee's coverage and
P 53-SCR 00005 @contribution amounts in a Welfare Benefits Plan.
```

Form name/form title/segment code

Form Name	Form Title	Segment Code
53-SCR	Plan Coverage Amount Entry	Q8
54-SCR	Deduction Information From Benefit Plans	Q5

Form Name	Form Title	Segment Code
55-SCR	Welfare Plan Enrollments/Changes	Q1
55CSCR	Flexible Benefit Annual Plan Credits	QO
55FSCR	Flex Benefit Enrollments/Changes	Q1
58-SCR	Beneficiary/Bond-Owner Information	OA, OB, OC
59BSCR	Beneficiary/Plan Cross Reference	QS
59DSCR	Covered Dependents By Plan	OD
61-SCR	Service Interruptions	Q2
62-SCR	Plan Service Dates	Q3
63-SCR	Plan Vesting Information	Q9
64-SCR	Deferred Plan Enrollments/Changes	Q4
64CSCR	Deferred Plan Contribution Amt/Pcts	QE
65-SCR	Plan Retirement/Notice/Counseling Dates	Q0
66-SCR	Plan Retirement Elections/Payments	Q6
67-SCR	Defined Benefit Plan Account Balance	QJ
68-SCR	DB Plan Contributions	QE
69-SCR	Defined Benefit Data	Q7
70-SCR	Defined Benefit Plan Accumulations	QI
71-SCR	Defined Benefit Plan Rollovers/Cashouts	QK
72-SCR	DC Plan Contributions	QE
73-SCR	Defined Contribution Plan Account Activities	QM
74-SCR	Defined Contribution Plan Transfers	QN
75-SCR	Defined Contribution Plan Accumulations	QL
76-SCR	Defined Contribution Plan Balance Entry	QP
77-SCR	Stock Plan Account Activities	R1
79-SCR	T/S Plan Contributions/Fund Allocation	QA
80-SCR	Thrift / Savings Plan Account Activities	QC
81-SCR	Thrift / Savings Plan Transfers	QD
82-SCR	Thrift / Savings Plan Accumulations	QB
84-SCR	Thrift / Savings Plan Balance Entry	QF
84SSCR	Thrift / Savings Plan Share Balance	QH

Form Name	Form Title	Segment Code
85-SCR	Waiver of Joint and Survivor Benefits	QZ
87-SCR	Stock Plan Stock Distribution Detail	R0
88-SCR	Stock Plan Cash Account Detail	R3
89-SCR	Stock Plan Employee Account Totals	R2
90-SCR	Pending Plan Enrollment/De-Enrollment	RA
92-SCR	Final Average Earnings Factors and Results	QX

Form title/form name/segment code

Form Title	Form Name	Segment Code
Beneficiary/Bond-Owner Information	58-SCR	OA, OB, OC
Beneficiary/Plan Cross Reference	59BSCR	QS
Covered Dependents By Plan	59DSCR	OD
DB Plan Contributions	68-SCR	QE
DC Plan Contributions	72-SCR	QE
Deduction Information From Benefit Plans	54-SCR	Q5
Deferred Plan Contribution Amt/Pcts	64CSCR	QE
Deferred Plan Enrollments/Changes	64-SCR	Q4
Defined Benefit Data	69-SCR	Q7
Defined Benefit Plan Account Balance	67-SCR	QJ
Defined Benefit Plan Accumulations	70-SCR	QI
Defined Benefit Plan Rollovers/Cashouts	71-SCR	QK
Defined Contribution Plan Account Activities	73-SCR	QM
Defined Contribution Plan Accumulations	75-SCR	QL
Defined Contribution Plan Balance Entry	76-SCR	QP
Defined Contribution Plan Transfers	74-SCR	QN
Final Average Earnings Factors and Results	92-SCR	QX
Flex Benefit Enrollments/Changes	55FSCR	Q1
Flexible Benefit Annual Plan Credits	55CSCR	QO
Pending Plan Enrollment/De-Enrollment	90-SCR	RA
Plan Coverage Amount Entry	53-SCR	Q8
Plan Retirement Elections/Payments	66-SCR	Q6
Plan Retirement/Notice/Counseling Dates	65-SCR	Q0

Form Title	Form Name	Segment Code
Plan Service Dates	62-SCR	Q3
Plan Vesting Information	63-SCR	Q9
Service Interruptions	61-SCR	Q2
Stock Plan Account Activities	77-SCR	R1
Stock Plan Cash Account Detail	88-SCR	R3
Stock Plan Employee Account Totals	89-SCR	R2
Stock Plan Stock Distribution Detail	87-SCR	R0
T/S Plan Contributions/Fund Allocation	79-SCR	QA
Thrift / Savings Plan Account Activities	80-SCR	QC
Thrift / Savings Plan Accumulations	82-SCR	QB
Thrift / Savings Plan Balance Entry	84-SCR	QF
Thrift / Savings Plan Share Balance	84SSCR	QH
Thrift / Savings Plan Transfers	81-SCR	QD
Waiver of Joint and Survivor Benefits	85-SCR	QZ
Welfare Plan Enrollments/Changes	55-SCR	Q1

Segment code/form title/form name

Segment Code	Form Title	Form Name
OA, OB, OC	Beneficiary/Bond-Owner Information	58-SCR
OD	Covered Dependents By Plan	59DSCR
Q0	Plan Retirement/Notice/Counseling Dates	65-SCR
Q1	Flex Benefit Enrollments/Changes	55FSCR
Q1	Welfare Plan Enrollments/Changes	55-SCR
Q2	Service Interruptions	61-SCR
Q3	Plan Service Dates	62-SCR
Q4	Deferred Plan Enrollments/Changes	64-SCR
Q5	Deduction Information From Benefit Plans	54-SCR
Q6	Plan Retirement Elections/Payments	66-SCR
Q7	Defined Benefit Data	69-SCR
Q8	Plan Coverage Amount Entry	53-SCR
Q9	Plan Vesting Information	63-SCR
QA	T/S Plan Contributions/Fund Allocation	79-SCR
QB	Thrift / Savings Plan Accumulations	82-SCR
QC	Thrift / Savings Plan Account Activities	80-SCR

Segment Code	Form Title	Form Name
QD	Thrift / Savings Plan Transfers	81-SCR
QE	DB Plan Contributions	68-SCR
QE	DC Plan Contributions	72-SCR
QE	Deferred Plan Contribution Amt/Pcts	64CSCR
QF	Thrift / Savings Plan Balance Entry	84-SCR
QH	Thrift / Savings Plan Share Balance	84SSCR
QI	Defined Benefit Plan Accumulations	70-SCR
QJ	Defined Benefit Plan Account Balance	67-SCR
QK	Defined Benefit Plan Rollovers/Cashouts	71-SCR
QL	Defined Contribution Plan Accumulations	75-SCR
QM	Defined Contribution Plan Account Activities	73-SCR
QN	Defined Contribution Plan Transfers	74-SCR
QO	Flexible Benefit Annual Plan Credits	55CSCR
QP	Defined Contribution Plan Balance Entry	76-SCR
QS	Beneficiary/Plan Cross Reference	59BSCR
QX	Final Average Earnings Factors and Results	92-SCR
QZ	Waiver of Joint and Survivor Benefits	85-SCR
R0	Stock Plan Stock Distribution Detail	87-SCR
R1	Stock Plan Account Activities	77-SCR
R2	Stock Plan Employee Account Totals	89-SCR
R3	Stock Plan Cash Account Detail	88-SCR
RA	Pending Plan Enrollment/De-Enrollment	90-SCR

Employee Database space analysis for benefits enrollment

Once you have set up your benefits plans, you are ready to process employee flex credits (if you have flex plans) and enroll employees. First, however, it may be important to check the employee record length, since enrollments will add several segments to each employee's record. The amount of space needed to accommodate enrollment segments will depend on your plan requirements.

The Employee Master File Space Analysis report (10-RPT) calculates the amount of space available on each employee's record and compares that to the maximum number of segments required for an employee enrollment. You can then review the printed summary of available segment space for each employee. This information helps you decide whether or not you need to make a space allocation adjustment before or during benefits enrollment processing.

☞ *Refer to the Technical Administration documentation for more information about working storage expansions.*

Estimating expansion for flex enrollments

You can use the following formula to estimate the maximum number of segments per employee that you will be adding with your flex enrollment:

```
4   +   (7A)   +   B   =   segments per employee
```

where

'4' is the number created for the Flex Master:

- 1 QO segment—Flexible Benefit Annual Credits form (55CSCR)
- 1 Q1 segment—Enrollment
- 1 Q5 segment—HED Prototype (deduction or earning HED)
- 1 Q8 segment—Coverage

'7' is the number of possible segments per plan that are created at enrollment:

- 1 Q1 segment—Enrollment
- 3 Q5 segments—HED Prototype (Pre/Post/Company)
- 3 Q8 segments—Coverage (Pre/Post/Company)

'A' is the number of plans, including Flexible Spending Accounts (FSAs) and Deferred

'B' is the number of Flexible Spending Account plans (which have an extra segment, the 'QT' segment)

Modifying the report code for the number of plans

The program code for the Employee Master File Space Analysis report (10-RPT) is based on an arbitrary number of plans. You may adjust the lines that contain the coded numbers, increasing or decreasing the numbers (10 and 114 respectively) if you have more or less plans. Instructions are shown on the commented '@' lines preceding the program lines. The report may then be run at any time.

The specific code that can be altered is shown in the following example:

```
10-RPT 02500 @The number of segments required to store 55-SCR information
10-RPT 02600 @for 1 plan with 5 contrib types is 11 segments. If you
10-RPT 02700 @have fewer contrib types, reduce the number by 2 for each
10-RPT 02800 @unavailable contrib type; then RELOAD 10-RPT.
10-RPT 02900  IF PERM-02-V0 GREATER :10 PRINT 'Y' ELSE PRINT 'N'
10-RPT 03000 @The number of segments required to store 55FSCR information
10-RPT 03100 @for 16 plans with 3 contrib types is 115 segments. If you
10-RPT 03200 @have fewer plans, reduce the number by 9 for each plan less
10-RPT 03300 @than 16. If you have fewer contrib types, reduce the
10-RPT 03400 @number by two for each contrib type less than 3 FOR EACH
10-RPT 03500 @AFFECTED PLAN.  Then RELOAD 10-RPT.
10-RPT 03600   IF PERM-02-V0 GREATER :114 PRINT 'Y' ELSE PRINT 'N'.
10-RPT 03700   MOVE :1 TO PERM-03-V0.
10-RPT 03800   OUTPUT PERM-03-V0. WRITE-EXTRACT.
```

Report output

The two fields on the right side of the report (55-SCR INDICATOR and 55FSCR INDICATOR) are used to let you know if there are enough segments available on the Employee Database (Master File; FILE02) to enroll the employee on the Welfare Plan Enrollments/Changes form (55-SCR) or Flex Benefit Enrollments/Changes form (55FSCR).

For welfare plan processing, this report verifies if there are enough segments available to process a welfare plan enrollment. If enough segments are available, a 'Y' displays under the 55-SCR INDICATOR heading. If there are not enough segments available, an 'N' displays.

For flexible benefits processing, this report verifies if there are enough segments available to process a flexible benefit plan enrollment, based on the maximum number of component plans with three Contribution Types for each plan.

If enough segments are available, a 'Y' displays under the 55FSCR INDICATOR heading. If there are not enough segments available, an 'N' displays.

☞ *Refer to the Technical Administration documentation for more information about managing working storage.*

Employee Master File Space Analysis (10-RPT)

The Employee Master File Space Analysis report (10-RPT) lists all employees and the condition of their Employee Database (Master File; FILE02) regarding available space for an employee enrollment. You may modify this report to verify a lesser amount of space if your Flexible Benefits program has fewer plans and contribution types available.

Business Tasks

This report is used to complete the following business task:

- Estimate a space allocation adjustment before or during benefits enrollment processing.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Employee Status**—Employee's status as a result of an activity.
- **Employee Rcd Size**—Current employee record size.
- **Maximum Allowed**—Employee record maximum size.
- **Available Segments**—Number of segments available for benefits plan enrollment.
- **55-SCR Indicator**—'Y' indicates adequate space for a welfare enrollment. 'N' indicates inadequate space.
- **55FSCR Indicator**—'Y' indicates adequate space for a flexible benefits enrollment. 'N' indicates inadequate space.

Parameter options and setup

There are no parameter options for this report.

Employee Master File Space Analysis (10-RPT)

```
CORPORATION  99   ACME MANUFACTURING                  EMPLOYEE MASTER FILE       REPT                           PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                    SPACE ANALYSIS           10-R              TIME 21:15   DATE 02-02-1998

                           EMPLOYEE   ------ EMPLOYEE ------          EMPLOYEE      MAXIMUM    AVAILABLE     55-SCR     55FSCR
EMPLOYEE NAME              NUMBER     ------- STATUS -------          RCD SIZE      ALLOWED     SEGMENTS    INDICATOR  INDICATOR

ADAMS, RICHARD                 1117    01 Active-Salrd Reg FT           4,148        24,957       293           Y          Y
ALSON, GEOFFERY                3003    01 Active-Salrd Reg FT           3,976        24,957       296           Y          Y
ANDERSEN, KARI                 6004    01 Active-Salrd Reg FT           1,582        24,957       329           Y          Y
ANDERSON, DANIEL M             1616    01 Active-Salrd Reg FT           4,503        24,957       288           Y          Y
ANDERSON, KAREN                3034    11 Term-Salaried Reg FT          3,174        24,957       307           Y          Y
ANDREWS, HENRY A.              2013    01 Active-Salrd Reg FT           2,059        24,957       323           Y          Y
AUSTIN, STEVEN                 1234    05 Active-Hrly PT                4,825        24,957       284           Y          Y
AYERS, CHESTER D               1755    11 Term-Salaried Reg FT          3,225        24,957       306           Y          Y
BALDWIN, ALICE A               1043    03 Active-Hrly Reg FT            3,945        24,957       296           Y          Y
BARKER, MARTINN A              1184    11 Term-Salaried Reg FT          3,692        24,957       300           Y          Y
BARNES, JOHNSON                2002    01 Active-Salrd Reg FT           2,739        24,957       313           Y          Y
BARTHOLOW III, JONATHAN        1113    01 Active-Salrd Reg FT           4,608        24,957       287           Y          Y
BEACHEM, JUDITH                6009    01 Active-Salrd Reg FT           1,582        24,957       329           Y          Y
BENOWITZ, JAMES                3027    91 Retired-Salrd Reg FT          3,976        24,957       296           Y          Y
BETTS, J.T.                    6003    01 Active-Salrd Reg FT           1,440        24,957       331           Y          Y
BISHOP, MARIA                  3021    01 Active-Salrd Reg FT           3,692        24,957       300           Y          Y
BLOOM, ALEXANDER               3001    01 Active-Salrd Reg FT           4,118        24,957       294           Y          Y
BROWN, WILLIAM R               2005    01 Active-Salrd Reg FT           2,384        24,957       318           Y          Y
BYERS, TODD                    6001    01 Active-Salrd Reg FT           1,582        24,957       329           Y          Y
CACH, ROBERT                   1258    13 Term-Hourly Reg FT            4,027        24,957       295           Y          Y
CARLILE, WILLIAM E.            3013    01 Active-Salrd Reg FT           4,402        24,957       290           Y          Y
CHOU, LO                       3020    01 Active-Salrd Reg FT           4,675        24,957       286           Y          Y
CMEYLA, JANE                   2003    01 Active-Salrd Reg FT           2,668        24,957       314           Y          Y
COLLINS, ANNA MARIE            1848    01 Active-Salrd Reg FT           3,722        24,957       299           Y          Y
COMPTON, SUSAN A               1116    05 Active-Hrly PT                4,799        24,957       284           Y          Y
CORTEZ, MARIA                  3028    91 Retired-Salrd Reg FT          4,402        24,957       290           Y          Y
COSTELLO, SUSANNE              2006    03 Active-Hrly Reg FT            2,100        24,957       322           Y          Y
CREMMINS, ALAN EDWARD          2009    01 Active-Salrd Reg FT           2,029        24,957       323           Y          Y
DANIELS, JEFFREY C.            3023    01 Active-Salrd Reg FT           3,823        24,957       298           Y          Y
DUNBAR, WALLCOTT A.            3029    91 Retired-Salrd Reg FT          4,178        24,957       293           Y          Y
EMORY, TODD                    3031    11 Term-Salaried Reg FT          3,387        24,957       304           Y          Y
GRANT, KEITH L.                2014    01 Active-Salrd Reg FT           1,958        24,957       324           Y          Y
```

Flexible benefits component plan future shut-offs

The Flex Component Plan Future-Dated Shut-offs report (81-RPT) creates future-dated shut-off segments for all employees participating in component plans that are part of the current Master Plan and the new year's Master Plan.

Plans are shut-off if they are entered on either the current or new year Flex Master/Group Plan Components table (TP-SCR). If an employee does not re-elect participation in the same plans in the current Flex Year, this program ensures the employee does not continue to have contributions deducted for the 'old' plans. The Flex Master Plan is also shut-off as of the plan year-end in preparation for the new year enrollment.

Note: *To create shut-off segments for Deferred Plans, the Scripting Language (English Language) code must be modified. HED numbers may be entered at Paragraph P235-SHUTOFFS to trigger the shut-off of specific Q5 HED segments.*

Solution View can be used to create a selection routine to be used by the report. The selection routine limits the employees processed to those who meet the criteria you have defined. The name of your selection routine can be specified in the report parameter options.

☞ *Refer to Using the Solution View documentation for more information on creating a selection routine.*

Flex Component Plan Future-Dated Shut-offs (81-RPT)

The Flex Component Plan Future-Dated Shut-offs report (81-RPT) creates future-dated shut-off records for all employees participating in component plans that are part of the current master plan and the new year's master plan. If an employee does not re-elect participation in the same plans in the current flex year, this program ensures the employee does not continue to have contributions deducted for the prior year's plans. The flex master plan is also shut-off as of the plan year-end in preparation for the new year enrollment.

Solution View can be used to create a selection routine to limit the employees processed to those who meet the criteria you have defined. The name of your selection routine is specified in the report parameters.

Business Tasks

This report is used to complete the following business tasks:

- Stop deductions from being processed when employees no longer belong to a plan.
- Stop deductions from being taken for prior year flex plans after enrollment in new plan year.

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Flex Plan ID**—Three-character identifier of the flex plan.
- **Plan Name**—Name assigned to the plan.
- **Flex Plan Year**—Beginning date of the flexible benefit plan.
- **Welfare Effective**—Employee enrollment date.
- **Resulting Plan-Stat**—Employee's participation status in the plan.
- **Option Elected**—Employee's choice of benefits level.
- **Plan Entry Date**—Employee's original participation date in a welfare plan.
- **Plan Type**—Code that indicates the kind of benefits plan.
- **Suspend End-Date**—Date on which an employee's suspension from participation in a welfare plan ends.
- **Service Calc-Date**—Date from which service dates are calculated.
- **Variable Factor**—Amount used in the calculation of the coverage or contribution.
- **HED**—Three-character identifier of the deduction for Payroll.
- **Eff-Date**—Date on which the deduction is to take effect.
- **Freq/Type/Meth**—When deductions are to be taken; action to be taken for arrears; calculation of amount of deduction.
- **Amt-Pct**—Deduction value for a particular benefit.
- **Start Cd/Fl**—When to start a deduction.
- **Stop Cd/Fl**—When to stop a deduction.
- **Amt One, Two**—Values specific to Payroll.
- **Plan**—Plan ID associated with the deduction.
- **Contrib**—Source of contribution funding.
- **Act**—Code indicating plan contribution acceptance.
- **Rule**—Formula to determine contribution.
- **Post**—Indicator that the deduction has been copied to Payroll.

Parameter options and setup

- **New Plan Year Start Date**—Enter the date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or CCYYDDMM or DD-MM-CCYY (elsewhere).
- **New Flex Master Plan ID**—Enter the three-character plan ID.
- **Current Flex Master Plan ID**—Enter the three-character plan ID only if different than the New Flex Master Plan ID.
- **Selection Routine**—Enter the six-character customer-defined Solution View program name for the Selection Routine (optional).

Flex Component Plan Future-Dated Shut-offs (81-RPT)

```
CORPORATION  99   ACME MANUFACTURING           FLEX COMP PLAN FUTURE SHUT-OFFS    REPT                             PAGE       13
DIVISION     9999 PRODUCTION CTL 1-2           PLAN-ID 700     YEAR 01-01-1999    81-R                 TIME 19:05 DATE 02-03-1998

                           EMPLOYEE        FLEX                                         FLEX PLAN
EMPLOYEE NAME                NUMBER       PLAN-ID          PLAN NAME                       YEAR
BARNES, JOHNSON                2002         700            FLEX MASTER PLAN             01-01-1999

NEW-SHUT-OFF SEGMENTS:

PLAN                         WELFARE     RESULTING   OPTION       PLAN ENTRY    PLAN      SUSPEND       SERVICE         VARIABLE
ID     PLAN NAME             EFFECTIVE   PLAN-STAT   ELECTED         DATE       TYPE      END-DATE     CALC-DATE          FACTOR
601   MICHAEL REESE HMO      12-31-1998      5          97        01-01-1998     01                    05-01-1985

                 EFF-DATE       FREQ/TYPE/METH  AMT-PCT START CD/FL STOP CD/FL  AMT ONE      AMT TWO  PLAN CONTRIB ACT RULE  POST
       HED: 608  12-31-1998      00   54   02   0003000  0   000000  0  000000                        601     4      A  A2

       HED: 609  12-31-1998      00   54   02   0003000  0   000000  0  000000                        601     1      R  A2      1

       HED: 610  12-31-1998      00   54   02   0008500  0   000000  0  000000                        601     3      A  A2

NEW-SHUT-OFF SEGMENTS:

PLAN                         WELFARE     RESULTING   OPTION       PLAN ENTRY    PLAN      SUSPEND       SERVICE         VARIABLE
ID     PLAN NAME             EFFECTIVE   PLAN-STAT   ELECTED         DATE       TYPE      END-DATE     CALC-DATE          FACTOR
603   GUARDIAN DENTAL        12-31-1998      5          97        01-01-1998     16                    05-01-1985

                 EFF-DATE       FREQ/TYPE/METH  AMT-PCT START CD/FL STOP CD/FL  AMT ONE      AMT TWO  PLAN CONTRIB ACT RULE  POST
       HED: 615  12-31-1998      00   51   02   0000000  0   000000  0  000000                        603     4     A   A2

       HED: 616  12-31-1998      00   51   02   0000000  0   000000  0  000000                        603     1     R   A2      1

       HED: 614  12-31-1998      00   51   02   0001300  0   000000  0  000000                        603     3     A   A2

NEW-SHUT-OFF SEGMENTS:

PLAN                         WELFARE     RESULTING   OPTION       PLAN ENTRY    PLAN      SUSPEND       SERVICE         VARIABLE
ID     PLAN NAME             EFFECTIVE   PLAN-STAT   ELECTED         DATE       TYPE      END-DATE     CALC-DATE          FACTOR
605   LIFE INSURANCE         12-31-1998      5          97        01-01-1998     06                    05-01-1985
```

Benefits program temporary fixes (PTFs)

When you identify a situation in which the system does not work as documented, you can communicate this to Cyborg by completing a Problem Notification form and submitting it to the Problem Notification Coordinator at your nearest Cyborg office.

You can obtain these forms from Cyborg account managers and installation specialists. For tracking purposes, each Problem Notification (PN) is assigned a unique number. A technician will work with you on resolving the problem.

If it is determined that a coding change is required, a temporary fix will be developed and distributed.

Temporary fixes--defined

Program Temporary Fixes (PTFs) are resolutions to Problem Notifications (PNs). They are fixes applied temporarily until they are made part of the system by being included in an update bulletin or upgrade. PTFs may encompass Scripting Language (English Language) changes and/or COBOL changes.

Before submitting a Problem Notification form, you may want to look at existing PTFs to see if a program fix is available for the problem.

Note: *Temporary fixes have only been unit tested. They have not been system tested.*

How temporary fixes are distributed

Temporary fixes are distributed on the Cyborg bulletin board. As a subscriber to the Cyborg User Bulletin Board Service (CUBBS), you can obtain update bulletins as well as Program Temporary Fixes through data transfer 24 hours a day, seven days a week.

You should have received the software and instructions for using the Cyborg bulletin board as part of the installation process. If you are not currently using this service, you may request it from Cyborg. You will receive the bulletin board software and product documentation.

Determining whether a temporary fix has been applied

You can view temporary fixes that have been applied to a form by using the Display utility (DISPLY) and selecting an object of 'PTF History'. Complete the following steps to view applied temporary fixes on your system:

1. **Access the Display Utility form (DISPLY)**

   Access this form by making the following selections from the Navigator:

   Component: Development Tools
   Process: System Control Repository Utilities
   Task: List Control Repository Object

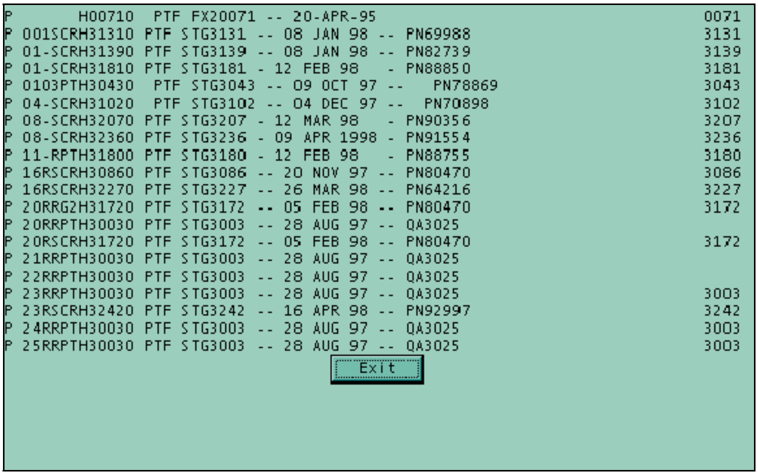
2. **Select an Object**

   Select 'PTF History'.

3. Click Save or press Enter

The Display Utility form (DISPLY) displays one line for each applied Program Temporary Fix (PTF).

The resulting form should look similar to the example that follows:



```
P       H00710  PTF FX20071 -- 20-APR-95                       0071
P 001SCRH31310 PTF STG3131 -- 08 JAN 98 -- PN69988             3131
P 01-SCRH31390 PTF STG3139 -- 08 JAN 98 -- PN82739             3139
P 01-SCRH31810 PTF STG3181 - 12 FEB 98   - PN88850             3181
P 0103PTH30430  PTF STG3043 -- 09 OCT 97 --   PN78869          3043
P 04-SCRH31020  PTF STG3102 -- 04 DEC 97 --  PN70898           3102
P 08-SCRH32070 PTF STG3207 - 12 MAR 98   - PN90356             3207
P 08-SCRH32360 PTF STG3236 - 09 APR 1998 - PN91554             3236
P 11-RPTH31800 PTF STG3180 - 12 FEB 98   - PN88755             3180
P 16RSCRH30860 PTF STG3086 -- 20 NOV 97 -- PN80470             3086
P 16RSCRH32270 PTF STG3227 -- 26 MAR 98 -- PN64216             3227
P 20RRG2H31720 PTF STG3172 -- 05 FEB 98 -- PN80470             3172
P 20RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025
P 20RSCRH31720 PTF STG3172 -- 05 FEB 98 -- PN80470             3172
P 21RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025
P 22RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025
P 23RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025              3003
P 23RSCRH32420 PTF STG3242 -- 16 APR 98 -- PN92997             3242
P 24RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025              3003
P 25RRPTH30030 PTF STG3003 -- 28 AUG 97 -- QA3025              3003
                         Exit
```

☞ *Refer to the Technical Administration documentation for detailed information about identifying problems and applying temporary fixes.*

APPENDIX I

Accumulation HEDs and 401(k) Plans

In This Appendix

Introduction

This section provides an explanation of how to use Accumulation Method Code 8A for 401(k) plans. It shows how Method Code 8A can be used to track limits on applicable wages and employee pretax contributions and to ensure the company contribution is calculated correctly.

Overview of accumulation HEDs

When setting up a benefit plan on the Benefit Plan Prototype Contribution HED form (TS-SCR), the value in the 6-position Stop Field normally indicates the maximum amount that, when reached, stops a deduction or automatic earning for the HED being defined. In the case of 401(k) and other deferred benefit plans, which have a pretax maximum, this field can not accommodate the required 7-position value. For 401(k) plans, an accumulation HED must be set up to handle the maximum amount.

An accumulation HED is set up whenever there is a need to accumulate, combine, and/or track groups of earnings and deductions for special purposes. The totals of a number of different earnings HEDs can be combined to establish the base for any of the following:

- Calculating wages subject to 401(k) deductions
- Calculating 401(k) deductions and company match
- Accumulating life-to-date dollars and/or hours

Accumulation Method Code 8A is provided to handle the need to accumulate or combine earnings and/or hours. This special method code enables you to do the following:

- Add any accumulation of hours or dollars from multiple HEDs for any purpose
- Set an annual maximum or limit on an HED accumulation

Method Code 8A uses the list of HEDs defined on the HED Accumulation Method Setup form (MCASCR) to accumulate hours and/or dollars into a single HED. It also uses entries on the HED Accumulation Method Limits form (MCALIM) to calculate a maximum contribution or annual earning amount and create a WL Record Maintenance form (WL-SCR) or company record.

Each of the HEDs that is to be combined or accumulated must be set up on both the Company Earnings And Deductions form (A8-SCR) and the Employee Earnings And Deductions form (HH-SCR) with the Accumulation Method option selected in the Calc Method drop down box of both.

Note: *HEDs can be set up or modified for all paying Organizations by selecting Propagate To All on the Company Earnings And Deductions form (A8-SCR). Because an HED can not be deleted once it is created, ensure that you want the HED created for **all** paying Organizations before selecting Propagate To All.*

The special accumulation HED then must be set up as a memo HED on the HED Accumulation Method Setup form (MCASCR), listing each of the HEDs that is to be accumulated. Up to ten HEDs can be recorded on each setup form. To accumulate more than ten HEDs, enter the HEDs in additional setup forms, linking the forms with consecutively numbered entries in the Sequence text box. For example, the first setup form would have an entry of '1' in its Sequence text box, the second screen would have an entry of '2', and so on.

After accumulating the hours or dollars in the specified HEDS, the accumulation HED can perform the calculation specified in the Calculation Action drop down box. If no

Calculation Action option is selected, the accumulation HED stores the total of the HEDS being combined.

Once the accumulation and optional calculation are complete, the resulting total can then be compared to the annual maximum or limit defined on the HED Accumulation Method Limits form (MCALIM). The limit can be the amount of one accumulation HED, or it can be the total of up to eight accumulation HEDs, which are listed on the HED Accumulation Method Limits form (MCALIM).

After the defined limit is reached, the accumulation HED continues to be calculated, but no deductions are taken unless a posttax HED is specified in the Post Tax HED text box of the HED Accumulation Method Limits form (MCALIM). If no limit is entered, the accumulation HED continues to take deductions until it is shut off.

An accumulation HED is linked to a limit by entering the same numeric value in both the Limit Definition text box of the HED Accumulation Method Setup (MCASCR) and the Limit Definition ID text box of the HED Accumulation Method Limits form (MCALIM).

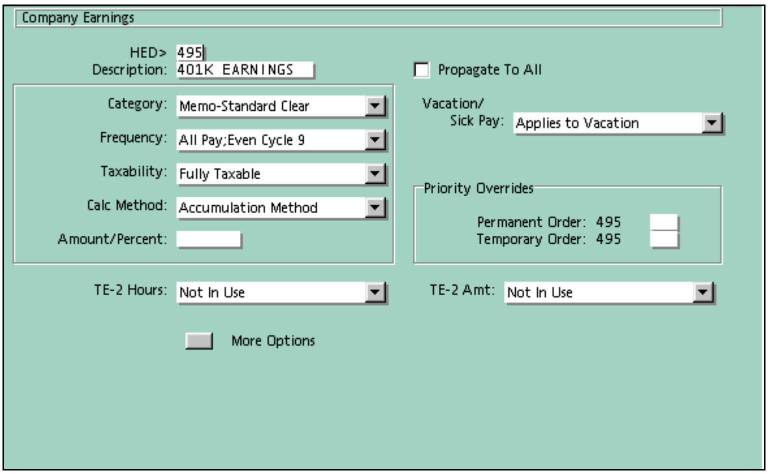
Setting up accumulator HEDs for 401(k) plans

The Company Earnings and Company Deductions panels of the Company Earnings And Deductions form (A8-SCR) are used to establish HEDs. An earnings HED is set up on the Company Earnings panel and must be numbered from 001 to 500. A deduction HED is set up on the Company Deductions panel and must be numbered from 501-998.

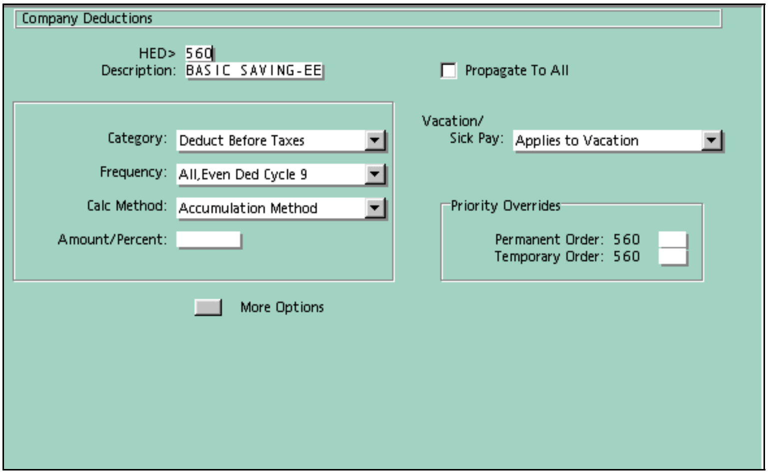
When setting up an accumulation HED, the number you assign to it must be higher than the numbers assigned to any of the HEDs being combined or accumulated into it. For example, the accumulation HED set up to accumulate values from HEDs 534, 618, and 622 must be numbered 623 or higher. The value in the Calc Method drop down box for any accumulation HED or any HED that is to be combined into an accumulation HED must be Accumulation Method.

The following examples show how HEDs can be set up to handle 401(k) limits. HED 495 will be set up as an accumulation HED for earnings subject to 401(k), HED 560 will be set up as an accumulation HED for basic pretax deductions, HED 561 will be set up for supplemental posttax deductions, and HED 562 will be set up as an accumulation HED for the company match.

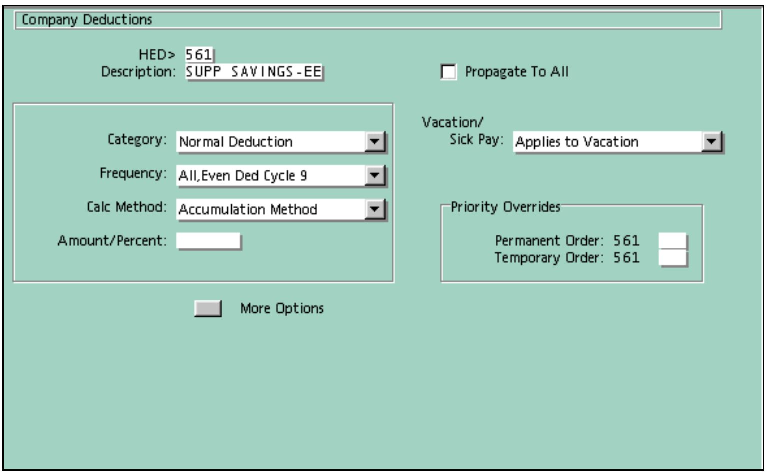
First set up basic earnings HED 495 on the Company Earnings panel of the Company Earnings And Deductions form (A8-SCR), using the values shown in the following example. HED 495 will be used for earnings subject to 401(k). It will be defined as an accumulation HED in a later step.



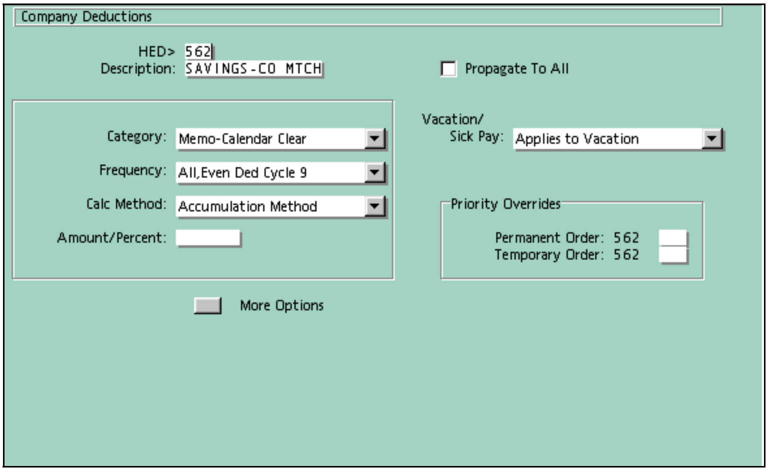
Next, set up HED 560 on the Company Deductions panel of the Company Earnings And Deductions form (A8-SCR), using the values shown in the following example. HED 560 will be used for basic pretax deductions. It will be defined as an accumulation HED in a later step.



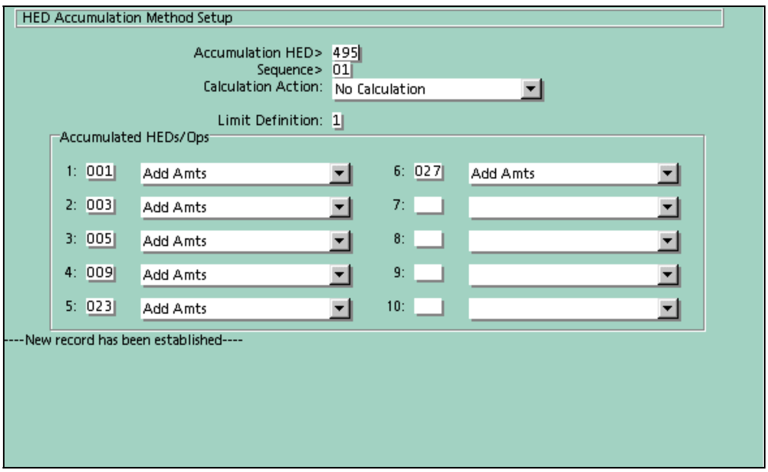
Next, set up HED 561 on the Company Deductions panel of the Company Earnings And Deductions form (A8-SCR), using the values shown in the following example. HED 561 will be used for supplemental posttax deductions.



Next, set up HED 562 on the Company Deductions panel of the Company Earnings And Deductions form (A8-SCR), using the values shown in the following example. HED 562 will be used for the company match. It will be defined as an accumulation HED in a later step.

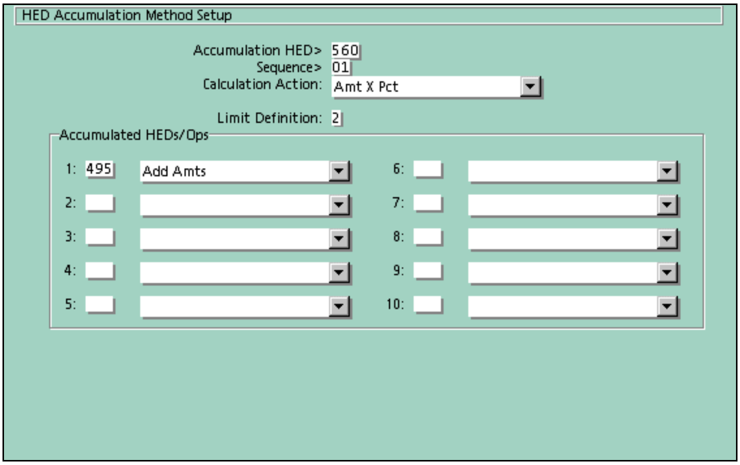


Now you can set up the accumulation HEDs on the HED Accumulation Method Setup form (MCASCR). First set up HED 495 to specify the earnings HEDs that will be accumulated or combined as earnings subject to 401(k).



There are six earnings HEDs that will be added together into HED 495. This will be the total amount of earnings subject to 401(k). The number '1' in the Limit Definitions text box is used to tie HED 495 to an earnings limit. The earnings limit will be defined on an HED Accumulation Method Limits form (MCALIM), which will have a corresponding number '1' in its Limit Definition ID text box.

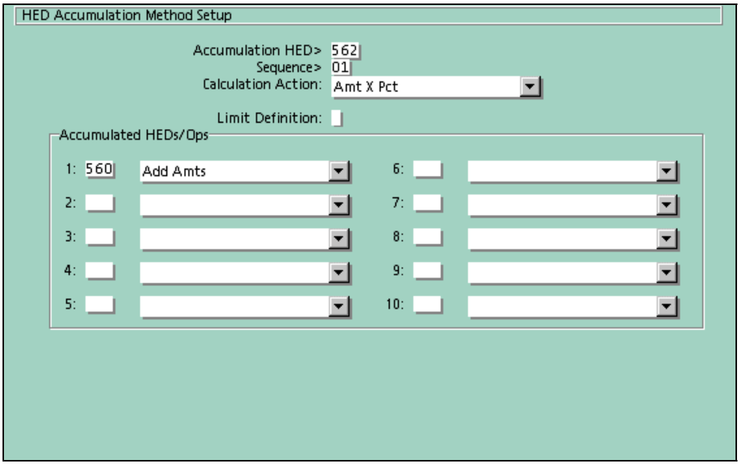
Accumulation HED 560 can now be set up to define the percentage of earnings that will be contributed to a 401(k) plan as a basic pretax deduction.



The total earnings to be considered for 401(k) will be taken from HED 495. The Amt X Pct value in the Calculation Action drop down box indicates that the total earnings taken from HED 495 will be multiplied by the percent specified in the Amount/Pct text box of the employee's Employee Earnings And Deductions form (HH-SCR). The result will be the amount to be contributed to 401(k).

The number '2' in the Limit Definitions text box is used to tie HED 560 to an deduction limit. The deduction limit will be defined on a HED Accumulation Method Limits form (MCALIM), which will have a corresponding number '2' in its Limit Definition ID text box.

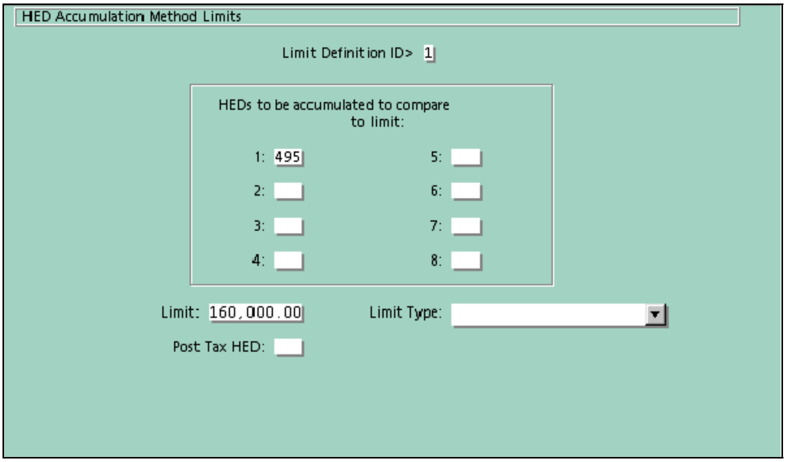
Accumulation HED 562 can now be set up to define the company contribution to a 401(k) plan.



The amount of the employee contribution to the 401(k) will be taken from HED 560. The Amt X Pct value in the Calculation Action drop down box indicates that the employee contribution taken from HED 560 will be multiplied by the percent specified in the Amount/Pct text box of the Company Earnings And Deductions form (A8-SCR). The result will be the amount to be contributed by the company to 401(k).

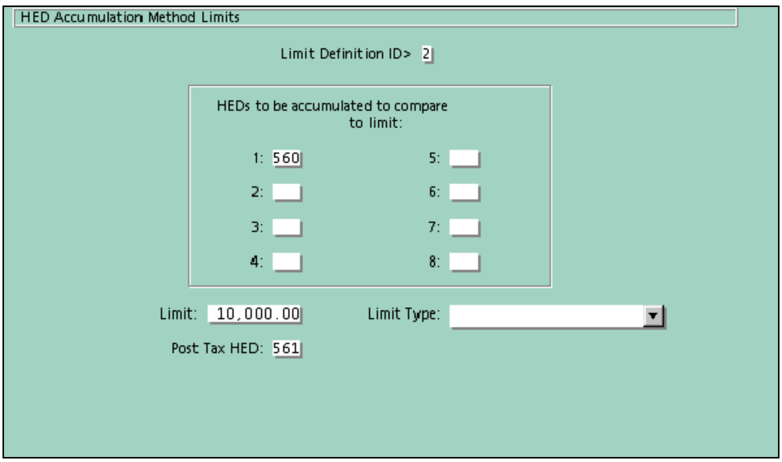
Annual contribution limits or maximums can now be set up on the HED Accumulation Method Limits form (MCALIM). In order for a limit to be in effect, the User Fields/Code text box on an employee's Employee Earnings And Deductions form (HH-SCR) must have an 'L' in the first position, followed by the value from the Limit Definition ID text box of the HED Accumulation Method Limits form (MCALIM) for the appropriate HED. A value of 'L1', for example, would indicate that the limit set up on the HED Accumulation Method Limits form (MCALIM) with a '1' in its Limit Definition ID text box should be used.

First set up the annual limit for HED 495, earnings subject to 401(k).



The '1' in the Limit Definition ID text box provides the link to accumulation HED 495, which had a corresponding '1' in the Limit Definition text box of its HED Accumulation Method Setup form (MCASCR). The value of '160,000.00' in the Limit text box sets the annual limit for earnings to be considered for 401(k) at $160,000.00.

Now set up an annual limit for HED 560, the percentage of earnings to be contributed to a 401(k) as a pretax deduction. Then define the HED that will be used for posttax contributions once the limit is reached.



The '2' in the Limit Definition ID text box provides the link to accumulation HED 560, which had a corresponding '2' in the Limit Definition text box of its HED Accumulation Method Setup form (MCASCR). The value of '10,000.00' in the Limit text box sets the annual limit for pretax contributions to a 401(k) at $10,000.00, and the value of '561' in the

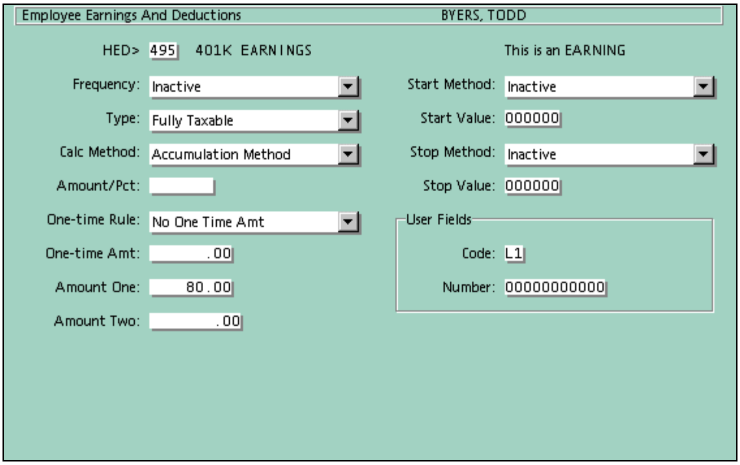
Post Tax HED text box indicates that, once the $10,000.00 limit is reached, additional 401(k) contributions will be taken as posttax deductions.

Note: *Method Code 8A is associated with sort 5G and must be extracted as 5G8A from CYBMST. In addition, the Payroll Audit Trail report (0101) must be selected on all payroll runs, with the Print Every Run option selected in the Other Record drop down box.*

Assigning 401(k) accumulator HEDs to employees

Once you have set up accumulator HEDs for 401(k) plans, you need to assign them to the appropriate employees. Use the Employee Earnings And Deductions form (HH-SCR) to assign HEDs to individual employees, or use the HED Employee Mass Update form (HHMSCR) to assign HEDs to groups of employees.

When you assign an accumulation HED to an employee, the value in the Calc Method drop down box must be Accumulation Method. The values in other fields can be customized to meet the requirements of the particular employee or group of employees.



In this example, accumulation HED 495 has been assigned to employee Todd Byers. The 'L1' in the User Fields/Code text box indicates that the limit or maximum employee earnings amount set up on the HED Accumulation Method Limit form (MCALIM) with a '1' in its Limit Definition ID text box will be used for this employee.

Using Accumulation Method Code 8A for catch-up contributions

Your organization may establish one or more 401(k) deductions. Using the HED Accumulation Method Limits form (MCALIM), a combined limit is established. Your organization then has the option of establishing a posttax HED for contributions that exceed the 401(k) limit. The posttax HED must be processed after all the appropriate pretax HEDs. It is also required that the posttax HED be established for all employees.

☞ *Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for detailed information.*

Example

This section includes an example of the steps required to set up Accumulation Method Code 8A for 401(k) plans. The steps include instructions for tracking limits on applicable wages and employee pre-tax contributions, as well as for ensuring the company contribution is calculated correctly.

The following basic rules should be considered when dealing with 401(k) plans:

- Only certain wages are to be considered for the 401(k) wage base.
- The limit on the 401(k) wage base for tax year 1998 is $160,000.00
- The limit on the total employee pretax contribution to a plan for tax year 1998 is $10,000.00.
- The company contribution applies to the employee pretax contribution only.
- The company contribution is defined as a percentage of the employee pretax contribution.

Sample plan rules

In the example that follows, plan 710 will be set up as a typical 401(k) plan. The rules for the plan include the following:

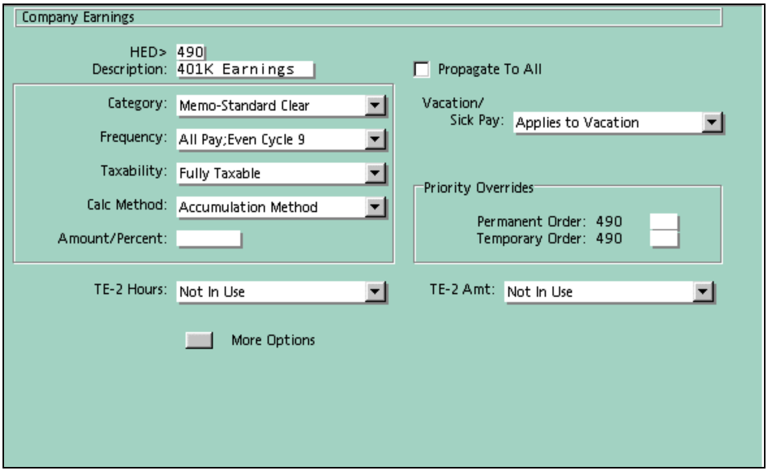
- An employee may contribute a total of 18%, pretax and posttax.
- The total pretax deduction can not exceed 12%.
- The company will match 50% of the first 6% of an employee's pretax deduction.
- The amount that the company matches must always be entered as the basic pretax deduction.

A total of five HEDs must be defined for plan 710:

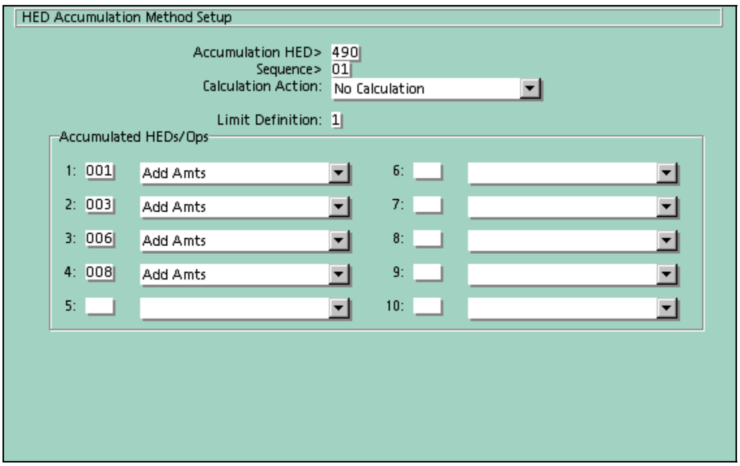
- HED 760 basic pretax - up to 6%
- HED 761 supplemental pretax - up to 6%
- HED 762 basic posttax - up to 6%
- HED 763 supplemental posttax - rollover HED for HEDs 560 and 561
- HED 764 company match - 50% of HED 760

Setting up the HEDs

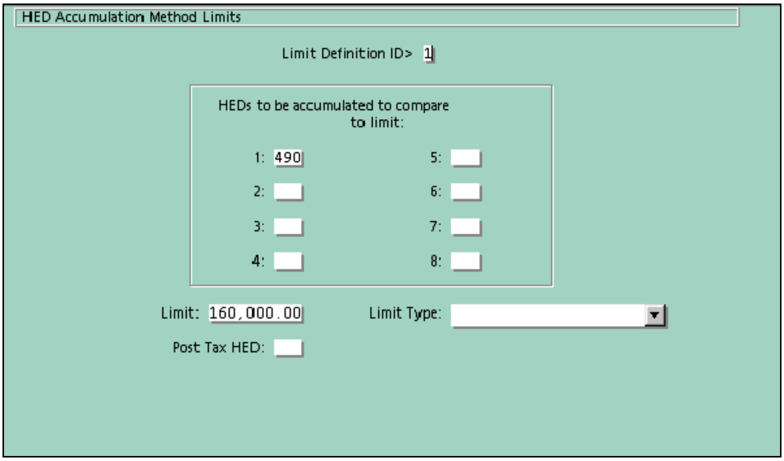
Each HED must be set up on the Company Earnings/Deductions form (A8-SCR).



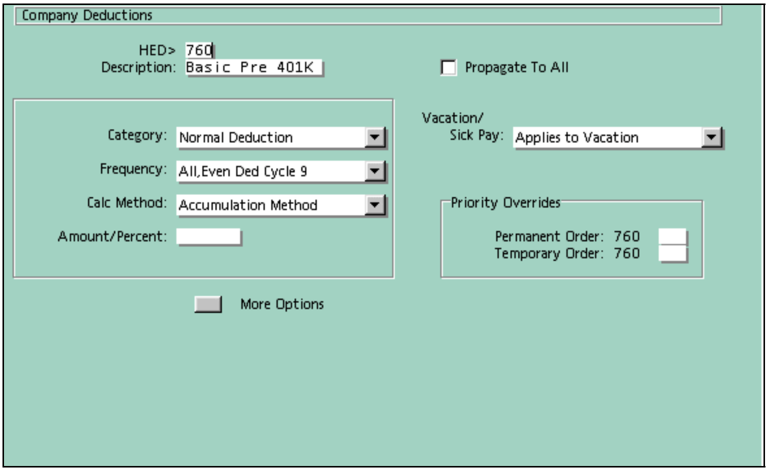
HED 490 is the memo earning HED used to accumulate wages subject to the 401(k) wage base.

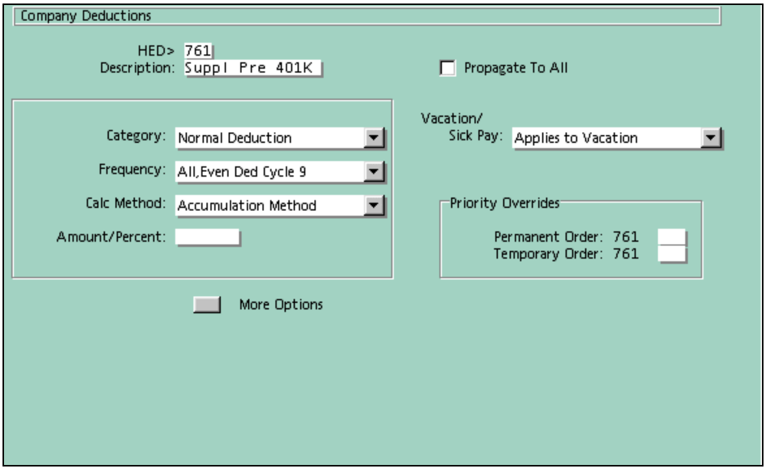


The HED Accumulation Method Setup form (MCASCR) for HED 490 defines the HEDs that are to be accumulated. A value of '1' is entered in the Limit Definition text box.

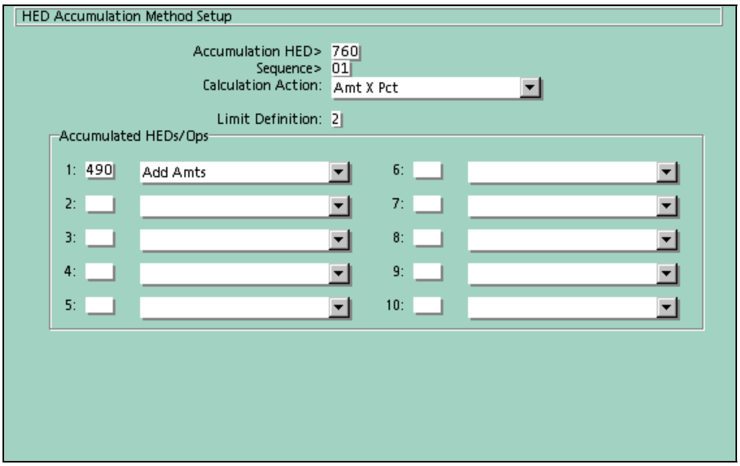


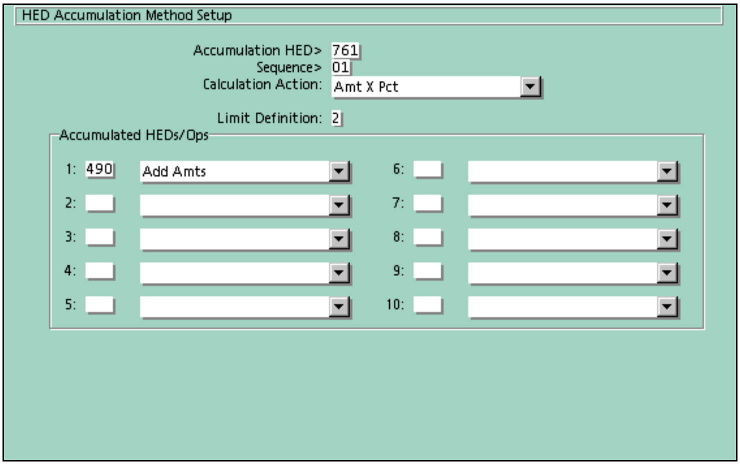
An HED Accumulation Method Limits form (MCALIM) is set up to use the totals from HED 490 only. The value in the Limit text box is $160,000.00, the 1998 tax year 401(k) wage base. The value of '1' in the Limit Definition ID text box is the same value that was entered in the Limit Definition text box of the HED Accumulation Method Setup form (MCASCR) for HED 490. This value is what links the accumulation HED to the specified limit.



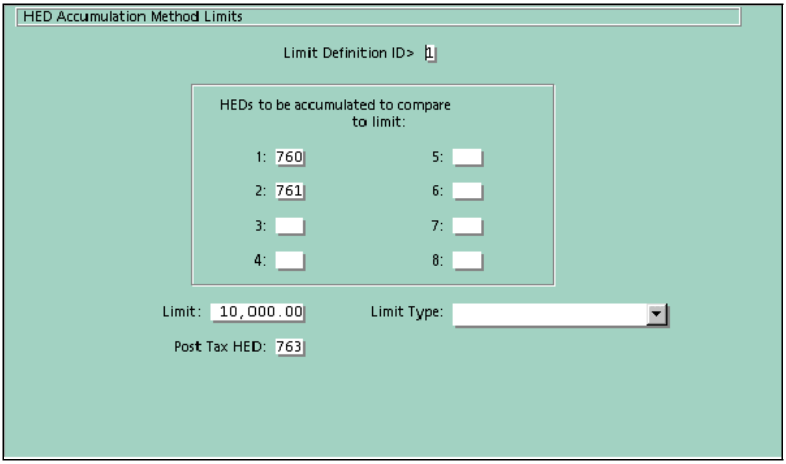


The calculations of the two pretax deductions, HED 760 and HED 761, are set up on the Company Deductions form (A8-SCR). Both HEDs will be based on the 401(k) wage base.

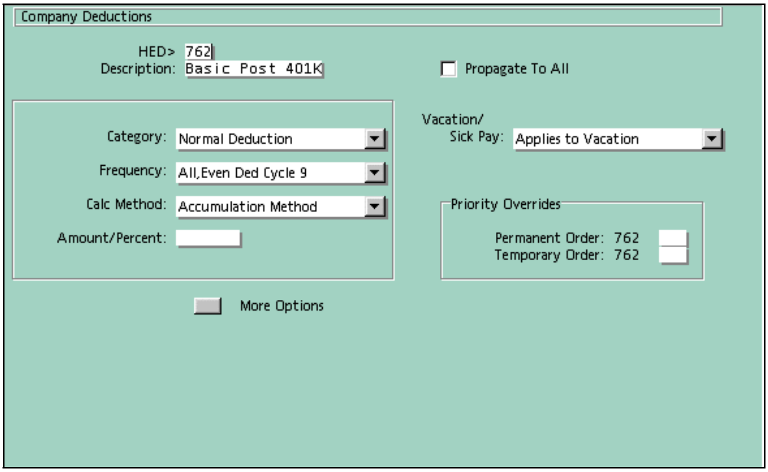




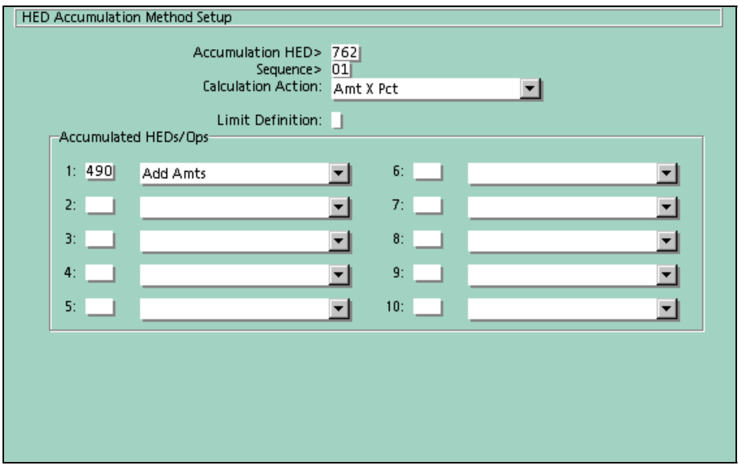
An HED Accumulation Method Setup form (MCASCR) is completed for each pretax HED, with a value of '2' in the Limit Definition text box for each.



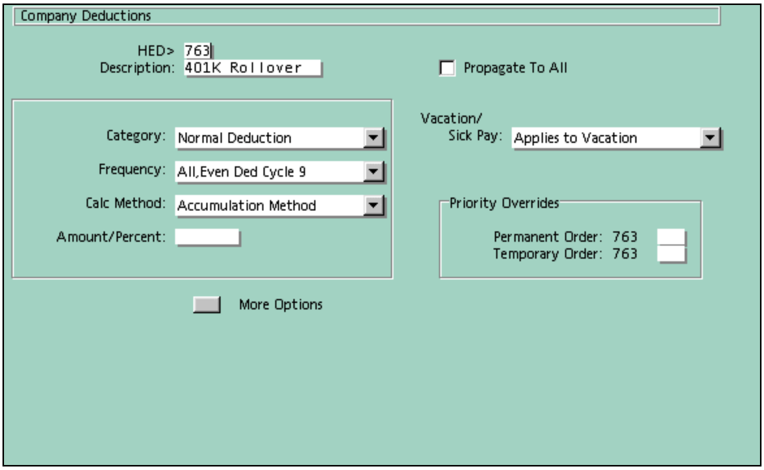
A limit of $10,000.00 is established for HEDs 760 and 761 on the HED Accumulation Method Limits form (MCALIM). The value of '2' in the Limit Definition ID field links this form to the HED Accumulation Method Setup forms (MCASCR) entered for HEDs 760 and 761. When the $10,000.00 limit is met, the calculation will still be done based on the two pretax HEDs. The amount over the limit, however, will be rolled over to HED 763 and taken as a posttax amount.



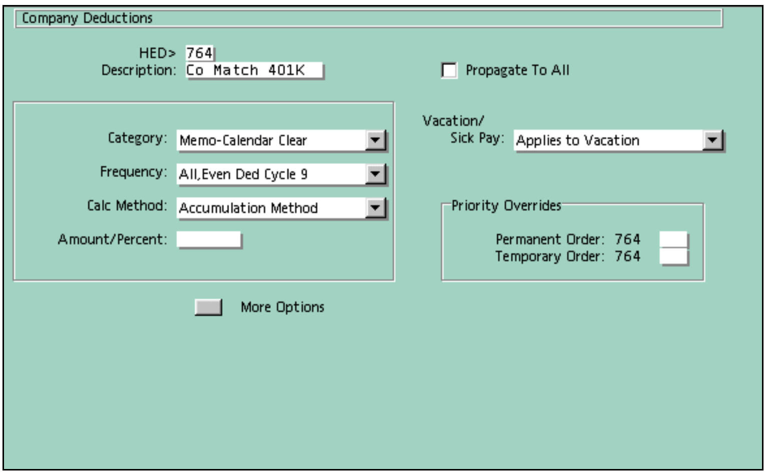
HED 762 is set up as the posttax deduction for the 6% not applicable as pretax but still allowed by the plan rules.



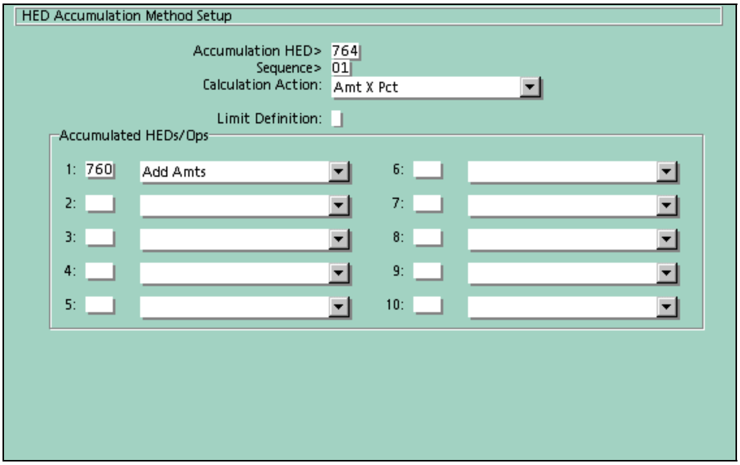
As with any 401(k) employee contribution, HED 762 must be calculated against the 401(k) wage base set up in HED 490.



HED 763 is set up as the supplemental post tax deduction that will be used to accumulate the rollover from the two pretax deductions (HED 760 and HED 761). It is set up with a Calc Method of Accumulation Method, but you do not need to complete an HED Accumulation Method Setup form (MCASCR) for this HED. If the amounts placed into HEDS 760 and 761 exceed the $10,000.00 limit, any rollover will be accumulated into HED 763 as a posttax amount.



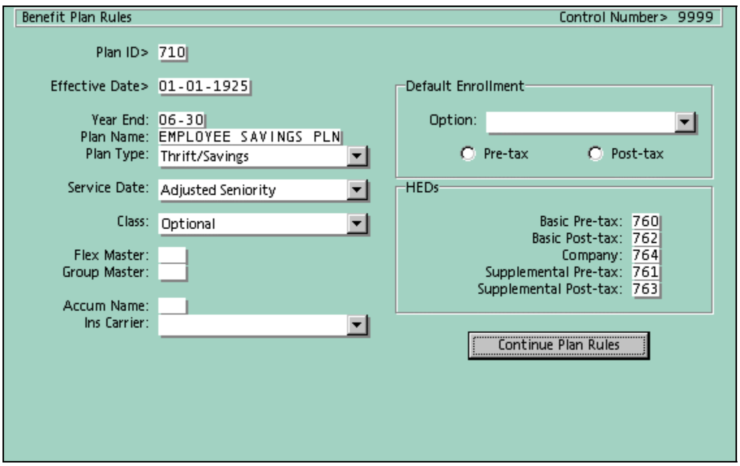
HED 764 is set up to handle the company match. Accumulation Method is selected in the Calc Method drop down box so that the employee pretax contribution from HED 760 can be used as the calculation amount.



An HED Accumulation Method Setup form (MCASCR) must be set up for HED 764 to specify the source of the amount to be accumulated. The plan rules state that the company will only match 50% of the first 6% of the employee's basic pretax deduction. So when an HED Accumulation Method Setup form (MCASCR) is set up for HED 764, it includes only HED 760, the basic pretax deduction HED.

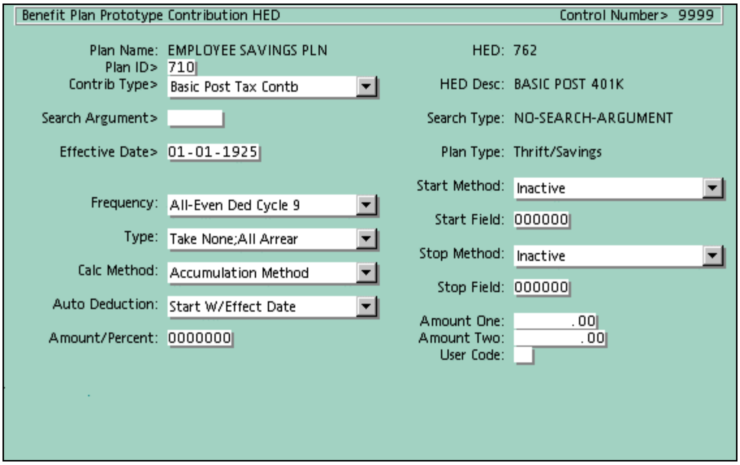
Setting up the plan

After setting up the HEDs, the plan and the contributions to it must be defined.



The Benefit Plan Rules form (TK-SCR) for plan 710 shows how each of the HEDs is defined.

Next, a Benefit Plan Prototype Contribution HED form (TS-SCR) must be completed for each HED.

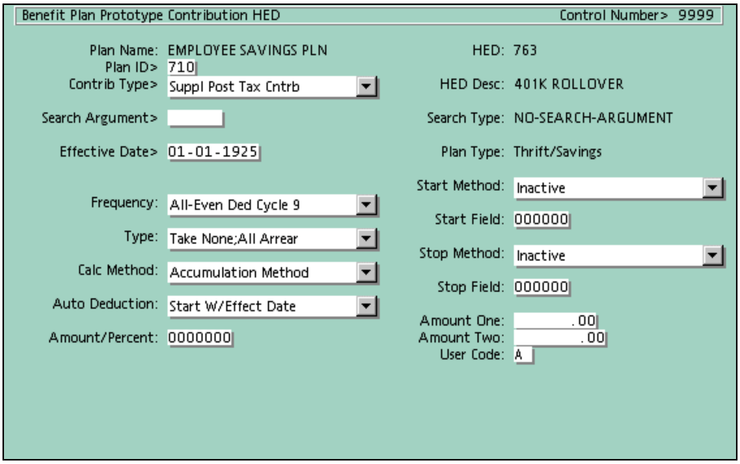


Benefit Plan Prototype Contribution HED Control Number> 9999

Plan Name: EMPLOYEE SAVINGS PLN
Plan ID> 710
Contrib Type> Basic Post Tax Contb
Search Argument>
Effective Date> 01-01-1925
Frequency: All-Even Ded Cycle 9
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000

HED: 762
HED Desc: BASIC POST 401K
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

HED 762, basic posttax, uses the Accumulation Method to keep track of the 401(k) wage base. A limit is not needed because the deduction will stop automatically when the wage limit is met.

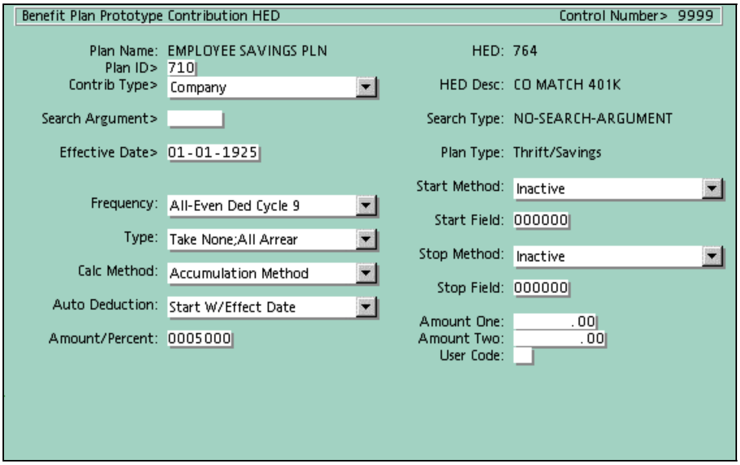


Benefit Plan Prototype Contribution HED Control Number> 9999

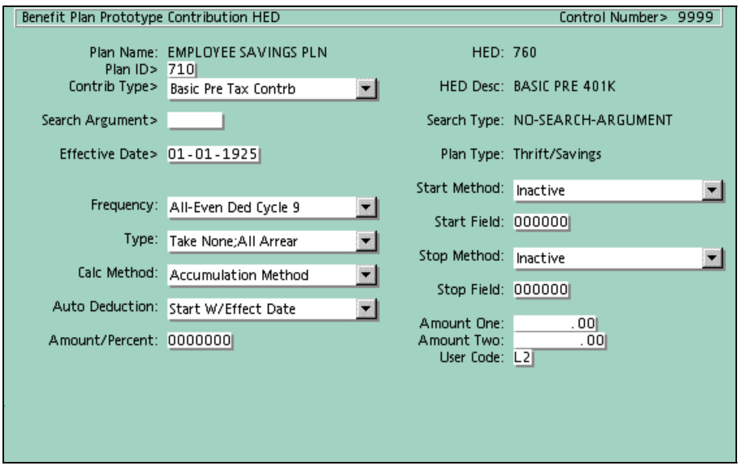
Plan Name: EMPLOYEE SAVINGS PLN
Plan ID> 710
Contrib Type> Suppl Post Tax Cntrb
Search Argument>
Effective Date> 01-01-1925
Frequency: All-Even Ded Cycle 9
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000

HED: 763
HED Desc: 401K ROLLOVER
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code: A

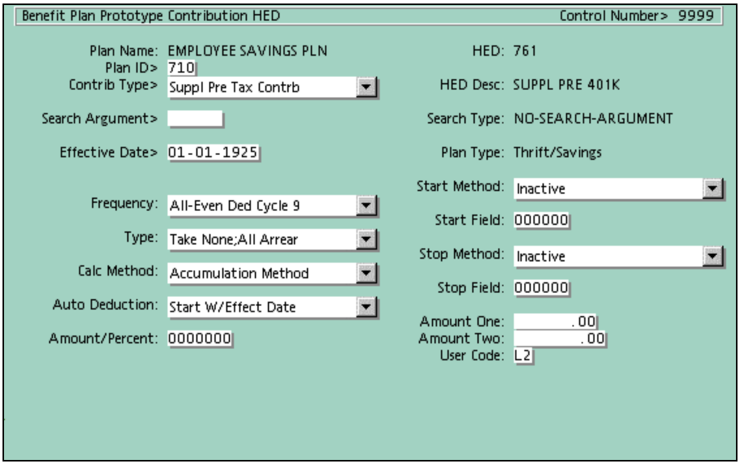
When the $10,000.00 pretax deduction limit is met, HED 763 will accumulate the rollover amount. The User Code value of 'A' indicates that the rollover amount accumulated into HED 763 will be rolled back to zero (0) following each pay run. This ensures that the rollover amount will always be calculated from zero.


Benefit Plan Prototype Contribution HED Control Number> 9999
Plan Name: EMPLOYEE SAVINGS PLN
Plan ID> 710
Contrib Type> Company
Search Argument>
Effective Date> 01-01-1925
Frequency: All-Even Ded Cycle 9
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0005000
HED: 764
HED Desc: CO MATCH 401K
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

The company contribution is set up in HED 764. Accumulation Method is selected to indicate that the company match will be based on the employee's pretax deduction. The value in the Amount/Percent text box indicates that the company match will be 50%.


Benefit Plan Prototype Contribution HED Control Number> 9999
Plan Name: EMPLOYEE SAVINGS PLN
Plan ID> 710
Contrib Type> Basic Pre Tax Contrb
Search Argument>
Effective Date> 01-01-1925
Frequency: All-Even Ded Cycle 9
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000
HED: 760
HED Desc: BASIC PRE 401K
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code: L2

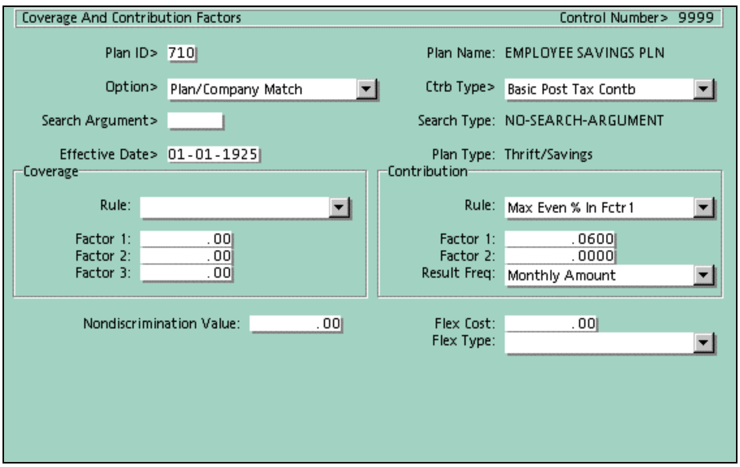
The basic pretax deduction set up in HED 760 uses the Accumulation Method to look at the 401(k) wage base value. The value of 'L2' in the User Code text box ties the HED to limit number 2, the $10,000.00 pretax deduction limit.

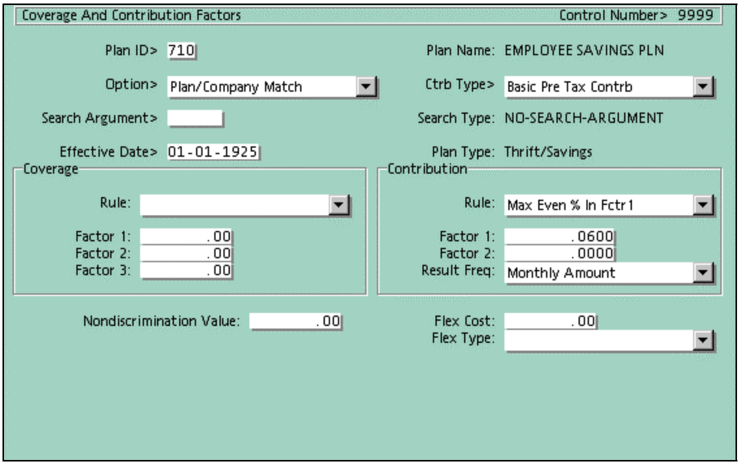


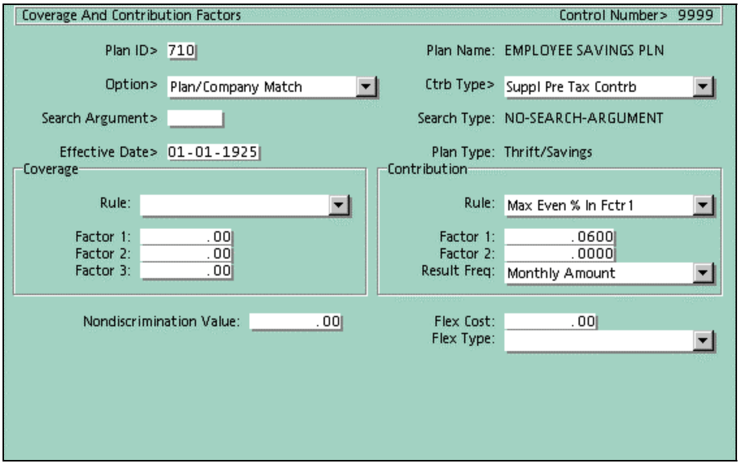
The supplemental pretax deduction set up in HED 761 also uses the Accumulation Method to look at the 401(k) wage base value. Like HED 760, the value of 'L2' in the User Code text box ties HED 761 to limit number 2, the $10,000.00 pretax deduction limit.

The combined pretax deduction taken on HEDs 760 and 761 can not exceed the $10,000.00 limit. When the limit is met, both HED 560 and HED 561 will rollover any additional amounts to HED 763, the supplemental posttax HED.

Coverage And Contribution Factors forms (TM-SCR) must be set up for the basic pretax, supplemental pretax, and basic post tax HEDs to handle employee contributions.







The entries on the Coverage And Contribution Factors forms (TM-SCR) will be used to verify the elected percentage does not exceed plan rule limits when a T/S Plan Contributions/Fund Allocation form (79-SCR) is completed for an employee.

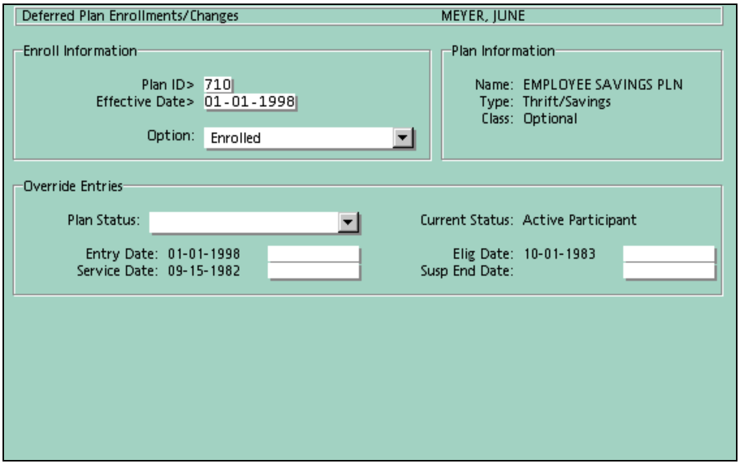
You do not need to complete a Coverage And Contribution Factors form (TM-SCR) for the supplemental posttax HED (763). HED 763 keeps track of pretax HED percentages and accumulates rollover amounts when the pre-tax limit is met.

The percentage specified for the company match HED (764) is a constant amount, so you do not need to complete a Coverage And Contribution Factors form (TM-SCR) for this HED either. If a change in the plan rules results in a change to the company match, the new amount is entered on the Benefit Plan Prototype Contribution HED form (TS-SCR).

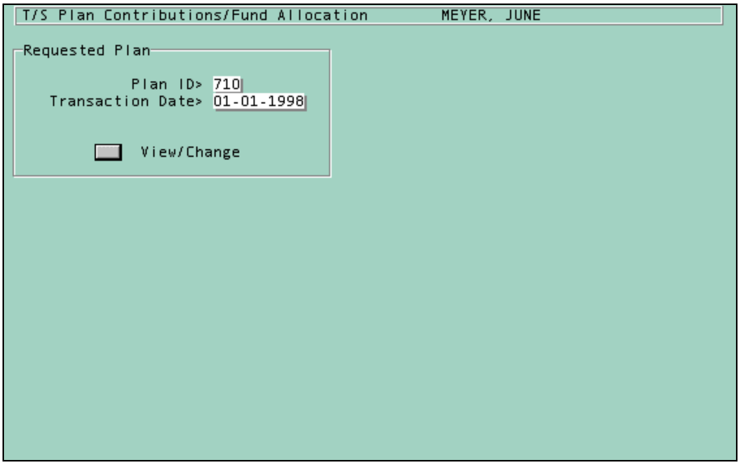
Enrolling an employee in the plan

Once the HEDs and plan rules are established, you can enroll employees in the plan. In the example that follows, employee 1001, June Meyer, will be enrolled in plan 710 as of January 1, 1998, and will contribute the full 18% allowed under plan rules.

The first step is to enroll the employee in the plan.

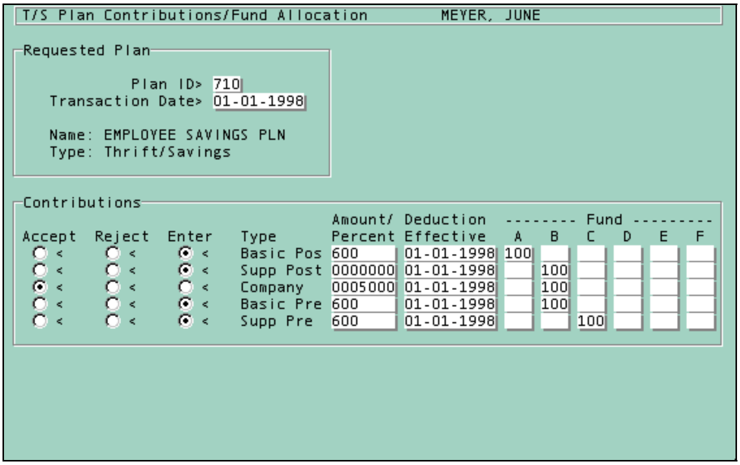


Then a T/S Plan Contributions/Fund Allocation form (79-SCR) must be completed to record both employee and company contributions. First select the plan and the date of the transaction.

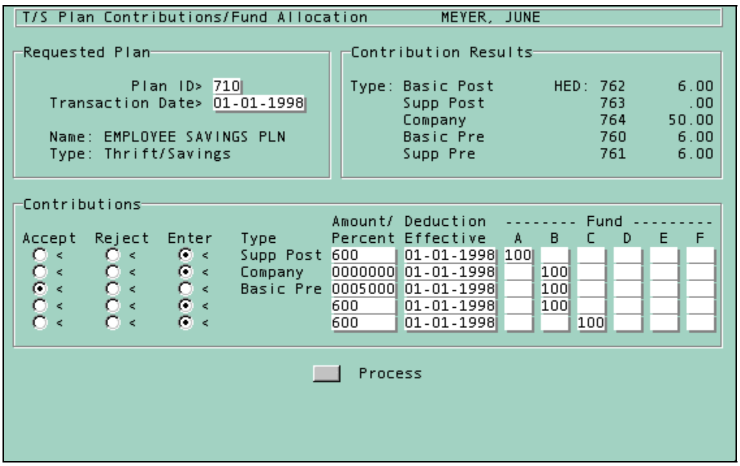


Click on the View/Change button to open the second panel of the form and make contribution allocations.

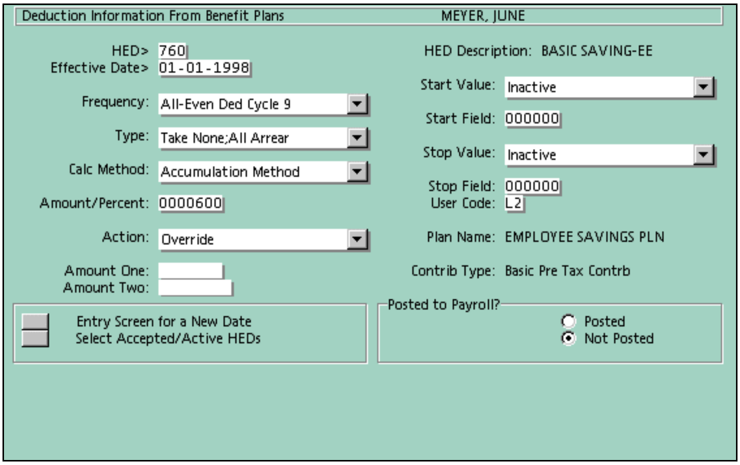
The value of '600' in the Basic Posttax, Supplemental Pretax, and Basic Pretax text boxes is the maximum allowed in the plan for each. The Supplemental Posttax value for the rollover amount is allocated to Fund B, which enables the rollover amount to be calculated from zero (0) for every pay run. The 50% Company Match value is prefilled from the Amount/Percent value entered on the Benefit Plan Prototype Contribution HED form (TS-SCR) for HED 764.

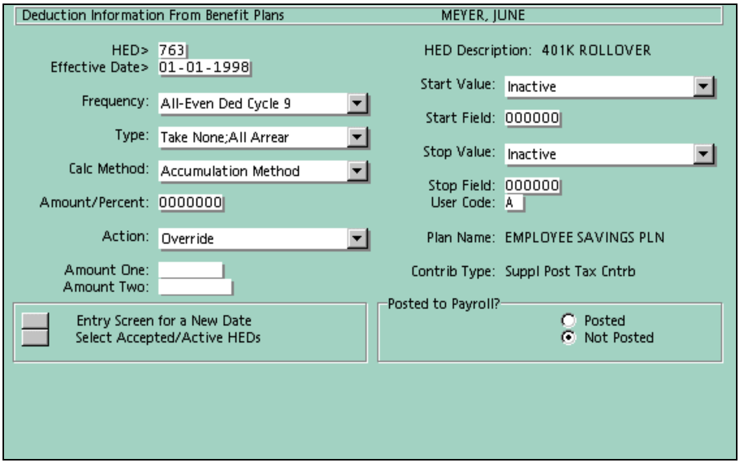


When the values entered on the T/S Plan Contributions/Fund Allocation form (79-SCR) are processed, the form shows the contribution results for each HED.



After running the HED Segment Changes Effective This Period report (8R-RPT), you can check the results of any changes made to contribution allocations on the Deduction Information From Benefit Plans form (54-SCR) for each HED. The forms for HED 760 and HED 763 are shown below.





APPENDIX J

Practice and Review Answers

In This Appendix

Implementing Benefits Administration

Review of Questions Answered

1. What expertise must the Benefits Administration implementation team possess?

   The team you assemble to implement the Benefits Administration Solution should have expertise in the following areas:

- *Human Resources—The Human Resources specialist must understand all of your Human Resources processes that could affect an employee's benefits, including hiring, transferring, and terminating employees.*
- *Benefits—The Benefits specialist must possess a thorough understanding of your benefits plans and how you intend to administer benefits in your organization. He or she must have expertise in current benefits, processes, and reporting.*
- *Payroll—The Payroll specialist will establish any company contributions and employee deductions required for benefits plans. These Hours, Earnings, and Deductions (HEDs) must be set up before you can establish and test your benefits plans.*
- *The Solution Series administration solutions—Benefits Administration is an integral component of Human Resources Administration, it is imperative that team members understand how this component affects other areas of the system. Team members must know the current organization structure (Control Numbers) and must be able to assign a Benefits Administration Control Number.*
- *Information Systems—Technical expertise is needed to implement Benefits Administration in the following areas: in writing conversion programs to batch load data, designing and modifying Benefits Administration forms and calculation option lists, and setting up job streams and environments for developing, testing, and production.*

2. How can the Benefits Administration implementation process be phased?

   Consider using the following phases in your implementation of the Benefits Administration Solution:

- *Familiarization—Review your current processes and benefits and learn the Benefits Administration component of Cyborg's administration solutions.*
- *Design—Document and then implement benefits requirements.*
- *Batch load forms—Batch load employee information into the benefits forms using Batch Layout Facility (BATCHL) transactions.*
- *Customization—Use Form Builder, Cyborg Scripting Language, and Solution View to customize the Benefits Administration Solution to fit your needs.*
- *Implementation—Complete all the tasks necessary to go live with the system, including developing support materials, conducting final test runs, and running parallel before going live.*

3. What does a benefits analysis entail?

To conduct a benefits analysis, you must have thorough knowledge of your summary plan descriptions and Benefits Administration. You must map existing plans into the Benefits Administration tables. This may include reviewing the test data and plan examples already provided.

4. How are plans identified in the system?

   Plans are identified by a unique, three-position, alphanumeric identifier called a Plan ID.

5. How can different employee groups use the same plan?

   Benefits Administration offers four search types—eligibility, participation, calculation, and HED prototype—that you can use to apply special rules to different groups of employees who use the same plan.

6. How does organization structure affect plan setup?

   This will determine whether benefits plans can be shared by Organizations or must be unique and separate for each Organization. The same Plan ID will be used if two companies use the same benefits plans. Each Plan ID can be used only once per Benefits Administration Control Number.

7. How are plans funded?

   Plans are funded through contributions—employee pretax, employee posttax, and company.

8. What are the security considerations?

   Benefits Administration contains extremely sensitive data. As with any component of the system, you must set up a security matrix to reflect user access to the system. Work with your Security Officer to implement the security matrix. The security matrix should be tested thoroughly during the implementation process.

Setting Up Welfare Plans

Apply the Concept

1. How many benefits Control Numbers will you need for your organization?

   The answer will be specific to your organization. Several or all companies may access the same set of benefits tables, or each organization may have its own set of benefits tables.

2. What benefits Control Numbers will you use?

   The answer will be specific to your organization. A benefits Control Number is a four-position, alphanumeric identifier that specifies which benefits tables are to be used by an organization.

3. Do different plan rules apply to different groups of employees within your organization? If yes, how will you use search types and search arguments to make the distinction between groups?

   The answer will be specific to your organization. If different rules apply to different groups of employees within your organization, you can use one of the four search types—eligibility, participation, calculation, or HED prototype—to apply special rules to the different groups of employees who use the same plan.

4. Describe one plan's eligibility policies for your organization.

   The answer will be specific to your organization.

5. Which form, rules, date methods, and employee statuses will you use to implement these eligibility policies?

   Plan eligibility is defined on the Benefit Plan Eligibility Rules form (TL-SCR).

6. Describe the coverage options and contribution amounts for the plan in the previous question.

   The answer will be specific to your organization.

7. Which form, rules, and factors will you use to define the plan in the previous question?

   Plan coverage options and contributions are defined on the Coverage And Contribution Factors form (TM-SCR).

8. Which separation activities change an employee's status in the plan in the previous question?

   The answer will be specific to your organization.

9. Will any of these activities have grace periods, and for how long?

The answer will be specific to your organization. Each activity can be assigned a different grace period that delays the time before plan coverage is lost.

10. How will you define these separation rules?

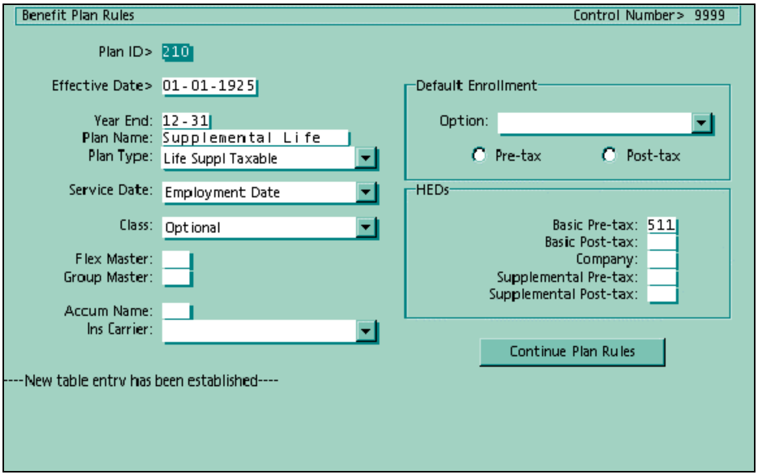
    Separation activities, such as leaves of absence, disability, and terminations are defined on the Activity/Resulting Plan Status Rules form (TTASCR).

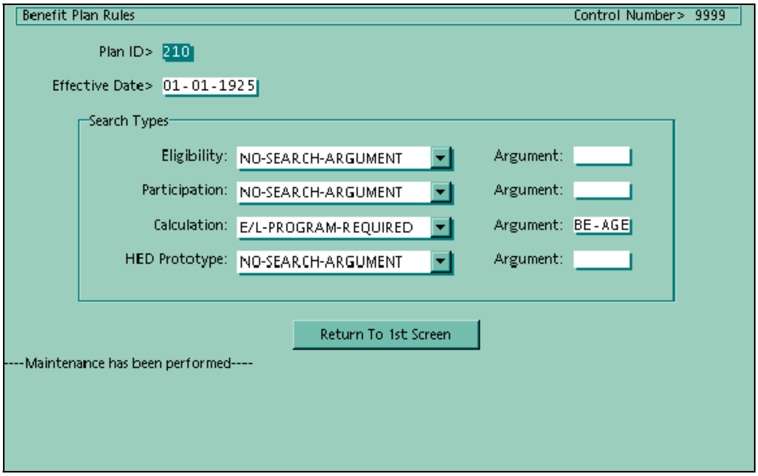
Extended Practice

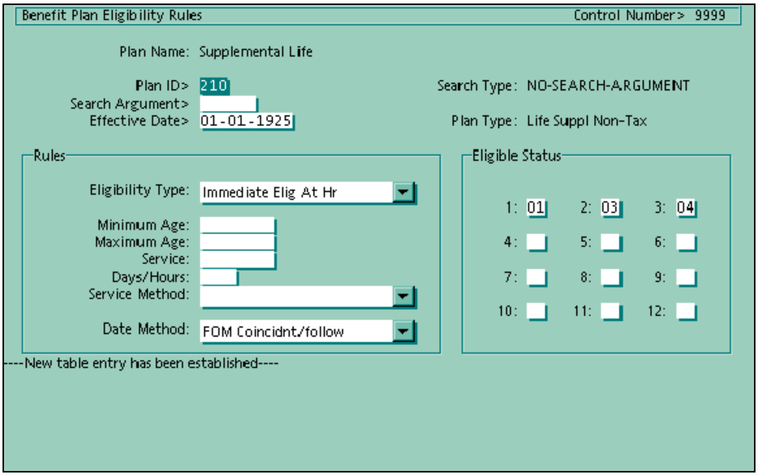
Set up a supplemental life insurance plan for Organization, 999999. Use the following information:

Plan ID:	210
Plan Type:	Taxable
Effective Date:	01-01-1925
Plan Year End:	12-31 (US and Canada) or 31-12 (elsewhere)
Plan Category:	Optional
Eligibility:	The plan is available to all active, full-time employees. Employees are eligible the first month coincident or following their employment date.
Enrollment Options:	Employees can elect coverage of 1, 2, or 3 times their salary up to 200,000.00. Use the Cyborg Scripting Language program BE-AGE to determine the employee monthly cost per 1000 of coverage based on the employee's age: Less than 30 .05 30–45 .07 46 and over .10 Also set up 'Waived' and 'Shutoff/Deenroll' options
HED Information:	Employee Basic Pre Tax HED 511

Separation Activities:	Voluntary termination—all values (1-month extension) Involuntary termination—all values Disability—all values (1-year extension) Retirement—all values (1-month extension) Death Layoff (2-months extension) Leave-of-absence without pay






Benefit Plan Eligibility Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Search Type: NO-SEARCH-ARGUMENT
Search Argument>
Effective Date> 01-01-1925
Plan Type: Life Suppl Non-Tax
Rules
Eligibility Type: Immediate Elig At Hr
Minimum Age:
Maximum Age:
Service:
Days/Hours:
Service Method:
Date Method: FOM Coincidnt/follow
Eligible Status
1: 01
2: 03
3: 04
4:
5:
6:
7:
8:
9:
10:
11:
12:
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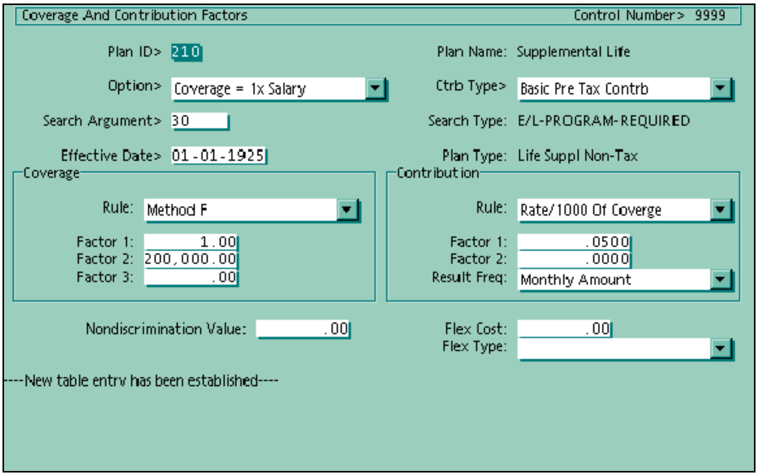
Coverage And Contribution Factors
Control Number> 9999
Plan ID> 210
Plan Name: Supplemental Life
Option> Coverage = 1x Salary
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 30
Search Type: E/L-PROGRAM-REQUIRED
Effective Date> 01-01-1925
Plan Type: Life Suppl Non-Tax
Coverage
Rule: Method F
Factor 1: 1.00
Factor 2: 200,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .0500
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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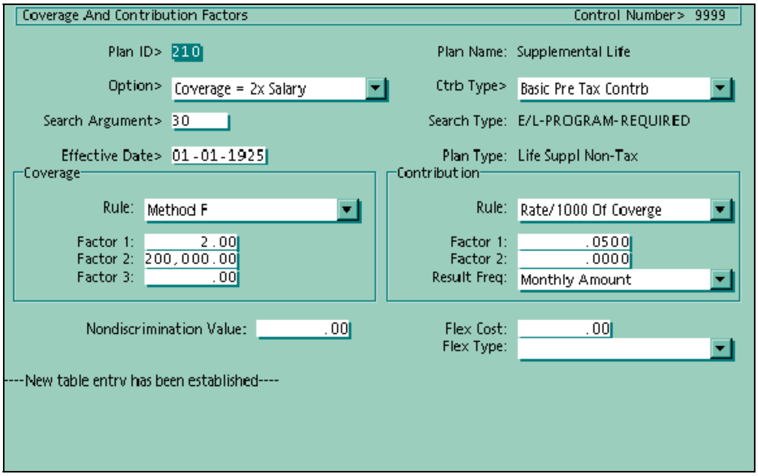
Coverage And Contribution Factors
Control Number> 9999
Plan ID> 210
Plan Name: Supplemental Life
Option> Coverage = 2x Salary
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 30
Search Type: E/L-PROGRAM-REQUIRED
Effective Date> 01-01-1925
Plan Type: Life Suppl Non-Tax
Coverage
Rule: Method F
Factor 1: 2.00
Factor 2: 200,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .0500
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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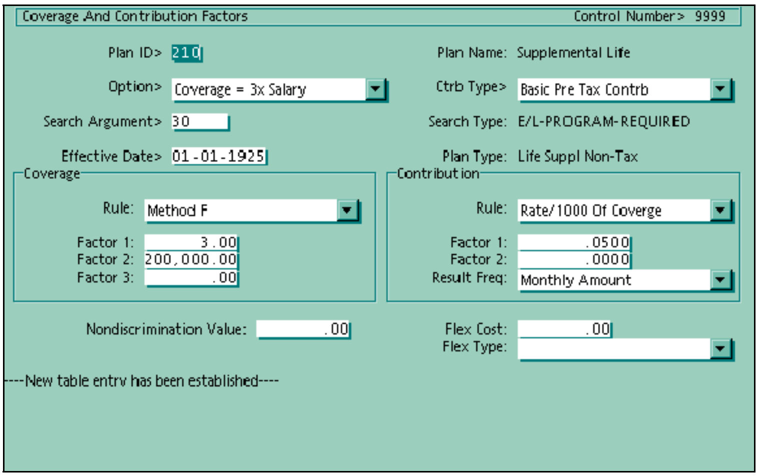
Coverage And Contribution Factors
Control Number> 9999
Plan ID> 210
Plan Name: Supplemental Life
Option> Coverage = 3x Salary
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 30
Search Type: E/L-PROGRAM-REQUIRED
Effective Date> 01-01-1925
Plan Type: Life Suppl Non-Tax
Coverage
Rule: Method F
Factor 1: 3.00
Factor 2: 200,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .0500
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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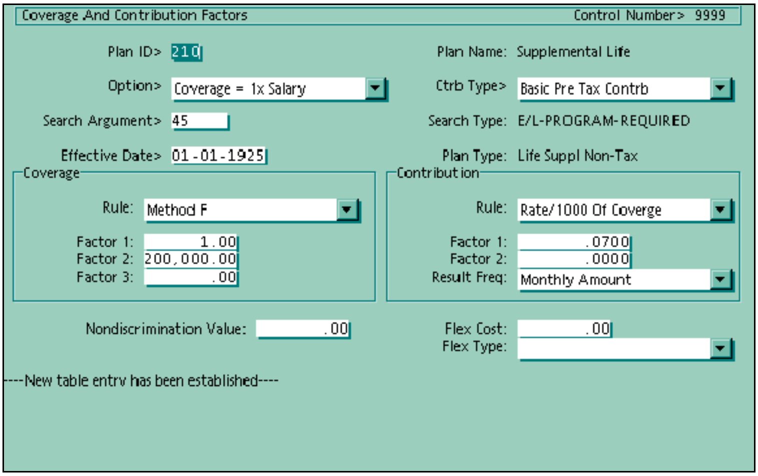

Coverage And Contribution Factors Control Number> 9999

Plan ID> 210 Plan Name: Supplemental Life

Option> Coverage = 1x Salary Ctrb Type> Basic Pre Tax Contrb

Search Argument> 45 Search Type: E/L-PROGRAM-REQUIRED

Effective Date> 01-01-1925 Plan Type: Life Suppl Non-Tax

Coverage

Rule: Method F

Factor 1: 1.00

Factor 2: 200,000.00

Factor 3: .00

Contribution

Rule: Rate/1000 Of Coverge

Factor 1: .0700

Factor 2: .0000

Result Freq: Monthly Amount

Nondiscrimination Value: .00

Flex Cost: .00

Flex Type:

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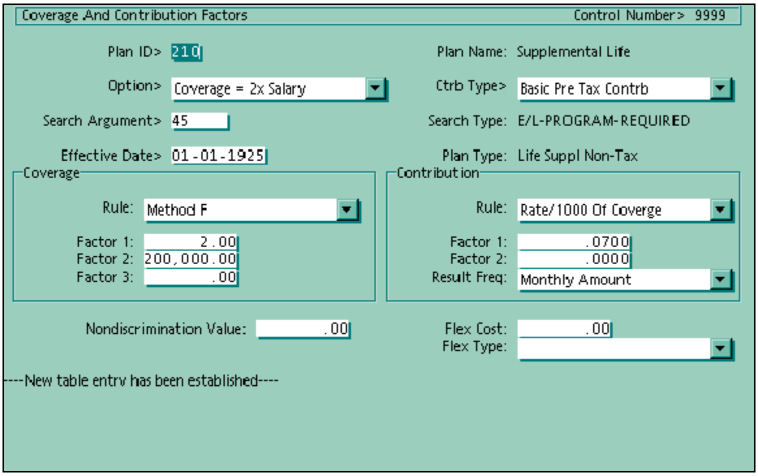

Coverage And Contribution Factors Control Number> 9999

Plan ID> 210 Plan Name: Supplemental Life

Option> Coverage = 2x Salary Ctrb Type> Basic Pre Tax Contrb

Search Argument> 45 Search Type: E/L-PROGRAM-REQUIRED

Effective Date> 01-01-1925 Plan Type: Life Suppl Non-Tax

Coverage

Rule: Method F

Factor 1: 2.00

Factor 2: 200,000.00

Factor 3: .00

Contribution

Rule: Rate/1000 Of Coverge

Factor 1: .0700

Factor 2: .0000

Result Freq: Monthly Amount

Nondiscrimination Value: .00

Flex Cost: .00

Flex Type:

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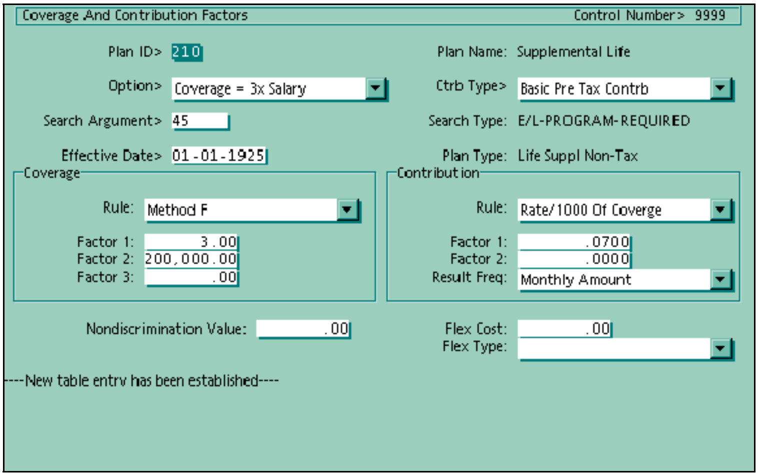
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Control Number> 9999
Plan ID> 210
Plan Name: Supplemental Life
Option> Coverage = 3x Salary
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 45
Search Type: E/L-PROGRAM-REQUIRED
Effective Date> 01-01-1925
Plan Type: Life Suppl Non-Tax
Coverage
Rule: Method F
Factor 1: 3.00
Factor 2: 200,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .0700
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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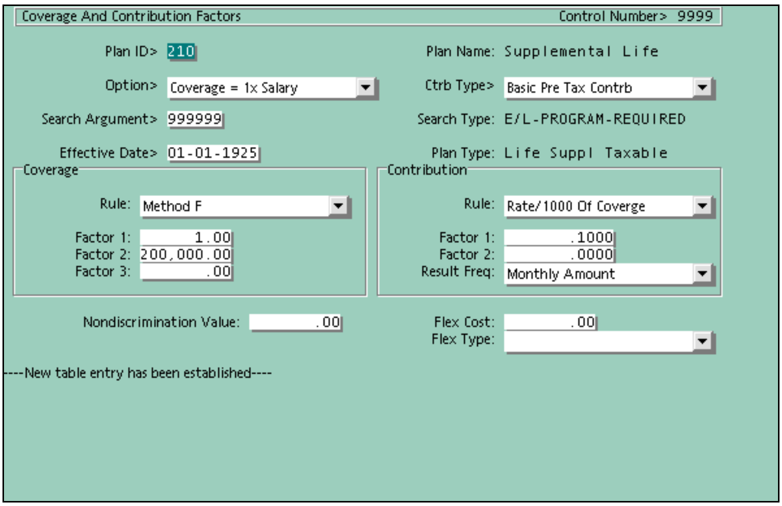
Coverage And Contribution Factors
Control Number> 9999
Plan ID> 210
Plan Name: Supplemental Life
Option> Coverage = 1x Salary
Ctrb Type> Basic Pre Tax Contrb
Search Argument> 999999
Search Type: E/L-PROGRAM-REQUIRED
Effective Date> 01-01-1925
Plan Type: Life Suppl Taxable
Coverage
Rule: Method F
Factor 1: 1.00
Factor 2: 200,000.00
Factor 3: .00
Contribution
Rule: Rate/1000 Of Coverge
Factor 1: .1000
Factor 2: .0000
Result Freq: Monthly Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
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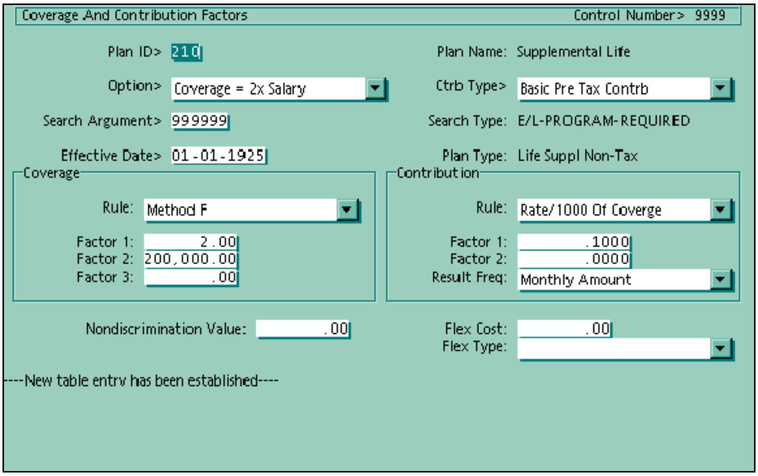

Coverage And Contribution Factors　Control Number> 9999

Plan ID> 210　Plan Name: Supplemental Life

Option> Coverage = 2x Salary　Ctrb Type> Basic Pre Tax Contrb

Search Argument> 999999　Search Type: E/L-PROGRAM-REQUIRED

Effective Date> 01-01-1925　Plan Type: Life Suppl Non-Tax

Coverage

Rule: Method F

Factor 1: 2.00

Factor 2: 200,000.00

Factor 3: .00

Contribution

Rule: Rate/1000 Of Coverge

Factor 1: .1000

Factor 2: .0000

Result Freq: Monthly Amount

Nondiscrimination Value: .00

Flex Cost: .00

Flex Type:

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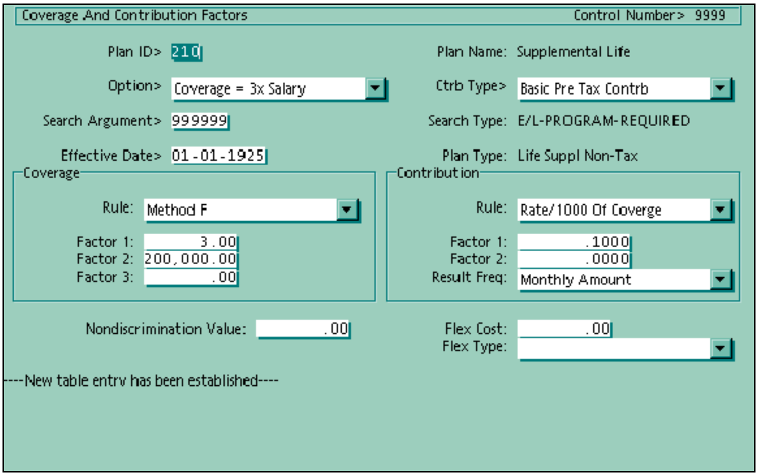


Coverage And Contribution Factors　Control Number> 9999

Plan ID> 210　Plan Name: Supplemental Life

Option> Coverage = 3x Salary　Ctrb Type> Basic Pre Tax Contrb

Search Argument> 999999　Search Type: E/L-PROGRAM-REQUIRED

Effective Date> 01-01-1925　Plan Type: Life Suppl Non-Tax

Coverage

Rule: Method F

Factor 1: 3.00

Factor 2: 200,000.00

Factor 3: .00

Contribution

Rule: Rate/1000 Of Coverge

Factor 1: .1000

Factor 2: .0000

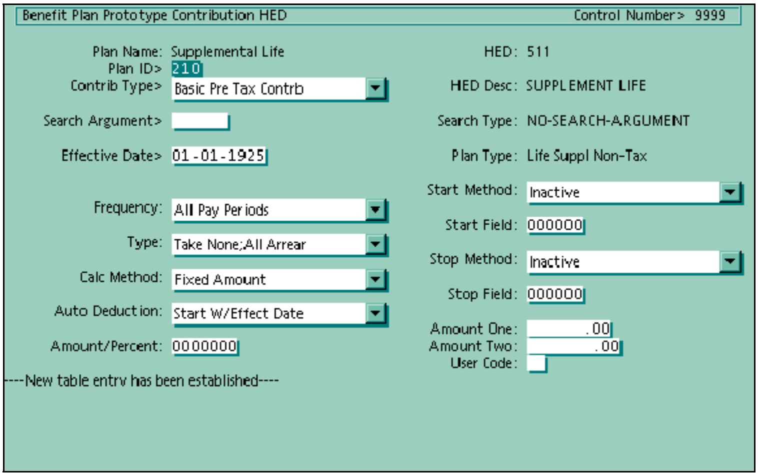
Result Freq: Monthly Amount

Nondiscrimination Value: .00

Flex Cost: .00

Flex Type:

----New table entry has been established----



Benefit Plan Prototype Contribution HED   Control Number> 9999

Plan Name: Supplemental Life   HED: 511
Plan ID> 210
Contrib Type> Basic Pre Tax Contrb   HED Desc: SUPPLEMENT LIFE

Search Argument>   Search Type: NO-SEARCH-ARGUMENT

Effective Date> 01-01-1925   Plan Type: Life Suppl Non-Tax

Start Method: Inactive

Frequency: All Pay Periods   Start Field: 000000

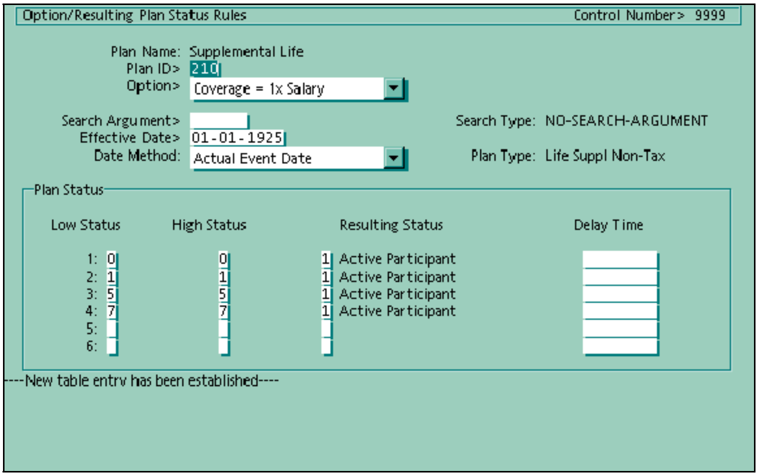
Type: Take None;All Arrear   Stop Method: Inactive

Calc Method: Fixed Amount   Stop Field: 000000

Auto Deduction: Start W/Effect Date   Amount One: .00

Amount/Percent: 0000000   Amount Two: .00
User Code:

----New table entrv has been established----



Option/Resulting Plan Status Rules   Control Number> 9999

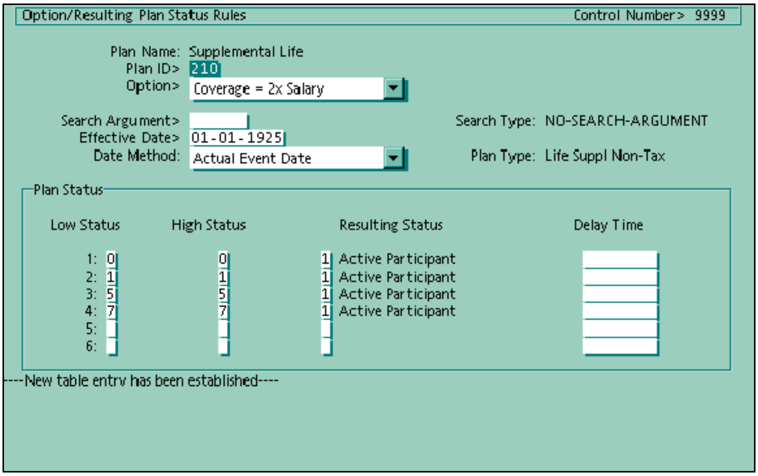
Plan Name: Supplemental Life
Plan ID> 210
Option> Coverage = 1x Salary

Search Argument>   Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date   Plan Type: Life Suppl Non-Tax

Plan Status

	Low Status	High Status	Resulting Status	Delay Time
1:	0	0	1 Active Participant	
2:	1	1	1 Active Participant	
3:	5	5	1 Active Participant	
4:	7	7	1 Active Participant	
5:				
6:				

----New table entrv has been established----


Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Option> Coverage = 2x Salary
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 1 Active Participant
2: 1 1 1 Active Participant
3: 5 5 1 Active Participant
4: 7 7 1 Active Participant
5:
6:
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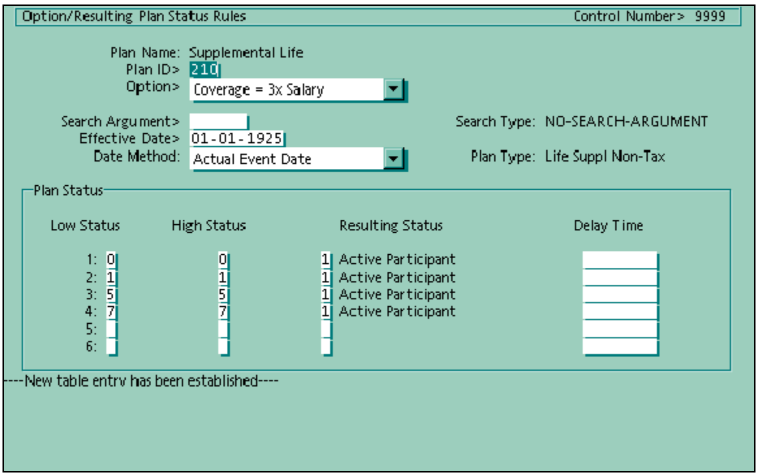
Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Option> Coverage = 3x Salary
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 1 Active Participant
2: 1 1 1 Active Participant
3: 5 5 1 Active Participant
4: 7 7 1 Active Participant
5:
6:
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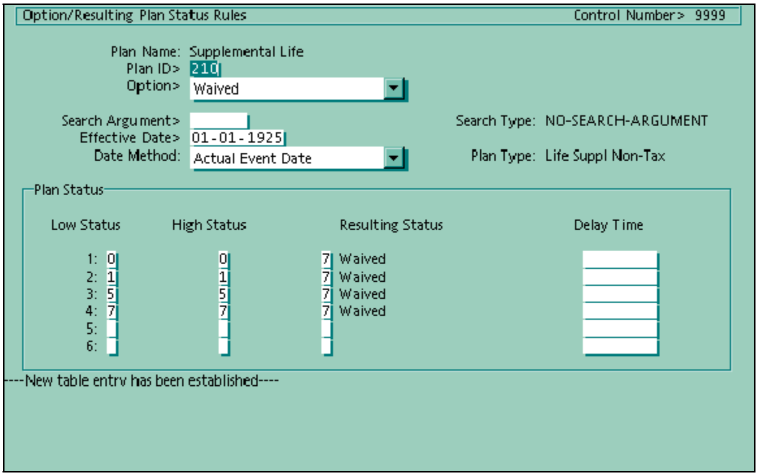
Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Option> Waived
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 7 Waived
2: 1 1 7 Waived
3: 5 5 7 Waived
4: 7 7 7 Waived
5:
6:
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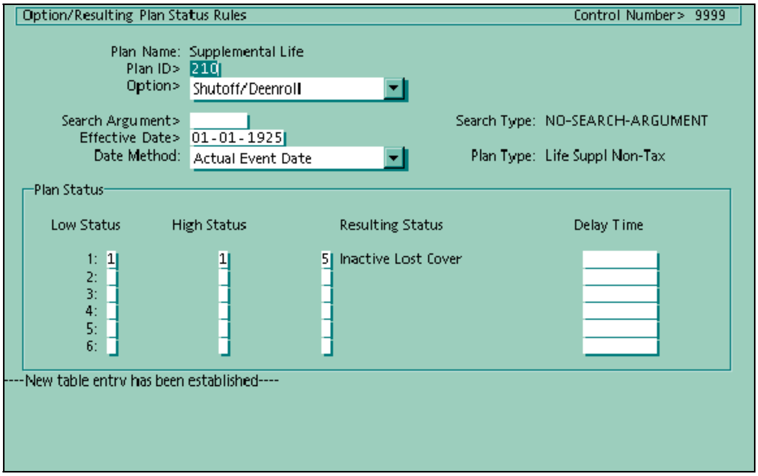
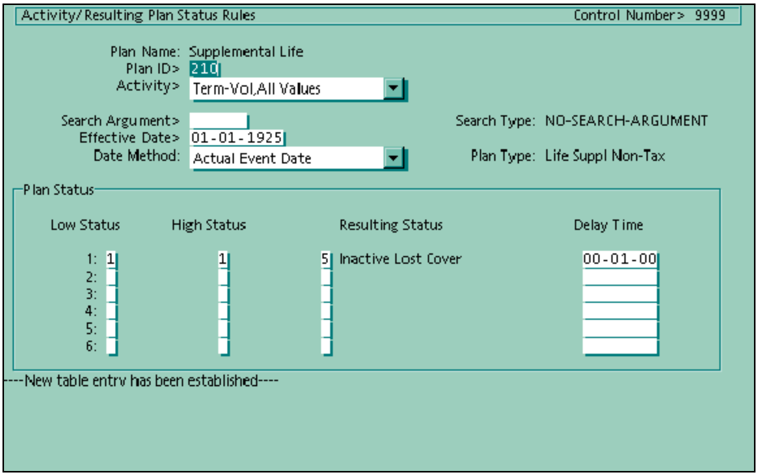
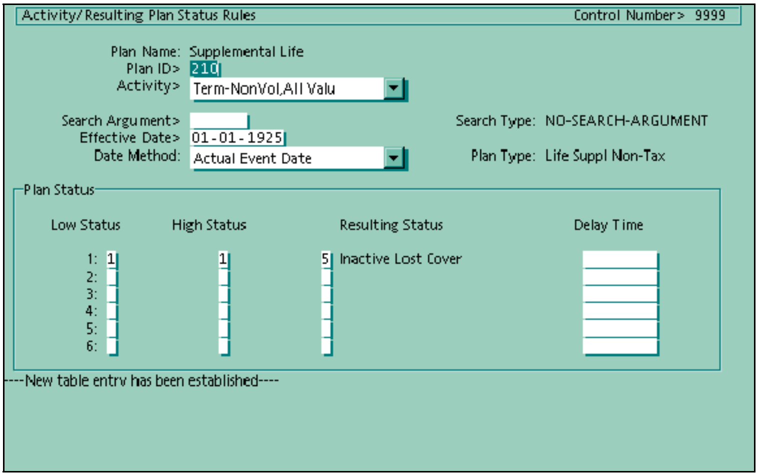
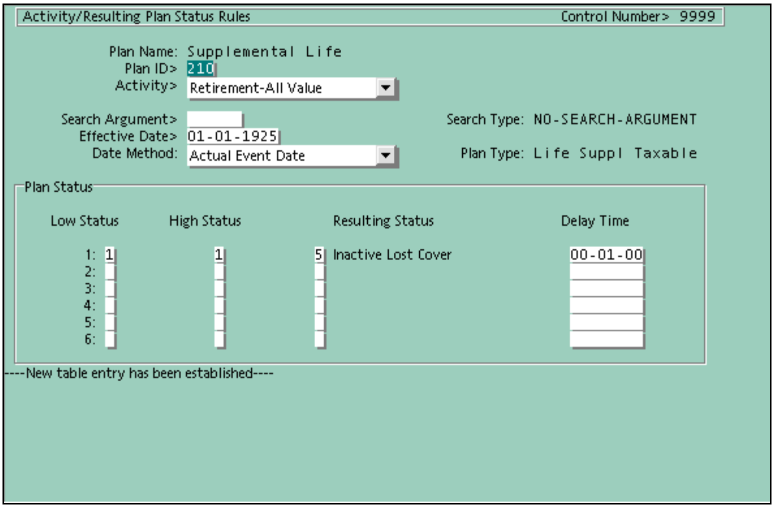
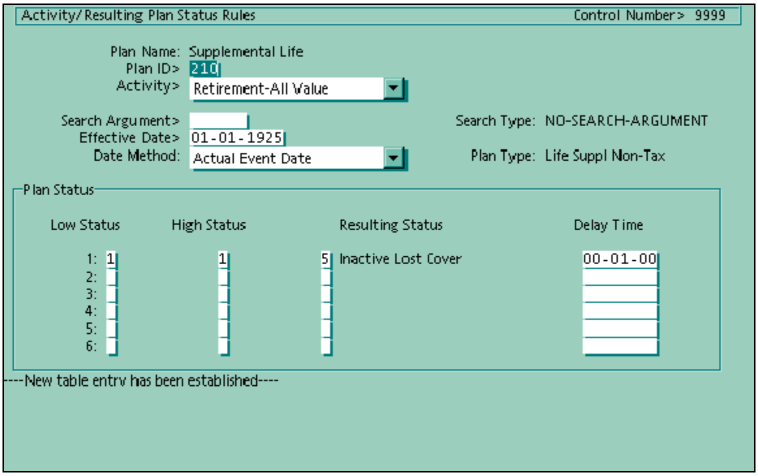
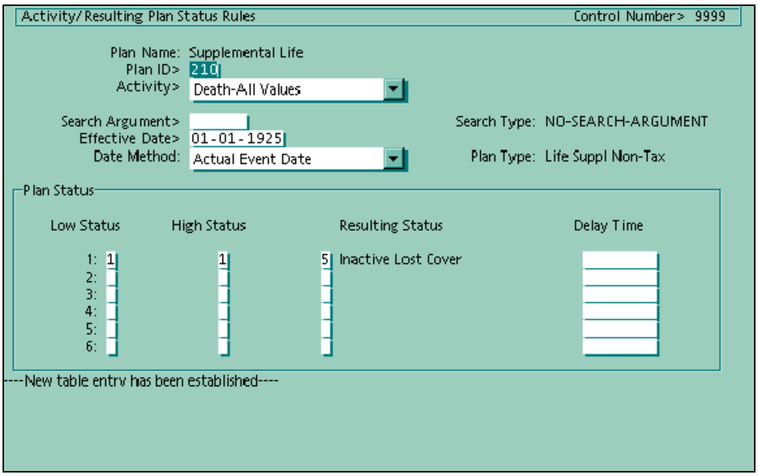

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Option> Shutoff/Deenroll
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----

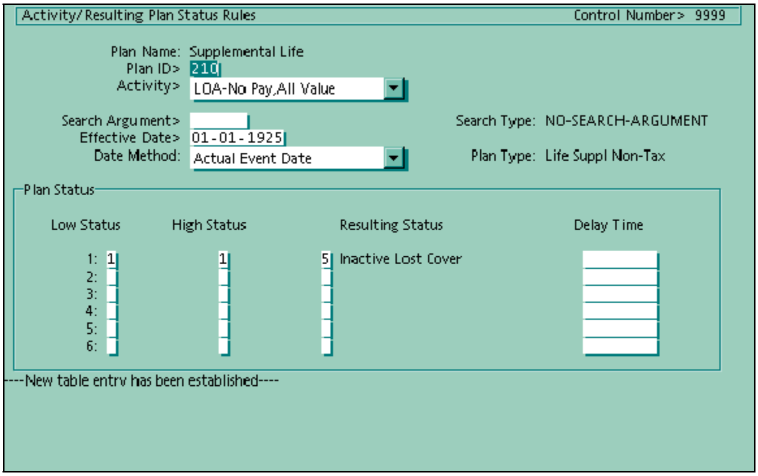

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Activity> Term-Vol,All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:
----New table entry has been established----

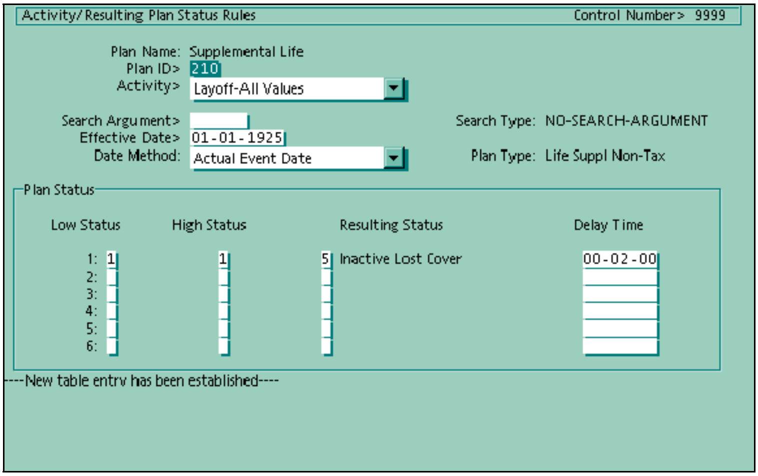

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Activity> Term-NonVol,All Valu
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Activity> Retirement-All Value
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Life Suppl Taxable
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:
----New table entry has been established----


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Activity> Retirement-All Value
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
00-01-00
2:
3:
4:
5:
6:
---New table entry has been established----


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: Supplemental Life
Plan ID> 210
Activity> Death-All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Life Suppl Non-Tax
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
---New table entry has been established----





Review of Questions Answered

1. What are welfare plans?

   Welfare plans provide immediate benefits to employees. Examples include health insurance (medical and dental), disability (short and long term), and life insurance.

2. How are benefits tables associated with organizations/companies?

   You link your organization's structure to benefits tables through a benefits Control Number. This information is recorded on the Company-To-Rules Cross-Reference For Benefits form (AY-SCR).

3. Which benefits tables are used to define welfare plans?

The following tables are used to define welfare plans:

- *Benefit Plan Rules (TK-SCR) establishes the basic rules for the plan*
- *Benefit Plan Eligibility Rules (TL-SCR) establishes requirements for plan admittance*
- *Coverage And Contribution Factors option (TM-SCR) specifies how employer and employee contributions should be calculated*
- *Benefit Plan Prototype Contribution HED (TS-SCR) describes plan contributions*
- *Option/Resulting Plan Status Rules (TTOSCR) defines the valid options for the plan and how those options affect employee plan status*
- *Activity/Resulting Plan Status Rules (TTASCR) defines the effect any separation activity may have on an employee's plan status*

4. What plan types are used for welfare plans?

   Plan types are selected from the Plan Types option list (BA16), options 01–19.

5. What are plan classes and how are they used?

   Plan classes determine plan usage or availability, such as whether the plan is mandatory, optional, or inactive.

6. What are search types and search arguments?

   Search types and search arguments are fields and values from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

7. How are plan eligibility requirements recorded?

   Plan eligibility requirements are recorded on the Benefit Plan Eligibility Rules form (TL-SCR).

8. How are plan coverages and contributions accommodated?

   Plan coverages and contributions are recorded on the Coverage And Contribution Factors form (TM-SCR).

9. What are prototype HEDs?

   Prototype HEDs are hours, earnings, and deductions defined on a benefits form for use in recording employee and company contributions when an employee is enrolled in a plan. The HED allows the setup and maintenance of payroll deductions by Benefits Administration.

10. How is employee plan status recorded and tracked?

    Employee plan status is recorded and tracked using the Option/Resulting Plan Status Rules form (TTOSCR).

11. What kind of plan documentation is available for welfare plans?

Benefits Administration provides several key reports you can use to document your plan rules:

- *Plan Rules (9K-RPT) prints data from the Benefit Plan Rules form (TK-SCR)*
- *Plan Eligibility (9L-RPT) prints data from the Benefit Plan Eligibility Rules form (TL-SCR)*
- *Plan Factors (9M-RPT) prints data from the Coverage And Contribution Factors form (TM-SCR)*
- *Plan Prototype Contribution HEDs (9S-RPT) prints data from the Benefit Plan Prototype Contribution HED form (TS-SCR)*
- *Benefits Activity And Option Validation Table Records (9T-RPT) prints data from the Option/Resulting Plan Status Rules form (TTOSCR) and the Activity/Resulting Plan Status Rules form (TTASCR)*
- *Benefit Plan Tables (9KARPT) prints all the table records for a particular benefits plan or for a range of benefits plans*

Setting Up Deferred Plans

Apply the Concept

1. What employee and company contribution maximums apply within your organization?

   The answer will be specific to your organization.

2. How will you implement these maximums?

   Use the Benefit Plan Prototype Contribution HED form (TS-SCR) and/or the Coverage And Contribution Factors form (TM-SCR) to define employee and company contribution maximums.

3. When does participation, service, benefit accrual, and vesting begin within your organization?

   The answer will be specific to your organization.

4. How will you define these dates?

   Use the Benefits Participation Rules Table (TN-SCR) to define the rules for calculating when an employee begins participation in a plan, when benefits begin to accrue, and when vesting should begin. Each of these dates can be calculated by age, service time, and/or hours worked.

5. What breaks-in-service policies apply to your organization?

   The answer will be specific to your organization.

6. How will you implement these policies?

   Use the Benefits Plan Breaks-In-Service Rules form (TU-SCR) to record how breaks-in-service affect participation, vesting, and accrual in deferred plans.

7. What are your policies regarding retirement age rules and notifying employees of their retirement options?

   The answer will be specific to your organization.

8. How will you record these policies?

   Use the Benefits Retirement Date Rules Table form (TJ-SCR) to define the early, normal, and late retirement ages. You can also use this form to specify when employees should be sent notices regarding their eligibility for the various retirement options.

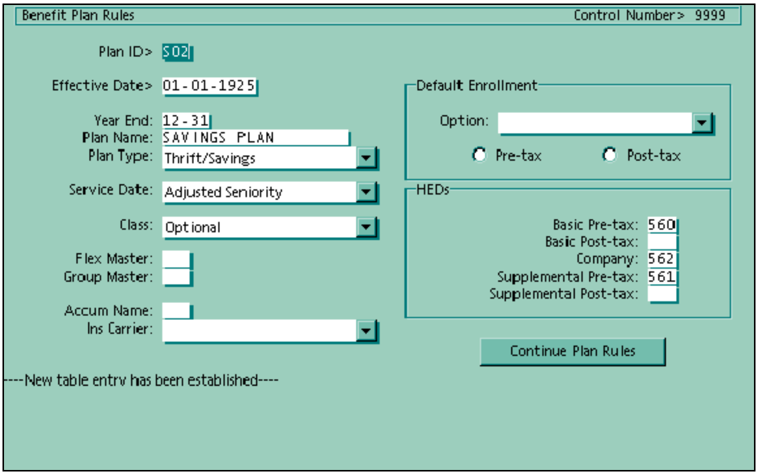
Extended Practice

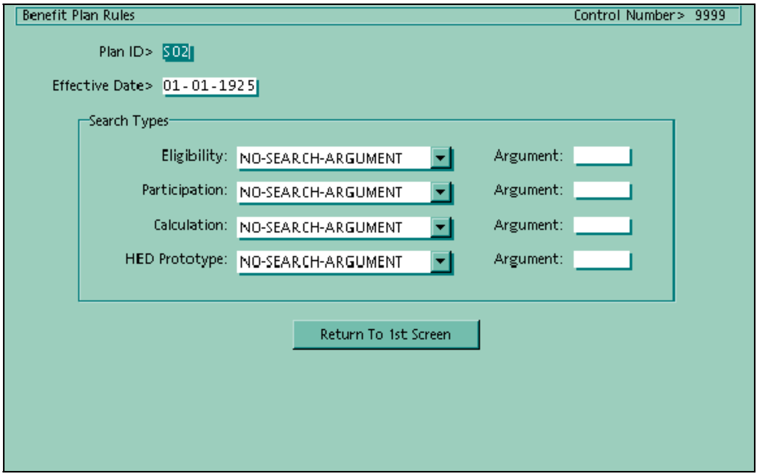
Set up a savings plan using the following information:

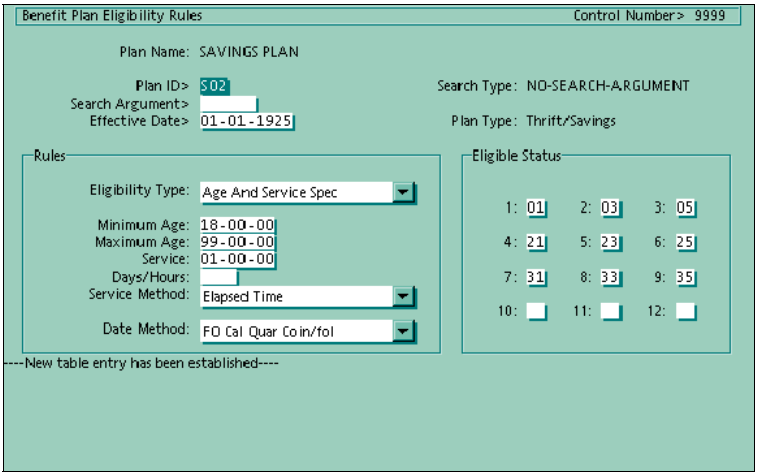
Plan ID:	S02

Plan Type:	Thrift/Savings
Effective Date:	01-01-1925
Plan Year End:	12-31 (US and Canada) or 31-12 (elsewhere)
Plan Category:	Optional
Eligibility:	All active salaried or hourly employees age 18 with one year of service (no temporary employees). Year of service is determined using Elapsed Time. The employee is eligible to get into the plan the first of the quarter coincident or following eligibility date.
Enrollment Options:	Participant, Waived, Shutoff/Deenroll
Vesting Schedule:	7 Year Graded
Pay Period Contributions:	Employee Basic Pre Tax: Up to 6% of Salary, whole percents Employee Supplemental Pre Tax: Up to an additional 9%, whole percents Company Match: 50% up to 6% of Employee Basic Pre Tax
HED Information:	Employee Basic Pre Tax: HED 560 Employee Supplemental Pre Tax: HED 561 Company Contributions: HED 562
Service Dates:	Participation: At Eligibility Benefit Accrual: At Participation Service Date Vesting: At Participation Service Date Plan based on Adjusted Seniority
Separation Activities:	Voluntary termination—all values Involuntary termination—all values Retirement—all values Leave-of-absence with pay (1-year extension of Coverage) Death
Breaks-In-Service Rules	Create the following breaks-in-service rules for the major activity of Termination: **02–05** Activity Rule—Leave Exceeds Grace Delay Time—00-06-00 Date Method—FOM Coincidnt/follow **22–27** Activity Rule—Leave Exceeds Grace Delay Time—00-01-00 Date Method—Actual Event Date

Retirement Dates:	**Early** Rule—Age And Service Age—55-00-00 Service—10-00-00 Notices 1st—00-06-00 Notices 2nd—00-01-00 Adjustment—Actual Event Date **Normal** Rule—Age And Service Age—62-06-00 Service—10-00-00 Notices 1st—00-06-00 Notices 2nd—00-01-00 Adjustment—Actual Event Date




Benefit Plan Rules
Control Number> 9999
Plan ID> S02
Effective Date> 01-01-1925
Search Types
Eligibility: NO-SEARCH-ARGUMENT
Argument:
Participation: NO-SEARCH-ARGUMENT
Argument:
Calculation: NO-SEARCH-ARGUMENT
Argument:
HED Prototype: NO-SEARCH-ARGUMENT
Argument:
Return To 1st Screen


Benefit Plan Eligibility Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Search Type: NO-SEARCH-ARGUMENT
Search Argument>
Effective Date> 01-01-1925
Plan Type: Thrift/Savings
Rules
Eligibility Type: Age And Service Spec
Minimum Age: 18-00-00
Maximum Age: 99-00-00
Service: 01-00-00
Days/Hours:
Service Method: Elapsed Time
Date Method: FO Cal Quar Coin/fol
Eligible Status
1: 01
2: 03
3: 05
4: 21
5: 23
6: 25
7: 31
8: 33
9: 35
10:
11:
12:
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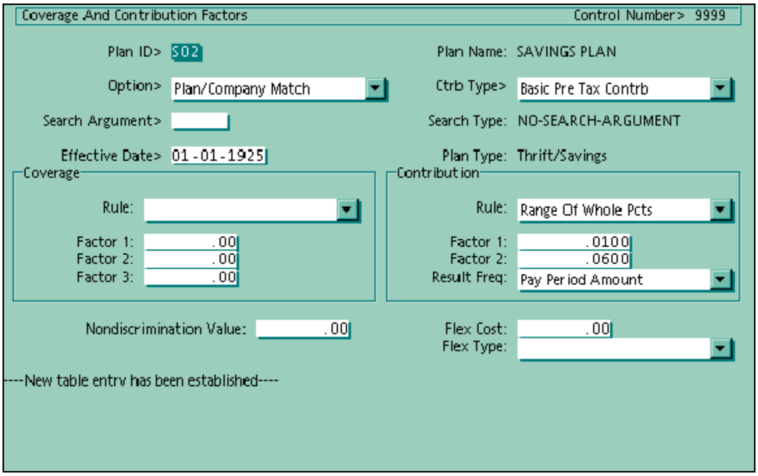
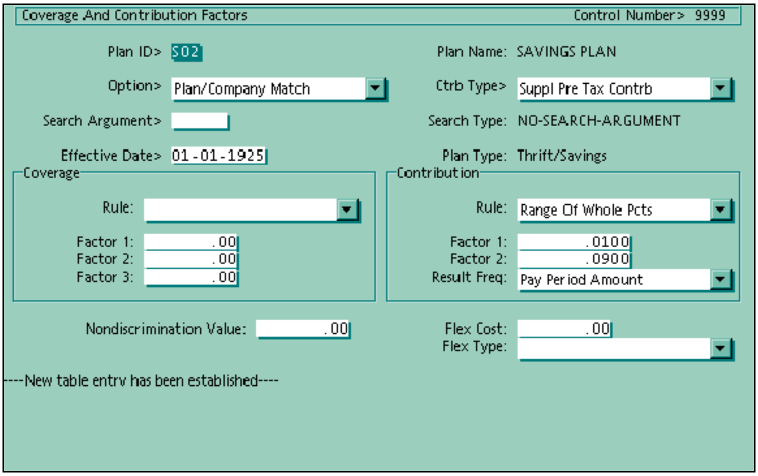
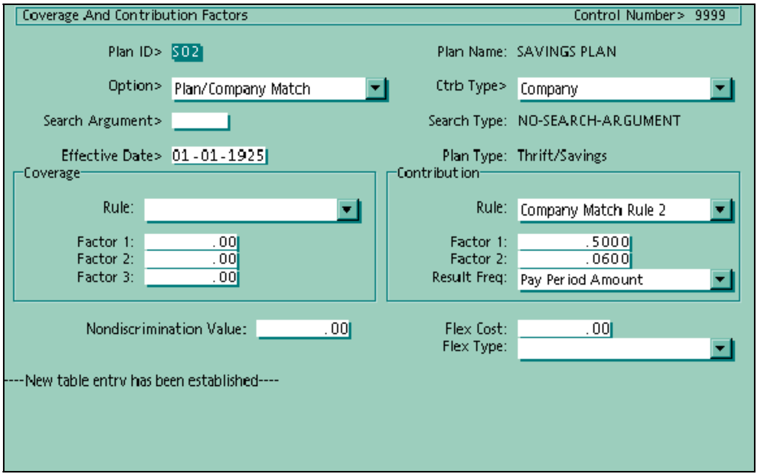
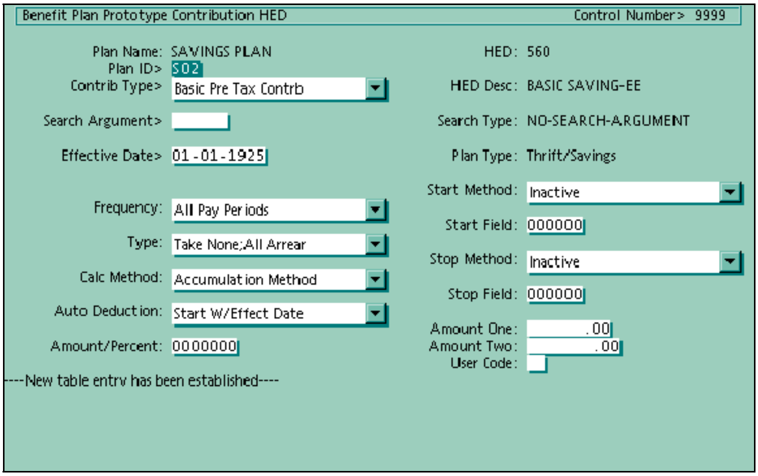
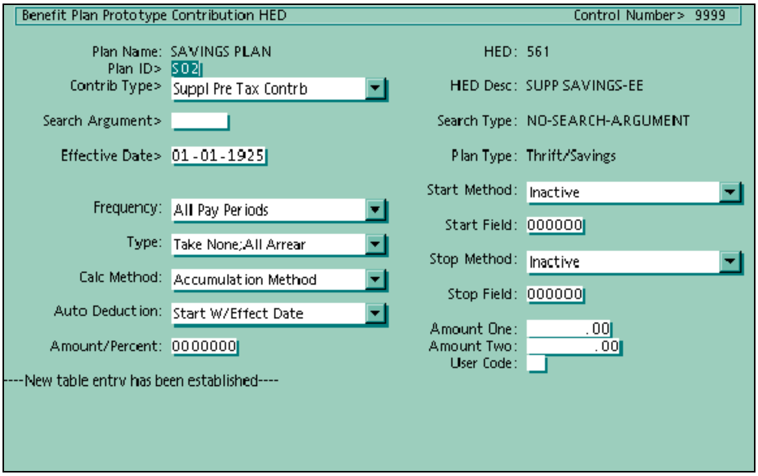

Coverage And Contribution Factors
Control Number> 9999
Plan ID> S02
Plan Name: SAVINGS PLAN
Option> Plan/Company Match
Ctrb Type> Basic Pre Tax Contrb
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0600
Result Freq: Pay Period Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
----New table entry has been established----


Coverage And Contribution Factors
Control Number> 9999
Plan ID> S02
Plan Name: SAVINGS PLAN
Option> Plan/Company Match
Ctrb Type> Suppl Pre Tax Contrb
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Range Of Whole Pcts
Factor 1: .0100
Factor 2: .0900
Result Freq: Pay Period Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
----New table entry has been established----


Coverage And Contribution Factors
Control Number> 9999
Plan ID> S02
Plan Name: SAVINGS PLAN
Option> Plan/Company Match
Ctrb Type> Company
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Plan Type: Thrift/Savings
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Company Match Rule 2
Factor 1: .5000
Factor 2: .0600
Result Freq: Pay Period Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type:
----New table entry has been established----


Benefit Plan Prototype Contribution HED
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Contrib Type> Basic Pre Tax Contrb
HED: 560
HED Desc: BASIC SAVING-EE
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Plan Type: Thrift/Savings
Start Method: Inactive
Frequency: All Pay Periods
Start Field: 000000
Type: Take None;All Arrear
Stop Method: Inactive
Calc Method: Accumulation Method
Stop Field: 000000
Auto Deduction: Start W/Effect Date
Amount One: .00
Amount/Percent: 0000000
Amount Two: .00
User Code:
----New table entry has been established----

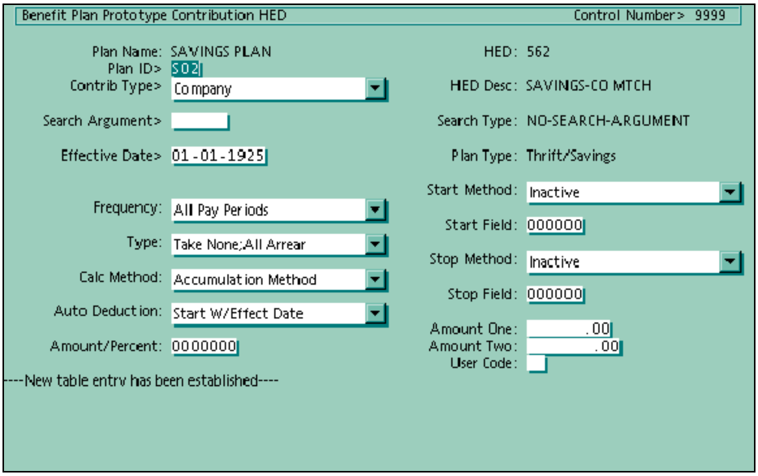


Benefit Plan Prototype Contribution HED   Control Number> 9999

Plan Name: SAVINGS PLAN
Plan ID> S02
Contrib Type> Suppl Pre Tax Contrb
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000

HED: 561
HED Desc: SUPP SAVINGS-EE
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

----New table entry has been established----

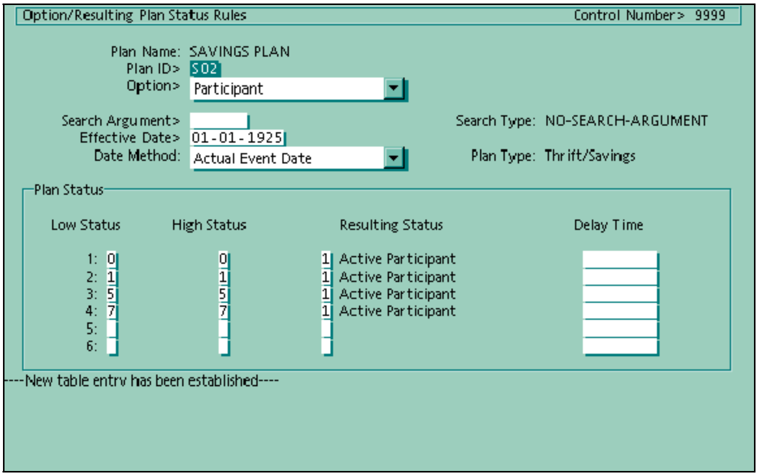


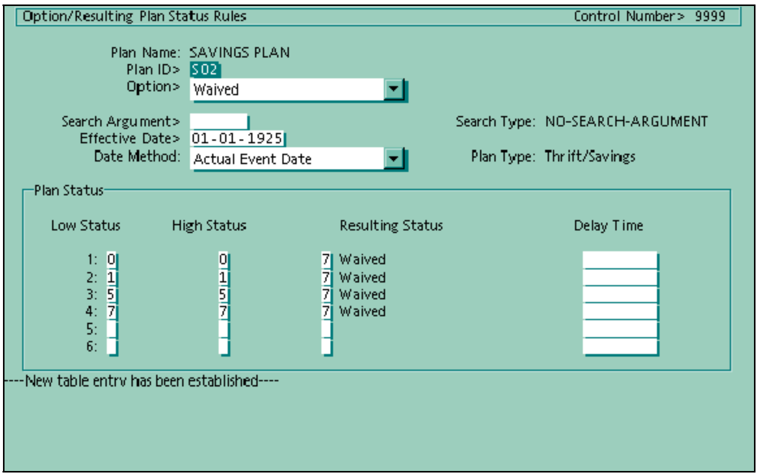
Benefit Plan Prototype Contribution HED   Control Number> 9999

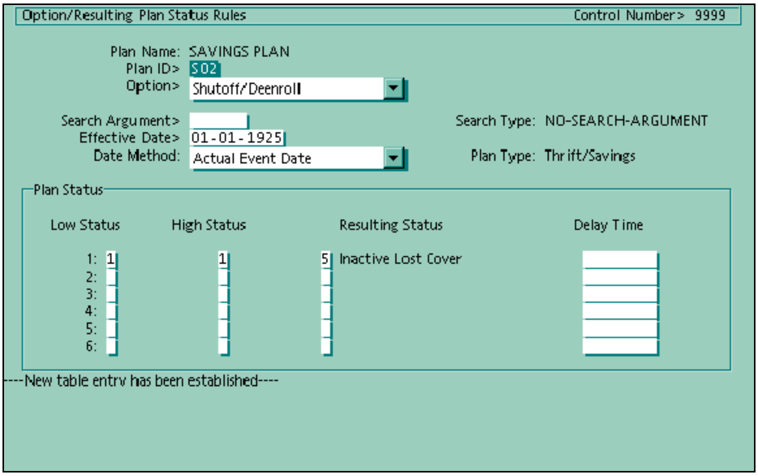
Plan Name: SAVINGS PLAN
Plan ID> S02
Contrib Type> Company
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Take None;All Arrear
Calc Method: Accumulation Method
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000

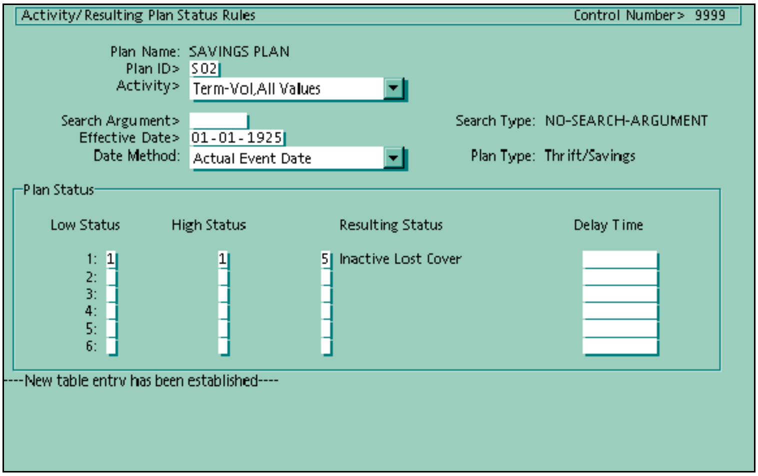
HED: 562
HED Desc: SAVINGS-CO MTCH
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

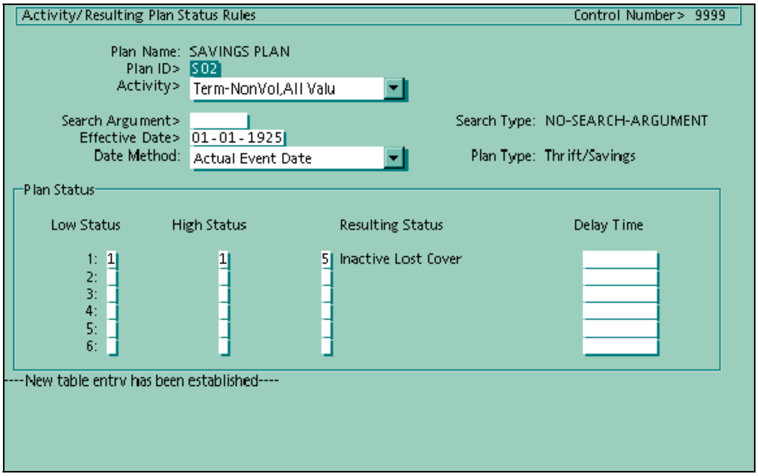
----New table entry has been established----

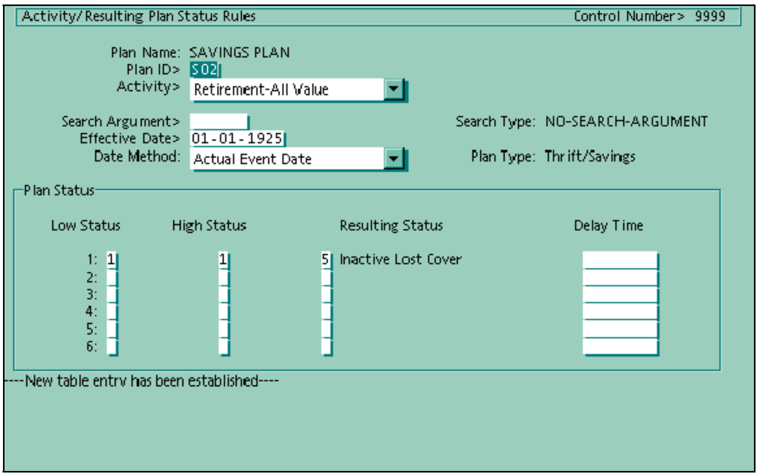

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Option> Participant
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 1 Active Participant
2: 1 1 1 Active Participant
3: 5 5 1 Active Participant
4: 7 7 1 Active Participant
5:
6:
----New table entry has been established----

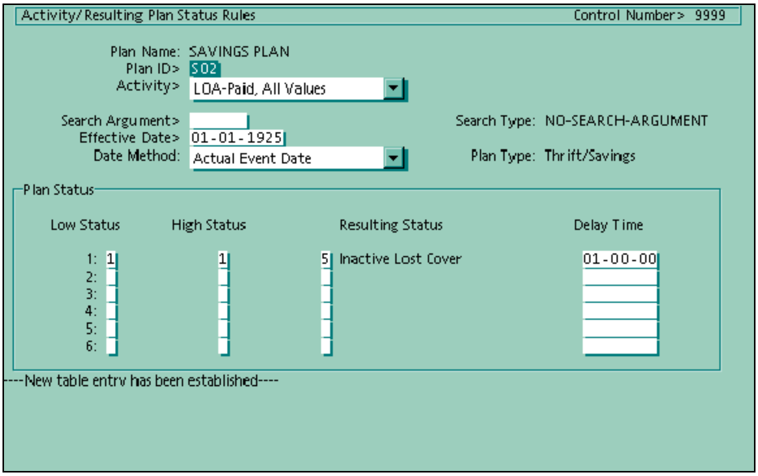

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Option> Waived
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 7 Waived
2: 1 1 7 Waived
3: 5 5 7 Waived
4: 7 7 7 Waived
5:
6:
----New table entry has been established----

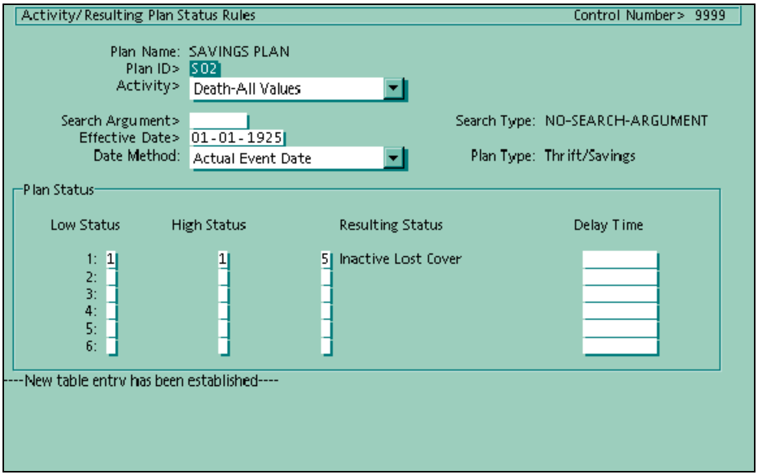

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Option> Shutoff/Deenroll
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
---New table entry has been established----

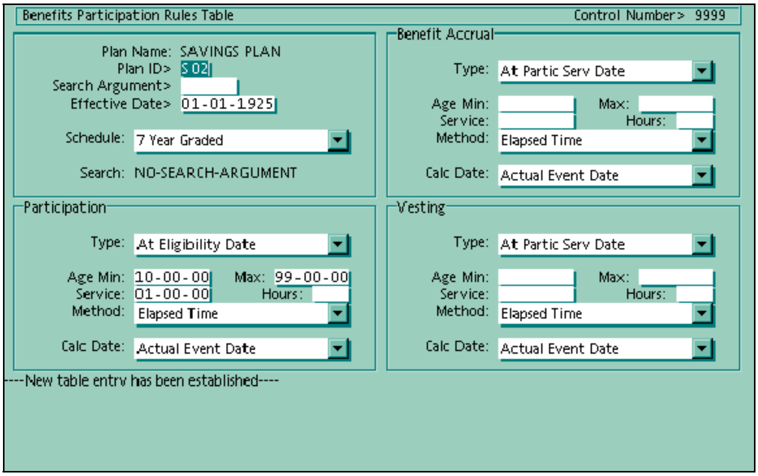

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Activity> Term-Vol,All Values
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
---New table entry has been established----


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Activity> Term-NonVol,All Valu
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----

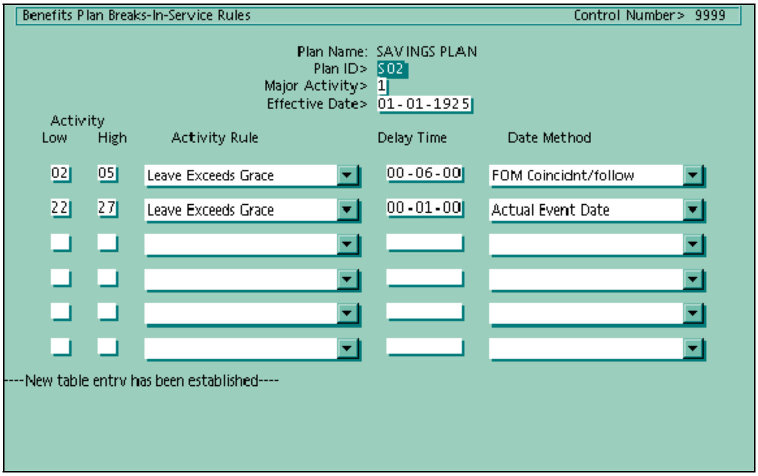

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Activity> Retirement-All Value
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----


Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Activity> LOA-Paid, All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
01-00-00
2:
3:
4:
5:
6:
---New table entry has been established----

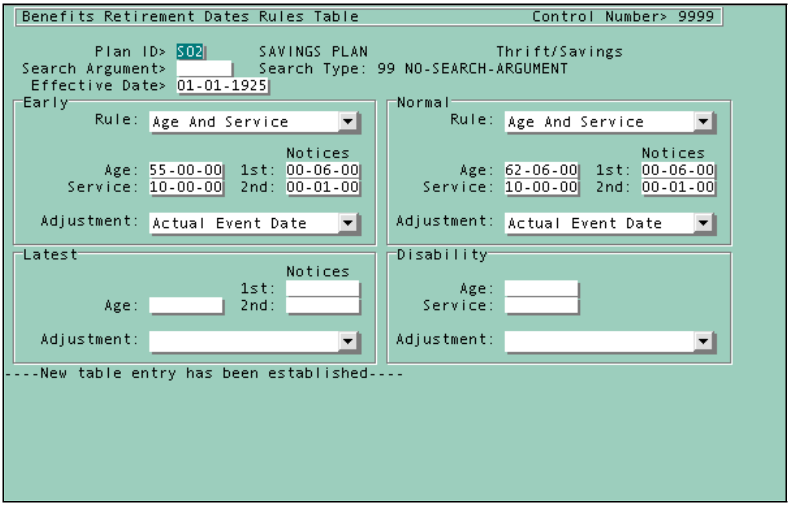

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Activity> Death-All Values
Search Argument>
Search Type: NO-SEARCH-ARGUMENT
Effective Date> 01-01-1925
Date Method: Actual Event Date
Plan Type: Thrift/Savings
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
---New table entry has been established----



Benefits Participation Rules Table
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Search Argument>
Effective Date> 01-01-1925
Schedule: 7 Year Graded
Search: NO-SEARCH-ARGUMENT
Benefit Accrual
Type: At Partic Serv Date
Age Min:
Max:
Service:
Hours:
Method: Elapsed Time
Calc Date: Actual Event Date
Participation
Type: At Eligibility Date
Age Min: 10-00-00
Max: 99-00-00
Service: 01-00-00
Hours:
Method: Elapsed Time
Calc Date: Actual Event Date
Vesting
Type: At Partic Serv Date
Age Min:
Max:
Service:
Hours:
Method: Elapsed Time
Calc Date: Actual Event Date
----New table entry has been established----



Benefits Plan Breaks-In-Service Rules
Control Number> 9999
Plan Name: SAVINGS PLAN
Plan ID> S02
Major Activity> 1
Effective Date> 01-01-1925
Activity
Low High
Activity Rule
Delay Time
Date Method
02 05 Leave Exceeds Grace 00-06-00 FOM Coincidnt/follow
22 27 Leave Exceeds Grace 00-01-00 Actual Event Date
----New table entry has been established----



Review of Questions Answered

1. What are deferred plans?

   Plans that provide future benefits to employees are considered deferred plans.

2. What types of plans can be defined as deferred plans?

   In Benefits Administration, deferred plans can be defined as defined benefits, defined contribution, or thrift/savings.

3. What tables are used to define deferred plans?

   The following tables are used to define deferred plans:

   - *Benefit Plan Rules (TK-SCR) establishes the basic rules for the plan*
   - *Benefit Plan Eligibility Rules (TL-SCR) establishes requirements for plan admittance*
   - *Coverage And Contribution Factors (TM-SCR) specify how employer and employee contributions should be calculated*
   - *Benefit Plan Prototype Contribution HED (TS-SCR) describes plan contributions*
   - *Option/Resulting Plan Status Rules (TTOSCR) defines the valid options for the plan and how those options affect employee plan status*
   - *Activity/Resulting Plan Status Rules (TTASCR) defines the effect any separation activities may have on an employee's plan status*
   - *Benefits Participation Rules Table (TN-SCR) defines the rules for calculating when an employee begins participation in a plan, when benefits begin to accrue, and when vesting should begin*

   The following tables are optional:

- *Benefits Plan Breaks-In-Service Rules (TU-SCR) defines which separation activities will cause a break in service and any grace periods allowed*
- *Benefits Retirement Dates Rules Table (TJ-SCR) defines eligibility dates for disability and early and normal retirement, anticipated participant retirement dates (with rounding), and company policy for notifying employees prior to their eligibility—all by retirement option*

4. What coverage option must be used for deferred plans?

   For deferred plans, you can use only one valid coverage option on the Coverage And Contribution Factors form (TM-SCR):—Plan/Company Match (CM).

5. How are contributions limited for deferred plans?

   Employee and company per-period contributions can be limited by selecting the appropriate rule from the Contribution Rules option list (BA31) and entering values on the Coverage And Contribution Factors form (TM-SCR). Year-to-date maximum amounts are recorded using the Stop Method and Stop Field text boxes on the Benefit Plan Prototype Contribution HED form (TS-SCR).

6. What requirements must be defined for plan participation?

   For each deferred plan, you must define when participation, benefits accrual, and vesting begin. This information is recorded on the Benefits Participation Rules Table form (TN-SCR).

7. Why should breaks-in-service rules be recorded?

   Service is credited based on the notion of continuous service. Recording breaks-in-service rules defines how a separation, such as a leave of absence, affects the employee's credited service.

8. Why should retirement policies be recorded?

   Formally recording a deferred plan's retirement policies in Benefits Administration gives you the ability to track the retirement ages of your employees and to prompt the sending of retirement notices.

9. What reports are available for documenting deferred plan rules?

   You use the same reports to document deferred plans as you do for welfare plans. Following are additional reports used for documenting welfare plans:

   - *Participation Rules (9N-RPT) prints data from the Benefits Participation Rules Table form (TN-SCR)*
   - *Breaks-in-Service Rules (9U-RPT) reflects data from the Benefits Plan Breaks-In-Service Rules form (TU-SCR)*
   - *Retirement Date Rules (9J-RPT)reflects data from the Benefits Retirement Dates Rules Table form (TJ-SCR)*

Setting Up Flex Plans

Apply the Concept

1. Which component plans are part of your flex plan?

   The answer will be specific to your organization. Flex plans are made up of welfare and deferred component plans.
2. Which component plans are default plans or core plans and, within each plan, which option is the default option?

   The answer will be specific to your organization. The default option specifies which enrollment option to use if an employee does not return the enrollment election form.
3. Does your Flexible Benefits Program enable employees to allocate flex credits/currency as an additional contribution to their deferred plan? What must you do differently to address this additional contribution?

   The answer will be specific to your organization. If the Flexible Benefits Program enables employees to allocate flex credits/currency as an additional contribution to their deferred plan(s), Payroll must set up an additional HED to be used for these extra credits/currency.

   You will need to complete the Coverage And Contribution Factors form (TM-SCR) for the deferred plan with these flex entries:

   - *Ctrb Type—Select 'Flex Deferred HED' in the Ctrb Type list box.*
   - *Contribution Rule—Select 'Use Variable As Amt' to indicate that the variable amount will be entered on the employee's enrollment form. This way the employee will be able to allocate any number of credits desired.*
   - *Flex Type—This list box selection must be 'Use Enroll Variable' in order to access the Variable box on the enrollment form.*

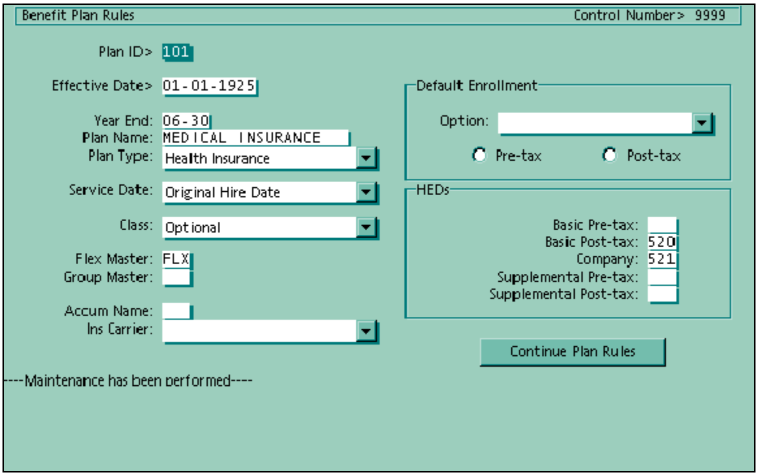
Extended Practice

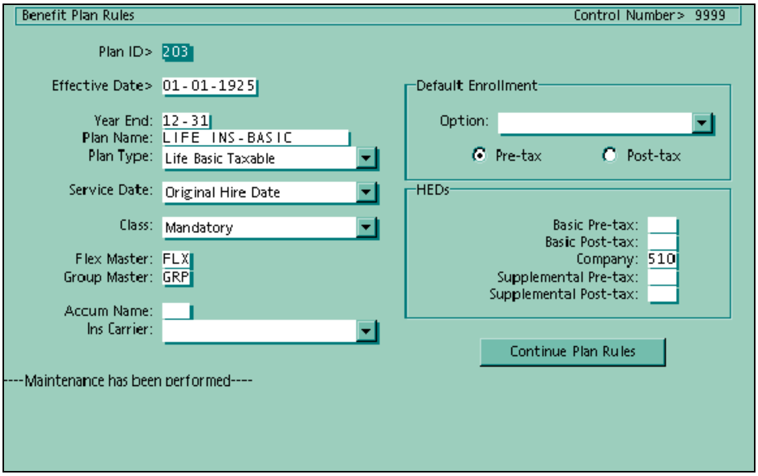
Set up a flex plan for Organization 999999 for 1998 using the following information:

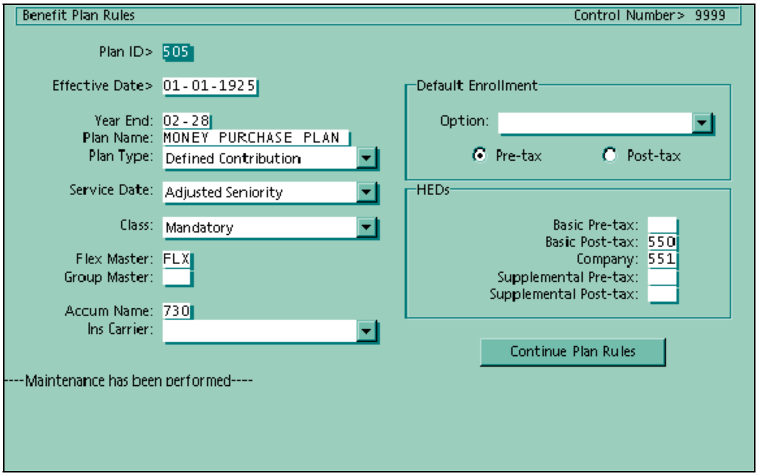
Plan ID:	710
Plan Type:	Flex Benefits Master
Effective Date:	01-01-1925
Plan Year End:	12-31 (US and Canada) or 31-12 (elsewhere)
Plan Class:	Mandatory
Eligibility:	All active part and full time employees, first of the month following their first day of employment.
Service Date:	Based on 'Employment Date'

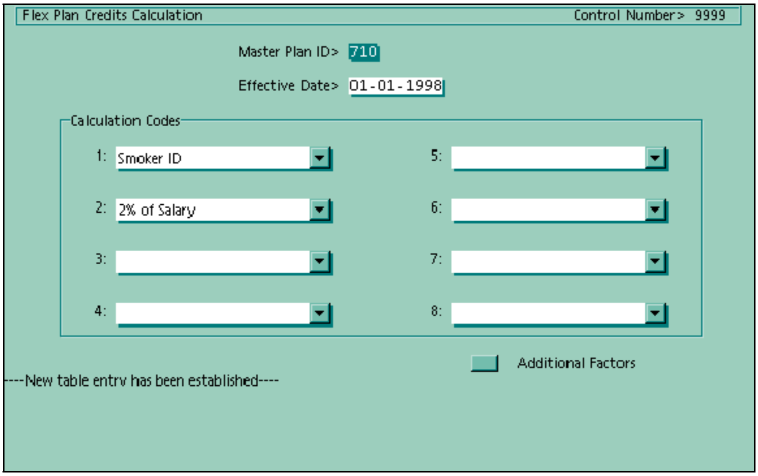
Enrollment Options:	Enrolled, Shutoff/Deenroll
Flex Credits:	Smoker ID and 2% Salary. Use the deduction by credits plan method.
Credit Method	Deduction credits by plan, total credits before enrollment
Contributions:	As specified by individual component plans
Component Plans	101 203 505 601 602 603 605
Separation Activities:	Voluntary termination—all values Involuntary termination—all values Death—all values
Processing Defaults:	'Create Waived Option' and 'Show Per-Pay-Period Amounts'
HED Information:	HED 623 for Deferred Plan 505
Box	Entries for HED 060
Contrib Type	Basic Post Tax Contb
Effective Date	01-01-1925
Frequency	All Pay Periods
Type	Skip Arrears/HED 999
Calc Method	Fixed Amount
Auto Deduction	Start W/Effect Date

You will need to set up a Coverage And Contribution Factors form (TM-SCR) and a Benefits Plan Prototype Contribution HED form (TS-SCR) similar to plan 510. Select 'Participant' for the Option on the Coverage And Contribution Factors form (TM-SCR).


Benefit Plan Rules
Control Number> 9999
Plan ID> 101
Effective Date> 01-01-1925
Year End: 06-30
Plan Name: MEDICAL INSURANCE
Plan Type: Health Insurance
Service Date: Original Hire Date
Class: Optional
Flex Master: FLX
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax: 520
Company: 521
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----Maintenance has been performed----


Benefit Plan Rules
Control Number> 9999
Plan ID> 203
Effective Date> 01-01-1925
Year End: 12-31
Plan Name: LIFE INS-BASIC
Plan Type: Life Basic Taxable
Service Date: Original Hire Date
Class: Mandatory
Flex Master: FLX
Group Master: GRP
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax:
Company: 510
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----Maintenance has been performed----


Benefit Plan Rules
Control Number> 9999
Plan ID> 505
Effective Date> 01-01-1925
Year End: 02-28
Plan Name: MONEY PURCHASE PLAN
Plan Type: Defined Contribution
Service Date: Adjusted Seniority
Class: Mandatory
Flex Master: FLX
Group Master:
Accum Name: 730
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax: 550
Company: 551
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----Maintenance has been performed----


Flex Plan Credits Calculation
Control Number> 9999
Master Plan ID> 710
Effective Date> 01-01-1998
Calculation Codes
1: Smoker ID
2: 2% of Salary
3:
4:
5:
6:
7:
8:
Additional Factors
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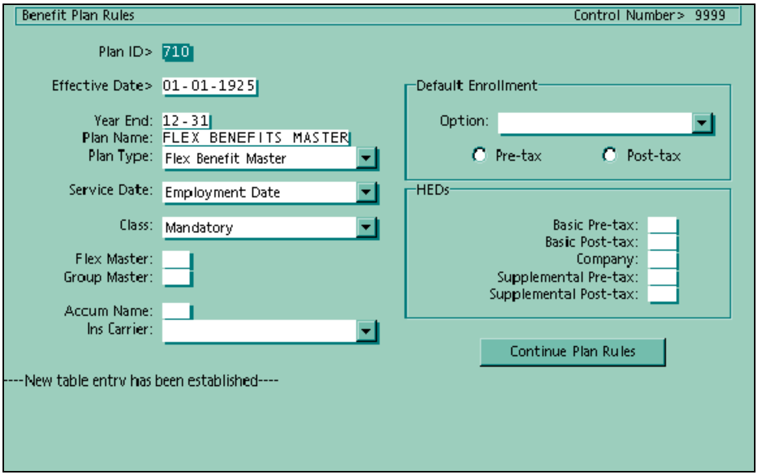
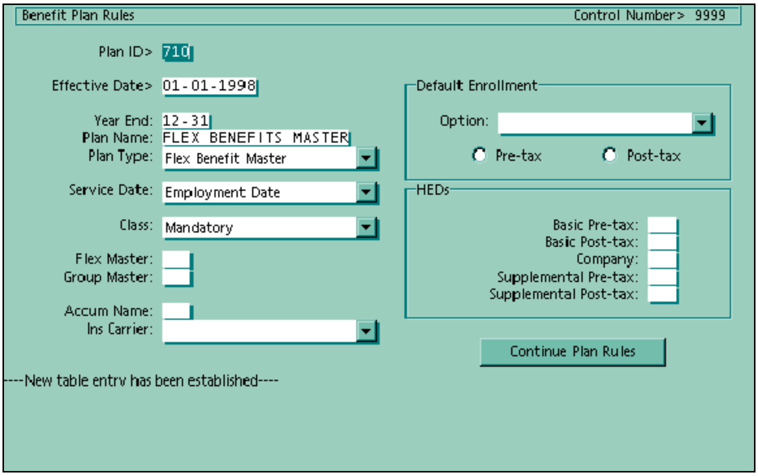
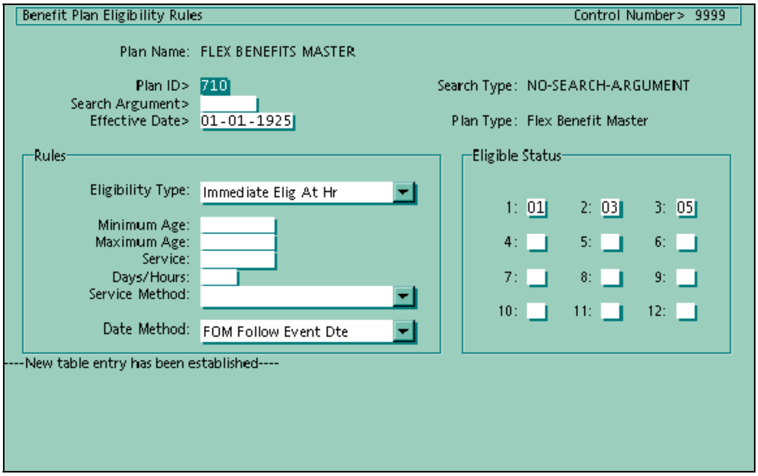

Benefit Plan Rules
Control Number> 9999
Plan ID> 710
Effective Date> 01-01-1925
Year End: 12-31
Plan Name: FLEX BENEFITS MASTER
Plan Type: Flex Benefit Master
Service Date: Employment Date
Class: Mandatory
Flex Master:
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----New table entry has been established----


Benefit Plan Rules
Control Number> 9999
Plan ID> 710
Effective Date> 01-01-1998
Year End: 12-31
Plan Name: FLEX BENEFITS MASTER
Plan Type: Flex Benefit Master
Service Date: Employment Date
Class: Mandatory
Flex Master:
Group Master:
Accum Name:
Ins Carrier:
Default Enrollment
Option:
Pre-tax
Post-tax
HEDs
Basic Pre-tax:
Basic Post-tax:
Company:
Supplemental Pre-tax:
Supplemental Post-tax:
Continue Plan Rules
----New table entry has been established----



Benefit Plan Eligibility Rules — Control Number> 9999

Plan Name: FLEX BENEFITS MASTER

Plan ID> 710
Search Argument>
Effective Date> 01-01-1925

Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master

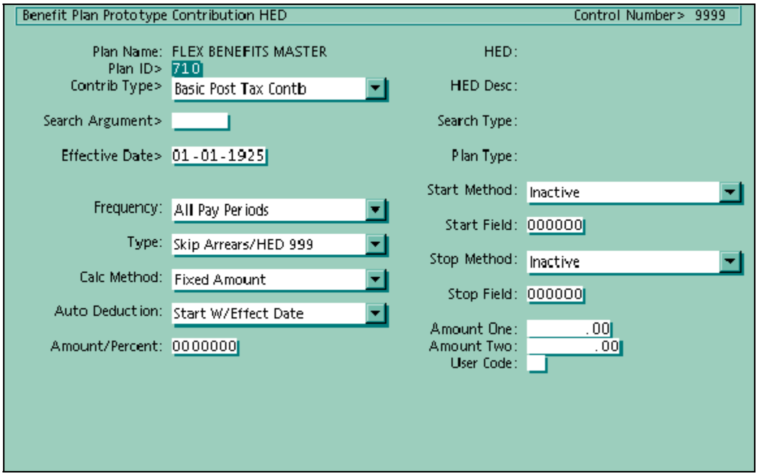
Rules

Eligibility Type: Immediate Elig At Hr
Minimum Age:
Maximum Age:
Service:
Days/Hours:
Service Method:
Date Method: FOM Follow Event Dte

Eligible Status

1: 01 2: 03 3: 05
4: 5: 6:
7: 8: 9:
10: 11: 12:

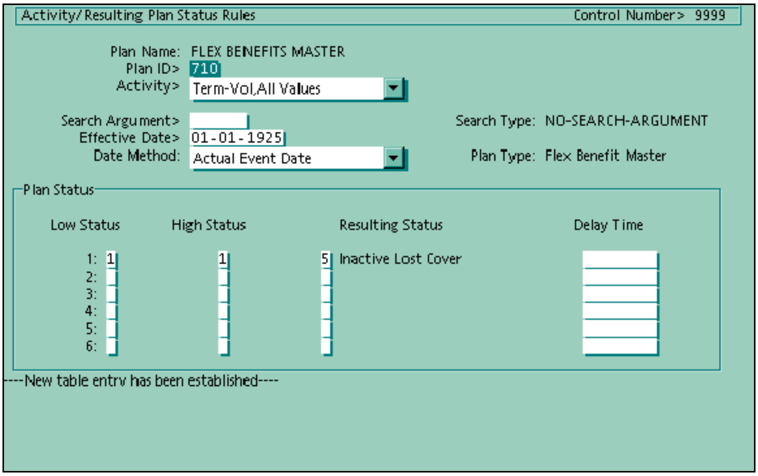
----New table entry has been established----

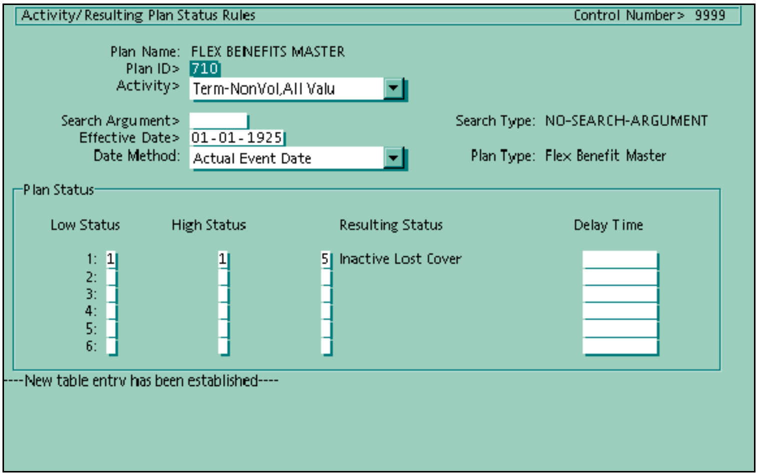


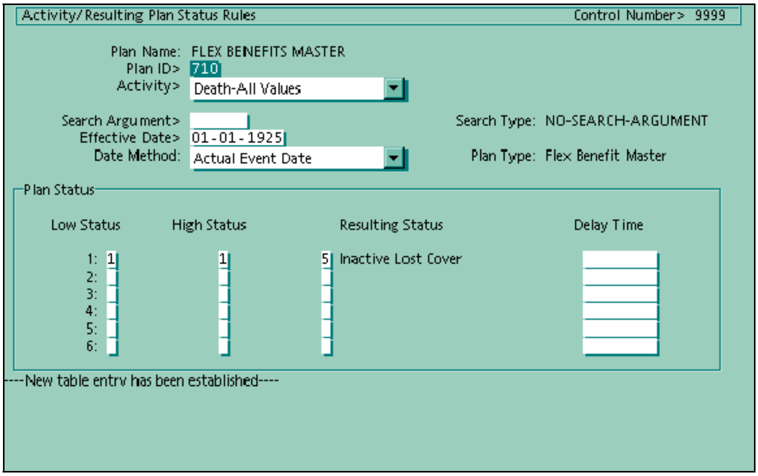
Benefit Plan Prototype Contribution HED — Control Number> 9999

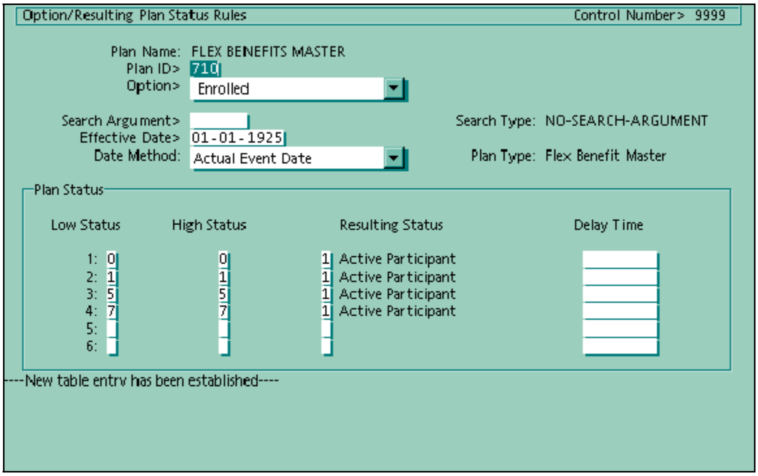
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Contrib Type> Basic Post Tax Contb
Search Argument>
Effective Date> 01-01-1925
Frequency: All Pay Periods
Type: Skip Arrears/HED 999
Calc Method: Fixed Amount
Auto Deduction: Start W/Effect Date
Amount/Percent: 0000000

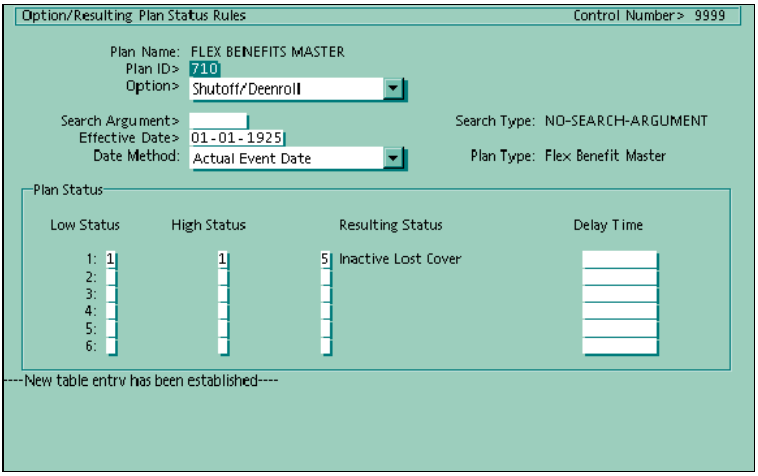
HED:
HED Desc:
Search Type:
Plan Type:
Start Method: Inactive
Start Field: 000000
Stop Method: Inactive
Stop Field: 000000
Amount One: .00
Amount Two: .00
User Code:

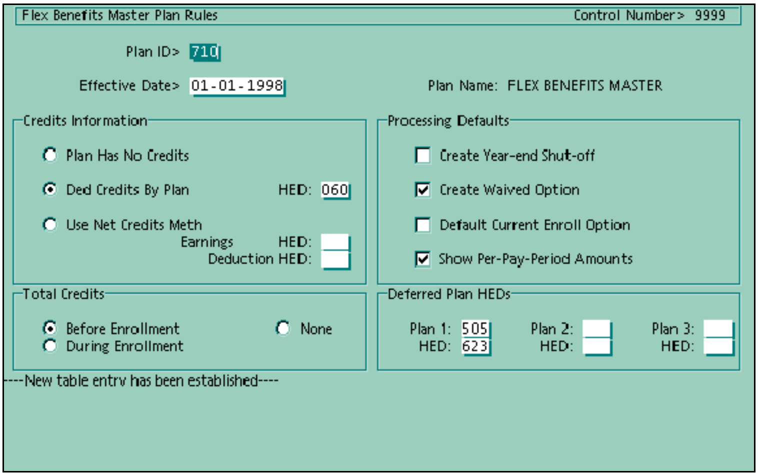

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Activity> Term-Vol,All Values
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----

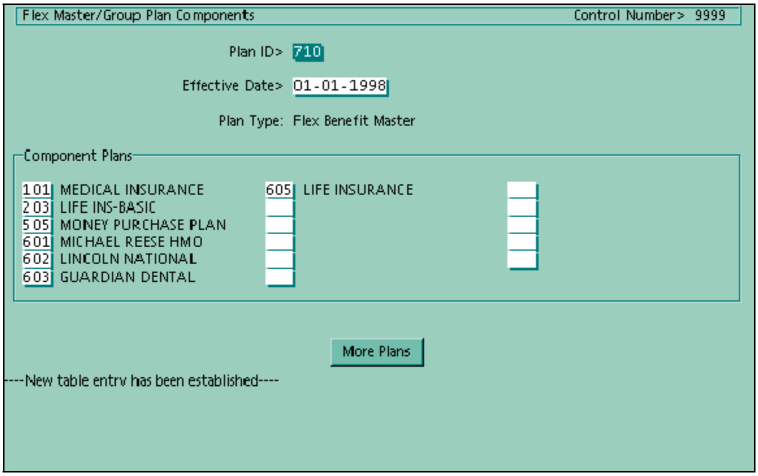

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Activity> Term-NonVol,All Valu
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----

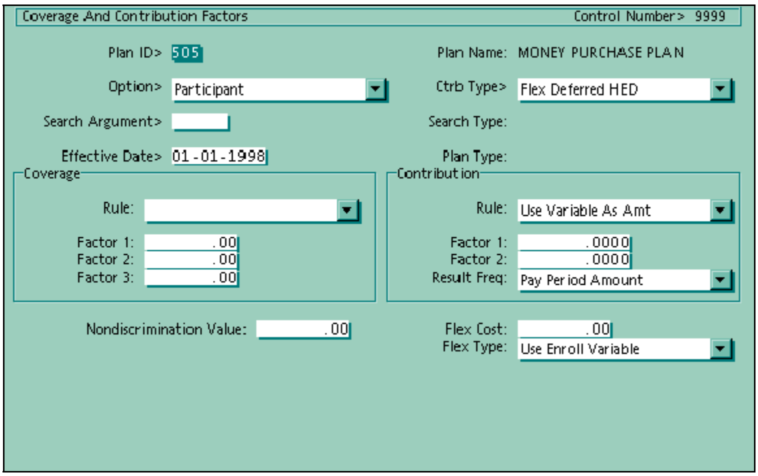

Activity/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Activity> Death-All Values
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1 1 5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----

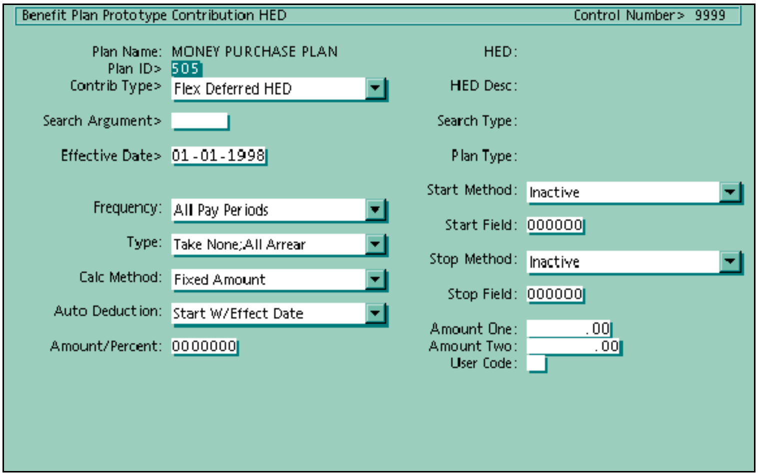

Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Option> Enrolled
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 0 0 1 Active Participant
2: 1 1 1 Active Participant
3: 5 5 1 Active Participant
4: 7 7 1 Active Participant
5:
6:
----New table entry has been established----


Option/Resulting Plan Status Rules
Control Number> 9999
Plan Name: FLEX BENEFITS MASTER
Plan ID> 710
Option> Shutoff/Deenroll
Search Argument>
Effective Date> 01-01-1925
Date Method: Actual Event Date
Search Type: NO-SEARCH-ARGUMENT
Plan Type: Flex Benefit Master
Plan Status
Low Status
High Status
Resulting Status
Delay Time
1: 1
1
5 Inactive Lost Cover
2:
3:
4:
5:
6:
----New table entry has been established----


Flex Benefits Master Plan Rules
Control Number> 9999
Plan ID> 710
Effective Date> 01-01-1998
Plan Name: FLEX BENEFITS MASTER
Credits Information
Plan Has No Credits
Ded Credits By Plan
HED: 060
Use Net Credits Meth
Earnings HED:
Deduction HED:
Processing Defaults
Create Year-end Shut-off
Create Waived Option
Default Current Enroll Option
Show Per-Pay-Period Amounts
Total Credits
Before Enrollment
None
During Enrollment
Deferred Plan HEDs
Plan 1: 505
HED: 623
Plan 2:
HED:
Plan 3:
HED:
----New table entry has been established----


Flex Master/Group Plan Components
Control Number> 9999
Plan ID> 710
Effective Date> 01-01-1998
Plan Type: Flex Benefit Master
Component Plans
101 MEDICAL INSURANCE
203 LIFE INS-BASIC
505 MONEY PURCHASE PLAN
601 MICHAEL REESE HMO
602 LINCOLN NATIONAL
603 GUARDIAN DENTAL
605 LIFE INSURANCE
More Plans
----New table entry has been established----


Coverage And Contribution Factors
Control Number> 9999
Plan ID> 505
Plan Name: MONEY PURCHASE PLAN
Option> Participant
Ctrb Type> Flex Deferred HED
Search Argument>
Search Type:
Effective Date> 01-01-1998
Plan Type:
Coverage
Rule:
Factor 1: .00
Factor 2: .00
Factor 3: .00
Contribution
Rule: Use Variable As Amt
Factor 1: .0000
Factor 2: .0000
Result Freq: Pay Period Amount
Nondiscrimination Value: .00
Flex Cost: .00
Flex Type: Use Enroll Variable



Review of Questions Answered

1. What are flex plans?

   A flexible benefits plan is any plan that lets employees choose some or all of their benefits. It is a benefits program in which the organization may allocate a pool of credits or money to each employee. These credits or monies are to be spent to purchase benefits tailored to individual needs.

2. What are the prerequisites for flex plans?

   Before a flex plan can be established, the component welfare and deferred benefits plans must be established.

3. What tables are used to define flex plans?

   The following tables are used to define flex plans:

- *Benefit Plan Rules (TK-SCR) establishes the basic rules for the plan*
- *Benefit Plan Eligibility Rules (TL-SCR) establishes requirements for plan admittance*
- *Benefit Plan Prototype Contribution HED (TS-SCR) defines plan contributions with respect to frequency, calculation, and arrears handling*
- *Option/Resulting Plan Status Rules (TTOSCR) defines the valid options for the plan and how those options affect employee plan status*
- *Activity/Resulting Plan Status Rules (TTASCR) defines the effect any separation activities may have on an employee's plan status*
- *Flex Plan Credits Calculation (FCCSCR) stores calculation options to define the flex credits formula*
- *Flex Benefits Master Plan Rules (TKFSCR) records flex benefits rules at the Master Plan level and helps to customize flexible plan administration based on rules specific to the flex plan*
- *Flex Master/Group Plan Components (TP-SCR) identifies the component plans associated with Flex Master Plans and/or group plans*

4. What are group plans and how are they used?

   Group plans define any number of benefit plans together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

5. In what ways can flex credits/monetary amounts be calculated and allocated?

   Flex credits/monetary amounts can be calculated based on calculation factors defined in the Credit Calculation Factors calculation option list (BA69). Four prototype options are provided that you can use in combination with other criteria, such as fields from the employee record or any Cyborg Scripting Language program calculation option, to calculate each employee's total flex credits. The Flex Plan Credits Calculation option list (BA69) is used to store the series of calculation options. The credit calculation is performed by the Flex Plan Credits Calculation form (FCCSCR).

6. There many different ways of allocating flex credits. There are two fairly common methods:

   - *Employees receive the credits up front, on their paychecks, and have individual plan deductions taken out as usual.*
   - *Employees are allocated credits separately from Payroll, not affecting the payment, with memo HEDs accumulating the individual deductions.*

Using Considered Earnings/Hours Accumulators

Apply the Concept

1. Will you set up considered earnings/hours (CE/H) accumulators to store information monthly, quarterly, or annually?

   The answer will be specific to your organization. How you set up the accumulators may depend on the type of plan.

2. Which type of accumulators will you use?

   The answer will be specific to your organization. There are two types of CE/H accumulators, plan specific and date of hire. Which you use may depend on the type of plan.

Review of Questions Answered

1. What are considered earnings/hours accumulators?

   Considered earnings/hours accumulators are fields that store monthly, quarterly, or annual hours and or earnings an employee has acquired for a deferred plan.

2. How are considered earnings/hours accumulators used?

   Typically, considered earnings/hours accumulators are used to determine an employee's eligibility for a deferred plan.

3. What types of accumulators are available?

   There are two types of accumulators:—plan-specific and date-of-hire. Plan-specific accumulators have a plan year-to-date record and a number of detail records based on whether they are monthly (12 detail records), quarterly (four detail records), or annual (one detail record) accumulators.

   Date-of-hire is a Cyborg-delivered accumulator that generates a single occurrence accumulation of all earnings from the date of hire until the number of hours worked reaches 1,000 hours.

4. What tools are available for backloading employee earnings/hours accumulations?

   Employee earnings/hours accumulations can be entered manually using the Considered Earnings/Hours Accumulators form (60-SCR). Accumulations for large groups of employees can be batch loaded using the Batch Transaction Layout report (Batch Layout Facility for the Considered Earnings/Hours Accumulators form).

Enrolling Employees in Welfare Plans

Apply the Concept

1. Will you verify the plans for which employees are eligible before enrolling them? If yes, what method will you use?

   The answer will be specific to your organization. You can use the Pending Plan Enrollment/De-Enrollment form (90-SCR), Enrollable Employees by Plan report (4E-RPT), or Enrollable Employees By Employee report (4F-RPT) to verify plans for which employees are eligible. The employee's eligibility for any welfare plan will be checked automatically when you enroll an employee using the Welfare Plan Enrollments/Changes form (55-SCR).

2. How will you collect the information needed to enroll an employee in a welfare plan?

   The answer will be specific to your organization. The information you need to collect includes the plan, effective date of the enrollment, the option the employee is choosing, and if required, a variable amount.

3. What are your rules or procedures for overriding system-generated data?

   The answer will be specific to your organization. After basic enrollment information is processed, the system displays calculated contribution figures and dates that you can accept, reject, or override. You may override the plan eligibility date for an employee as well.

4. Will you verify employee enrollment? If yes, how will you do it?

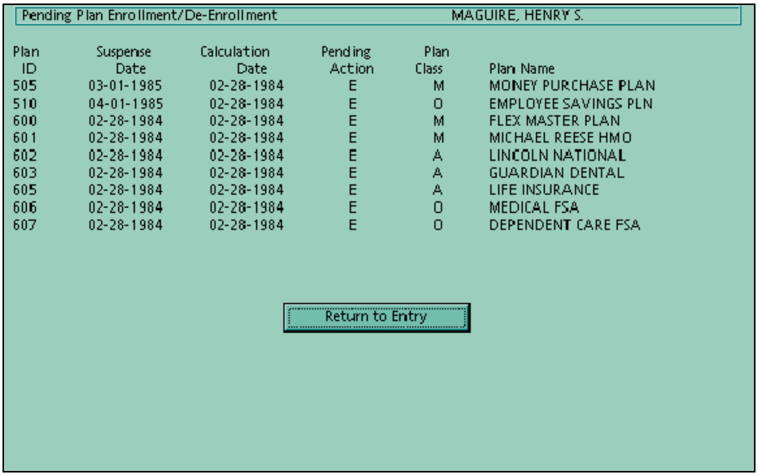
   The answer will be specific to your organization. You can view an employee's plan coverage and annual contribution online or track the information using various reports.

Extended Practice

1. Verify the plans for which employee 1578, Henry S. Maguire, is eligible.

   To verify employee eligibility for employee 1578, you must use the Employee Recheck option.

Note: *If you are attending class and not following the chapters in numerical sequence, you will see fewer plans for this employee than those listed below.*

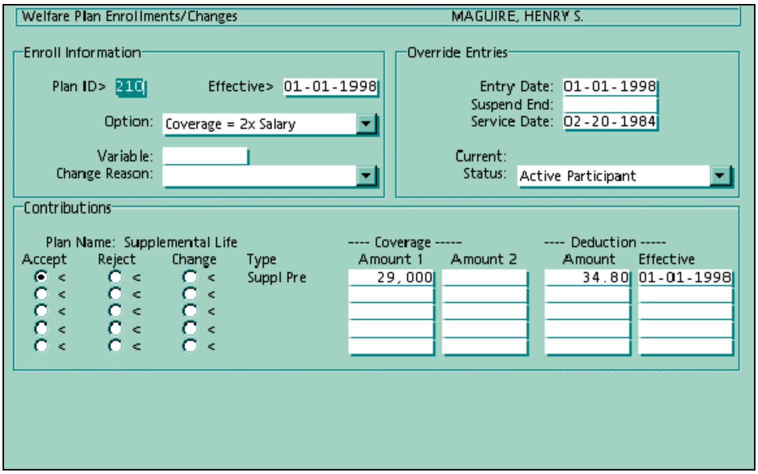


Pending Plan Enrollment/De-Enrollment MAGUIRE, HENRY S.

Plan ID	Suspense Date	Calculation Date	Pending Action	Plan Class	Plan Name
505	03-01-1985	02-28-1984	E	M	MONEY PURCHASE PLAN
510	04-01-1985	02-28-1984	E	O	EMPLOYEE SAVINGS PLN
600	02-28-1984	02-28-1984	E	M	FLEX MASTER PLAN
601	02-28-1984	02-28-1984	E	M	MICHAEL REESE HMO
602	02-28-1984	02-28-1984	E	A	LINCOLN NATIONAL
603	02-28-1984	02-28-1984	E	A	GUARDIAN DENTAL
605	02-28-1984	02-28-1984	E	A	LIFE INSURANCE
606	02-28-1984	02-28-1984	E	O	MEDICAL FSA
607	02-28-1984	02-28-1984	E	O	DEPENDENT CARE FSA

Return to Entry

2. Enroll employee 1578, Henry S. Maguire, in plan 210 at coverage two times his salary effective 01-01-1998.



Welfare Plan Enrollments/Changes MAGUIRE, HENRY S.

Enroll Information

Plan ID> 210 Effective> 01-01-1998

Option: Coverage = 2x Salary

Variable:

Change Reason:

Override Entries

Entry Date: 01-01-1998

Suspend End:

Service Date: 02-20-1984

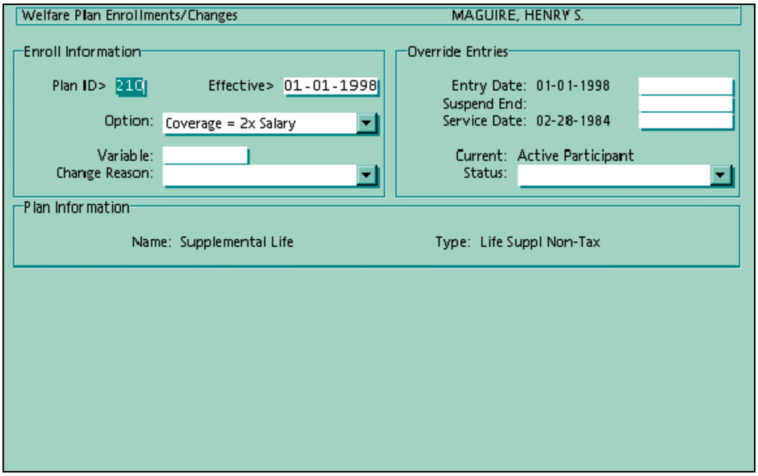
Current:

Status: Active Participant

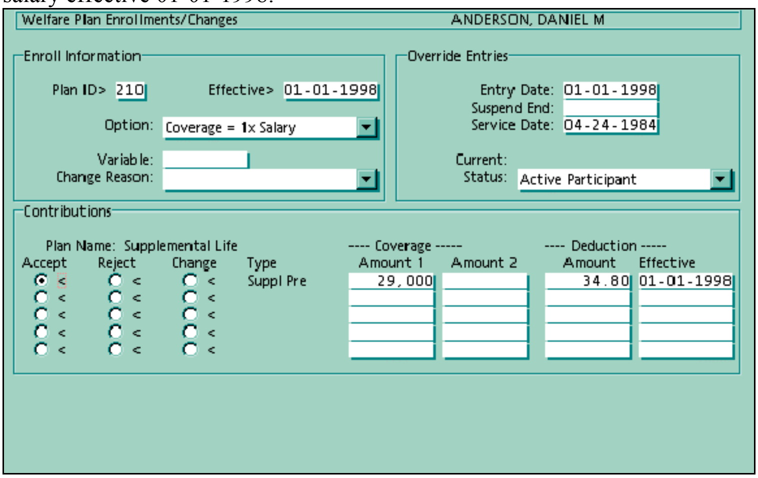
Contributions

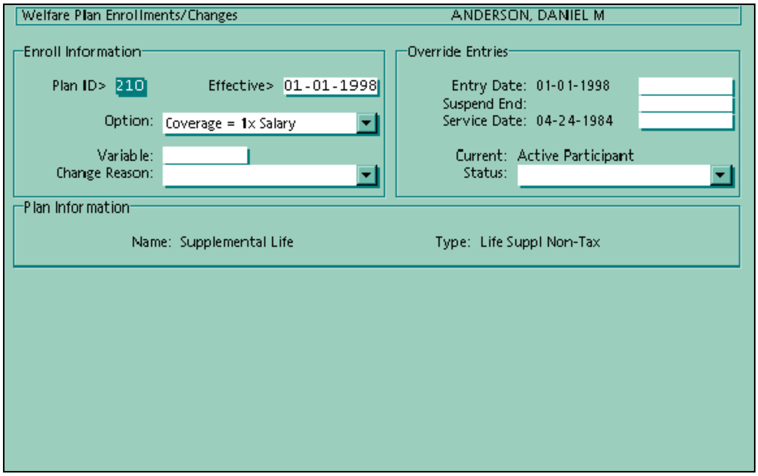
Plan Name: Supplemental Life

Accept	Reject	Change	Type	Coverage Amount 1	Coverage Amount 2	Deduction Amount	Deduction Effective
◉ <	○ <	○ <	Suppl Pre	29,000		34.80	01-01-1998
○ <	○ <	○ <					
○ <	○ <	○ <					
○ <	○ <	○ <					
○ <	○ <	○ <					

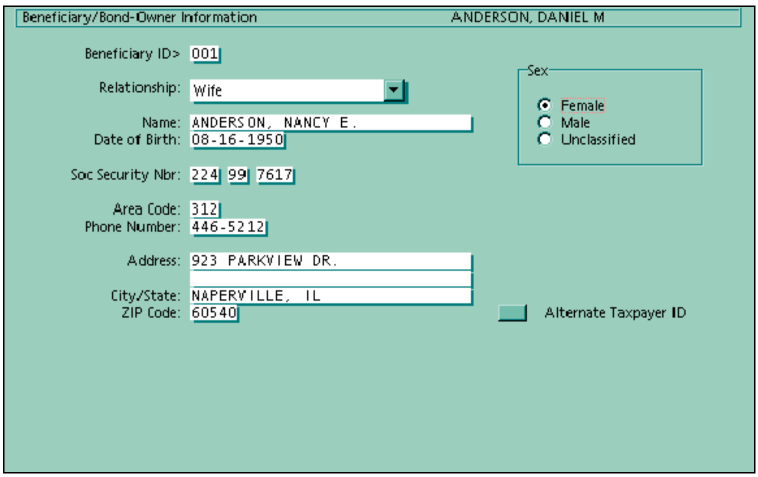


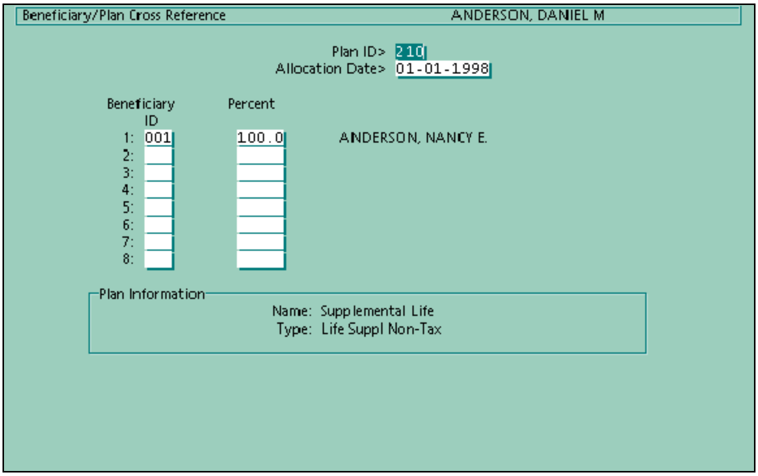
3. Enroll employee 1616, Daniel M. Anderson, in plan 210 at coverage one times his salary effective 01-01-1998.



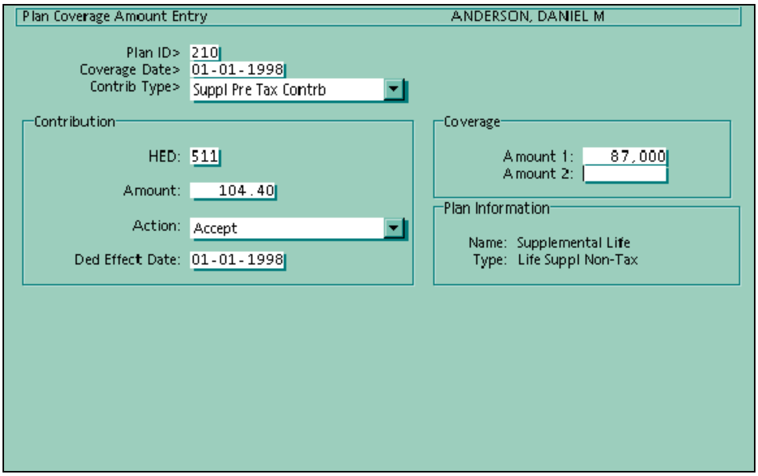


4. Use information from the Spouse/Dependent Information (10-SCR) and Employee Information forms (EF-SCR) to record beneficiary information for Nancy E. Anderson, Daniel M. Anderson's wife (employee 1616). Then, designate Nancy Anderson as 100% beneficiary for plan 210, effective 01-01-1998.

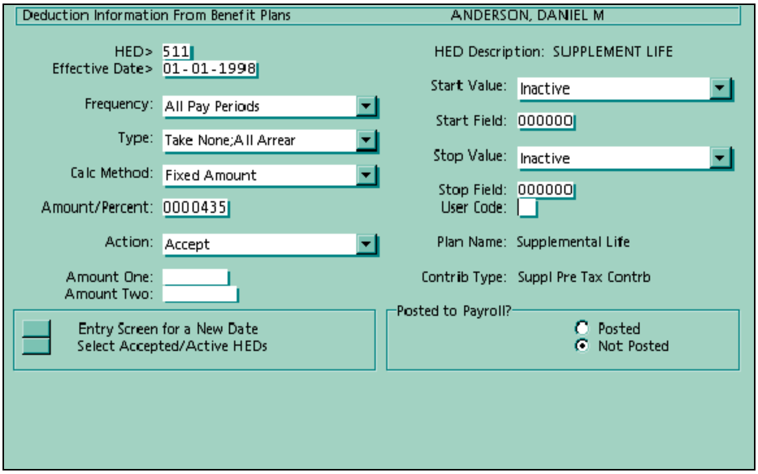




5. View the annual contribution for Daniel M. Anderson, employee 1616, for plan 210.



6. View the per-pay-period deduction amount for Daniel M. Anderson, employee 1616, for plan 210.



Review of Questions Answered

1. What two methods are provided for enrolling employees in welfare plans?

   Employees can be enrolled individually or in groups. Use the Welfare Plan Enrollments/Changes form (55-SCR) to enroll individual employees. For large groups of employees, use the Batch Loading (Batch Layout Facility) procedure.

2. What information is needed to enroll an employee in a welfare plan?

   Three pieces of information are required before you can enroll an employee in a welfare plan—the plan in which the employee wishes to enroll, the effective date of the enrollment, and the option the employee is choosing. If required by the plan, you must also enter a variable amount.

3. What facilities are provided to override system-generated data?

   After basic enrollment information is processed, the system displays the plan coverage and contribution amounts for the employee on the lower portion of the Welfare Plan Enrollments/Changes form (55-SCR) where you can accept, enter, or reject the calculated figures and dates. You may also override the plan eligibility date by populating the Entry Date and Current Status boxes.

4. What forms are created as a result of an enrollment?

   Two forms are created as a result of an employee enrollment—the Plan Coverage Amount Entry (53-SCR) and the Deduction Information From Benefits Plans (54-SCR).

5. What facilities are provided to verify enrollment information online?

   You can view an employee's plan coverage and annual contribution amounts on the Plan Coverage Amount Entry form (53-SCR) and the deduction information on the Deduction Information From Benefit Plans form (54-SCR). You may also use the

Employee Welfare Plan Summary form (55ISCR) to view various pieces of information relating to welfare plan enrollment such as annual and per-pay-period costs, HED information, and dependents tied to a plan.

6. What reports are available to track enrollments in welfare plans?

   The following reports help you track employee welfare plan enrollment data:

   - *Welfare Benefits Register (4A-RPT) lists active employees, or those on leave, participating in at least one welfare benefits plan*
   - *Plan Participation Register (4B-RPT) lists all employees who participate in at least one welfare or deferred benefits plan*
   - *Plan Beneficiary Listing 4C-RPT) lists all participants and their associated beneficiary data for a specified benefits plan*
   - *Plan Dependent Listing (4D-RPT) lists all covered dependents for each employee participating in a specified benefits plan*

Enrolling Employees in Deferred Plans

Apply the Concept

1. How will you collect the information needed to enroll an employee in a deferred plan?

   The answer will be specific to your organization. The information you need to collect includes the plan, effective date of the enrollment, the option the employee is choosing, and contribution amounts or percentages.

2. Describe how the enrollment process for deferred plans could involve two forms/steps.

   The enrollment process may involve two steps—recording basic plan information using the Deferred Plan Enrollments/Changes form (64-SCR) and defining plan contributions using the DB Contributions (68-SCR), DC Contributions (72-SCR), or T/S Plan Contributions/Fund Allocation form (79-SCR).

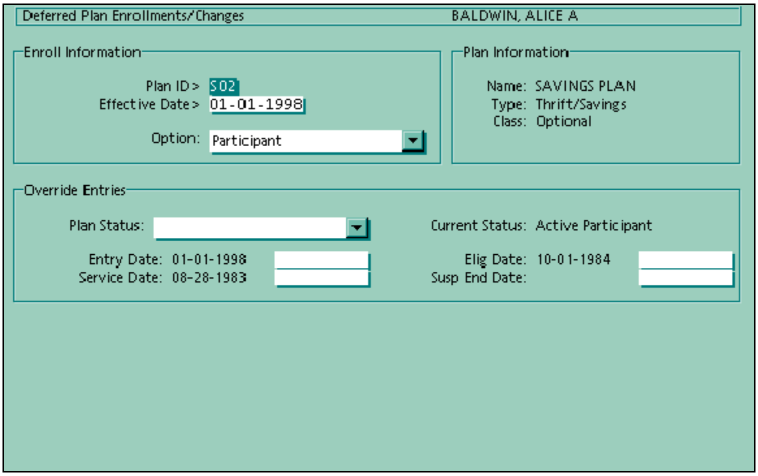
3. Will you verify employee enrollment? If yes, how will you do it?

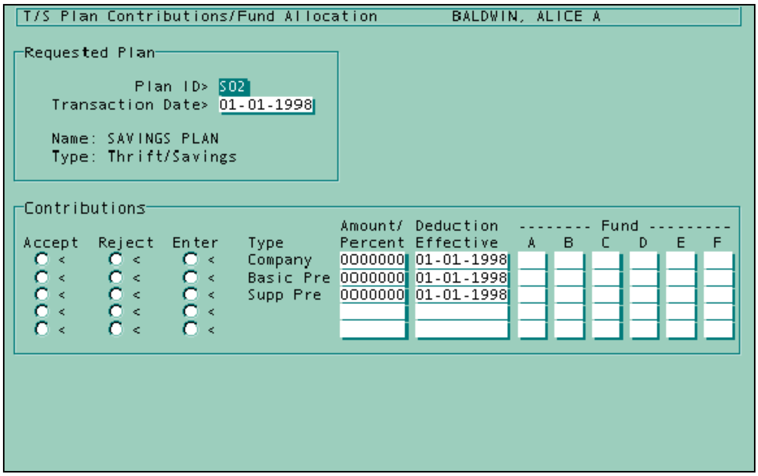
   The answer will be specific to your organization. You can view an employee's plan coverage and annual contribution online or track the information using various reports.

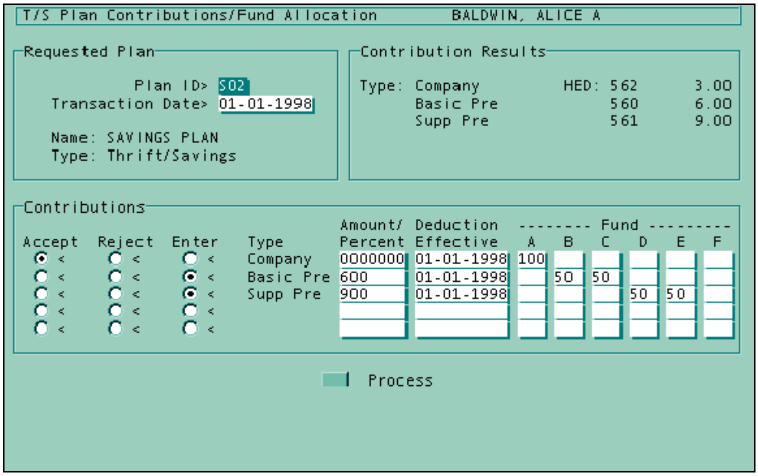
Extended Practice

1. Enroll employee 1043, Alice A. Baldwin, in plan S02 effective 01-01-1998. Use the following contribution information:

Contribution Type	Contribution Percent	Fund Allocation
Company		100% in Fund A
Basic Pretax	6%	50% in Fund B, 50% in Fund C
Supplemental Pretax	9%	50% in Fund D, 50% in Fund E

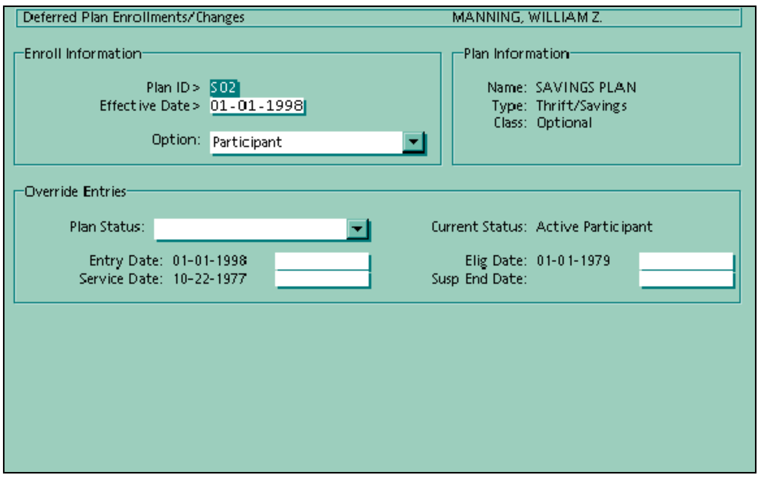

Deferred Plan Enrollments/Changes
BALDWIN, ALICE A
Enroll Information
Plan ID> S02
Effective Date> 01-01-1998
Option: Participant
Plan Information
Name: SAVINGS PLAN
Type: Thrift/Savings
Class: Optional
Override Entries
Plan Status:
Current Status: Active Participant
Entry Date: 01-01-1998
Service Date: 08-28-1983
Elig Date: 10-01-1984
Susp End Date:

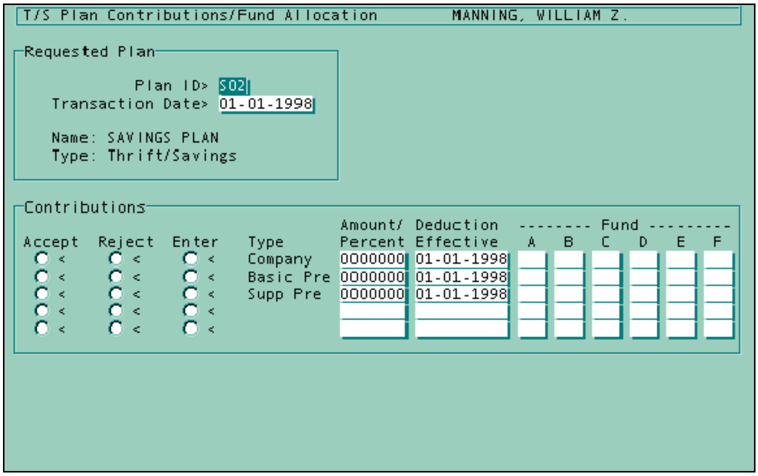

T/S Plan Contributions/Fund Allocation
BALDWIN, ALICE A
Requested Plan
Plan ID> S02
Transaction Date> 01-01-1998
Name: SAVINGS PLAN
Type: Thrift/Savings
Contributions
Accept
Reject
Enter
Type
Amount/ Percent
Deduction Effective
-------- Fund ---------
A B C D E F
Company 0000000 01-01-1998
Basic Pre 0000000 01-01-1998
Supp Pre 0000000 01-01-1998

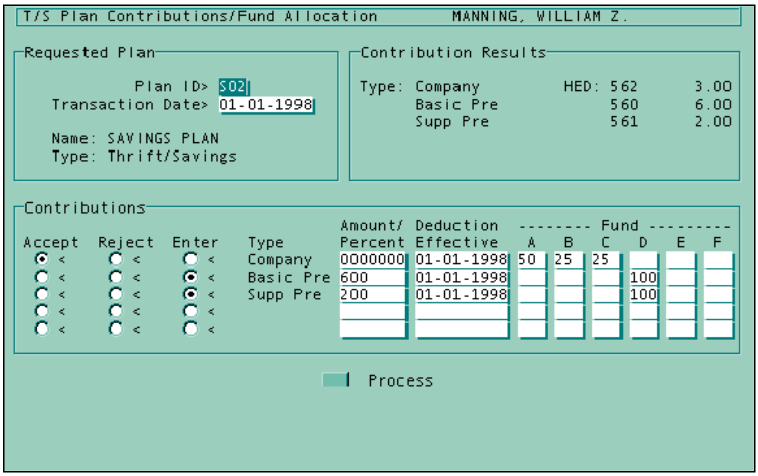


2. Enroll employee 1165, William Z. Manning, in plan S02 effective 01-01-1998. Use the following contribution information:

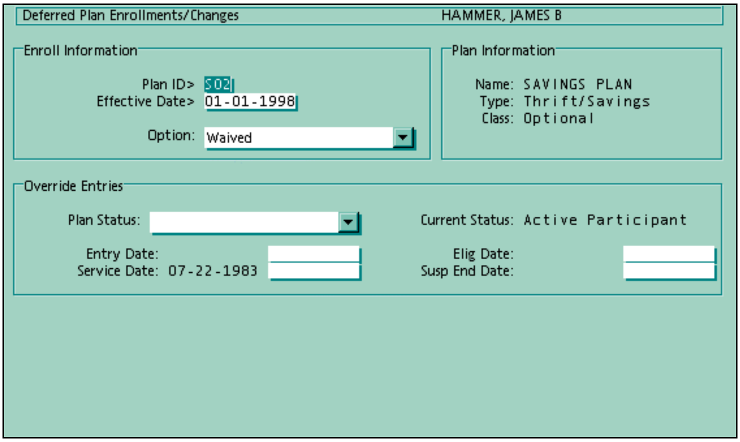
Contribution Type	Contribution Percent	Fund Allocation
Company		50% in Fund A, 25% in Fund B, 25% in Fund C
Basic Pretax	6%	100% in Fund D
Supplemental Pretax	5%	100% in Fund D







3. Waive employee 1236, James B. Hammer, from plan S02.



Review of Questions Answered

1. What two methods are provided for enrolling employees in deferred plans?

   Employees can be enrolled individually or in groups. Use the Deferred Plan Enrollments/Changes form (64-SCR) to enroll individual employees. For large groups of employees, use the Batch Loading (Batch Layout Facility) procedure.

2. What information is needed to enroll an employee in a deferred plan?

   Three pieces of information are required before you can enroll an employee in a deferred plan—the plan in which the employee is eligible to enroll, the effective date of the enrollment, and the valid enrollment option (for example, Participant or Enrolled) for the plan.

3. What facilities are provided to override system-generated data?

   Depending on the type of deferred plan, you can accept, enter, or reject system-generated data on one of the following forms—DB Plan Contributions (68-SCR) for defined benefits plans, DC Plan Contributions (72-SCR) for defined contributions plans, or T/S Plan Contributions/Fund Allocation (79-SCR) for thrift/savings contributions plans. However, you must not override company contribution information on these forms because the company match or contribution portion will not be calculated correctly. You may also override the plan eligibility date on the Deferred Plan Enrollments/Changes form (64-SCR).

4. What forms are created as a result of an enrollment into a deferred plan?

   The following forms are created as a result of an enrollment into a deferred plan: Deferred Plan Enrollments/Changes (64-SCR), Plan Service Dates (62-SCR), and Plan Retirement/Notice/Counseling Dates (65-SCR).

5. What reports are available to track enrollments in deferred plans?

The following reports help you track deferred plan enrollment information:

- *Plan Participation Register (4B-RPT) lists all employees who participate in at least one welfare or deferred benefits plan*
- *Plan Beneficiary Listing (4C-RPT) lists all participants and their associated beneficiary data for a specified benefits plan*
- *Plan Dependent Listing (4D-RPT) lists all covered dependents for each employee participating in a specified benefits plan*
- *Deferred Plan Register (4J-RPT) lists active employees, or those on leave, participating in at least one deferred benefits plan*

Processing Annual Open Enrollments for Flex Plans

Apply the Concept

1. Describe the major steps in your annual open enrollment process.

   The answer will be specific to your organization. Some of the major steps may include calculating flex credits, printing enrollment forms, recording enrollment options, reviewing enrollments, producing confirmation, and tracking unreturned enrollment forms.

2. If your flex plan uses credits, how will you calculate them?

   The answer will be specific to your organization. You can use the Flexible Benefit Plan Personal Information report (4P-RPT) or the Flex Benefit Plan Credit Calculation form (FCCSCR) to calculate flex credits. You may also manually enter credit information on the Flexible Benefit Annual Plan Credits form (55CSCR). Which method you use will most likely depend on the number of employees requiring flex credit calculations.

3. Describe how you will inform employees about the flex enrollment choices for which they qualify.

   The answer will be specific to your organization. You can use the Flexible Benefit Plan Personal Information report (4P-RPT), create your own form, or use a third-party administrator to generate enrollment forms and flex choices.

4. Describe how you will handle employees who do not return open enrollment forms by the expected return date.

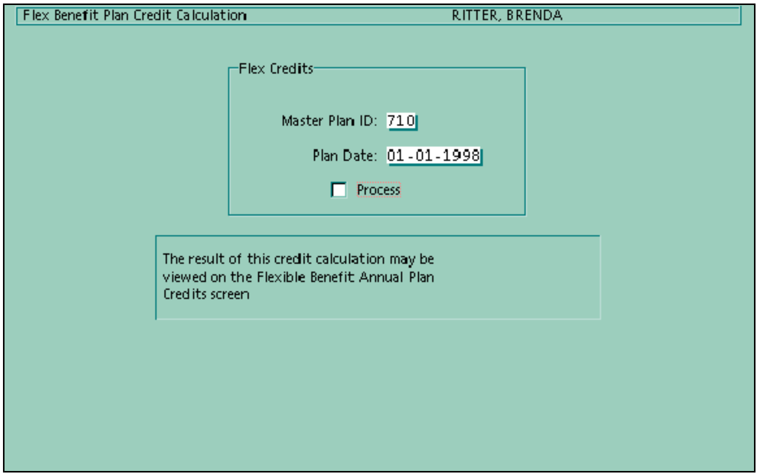
   The answer will be specific to your organization.

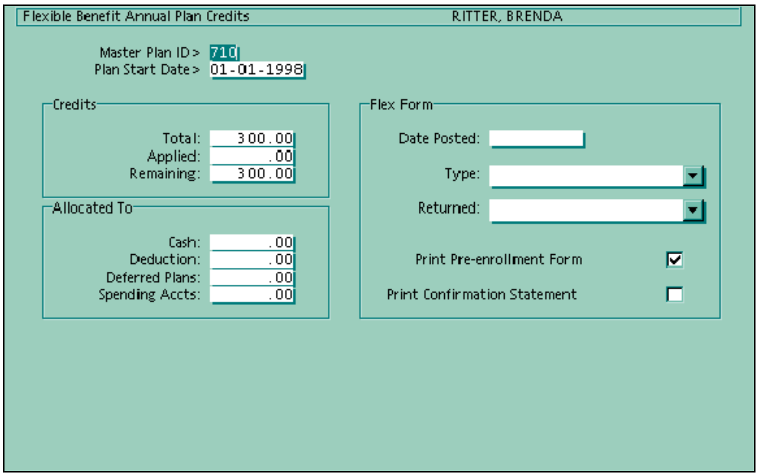
   You can track unreturned enrollment forms using the Flexible Benefit Plan Enrollment Forms Not Returned report (4Z-RPT). It lists all employees who have a Flexible Benefit Annual Plan Credits form (55CSCR) recorded with a Flex Form Returned Indicator of 'Not Yet Returned', 'Rejected Back To Emp', 'Default Enrollment', or blank.

   You can also establish a core/default plan using the Benefit Plan Rules form (TK-SCR) to automatically enroll employees in the Flex Master Plan and the component core default plans if they do not return their enrollment forms by a specified date.

Extended Practice

1. Calculate flex credits as of 01-01-1998 for employee 6010, Brenda Ritter, plan 710, and then display them.

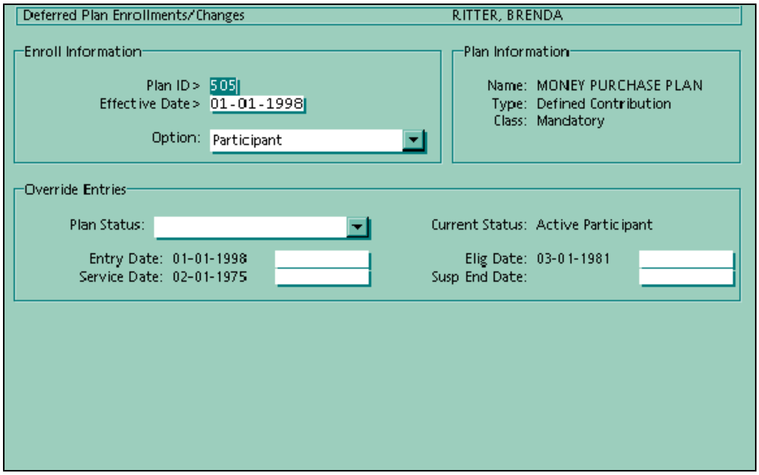


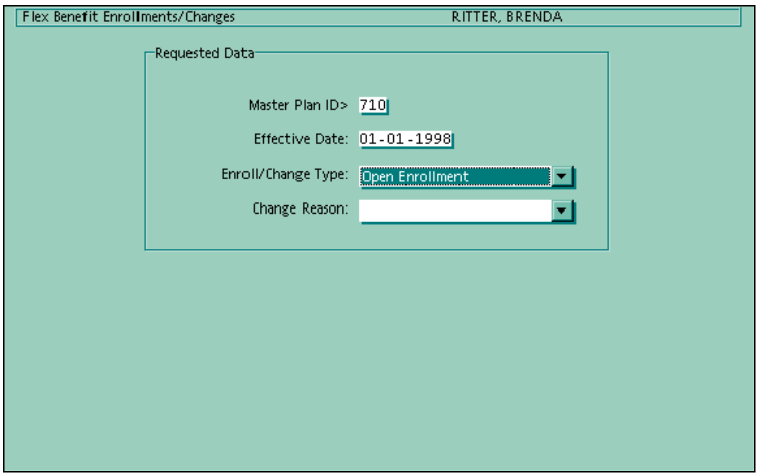


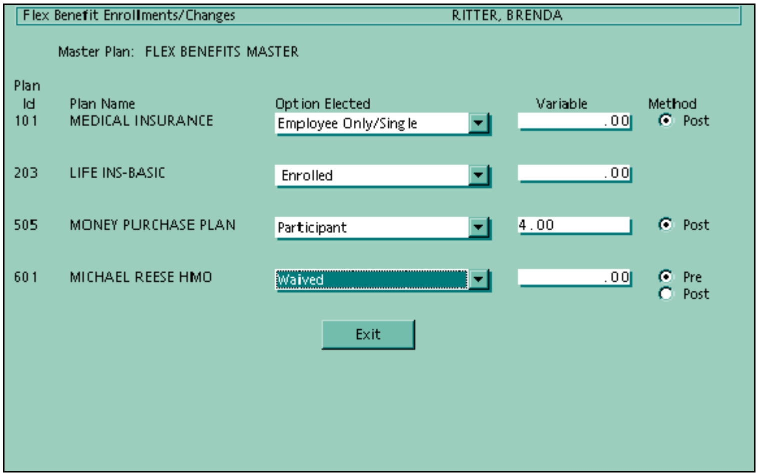
2. Enroll employee 6010, Brenda Ritter, in plan 710 effective 01-01-1998. Use the following options:

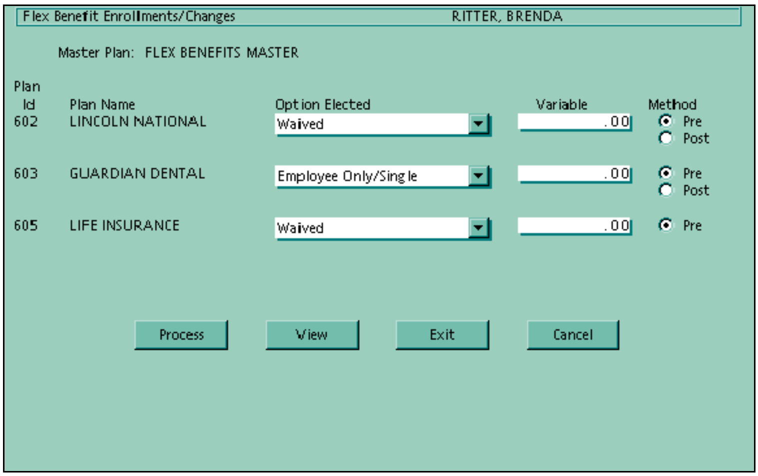
Plan ID	**Option Elected**	**Variable**	**Method**
101	Employee Only/Single	—	Post
203	Enrolled	—	—
505	Participant	4.00	Post
601	Waived	—	—
602	Waived	—	—

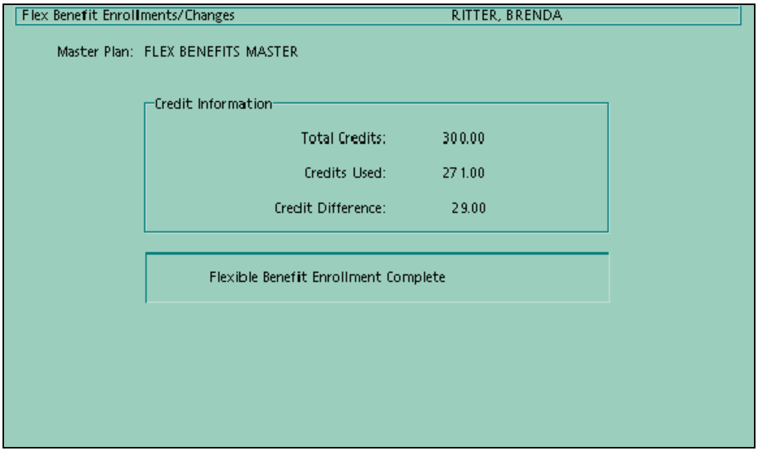
Plan ID	Option Elected	Variable	Method
603	Employee Only/Single	—	Pre
605	Waived	—	—



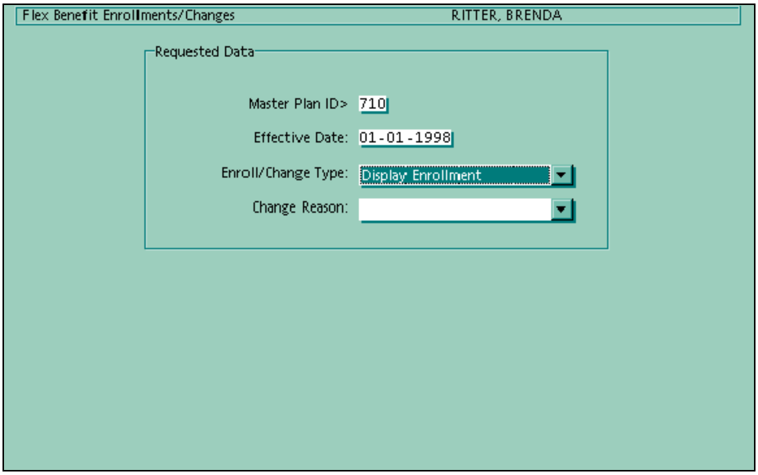


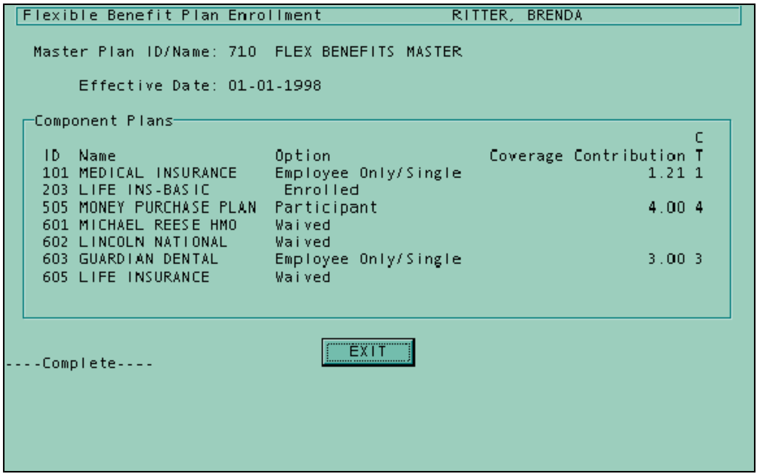

Flex Benefit Enrollments/Changes
RITTER, BRENDA
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
101
MEDICAL INSURANCE
Employee Only/Single
.00
Post
203
LIFE INS-BASIC
Enrolled
.00
505
MONEY PURCHASE PLAN
Participant
4.00
Post
601
MICHAEL REESE HMO
Waived
.00
Pre
Post
Exit


Flex Benefit Enrollments/Changes
RITTER, BRENDA
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
602
LINCOLN NATIONAL
Waived
.00
Pre
Post
603
GUARDIAN DENTAL
Employee Only/Single
.00
Pre
Post
605
LIFE INSURANCE
Waived
.00
Pre
Process
View
Exit
Cancel



3. Display the enrollment options for employee 6010, Brenda Ritter, for plan 710.





Review of Questions Answered

1. What steps need to be taken before the employee enrollment procedure can begin?

   If your flex plan uses credits, you may calculate them for each employee prior to or during the enrollment process. As a function of the enrollment process, you must provide employees with an enrollment form that displays their plan options and costs.

2. What options are available for producing enrollment forms?

   You can use the Flexible Benefit Plan Personal Information report (4P-RPT) to produce enrollment forms or enrollment data. This report can be used in the following ways:

   - *Printed long form statement—produces a cover letter, an employee data page, and one page per benefit containing information about the plan, the various options available, and the cost*
   - *Printed short form—usually a one to three page printed statement of coverage choices for the coming flex year, including the cost of these choices and space to indicate option choices with their associated costs*
   - *Create an extract file—contains information and plan/option choices in four different 80-byte record types to be used in another application*

3. What methods are available for completing open enrollments for flex plans?

   Employees can be enrolled individually or in groups. To enroll small groups of employees, use the Flex Benefit Enrollments/Changes form (55FSCR). For large groups of employees, use the Batch Loading (Batch Layout Facility) procedure.

4. What options are available to handle enrollments for employees who fail to return their enrollment forms?

A default plan can be chosen for employees who fail to return their enrollment forms before a specified date. You may also use the Flexible Benefit Plan Forms Not Returned report (4Z-RPT) to help track those who have not returned an enrollment form.

5. What flex benefits communications are available for confirming enrollments?

   The Flexible Benefit Plan Enrollment Confirmation report (4X-RPT) provides the employee with a summary of all component plans that were selected from a flex plan and any associated costs and/or coverage amounts.

Processing Midyear Enrollments for Flex Plans

Apply the Concept

1. Will you have a special time of the week, pay period, or month for processing midyear enrollments?

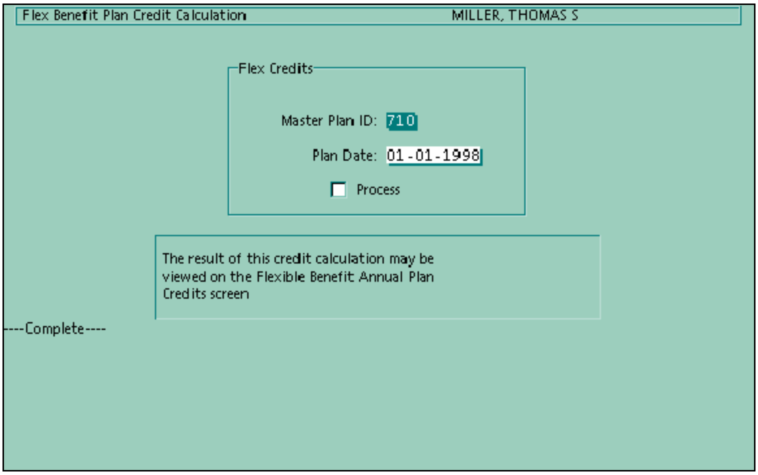
   The answer will be specific to your organization.

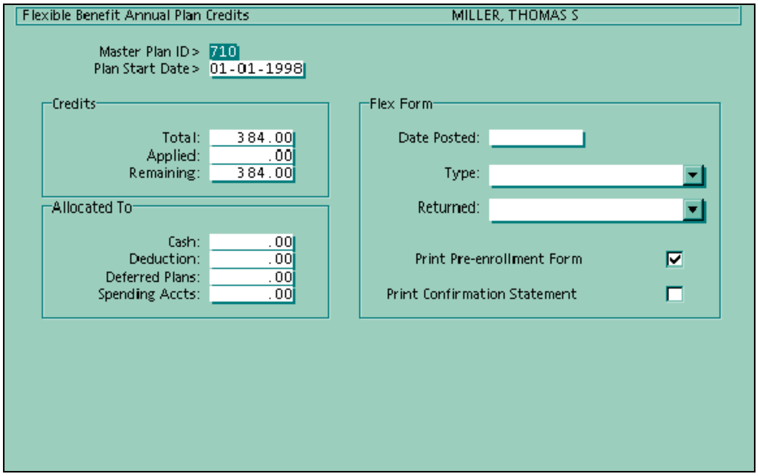
2. Describe your procedures for ensuring employees can not continue to participate in plans that are no longer available to them outside of the flex plan.

   The procedures you use to ensure employee's are de-enrolled from any component plan prior to flex enrollment are specific to your organization.

Extended Practice

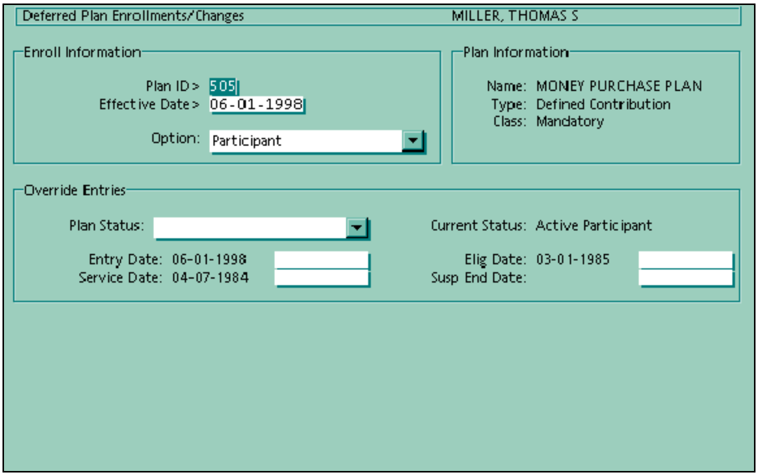
1. Calculate flex credits as of 01-01-1998 for employee 6007, Thomas S. Miller, for plan 710, and then display them.

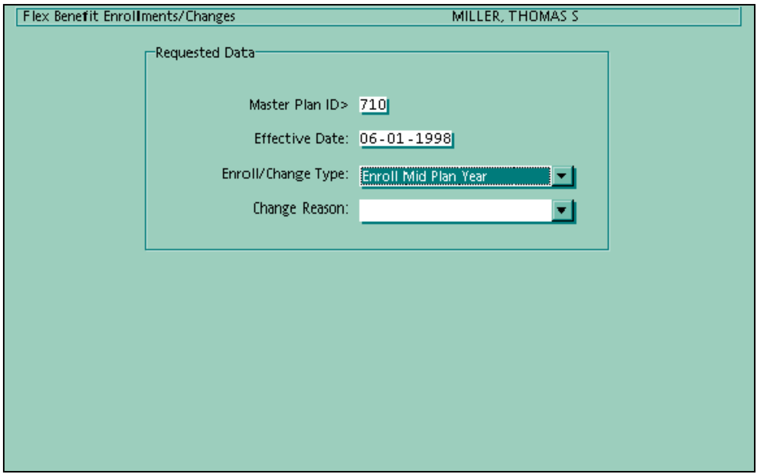


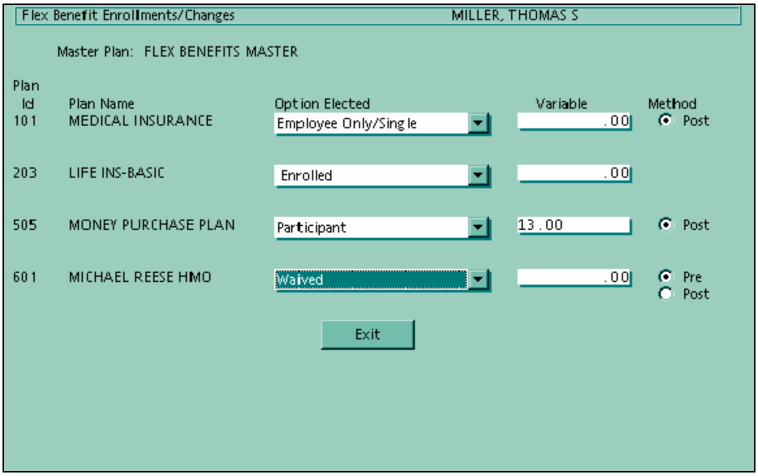


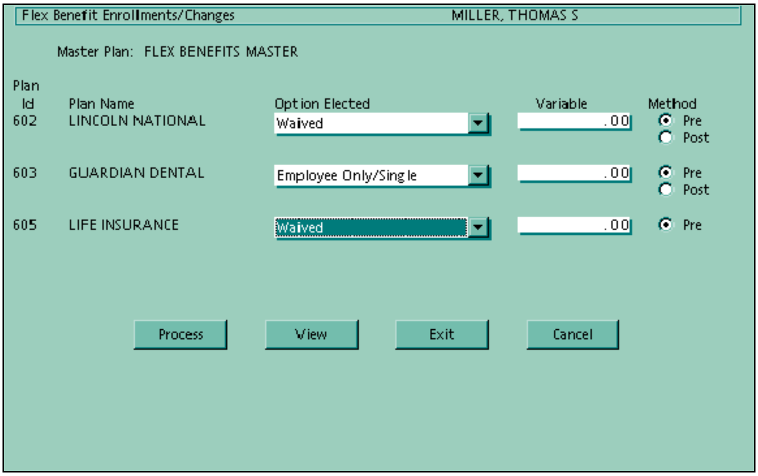
2. Enroll employee 6007, Thomas S. Miller, in plan 710 effective 06-01-98 (US and Canada) or 01-06-98 (elsewhere). Use the following options:

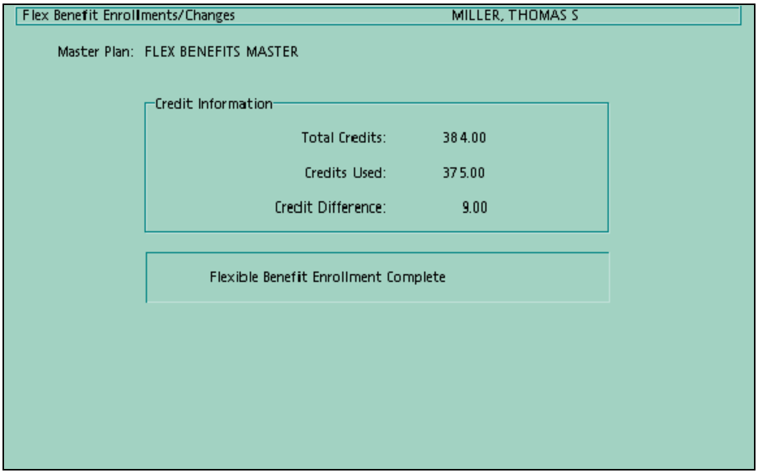
Plan ID	**Option Elected**	**Variable**	**Method**
101	Employee Only/Single	—	Post
203	Enrolled	—	—
505	Participant	13.00	Post
601	Waived	—	—
602	Waived	—	—
603	Employee Only/Single	—	Pre
605	Waived	—	—


Deferred Plan Enrollments/Changes
MILLER, THOMAS S
Enroll Information
Plan ID> 505
Effective Date> 06-01-1998
Option: Participant
Plan Information
Name: MONEY PURCHASE PLAN
Type: Defined Contribution
Class: Mandatory
Override Entries
Plan Status:
Current Status: Active Participant
Entry Date: 06-01-1998
Service Date: 04-07-1984
Elig Date: 03-01-1985
Susp End Date:


Flex Benefit Enrollments/Changes
MILLER, THOMAS S
Requested Data
Master Plan ID> 710
Effective Date: 06-01-1998
Enroll/Change Type: Enroll Mid Plan Year
Change Reason:


Flex Benefit Enrollments/Changes
MILLER, THOMAS S
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
101
MEDICAL INSURANCE
Employee Only/Single
.00
Post
203
LIFE INS-BASIC
Enrolled
.00
505
MONEY PURCHASE PLAN
Participant
13.00
Post
601
MICHAEL REESE HMO
Waived
.00
Pre
Post
Exit


Flex Benefit Enrollments/Changes
MILLER, THOMAS S
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
602
LINCOLN NATIONAL
Waived
.00
Pre
Post
603
GUARDIAN DENTAL
Employee Only/Single
.00
Pre
Post
605
LIFE INSURANCE
Waived
.00
Pre
Process
View
Exit
Cancel



Review of Questions Answered

1. What is a flex midyear enrollment?

   A midyear enrollment is an enrollment that is effective on any date other than the first day of the plan year.

2. What enrollment tasks differ when processing a flex midyear enrollment?

   If the employee is actively enrolled in any of the component plans that are included in the flex plan, you may need to create plan shutoff segments.

   On the Flex Benefit Enrollments/Changes form (55FSCR) select the 'Enroll Mid Plan Year' option in the Enroll/Change Type list box instead of 'Open Enrollment'.

Maintaining Employee Benefits Information

Apply the Concept

1. Describe the roles and responsibilities for the Human Resources, Payroll, and Benefits specialists for processing employee separations, transfers, terminations, and leaves of absence and returns.

   The answer will be specific to your organization. Roles and responsibilities should be clear so that benefits are correctly maintained and HEDs are correctly turned on and off.

2. Describe your organization's deferred plan policies regarding service interruptions and how you will implement them using Benefits Administration.

   The answer will be specific to your organization. With the Benefits Administration Solution, recording service interruptions is optional. If your organization decides to implement policies regarding service interruptions, you will use the Benefits Plan Breaks-In-Service Rules form (TU-SCR) to define those policies.

3. Describe when and how you will use the Calculation of Credited Service Granted (40-RPT) and the Calculation of Vesting Percentage Earned (41-RPT) reports.

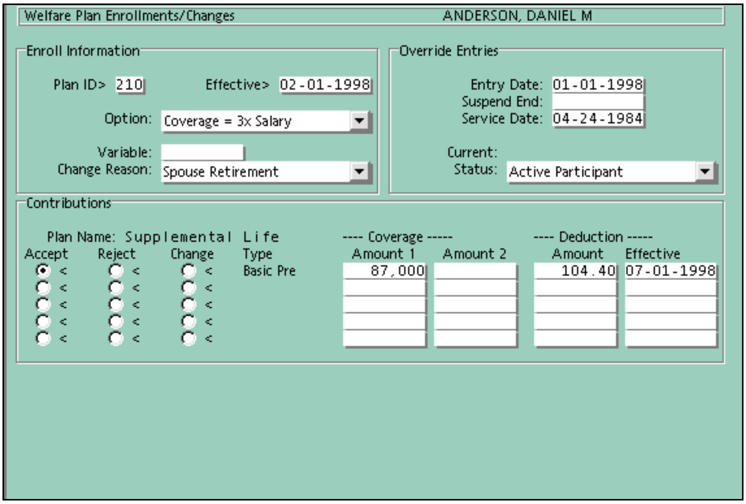
   The answer will be specific to your organization. Typically, these reports are run once a year at the end of the plan year to recalculate participation, vesting, and benefits credit dates and percentages.

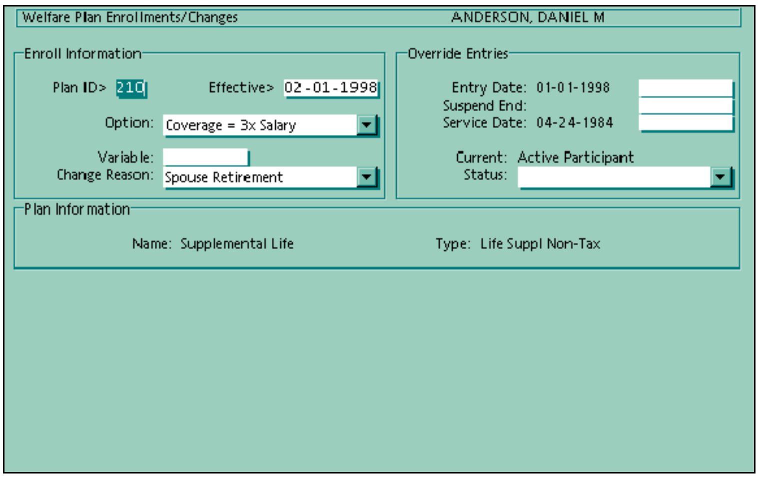
4. Where will you store benefits data when an employee is transferred to a new company within your organization?

   The answer will be specific to your organization. What you do with the employee benefits data may depend on whether the plans are the same or different. You can keep the benefits data in the old company, move it to the new, or keep it in both.

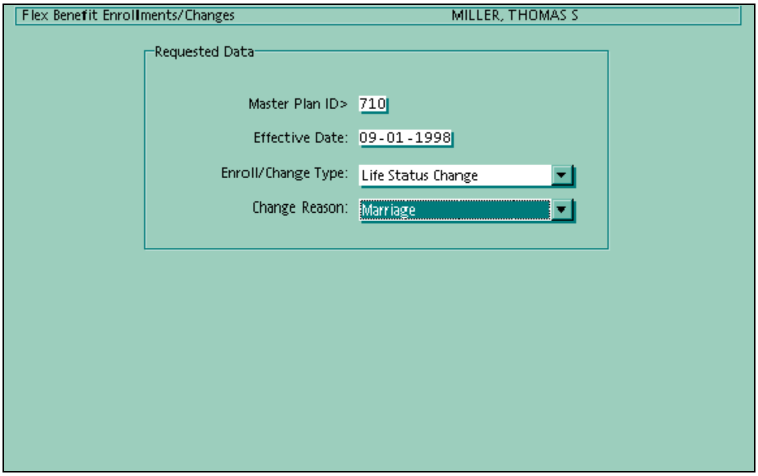
Extended Practice

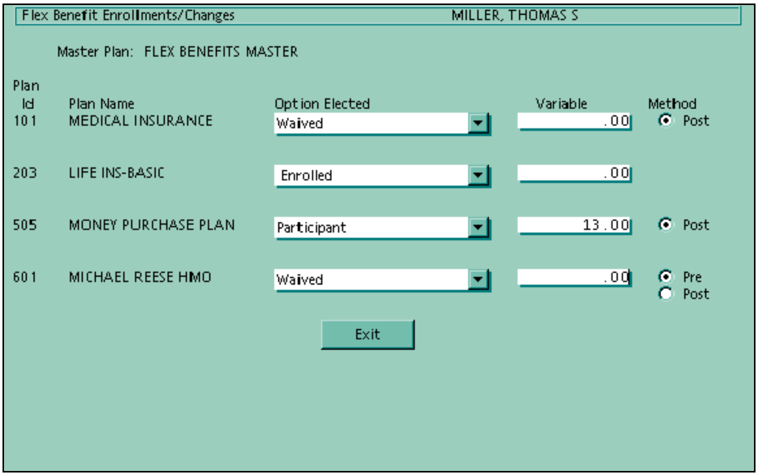
1. Daniel M. Anderson's wife retired early from her job. Change Daniel M. Anderson's (employee 1616) life insurance coverage to three times salary for plan 210 effective 02-01-1998 (US and Canada) or 01-02-1998 (elsewhere).

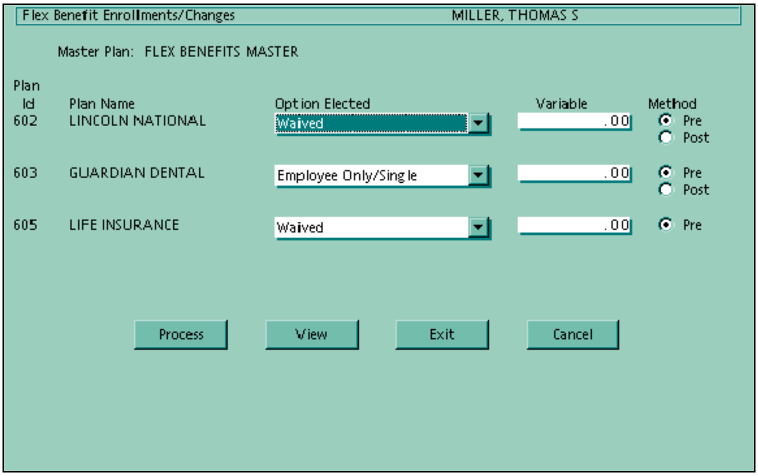


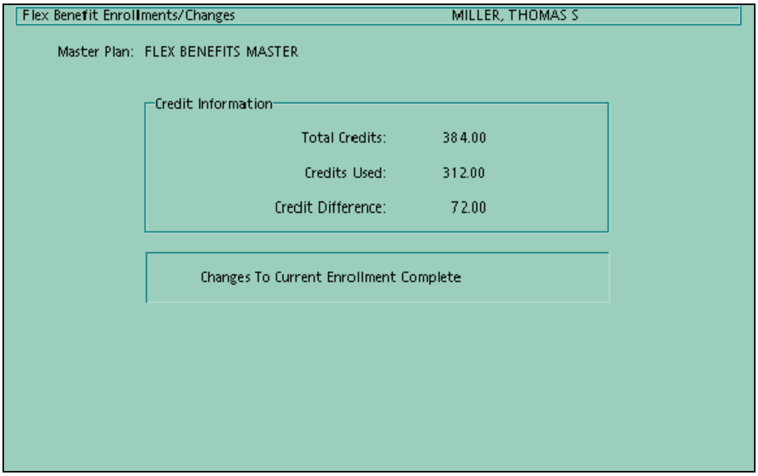


2. Thomas S. Miller, employee 6007, is getting married. He will be covered under his wife's medical plan. Waive him from plan 101 effective 09-01-1998 (US and Canada) or 01-09-1998 (elsewhere).

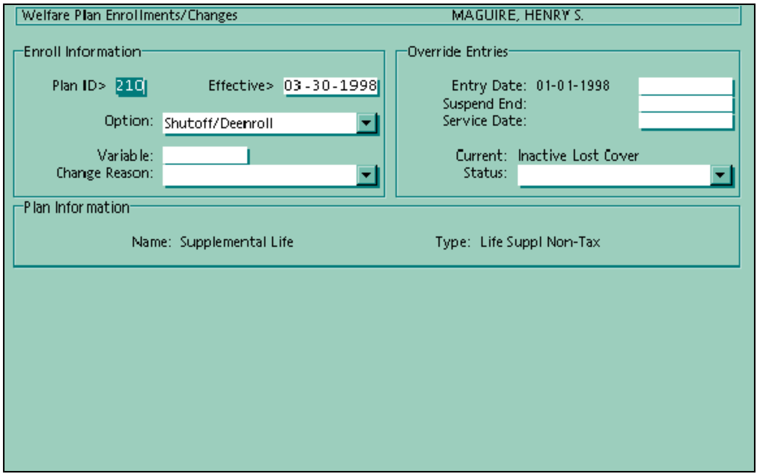

Flex Benefit Enrollments/Changes
MILLER, THOMAS S
Requested Data
Master Plan ID> 710
Effective Date: 09-01-1998
Enroll/Change Type: Life Status Change
Change Reason: Marriage


Flex Benefit Enrollments/Changes
MILLER, THOMAS S
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
101
MEDICAL INSURANCE
Waived
.00
Post
203
LIFE INS-BASIC
Enrolled
.00
505
MONEY PURCHASE PLAN
Participant
13.00
Post
601
MICHAEL REESE HMO
Waived
.00
Pre
Post
Exit

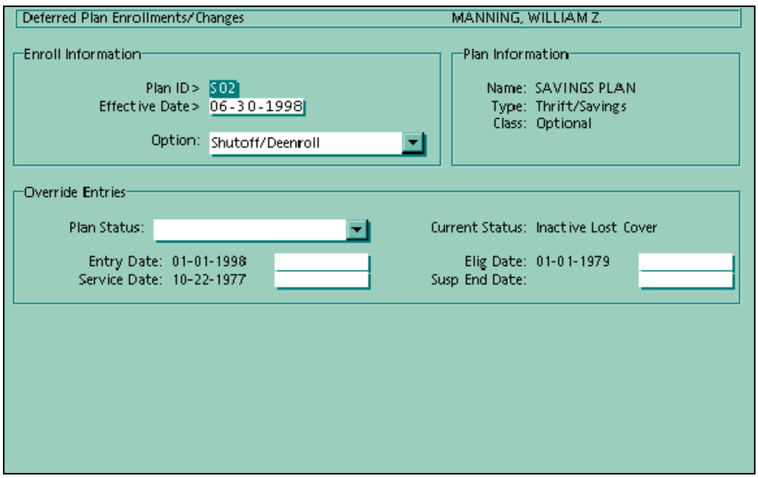




3. De-enroll employee 1578, Henry S. Maguire, from plan 210 effective 03-30-1998 (US and Canada) or 30-03-1998 (elsewhere).

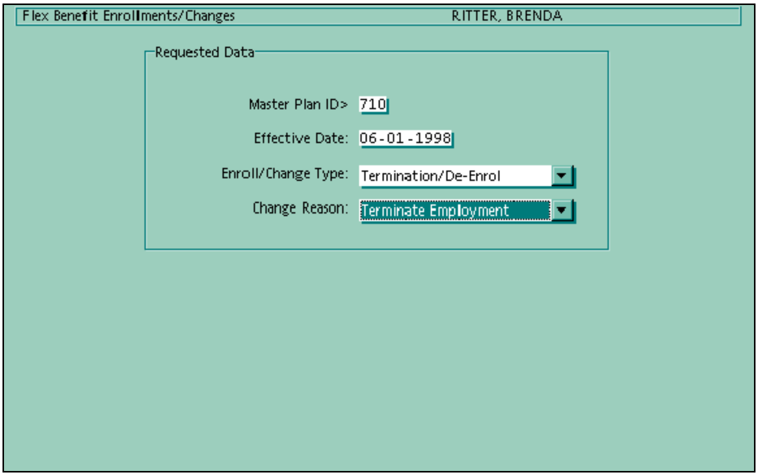


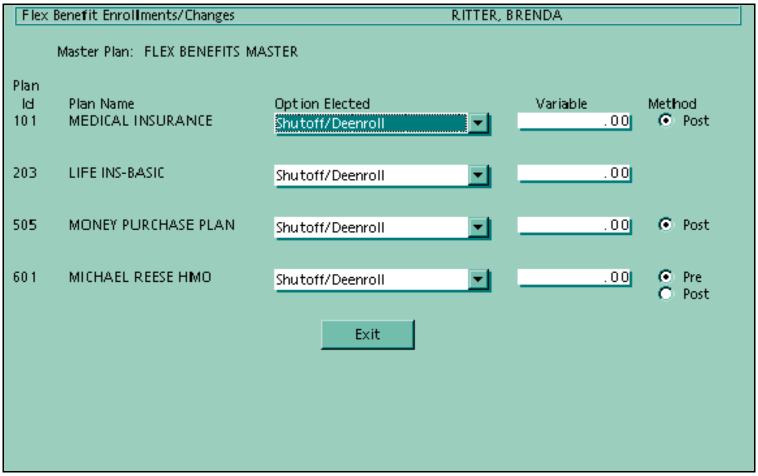
4. De-enroll employee 1165, William Z. Manning, from plan S02, effective 06-30-1998 (US and Canada) or 30-06-1998 (elsewhere).

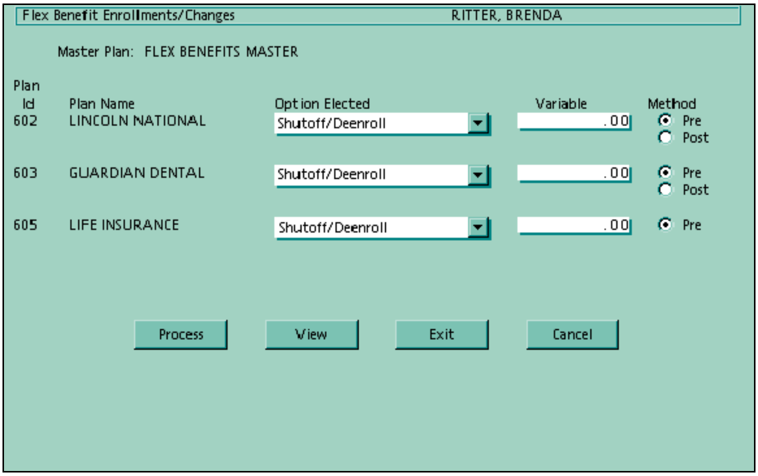


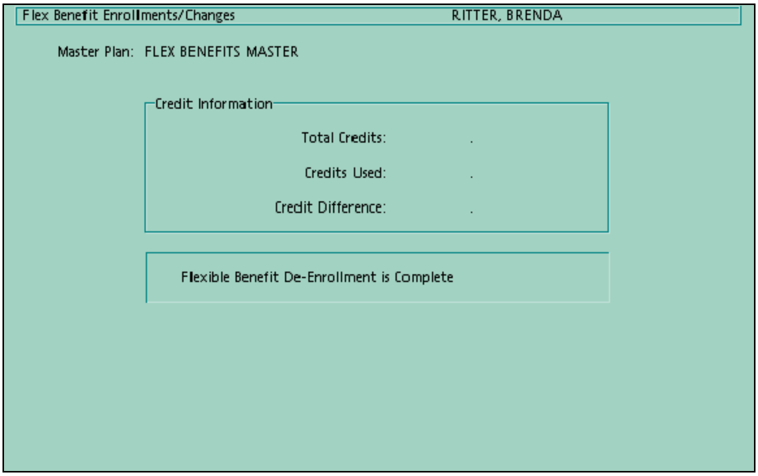
5. Define 'Shutoff/Deenroll' options effective 01-01-1925 for plans 101, 203, and 505 according to the following status table. Then de-enroll employee 6010, Brenda Ritter, from plan 710 effective 06-01-1998 (US and Canada) or 01-06-1998 (elsewhere).

Low Status	High Status	Resulting Status
1	1	5
7	7	5


Flex Benefit Enrollments/Changes
RITTER, BRENDA
Requested Data
Master Plan ID> 710
Effective Date: 06-01-1998
Enroll/Change Type: Termination/De-Enrol
Change Reason: Terminate Employment


Flex Benefit Enrollments/Changes
RITTER, BRENDA
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
101
MEDICAL INSURANCE
Shutoff/Deenroll
.00
Post
203
LIFE INS-BASIC
Shutoff/Deenroll
.00
505
MONEY PURCHASE PLAN
Shutoff/Deenroll
.00
Post
601
MICHAEL REESE HMO
Shutoff/Deenroll
.00
Pre
Post
Exit


Flex Benefit Enrollments/Changes
RITTER, BRENDA
Master Plan: FLEX BENEFITS MASTER
Plan Id
Plan Name
Option Elected
Variable
Method
602
LINCOLN NATIONAL
Shutoff/Deenroll
.00
Pre
Post
603
GUARDIAN DENTAL
Shutoff/Deenroll
.00
Pre
Post
605
LIFE INSURANCE
Shutoff/Deenroll
.00
Pre
Process
View
Exit
Cancel



Review of Questions Answered

1. What can you do with benefits data when transferring an employee between companies?

   You can do one of three things with benefits data when transferring an employee between companies:

   - *Leave it in the old company*
   - *Move it to the new company employee master record*
   - *Keep it in both companies*

2. How is de-enrollment different for an employee enrolled in a flex plan versus an employee enrolled in a non-flex plan?

   De-enrolling an employee from a flex Master plan automatically de-enrolls the employee from all component plans. If an employee is not enrolled in a flex Master plan, the employee must be de-enrolled from each welfare or deferred plan individually.

3. What is the difference between a plan shutdown and a de-enrollment?

   De-enrollment takes an employee out of one specific plan and also deactivates any applicable deductions for the plan. A plan shutdown checks all benefits plans to determine if the employee should be taken out of any plans and will perform the shutdown as appropriate. However, plan shutdown does not automatically deactivate any deductions.

4. What additional task should you consider when deleting a welfare enrollment or de-enrollment entry?

   Deleting a Welfare Plan Enrollments/Changes form (55-SCR) does not automatically delete the Deduction Information From Benefit Plans (54-SCR) and Plan Coverage

Amount Entry (53-SCR) forms created as a result of the de-enrollment. If an employee was enrolled or de-enrolled in error, all of these forms must be manually deleted in order to have a clean employee record.

5. What report recalculates participation, vesting, and benefits service credit dates and what should you do before running it?

   Use the Calculation Of Credited Service Granted report (40-RPT) to recalculate participation, vesting, and benefits service credit dates for a deferred plan. Before running this report, adjust the service dates for any employees who have had a service interruption.

6. What report recalculates vesting percentages and what should be done before running it?

   Use the Calculation of Vesting Percentage Earned report (41-RPT)to recalculate vesting percentages. Before running this report, run the Calculation Of Credited Service Granted report (40-RPT).

Counseling Employees on Benefits and Retirement

Apply the Concept

1. Describe when you would use the Employee Welfare Plan Summary form (55ISCR) instead of the Welfare Plan Enrollments/Changes form (55-SCR) when counseling employees on their benefits.

   The answer will be specific to the organization. In general, you would use the Employee Welfare Plan Summary form (55ISCR) when you want to display employee enrollment, coverage, contribution, and covered dependent information for a welfare plan on one form instead of navigating among the Welfare Plan Enrollments/Changes(55-SCR), Deduction Information From Benefits Plans (54-SCR), and Plan Coverage Amount Entry (53-SCR) forms.

2. Describe when you will use the Online Employee Profile form (PROFIL) and which options you will select.

   The answer will be specific to your organization. In general, you would use the Online Employee Profile form (PROFIL) when you want to display a wide-range of information from the employee master record. Typically, you would select the 'Benefits' option, which displays basic personal, beneficiary, dependent coverage, and benefits information.

3. List the forms and reports you expect to use most often when counseling your employees on their retirement and describe how you will use them.

   The answer will be specific to your organization. The Benefits Administration Solution gives you numerous forms and reports to use when counseling employees on their retirement. Following are just a few you might use most often:

   Forms:

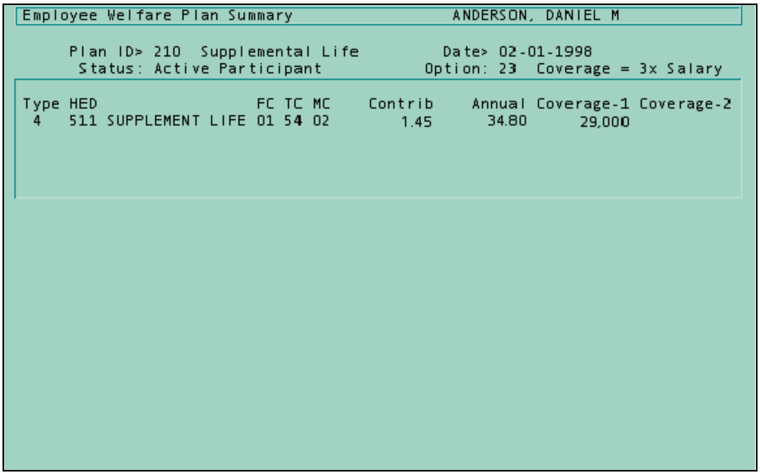
   - *Deferred Plan Contribution Amt/Pcts form (64CSCR) to view deferred plan contribution amounts and percentages*
   - *Plan Retirement/Notice/Counseling Dates form (65-SCR) to view and enter retirement and counseling dates*
   - *Plan Service Dates form (62-SCR) to view the benefit participation, accrual and vesting dates and any credited service*
   - *Plan Vesting Information form (63-SCR) to view vesting information*

   Reports:

   - *Retirement Notifications Due This Period (8L-RPT) to list employees who have a retirement notification due*
   - *Next Retirement Counseling Date This Period (8T-RPT) to list employees who should be contacted about attending a pre-retirement counseling session*

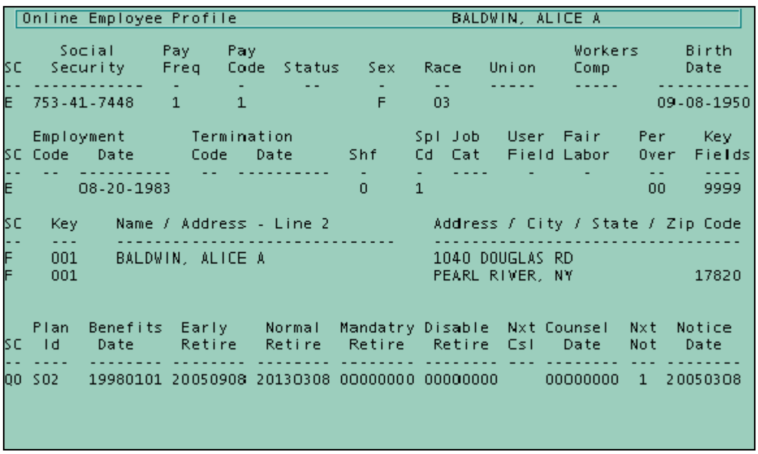
Extended Practice

1. View a summary of welfare benefits for employee 1616, Daniel M. Anderson.



```
Employee Welfare Plan Summary                       ANDERSON, DANIEL M

       Plan ID> 210  Supplemental Life           Date> 02-01-1998
        Status: Active Participant             Option: 23  Coverage = 3x Salary

 Type HED                  FC TC MC     Contrib     Annual Coverage-1 Coverage-2
  4   511 SUPPLEMENT LIFE  01 54 02        1.45      34.80      29,000
```

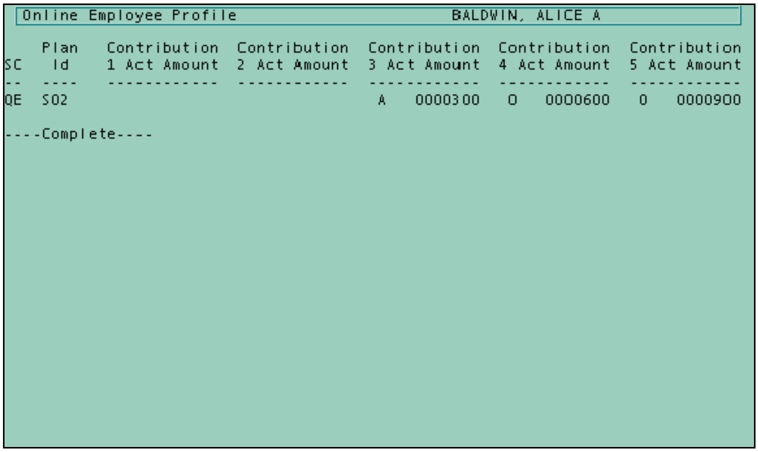
2. View the benefits portion of the employee profile for employee 1043, Alice A. Baldwin.



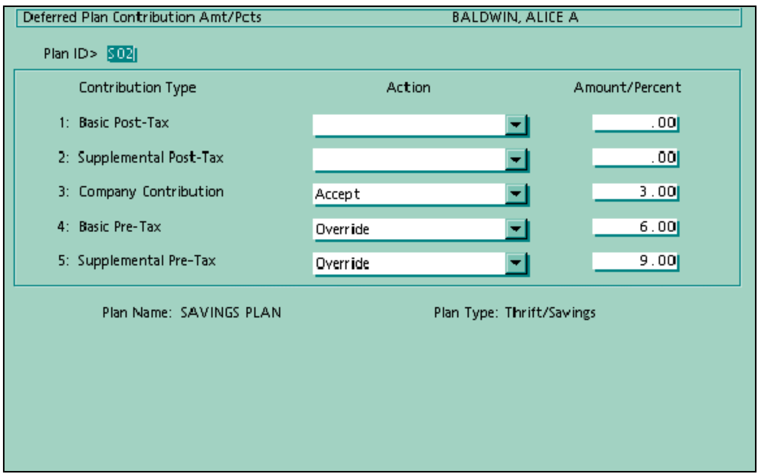
```
 Online Employee Profile                              BALDWIN, ALICE A

     Social      Pay    Pay                                   Workers       Birth
SC   Security    Freq   Code  Status    Sex    Race    Union   Comp          Date
-- -----------   -      -      --       -      --     -----   -----      ----------
E  753-41-7448    1      1               F      03                        09-08-1950

   Employment        Termination                Spl Job    User  Fair    Per    Key
SC Code   Date       Code   Date         Shf    Cd  Cat    Field Labor   Over   Fields
-- --  ----------    --  ----------      -      -   ----    -     -       --     ----
E       08-20-1983                       0      1                         00     9999

SC   Key    Name / Address - Line 2             Address / City / State / Zip Code
--   ---    ------------------------------      ---------------------------------
F    001    BALDWIN, ALICE A                    1040 DOUGLAS RD
F    001                                        PEARL RIVER, NY              17820

   Plan  Benefits  Early    Normal   Mandatry Disable  Nxt Counsel  Nxt  Notice
SC  Id    Date     Retire   Retire   Retire   Retire   Csl  Date    Not   Date
-- ----  -------- -------- -------- -------- -------- --- --------  ---  --------
Q0 S02   19980101 20050908 20130308 00000000 00000000     00000000   1   20050308
```

```
 Online Employee Profile                                 BALDWIN, ALICE A

   Plan   Benefits  Early     Normal   Mandatry Disable  Nxt Counsel   Nxt  Notice
SC  Id     Date     Retire    Retire    Retire   Retire  Csl   Date    Not   Date
-- ----  --------  --------  --------  -------- -------- --- --------  --- --------
Q0 S02    19980101 20050908 20130308 00000000 00000000      00000000   1  20050308


   Plan Service    --Participation---  ------Benefit-----   ------Vesting-----
SC  Id   Date      Service  Credit  G  Service  Credit  G   Service  Credit  G
-- --- --------    -------- ------  -  -------- ------  -   -------- ------  -
Q3 S02 19980101    19841001            19841001             19841001


   Plan  Option Participation Deferred Deferred  Suspend   Service  Eligibility
SC  Id   Date   Status Option  Entry   Plan Type End Date Calc Date    Date
-- --- --------   -      --   --------    --     -------- --------   --------
Q4 S02 19980101   1       40   19980101    22     00000000 19830820   19841001


                                                                               P
   ------ Cross Reference ------ -Start - - Stop - Amount    Amount   Pln Cntrb S
```

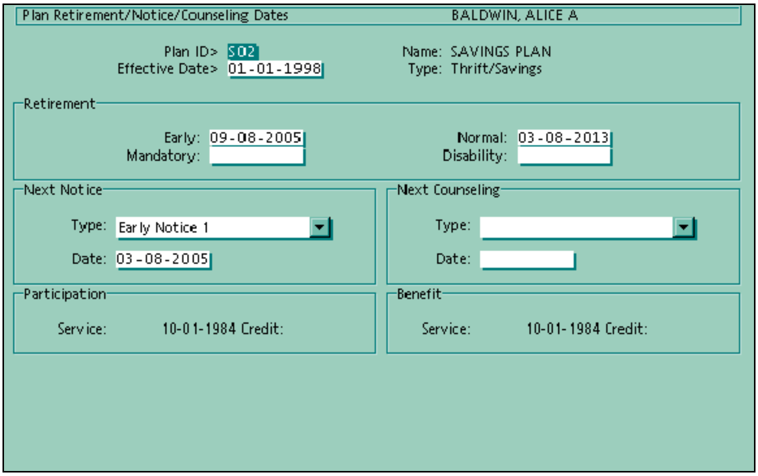
```
 Online Employee Profile                                 BALDWIN, ALICE A
                                                                               P
   ------ Cross Reference ------ -Start - - Stop - Amount    Amount   Pln Cntrb S
SC HED    Date    Fr Ty Mc Amt/Pct Cd Field Cd Field  One      Two     Id  Cd Ac T
-- --- -------- -- -- -- ------- - ------ - ------ ------- --------  --- -  -  -
Q5 560 19980101 01 54 8A 0000600 0 000000 0 000000 0000000 00000000 S02 4  0
Q5 561 19980101 01 54 8A 0000900 0 000000 0 000000 0000000 00000000 S02 5  0
Q5 562 19980101 01 54 8A 0000300 0 000000 0 000000 0000000 00000000 S02 3  A


   Plan Contrib Allocate   T/S    HED  Contrib - Thrift/Savings Funds -   Deduct
SC  Id   Type    Effect  Amt/Pct Xref  Sction   A   B   C   D   E   F    Effect
-- ---     -    -------- ------- ---      -    --- --- --- --- --- ---  --------
QA S02     3    19980101 0000300 562      A    100                       19980101
QA S02     4    19980101 0000600 560      0        050 050               19980101
QA S02     5    19980101 0000900 561      0                050 050       19980101


    Plan    Contribution  Contribution  Contribution  Contribution  Contribution
SC   Id     1 Act Amount  2 Act Amount  3 Act Amount  4 Act Amount  5 Act Amount
--  ----    ------------  ------------  ------------  ------------  ------------
```



3. View the deferred plan contributions for employee 1043, Alice A. Baldwin, for plan S02.



4. View the retirement eligibility dates for employee 1043, Alice A. Baldwin, for plan S02.



Review of Questions Answered

1. What Benefits Administration tool can be used to display a profile of employee benefits information?

   Use the Online Employee Profile form (PROFIL) to display a profile of employee benefits information.

2. What form summarizes employee welfare plan information, including HED and dependent information?

   Use the Employee Welfare Plan Summary form (55ISCR) to display a summary of employee welfare plan information.

3. What two methods are available for updating employee vesting information?

   Employee vesting information is typically updated by the Calculation of Vesting Percentage Earned report (41-RPT). This report creates a Plan Vesting Information form (63-SCR). The Plan Vesting Information form (63-SCR) can also be used to manually update employee vesting information.

4. What form that can help you with retirement counseling is automatically created when you enroll an employee in a deferred plan?

   When you enroll an employee in a deferred retirement plan, retirement eligibility and notification dates are calculated and automatically recorded on the Plan Retirement/Notice/Counseling Dates form (65-SCR). You can use this form to counsel employees on their retirement.

5. What facilities are provided for notifying and counseling employees on retirement?

   The Plan Retirement/Notice/Counseling Dates form (65-SCR) and two reports work together to help you notify and counsel employees on their retirement. The Retirement

Notifications Due This Period report (8L-RPT) lists employees who have a retirement notification date that falls within a specified date range and the Next Retirement Counseling Date This Period (8T-RPT) lists employees who should be contacted about attending a pre-retirement counseling session.

6. What function is provided for extracting pension plan information for actuarial valuation?

   The Actuarial Interface Output Tape provides you with the basis of creating a tape for actuarial valuation.

Benefits/Payroll Interaction

Apply the Concept

1. Describe when you will run the Recalc Benefit Coverage/Contributions report (85-RPT) and which parameters you will use for the report.

   The answer will be specific to your organization. The Recalc Benefit Coverage/Contributions report (85-RPT) is typically run prior to a pay run. The parameters you will choose depend on whether there are changes to employee master records or benefits plan tables and whether you want to preview or implement changes.

2. Describe how you would use alternate key records.

   The answer will be specific to your organization. There are two ways to create the alternate key records, by dates or changed data in the employee's master record.

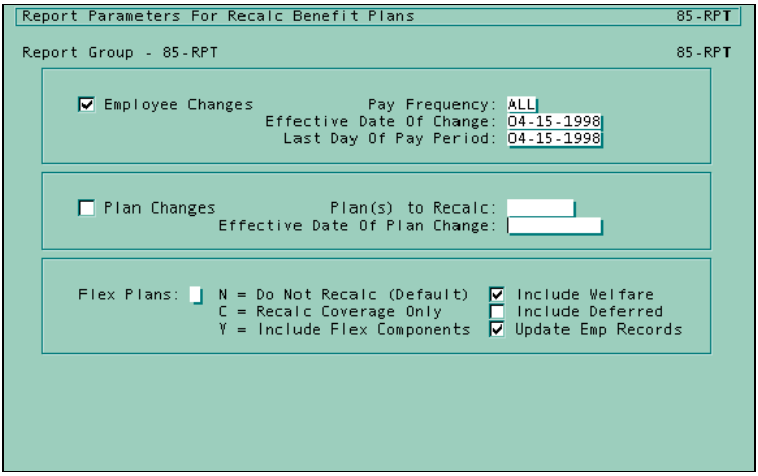
3. Describe the process you will use for updating and reviewing benefits accumulators.

   The answer will be specific to your organization. After a pay run, use the Considered Earnings/Hours Update program (CONSID) to update benefits accumulators. Employee earnings are posted to the company 991111 and can be viewed using the Considered Earnings/Hours Accumulators form (60-SCR).

Extended Practice

1. Give employee 1616, Daniel M Anderson, a merit increase. Enter a new Annual Salary of '31699.27' effective 04-01-1998 (US and Canada) or 01-04-1998 (elsewhere). Use a Separator of '1st Occurrence' and a Type Of Change of 'Increase-Merit'.

2. Run the Recalc Benefit Coverage/Contributions report (85-RPT) for employee changes. Run the report for all pay frequencies with an effective and last pay period date of 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere). Select welfare plans with employee update.



Report Parameters For Recalc Benefit Plans 85-RPT

Report Group - 85-RPT 85-RPT

☑ Employee Changes
Pay Frequency: ALL
Effective Date Of Change: 04-15-1998
Last Day Of Pay Period: 04-15-1998

☐ Plan Changes
Plan(s) to Recalc:
Effective Date Of Plan Change:

Flex Plans:
N = Do Not Recalc (Default)
C = Recalc Coverage Only
Y = Include Flex Components

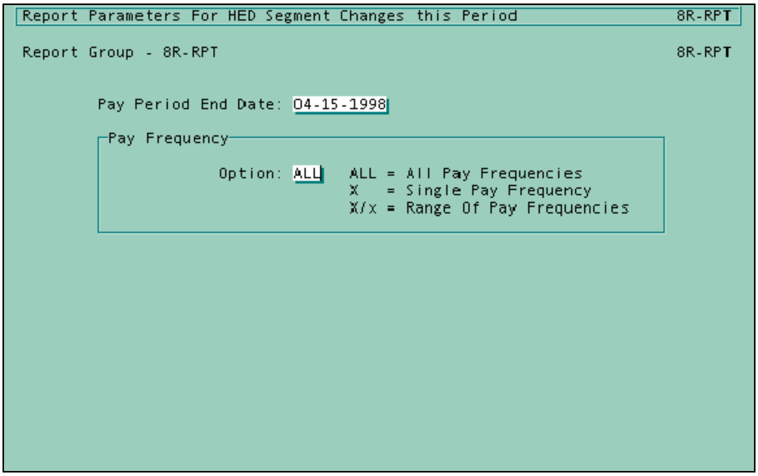
☑ Include Welfare
☐ Include Deferred
☑ Update Emp Records

3. Using the Recalc Benefit Coverage/Contributions report (85-RPT), verify that the prior and new deduction amounts are accurately reflected for employee 1616.

4. Access the Deduction Information From Benefit Plans form (54-SCR) for employee 1616, and verify that a new form has been created effective 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere).

5. Access the Plan Coverage Amount Entry form (53-SCR) for employee 1616, and verify that a new form has been created effective 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere).

6. Run the HED Segment Changes Effective This Period report (8R-RPT) for the pay period ending 04-15-1998 (US and Canada) or 15-04-1998 (elsewhere) for all pay frequencies.



Report Parameters For HED Segment Changes this Period 8R-RPT

Report Group - 8R-RPT 8R-RPT

Pay Period End Date: 04-15-1998

Pay Frequency

Option: ALL ALL = All Pay Frequencies
X = Single Pay Frequency
X/x = Range Of Pay Frequencies

7. Access the Deduction Information From Benefit Plans form (54-SCR) for employee 1616 and verify that the Posted to Payroll? indicator is set to 'Posted' for HED 511.

8. Verify that Employee Earnings and Deductions forms (HH-SCR) have been created for employee 1616 and HED 511.

Review of Questions Answered

1. What interactions occur between benefits and payroll processing?

   The benefits and payroll interaction involves ensuring that the correct deductions are taken during a pay run and updating benefits accumulators following a pay run.

2. What is the purpose of the Recalc Benefit Coverage/Contributions report (85-RPT) and what options are available for running it?

   The Recalc Benefit Coverage/Contributions report (85-RPT) recalculates employee coverage and employee and company contribution amounts. This report also notes changes in employee enrollment status and flags for de-enrollments. The report can be run two ways—employee recalculations and plan table recalculations.

3. What is the advantage of creating alternate key records for use with the recalculation report and what options are available to create them?

   By creating and using alternate key records, you can limit the number of employees included in the Recalc Benefit Coverage/Contributions report (85-RPT). Using alternate key records reduces processing time. You can create alternate key records based on a date range or on specific types of changed data in the employee's master record.

4. What is the purpose of the HED Segment Changes Effective This Period report (8R-RPT) and when should it be run?

   The HED Segment Changes Effective This Period report (8R-RPT) copies benefits deduction changes to payroll. It must be run after the Recalc Benefit Coverage/Contributions report (85-RPT).

5. What is the purpose of the Considered Earnings/Hours Accumulators program (CONSID) and when should it be run?

   The Considered Earnings/Hours Accumulators program (CONSID) updates established considered hours and earnings accumulators with the current pay period's earnings. It should be run as soon after the pay merge program as possible.

6. What is the purpose of the Update Benefit Plan Balance Information program (BAXACT) and when should it be run?

   The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run. It should be run as soon after the pay merge and the Considered Earnings/Hours Accumulators program (CONSID) as possible.

Maintaining and Deactivating Plans

Review of Questions Answered

1. What organizational changes could result in benefits plan changes?

   Many organizational changes could result in benefits plan changes, including the following:

   - *Change in benefits plan provider*
   - *Company acquisition/merger*
   - *Addition of a union*
   - *Changes in investment fund choices*

2. What considerations should be reviewed before you apply benefits plan changes?

   Revised policies that affect benefits plans may require that you review the same steps that you used to initially set up Benefits Administration.

3. What tasks must be completed to deactivate a benefits plan?

   Perform the following tasks to deactivate a benefits plan:

   - *Identify all employees currently enrolled in the plan*
   - *De-enroll all employees currently enrolled in the plan*
   - *Run the HED Segment Changes This Period report (8R-RPT) to copy the deduction information to payroll and prevent further plan deductions from occurring*
   - *Enter a new effective date and change the plan type to 'inactive' using the plan's Benefit Plan Rules form (TK-SCR)*

Apply the Concept

1. Describe how you can control when a minor change to a plan becomes effective and its impact on new and existing employees?

   By indicating the Effective Date of the change on the revised table, you can control when the change takes effect. New hires enrolled after the effective date of the plan change will be covered by the new plan rules and employees currently enrolled in the plan will only be affected by the change when the Recalculation Benefits Coverage/Contribution report (85-RPT) is processed for the new effective date.

2. If you have to deactivate a plan, what tool will you use to identify employees that must be de-enrolled from the plan?

   Use the Plan Premium Statements report (4I-RPT) to identify the employees who are enrolled in the obsolete plan.

3. If you have to deactivate a plan, what things will you consider when determining whether to manually de-enroll employees or submit the de-enrollments using the batch loading process?

The answer will be specific to your organization. You should consider what tasks must be completed to deactivate a benefits plan and the number of employees affected by the shutdown when determining whether to manually de-enroll employees or submit the de-enrollments using the batch loading process.

Monitoring and Costing Plans

Apply the Concept

1. What processes will you have for monitoring benefits costs and compliance?

   The answer will be specific to your organization.

2. What processes will you have for monitoring benefits costs?

   The answer will be specific to your organization.

3. How will you determine which current flex choices to offer your employees in the future?

   The answer will be specific to your organization. One method is to perform a trend analysis to analyze the popularity of the flex choices that are being offered to your employees.

Review of Questions Answered

1. What tools are available in Benefits Administration for monitoring regulatory compliance?

   Consider using the following reports for monitoring regulatory compliance:

   - *Deferred Plan Register (4J-RPT) to analyze employee deferred plan participation*
   - *Dependent Listing For Plan ID:XX (4D-RPT) to verify benefit coverage eligibility, track covered dependents by plan, and coordinate benefit payments*
   - *Flexible Benefit Plan Enrollment Confirmation (4X-RPT) to verify component plans selected by employees, along with the associated plan options and costs*
   - *Plan Beneficiary Listing (4C-RPT) to analyze plan beneficiary information and track incomplete beneficiary records*
   - *Plan Participation Register (4B-RPT) to monitor employee plan participation and verify employee plan data*
   - *Plan Premium Statements (4I-RPT) to analyze plan costs and prepare a final premium summary for insurance carriers*
   - *Welfare Benefits Register (4A-RPT) to monitor employee welfare plan participation and verify employee plan data*

2. How can the current flexible benefits plan information be used to generate a trend analysis of option selections?

   You can analyze your flexible benefits plan components by using Benefits Administration reports to collect data on the popularity of the flex choices that are being offered to your employees. You can use Solution View to select information and create an extract file that can then be imported to a spreadsheet application.

3. What method is available for determining the future cost of benefits plans?

You can copy one or more of your current benefits plans into a test environment and then run the Plan Premium Statements report (4I-RPT) before and after the cost changes have been recorded to project a monthly and annual cost estimate.

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 1078).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 1075).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 1077).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 1077).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 1077).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu

A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format

See PDF.

Position

A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number

Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement

A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range

The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax

A contribution made after taxes have been withheld from earnings.

Premium

The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification

Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax

A contribution made before taxes have been withheld from earnings.

Primary account

The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process

A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar

The graphical representation of a process on the navigator. Each process bar is within a Component.

Program

A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount

The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED

An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip

A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal

Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer

Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code

The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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Implementing Human Resources Administration

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PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual will guide you through the implementation of Human Resources Administration.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail in this manual for self-study, both before and after classroom training.

You will be provided with information about an organization named Acme Manufacturing and will be given instructions for setting up the Midwest Division of this organization. You will be given additional instructions for establishing basic HR rules, employee activity rules, and job information. Each instructional chapter will allow you to set up a piece of this ‘big picture’. After you complete all of the practices provided, you will have set up a complete organization and its HR rules.

Who should use this manual?

This documentation is designed to be used by a number of different users. The following users will find it most useful:

- Human Resource Managers

  Human Resource Managers will find it helpful to read the entire manual. This manual provides a big picture of Human Resources Administration and covers specific steps and considerations for implementation.

- Human Resource personnel

  Because testing revisions of specific customizations is so important for a successful implementation of this product, testers (end users familiar with how your customizations ordinarily work) should use this manual to help them prepare and implement a thorough test plan for the customizations made. Pay special attention to the chapters that provide detailed directions for setting up tables and templates—sections 4–9.

- Project leaders

  Because the success of the implementation relies on thorough planning, as well as careful rollout, project leaders should pay special attention to Chapter 3: Planning the Implementation.

- System support staff (analysts, programmers, system administrators)
  Anyone who programs customizations to The Solution Series and who will be involved in the implementation will find this manual's information and guidance helpful. Pay special attention to Chapter 3: Planning the Implementation.

Prerequisite skills

All users of this manual should have at least the following skills:

- Basic understanding of Microsoft Windows
- Attended training or have experience using The Solution Series (eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training course is recommended)

Project Managers

- Understanding of project management concepts and techniques
- Authority to assign resources

Testers (end users)

- Understanding of The Solution Series and the tasks and needs of the end users
- Skills to develop a test plan and test scripts that will thoroughly test any customizations made to the system at your location

System support staff (analysts, programmers, system administrators)

- Understanding of the job control language for your environment
- Familiarity with job streams
- Authority to compile programs
- Understanding of programs that have been customized
- Programming skills in Cyborg's programming language

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand the basics of The Solution Series.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite documentation covers the introductory concepts and tasks related to Cyborg's administration solutions. It describes how to navigate through the software and explains important concepts and functionality of the system.
Technical Administration	Provides descriptions of and detailed instructions for performing the technical tasks that support The Solution Series.

If you do not have a copy of these documents, you can obtain one from Customer Support.

Training courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.
Technical Administration	Introduces important concepts and tasks for the technical user performing the technical tasks that support The Solution Series
Introduction to Cyborg Scripting Language	Introduces the basic principles and syntax of Cyborg’s programming language
Cyborg Scripting Language Customization	Provides detailed instructions for developing and running batch reports using Cyborg’s programming language
Cyborg Scripting Language Report Customization	Provides detailed instructions for developing forms using Cyborg’s scripting language and the Form Builder software
Cyborg Scripting Language Advanced Customization	Provides detailed instructions for reading, writing, and deleting records from The Solution Series files, and introduces techniques for programming special functions of query, form, and report programs

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	Provides an introduction to this manual

Part	Chapters	Description
2. Implementation	3–9	Discusses the implementation process, as well as details for setting up HR rules
3. Appendices	A–E	Provides quick references for reports and tables

Following are descriptions of the chapters within the parts.

Part 1: Introduction

Part 1 describes this manual and gives an overview of Human Resources Administration.

Read this chapter		To learn about
1	About This Manual	How the manual is organized Who should use the manual Where to find what you are looking for Where to get help
2	Overview of Implementing Human Resources Administration	Reasons for implementing, along with Human Resources Administration big picture and features

Part 2: Implementation

Part 2 describes the implementation process and the tasks needed to establish the rules that form the foundation of Human Resources Administration.

Read this chapter		To learn about
3	Planning the Implementation	The implementation process and the tasks needed to complete it
4	Setting Up an Organization	Identifying an organization and establishing organization information
5	Establishing Basic HR Rules	Setting up basic HR rules in table format
6	Setting Up Rules for Employee Activities	Establishing employee activity authorization and resulting status
7	Setting Up Rules for Employee Job Information	Job information that includes salary grade ranges
8	Setting Up Employee Templates	Using employee templates to increase productivity in processing new hires
9	Setting Up Default Field Values for Forms	Creating field defaults to increase entry productivity

Part 3: Appendices

Part 3 contains quick reference material related to the implementation processes.

Read this appendix		To learn about
A	Tables Displays	A form image for each of the tables that are discussed in the chapters of this manual
B	HR Form Title to Form ID Cross-reference	A list of all of The Solution Series forms that are discussed in the chapters of this manual
C	HR Report Title to Report ID Cross-reference	A list of all of The Solution Series reports that are discussed in the chapters of this manual
D	Data Conversion Guidelines	Approaches to converting your data to a form that can be imported into The Solution Series
E	Practice and Review Answers	Answers to the review questions at the end of each instructional chapter

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: You will find tips or quick techniques covered in notes.

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Implementing Human Resources Administration

In This Chapter

Introduction

Even as you plan your implementation process, your Human Resource department is working toward its traditional objective—the management of an organization's key asset, its human resources. This section provides an overview of Human Resources Administration and introduces the features that will be available to your organization after implementation has been completed.

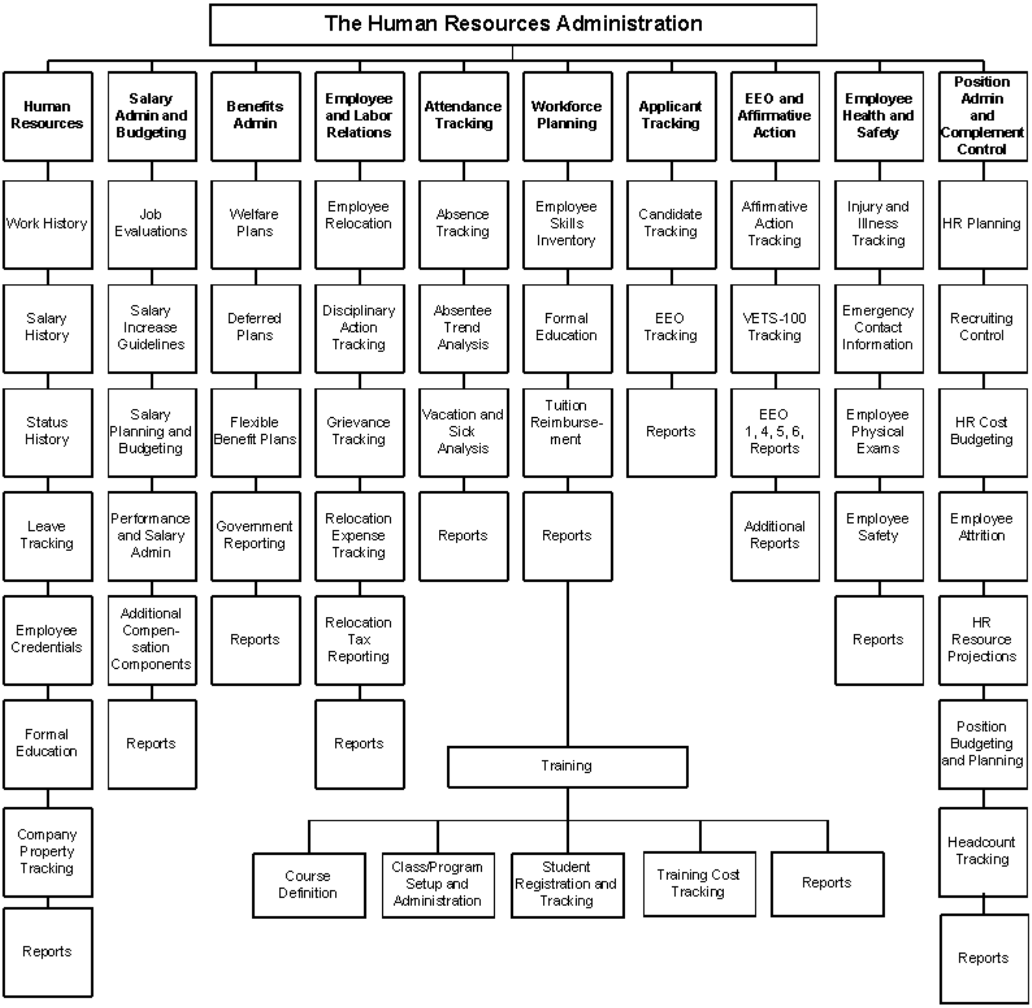
The benefits of implementing

When implemented, Human Resources Administration can provide integrated, business-led human resource management. Looking at all of the components that comprise Human Resources Administration, we see immediately that it provides the recordkeeping, tracking, forecasting, and reporting needed for the human resource daily operation and planning functions.

To get a business perspective, let us discuss the HR management features as they apply to the four main functional areas that follow:

- Employee resourcing
- Employee development
- Employee relations
- Employee compensation

Let us briefly examine each of the four areas and how Human Resources Administration supports them.



Area 1: Employee Resourcing

'Resourcing' involves recruiting, selecting, hiring, utilizing employees with the knowledge, skills and abilities that make them useful to the organization, and eventually retiring or terminating those employees. Employee resourcing ensures that an organization's demand for human assets is supplied at all times by competent workers.

The following employee resourcing processes are undertaken by most organizations:

- Recruiting and selecting employees
- Hiring, rehiring, reinstating, recalling, and transferring employees
- Managing employee attendance
- Managing employee status changes, leaves and returns, and separations
- Position administration and complement control
- Requisition administration

To support these processes, Human Resources Administration provides the following functionality:

Recruiting and selecting employees

Human Resources Administration provides a variety of facilities to assist you in recruiting and selecting employees:

- Using Applicant Administration, you can manage the applicant process from the recording of initial applicant information through the interviewing and hiring stages. This component provides facilities to:

  - Separate applicant records from employee records.
  - Record extensive information on applicants including demographics, job or position applied for, preferred work environment, work history, and contacts/references.
  - Record recaps of each interview conducted.
  - Hire an applicant and transfer all information to a production organization.

- Using Position Administration , you can match the requirements for an open position against those of active applicants.
- Using Requisition Administration , you can track applicants and new hires through the recruitment and selection process. You can ensure that no position is filled without a formal request.
- Using Complement Control, you will automatically be notified of any position vacancies. Complement Control also manages the number of vacancies for which you can recruit.

Hiring, rehiring, reinstating, recalling, and transferring employees

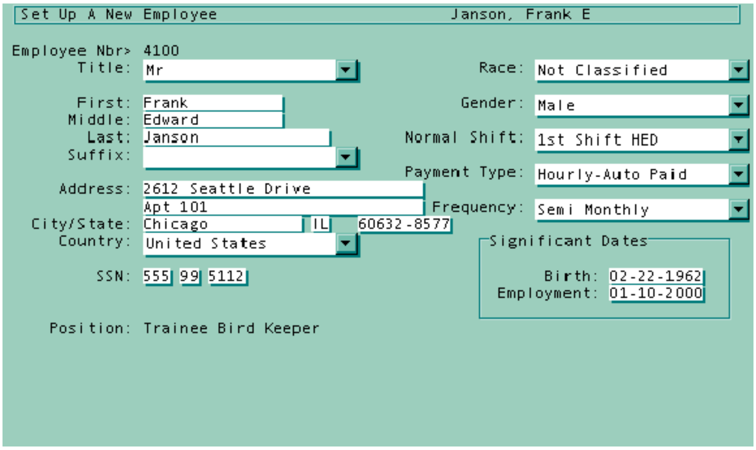
During the hiring process, you assign an Employee Number to an employee and enter demographic and work-related information.

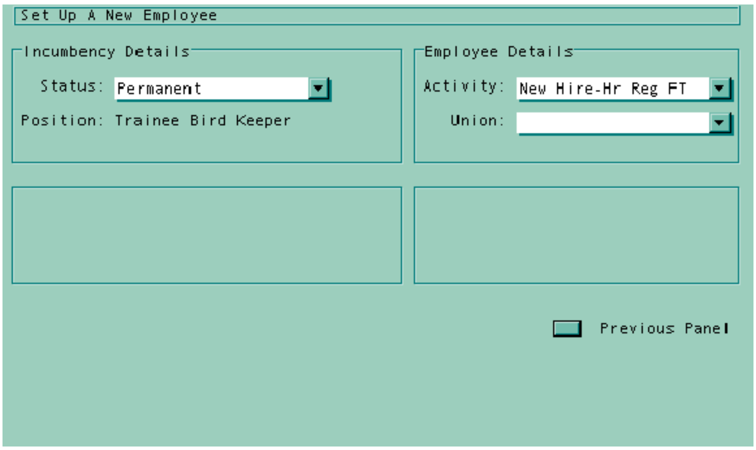
To hire an employee, you will use a pre-defined template. Templates are used to establish common information for a group of employees in one model record. For example, you might create separate templates for hourly, union employees and full-time, salaried employees. When an employee is hired using a template, the template's information is automatically copied to the employee's record. Because templates populate forms with pre-defined information, they also save data entry time and prevent data entry errors. After you have set up the employee record, you may change any of the information to match the employee's specifics.

Two methods are provided for hiring employees. Using the Employee Information form (EF-SCR) method, you complete detailed information on a series of forms. Using the Quick Hire method, you can hire an employee using a single form, Quick Hire form (NH-SCR).

This method allows you to enter just enough information to get an employee on the payroll. You can add more detailed information about the employee at a later time.

The first and second panels of the following form (with Position Administration turned on) show the result of using Quick Hire for a new employee using a template:





Optional information you can add about employees includes the following:

- Personal and identification information, including marital and citizenship status, visa information, and security clearance.
- Contact information, including the employee's e-mail address, fax number, cellular, car, and pager numbers.
- Telephone and employment information, including work and home telephone numbers, original applicant number, and employment agency used for hiring, if applicable. If you use applicant tracking, this information is automatically populated.
- Spouse and dependent information, which is helpful for tracking benefit entitlements. Data that can be recorded includes names, ages, and birth dates.

Which procedure you will follow to enter an employee's initial salary depends on whether or not you are using Position Administration .

Rehiring, reinstating, and recalling former employees is simply a matter of updating an employee's record with current information. The parity requalification date calculated by the system, along with your organization policies for leaves of absence, can be used to modify the employee's adjusted seniority date.

Transferring employees is accomplished on a single form (ET-SCR). During the transfer process, you indicate whether payroll, basic human resource, and benefits data should reside in both the old and the new organization, just the old organization, or just the new organization.

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Managing employee attendance

Absence Administration provides a foundation for employee scheduling and tracking employee absences by providing running balances for different types of absences, for example, jury duty, sick day, funeral, and various medical leaves.

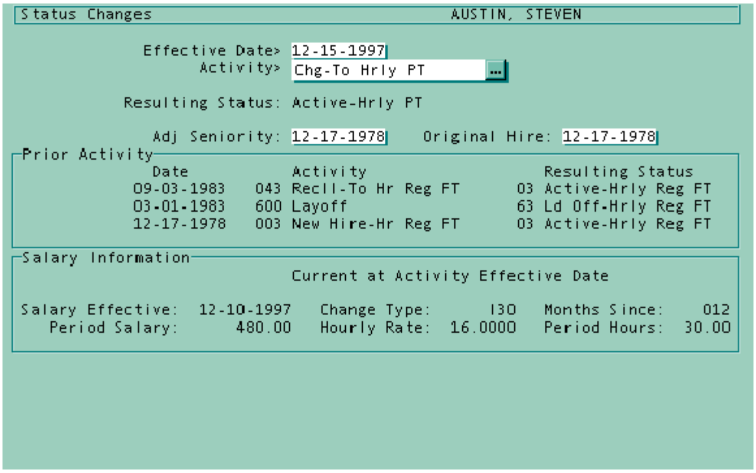
Administration both excused and unexcused absences provides a clear understanding of why and how previous absences have occurred, and how much time remains for the balance of the year. This information can be used to spot trends in employee absenteeism.

In addition, you can establish weighted absence rating schemes based on individual organization policies.

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Managing employee status changes, leaves and returns, and separations

During the implementation of Human Resources Administration, you will establish a table of valid activities and their resulting employment statuses. When processing employee status changes, leaves and returns, and separations, these rules will be automatically invoked to determine resulting employee statuses. For example, the following Status Changes form (08-SCR) with Position Administration turned on shows that employee Steve Austin is being changed from a full-time employee to a part-time employee. Because the activity of 'Chg-To Hrly PT' is used, the system determines his new status to be 'Active-Hrly PT', as shown on the following form:


Status Changes AUSTIN, STEVEN

Effective Date> 12-15-1997
Activity> Chg-To Hrly PT

Resulting Status: Active-Hrly PT

Adj Seniority: 12-17-1978 Original Hire: 12-17-1978

Prior Activity

Date		Activity		Resulting Status
09-03-1983	043	Recll-To Hr Reg FT	03	Active-Hrly Reg FT
03-01-1983	600	Layoff	63	Ld Off-Hrly Reg FT
12-17-1978	003	New Hire-Hr Reg FT	03	Active-Hrly Reg FT

Salary Information

Current at Activity Effective Date

Salary Effective: 12-10-1997 Change Type: 130 Months Since: 012
Period Salary: 480.00 Hourly Rate: 16.0000 Period Hours: 30.00

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Position Administration

Position Administration facilitates an integration of organizational vision and HR.

An organization's mission can be defined as 'what the organization is in business to do'. An organization's vision can be defined as 'what the organization will look like when it does this right'. A key component of achieving an organizational vision is implementing an organizational structure. Using Position Administration, you can define the structure of your organization in terms of units and roles (positions). Position Administration makes possible the strategic alignment of HR and an organization's goals.

Position Administration provides you with the ability to:

1. Identify gaps in your organization for the following critical activities:

- Recruitment—Find 'best fit' applicants by defining requirements for positions, and then match those to the external or internal applicant's data.
- Succession planning—Define requirements for key positions, and then match against information on the Employee Database.
- Employee development/career planning—Identify what skills/education is required for a position and then determine if an employee has the skills/education. The identified gap becomes the training plan for the employee.
- Project staffing—Build an organization unit for a project, define positions for each project role, and then search the Employee Database for 'best fit' candidates.

2. View your organization's resource strengths and weaknesses:

- Determine where your organization has a concentration of skills.
- Determine where your organization has vacancies.

3. Restructure your organization:

- You can easily reorganize the structure of an organization, or experiment with different scenarios and evaluate their impact, by using the dynamic reorganization facilities.

☞ *Refer to the Using the Position Administration Solution documentation for more information.*

Complement Control

Complement Control can be used with Position Administration to limit hires and transfers based on headcounts, Full Time Equivalents (FTEs), or hours budgeted for positions. The values at the organization unit level can be used for complement control purposes, or separate complement values can be set up on a position-by-position basis. This facility prevents the complement from being exceeded when new hires or internal transfers take place.

☞ *Refer to the Using the Position Administration Solution documentation for more information.*

Requisition Administration

The Requisition Administration component provides the means for controlling the recruitment process through the use of authorized requisitions. Requisition Administration is fully integrated with Position Administration. It can also be used in conjunction with Applicant Administration.

☞ *Refer to the Using Requisition Administration documentation for more information.*

Area 2: Employee Development

This function is sometimes narrowly referred to as 'training' or 'training and development'. The employee development function focuses on the abilities of your organization's employees to successfully complete the work they are assigned. It involves much more than simply providing training materials or courses to employees. It includes a wide range of such activities as identifying needed skills through competency gap analysis, providing development opportunities, tracking employee competencies, and tracking and analyzing performance appraisal results. These activities can be undertaken on both an organizational level and an individual employee level.

The following processes will help you manage employee development effectively:

- Administration employee skills, competencies, and training
- Administration performance appraisals
- Training administration

To support these processes, Human Resources Administration provides the following functionality:

Tracking employee skills, competencies, and training

Succession planning, career planning, and workforce planning are three areas of employee development that require extensive information about employees. To foster these types of planning, you can track the following types of information about employees:

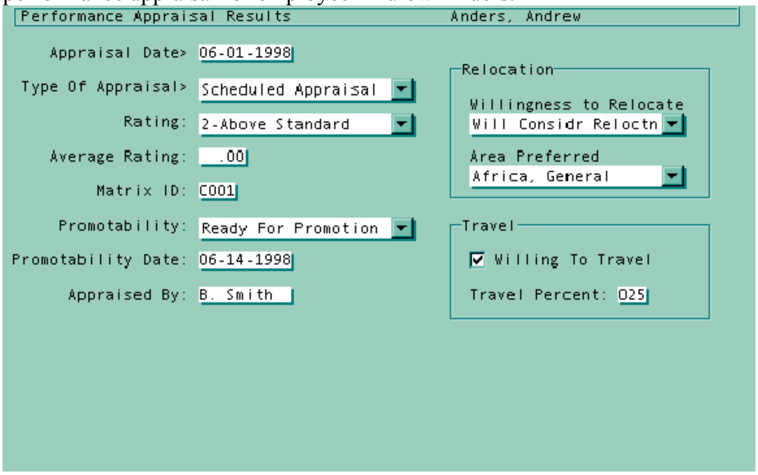
- Formal education
- Training scheduled and taken
- Tuition reimbursement
- Skills and competencies
- Certificates, licenses, permits, and their expiration dates
- Professional association memberships

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Tracking performance appraisals

Human Resources Administration provides facilities for you to schedule/track performance appraisals and record their results.

Extensive information can be recorded about performance appraisals. The following form, the Performance Appraisal Results form (49-SCR) shows the results of a scheduled performance appraisal for employee Andrew Anders:



The two following reports are provided to help you track performance appraisals:

- Performance Appraisal Scheduled For Month Of: XX (1R-RPT)
- Performance Appraisals Not Returned By Expected Date (1Q-RPT)

If you are using Salary Administration, you can link performance appraisal ratings to automatically generate pay increases.

Refer to the Using Human Resources Administration documentation for more information.

Training administration

The Training Administration component allows you to define courses, schedule classes, and set up training programs. Complete registration and reporting facilities are provided, including automatic wait-listing of students for fully booked classes and class confirmation/cancellation and reminder notifications.

Cost analysis and chargebacks can be tracked using standard reports, including the following:

- Training Expenditure Charge-Back (27RRPT)
- Training Expenditure Disbursement (28RRPT)

Refer to the Using Training Administration documentation for more information.

Area 3: Employee Relations

'Employee relations' refers to aspects of the employee-organization relationship that are not already provided for under the areas of employee resourcing, employee development, and employee compensation. These are employee health and safety management and the tracking of disciplinary actions and employee grievances.

The following two processes of the human relations area are part of an integrated HR solution:

- Managing employee health and safety
- Administration disciplinary actions and grievances

To support these processes, Human Resources Administration provides the following functionality:

Managing employee health and safety

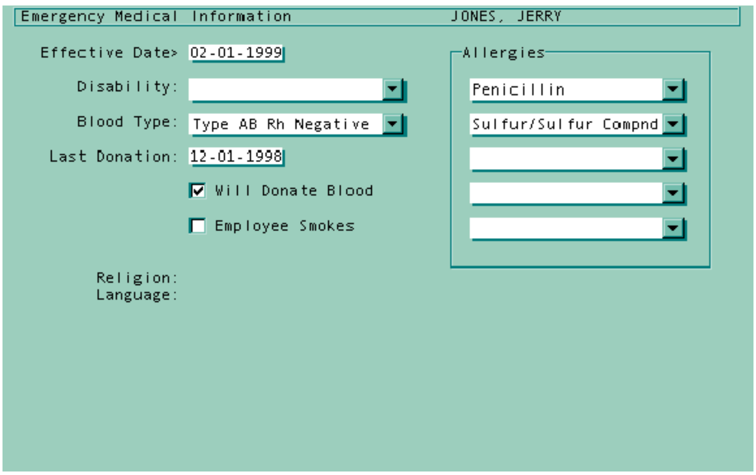
Facilities are provided for you to record, track, and report on the health and safety of employees including individual employee conditions, such as allergies, work restrictions, and workplace accidents. Standard reports are provided for reporting accidents to regulatory organizations.

Job screening and wellness plans are accommodated through physical exam scheduling and reporting.

You can record and track the following:

- Emergency medical information
- Injury, illnesses, and work restrictions
- Emergency contact and physician
- Physical exams scheduled and completed
- Physical exam test results

The following form, Emergency Medical Information form (15-SCR) shows the emergency medical information recorded for an employee:



Refer to the Using Human Resources Administration documentation for more information.

Tracking disciplinary actions and grievances

Part of employee or labor relations includes the tracking of disciplinary actions taken against employees and the tracking of grievances filed by employees.

For disciplinary actions, you can track the date and type of problem and then the specific information about the action taken. You can also indicate whether a follow up review should take place, and, if so, when.

For grievances, you can record complete information about the grievance, including occurrence date, type of grievance, and location. You can also track additional information, such as references to any contract bearing on the grievance.

The following reports are provided to help you track disciplinary actions and grievances:

- Disciplinary Actions Report (3M-RPT)—This report provides a summary of the disciplinary actions taken against employees by the organization.
- Grievance Recording And Status Report (3V-RPT)—This report provides a summary of the employee grievance information on file.

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Area 4: Employee Compensation

'Employee compensation' encompasses a range of business practices aimed at securing and retaining the right employees with the right skills. It refers to all forms of both monetary and nonmonetary compensation or remuneration paid to an employee.

An important emphasis of employee compensation is total or overall compensation. It refers to more than just payroll; it includes all forms of compensation between the organization and the employee. Those forms can be divided roughly into the two following broad categories:

- **Monetary compensation**—Includes basic payroll (salary or wages), performance-based bonuses and increases, cost-of-living adjustments, special-duty or hazard pay, annual and other periodic bonuses, and any other form of monetary compensation, including benefit plans (such as retirement programs) and reimbursement of employee relocation expenses.

- **Nonmonetary compensation**—Includes all other forms of compensation or perquisites, such as use of company property (automobiles, computers, and other equipment or tools), use of company credit cards, health-club memberships, and discount buying-club memberships.

The following are the processes of managing the various forms of employee compensation:

- Managing employee compensation
- Administration employee relocation expenses
- Allocating and recovering company property
- Benefits administration
- Salary administration

To support these processes, Human Resources Administration provides the following functionality:

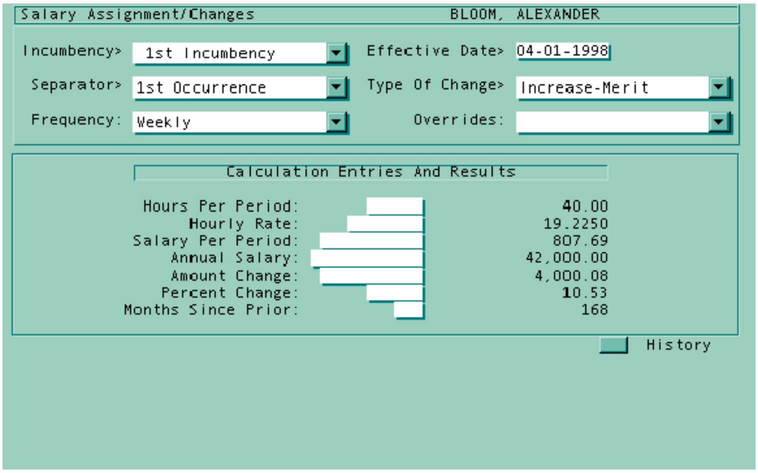
Managing employee compensation

Managing employee compensation involves the following issues:

- Salary changes
- Monetary perquisites and bonuses
- Salary reviews
- Analysis of salary data

Employee salary increases can be entered manually or generated using Salary Administration. All generated and calculated amounts can be overridden.

The following form, Salary Assignment/Changes form (40-SCR), (with Position Administration in use) shows the results of recording a salary change directly for an employee:



The system allows for the recording of both monetary perquisites, such as automobile allowances, travel subsidies, bonuses, and commissions.

Salary reviews are handled separately from performance reviews. Salary reviews can be scheduled online and tracked online or by using standard reports. The following reports are available to help manage the salary review process:

- Scheduled Salary Reviews Within Selected Months (59-RPT)
- Salary Review Forms Not Returned By Date (18-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

The following reports are available for analysis of employee salary data:

- Salary Analysis By Grade (14-RPT)
- Over Maximum/Under Minimum (17-RPT)
- No Salary Adjustment On File For Last 12 Month Period (IZ-RPT)
- Salary Distribution By Performance/Time-In Job (1Y-RPT)
- Salary Increase Analysis (IV-RPT)

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Tracking employee relocation expenses

Facilities are provided for you to record and analyze all important aspects of employee relocation, including such items as:

- Employee relocation moves
- Closing costs
- House-hunting expenses
- Moving expenses
- Shipping/storage costs
- Temporary living expenses
- Bridge loans

☞ *Refer to the Using the Human Resource Administration documentation for more information.*

Allocating and recovering company property

You can track the costs and allocation measures associated with nonmonetary perquisites, company property, and automobiles that are often tied to an employee's compensation package. Specifically, you can:

- Record nonmonetary perquisites
- Assign company property
- Assign company automobiles
- View company property and automobiles not yet returned
- Record the return of company property
- Record the recovery of company automobiles

☞ *Refer to the Using Human Resources Administration documentation for more information.*

Benefits Administration

The Benefits Administration component provides complete functionality for defining and administering benefits plans. It retains information about employee eligibility and participation in any or all benefits plans, and tracks benefits costs for the employee as well as for the organization. Specific features of Benefits Administration include the following:

Plan setup

All benefits plan rules are defined using standard tables. When an employee is enrolled in a plan, the plan rules are automatically invoked.

Using a benefits Control Number, each organization can have its own set of benefits tables, or several or all organizations can share the same benefits tables.

Plan administration

Benefits Administration provides complete support for the following categories of plans:

- Welfare
- Deferred (Defined Benefit, Defined Contribution, and Thrift/savings)
- Flexible Benefits

The system automatically recalculates coverage and contribution amounts based on changes to an employee's record (for example, a salary increase) or to a plan in which an employee is enrolled (for example, a change in the employee contribution amount).

Facilities are provided for spouse, dependent, and beneficiary tracking. Multiple beneficiaries and associated percentages can be identified for a plan.

Reporting

An extensive library of standard reports is provided for organizational, administrative, and regulatory reporting. Types of reports include:

- Plan rules
- Enrollment registers
- Flex benefits communication forms
- Benefits activities
- Retirement counseling notices
- Plan premium statements
- Actuarial interface tapes can be created in your desired format

☞ *Refer to the Using Benefits Administration documentation for more information.*

Salary Administration

The Salary Administration component tracks job evaluations and merit increase guidelines, performs budgeting analysis, and automates the salary review and performance appraisal process. Salary Administration allows you to do the following:

Process salary reviews and conduct salary analysis

Facilities are provided to record the dates and types of reviews to be conducted, as well as their projected completion dates. Online or packaged reports are provided to determine who is due for a performance or merit review in a specified time period. Salary authorization forms can be produced for use as turnaround documents for management signatures.

Produce salary forecasts for budgetary purposes

Multiple salary plans can be created using different increase policies, creating 'what-if' scenarios. Within the various scenarios, employees can be simultaneously assigned to a maximum of three plans (for example, a 3 percent, 5 percent, and 8 percent increase), allowing you to compare the results among the three plans.

Salary Administration accommodates a variety of methods for budgeting of salary changes. These methods can be used interchangeably and in combination:

- Manager's discretion
- Increase matrices to consider each employee's job performance rating and position in salary grade
- Across-the-board increases targeted to specific groups of employees

Update salary grades and ranges

If your organization chooses to use salary grades, each job may be tied to a salary grade and range, allowing you to access an employee's compa ratio and position in range. Once salary ranges have been established, they can be easily changed as salary grades are reevaluated.

Changes to salary grades can be calculated and applied automatically using a percentage or midpoint formula.

Report information used in the administration of salary changes/budgeting

Numerous standard reports are provided, including the following:

- Salary Increase Analysis (IV-RPT)
- Annual Budget (5C-RPT)
- Over Maximum/Under Minimum (17-RPT)
- Budget to Actual Comparison (5J-RPT)

☞ *Refer to the Using Salary Administration documentation for more information.*

Reporting options

Human Resources Administration provides a variety of reporting options.

Reporting Administration

Reporting Administration is a value-add product from Cyborg that combines the power of the business intelligence tools from Cognos Corporation, a Cyborg strategic partner, with a relational database (datamart) package from Cyborg. The result is a turnkey reporting process for customers using a relational version of The Solution Series in UNIX/Oracle or NT/SQL Server environments.

Reporting Administration includes the following:

- Functionality to schedule a data extraction from The Solution Series directly into a relational database datamart or into predefined character delimited files.
- Functionality to launch the Cognos Impromptu reporting tool directly from The Solution Series.
- Cyborg-specific Impromptu catalog for the delivered datamart, which promotes intuitive user access to the data extracted from The Solution Series and placed in the datamart.
- Cyborg-specific Impromptu reports that provide examples of the kinds of reporting that can be accomplished with data extracted from The Solution Series. These example reports can be used as templates for your custom reports.
- Cognos reporting tools (Impromptu User, Impromptu Administrator).

Standard reports

Nearly 100 packaged reports are delivered with the system. You can use these reports as delivered, or customize them to meet your needs. The reports range from simple alphabetic listings of current employees to regulatory reports.

☞ *Refer to Using Human Resources Administration for samples of the standard reports delivered with the system.*

Queries and reports

Custom online queries and reports can be developed using Solution View. Queries are developed by choosing data fields to be displayed and then specifying what mathematical operations to perform on the data (totals, averages, counts, and so forth). Selection criteria includes point-in-time reporting and literal comparisons (for example, equal to, less than, greater than, and, or, and/or). Query definitions can be saved for future use.

☞ *Refer to the Using Solution View documentation for more information on creating and running online queries and reports.*

PART 2

Implementation

In This Section

CHAPTER 3

Planning the Implementation

In This Chapter

Introduction

This section provides an outline of all the tasks that must be completed to implement Human Resources Administration components at your organization. Subsequent sections in this manual address those tasks that pertain to setting up a organization and its HR rules.

Prerequisites

Before you can implement Human Resources Administration components, The Solution Series software must be installed.

Questions answered

The following questions are answered in this section:

1. What preliminary activities must be completed prior to implementing Human Resources Administration?
2. How can Human Resources Administration implementation process be phased?

Preliminary activities

Cyborg recommends that your organization perform all of the following tasks, regardless of the specific components you are installing.

Implementation planning meeting

The first meeting with your Project Manager is called the implementation planning meeting. It is divided into three sessions:

- Presentation
- Discussion of the contents of this manual
- Brief demonstration of The Solution Series system

The presentation session provides the following information:

- An overview of Cyborg Systems
- Review of the Cyborg Project Manager's responsibilities and function during the implementation
- A description of Cyborg Systems' on-site assistance
- Training and the approach that Cyborg uses
- A general discussion of the three implementation phases

The discussion session provides an overview of this manual's format and checklists.

The Solution Series demonstration session gives project team members an introduction to the system. This allows you to start learning to navigate through the system immediately.

Note: *The software must be installed prior to the planning session for this demonstration to occur.*

Cyborg training classes

Attend these primary courses to understand and gain familiarity with the system:

- eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions
- Technical Administration (for technical staff)

Contact Cyborg Systems or visit our website www.Cyborg.com for descriptions of all Cyborg courses, prerequisites (if any) for each course, dates on which the courses are offered, and registration details.

Review documentation

Cyborg supplies documentation online and on CD-ROM for The Solution Series. You will benefit greatly from reading all of it. Begin by reading:

- eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions
- The functional overviews for the various components you intend to implement. These overviews can be found in the online documentation for each component. Additional overview information can be found in the Human Resource documentation.

Define organization levels

After you have attended The Solution Series introduction training and understand the concept of organization levels, you will be able to make some decisions about the structure of your organizations within The Solution Series. The following are some of the choices you will be making:

- Decide on the organization numbering scheme for your corporate structure. Also decide on the hierarchical names for these organization levels.

Note: *You may not use 9 or Z as the first character of your numbering scheme since these characters are reserved for Cyborg-delivered test data and audit records.*

- Decide on names and a numbering scheme for any of the other organization levels that you intend to use.

Note: *You are not required to use all six organization levels. For example, your organization may only need to use organization levels 1 through 4 to establish your company and represent its organization hierarchy on the system.*

Determine whether Payroll and Human Resource Administration components will use the same organization levels or operate independently.

☞ *Refer to eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions for more information about establishing organization levels.*

Note: *If you have eCyborg Interactive Workforce installed, the organization controls are used when selecting organizations for extracting and loading employees to the Interactive Workforce database and when selecting organizations for online enrollment in benefits. Before employees in your organization can enter information or enroll in benefits online using eCyborg Interactive Workforce, you must select organizations to extract employee information from The Solution Series. The extracted information is then loaded into Interactive Workforce.*

Delivered test organizations

Several test organizations are delivered with the installation. The following chart lists these test organizations and their potential uses:

Organization Number	Organization Name	Type of Organization	Comments
999999	Acme Manufacturing	General	This US organization is populated with employees and is used to learn the system, to test the installed system, and to hold data for some country-specific tax reporting.
995555	Acme Manufacturing	Retiree	

Organization Number	Organization Name	Type of Organization	Comments
993333	Acme Manufacturing	Applicant	
991111	Acme Manufacturing	Considered Hours/ Earnings	Required by the Benefits Administration component.

- Determine what additional test organizations are needed.
- Add your required test organizations to the database.

☞ *Refer to* **Setting Up an Organization** *(on page 51) for more information.*

Review menus and checklists

Review the menus and checklists to determine the following:

- If modifications should be made to the default menu bar, and if so, when, how, and who will make the changes (by changing menus, you also change the Navigator)
- When, how, and who will build new user menus and checklists
- If permanent records need to be created after experimentation
- How eCyborg Interactive Workforce will affect checklists set up for newly hired employees

Security considerations/requirements

Security is an important aspect of your system management and is established and maintained by your appointed security officer. It is highly recommended that you identify not only a primary security officer, but a second individual as a security backup. Contact your Cyborg Project Manager for details about registering your designated security officer and backup with Cyborg.

A security matrix must be defined. This includes determining which forms and data will be accessible to whom, and which employees will be given update versus inquiry-only rights.

Additional assistance is available in the Setting Up and Maintaining Security course or through on-site assistance offered by Cyborg.

Security requirements

Completing the following tasks will assure a firm foundation for your security setup:

- Assign a security officer at your organization to be responsible for defining, documenting, and maintaining your security requirements. Send a letter (on company letterhead) to your Cyborg Project Manager specifying the name of the security officer who is to receive the system security documentation.

Note: *Security documentation is not available online.*

Note: *It is strongly recommended that your designated security officer attend the Setting Up and Maintaining Security course.*

- Define access requirements by organization, access mode, and form.
- List all potential users and their security access needs.

Note: *If you implemented eCyborg Interactive Workforce, user IDs and user-defined passwords insure that users have access to only their data.*

Project management

It is important to develop a task list and a reasonable timetable for implementing Human Resources Administration. The Cyborg standard for project management software is Microsoft Project for Windows. Using Microsoft Project, you can customize this general plan so that it meets your organization's specific implementation needs.

All project team members must be kept up to date and know what tasks are required of them. Weekly team meetings are recommended along with the publication of status reports.

Implementation life cycle

After you have performed the preliminary activities, the remaining tasks become part of an implementation life cycle with multiple phases. Tasks are organized chronologically under the following implementation project phases:

- Familiarization—The activities of this phase help you to become comfortable with The Solution Series component you are implementing. During this phase, it is important that you become aware of the requirements and procedures of your current system so that you can refine them to best make use of the features of The Solution Series. The following activities are part of the familiarization phase:

  - Installing and using the new software
  - Reading documentation
  - Training

- Design—This phase involves configuring the system so that it accurately reflects your human resource policies and procedures. This system design can involve the following activities:

  - Reviewing Cyborg's option lists and internal tables and then adding to or modifying them if necessary
  - Setting up a security system
  - Customizing reports, forms, and text/list boxes
  - Writing custom programs
  - Defining your system requirements
  - Adding data to a test organization
  - Running a system test

- Implementation—Activities in this phase include the final steps that will result in the successful launch of Human Resources Administration. The following tasks are included in this phase:

  - Training employees to use the system
  - Developing internal procedure manuals
  - Conducting final tests of the system
  - Adding to or converting your current data to The Solution Series
  - Going live
  - Using the system for daily production and recordkeeping activities

These phases are discussed in more detail in the sections that follow.

Familiarization phase

In this phase, you will determine your current system requirements and learn the Cyborg system by working through the following areas:

- Review of organization procedures
- Documentation and training
- Interfaces
- Customization requirements

Each of these areas is discussed in more detail below.

Review of organization procedures

Review current system requirements for the following specific functions:

- Employee major activities
  - Employee hires
  - Employee type changes (such as full-time to part-time)
  - Leaves and returns
  - Separations and terminations
  - Rehires, reinstatements, and recalls

- Decide what data employees will enter and maintain using eCyborg Interactive Workforce and what employee data HR will enter and maintain

- Employee data

  - Employee education
  - Employee credentials
  - Employee personal data
  - Job and salary data
  - Performance appraisals

- Decide if Payroll and Human Resource components will share the same organization-level values and, if so, who is responsible for entering and maintaining the data.

- Review the following forms and determine whether the Human Resource component will pass data to Payroll or whether the Human Resource and Payroll components will process salary data independently:

  - (Payroll) Employee Information (EF-SCR)
  - (Payroll) Payroll Home Location/Pay Allocations (GG-SCR)
  - (Payroll) Employee Pay Rate Or Salary (H1-SCR)
  - (Human Resource) Location Assignment/Changes (05CSCR)
  - (Human Resource) Salary Assignment/Changes (40-SCR)

- Determine your need for Interactive Workforce administrator roles

Define your current HR, payroll, and benefit processes

If you are implementing eCyborg Interactive Workforce, before you can determine the impact of Interactive Workforce on your business processes, you must first document all your current HR, payroll, and benefits functionality that will be affected by your use of Interactive Workforce. This means looking at:

- Processes
- Paper flows
- Rules—both contractual, company policy, and regulatory
- Authorization flows
- Reporting structures
- Organization charts

Doing this will not only help you clearly define your processes today, but will also help you understand the impact Interactive Workforce could have and identify what functionality of eCyborg Interactive Workforce you want to implement initially.

Minimum data required in /ST to use The ESS Solution

To give employees access to eCyborg Interactive Workforce, you must set them up as an employee within Solution Series so that Interactive Workforce can extract their user ID and generate their password. Therefore, before a new employee can access eCyborg Interactive Workforce, the following information must exist in The Solution Series for the employee:

- First and last name
- Employee ID
- Employment date
- ID of organization (Control 1-2s) to which the employee belongs
- Status
- Pay frequency

If your organization uses eCyborg Interactive Benefits, you may need additional information to calculate benefits information for the employee. Also, if your organization requires other information based on your business processes, the information must exist in order to be extracted and loaded into Interactive Workforce.

Documentation and training

To familiarize yourself with the full range of features available in Human Resources Administration, read the Overview section within the Using Human Resources Administration online documentation or on The Solution Series Documentation CD.

After completing the organization procedures review, attend the following training courses:

- eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions
- Using Human Resources Administration

☞ *Contact Cyborg Systems or visit our website* **www.Cyborg.com** *(see "Cyborg Home - http://www.Cyborg.com") for course descriptions and availability.*

Interfaces

Conversion procedures may need to be written for a data conversion that may be manual or automated. Review the results of your earlier analysis of current system requirements to determine how much of your data will be converted and which method may be more suitable.

Identify responsibilities for each interface:

- Insurance carrier
- Salary surveys
- Corporate systems

☞ *Refer to* **Data Conversion Guidelines** *(on page 223) for data conversion suggestions.*

Customization requirements

Several tasks require completion before actual changes can be made to the delivered The Solution Series. Completion of the following tasks will pave the way to successful customization to fit your corporation's requirements:

- Review forms.
  - Form prompts may be changed.
  - A form may be redesigned.
  - New forms may be designed to store additional data.
  - A series of forms may be executed in a specified sequence using the Checklist functionality.

☞ *Refer to the Cyborg Scripting Language Customization and the Using The Solution Series: Administrative Solutions documentation for more information about customizing forms.*

- Determine new form and text/list box requirements.
  - Define any new text/list boxes or forms that may be required.
- Perform an internal report inventory.
  - Review all reports generated by your current system and identify those that are obsolete.
  - Identify which Cyborg reports can replace existing reports or need modification.
- Discuss and identify any specific requirements.
  - Perform a preliminary evaluation of customization requirements:
    - Interfaces with other systems
    - Reports
- Relational edits.
  - Identify required changes to standard forms:
    - New hire form
- Employee profile

Design phase

In this phase, you will configure the system to reflect your human resource policies and procedures by completing the following tasks:

- Define the new hire process.
- Define test requirements.
- Review and establish option lists.
- Review and establish tables.
- Review and establish security matrix.
- Add table data to test organization.
- Perform unit test.
- Perform system test.
- Write customer-defined programs.
- Create new reports.
- Tailor The Solution Series.
- Perform conversion test.

Each of these tasks is discussed in more detail below.

Define the new hire process

- Meet with the Payroll Administration implementation team and determine which area (payroll or human resources) performs the new hire process and what entries are required.

- Consider how new hire information will be obtained:

  - Is a turnaround document needed?
  - Is the current procedure efficient, or is it time to change it?

- Decide what data employees will enter and maintain using eCyborg Interactive Workforce and what employee data HR will enter and maintain

Define test requirements

- Determine the forms, transactions, and reports needed to complete tests on the test organization.

- Decide which test procedures to use for each of the following activities that apply to your organization:

  - Employee hires
  - Employee type changes (such as full-time to part-time)
  - Leaves and returns
  - Separations and terminations
  - Rehires, reinstatements, and recalls
  - Employee education
  - Employee credentials
  - Employee personal data
  - Job and salary data
  - Performance appraisals

Review and establish option lists

- Identify which person or group will be responsible for establishing and maintaining option lists.

- Review pre-populated option lists for needed changes. Determine whether any option lists need to be organization-specific.

- Give special thought to the Activity Codes (HR09) and Employee Status (HR10) option lists. These two option lists work in conjunction with the Activity And Resulting Employee Status Rules table (TF-SCR). They determine the major activities in the Human Resource component (new hires, layoffs, terminations, and so forth) and the resulting status after the major activity has been performed.

Note: *When setting up these option lists, be sure to work with your benefits administration department. These option lists have a significant impact on the processing within the benefits component. In addition, these option lists must be established prior to setting up the Activity And Resulting Employee Status Rules table (TF-SCR).*

- The EEO Establishment option list (EO069) must be set up prior to establishing the EEO Parent Company Definition table (TXCSCR) and the EEO Establishment Definition table (TX-SCR).

- The Human Resource organization levels may be the same for the Human Resource and Payroll components of The Solution Series, or they may be different and independent. You define the way organization levels work on the System Options table (TG-SCR).

Note: *Consider consulting with your Project Manager before proceeding with this definition.*

☞ *Refer to* **Establishing Basic HR Rules** *(on page 73) for detailed directions on setting up the System Options table (TG-SCR).*

- Establish coding structures for customer-defined option lists where needed, including the following option lists:

  - Union Job Code (HR389)
  - Org Level Three (HR439)
  - Org Level Four (HR449)
  - Org Level Five (HR459)
  - Org Level Six (HR469)
  - EEO Establishment (EO069).

- Establish and add values online for customer-defined option lists.

- Customize pre-populated option lists.

Note: *Based on the volume of option list changes, your technical staff may provide assistance.*

☞ *Refer to the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about customizing option lists.*

Reviewing option lists loaded into Interactive Workforce

If you have eCyborg Interactive Workforce installed, you load selected option lists into the Interactive Workforce database. Each time you make a change to one of the option lists, you must reload the option lists to Interactive Workforce. We recommend that you review the option lists that are used by Interactive Workforce as part of the implementation process. If they contain options that you do not want employees to use, inactivate those list. Inactive options are not loaded into Interactive Workforce.

Following is a list of the option lists that are used by Interactive Workforce.

- BA03—Options elected
- BA47—Contribution Resulting Frequency (not displayed in Interactive Workforce)
- BA64—Flex-action (not displayed in Interactive Workforce)
- BA70—TKF Deduction method (not displayed in Interactive Workforce)
- BA71—TKF Credit calculation rules (not displayed in Interactive Workforce)
- HR00—Yes-No (Used for Smoker ID)
- HR04—Marital Status Code
- HR05—Citizenship code
- HR10—EE status
- HR28—Relationship code
- HR29—Sex code
- HR30—Student status
- HR36—Name suffix code
- HR37—Name Prefix Code
- HR74—Contact type
- PP02—Deduction category
- PP08—Pay frequency code
- PP10—Deduction arrears code
- PP12—Deduction method code
- PP29—EE Pay Frequency
- PP40—Pay code description
- PR06—Bank account type
- PR07—Valid ACH Routing numbers
- PR08—Direct deposit edit
- SC43—Organization listing
- TA05 Time Away Request Type
- TA07 Time Away Request Status

Review and establish tables

- Use the tables that have been established on the Acme Manufacturing test organization as a guide when reviewing tables. The delivered test organization has example table records using a table Control Number of 9999.

- Identify the responsibility for establishing and maintaining tables.
- Review the following tables:
  - Company-To-Rules Cross-Reference For HR (AX-SCR)
    This table provides Control Numbers for tables delivered in the Human Resource components. The Control Number determines which set of tables are used

for each organization when accessing table data. Each organization must have an entry in this table.
One set of tables may be established for use by one or several organizations. The Control Number allows you to specify which organizations use which set of tables.

- Job Code (TA-SCR)
  This table contains all defined jobs used throughout the system. The table's form displays information relevant to each job that will be used within an organization.

- Salary Grade tables

- Salary Grade - Annual (TBASCR)
  This table contains salary grade ranges expressed in annual amounts.

- Salary Grade - Per Period (TBCSCR)
  This table contains salary grade ranges expressed in per period amounts.

- Salary Grade - Hourly (TBBSCR)
  This table contains salary grade ranges expressed in hourly amounts.

- Occupation Group (TE-SCR)
  This table associates each occupation group to its related job family and job categories. It is delivered fully populated but must be reviewed.

- Activity And Resulting Employee Status Rules (TF-SCR)
  This table is the validation table for the Activity Codes option list (HR09). This table determines whether—given an employee's current status—an activity is allowed and generates the resulting employee status after the activity is processed.

Note: *Your organization's policies determine which activities are valid. The Activity Codes (HR09) and Employee Status (HR010) option lists must be established prior to setting up this table. After this table has been defined, you may wish to delete all unused options from those two option lists.*

- System Options (TG-SCR)
  This table establishes system options used in the Payroll and Human Resource components. These options are used when shared data elements exist, such as organization levels, pay frequency, and salary.

- EEO Parent Company Definition form (TXCSCR) and EEO Establishment Definition form (TX-SCR)

These tables allow you to record geographic locations for EEO reporting, and also hold information for creating the Vets-100 reporting.

Note: *The EEO Establishment option list (EO069) must be set up prior to establishing these tables.*

☞ *Refer to* **Table Displays** *(on page 201) for a sample of the tables described above.*

Review and establish security matrix

This task requires the cooperation of the Security Officer for *The Solution Series*.

- Determine user access needs.
- List all online users and their security needs.
- Set up, or update, the security matrix.
- Assign user passwords and user codes.

Note: *If you need assistance, make sure that your organization's security officer attends the Security Setup course or contact Cyborg for on-site assistance.*

Add table data to test organization

Add values to the following tables:

- Company-To-Rules Cross-Reference For HR (AX-SCR)
- System Options (TG-SCR)
- Activity And Resulting Employee Status Rules (TF-SCR)
- Job Code (TA-SCR)
- Salary Grade tables:
  - Salary Grade - Annual (TBASCR)
  - Salary Grade - Per Period (TBCSCR)
  - Salary Grade - Hourly (TBBSCR)

- Occupation Group (TE-SCR)
- EEO Parent Company Definition form (TXCSCR)
- EEO Establishment Definition form (TX-SCR)

☞ *Refer to* **Table Displays** *(on page 201) for a sample of the tables described above.*

☞ *Refer to* **HR Form Title to Form ID Cross-reference** *(on page 215) to determine each form's ID cross-reference.*

Perform unit test

The following tasks may be performed to determine whether all the tables and templates are operating correctly within the Human Resource Base component:

- Add test employee data.
  - Select a group of test employees that allow for sufficient testing of all table and Human Resource activities:
    - Add employee templates for each employee group.

- Add test employees using employee templates.
- Execute test runs
  - Test the report scheduling files created for the Human Resource reports. Review and verify output reports.
  - Test all the tables and verify that they are working as desired.
  - Check forms to make sure data defaults are correct.
  - Check the following forms for the valid activities that can be performed as defined in the Activity And Resulting Employee Status Rules table (TF-SCR):
    - New Hire (01-SCR)
    - Rehire/Reinstatement/Recall (04-SCR)
    - Status Changes (08-SCR)
    - Leaves And Returns (95-SCR)

- Separations And Terminations (96-SCR)

Perform system test

These tasks may be performed with the Payroll implementation effort, and are usually performed prior to writing a conversion program:

- Test a limited sample of employees, perhaps 10–20.
- Execute test runs.
- Test the payroll interface.
- Test the security matrix.

Test the following forms that involve sharing of data elements between Payroll and Human Resource components:

Human Resource Forms	Payroll Forms
Location Assignment/Changes (05CSCR)	Payroll Home Location/Pay Allocations (GG-SCR)
Salary Assignment/Changes (40-SCR)	Employee Pay Rate Or Salary (H1-SCR)
Job Assignment/Changes (05-SCR)	Employee Information (EF-SCR)

Write customer-defined programs

- Write conversion programs for the forms identified in the familiarization phase.

☞ *Refer to* **Data Conversion Guidelines** *(on page 223) for additional information.*

- Write interfaces

  - Determine which text and list boxes in the Human Resources Administration component need to be used.

Note: *The Technical Administration course provides training in preparation for this task.*

Note: Interfaces may be written using Cyborg Scripting Language. For more information about this language, see Cyborg's programming documentation or contact Cyborg for assistance with creating new interfaces.

- Create new forms and text/list boxes.
    - Use the Solution View tool and refer to the Cyborg Scripting Language Customization documentation when creating your own new forms.

or

- - Contact Cyborg for assistance with creating new forms.

Note: Three courses provide training in preparation for this task: Introduction to Cyborg Scripting Language, Cyborg Scripting Language Customization, and Using Solution View.

Create new reports

- Create your own new inquiry reports online using the Query tool from the Solution View tools. Create new packaged reports using the Report feature from the Solution View tools. It accommodates calculations and up to 132 characters of displayed data.

or

- Contact Cyborg for assistance with creating new reports.

Tailor The Solution Series

- Tailor online forms by using the Edit Utility (EDIT).

☞ *Refer to the Cyborg Scripting Language Customization documentation when modifying delivered online forms to meet your needs.*

- Tailor delivered reports by using the Edit Utility (EDIT).
- Review option lists and make needed changes.

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for information about customizing option lists.*

- Review table data and make needed changes.

Perform conversion test

- Test your security matrix for all types of access.
- Take a sampling of 10–20 employees and test to make sure all converted data is correct. Verify by viewing forms and reports.

☞ *Refer to* **Data Conversion Guidelines** *(on page 223) for additional information.*

Implementation phase

In this phase, you will perform the tasks that will launch Human Resources Administration.

Prepare the end user

- Develop internal procedures manuals.
    - Develop a daily procedures manual for clerical personnel, identifying forms and reports required to perform daily tasks.
    - Document job streams for the data processing department.
- Train end users.
    - Develop end-user training courses and manual, and train end users.

Note: *If you implemented eCyborg Interactive Workforce, end users must be familiar with using browsers and have access to your organization's intranet.*

Perform parallel test runs

- Test a full production cycle.
- Test all forms and tables.
- Test the Report Scheduler files created for the Human Resources Administration component and verify output.
- Make adjustments as required.

Live processing

- Convert data.
- Begin using Human Resources Administration.

Your implementation of Human Resources Administration is now complete.

Review of Questions Answered

1. What preliminary activities must be completed prior to implementing Human Resources Administration?

2. How can Human Resources Administration implementation process be phased?

CHAPTER 4

Setting Up an Organization

In This Chapter

Introduction

The Solution Series provides you with an organizational structure that is used to manage your company and employee data. This section addresses the establishment of organizations on your file, using the Cyborg hierarchy.

Tasks

This section explains the following:

- Viewing existing organizations
- Setting up a new organization
- Updating organization name and address information
- Establishing pay frequencies
- Verifying pay frequencies
- Identifying non-paying organizations

Prerequisites

Before you can establish a new organization, you must have installed The Solution Series.

Questions answered

The following questions are answered in this section:

1. What Cyborg structure allows the definition of an organization hierarchy?
2. How are organization identification and address information recorded on The Solution Series?

Organization setup overview

Whether you use Human Resources Administration for human resources alone or will be meeting with Payroll to determine your shared needs, you must establish your organization within the system. When you have determined what organizations you wish to establish, you will add them to the system by selecting and completing a series of forms. Using these forms, you will identify your organization to the system, assign a corporate structure using control levels, and establish criteria at the organization level that will default to the employee level. Organization information must be in place prior to adding employees to the Employee Database (FILE02).

You may create as many organizations as required for groups of employees for whom you want to maintain personal information, payment data, and optional human resource data. For example, you may want to set up organizations for the following employee groups:

- Applicants
  Companies interview and screen many job applicants. The Applicant Administration component, part of Human Resources Administration, helps these organizations maintain applicant information. To use this feature, you must establish an applicant organization. When an applicant is hired, you can then easily transfer all basic information such as name, address, and identifying information into the appropriate pay organization.

- Retirees
  If you need to track retirees because they are receiving retirement benefits, you may retain their records by establishing an organization specifically for retirees. If annual pension forms are to be produced, retirees must be in a separate organization.

- Terminated employees
  Should you rehire terminated or laid-off employees, you can transfer their records back to a paying organization. Transferring saves the time and effort required to re-enter most of the employee data.

As part of the organization setup, you will record decisions on selected organization forms. The organization decisions that are tied to the human resource function are:

- Dividing employees into logical groups (by location or function)
- Selecting the company category (paid or non-paid)
- Defining pay frequencies (payment intervals)
- Recording the organization name and address (for legal and reporting purposes)

These setups are required for all installations regardless of whether or not you are processing pay using The Solution Series.

The Solution Series architecture

In Cyborg terms, an *organization* identifies a group of employees who are employed in a common structure and governed by the same set of rules or policies. Assigning a unique value to the first two organization levels is the first step in defining your organization.

Organization level 1 is two characters and organization level 2 is four characters. These six characters represent an organization. Each organization level value is defined by you and can represent the unique organizational structure, processing parameters, and reporting requirements that apply to your organization. These two organization levels are specifically defined as follows:

- Organization level 1: Positions 1 and 2—Indicates the highest level within your_organization's hierarchy. This usually refers to the corporate level
- Organization level 2: Positions 3 through 6—Indicates subdivisions within an organization, or indicates a second level within the hierarchy.
- Organization—Represents a combination of both parts, that is, positions 1 through 6.

Consider the following when defining your organization in The Solution Series:

- Reports—Cyborg-delivered reports sort first by organization level 1, then by organization level 2.
- Security—Security is established by organization.
- Payroll processing—Basic payroll processing, such as tax calculations and pay period tax reporting for employees, occurs at the organization level.
- Table record processing—Policy guidelines can differ by organization or can be established to apply to all organizations.

Assigning organization values

You must assign unique user-defined organization values to each organization. The organization level 1 value may not begin with 9 or Z (reserved for Cyborg-delivered test data and audit records).

Consider the following examples:

Organization identifier for the Acme Department Store (AC), US Division (USDV):

Org Level 1 value	Org Level 2 value	Organization
AC	USDV	ACUSDV

Numeric organization level 1, with an alphanumeric organization level 2, for the Acme Manufacturing organization (01), Corporate Division (CORP):

Org Level 1 value	Org Level 2 value	Organization
01	CORP	01CORP

Unrelated organizations

Three organizations that require report totals for each entity could be set up as follows. In this example, since the organization level 1 value is unique for each entity, a separate report total would be provided for each one:

Entity	Org Level 1 value	Org Level 2 value	Organization
1	AC	CORP	AC CORP
2	CC	CORP	CC CORP
3	EC	CORP	EC CORP

Note: *Consolidated reporting is available to produce reports regardless of organization values.*

Related organizations

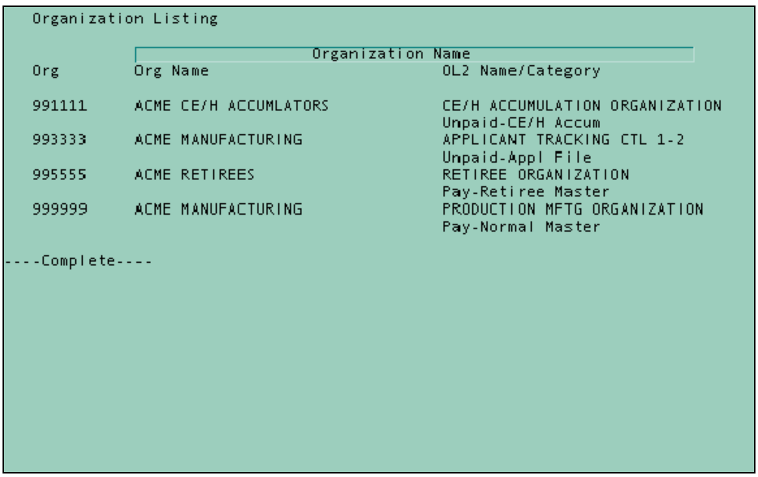
Three organizations that require one grand total, in addition to separate totals for each organization, could be set up as follows. In this example, each organization would generate its own total (because the organization level 2 value is unique) and there would also be an automatic grand total for all organizations (because the organization level 1 value is the same for all organizations):

Entity	Org Level 1 value	Org Level 2 value	Organization
1	AC	USDV	AC USDV
2	AC	CNDV	AC CNDV
3	AC	EPDV	AC EPDV

Note: *HR-only customers should work with Payroll to determine their organization requirements.*

Existing organizations

Prior to adding an organization to your file, review the contents of the Organization Listing form (COLIST) to verify the existing organization values:



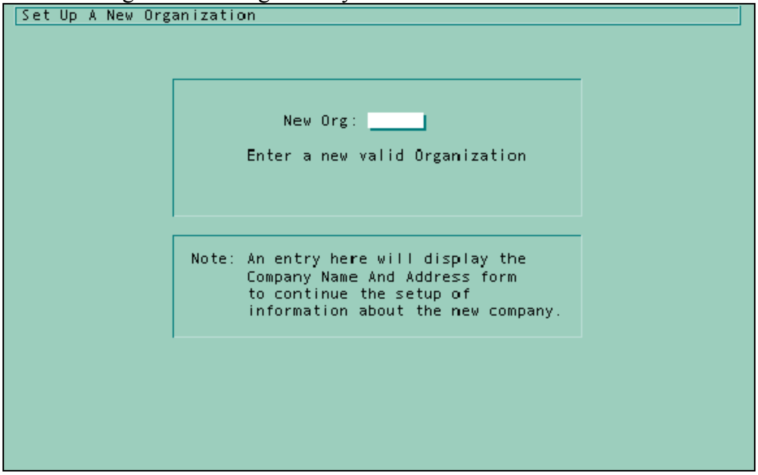
```
Organization Listing

                              Organization Name
Org       Org Name                          OL2 Name/Category

991111    ACME CE/H ACCUMLATORS             CE/H ACCUMULATION ORGANIZATION
                                            Unpaid-CE/H Accum
993333    ACME MANUFACTURING                APPLICANT TRACKING CTL 1-2
                                            Unpaid-Appl File
995555    ACME RETIREES                     RETIREE ORGANIZATION
                                            Pay-Retiree Master
999999    ACME MANUFACTURING                PRODUCTION MFTG ORGANIZATION
                                            Pay-Normal Master

----Complete----
```

Notice that there are several organizations that are delivered with *The Solution Series* installation files. These organizations may be used for training, testing options, and running reports. Each test organization has a specific purpose and employee records are set up accordingly. The organization designated as '993333', for instance, is set up for use as an applicant tracking organization.

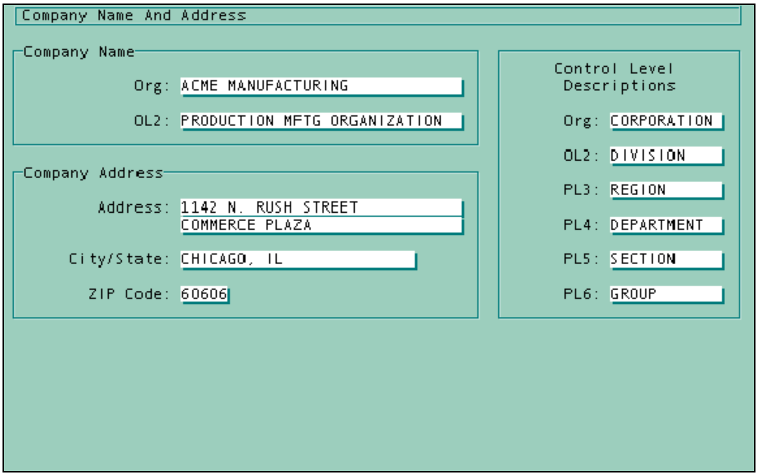
Keep these test organizations on file for future training and testing of new options.

Recording the organization identifier

You will use up to six characters to identify the organization. After it has been processed, the Set Up A New Organization form (AA-NEW) establishes the organization on the Employee Database (FILE02) with default organization information. For each organization, the new designation is assigned only once:



Another organization form allows you to record the organization's legal name and address that will appear on Cyborg-delivered reports. The optional second line can be used for supplemental information such as division or plant names. The control level description entries on the Company Name And Address form (AA-SCR) are used to record the name, or title, of each control level. The titles will be printed on reports when they total at these levels. The control level titles shown on the form for PL3–6 are reserved for Payroll purposes:


Company Name And Address

Company Name
Org: ACME MANUFACTURING
OL2: PRODUCTION MFTG ORGANIZATION

Company Address
Address: 1142 N. RUSH STREET
COMMERCE PLAZA
City/State: CHICAGO, IL
ZIP Code: 60606

Control Level Descriptions
Org: CORPORATION
OL2: DIVISION
PL3: REGION
PL4: DEPARTMENT
PL5: SECTION
PL6: GROUP

After this form is completed, default (generic) organization information is generated on various maintenance forms. For instance, you can update the name and address information on the Company Name And Address form (AA-SCR). You will use the organization's designation to access these maintenance forms.

See also:

- Viewing existing organizations ***(on page 61)***
For detailed directions on viewing existing organizations.

- Setting up a new organization ***(on page 62)***
For detailed directions on setting up a new organization.

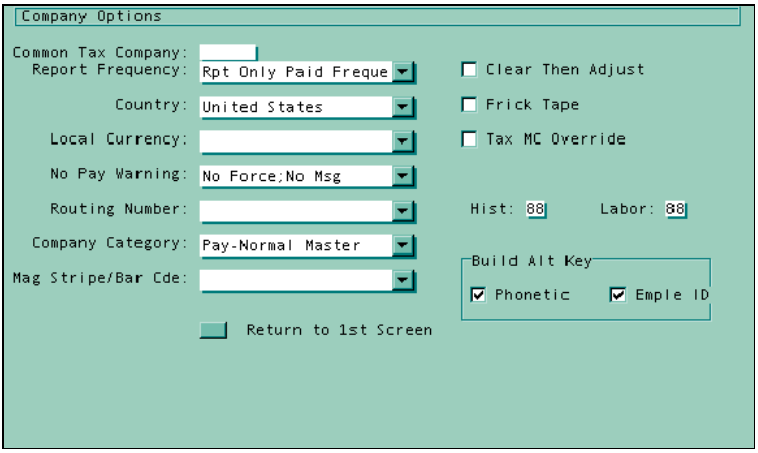
- Updating organization name and address information ***(on page 65)***
For detailed directions on updating organization name and address information.

Organization options

When Human Resources Administration accepts the new organization, the system creates some basic records, default forms, and reports. The system also selects some initial entries for some of the text and list boxes on the forms. For these default entries to work properly, the two-part Company Options form (AF-SCR) must be set up. Just as your decisions result in many policies for an organization, many options are available within an organization in The Solution Series. These options serve as defaults for an organization and all its employees until you make a change to the option value.

Most of the options for an organization indicate decisions for payroll processing. Only one option—whether this is a paid or non-paid organization—needs to be recorded for a Human Resource Administration Solution implementation.

This option is displayed on the Company Options form (AF-SCR) on the second panel. The default selections that display in some of the text and list boxes are valid for this implementation. In the example that follows, the default value has been left in the Company Category list box and indicates that this organization is a paid organization:



Each selection in the Company Category option list (PP55) for this list box is associated with a value. If you modify this option list, please keep in mind the following rules:

Value range	Result
01–50	Can produce payments
51	Reserved for use with organization 991111 only
61–69	Reserved for Applicant Administration organizations
51–99	Do not produce payments

You may want to establish non-paid organizations for terminated employees or retirees for whom you want to track benefits.

See also:

- Identifying non-paying organizations ***(on page 69)***

For detailed directions on identifying non-paying organizations.

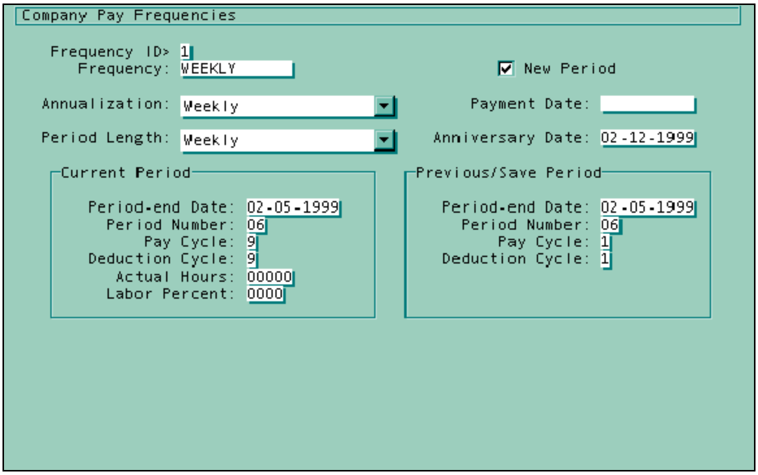
Pay frequencies

When used for payroll purposes, a pay frequency is the specific interval, such as weekly or monthly, at which employees are paid. A specific pay frequency is assigned to each employee and is used during payroll processing.

Human Resources Administration uses pay frequencies to perform certain calculations when an employee pay rate or salary change is recorded. Salary amounts can be annualized by using the pay frequency information.

For each organization, a Company Pay Frequencies form (AJ-SCR) must be completed for each frequency used by the organization. Each of your organization's valid payment intervals must be defined as a pay frequency. The most commonly used pay frequencies are weekly, bi-weekly, semi-monthly, and monthly.

Only the first four text/list boxes on the Company Pay Frequencies form (AJ-SCR) are required to define the pay frequency. You will record the number of weeks represented by this period, and the number of these periods in a calendar year. The remaining information is used for payroll purposes:



You may display a list of the recorded pay frequencies by accessing the Company Pay Frequency Inquiry form (AJISCR).

See also:

- Establishing pay frequencies ***(on page 66)***

For detailed directions on establishing pay frequencies.

- Verifying pay frequencies ***(on page 68)***

For detailed directions on verifying pay frequencies.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

As the first step in setting up a new organization and its HR rules, the Guided Practice for this section will allow you to set up an organization named Acme Manufacturing (AB1000), record the name and address of the organization, and then define that organization's pay frequency. You will also define it as a paid organization. After the organization is set up in this section, subsequent sections will address establishing HR rules.

Viewing existing organizations

To display a listing of existing organizations using the Organization Listing form, (COLIST) follow these steps:

1. Access the Organization Listing form (COLIST)

Access this form by making the following selection from the Navigator:

Component: User Tools
Process: User Tools
Task: List All Organizations

For practice, access the Organization Listing form (COLIST).

2. Review the organizations listed

- If the organization you wish to add is not listed, access the Set Up A New Organization form (AA-NEW).

- If the desired organization ID is assigned to an existing organization in the list, it can not be used to add a new organization.

For practice, no action is required here.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

```
Organization Listing

                        Organization Name
Org        Org Name                        OL2 Name/Category

991111     ACME CE/H ACCUMLATORS           CE/H ACCUMULATION ORGANIZATION
                                           Unpaid-CE/H Accum
993333     ACME MANUFACTURING              APPLICANT TRACKING CTL 1-2
                                           Unpaid-Appl File
995555     ACME RETIREES                   RETIREE ORGANIZATION
                                           Pay-Retiree Master
999999     ACME MANUFACTURING              PRODUCTION MFTG ORGANIZATION
                                           Pay-Normal Master

----Complete----
```

See also:

- Organization setup overview ***(on page 53)***

For more information about viewing existing organizations.

Setting up a new organization

To set up a new organization using the Set Up A New Organization form (AA-NEW) and the Company Name And Address form (AA-SCR), follow these steps:

1. Access the Set Up A New Organization form (AA-NEW)

Access this form by making the following selection from the Navigator:

Component:	Development Tools
Process:	Employee Database Utilities
Task:	Add a New Organization

For practice, access the Set Up A New Organization form (AA-NEW).

2. Type the New Org

Type the six-character organization ID.

For practice, type 'AB1000'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

3. Click Save or press Enter

The Company Name And Address form (AA-SCR) appears and the new organization identifier is added to those already established.

For practice, click Save or press Enter.

4. Type the Org

Type the legal name of your organization as you want it to appear on reports.

For practice, type 'Acme Manufacturing'.

5. Type the OL2

Type the name that you want to specifically identify control level 2 of your organization. It may refer to your company or trade name, a region, division or plant name, or an employee grouping. This name appears on line 2 of all reports, except government reports.

For practice, type 'Midwest Division'.

6. Type the Address

Type the supplemental address information such as building name, building number, or suite number on line 1. Then type the street number and name or post office box. This is the address where the company's mail or packages are delivered.

For practice, type '2 North Riverside Plaza' on line 1 and 'Suite 1200' on line 2.

7. Type the City/State

Type the appropriate city and state in the following format: CITY *comma space* ST (where ST is the two-character postal abbreviation for the state).

For practice, type 'Chicago, IL'.

8. Type the ZIP Code

Type the five-digit ZIP or postal code value.

FoUr practice, type '60606'.

9. Type the Org

Type the first control name description as it is to appear on reports, for example, Corporation.

For practice, type 'Corporation'.

10. Type the OL2

Type the second control name description as it is to appear on reports, for example, Division.

For practice, type 'Division'.

11. Type the PL3-6 (optional)

This is an optional step that must only be completed if this organization will produce employee payments and your payroll personnel have given you suggested entries for these text boxes.

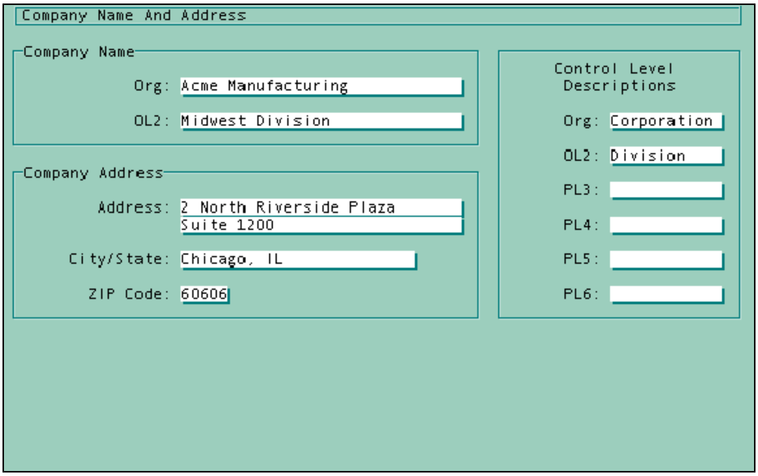
For practice, leave these text boxes blank.

12. Click Save or press Enter

Organization name and address information has been recorded.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Organization setup overview ***(on page 53)***

For more information about setting up an organization.

Updating organization name and address information

To update organization name and address information using the Company Name And Address form (AA-SCR), follow these steps:

1. Access the Company Name And Address form (AA-SCR)

Access this form by making the following selection from the Navigator:

Component:	Development Tools
Process:	Employee Database Utilities
Task:	Maintain Organization Name

For practice, access the Company Name And Address form (AA-SCR) for organization AB1000.

2. Access the text or list box to be changed

Access the text or list box that is to be changed.

For practice, access the Address text box.

3. Change the text or list box

Make a change to the text or list box entry.

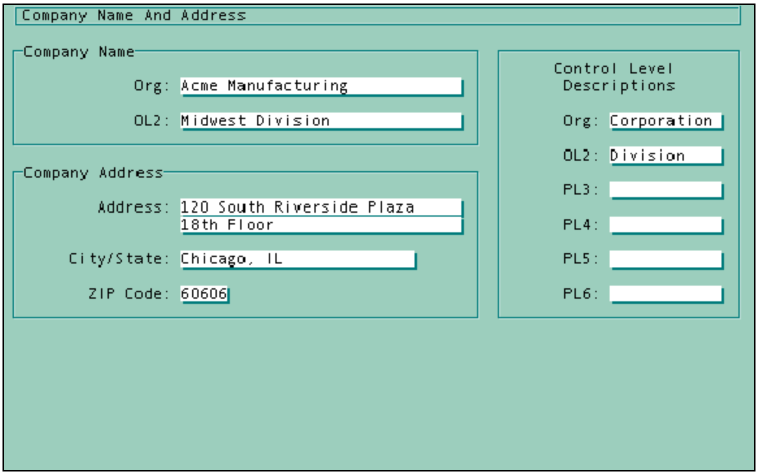
For practice, type '120 South Riverside Plaza' on address line 1 and '18th Floor' on address line 2 to replace the current entries.

4. Click Save or press Enter

The changed information has been recorded.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Company Name And Address

Company Name

Org: Acme Manufacturing

OL2: Midwest Division

Company Address

Address: 120 South Riverside Plaza
18th Floor

City/State: Chicago, IL

ZIP Code: 60606

Control Level Descriptions

Org: Corporation

OL2: Division

PL3:

PL4:

PL5:

PL6:

See also:

- Organization setup overview ***(on page 53)***

For more information about recording organization name and address information.

Establishing pay frequencies

To set up pay frequencies using the Company Pay Frequencies form (AJ-SCR), follow these steps:

Note: *HR uses these frequencies to perform certain calculations when an employee pay rate or salary is updated.*

1. Access the Company Pay Frequencies form (AJ-SCR)

Access this form by making the following selection from the Navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies

For practice, access the Company Pay Frequencies form (AJ-SCR) for the organization AB1000.

2. Type the Frequency ID

This text box defines a unique pay frequency. Type a one-character identifier for this frequency.

No option list is connected to this text box, so you may type any one-character value that you choose. However, the corresponding employee list box uses the Pay Frequency option list (PP29). The delivered values in the Pay Frequency option list are used by delivered demo data and should not be changed or deleted. Additional option list entries may be entered and then must be defined on the Company Pay Frequencies form (AJ-SCR).

Note: *You do not have to make changes to the option list before completing this form, but you must make the changes to be able to complete the corresponding Employee Information form.*

The Cyborg-delivered values from the Pay Frequency option list are:

- Weekly (1)
- Bi Weekly (2)
- Semi Monthly (3)
- Monthly (4)

☞ *Refer to The Solution Series User Guide for Windows for a detailed presentation of populating option lists.*

For practice, type '1'.

3. Type the Frequency

Type a description for the frequency defined by the value in the Frequency ID.

Note: *This name is only a description and does not define the frequency. The next two list boxes create the definition.*

For practice, type 'Weekly'.

4. Select the Annualization

The system needs a value in this list box in order to annualize an employee's pay period earnings. Select an option from the option list that identifies the number of pay periods in the calendar) year.

For practice, select 'Weekly'.

5. Select the Period Length

Select the option in the drop-down list that corresponds to the exact number of weeks in each pay period appropriate to this pay frequency. The option you select in this list box should be identical to the option you select in the Annualization list box.

Example: If you selected 'Weekly' in the Annualization list box, you must select 'Weekly' in the Period Length list box.

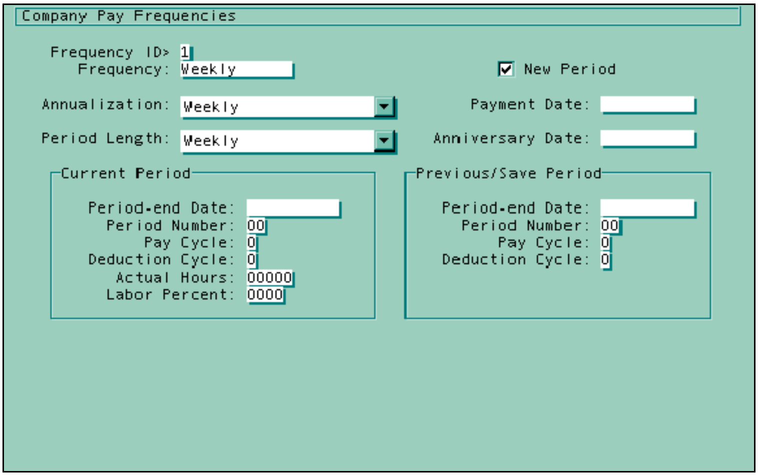
For practice, select 'Weekly'.

6. Click Save or press Enter

The pay frequency has been recorded.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Remember that you must complete one Company Pay Frequencies form (AJ-SCR) for each pay frequency used by the organization. To set up your next frequency, clear the form and repeat these steps, starting at Step 2.*

See also:

- Pay frequencies ***(on page 60)***

For more information about displaying pay frequencies.

Verifying pay frequencies

To display pay frequencies using the Company Pay Frequency Inquiry form (AJISCR), follow this step:

Access the Company Pay Frequency Inquiry form (AJISCR)

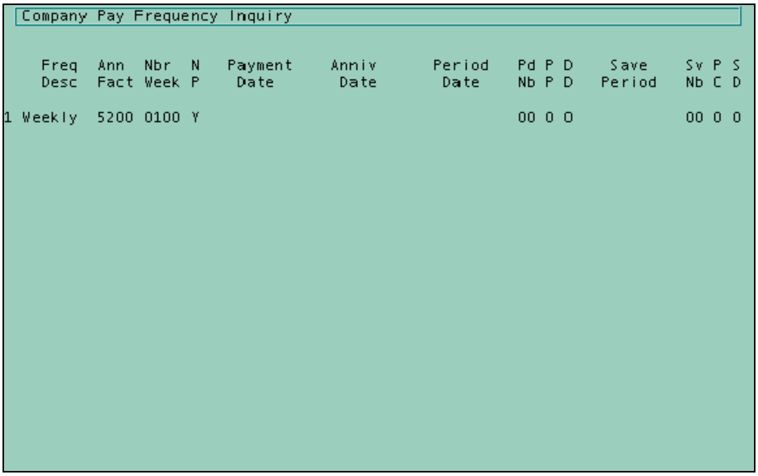
Access this form by making the following selection from the Navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies Inquiry

The Company Pay Frequency Inquiry form (AJISCR) lists all the Company Pay Frequencies form (AJ-SCR) entries on file.

For practice, access the Company Pay Frequency Inquiry form (AJISCR) for the organization AB1000.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Company Pay Frequency Inquiry

	Freq Desc	Ann Fact	Nbr Week	N P	Payment Date	Anniv Date	Period Date	Pd Nb	P P	D D	Save Period	Sv Nb	P C	S D
1	Weekly	5200	0100	Y				00	0	0		00	0	0

See also:

- Pay frequencies ***(on page 60)***

For more information about displaying pay frequencies.

Identifying non-paying organizations

To identify a non-paying organization using the Company Options form (AF-SCR), follow these steps:

Note: *If the newly established organization is a paid organization, you need not perform this task. 'Pay-Normal Master' is the default value for the Company Category list box on this form.*

1. Access the Company Options form (AF-SCR)

Access this form by making the following selection from the Navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Organization Options

For practice, access the Company Options form (AF-SCR) for organization AB1000.

2. Click the More Options button

The second panel of the Company Options form (AF-SCR) is displayed. The default values for the options on the first panel are acceptable for an HR organization.

For practice, click the More Options button.

3. Select the Company Category

This list box provides details about the type of organization, such as whether or not it is a paying organization. The default option for this list box is Pay-Normal Master. You can make additions to the Cyborg-supplied options in this list box. Use options between 01 and 50 to pay employees. Options 51 through 99 are used for storing information and do not pay. Options 61 through 69 are reserved for Applicant Administration organizations.

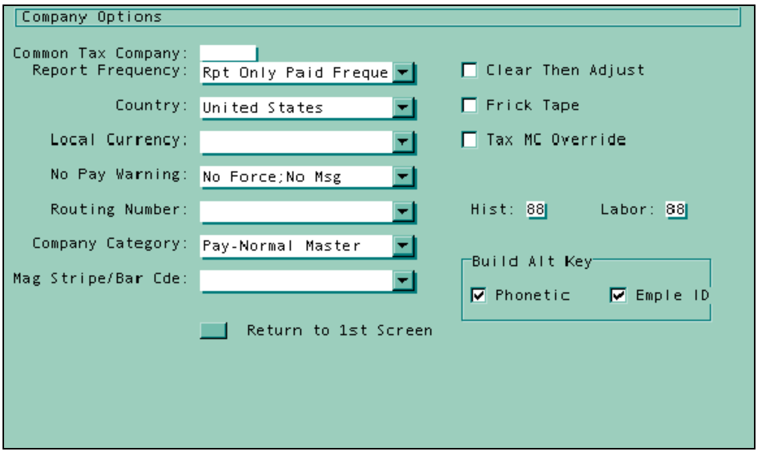
For practice, select 'Pay-Normal Master' if it is not already displayed in the list box.

4. Click Save or press Enter

The organization has been designated as a paid or non-paid organization. The remaining options on the second panel are decisions for payroll processing and the default values are acceptable for an HR organization.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Organization options ***(on page 58)***

For more information about identifying paid and non-paid organizations.

Apply the Concept

1. Using the information provided in this section, indicate your understanding of The Solution Series organization hierarchy by creating an organization structure that meets the needs of the scenario that follows:

   The Great Pride organization is composed of a corporate headquarters and four divisions, each located in different parts of the country. For purposes of reporting and payroll processing, the corporate headquarters needs separate totaling for itself and each division to monitor productivity and costs. In addition, they require a grand total for all organizations. Create your own values for the organization level 1 and 2 entries.

   Complete the following chart with the organization values for the corporate headquarters and the four divisions:

Entity	**Org Level 1 value**	**Org Level 2 value**	**Organization**
Corporate			
Division 1			
Division 2			
Division 3			
Division 4			

2. Using the same organization information as shown above, complete the following chart to illustrate what the company might choose as organization level 1 and level 2 values if they needed separate reporting and had no need for any grand totals:

Entity	**Org Level 1 value**	**Org Level 2 value**	**Organization**
Corporate			
Division 1			
Division 2			
Division 3			
Division 4			

Review of Questions Answered

1. What Cyborg structure allows the definition of an organization hierarchy?

2. How are organization identification and address information recorded on The Solution Series?

CHAPTER 5

Establishing Basic HR Rules

In This Chapter

Introduction

After you have set up an organization, you can set up its associated business rules. You do so by completing a series of table forms.

Tasks

This section explains the following:

- Linking rules to organizations
- Establishing common data elements
- Viewing the common data element settings

Prerequisites

Before you can establish the basic HR rules, you must set up the following in The Solution Series:

- Install The Solution Series
- Establish one or more organizations

☞ *Refer to* **Setting Up an Organization** *(on page 51) for organization setup information, and* **Establishing Basic HR Rules** *(on page 73) for Control Number and system option information.*

Questions answered

The following questions are answered in this section:

1. What are Control Numbers and what purpose do they serve?
2. How does an organization record the link to its specific HR rules?
3. How can common data elements be shared between Payroll and Human Resources?

Working with tables

The rules for administering the HR function are stored in tables. Tables are accessed online using forms. As you work with the system, you will find it necessary to add, update, and delete tables. Of course, you must have the proper security to perform these tasks. The next two topics cover the considerations and information you will need to work with tables.

Note: *The considerations covered here apply to tables in all components of The Solution Series.*

Control Numbers

Tables reside on the System Control Repository (FILE01), and organizations reside on the Employee Database. Control Numbers act as a mechanism, or link, for identifying tables that can be accessed by an organization.

A Control Number:

- Is customer-defined.
- Is four characters in length, alphanumeric (except for Training Administration and Position Administration, which are two characters).
- Gives the system direction as to what tables to access for a particular organization.

Because Control Numbers can be used to distinguish different versions or sets of a particular type of table, they allow organizations to use tables in the following ways:

- Use the same set of tables (share)
- Use their own set of tables (organization-specific)
- Share some sets of tables, and have their own unique sets of other tables (mix and match)

Note: *'Mix and match' is applicable to the HR component only: it does not apply to Benefits Administration.*

If you determine that you will only have one shared set of each of the tables—for example, one set of Job Code tables, one set of Activity tables—then decide what single Control Number you would like to assign to your tables. The Control Number 9999 is used for Cyborg-delivered data.

If you determine that you must have multiple sets of any of the tables, you will need to set up multiple sets of the tables. For example, if you have an organization that must have its own set of Job Codes, and the other organizations will use another set, you will establish two sets of tables for the Job Codes. Assign a different Control Number to each of the two table sets.

The following examples demonstrate the different options available when determining Control Number usage.

Shared Control Numbers

Assume that two or more organizations share the same set of jobs. For example, each organization has nurses and pilots.

Because your organizations are sharing jobs, you will:

- Set up the cross-reference for each organization on the Company-To-Rules Cross-Reference For HR form (AX-SCR) to point to that common Control Number.

- Set up each job on the Job Code Table form (TA-SCR).

Organization-specific Control Numbers

Assume that your organization has more than one organization, each with its own set of jobs. For example, organization 01HOSP has only nursing jobs, and those jobs do not apply to organization 01UFLY, which has only pilots. Because each organization has specific jobs, you will (in this example):

- Set up the cross-reference for each organization on the Company-To-Rules Cross-Reference For HR form (AX-SCR) to point to the organization-specific Control Number.
- In 01HOSP, set up jobs on the Job Code Table form (TA-SCR) for Nurses and Doctors.
- In 01UFLY, set up jobs on the Job Code Table form (TA-SCR) for Pilots and Mechanics.

Mix-and-match Control Numbers

Assume that even though organization 01HOSP and organization 01UFLY have organization-specific Job tables, they decide to share Activity tables. Instead of setting up two different sets of Activity tables, the system can be set up to allow both organizations to use the same activities.

Because your organizations want to share one kind of table, and have another table that is organization-specific, you will (in this example):

- Set up the Job tables (TA-SCR) as organization-specific, with the cross-reference for each organization pointing to the organization-specific Control Number.
- Set up the Activity tables as shared, with the cross-reference for each organization pointing to that shared Control Number.

Table dates

The table date reflects the effective date of the table. The following date options are available:

- Initially, you may wish to use the founding date of your company to ensure that all employees are covered by the table.
- For changes to the table, it is recommended that you create a new table record with a new effective date.
- You may create future-date tables, in which case the table data is ignored until that time.

If you make an entry for which there is a table value older than the current table, the system will access and use the older table entry for calculations, definitions, and validations. This allows for both 'point-in-time' or 'as of' reporting.

The Job Code Table (TA-SCR) form's entries are date-sensitive so that history may be retained on a job code. This is especially useful when the salary grade of a job changes due to job evaluations.

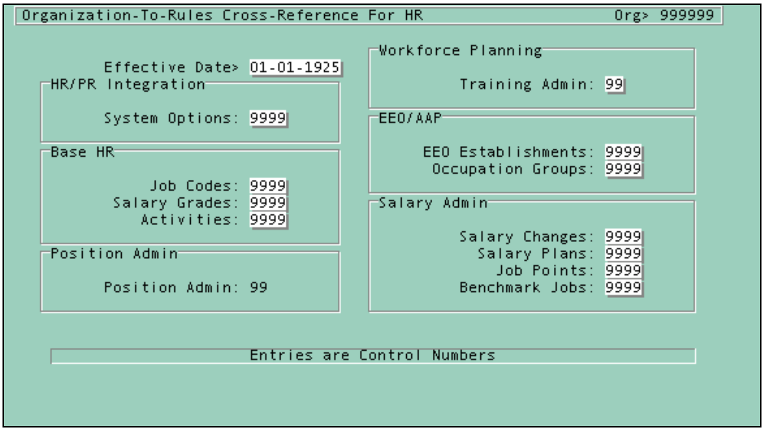
When looking at the history of an employee who has been with your company for some time, notice that the salary grade from an earlier point in time is different from today's salary grade.

In the test data supplied with the system, the date of January 1, 1925 is used as the effective date. This is the earliest acceptable date in the system for the twentieth century.

Rules and organizations—the link

You specify which tables will be used by an organization using the Company-To-Rules Cross-Reference For HR form (AX-SCR). You must establish one Company-To-Rules Cross-Reference For HR form (AX-SCR) for each organization, even if all organizations will use the same set of tables.

The Control Numbers assigned to each text box identify the set of tables that can be accessed by an organization. This feature allows you to assign the same set of tables to multiple organizations, or to assign unique tables to a specific organization:


Organization-To-Rules Cross-Reference For HR Org> 999999

Effective Date> 01-01-1925

HR/PR Integration
System Options: 9999

Base HR
Job Codes: 9999
Salary Grades: 9999
Activities: 9999

Position Admin
Position Admin: 99

Workforce Planning
Training Admin: 99

EEO/AAP
EEO Establishments: 9999
Occupation Groups: 9999

Salary Admin
Salary Changes: 9999
Salary Plans: 9999
Job Points: 9999
Benchmark Jobs: 9999

Entries are Control Numbers

This must be the first HR table established for an organization, because it grants access to all other tables.

Note: *Establish this table for your applicant tracking organizations also. Applicant tracking organizations need a link to the Systems Options table (TG-SCR) and to the Activity And Resulting Employee Status Rules table (TF-SCR) for some of their functions.*

Considerations

The Title Bar contains the identifier of the organization for which you are establishing this table. You may also confirm the organization identifier by viewing the Status Bar at the bottom of the form.

The Effective Date is the first day that the rules will be used. You may wish to set up this table by using the founding date of your organization. The earliest acceptable date in the system for the twentieth century is January 1, 1925.

The remaining groups of text boxes (HR/PR Integration, Base HR, Workforce Planning, EEO/AAP/VETS-100, and Salary Admin) relate directly to the table(s) within a component. For each table that will be used by this organization, the corresponding text box must be filled with your customer-defined Control Number.

Your Control Numbers probably will not begin with '9'.

Note: The only exception to this rule is the Occupation Group Table form (TE-SCR). Cyborg delivers this table fully populated and ready for your use. For this table, use 9999 as the table Control Number.

Field to table reference

The following text boxes from the Company-To-Rules Cross-Reference For HR form (AX-SCR) relate directly to the corresponding tables:

HR/PR Integration	
Text Box	**Table**
System Options	System Options (TG-SCR)

Base HR	
Text Box	**Table**
Job Codes	Job Code Table (TA-SCR)
Salary Grades	Salary Grade Tables (TBASCR, TBBSCR, TBCSCR)
Activities	Activity And Resulting Employee Status Rules (TF-SCR)

Note: The Position Administration display box is automatically populated with the first two positions of the Base HR Control Number. This dual role is necessary in order to allow the Job Code Table form (TA-SCR) functionality to be fed from Position Administration.

Workforce Planning		
Text Box	**Tables**	
Training Admin	Course Directory (10RSCR) Course Development Costs (11RSCR) Coordinator Index (14RSCR) Provider Index (19RSCR) Class Schedule (13RSCR) Class Maintenance (18RSCR)	Process Class Results (22RSCR) Process Class Evaluation Results (23RSCR), Program Schedule (15RSCR) Class Registration/ Cancellation (20RSCR)

EEO/AAP/VETS-100	
Text Box	**Table**
EEO Establishments	EEO Establishment Definitions (TX-SCR)
VETS-100 Est	VETS-100 Hiring Location Definition (VT-SCR)

EEO/AAP/VETS-100	
Occupation Groups	Occupation Group Table (TE-SCR)

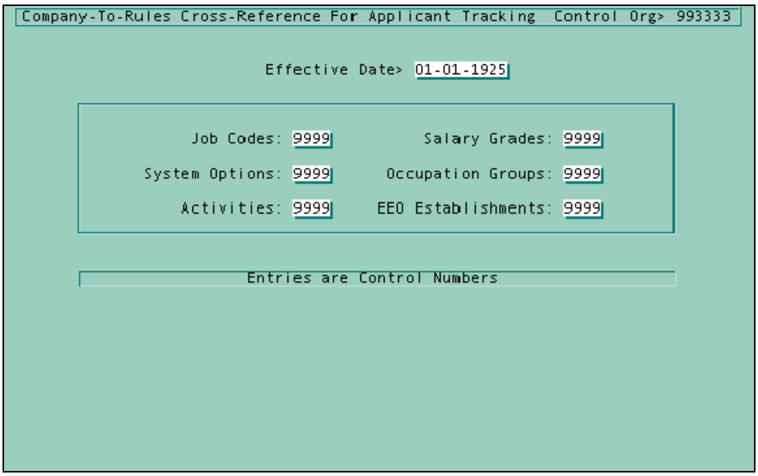
Salary Admin	
Text Box	**Table**
Salary Changes	Salary Changes Tables (TDO-TD9-SCR) *
Salary Plans	Salary Plans Tables (TH1-TH4-SCR) *
Job Points	Job Points Table (TC-SCR)
Benchmark Jobs	Salary Grades to Benchmark Jobs Cross-Reference (TI-SCR)*

* These tables are only used in Salary Administration.

Specifying tables for applicant organizations

You will use the Company-To-Rules Cross-Reference For Applicant Administration form (AT-SCR) to define which Control Number is to be used for each applicant organization.

Each applicant organization must have an entry for this table. Every applicant form that uses a table will reject with an error message if this table has not been set up for each applicant organization. The Control Numbers you enter on this table should be the same as the ones assigned on the equivalent active employee organization:



The text boxes on this table contain links to some of the same tables as the Company-To-Rules Cross-Reference For HR form (AX-SCR):

- Job Codes
- Salary Grades
- Occupation Groups
- EEO Establishments (US-specific)

Control Numbers assigned to tables should begin with a value other than 9.

Note: *The only exception to this rule is the Occupation Group Table form (TE-SCR). Cyborg delivers this table fully populated and ready for your use. For this table, use '9999' as the table Control Number.*

See also:

- Linking rules to organizations ***(on page 87)***

For detailed directions on linking rules to organizations.

- Viewing the common data element settings ***(on page 90)***

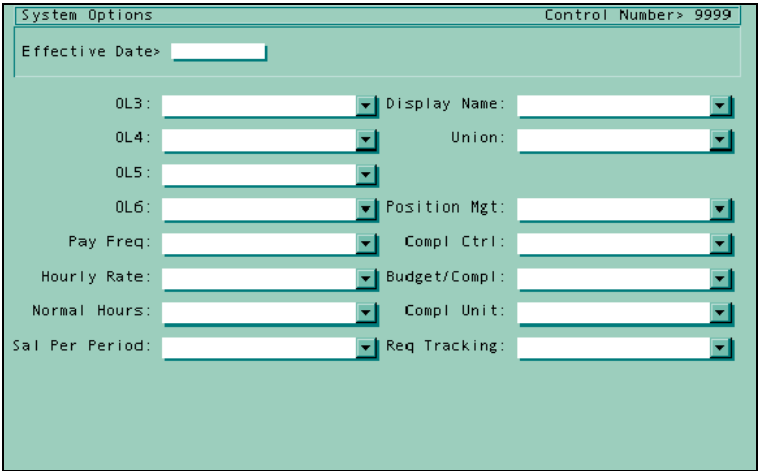
For detailed directions on viewing the common data element settings.

Payroll and Human Resources---sharing common data elements

To allow common data elements to be shared between Payroll and Human Resources and establish which department has control, you will record ownership of these elements for each organization on the System Options form (TG-SCR) by setting 'switches'.

Shared elements include several types of switches:

- Organization levels
- Pay Frequency
- Hourly Rate
- Normal Hours
- Salary Per Period
- Union



Refer to the Using Position Administration documentation or the online help for detailed information on completing the five switches in the lower right area of this form.

Organization-level switches

You can have up to four organization-level shared elements between Payroll and Human Resources. These organization levels represent the breakdown of your organization; for example, by division, by department, and by sub-department.

The organization-level shared elements are identified on the System Options form (TG-SCR) as OL3, OL4, OL5, and OL6 switches. The Payroll and Human Resource forms linked by the organization-level switches are:

Component	Form Title
Payroll	Payroll Home Location/Pay Allocations (GG-SCR)
HR	Location Assignment/Changes (05CSCR)

Note: *Sharing can occur only when one or more control list boxes are defined the same for Payroll and HR, and the option list values are the same.*

Valid options for the OL3, OL4, OL5, and OL6 switches are:

Option	Ownership
Payroll Controls Fld	If Payroll processes a Home Location/Pay Allocations form (GG-SCR) for an employee, a new Location Assignment/Changes form (05CSCR) is created with the current date and the new values from the a Home Location/Pay Allocations form (GG-SCR).
Each Controls Own (default)	Payroll and HR maintain individual structures. Payroll processes a Payroll Home Location/Pay Allocations form (GG-SCR); Human Resources processes a Location Assignment/Changes form (05CSCR).
HR Controls Field	If HR processes a Location Assignment/Changes form (05CSCR) for an employee, the Control 3 through Control 6 values are changed on the employee's Home Location/Pay Allocations form (GG-SCR), Allocation 01, when the entry is made.

Display name

This option is currently not available. The employee name automatically displays at the top of each employee form.

Salary switches

The salary switches handle the updating of salary information. Salary switches include the Pay Freq, Hourly Rate, Normal Hours, and Sal Per Period list boxes.

The Payroll and Human Resource forms linked by the salary switches are:

Component	Form Title
Payroll	Employee Pay Rate Or Salary (H1-SCR)
HR	Salary Assignment/Changes (40-SCR)

Valid options for the Salary switches are limited to two choices because, unlike Payroll, HR salary data is dated. Payroll does not contain sufficient information to update HR. These values are:

Option	Ownership
HR Controls Field	Human Resources controls the value. If HR processes a future-dated increase for an employee on the Salary Assignment/Changes form (40-SCR), a Salary Information form (PH-SCR) is created. This is used during a pay run to update the HED 001 record on the Employee Pay Rate Or Salary form (H1-SCR).
Each Controls Own (default)	Both Payroll and HR maintain individual structures.

Note: *The option you select for the Salary switches must be the same in all four Salary list boxes.*

☞ *Refer to the Using Human Resources Administration documentation for more information on the interaction of the Salary Assignment/Changes form (40-SCR), Salary Information form (PH-SCR), and the Employee Pay Rate Or Salary form (H1-SCR).*

Union switch

The Union switch handles the updating of the union designation for the employee. The Payroll and Human Resource forms linked by the Union switch are:

Component	Form Title
Payroll	Employee Information (EF-SCR)
HR	Job Assignment/Changes (05-SCR)

Valid entries for the Union switch are:

Option	Ownership
HR Controls Field	Human Resources controls the value. If HR enters the Union list box on the Job Assignment/Changes form (05-SCR), the Union list box is automatically updated on the Payroll Employee Information form (EF-SCR).
Each Controls Own (default)	Both Payroll and HR maintain individual structures.

Additional component functionality

Choose an option to indicate whether additional components (Position Administration, Complement Control, and Requisition Administration) are in use or not.

If you intend to use Complement Control, you must also specify the type of complement units to use, the complement limit option, and the type of validation messages to use.

☞ *Refer to the Using Position Administration documentation or the online help for detailed information on completing these list boxes.*

Viewing the common data element settings

The System Options Inquiry form (TGISCR) displays the System Options form table (TG-SCR) records for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form.

You may also view the option switches by processing the TG Table Records Batch Format Report (9G-RPT).

See also:

- Establishing common data elements ***(on page 88)***

For detailed directions on establishing common data elements.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this chapter, you will provide a link between the organization you set up in the previous chapter and its rules. To complete the setup, you will identify the shared data elements between Payroll and Human Resources. In the next chapter, you will add the employee activity rules.

You must have completed the Guided Practices in the prior chapter to guarantee the successful completion of the Guided Practice that follows.

Linking rules to organizations

To link rules to organizations using the Company-To-Rules Cross-Reference For HR form (AX-SCR), follow these steps:

1. Access the Company-To-Rules Cross-Reference For HR form (AX-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Organization to Rules Cross-Reference

For practice, access the Company-To-Rules Cross-Reference For HR form (AX-SCR) for organization AB1000.

2. Enter the Effective Date

Enter the date that reflects the effective date of the data on the table record. You may wish to set up this table by using the founding date of your company.

Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

3. Enter the Control Numbers

In each applicable text box, type the Control Number that will indicate which table(s) should be used by the current organization.

Note: *The first two positions of the Job Code text box are used as the Control Number for Position Administration.*

For practice, type '2500' in all Control Number text boxes, except for Occupation Groups. For that text box, type '9999'. Leave the Workforce Planning and Salary Admin group box text boxes blank.

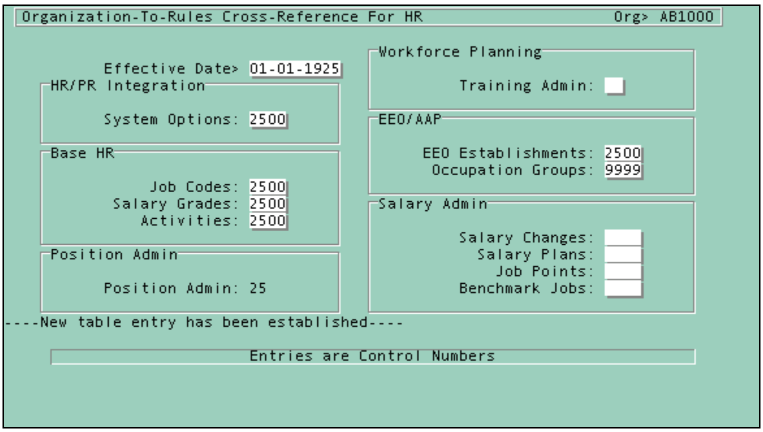
4. Click Save or press Enter

The table record is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Organization-To-Rules Cross-Reference For HR Org> AB1000
Effective Date> 01-01-1925
HR/PR Integration
System Options: 2500
Base HR
Job Codes: 2500
Salary Grades: 2500
Activities: 2500
Position Admin
Position Admin: 25
Workforce Planning
Training Admin:
EEO/AAP
EEO Establishments: 2500
Occupation Groups: 9999
Salary Admin
Salary Changes:
Salary Plans:
Job Points:
Benchmark Jobs:
----New table entry has been established----
Entries are Control Numbers

See also:

- Rules and organizations—the link ***(on page 79)***

For more information about linking rules to organizations.

Establishing common data elements

To set up the rules for common data elements using the System Options form (TG-SCR), follow these steps:

1. Access the System Options form (TG-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: System Options

For practice, access the System Options form (TG-SCR) for organization AB1000.

2. Enter the Effective Date

Type the date that reflects the effective date of the data on the table record. You may wish to set up this table by using the founding date of your company.

Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

3. Select the organization level switches

For the list boxes OL3 through OL6, indicate whether Payroll controls the value, HR controls the value, or whether both should retain their own control structures.

For practice, select 'Each Controls Own' for these list boxes.

4. Specify salary switches options

For the list boxes Pay Freq, Hourly Rate, Normal Hours, and Sal Per Period, indicate whether HR should control the value (and send information to Payroll), or whether HR and Payroll should maintain individual structures.

Note: *The same entry must be made in all four list boxes.*

For practice, select 'HR Controls Field' for these four list boxes.

5. Bypass the Display Name option

This list box is not currently available. The employee name automatically displays on the top of each employee form.

For practice, bypass this list box.

6. Specify Union option

Choose a value to indicate whether HR and Payroll should maintain individual structures or whether HR should control the value.

For practice, select 'Each Controls Own'.

7. Specify additional component functionality

Choose a value to indicate whether additional components (Position Administration, Complement Control, and Requisition Administration) are in use or not.

If you intend to use Complement Control, you must also specify the type of complement units to use, the complement limit option, and the type of validation messages to use.

Refer to the Using Position Administration documentation or the online help for detailed information on completing these list boxes.

For practice, select 'In Use' in the Position Administration list box.

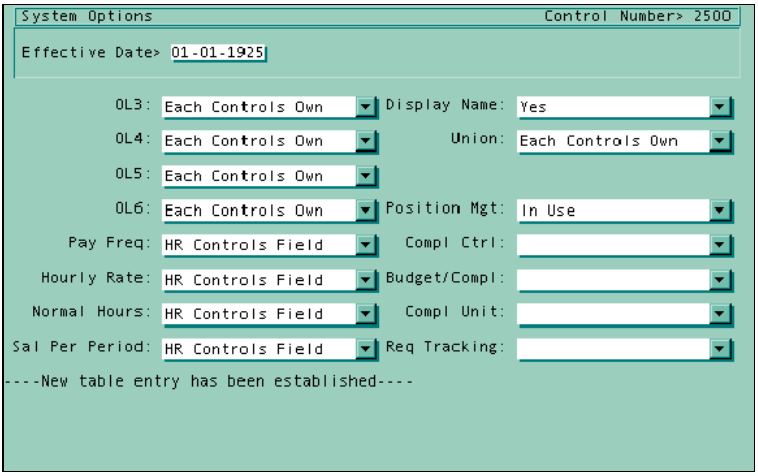
8. Click Save or press Enter

The table record is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



System Options Control Number> 2500

Effective Date> 01-01-1925

OL3:	Each Controls Own	Display Name:	Yes
OL4:	Each Controls Own	Union:	Each Controls Own
OL5:	Each Controls Own		
OL6:	Each Controls Own	Position Mgt:	In Use
Pay Freq:	HR Controls Field	Compl Ctrl:	
Hourly Rate:	HR Controls Field	Budget/Compl:	
Normal Hours:	HR Controls Field	Compl Unit:	
Sal Per Period:	HR Controls Field	Req Tracking:	

----New table entry has been established----

See also:

- Payroll and Human Resources—sharing common data elements ***(see "Payroll and Human Resources---sharing common data elements" on page 83)***

For more information about setting up common data element switches.

Viewing the common data element settings

To display the common data element switches using the System Options Inquiry form (TGISCR), follow these steps:

1. Access the System Options Inquiry form (TGISCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: View System Options

For practice, access the System Options Inquiry form (TGISCR) for organization AB1000.

2. Enter the Control Number

Type the Control Number that represents the table entries to be viewed.

For practice, type '2500'.

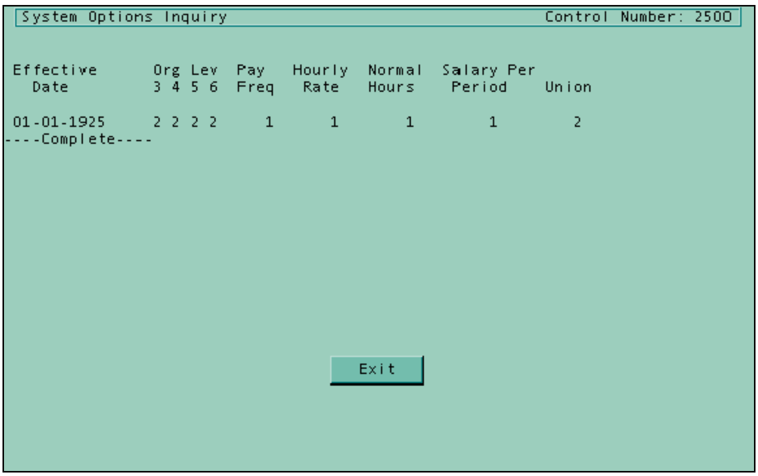
3. Click Save or press Enter

The common data element switches are displayed. Click Save or press Enter to view the next display of records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


System Options Inquiry   Control Number: 2500

Effective Date	Org Lev 3 4 5 6	Pay Freq	Hourly Rate	Normal Hours	Salary Per Period	Union
01-01-1925	2 2 2 2	1	1	1	1	2

----Complete----

Exit

See also:

- Payroll and Human Resources—sharing common data elements ***(see "Payroll and Human Resources---sharing common data elements" on page 83)***

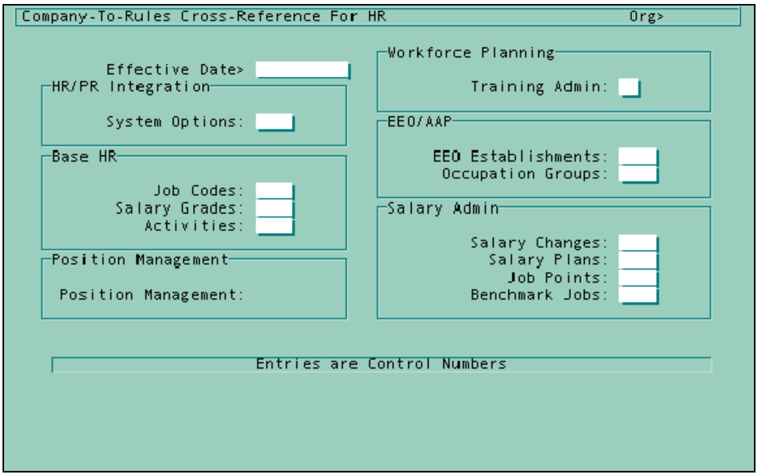
For more information about viewing common data element switches.

Apply the Concept

1. Using the information provided in this chapter, make entries in the form print that follows to indicate the choices that might be made by the organization in the following scenario.

   Great Pride (GP0001) wants to share table values with Acme Manufacturing (AB1000), with one exception - they want their own set of jobs because their industry is very different. If Acme Manufacturing has chosen a Control Number of 2500 for its tables, write in the entries that belong in Great Pride's Company-To-Rules Cross-Reference For HR form (AX-SCR) that follows:

   Create your own Control Number value for the Great Pride Company.



2. In your own organization, consider the relationship between the Payroll and Human Resource functions. Which area will be responsible for making the following entries in The Solution Series?

   Location assignment
   Salary information
   Union information

Review of Questions Answered

1. What are Control Numbers and what purpose do they serve?

2. How does an organization record the link to its specific HR rules?

3. How can common data elements be shared between Payroll and Human Resources?

CHAPTER 6

Setting Up Rules for Employee Activities

In This Chapter

Introduction

Administration employee activities requires a validation process that allows your organization to specify the conditions under which you may post an activity for an employee—for example, when an employee changes from terminated to rehired. Once an activity has been processed for an employee, tracking the resulting employee status is important for the human resource recordkeeping and other HR-related functions, such as benefits eligibility.

Tasks

This section explains the following:

- Setting up activity and resulting employee status rules
- Viewing activity and resulting employee status rules

Prerequisites

Before you can set up employee activity rules, you must set up the following in The Solution Series:

- Install The Solution Series
- Establish one or more organizations
- Define Control Numbers and system options

☞ *Refer to* **Setting Up an Organization** *(on page 51) for organization setup information, and* **Establishing Basic HR Rules** *(on page 73) for Control Number and system option information.*

Questions answered

The following questions are answered in this section:

1. What is the relationship between an employee activity and the resulting employee status?
2. What is the importance of tracking employee activities and status?

Validation of employee activities

The Activity Codes (option list HR09) and the resulting Employee Status (option list HR10) are important pieces of data for Human Resources Administration and other HR related functions. By design, The Solution Series chooses one or both of these criteria to determine:

- Employee selection for report purposes
- Whether an employee's current status allows the next activity
- Benefits Plan eligibility

These options must be present for a new organization prior to setting up the table rules that will govern their use.

Note: *If you have eCyborg Interactive Workforce installed, employment status is one of the selection criteria that determines whether an employee can use Interactive Workforce.*

Activities and employee status

Every employee major activity affects that employee's employee status. When hired (activity), an employee becomes active (employee status). If terminated (activity), an employee changes to inactive (employee status).

Activities and the employee status are used as selection criteria by all Cyborg-delivered HR reports. A report that displays the employees hired between January and February searches for new hire activities within that time frame.

Prior to creating an Activity And Resulting Employee Status Rules form (TF-SCR), you will need to analyze both the Activity options and the Employee Status options for use by your organization.

Both options lists are included in this manual just prior to the Detailed Directions.

Activities

The Activity Codes (option list HR09) contains all activities that can happen to the employee.

Each activity is assigned a three-position value. The first two positions are Cyborg-defined because activity forms and Cyborg-delivered reports are coded to use the first two positions in a consistent manner. You can add and delete activity values, but you may not change the meaning of the first two positions:

```
Code Set Display

 Codeset: HR09    Activity Codes
     00*              New Hire-All Values
     001              New Hire-Sal Reg FT
     002              New Hire-Sal Temp
     003              New Hire-Hr Reg FT
     004              New Hire-Hr Temp FT
     005              New Hire-Hr PT
     006              New Hire-<6mo Per Yr
     008              New Hire-Student Emp
     01*              Return-All Values
     011              Return-Salrd Reg FT
     012              Return-Salrd Temp
     013              Return-Hrly Reg FT
     014              Return-Hrly Temp FT
     015              Return-Hrly PT
     016              Return-<6mos Per Yr
     018              Return-Student Emp
     01F              End intermit FML per
     02*              Rehire-All Values
     021              Rehire-Salrd Reg FT
```

Each position of the option value has a specific meaning, for example:

Position 1: Major Activity	**Position 2: Further Defines Position 1**	**Position 3: Further Defines an Activity**
(0) Becoming an Active Employee	(0) New Hire	User-defined. You can
(1) Termination	(1) Return	define up to 35 different
(2) Disability	(2) Rehire	definitions (0–9, A–Z)
(3) Retirement	(3) Reinstatement	for every major activity.
(4) Death	(4) Recall	For example, 'temporary'
(5) Leave of Absence	(5) Return from non-HRIS location	or 'seasonal'.
(6) Layoff	(6) Return from labor dispute	
(7) Transfer	(7) Return from disability	
(8) Labor Walkout	(the above examples only valid with 0 in position 1)	
(9) Employee type change		

For example, if you want an activity option for anyone who is hired as a salaried, full-time employee. You could define the activity option as follows:

Position 1:	Position 2:	Position 3:
(0) Becoming an Active Employee	(0) New Hire	(1) Salaried, full-time

Anyone who is hired as a salaried, full-time employee would be assigned activity option 001.

Employee status

Every employee in the system has an employee status. This option represents the employee's current standing based on the activities processed for that employee.

For example, if an applicant is hired, his or her status would change from no prior status to an active status. Or, if an employee is terminated, his or her current status would change from active to terminated based on the termination activity entered.

The Employee Status codes (option list HR10) contains the results of an employee activity, expressed as an employee status.

Each employee status is assigned a two-position value. The first position is Cyborg-defined because activity forms and Cyborg-delivered reports are coded to use the first position in a consistent manner. You can add and delete values, but you may not change the meaning of the first position:

```
Code Set Display

  Codeset: HR10    Employee Status
      #                (None)
      **             Reserved Value
      0*             Active-Reserved
      00             No Prior Status
      01             Active-Salrd Reg FT
      02             Active-Salrd Temp
      03             Active-Hrly Reg FT
      04             Active-Hrly Temp FT
      05             Active-Hrly PT
      06             Active-<6 Mos Year
      08             Active-Student Emp
      1*             Term-Reserved
      11             Term-Salaried Reg FT
      12             Term-Salaried Temp
      13             Term-Hourly Reg FT
      14             Term-Hourly Temp FT
      15             Term-Hourly PT
      16             Term-<6mos Year
      18             Term-Student Emp
```

You will need to modify the Employee Status codes (option list HR10) to define the valid employee statuses for your organization. The values are two positions in length, for example:

Position 1: Employee Status	Position 2: Employee Type
(0) Active	Customer-defined. You can define up
(1) Terminated	to 35 employee types (0–9, A–Z) for
(2) Disabled	each employee status.
(3) Leave of absence with pay	
(4) Leave of absence without pay	
(5) Deceased	
(6) Laid off	
(7) Not on HRIS system	
(8) Labor Walkout	
(9) Retired	

For example, suppose Position 1 equals (0) - Active, and Position 2 equals (1) - Full Time Salaried. Any applicant hired to a full-time, salaried position would have a resulting employee status of '01', meaning Active, Full-time Salaried.

See also:

■ Setting up activity and resulting employee status rules ***(on page 110)***
For detailed directions on setting up activity and resulting employee status rules.

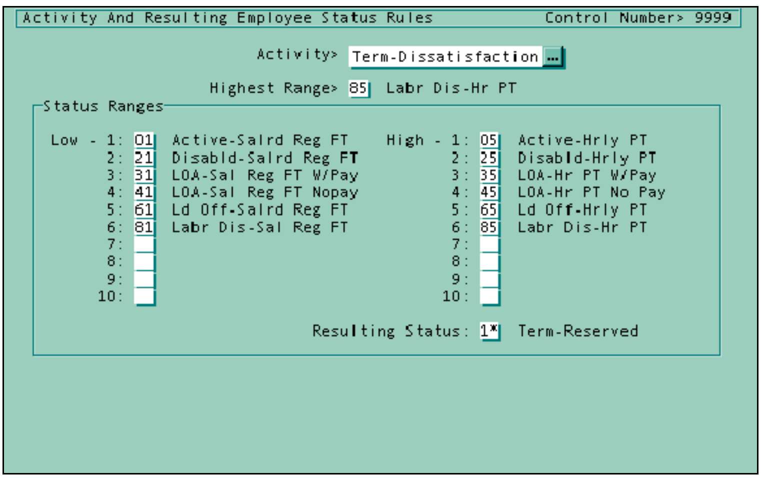
Activity and resulting employee status rules

After the activities and statuses have been set up, you will use a table to create a link between activities and statuses for each organization. The Activity And Resulting Employee Status Rules form (TF-SCR) contains the employee status code from the Employee Status (option list HR10) that results from the entry of an activity code from the Activity Code (option list HR09). This is done so the new status is automatically generated by the entry of the activity code.

You must establish one Activity And Resulting Employee Status Rules table (TF-SCR) record for each activity that will be used by your organization.

You can use the Activity And Resulting Employee Status Rules (TF-SCR) to:

- Tell the system which activities are valid for an organization (Activity).
- Indicate the highest current status an employee may have to be eligible for the activity and ensures that ranges will not exceed this value (Highest Range).
- Indicate, by current status code, which employees are eligible to participate in the activity. For example, terminated employees can not be laid off (Status Ranges).
- Indicate what status the employee will be after the activity (Resulting Status).
  Use of a wild card character (*) allows the employee's current employee type to be used on the new resulting status. For example, suppose an employee's current status is '34' (LOA-Hr Temp FT W/Pay). The Activity And Resulting Employee Status Rules form (TF-SCR) has a Resulting Status of '1*' for that activity. Therefore, when the employee is terminated, the employee's Resulting Status is '14' (Term-Hourly Temp FT).



For example, if employees have no prior employee status, they can be hired. Or, if employees are currently active, they can be terminated.

Remember that your company rules are stored on the tables, so you will determine what entries to make on this table. You will have a table record for each activity that your organization uses.

The following employee forms will use these rules:

Form Name
Employee Status History (09-SCR)
Leaves And Returns (95-SCR)
New Hire (01-SCR)
Rehire, Reinstatement, Recall (04-SCR)
Separations And Terminations (96-SCR)
Status Changes (08-SCR)

Viewing activities and resulting employee status rules

The Activity And Resulting Employee Status Rules Inquiry form (TFISCR) displays the Activity And Resulting Employee Status Rules form (TF-SCR) table records for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form. You may not use this form to perform maintenance; it is for viewing records only.

See also:

- ***Setting up activity and resulting employee status rules*** (on page 110)
For detailed directions on setting up activity and resulting employee status rules.

- ***Viewing activity and resulting employee status rules*** (on page 112)
For detailed directions on viewing activity and resulting employee status rules.

Useful reports

You may review the activity and status rules on the TF Table Records Batch Format Report (9F-RPT).

Activity Code option list values---HR09

00*	New Hire-All Values	042	Recll-To Sal Temp	108	Term-No Reason Given	400	Death-While Active
001	New Hire-Sal Reg FT	043	Recll-To Hr Reg FT	109	Term-Dissatisfaction	555	LOA-Other No Pay
002	New Hire-Sal Temp	043	Recll-To Hr Reg FT	12*	Term-NonVol,All Valu	556	LOA-Parental No Pay
003	New Hire-Hr Reg FT	044	Recll-To Hr Temp FT	120	Term-No Ret From LOA	596	FML-Child Con N/Pay
004	New Hire-Hr Temp FT	045	Recll-To Hr PT	121	Term-End of Disablty	597	FML-Child Int N/Pay
005	New Hire-Hr PT	046	Recll-<6mos Per Yr	122	Term-Unsatis Perfrmc	598	FML-Health Con N/Pay
006	New Hire-<6mo Per Yr	048	Recll-To Student Emp	123	Term-Attnd/Punctual	599	FML-Health Int N/Pay
008	New Hire-Student Emp	05*	Rnl Loc-All Values	124	Term-Dest Co Proprty	60*	Layoff-All Values
01*	Return-All Values	051	Rnl Loc-Sal Reg FT	125	Term-Discontnued Job	600	Layoff
011	Return-Salrd Reg FT	052	Rnl Loc-Sal Temp	126	Term-Offc/Plt Closed	70*	Trans-All Values
012	Return-Salrd Temp	053	Rnl Loc-Hr Reg FT	127	Term-Job Abandonment	700	Tran-Non-HRIS Locatn
013	Return-Hrly Reg FT	054	Rnl Loc-Hr Temp FT	128	Term-Assignment Comp	750	Conversn Service Adj
014	Return-Hrly Temp FT	055	Rnl Loc-Hr PT	129	Term-Company Rules	798	Trans-To New C1-2
015	Return-Hrly PT	056	Rnl Loc-<6mos Per Yr	12F	Term-No Ret from FML	799	Trans-To New FILE02
016	Return-<6mos Per Yr	058	Rnl Loc-Student Emp	150	Term-At Conversion	80*	Labor-All Values
018	Return-Student Emp	06*	Rld Lab-All Values	20*	Disab-All Values	801	Labor-Walk Out
01F	End intermit FML per	061	Rld Lab-Sal Reg FT	201	Disab-Occupl Pension	802	Labor-Lock Out
02*	Rehire-All Values	062	Rld Lab-Sal Temp	202	Disab-Occuptnl P&T	90*	File-All Values
021	Rehire-Salrd Reg FT	063	Rld Lab-Hr Reg FT	203	Disab-Occup Non Prm	901	File-Add Sal Reg FT
022	Rehire-Salrd Temp	064	Rld Lab-Hr Temp FT	204	Disab-Non Occp Pensn	902	File-Add Sal Temp
023	Rehire-Hrly Reg FT	065	Rld Lab-Hr PT	205	Disab-Non Occptl P&T	903	File-Add Hr Reg FT
024	Rehire-Hrly Temp FT	066	Rld Lab-<6mos Per Yr	206	Disab-Non Occupatnal	904	File-Add Hr Temp FT
025	Rehire-Hrly PT	068	Rld Lab-Student Emp	30*	Retirement-All Values	905	File-Add Hr PT
026	Rehire-<6mos Per Yr	07*	Rfd Dis-All Values	300	Retirement-Normal	906	File-Add <6mo Per Yr
028	Rehire-Student Emp	071	Rfd Dis-Sal Reg FT	31*	Retire-Early-All	908	File-Add Student Emp
03*	Reinst-All Values	072	Rfd Dis-Sal Temp	310	Retirement-Early	950	Adj To Bft Svc Dates
031	Reinst-Salry Reg FT	073	Rfd Dis-Hr Reg FT	32*	Retire-Disab-All	99*	Chg-All Values

032	Reinst-Salrd Temp	074	Rfd Dis-Hr Temp FT	320	Retirement-Disab	991	Chg-To Salrd Reg FT
033	Reinst-Hrly Reg FT	075	Rfd Dis-Hr PT	33*	Retire-Special-All	992	Chg-To Salrd Temp
034	Reinst-Hrly Temp FT	076	Rfd Dis-<6mos Per Yr	330	Retirement-Special	993	Chg-To Hrly Reg FT
035	Reinst-Hrly PT	078	Rfd Dis-Student Emp	34*	Retire-Vested-All	994	Chg-To Hrly Temp FT
036	Reinst-<6mos Per Yr	10*	Term-Vol,All Value	340	Retirement-Vested	995	Chg-To Hrly PT
038	Reinst-Student Emp	101	Term-Retrn School	35*	Retire-Latest-All	996	Chg-To <6mos Per Yr
04*	Recll-All Values	106	Term-Relocation	350	Retirement-Latest	998	Chg-To Student Emp
041	Recll-To Sal Reg FT	107	Term-Resign at Co Rq	40*	Death-All Values		

Employee Status option list values---HR10

#	(None)	31	LOA-Sal Reg FT W/Pay	64	Ld Off-Hrly Temp FT
**	Reserved Value	32	LOA-Sal Temp W/Pay	65	Ld Off-Hrly PT
0*	Active-Reserved	33	LOA-Hr Reg FT W/Pay	66	Ld Off-<6mos Per Yr
00	No Prior Status	34	LOA-Hr Temp FT W/Pay	68	Ld Off-Student Emp
01	Active-Salrd Reg FT	32	LOA-Hr PT W/Pay	7*	Not Sys-Reserved
02	Active-Salrd Temp	36	LOA-<6mos Per Yr W/P	71	Not Sys-Salrd Reg FT
03	Active-Hrly Reg FT	38	LOA-Student Emp W/Py	72	Not Sys-Salrd Temp
04	Active-Hrly Temp FT	4*	LOA-No Pay,Reserved	73	Not Sys-Hrly Reg FT
05	Active-Hrly PT	41	LOA-Sal Reg FT Nopay	74	Not Sys-Hrly Temp FT
06	Active-<6 Mos Year	42	LOA-Sal Temp No Pay	75	Not Sys-Hrly PT
08	Active-Student Emp	43	LOA-Hr Reg FT No Pay	76	Not Sys-<6mos Per Yr
1*	Term-Reserved	44	LOA-Hr Temp FT Nopay	78	Not Sys-Student Emp
11	Term-Salaried Reg	45	LOA-Hr PT No Pay	8*	Labr Dis-Reserved
12	Term-Salaried Temp	46	LOA-<6mos Per Yr Npy	81	Labr Dis-Sal Reg FT
13	Term-Hourly Reg FT	48	LOA-Student Emp Npay	82	Labr Dis-Sal Temp
14	Term-Hourly Temp FT	5*	Decsd-Reserved	83	Labr Dis-Hr Reg FT
15	Term-Hourly PT	51	Decsd-Salard Reg FT	84	Labr Dis-Hr Temp FT
16	Term-<6mos Year	52	Decsd-Salard Temp	85	Labr Dis-Hr PT
18	Term-Student Emp	53	Decsd-Hourly Reg FT	86	Labr Dis-<6mo Per Yr
2*	Disabld-Reserved	54	Decsd-Hourly Temp FT	88	Labr Dis-Student Emp
21	Disabld-Salrd Reg FT	55	Decsd-Hourly PT	9*	Retired-Reserved
22	Disabld-Salrd Temp	56	Decsd-<6mos Per Yr	91	Retired-Salrd Reg FT
23	Disabld-Hrly Reg FT	57	Decsd-While Retired	92	Retired-Salrd Temp

24	Disabld-Hrly Temp FT	58	Decsd-Student Emp	93	Retired-Hrly Reg FT
25	Disabld-Hrly PT	6*	Ld Off-Reserved	94	Retired-Hrly Temp FT
26	Disabld-<6mos Per Yr	61	Ld Off-Salrd Reg FT	95	Retired-Hrly PT
28	Disabld-Student Emp	62	Ld Off-Salrd Temp	96	Retired-<6mos Per Yr
3*	LOA-Paid,Reserved	63	Ld Off-Hrly Reg FT	98	Retired-Student Emp

Detailed Directions

This section provides detailed directions on completing a business task.

Completing the Guided Practice

You will continue to add HR rules to the Acme Manufacturing Company that you set up in Section 4: Setting Up an Organization. In this Guided Practice, you will be establishing employee activity rules for this new organization. In the next section, you will record job information for this organization.

Before you can complete this Guided Practice, you will need to add the following values to the Activity Codes (option list HR09). Use the Codeset Edit utility (CSUPDT) to add these option list values.

Access this utility from the menus by choosing:

Component: Development Tools
Process: Option Lists
Task: Edit

You will then establish a table entry for each of the activities in the following list:

Chg-FT to PT (99A)	Return from LOA (01A)
LOA with pay (50A)	Term-too much travel (10A)
Rehire-Sal FT (02A)	Trans to active comp (79A)

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Setting up activity and resulting employee status rules

One Activity And Resulting Employee Status Rules form (TF-SCR) entry must be established for each Activity Code (option list HR09) you want to use.

1. Access the Activity And Resulting Employee Status Rules form (TF-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Activities and Resulting Statuses

For practice, access the Activity And Resulting Employee Status Rules table (TF-SCR) for organization AB1000.

2. Select the Activity

Select the appropriate activity from the Activity Codes (option list HR09).

For practice, select 'Chg-FT to PT'.

3. Enter the Highest Range

This is the highest current status an employee may have to be eligible for the activity. Status ranges on this form may not exceed this value.

For practice, make an entry using the Employee Status (option list HR10) values.

4. Enter the Status Ranges, Low and High

Determine what current statuses allow the employee to be eligible for this activity. One or more, or a range of statuses may be eligible as current statuses; for example, '01-01' or '01-08'.

For practice, make an entry using the Employee Status (option list HR10) values.

5. Enter the Resulting Status

The first position of the code indicates the type of status. For example, '1' indicates 'Terminated'.

For the second position, type one of the following:

- Fill in the position to specify a specific employee type.
- Type an asterisk (*) to allow the system to fill in the employee type. For example, suppose an employee's current status is '34' (LOA-Hr Temp FT W/Pay). The Activity And Resulting Employee Status Rules form (TF-SCR) has a Resulting Status of '1*' for that activity. Therefore, when the employee is terminated, the employee's Resulting Status is '14' (Term-Hourly Temp FT).

For practice, make an entry using the Employee Status (option list HR10) values.

6. Click Save or press Enter

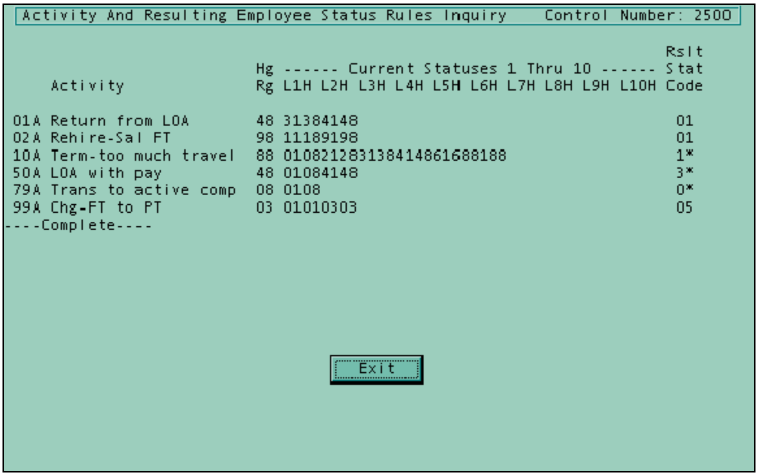
The table record is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save.

To complete the practice, repeat these steps for the remaining activities in the list that precedes this task.

If you completed the Guided Practice, the resulting inquiry form for all of the activities should look similar to the example that follows:



```
Activity And Resulting Employee Status Rules Inquiry    Control Number: 2500

                                                                    Rslt
                          Hg ------ Current Statuses 1 Thru 10 ------ Stat
    Activity              Rg L1H L2H L3H L4H L5H L6H L7H L8H L9H L10H Code

 01A Return from LOA      48 31384148                                  01
 02A Rehire-Sal FT        98 11189198                                  01
 10A Term-too much travel 88 010821283138414861688188                  1*
 50A LOA with pay         48 01084148                                  3*
 79A Trans to active comp 08 0108                                      0*
 99A Chg-FT to PT         03 01010303                                  05
----Complete----

                                  Exit
```

Note: *The next task provides instructions for accessing this inquiry form.*

Note: *Results may differ based on the company policy used to make the decisions.*

See also:

■ Validation of employee activities ***(on page 97)***
For an explanation of employee activities and status.

■ Activity and resulting employee status rules ***(on page 101)***
For more information about linking employee activities and statuses.

Viewing activity and resulting employee status rules

To display an activities and status list using the Activity And Resulting Employee Status Rules Inquiry form (TFISCR), follow these steps:

1. Access the Activity And Resulting Employee Status Rules Inquiry form (TFISCR)

Access this form by making the following selection from the Navigator:

Component:	HR Setup
Process:	Setup HR Rules
Task:	View Activities and Statuses

For practice, access the Activity And Resulting Employee Status Rules Inquiry form (TFISCR) for organization AB1000.

2. Enter the Control Number

Type the Control Number that represents the table entries to be viewed.

For practice, type '2500'.

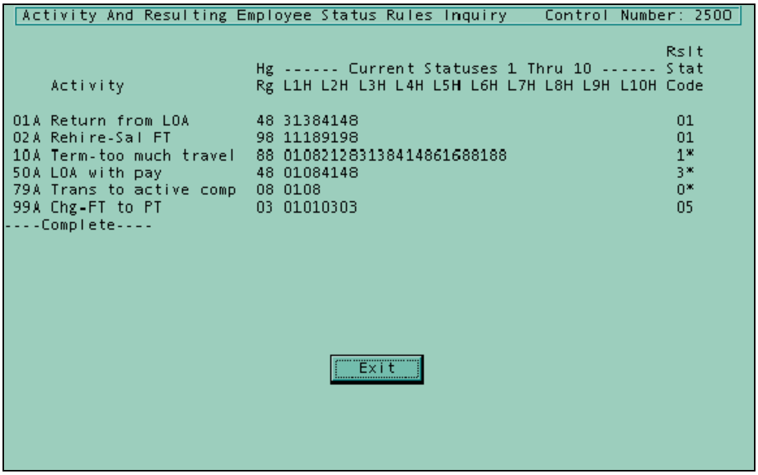
3. Click Save or press Enter

Click Save or press Enter to view the next display of records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



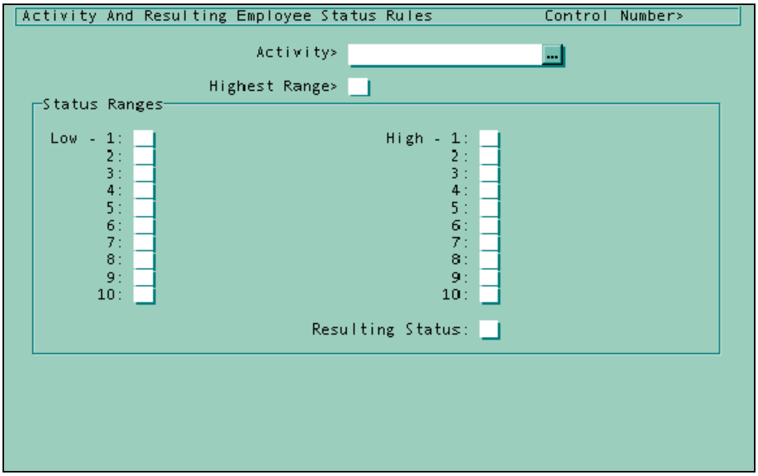
See also:

- Activity and resulting employee status rules ***(on page 101)***

For more information about viewing employee activities and status.

Apply the Concept

1. Using the information provided in this section, how would you record the rules for an activity that would allow an employee to terminate in order to become a full-time student (personal reasons). Use The Solution Series and the Activity Codes (option list HR09) and Employee Status (option list HR10) in this section to research your entries and then write them on the form that follows:



2. What employee activities are currently being tracked in your organization and how will automated activity tracking in The Solution Series improve that function?

Review of Questions Answered

1. What is the relationship between an employee activity and the resulting employee status?

2. What is the importance of tracking employee activities and status?

CHAPTER 7

Setting Up Rules for Employee Job Information

In This Chapter

Introduction

Administration job assignments and the changes that will occur in an employment life cycle can easily be accomplished if an accurate job information base is established and maintained. This section provides the information needed to complete the setup of job information.

Tasks

This section explains the following:

- Setting up salary grades and ranges
- Viewing salary grades and ranges
- Setting up job information
- Viewing job information
- Entering parent company headquarters information for EEO reporting
- Entering establishment information for EEO reporting
- Associating Occupation Group Tables to related Job Family and EEO Job Category

Prerequisites

Before you can establish job information, you must set up the following in The Solution Series:

- Install The Solution Series
- Establish one or more organizations
- Define Control Numbers and system options
- Establish employee activity rules

☞ *Refer to* **Setting Up an Organization** *(on page 51),* **Establishing Basic HR Rules** *(on page 73), and* **Setting Up Rules for Employee Activities** *(on page 95) for more information.*

Questions answered

The following questions are answered in this section:

1. What elements of a job function can be recorded in The Solution Series?
2. In what formats can salary grade ranges be expressed?
3. What feature allows your organization to use salary grade ranges that differ by location?

Considerations

If your organization is using Position Administration, setting up job tables is not required. Instead, you may establish position information.

☞ *Refer to the Using Position Administration for information on setting up position tables.*

This section describes the job information that can be used in Human Resources Administration. The information in this section is covered in a sequence that allows you to build a fully integrated Job Code Table form (TA-SCR).

The following tables are recommended for use in HR, but are not mandatory:

- EEO Parent Company Definition (TXCSCR) (US only)
- EEO Establishment Definition (TX-SCR) (US only)
- VETS-100 Headquarters Location Definition (VTCSCR) (US only)
- VETS-100 Hiring Location Definition (VT-SCR) (US only)
- Occupation Group Table (TE-SCR) (US only)
- Salary Grade - Annual (TBASCR)
- Salary Grade - Per Pay Period (TBBSCR)
- Salary Grade - Hourly (TBCSCR)
- Job Code Table (TA-SCR)
- Job Points Table (TC-SCR)

These tables are explained in this sequence so that all the information required by the Job Code Table form (TA-SCR) will be available when it is established.

Fully integrated job information

These tables work together to complete the full spectrum of the Job Code Table form (TA-SCR) requirements. Some of these tables add attributes to the Job Code Table form (TA-SCR). In this way, you can build each of these supporting tables prior to adding job codes to the file.

You have the flexibility to tie the entries on the Occupation Group Table form (TE-SCR) to the job displayed on the Job Code Table form (TA-SCR). Once a job is tied to an occupation group, you can access the job's category.

You can assign a salary grade to each job, allowing you to compare each employee's compensation to the job's salary range.

You need to establish one Job Code Table record for each job that will be used for your organization.

After the Job Code Table form (TA-SCR) has been established, you then have all the required information to analyze and report on:

- Job categories
- Salary grade
- Compa ratio
- Position in range
- Basic data needed by Salary Administration

Selective job information

Should your organization decide that full-spectrum job information is not required, the Job Code Table (TA-SCR) can be implemented with only the basic job information. No additional tables would be required.

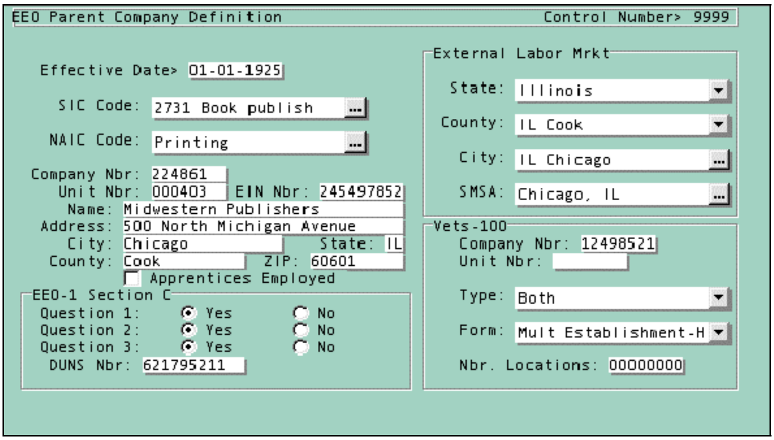
Establishing Equal Employment Opportunity information---US-specific

The Solution Series provides two forms for recording the company level information that will allow the collection and reporting of government compliance information—specifically, EEO reporting. This function is US-specific.

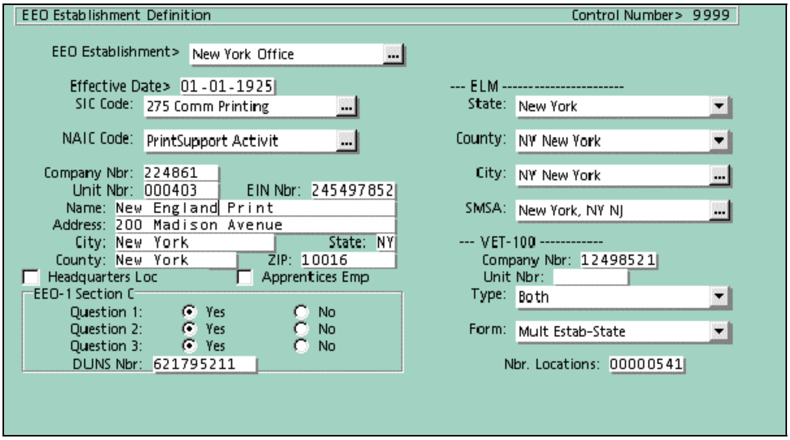
Equal Employment Opportunity locations

You may use the EEO Parent Company Definition form (TXCSCR) and the EEO Establishment Definition form (TX-SCR) to record your different geographic EEO locations. It is only necessary if you need to do EEO reporting by geographic locations.

You may define the rules for the entire organization on the EEO Parent Company Definition form (TXCSCR). You must establish one table for each Employer Identification Number. The information supplied on this table is required to correctly format the Consolidated portion of the EEO-1 Single Establishment Report in Computerized Format (70SRPT) and EEO-1 Multiple Establishment Report in Computerized Format (70MRPT) reports.



Next, you must define your different geographic locations in option list EO069, then establish one table record for each location using the EEO Establishment Definition form (TX-SCR). The EEO Establishment associated with where the employee works is assigned on the Location Assignment/Changes form (05CSCR).

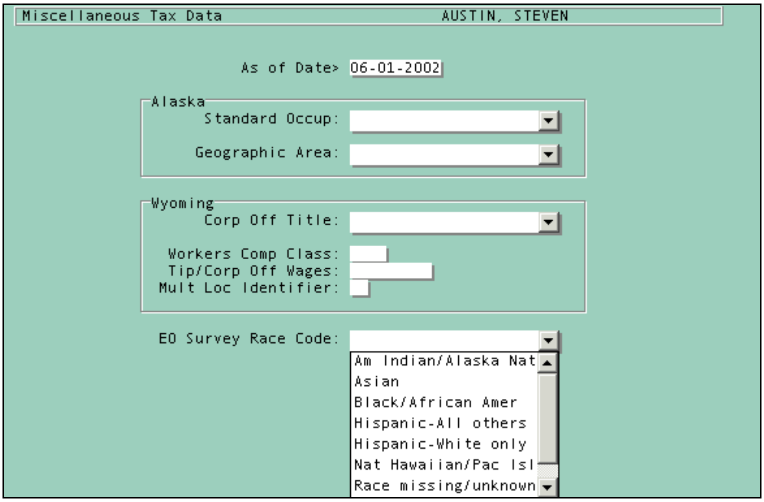


After the ELM (External Labor Market) information has been recorded, you may complete the remaining optional information as it was assigned to your company by the Joint Reporting Committee the first time that you filed a report for your company or new unit.

Equal Opportunity (EO) Survey racial codes

Use the Miscellaneous Data Tax form (MT-SCR) to record employee racial codes necessary for completing the Equal Opportunity (EO) Survey. This form is also used to record information necessary for quarterly processing.

The last entry—EO Survey Race Code—applies specifically to the EO Survey.



Viewing geographic location tables

The EEO Establishment Definition Inquiry form (TXISCR) displays the EEO Establishment Definition form (TX-SCR) table records for the value entered in the Control Number text box on the form's first panel.

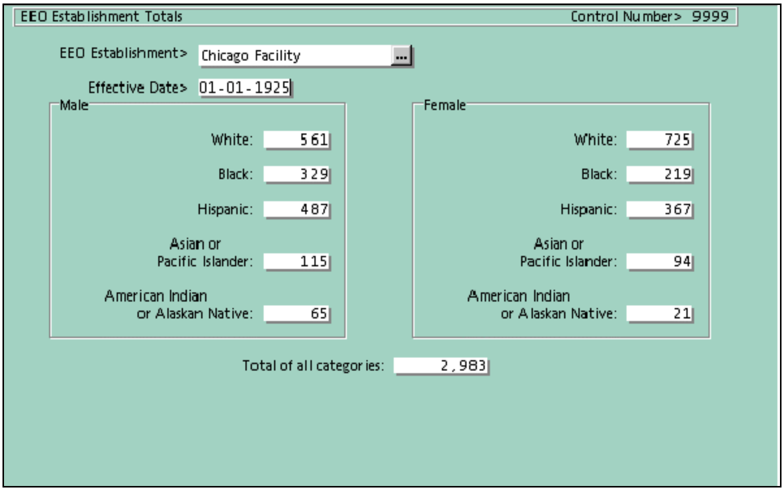
A maximum of 16 records is displayed on each form. Click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed. You may not use this form to perform maintenance; it is for viewing records only.

You may also view the EEO Establishment Definition form (TX-SCR) table records on the EEO Location Table batch report (9X-RPT).

Viewing establishment totals

The EEO Parent Corporation Totals (TWCSCR) and EEO Establishment Totals forms (TW-SCR) display the EEO totals for the prior year. The EEO Parent Corporation Totals form (TWCSCR) displays EEO totals for the entire organization, while the EEO Establishment Totals form (TW-SCR) displays the information by EEO establishment.

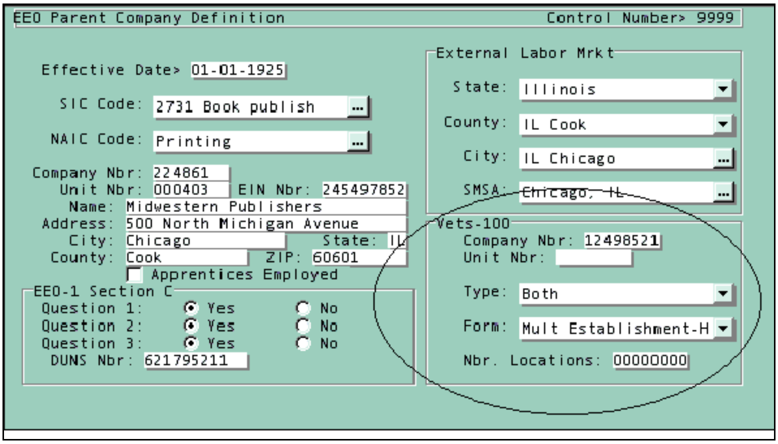


Typically, you will not complete these forms because they will be automatically updated with the current year totals when the EEO-1 Single Establishment Report in Computerized Format (70SRPT) or the EEO-1 Multiple Establishment Report in Computerized Format (70MRPT) reports are run. If the reports are run multiple times in one year, the totals are updated each time.

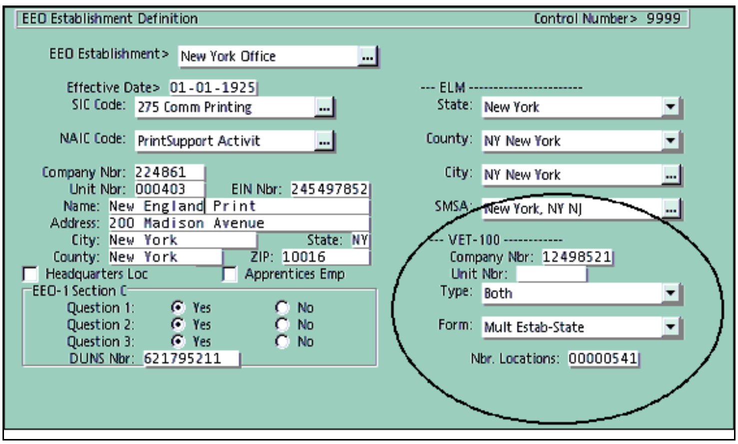
Reporting of military veterans---US-specific

Use the VETS-100 Headquarters Definition (VTCSCR) and the VETS-100 Hiring Location Definition (VT-SCR) forms to record the organization information necessary for reporting the number of employees in your organization who are military veterans. The information on these forms is reported on the Vets 100 (73-RPT) and the Vets 100 Detail (73DRPT) reports.

Following is an example of the VETS-100 Headquarters Definition (VTCSCR). Information on this form relates to your parent company headquarters.



Following is an example of the VETS-100 Hiring Location Definition (VT-SCR). You must complete one form for each hiring location.



In order to determine the manner in which these forms should be completed, you must answer the following questions:

What are your Company and Unit Numbers?

You must record your Company Number in the Vets-100 Company Number text box. This number is used only for Vets-100 reporting and is provided to you by the Department of Labor.

The Unit Number is no longer required for Vets-100 reporting; however, the entry is present to retain this information from historical records.

What is your contractual relationship with the government?

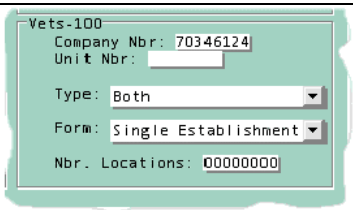
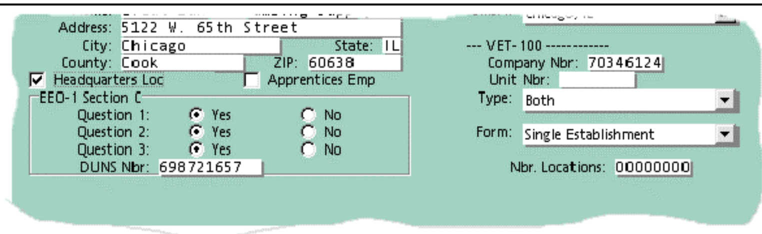
You must select the type of contractual relationship that your organization has with the Federal Government in the Vets-100 Organization Type option list (EO25). Indicate whether your organization is a Prime Contractor, Subcontractor, or both.

Are you reporting a single location or multiple locations?

You must select the type of form you are submitting for your organization in the Vets-100 Form option list (EO26). This option will be different depending on your organization structure. Refer to the scenarios below to help you decide how to complete these forms.

Reporting a single location

You must complete the EEO Parent Company Definition (TXCSCR) and EEO Establishment Definition (TX-SCR) forms for your establishment.

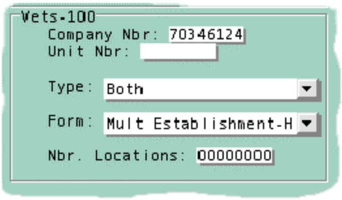
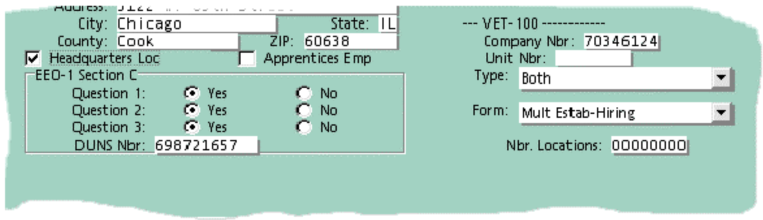
EEO Parent Company Definition (TXCSCR)	EEO Establishment Definition form (TX-SCR)
Select 'Single Establishment' in the Form list box.	Select 'Single Establishment' in the Form list box and select the Headquarters Loc check box. When this is selected, the address will print on the reports only once under the Parent Headquarters label.
	

Reporting multiple locations

You must complete the EEO Parent Company Definition (TXCSCR) and EEO Establishment Definition (TX-SCR) forms for your parent company headquarters, and the EEO Establishment Definition form (TX-SCR) for each of your hiring locations.

Parent company headquarters

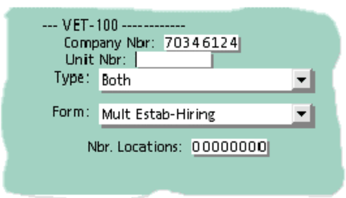
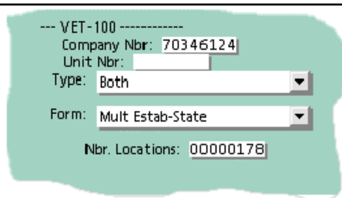
You must complete the EEO Parent Company Definition (TXCSCR) and EEO Establishment Definition (TX-SCR) forms for your parent company headquarters.

<table>
<tr><td>EEO Parent Company Definition (TXCSCR)</td><td>EEO Establishment Definition form (TX-SCR)</td></tr>
<tr><td>Select 'Mult Establishment-H' in the Form list box to indicate that this location is a headquarters location for multiple establishments.</td><td>Select the type of form appropriate for this hiring location in the Form list box and select the Headquarters Loc check box. When this is selected, the address of the parent company headquarters will be included on the reports.</td></tr>
<tr><td>
</td><td>
</td></tr>
</table>

Hiring locations

You must complete the EEO Establishment Definition form (TX-SCR) for each of your hiring locations. You have two options for reporting your hiring locations:

- Multiple Establishment - Hiring—an individual hiring location with less than 50 employees.
- Multiple Establishment - State consolidated—many hiring locations within one state employing less than 50 employees. With this option, you must enter the number of hiring locations that you are reporting.

<table>
<tr><td>Multiple Establishment—Hiring Location</td><td>Multiple Establishment—State Consolidated</td></tr>
<tr><td>Select 'Mult Estab-Hiring' in the Form list box.</td><td>Select 'Mult-Estab State' in the Form list box and enter the number of hiring locations for that state in the Nbr. Locations text box.</td></tr>
<tr><td>
</td><td>
</td></tr>
</table>

See also:

- Entering parent company headquarters information for EEO reporting ***(on page 147)***
- **Entering establishment information for EEO reporting *(on page 151)***

For detailed directions on defining external Labor Market (ELM) Codes, Establishment codes, and Vets-100 reporting information.

OSHA establishment requirements for reporting

To meet your organization's different OSHA reporting needs, you must first define each of your OSHA Establishments. An establishment is defined as a single physical location where business is conducted, or where services or industrial operations are performed. The examples provided include a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, sales office, warehouse, or central administrative office. Distinctly separate activities performed at a single physical location shall each be treated as a separate establishment for record keeping purposes.

OSHA Establishments

The OSHA Establishment Information form (OE-SCR) must used to record your OSHA reporting establishments. The information stored on this form will be used to produce the OSHA Form 300 Log of Work-Related Injuries and Illnesses (20-RPT), the OSHA Form 300A Summary of Work-Related Injuries and Illnesses (21-RPT), and the OSHA Form 301 Injury and Illness Incident Report (22-RPT).

This table has two key entries—OSHA Establishment and Effective Date—to allow the system to keep separate information for the same establishment. One form must be completed for each establishment to be defined on an OSHA report.

The OSHA Establishment option list (HS52) is used to store your OSHA Establishment codes and descriptions. To further define your OSHA Establishments, this form is delivered with the SIC Classification (option list EO20) and the NAICS Code (option list EO23), which already appear on the EEO Establishment Definition form (TX-SCR).

One OSHA Establishment Information form (OE-SCR) must be completed for each establishment to be defined on an OSHA report.

Injury and illness report information sources

To generate accurate data on the required OSHA reports, the following forms, if applicable to the OSHA injury or illness, must be completed:

- Location Assignment/Changes (05CSCR)
- Injury Information (PR-SCR)
- Additional Injury Information (PROSCR)
- Physical Exam Scheduled/Completed (18-SCR)

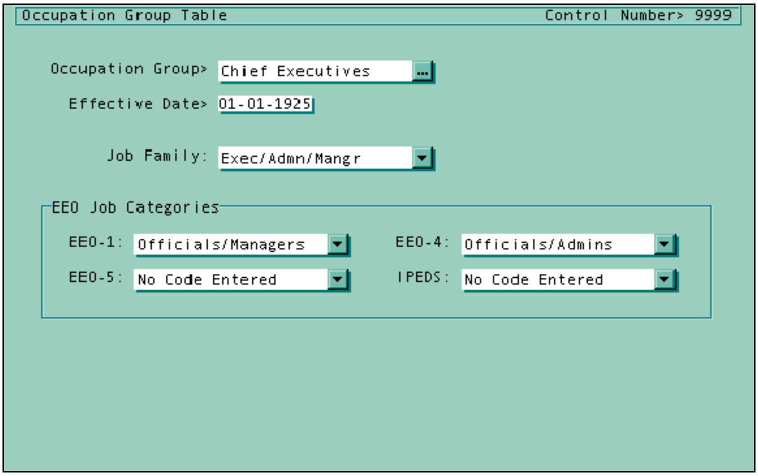
See also:

- Entering establishment information for OSHA reporting ***(on page 155)***

For detailed directions for defining an OSHA Establishment.

Occupation groups---US-specific

The Occupation Group Table form (TE-SCR) serves as a link between the employee's job and the EEO Job Categories for reporting purposes. The Solution Series contains a complete table of Occupation Group codes that may be changed to meet your organizational needs. This table is fully populated by Cyborg and is in compliance with the EEOC Job Classification Guide. Valid codes are stored in the Occupation Group option list (EO08).



If you plan to use the Cyborg delivered Occupation Group Tables (TE-SCR), you must have a Control Number of 9999 on the Company-To-Rules Cross-Reference For HR form (AX-SCR) for the Occupation Groups text box.

You have the flexibility to tie the entries on the Occupation Group Table form (TE-SCR) to the job displayed on the Job Code Table form (TA-SCR). Once a job is tied to an EEO Occupation Group, you can access the job's EEO job category for reporting purposes.

You may delete entries on this table that will not be used by organization, or you can modify the system and create your own tables.

Note: *You cannot generate EEO reports without an Occupation Group table (TE-SCR).*

Viewing occupation group tables

The Occupation Group Table Inquiry form (TEISCR) displays the Occupation Group Table form (TE-SCR) table records for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form. Click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed. You may not use this form to perform maintenance; it is for viewing records only.

You may also view the Occupation Group Table form (TE-SCR) records on the Occupation Group Table batch report (9E-RPT).

See also:

- **Associating Occupation Group Tables to related Job Family and EEO Job Category** ***(on page 156)***

For detailed directions on associating Occupation Group Tables to related Job and Family EEO Job Category.

Salary grades and ranges

If you wish to connect a salary grade to your job code, or use salary grades for Salary Administration and Budgeting, you must establish salary grade tables.

Once salary grade tables are in place and the employee has been assigned a job and salary, you can view an employee's compa ratio and/or position in range information on the Salary Information form (41-SCR).

Three comparison formats available

Three different salary grade comparison formats are available. You do not need to use all three. You may choose just one, or a combination of two or three. In any case, you make the decision on how you wish to track salary grade information. Cyborg offers the following table entries:

- Salary Grade - Annual (TBASCR)—Whole amounts
- Salary Grade - Per Pay Period (TBBSCR)—Amounts with two decimal places
- Salary Grade - Hourly (TBCSCR)—Amounts with four decimal places

Annual, per pay period, and hourly define how salary amounts are expressed in the salary grade table and can be used for all employees, regardless of frequency or payment type.

Rules that apply to all comparison formats

You have the option of entering all increment amounts or taking advantage of the following system calculations:

- Enter minimum, midpoint, and maximum amounts only
- Enter variance percent and midpoint amounts only
- Enter minimum and maximum amounts only

The system will then calculate the amounts that were left blank. If the Variance Percent is calculated, the formula is (Maximum - Minimum) divided by Minimum.

You may wish to make use of a Geographical Range Indicator, available on all salary grade tables. This allows you to specify different salary grade ranges for the same job based on its location.

If your organization has only one geographic location, the Geographic Index value will be the same for every table. The Geographic Range option list (HR66) contains only a value of 'All Locations' as delivered. Customer-defined codes need to be added if job salary grades differ by location. Each salary grade may then have multiple tables with different Geographic Index values and associated ranges. Locations are assigned to the employee on the Location Assignment/Changes form (05CSCR).

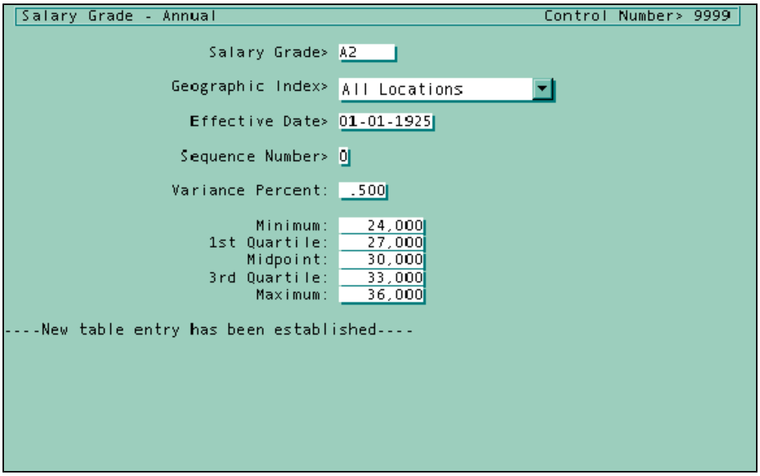
Only the Sequence Number entry of zero (0) is used for the calculation of compa ratio, position in range, and red/green (under minimum/over maximum) indicator. The default is 0 (zero).

You also have the ability to override the calculated values on the form after the table has been established.

Salary grade designations across the three forms (Salary Grade - Annual, Salary Grade - Per Pay Period, and Salary Grade - Hourly) can not be the same.

Annual salary grade format

This format compares an employee's annualized salary to an annual range, and increments of the range are expressed in whole amounts:

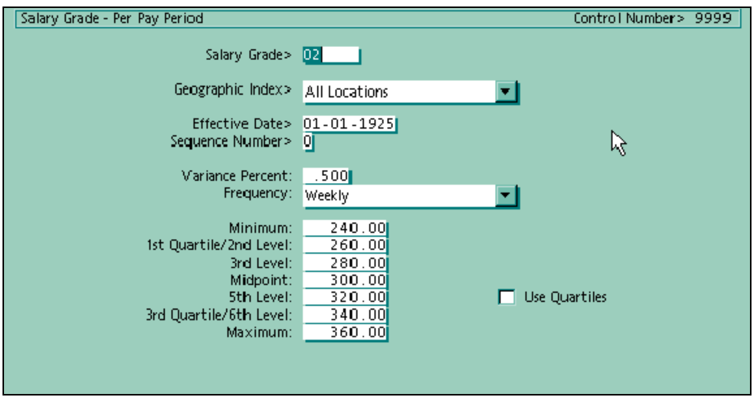


- All amounts are expressed in whole numbers without decimal places.
- Increments are expressed as minimum, first quartile, midpoint, third quartile, and maximum. These are only points on the scale, not steps.

Note: *Salary grade designations across the three forms (Salary Grade - Annual, Salary Grade - Per Pay Period, and Salary Grade - Hourly) can not be the same.*

Per pay period salary grade format

This format compares an employee's compensation to a per-period range:



- All amounts are expressed with two decimal places.
- Increments are expressed as minimum, two, three, midpoint, five, six, and maximum.

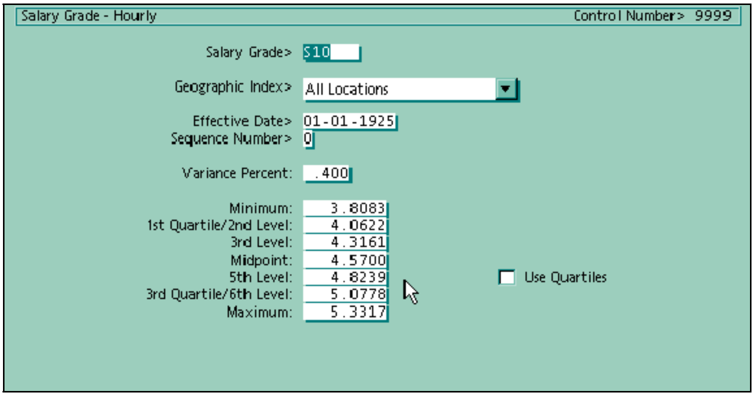
The Frequency option denotes the salary range amount's frequency. However, the table frequency need not agree with the employee's actual pay frequency. The programs using this table compare the table frequency against the pay frequency on the employee's record, then convert (for performing compa ratio and so forth) the employee's salary for comparison to the table's salary range amounts.

You may want the increments on the form to be expressed as quartiles rather than the delivered seven level values. To do this, select the Use Quartiles check box. The system then places quartile values in levels 2 and 6, and zero fills levels 3 and 5.

Note: *Salary grade designations across the three forms (Salary Grade - Annual, Salary Grade - Per Pay Period, and Salary Grade - Hourly) can not be the same.*

Hourly salary grade format

This format compares an employee's compensation to an hourly range:



- All amounts are expressed as hourly with four decimal places.
- Increments are expressed as minimum, two, three, midpoint, five, six, and maximum.

Like the Salary Grade - Per Pay Period (TBBSCR), you may want the increments on the form to be expressed as quartiles rather than the delivered seven level values. To do this, select the Use Quartiles check box. The system then places quartile values in levels 2 and 6, and zero fills levels 3 and 5.

Note: *Salary grade designations across the three forms (Salary Grade - Annual, Salary Grade - Per Pay Period, and Salary Grade - Hourly) can not be the same.*

Viewing salary grade information

Three separate Inquiry forms allow you to view, in display mode, the entries that were recorded on the annual, per pay period, and hourly salary grade tables:

- Salary Grade Inquiry - Annual form (TBAISC)
- Salary Grade Inquiry - Per Pay Period form (TBBISC)
- Salary Grade Inquiry - Hourly form (TBCISC)

Each of these inquiry forms displays the tables for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form. You must click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed. You may not use this form to perform maintenance; it is for viewing records only.

See also:

- Setting up salary grades (annual amounts) and ranges ***(on page 140)***

For detailed directions on setting up salary grades (annual amounts) and ranges.

- Viewing salary grades and ranges ***(on page 142)***

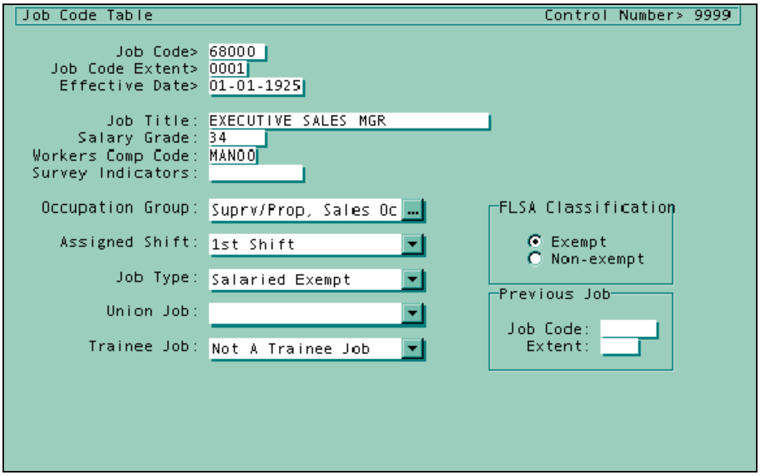
For detailed directions on viewing salary grades and ranges.

Job/position common information

If your organization is using Position Administration, you have a choice of setting up jobs or positions.

Jobs

The Job Code Table form (TA-SCR) is used to set up a table containing all possible jobs found within an organization and some generic job-related information associated with the jobs. After the job code is assigned to an employee, the characteristics of the job are displayed at the employee level:



When defining a job, you use both a job code and a job code extent. The six-position job code is used to define a job. The four-position job code extent is used to establish similar jobs with different attributes, such as job type or salary grade. For example, using Position Administration, you might define the following two jobs:

Job Code	Extent	Description
10500	0001	Maintenance Engineer, Senior, Salary Grade S25
10500	0002	Maintenance Engineer, Apprentice, Salary Grade S18

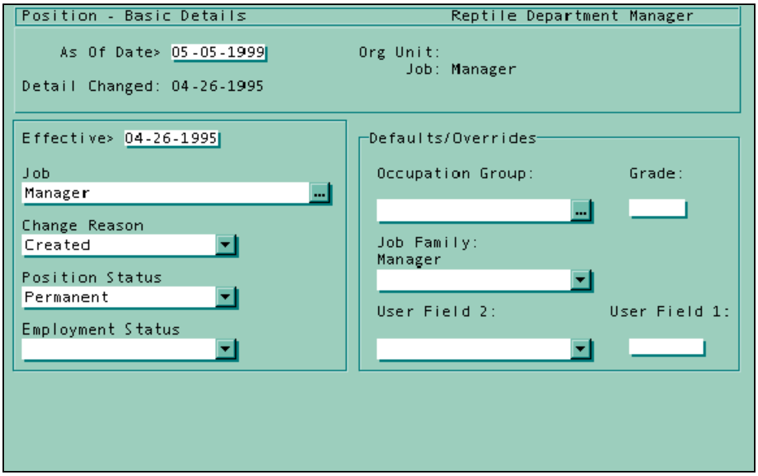
The occupation group that you select for this job is important because it identifies the job category in which the employee is counted for reporting.

The job type further defines a particular job. It is often used by Salary Administration to select employees for across-the-board increases, or by Benefits Administration for eligibility.

Survey indicators are provided so that you may indicate the salary surveys in which this job takes part. You may use these ten positions as five 2-position indicators. Trainee job information identifies whether the job is a white collar or production job code.

Positions

Positions are stored in the Position - Basic Details table (M20SCR) that is available in Position Administration. Multiple details can be stored on this table. The following is an example of a position table form for the position of Manager:



☞ *Refer to the Using Position Administration documentation for detailed information about setting up positions.*

View job information

The Job Code Table Inquiry form (TAISCR) displays, in display mode, the Job Code Table form (TA-SCR) table records for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form. Click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed. You may not use this form to perform maintenance; it is for viewing records only.

See also:

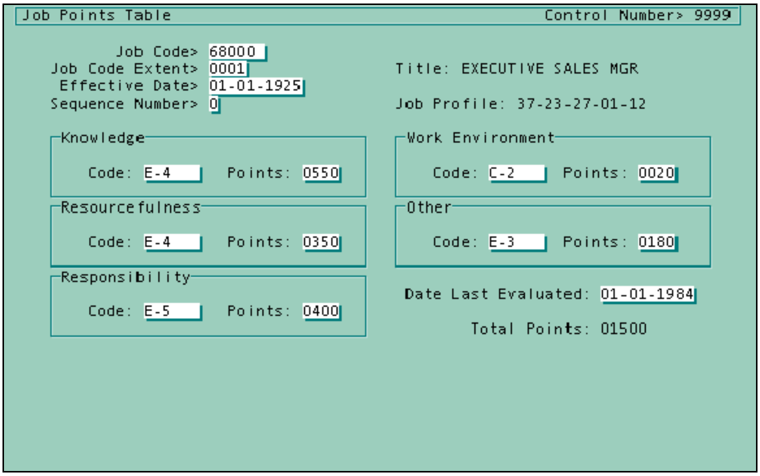
- Setting up job information ***(on page 144)***
For detailed directions on setting up job information.

- Viewing job information ***(on page 146)***
For detailed directions on viewing job information.

Relative worth of a job

Most companies use some form of system to evaluate the relative worth of jobs within their organization. The Job Points Table form (TC-SCR) retains this data by associating the resulting codes and points from the evaluation process to the Job Code and Extent combinations previously established on the Job Code Table form (TA-SCR).

☞ *Refer to the Using Position Administration documentation for information on how job points can be used with positions.*


Job Points Table Control Number> 9999

Job Code> 68000
Job Code Extent> 0001 Title: EXECUTIVE SALES MGR
Effective Date> 01-01-1925
Sequence Number> 0 Job Profile: 37-23-27-01-12

Knowledge
Code: E-4 Points: 0550

Work Environment
Code: C-2 Points: 0020

Resourcefulness
Code: E-4 Points: 0350

Other
Code: E-3 Points: 0180

Responsibility
Code: E-5 Points: 0400

Date Last Evaluated: 01-01-1984
Total Points: 01500

The five evaluation code categories provided on the Job Points Table (TC-SCR) are Knowledge, Resourcefulness, Responsibility, Work Environment, and Other. If your evaluation system uses category labels with names other than these, and you want to have your names reflected on this form, you may make these adjustments using the Form Builder facility.

The Job Profile and Total Points values are system-calculated as a result of the point values entered and can not be overridden.

If you use the Sequence Number to combine multiple Job Points Table records for one Job Code/Extent (to expand the number of code and points available), the Job Profile and Total Points will calculate one form at a time.

Viewing job points information

The Job Points Table Inquiry form (TCSSCR) displays the Job Points Table form (TC-SCR) table records for the value entered in the Control Number text box on the form's first panel.

Up to 16 records are displayed on each form. You must click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed. You may not use this form to perform maintenance; it is for viewing records only.

Useful reports

Use the following reports to list all of the salary grade table entries:

- TA Table Records Batch Report (9A-RPT)
- TB A, B & C Table Records Batch Format Report (9B-RPT)
- TC Table Records Batch Format Report (9C-RPT)

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

Now that the organization and its HR rules have been set up, establishing job information is the final setup task. In the Guided Practice for this section, you will set up annual salary grade information and then establish information for a welding supervisor job. The tables for the per pay period and hourly salary grade ranges will follow the same entry rules as this table, so only this table is being used for the Guided Practice.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Setting up salary grades (annual amounts) and ranges

To complete this task using the Salary Grade - Annual form (TBASCR), follow these steps:

1. Access the Salary Grade - Annual form (TBASCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Salary Ranges - Annual Amounts

For practice, access the Salary Grade - Annual form (TBASCR) for organization AB1000.

2. Enter the Salary Grade

Enter a unique customer-defined value of up-to-six characters to identify each salary grade.

Note: *Salary grade designations across the three forms (Salary Grade - Annual, Salary Grade - Per Pay Period, and Salary Grade - Hourly) can not be the same.*

For practice, type 'A2'.

3. Select a Geographic Index

Select, from Geographic Range option list (HR66), the geographic region to which this salary grade applies.

For practice, select 'All Locations'.

4. Enter the Effective Date

Type the date on which the salary grade should become effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

5. Enter a Sequence Number

Only the Sequence Number entry of zero (0) is used for the calculation of compa ratio, position in range, and red/green (under minimum/over maximum) indicator. The default is 0 (zero).

For practice, bypass this text box.

6. Enter one of the following options in the amounts

Enter one of the following:

- All increment values
- Minimum, midpoint, and maximum only
- Variance percent and midpoint only
- Minimum and maximum only

For practice, type '12,000' in Minimum and '23,000' in Maximum.

7. Click Save or press Enter

The table record is created and the following message is displayed:

'—New table entry has been established—'

For practice, click Save.

To complete the Guided Practice, add a second Salary Grade of 'A3'. Use the following information to complete the definition:

Geographic Index: All Locations

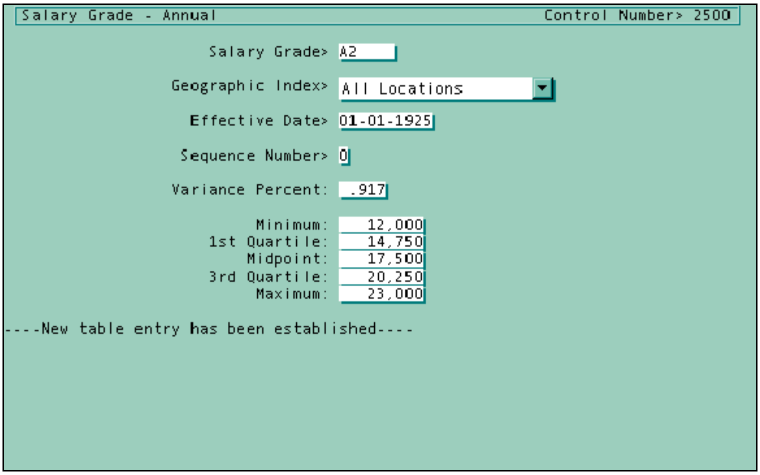
Effective Date: '01-01-1925'

Sequence Number: '0'

Minimum: '16,500'

Maximum: '27,000'

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:


Salary Grade - Annual Control Number> 2500

Salary Grade> A2

Geographic Index> All Locations

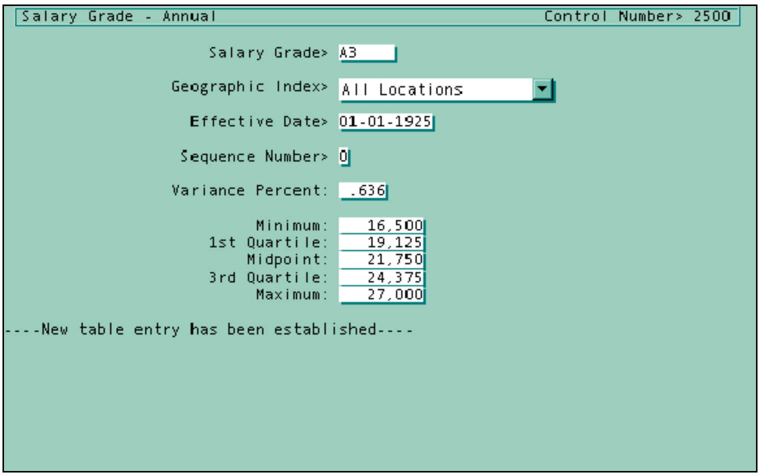
Effective Date> 01-01-1925

Sequence Number> 0

Variance Percent: .917

Minimum:	12,000
1st Quartile:	14,750
Midpoint:	17,500
3rd Quartile:	20,250
Maximum:	23,000

----New table entry has been established----


Salary Grade - Annual Control Number> 2500

Salary Grade> A3

Geographic Index> All Locations

Effective Date> 01-01-1925

Sequence Number> 0

Variance Percent: .636

Minimum:	16,500
1st Quartile:	19,125
Midpoint:	21,750
3rd Quartile:	24,375
Maximum:	27,000

----New table entry has been established----

See also:

- Salary grades and ranges ***(on page 131)***

For more information about setting up salary grades and ranges.

Viewing salary grades and ranges

To display the salary grades and ranges using the Salary Grade Inquiry - Annual form (TBAISC), follow these steps:

1. Access the Salary Grade Inquiry - Annual form (TBAISC)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: View Salary Ranges - Annual Amounts

For practice, access the Salary Grade Inquiry - Annual form (TBAISC) for organization AB1000.

2. Enter the Control Number

Type the Control Number that represents the table entries to be viewed.

For practice, type '2500'.

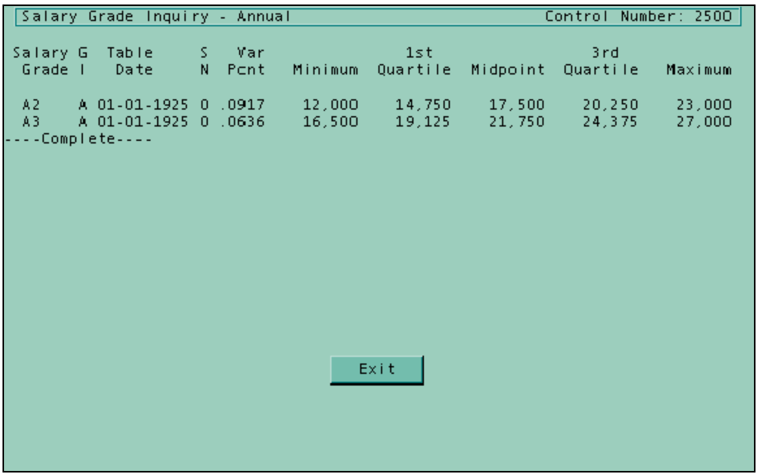
3. Click Save or press Enter

Click Save or press Enter to view the next display of records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Salary Grade Inquiry - Annual Control Number: 2500

Salary Grade	G I	Table Date	S N	Var Pcnt	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
A2	A	01-01-1925	0	.0917	12,000	14,750	17,500	20,250	23,000
A3	A	01-01-1925	0	.0636	16,500	19,125	21,750	24,375	27,000

----Complete----

Exit

See also:

- Salary grades and ranges ***(on page 131)***

For more information about viewing salary grades and ranges.

Setting up job information

To set up job information using the Job Codes Table form (TA-SCR), follow these steps:

Note: *If Position Administration is not in use, set up job code tables (TA-SCR) using this method.*

1. Access the Job Code Table form (TA-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Jobs

For practice, access the Job Code Table form (TA-SCR) for organization AB1000.

2. Enter the Job Code

Enter the customer-defined code to identify the job.

For practice, type 'M29600'.

3. Enter the Job Code Extent

Type an extension code to allow the same job code to be used to define a job that is the same except for a few attributes. Type '0001' if there is only one job extent. '0000' is not a valid entry.

For practice, type '0001'.

4. Enter the Effective Date

Type the date on which the table entry should be effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

5. Enter a Job Title

Type a descriptive title of up to 30 characters.

For practice, type 'Welding Supervisor'.

6. Enter a Salary Grade

Type a Salary Grade designation to link one of the salary grade tables to the job. Select from any established Salary Grade - Annual (TBASCR), Salary Grade - Per Pay Period (TBBSCR), or Salary Grade - Hourly (TBCSCR) tables.

For practice, type 'A2'.

7. Enter a Workers Comp Code (optional)

Type a code of up to five positions that identifies which Worker's Compensation policy relates to each Job Code/Job-Code-Extent defined for your organization.

For practice, leave this text box blank.

8. Enter the Survey Indicators (optional)

This text box stores customer-defined codes indicating if, and in which survey, this Job Code/Job Code Extent has been used as a Benchmark position. The text box, defined as ten positions, is intended to be used as five two-position text boxes.

For practice, leave this text box blank.

9. Select an Occupation Group (optional) (US only)

This is a US only list box. These are government-assigned categories of generically titled job groupings that further classify the Job Code. The Occupation Group Table form (TE-SCR) defines the EEO 1, 4, 5, or 6 Job Categories for the value that you select.

For practice, leave this list box blank.

10. Select an Assigned Shift

Select a value from the Assigned Shift option list (HR18) that identifies the usual work shift associated with this job code.

For practice, select '2nd Shift'.

11. Select a Job Type

The Job Type is a generic category that further defines a particular Job Code/Job Code Extent. It may be used for Salary Administration to select employees for across-the-board increases, or for Benefits Administration eligibility. Options for this list box are provided by the Job Type option list (HR12).

For practice, select 'Hourly Non Union'.

12. Select a Union Job (optional) (US only)

The Union Job contains the union job code for the job known in your union's environment when it differs from the Job Code used within your organization. Options for this list box are provided by Union Job Code option list (HR389).

For practice, leave this list box blank.

13. Select a Trainee Job designation (optional)

If you have a formal on-the-job training program, you may want to identify the number of trainees who are participating in either a white collar or production training program. Select an option from the Trainee Job Indicator option list (EO14).

For practice, select 'Not A Trainee Job'.

14. Choose an FLSA Classification (optional) (US only)

This is US only. The FLSA Classification indicates whether the job is exempt or non-exempt from the FLSA (Fair Labor Standards Act). This option has no effect on the calculation of the premium portion of overtime for the employee.

For practice, select 'Exempt'.

15. Enter Previous Job information (optional)

The Previous Job displays the Job Code and the Extent for the employee's previous position with the organization.

For practice, leave these text boxes blank.

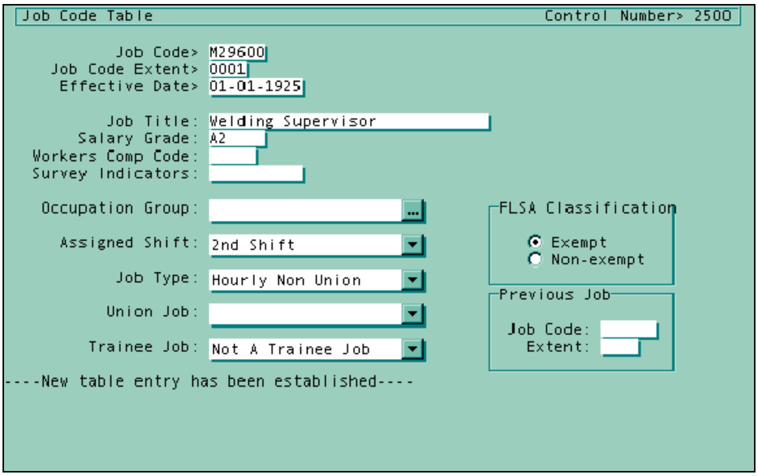
16. Click Save or press Enter

The table record is created and the following message is displayed:

'—New table entry has been established—'.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Job Code Table   Control Number> 2500

Job Code> M29600
Job Code Extent> 0001
Effective Date> 01-01-1925

Job Title: Welding Supervisor
Salary Grade: A2
Workers Comp Code:
Survey Indicators:

Occupation Group:
Assigned Shift: 2nd Shift
Job Type: Hourly Non Union
Union Job:
Trainee Job: Not A Trainee Job

FLSA Classification
Exempt
Non-exempt

Previous Job
Job Code:
Extent:

----New table entry has been established----

See also:

- Job/position common information ***(on page 135)***

For more information about setting up job and position information.

Viewing job information

To display job information using the Job Code Table Inquiry form (TAISCR), follow these steps:

1. Access the Job Code Table Inquiry form (TAISCR)

Access this form by performing the following steps:

- Access the Command Entry dialog box by pressing Ctrl+O.
- Type the organization identifier in the Organization text box.
- Type the form ID (TAISCR) in the Program text box.
- Click OK.

For practice, access the Job Code Table Inquiry form (TAISCR) for organization AB1000.

2. Enter the Control Number

Type the Control Number that represents the table entries to be viewed.

For practice, type '2500'.

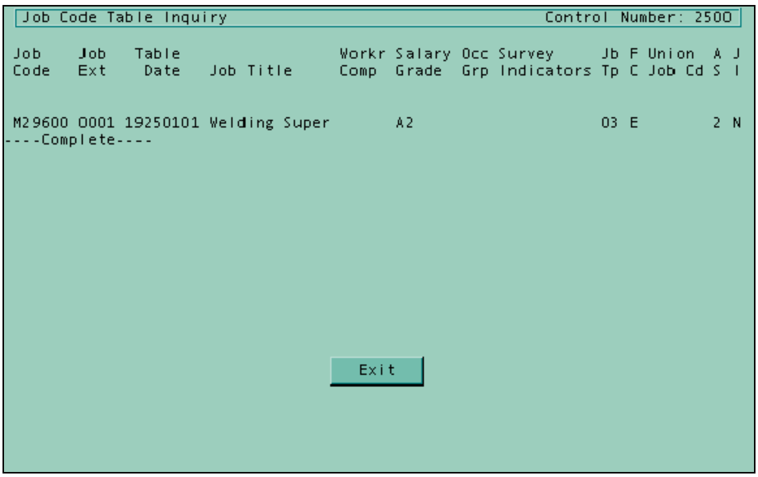
3. Click Save or press Enter

Click Save or press Enter to view the next records. At any time, the Exit button may be selected to return to the first panel.

A '----COMPLETE----' message appears when all of the records on file have been displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Job Code Table Inquiry — Control Number: 2500

Job Code	Job Ext	Table Date	Job Title	Workr Comp	Salary Grade	Occ Grp	Survey Indicators	Jb Tp	F C	Union Job Cd	A S	J I
M29600	0001	19250101	Welding Super		A2			03	E		2	N

----Complete----

Exit

See also:

- Job/position common information ***(on page 135)***

For more information about viewing job information.

Entering parent company headquarters information for EEO reporting

To enter the parent company headquarters information necessary for EEO reporting, follow these steps:

1. Access the EEO Parent Company Definition form (TXCSCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup EEO Rules
Task: EEO Parent Company Definition

For practice, access the EEO Parent Company Definition form (TXCSCR).

2. Select the EEO Establishment

Select the establishment for which you are reporting from option list EO069. This option list must be modified to include your company's establishments.

For practice, select 'New York Office'.

3. Enter the effective date

Enter the date on which the establishment definition is effective. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. Select the NAICS

Select the NAICS option that classifies the product or service produced by the company.

For practice, select 'PlumbFixFitTrim Mfg'.

5. Select the Standard Indst Cd

Select the appropriate Standard Industrial Classification for the parent company. While it is no longer required for EEO reporting, the entry is present to retain this information from historical records.

For practice, leave this entry blank.

6. Enter the Name

Type the name of the organization. This should be the name of the parent company that is to appear on the EEO-1 Multi-Establishment report.

For practice, type 'Great Lakes Manufacturing, Inc'.

7. Enter the Address

Type the street address of the organization. This should be the address of the parent company that is to appear on the EEO-1 report.

For practice, type '100 State Street'.

8. Enter the City

Type the city in which the organization is located. This address information relates to the parent company.

For practice, type 'Albany'.

9. Enter the State

Type the state in which the organization is located. This address information relates to the parent company.

For practice, type 'NY'.

10. Enter the County

Type the county in which the organization is located. This address information relates to the parent company.

For practice, type 'Albany'.

11. Enter the Zip Code

Type the zip code in which the organization is located. This address information relates to the parent company.

For practice, type '12207'.

12. Enter the Company Number

Type the company identification number. This number is assigned for EEO-1 reporting by the Joint Reporting Committee the first time you file a report for a company or a new unit.

For practice, type '157892'.

13. Enter the Unit Number

Type the identification number for the organization. This number is assigned for EEO-1 reporting by the Joint Reporting Committee the first time you file a report for a company or a new unit.

For practice, type'000119'.

14. Enter the EIN Number

Type the Employer Identification (Tax Identification) Number assigned by the IRS for the parent company.

For practice, type '712358761'.

15. Click the Apprentices Employed check box

Select this check box if the organization employs apprentices.

For practice, leave this entry blank.

16. Select EEO-1 Section C Question 1

Select your answer to Question 1 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

25. Select EEO-1 Section C Question 2

Select your answer to Question 2 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

17. Select EEO-1 Section C Question 3

Select your answer to Question 3 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

18. Enter EEO-1 Section C DUNS Number

Enter the Dun and Bradstreet Identification Number for the parent company.

For practice, enter '053145921'.

19. Select the External Labor Market State

Select the appropriate State for the external labor market information for your company, as defined by the Department of Labor.

For practice, select 'New York'.

20. Select the External Labor Market County

Select the appropriate County for the external labor market information for your company, as defined by the Department of Labor.

For practice, select 'NY Albany'.

21. Select the External Labor Market City

Select the appropriate City for the external labor market information for your company, as defined by the Department of Labor.

For practice, select 'NY Albany'.

22. Select the External Labor Market SMSA

Select the appropriate Standard Metropolitan Statistical Area location for the external labor market information for your company, as defined by the Department of Labor.

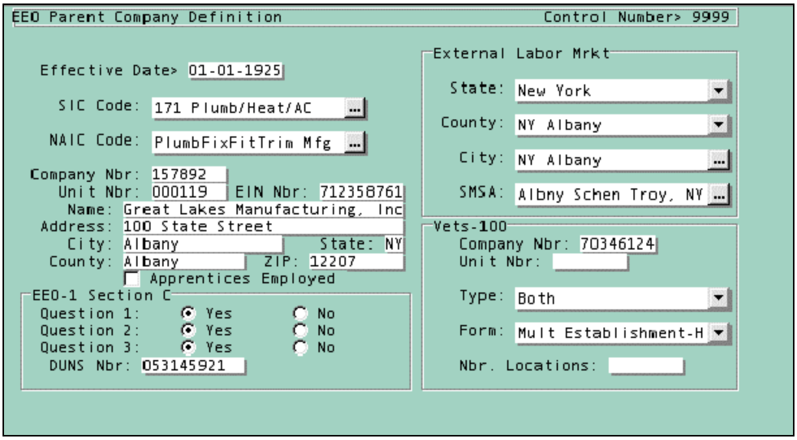
For practice, select 'Albany Schen Troy, NY'.

23. Click Save or press Enter

The table is saved.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


EEO Parent Company Definition Control Number> 9999

Effective Date> 01-01-1925
SIC Code: 171 Plumb/Heat/AC
NAIC Code: PlumbFixFitTrim Mfg
Company Nbr: 157892
Unit Nbr: 000119 EIN Nbr: 712358761
Name: Great Lakes Manufacturing, Inc
Address: 100 State Street
City: Albany State: NY
County: Albany ZIP: 12207
Apprentices Employed
EEO-1 Section C
Question 1: Yes No
Question 2: Yes No
Question 3: Yes No
DUNS Nbr: 053145921

External Labor Mrkt
State: New York
County: NY Albany
City: NY Albany
SMSA: Albny Schen Troy, NY
Vets-100
Company Nbr: 70346124
Unit Nbr:
Type: Both
Form: Mult Establishment-H
Nbr. Locations:

See also:

- **Establishing Equal Employment Opportunity information---US-specific** ***(on page 121)***

For more information about using this form for setting up parent company information.

Entering establishment information for EEO reporting

To enter the establishment information necessary for EEO reporting, follow these steps:

1. Access the EEO Establishment Definition form (TX-SCR)

Access this form by making the following selection from the Navigator:

Component:	HR Setup
Process:	Setup EEO Rules
Task:	EEO Establishment Definition

For practice, access the EEO Establishment Definition form (TX-SCR).

2. Select the EEO Establishment

Select the establishment for which you are reporting from option list EO069. This option list must be modified to include your company's establishments.

For practice, select 'Chicago Facility'.

3. **Enter the effective date**

Enter the date on which the establishment definition is effective. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1925'.

4. **Select the Standard Indst Cd**

Select the appropriate Standard Industrial Classification Code for the establishment. If there is not an appropriate SIC Code for the establishment, enter the SIC Code for the parent company. While it is no longer required for EEO reporting, the entry is present to retain this information from historical records.

For practice, leave this entry blank.

5. **Select the External Labor Market State**

Select the appropriate State for the external labor market information for the establishment, as defined by the Department of Labor.

For practice, select 'Illinois'.

6. **Select the NAICS**

Select the NAICS option that classifies the product or service produced at this establishment.

For practice, select 'PlumbHeatEquipSuppWh'.

7. **Select the External Labor Market County**

Select the appropriate County for the external labor market information for the establishment, as defined by the Department of Labor.

For practice, select 'IL Cook'.

8. **Enter the Company Number**

Type the company identification number. This number is assigned for EEO-1 reporting by the Joint Reporting Committee the first time you file a report for a company or a new unit.

For practice, type '157892''.

9. **Select the External Labor Market City**

Select the appropriate City for the external labor market information for the establishment, as defined by the Department of Labor.

For practice, select 'IL Chicago'.

10. Enter the Unit Number

Type the identification number for the establishment. This number is assigned for EEO-1 reporting by the Joint Reporting Committee the first time you file a report for a company or a new unit.

For practice, type '121354'.

11. Enter the EIN Number

Type the Employer Identification (Tax Identification) Number assigned by the IRS for the establishment. If there is not a specific EIN for the establishment, enter the EIN for the parent company.

For practice, type '549687213'.

12. Enter the Name

Type the name of the establishment.

For practice, type 'Great Lakes Plumbing Supply'.

13. Select the External Labor Market SMSA

Select the appropriate Standard Metropolitan Statistical Area location for the external labor market information for the establishment, as defined by the Department of Labor.

For practice, select 'Chicago, IL'.

14. Enter the Address

Type the street address of the establishment.

For practice, type '5122 W. 65th Street'.

15. Enter the City

Type the city in which the establishment is located.

For practice, type 'Chicago'.

16. Enter the State

Type the state in which the establishment is located.

For practice, type 'IL'.

17. Enter the County

Type the county in which the establishment is located.

For practice, type 'Cook'.

18. Enter the Zip Code

Type the zip code in which the establishment is located.

For practice, type '60638'.

19. Click the Headquarters Local check box

Select this check box if the establishment is considered Headquarters (parent company) for the organization.

For practice, leave this check box blank.

20. Click the Apprentices Employed check box

Select this check box if the establishment employs apprentices.

For practice, leave this check box blank.

21. Select EEO-1 Section C Question 1

Select your answer to Question 1 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

22. Select EEO-1 Section C Question 2

Select your answer to Question 2 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

23. Select EEO-1 Section C Question 3

Select your answer to Question 3 in Section C of the EEO-1 report that is provided by the Department of Labor.

For practice, click 'Yes'.

24. Enter EEO-1 Section C DUNS Number

Enter the Dun and Bradstreet Identification Number for the establishment. If there is a not a specific DUNS Number for this establishment, enter the DUNS Number for the parent company.

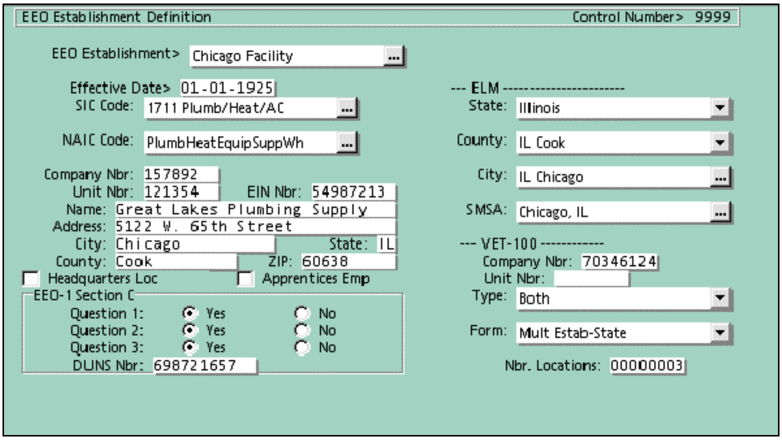
For practice, type '698721657'.

25. Click Save or press Enter

The message '---New table entry has been established---' is displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- **Establishing Equal Employment Opportunity information---US-specific** *(on page 121)*

For more information about using this form for setting up parent company information.

Entering establishment information for OSHA reporting

To specify OSHA establishment information, use the OSHA Establishment Information form (OE-SCR). This form must be completed for each establishment to be defined on an OSHA report.

1. Access the OSHA Establishment Information form (OE-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup OSHA Rules
Task: OSHA Establishment Information

2. Select an OSHA Establishment

Select the value from the OSHA Establishment option list (HS52) that represents the physical location subject to OSHA reporting.

Note: *Modify this option list to include your OSHA Establishment locations.*

3. Enter an Effective Date

Enter the date on which the data on this form becomes effective. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

4. Enter the Address

Enter the street address of the OSHA Establishment.

5. **Enter the City/State**
   Enter the city and state in which the OSHA Establishment is located.

6. **Enter the ZIP**
   Enter the postal code in which the OSHA Establishment is located.

7. **Select a SIC Code**
   Select the Standard Industrial Code (option list EO20) by which the OSHA Establishment is classified.

8. **Select a NAICS Code**
   Select the North American Industry Classification Code (option list EO23) that describes the business in which the OSHA Establishment is engaged.

9. **Click Save or press Enter**
   The OSHA Establishment Information form (OE-SCR) is created, and the following message is displayed:

   '—New table entry has been established—'

   See also:

   ■ OSHA establishment requirements for reporting ***(on page 128)***
   For the information required to define an OSHA Establishment.

Associating Occupation Group Tables to related Job Family and EEO Job Category

To associate each Occupation Group code (assigned to each of your Job Code entries on the TA Table) to their related Job Family and EEO Job Category (1, 4, 5, or 6), complete the following steps:

1. **Access the Occupation Group Table form (TE-SCR)**
   Access this form by making the following selection from the Navigator:

   Component: HR Setup
   Process: Setup EEO Rules
   Task: Occupation Group/EEO Category

   The Occupation Group Table form (TE-SCR) is displayed for the selected employee.

   For practice, access the Occupation Group Table form (TE-SCR) for the 999999 organization.

2. **Select the Occupation Group**
   This code entered in the TE Table is used to relate the occupation group codes your company recognizes for each of your Job Families and their EEO-1, EEO-4, EEO-5, or EEO-6 Job Category. There are 514 government-defined Occupation Group codes.

Occupation Group codes are taken from the list published by the US Department of Commerce, Bureau of the Census 1980: Equal Employment Opportunity Special File. The Cyborg-delivered Occupation Group Table (TE-SCR) contains all 514 codes for use during the roll-up process in preparing demographic data. It is your responsibility to delete occupation group table entries not applicable to your organization.

Select the Occupation Group from the big option list or click the Show selection list in the message area button to display all of the options at the bottom of the form.

For practice, select 'Legislators'.

3. Enter the effective date

Type the first effective date of the table entry in this text box. Enter the date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1999'.

4. Select the Job Family

This is the Job Family code assigned to the Occupation Group code. These codes are government assigned categories of generically titled job groupings that further classify the Job code.

For practice, select 'Exec/Admn/Mangr'.

5. Select the EEO-1 Job Category

The EEO-1 Job Category is the generic job group used by private employers for EEO reporting purposes.

For practice, select 'Officials/Managers'.

6. Select the EEO-4 Job Category

The EEO-4 Job Category is the generic job group used by state and local government agencies for EEO reporting purposes.

For practice, select 'Officials/Admins'.

7. Select the EEO-5 Job Category

The EEO-5 Job Category is the generic job group used by elementary and secondary schools for EEO reporting purposes.

For practice, leave this blank.

8. Select the IPEDS Job Category

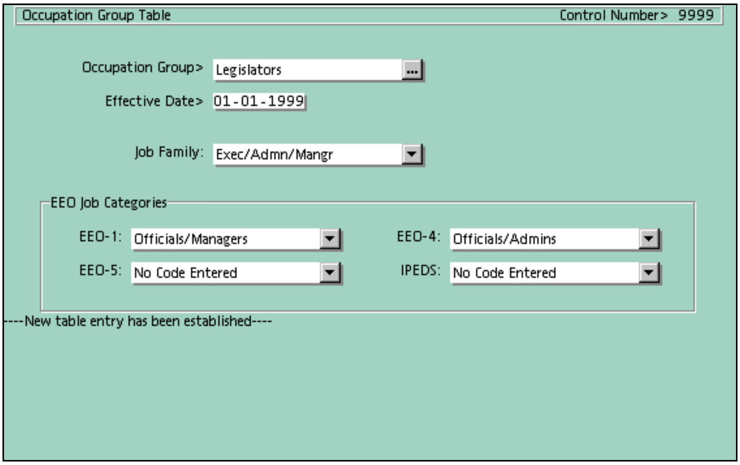
The IPEDS Job Category is the generic job group used by higher educational institutions for EEO reporting purposes.

For practice, leave this blank.

9. Click Save or press Enter

The message '---New table entry has been established---' confirms the changes.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Occupation groups---US-specific ***(on page 129)***

For more information about Occupation Group Tables and EEO Job Categories.

Apply the Concept

1. Based on your understanding of the Geographic Range Indicator as explained in this section, how would your organization use this feature to handle job salary grades that differ by location?

2. What coding structure does your organization currently use for jobs/positions and will the values require modification for use in The Solution Series?

Review of Questions Answered

1. What elements of a job function can be recorded in The Solution Series?

2. In what formats can salary grade ranges be expressed?

3. What feature allows your organization to use salary grade ranges that differ by location?

CHAPTER 8

Setting Up Employee Templates

In This Chapter

Introduction

When you hire a new employee, you will use an employee template to make the hiring process more efficient. You will then fill in any unique information for the employee, such as address and birth date.

Tasks

This section explains the following:

- Setting up an employee template
- Modifying an employee template
- Copying an employee template to another organization
- Deleting an employee template
- Viewing a list of employee templates

Prerequisites

Before you can create employee templates, you must set up the following in The Solution Series:

- Install The Solution Series
- Establish one or more organizations

☞ *Refer to* **Setting Up an Organization** *(on page 51) for more information on establishing organizations.*

Questions answered

The following questions are answered in this section:

1. How does the use of an employee template increase productivity in setting up new hire employees?
2. What feature allows a template to be copied to other organizations?
3. If Position Administration is 'In Use' in an organization, what must be done prior to setting up employee templates?

Purpose of employee templates

To reduce the time and effort required to add a new hire to the system, you use a model employee record called a Logical Employee Model template. A Logical Employee Model holds default entries for employee forms. These entries are used as a starting point for completing each of the employee forms for a new employee. It is the only method available for adding new employees to the system outside of the batch payroll process.

A Logical Employee Model is a template for all new employee records. It is a model employee record that is copied to create new employee records. It is copied with a new employee number as part of the setup process for a new employee record.

Creating employee templates ensures that critical information is established consistently and correctly for all employees who conform to the template. In addition, creating the template will save time in key entry, since many of the employee forms contain common information that will not need to be changed when hiring an employee. Only unique information will need to be entered to complete the employee record, such as name, address, employment date, and so forth.

Note: *Logical Employee Models must be established before selecting Position Administration 'In Use' on the Systems Options form (TG-SCR).*

Delivered templates

An LMODEL 00 is delivered with organization 999999. This LMODEL 00 may be used to create other Logical Employee Models that can be modified and used to create employee records.

At least one Logical Employee Model must exist for each organization. When additional organizations are created, Logical Employee Models must be set up for them. New templates can be created at any time if your company adds new employee records that do not fit a current template.

Using templates

To give an employee access to Interactive Workforce, you must have the following information in The Solution Series for the employee.

- First and last name
- Employee ID
- Employment date
- ID of organization (Control 1-2s) to which the employee belongs
- Status
- Pay frequency

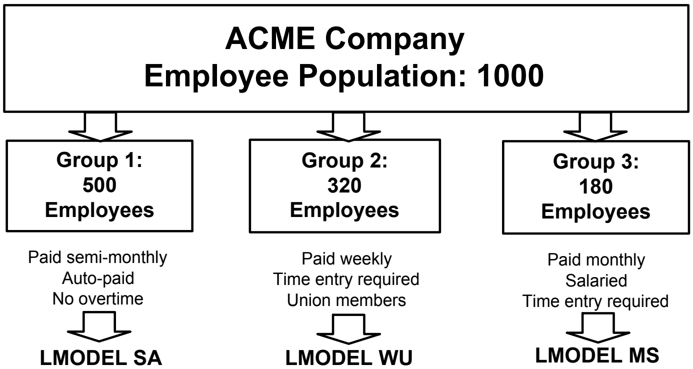
If your organization uses eCyborg Interactive Benefits, you may need additional information in The Solution Series to calculate benefits information for the employee. Also, if your organization requires other information based on your business processes, the information must exist in The Solution Series in order to be extracted and loaded into Interactive Workforce.

When using templates you must decide what data employees will enter and maintain using eCyborg Interactive Workforce and what employee data HR will enter. Information entered by employees does not need to be part of the template.

Template names

You can establish as many templates as you need. Analyzing your employee population will allow you to determine the number and type of templates that need to be set up. For example, you might set up a template for monthly, salaried, exempt staff, and another Logical Employee Model template for the weekly, union, hourly staff.

Note: *Union templates are usually used only in the US.*



Template naming convention

Although the template is a model employee record and employee identifiers can be ten characters in length, the convention for Logical Employee Model templates is as follows:

- LMODEL in the first six positions
- A space in position 7
- Followed by any two characters (XX)

Notice that the employee identifier for the Logical Employee Model template begins with the letter L. An employee identifier beginning with L is recognized as a labor-only employee and is never paid or shown on any reports.

A labor-only employee is one of the following:

- An employee for whom you wish to track hours worked, but is never paid
- An employee template

The convention for the last two characters of the template identifier is customer-defined. You may want to use two characters that indicate the primary defaults within a template. For example, LMODEL SM for salaried, monthly compensated employees.

Default information in a template

A Logical Employee Model template contains multiple forms with non-dated information such as:

- Common employee information
- Payroll tax records
- Home location assignments

Note: *Dated segments are addressed through the LDEFAULTS process.*

☞ *Refer to* **Setting Up Default Field Values for Forms** *(on page 183) for more information on text or list box defaults for dated segments.*

The Logical Employee Model establishes a skeleton employee record with a name of VOID VOID VOID VOID VOID and a Social Security Number of 999-99-9999 for US companies or a Social Insurance Number of 999-999-999 for Canadian companies. Using VOID in the employee name prevents the inadvertent cashing of payments produced for a new hire for whom no name has been recorded. When you are setting up your new templates, you may want to retain the VOID and then make an entry in the name text boxes that is more representative of the model's purpose, such as VOID VOID Salaried/Full-time. This may help office personnel in selecting the correct template when processing new hires.

You may want to consider defaulting address information such as the city or state, if there is a high percentage of your employee population that resides in a common area. Any data that can be entered in the template reduces the amount of entry work when setting up a new hire record. You may make a replacement entry for any exceptions to the default as you process the new hire.

If your company's human resource function is integrated with payroll, you may work together to establish default information on the following employee forms:

- Employee Information form (EF-SCR)
- Payroll Home Location/Pay Allocations form (GG-SCR)
- Employee Pay Rate Or Salary form (H1-SCR)
- Employee Tax Record Maintenance (JJ-SCR)

Note: *After using a Logical Employee Model template to set up a new hire, any of the default information may be changed during the new hire process to reflect the specific data for an employee.*

Template additions, changes, deletions, and duplication

You will use the Create A Logical Employee Model form (LM-NEW) to enter the name of the new template. After it has been processed, the Employee Information form (EF-SCR) will display, allowing you to record the defaults.

Add defaults

After the Logical Employee Model is set up, other forms may be added by accessing the desired form using the specific Logical Employee Model employee identifier, such as LMODEL 55. Data is then entered just as you would for any employee.

Change defaults

Existing Logical Employee Model information may only be updated by using the specific form on which the default information resides. Access and review the Logical Employee Model template forms and make any changes to the data that applies to the majority of the employees in the group.

Delete templates

When a Logical Employee Model is no longer in use by your organization, you may delete it. You can view a list of templates to determine which ones are no longer being used by accessing the Display Application File form (DSP02).

It is recommended that you verify that the employee template is the correct one by displaying the Employee Information form (EF-SCR) before starting the deletion procedure.

The Employee Record Maintenance form (DELETE) may be used to remove all of a template's information permanently.

Note: *A high level of security is recommended for the Employee Record Maintenance form (DELETE).*

Copying an employee template to another organization

If you have multiple organizations that could use the same template(s), you need not repeat the setup process in each organization. After you have completed the setup of a template in the first organization, you may transfer it to as many other organizations as required by your organization.

Use the Employee Transfer form (ET-SCR) to process the transfer activity. You have the ability to change the Logical Employee Model designation in the transfer process if you need to give it a unique identifier in another organization.

See also:

- Setting up an employee template ***(on page 171)***
For detailed directions on setting up an employee template.

- Modifying an employee template ***(on page 174)***
For detailed directions on modifying an employee template.

- Copying an employee template to another organization ***(on page 175)***
For detailed directions on copying an employee template to another organization.
- Deleting an employee template ***(on page 177)***
For detailed directions on deleting an employee template.
- Viewing a list of employee templates ***(on page 179)***
For detailed directions on viewing a list of employee templates.

Additional features

Within the source code for the Employee Information form (EF-SCR), you will find instructions for the following functions:

- Locking a template to prevent accidental changes
- Allowing the employee identifier to populate the Social Security Number/Social Insurance Number text box during the new hire procinteractive workforce (if your company uses SSN/SIN for the employee identifier)

Contact your technical staff to perform the program change procedure that is documented in the Employee Information form (EF-SCR) program source code.

Applicant Tracking considerations

If your organization plans to use the Applicant Administration component of The Solution Series, Logical Employee Model templates must be created in each applicant tracking organization. One applicant tracking template—LMODEL AT—is delivered with The Solution Series in the 993333 organization. It may only be accessed in an organization that is designated as an applicant tracking organization in the Company Category list box on the Company Options form (AF-SCR).

The following forms are included in an applicant tracking organization template:

- Applicant Information (001SCR)—Used to add a new applicant to one of your applicant organizations. Also records basic applicant information such as applicant number, application date, and status.
- Applicant Name and Address (002SCR)—Used to record a job applicant's name and address information.

☞ *Refer to* **Setting Up an Organization** *(on page 51) for more information on defining an applicant tracking organization.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

The setup of the Acme Manufacturing Company and its HR rules is now complete. However, to process new hire employees in The Solution Series, you will need to establish one or more employee templates in your new organization.

In the Guided Practice for this section, you will set up a new template, then change it and copy it to another organization. You will then delete the employee template and view a list of the remaining templates.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Note: *Before establishing a new employee template, Position Administration must be set to 'Not In Use' on the System Options form (TG-SCR).*

Setting up an employee template

To set up an employee template using the Create A Logical Employee Model form (LM-NEW), follow these steps:

1. Access the Create A Logical Employee Model form (LM-NEW)

Access this form by making the following selection from the Navigator:

Component: Administrator Tools
Process: Administrator Tools
Task: Add a New Employee Model

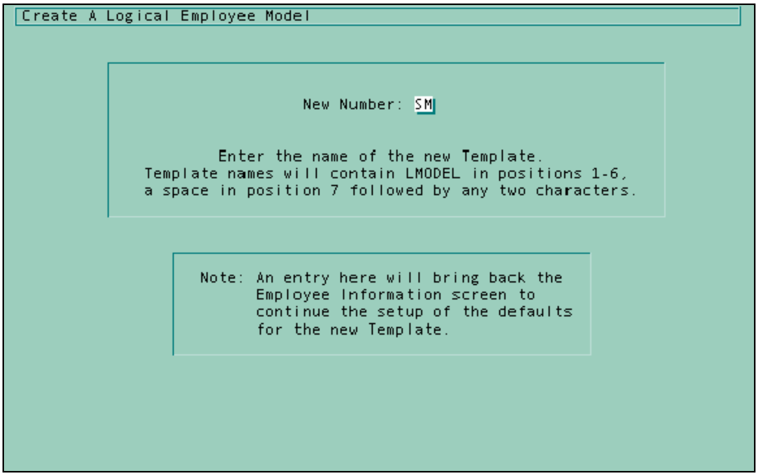
For practice, access the Create A Logical Employee Model form (LM-NEW) in organization AB1000.

2. Type a New Number

Type a two-character template identifier, for example, ES for Exempt, Salaried.

For practice, type 'SM' to represent Salaried, Monthly employees.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



3. Click Save or press Enter

The employee template has been set up and the Employee Information form (EF-SCR) is displayed to continue the setup of the defaults for the template.

For practice, click Save.

4. Leave Employee Nbr blank

While establishing the Logical Employee Model template, leave this text box blank.

For practice, leave this text box blank.

5. Type the Name

Since this is the name of the template, the words 'VOID VOID VOID VOID VOID' are displayed in these text boxes to reduce the chance of a payment check being cashed if the new hire's name is not recorded. You may type an entry that defines your template and keeps some of the 'Void' text, such as 'Void Void FT Hourly Void'. Steps 5 through 9 contain name instructions:

6. Select the Title

For a new hire, this list box selection identifies the employee's name prefix or title. This entry is not used for a Logical Employee Model because no one title is suitable for all new hires.

For practice, make no selection in this list box.

7. Enter the First (name)

Type the Logical Employee Model's first name. You may use this text box to display the 'Void' entries for the Logical Employee Model.

For practice, type 'VOID VOID VOID'.

8. Enter the Middle (name)

Optionally, type a middle name for the Logical Employee Model. The first character of this text box will display as the last position on the title line of each form. For a Logical Employee Model, we suggest that you leave this text box blank.

For practice, make no entry in this text box.

9. Enter the Last (name)

Type the Logical Employee Model's surname. You may use this text box to identify the type of model, for example, 'Union' or 'Salaried'. If space permits, you may begin the text box entry with another 'Void'.

For practice, type 'VOID SALARY MONTHLY'.

10. Select the Suffix

For a new hire, this list box selection identifies the employee's name suffix, such as Jr. or Sr. This entry is not used for a Logical Employee Model because no one suffix is suitable for all new hires.

For practice, make no selection in this list box.

11. Type/select other entries

Continue to fill the remaining text/list boxes with default information that represents the group of employees that will be hired using this template. For example, if the majority of new hires that are recorded with this template reside in the same city, state, and country of residence, make an entry in these fields. If the frequency and payment type for the majority of new hires are the same, select an entry in these fields.

Remember that you can replace any default template information with specific new hire information during the hiring process.

Note: *Leave dates blank, since these will be specific to the new hire.*

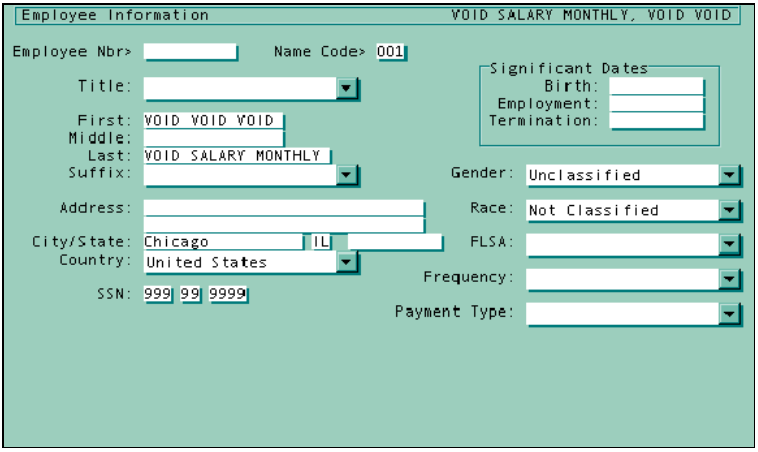
For practice, type 'Chicago' as the city, 'IL' as the State, and 'United States' as the country of residence. Select 'Monthly' in the Frequency list box and 'Salary-Auto Paid' in the Payment Type list box.

12. Click Save or press Enter

Default entries for the Employee Information form (EF-SCR) have been recorded.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Employee Information VOID SALARY MONTHLY, VOID VOID

Employee Nbr> Name Code> 001

Significant Dates
Birth:
Employment:
Termination:

Title:

First: VOID VOID VOID
Middle:
Last: VOID SALARY MONTHLY
Suffix:

Gender: Unclassified

Address:

Race: Not Classified

City/State: Chicago IL
Country: United States

FLSA:

Frequency:

SSN: 999 99 9999

Payment Type:

See also:

- Template additions, changes, deletions, and duplication ***(on page 167)***

For more information about changing an employee template.

Modifying an employee template

To change an employee template using the Employee Information form (EF-SCR), follow these steps:

1. Access the Employee Information form (EF-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Add Basic Employee Information

For practice, access the Employee Information form (EF-SCR) for LMODEL SM in organization AB1000.

2. Leave Employee Nbr blank

While modifying the Logical Employee Model template, leave this text box blank.

For practice, leave this text box blank.

3. Type/select other entries

Change any of the existing entries to represent the group of employees that will be hired using this template.

Remember that you can replace any default template information with specific new hire information during the hiring process.

Note: Leave dates blank, since these will be specific to the new hire.

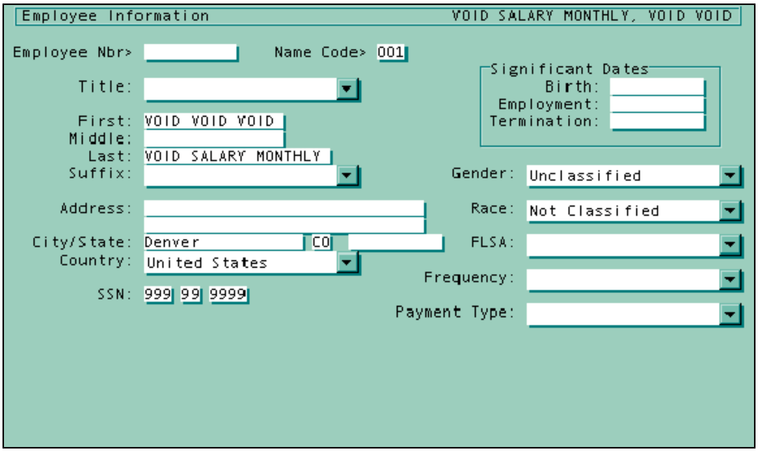
For practice, type 'Denver' as the city and 'CO' as the state.

4. Click Save or press Enter

Changes to the default entries for the Employee Information form (EF-SCR) have been recorded.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Template additions, changes, deletions, and duplication ***(on page 167)***

For more information about changing an employee template.

Copying an employee template to another organization

To copy an employee template to another organization using the Employee Transfer form (ET-SCR), follow these steps:

1. Access the Employee Transfer form (ET-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Transfer Emp to New Organization

For practice, access the Employee Transfer form (ET-SCR) for LMODEL 00 in organization 999999.

2. **Enter the New Employee Number**
If you want the template to have a different employee number in the new organization, type it here. Otherwise, type the template's current number here.

For practice, type 'LMODEL 00' to keep the same template number in the new organization.

3. **Enter the New Organization**
Enter the template's new organization identifier.

For practice, type 'AB1000'.

4. **Enter the Transfer Date**
Type the effective date of the transfer. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type the current date.

5. **Select the Payroll Data**
Select one of the payroll data/amount options. For copying a template, you will always select the option that allows the data to remain in the old organization while being copied to the new organization.

For practice, select the first Data Amounts option.

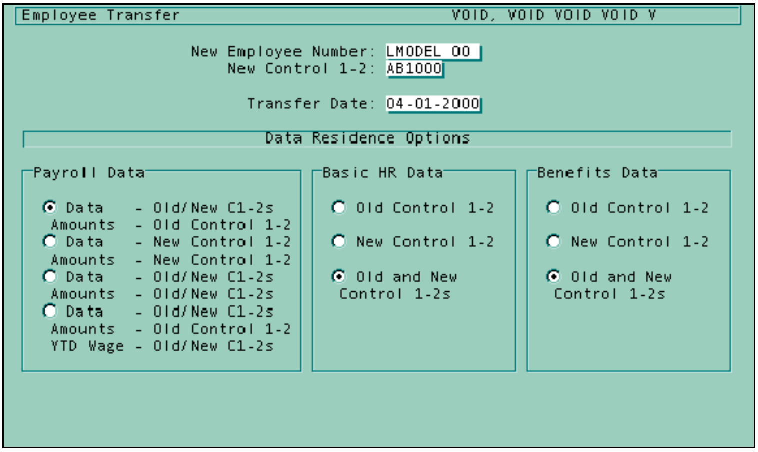
6. **Select the Basic HR Data**
Select the basic human resource data that designates whether information is to move to the new organization, stay with the old organization, or reside on the Employee Database records in both organizations.

For practice, select 'Old and New Control 1-2s'.

7. **Select the Benefits Data**
Select the benefits data that designates whether information is to move to the new organization, stay with the old organization, or reside on the Employee Database records in both organizations.

For practice, select 'Old and New Control 1-2s'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. Click Save or press Enter

The template transfer information is now recorded. A 'Transfer successfully completed' message is displayed.

Note: *Override any warning messages that appear after you click Save.*

For practice, click Save.

See also:

- Template additions, changes, deletions, and duplication ***(on page 167)***

For more information about changing an employee template.

Deleting an employee template

To delete an employee template using the Employee Record Maintenance form (DELETE), follow these steps:

1. Access the Employee Record Maintenance form (DELETE)

Access this form by making the following selection from the Navigator:

Component: Development Tools
Process: Employee Database Utilities
Task: Delete Employee Records

The Employee Selection dialog box is displayed.

For practice, access the Employee Record Maintenance form (DELETE) in organization AB1000.

2. Type the Number

Type the employee template identifier in this text box, for example, 'LMODEL ES'.

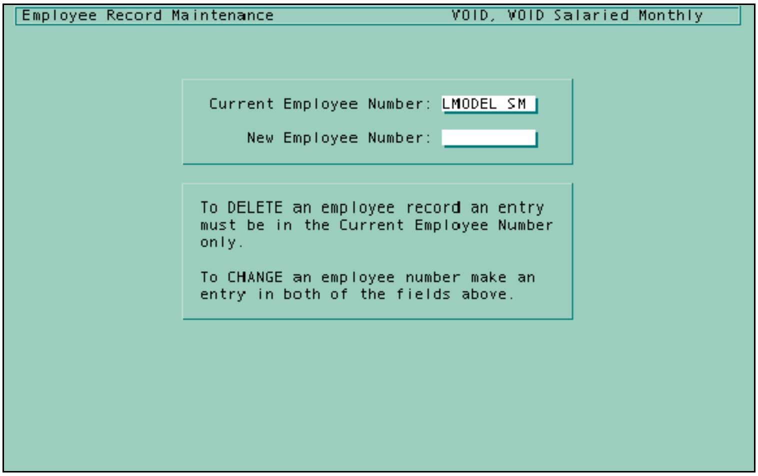
For practice, type 'LMODEL SM'.

3. Click Save or press Enter

The employee template number is displayed in the Current Employee Number text box on the Employee Record Maintenance form (DELETE).

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



4. Verify the template number

Verify that the correct employee template number is displayed in the Current Employee Number text box.

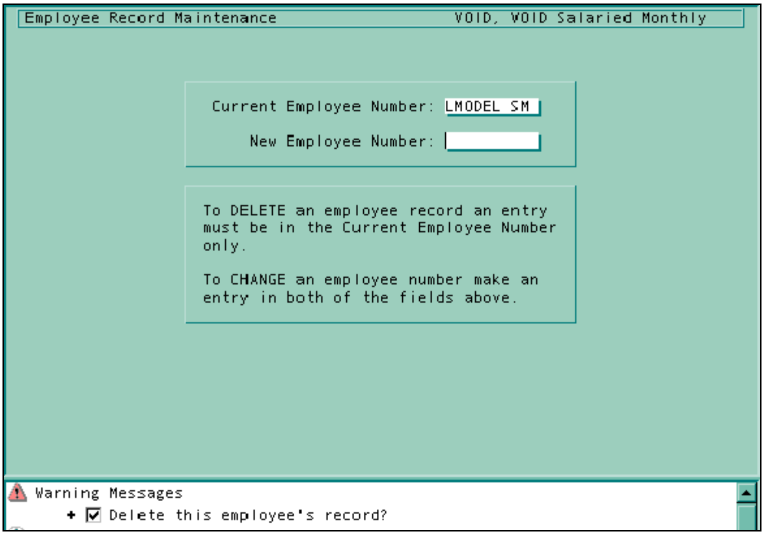
For practice, look and see that the template number is 'LMODEL SM'.

5. Click the Warning Message check box

The Warning Messages dialog box is displayed in the message area, asking the question, 'Delete this employee's record?' An entry in the check box permits the deletion to continue.

For practice, click the check box.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



6. Click Save or press Enter

The employee template has been deleted from the file. The message '—Record for employee xxxxxxxxxx has been deleted—' is displayed on the form.

For practice, click Save.

See also:

- **Template additions, changes, deletions, and duplication** ***(on page 167)***

For more information about changing an employee template.

Viewing a list of employee templates

To display a list of employee templates using the Display Application File form (DSP02), follow these steps:

1. Access the Display Application File form (DSP02)

Access this form by making the following selection from the Navigator:

Component:	Development Tools
Process:	Employee Database Utilities
Task:	List Employee Database Records

For practice, access the Display Application File form (DSP02).

2. Type a Starting Key

This entry allows the display of the records in the Employee Database to start at the point where the Logical Employee Model templates are stored. The first six positions are the organization identifier, the seventh position is 'M' (record type for employee records), and the last two positions are 'LM' (starting characters for LMODEL).

For practice, type 'AB1000MLM'.

3. Click Save or press Enter

The employee templates are displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

```
LNGTH 3.+....1....+....2....+....3....+....4....+....5....+....6....+....7....+
01014 AB1000MLMODEL 00 99EE 999-99-9999 11  U99
00785 GP0001D           01GREAT PRIDE
00452 ZIO014000102-0910:59:00S.O.DSNODE  Distributed Location Node Control Tabl
00228 ZIO014000202-0910:59:49S.O.DSRULE  Distribution Access Log Table
00228 ZIO014000302-0911:00:29S.O.DSRF02  Distribution Rules Table
00340 ZIO014000402-0911:01:09S.O.DSRULE  Distribution Access Log Table
00452 ZIO014000502-0911:03:02S.O.DSNODE  Distributed Location Node Control Tabl
00228 ZIO014000602-0911:03:38S.O.DSRULE  Distribution Access Log Table
00228 ZIO014000702-0911:04:09S.O.DSRF02  Distribution Rules Table
00228 ZIO024000402-1216:07:11S.O.TA-SCR  Job Code Table
00452 ZIO024000502-1216:10:25S.O.TA-SCR  Job Code Table
00228 ZIO024000802-1216:12:45S.O.M48SCR  Organization Unit - Set Up/Maintenance
00228 ZIO024000902-1216:13:42S.O.TG-SCR  System Options
00228 ZIO024001102-1216:17:09S.O.M48SCR  Organization Unit - Set Up/Maintenance
00228 ZIO024001302-1216:17:49S.O.M48SCR  Organization Unit - Set Up/Maintenance
00228 ZIO024001502-1216:24:04S.O.M48SCR  Organization Unit - Set Up/Maintenance
00228 ZIO026000202-1510:05:41S.O.M46SCR  Organization Unit - Basic Details
00228 ZIO026000302-1510:16:12S.O.TG-SCR  System Options
00676 ZIO026000402-1510:18:18S.O.NH-SCR  Set Up A New Employee
01684 ZIO026000502-1510:20:10S.O.NH-SCR  Set Up A New Employee
00452 ZIO026001402-1510:43:15S.O.20RSCR  Class Registration/Cancellation
```

Note: *Because LMODEL SM was deleted in an earlier practice, only LMODEL 00 is listed for the AB1000 organization.*

See also:

- Template additions, changes, deletions, and duplication ***(on page 167)***

For more information about changing an employee template.

Apply the Concept

Based on your understanding of an employee template as explained in this section, consider the groups of employees in your organization that may require separate Logical Employee Models for use in the hiring process. List up to three of them and their common characteristics in the space below:

Group	Common characteristics

Review of Questions Answered

1. How does the use of an employee template increase productivity in setting up new hire employees?

2. What feature allows a template to be copied to other organizations?

3. If Position Administration is 'In Use' in an organization, what must be done prior to setting up employee templates?

CHAPTER 9

Setting Up Default Field Values for Forms

In This Chapter

Introduction

Because daily HR operations require accurate and timely recordkeeping, a feature that would increase productivity and accuracy has been incorporated into The Solution Series. Using default values saves time and unnecessary key strokes when entering a text/list box that usually contains the same data for all employees (for example, Country Code).

Tasks

This section explains the following:

- Setting up an LDEFAULTS model
- Modifying an LDEFAULTS model
- Activating an LDEFAULTS model
- Viewing the active LDEFAULTS values

Prerequisites

Before you can create employee templates, you must set up the following in The Solution Series:

- Install The Solution Series
- Establish one or more organizations

☞ *Refer to* **Setting Up an Organization** *(on page 51) for more information on establishing organizations.*

Questions answered

The following questions are answered in this section:

1. What is the purpose of an LDEFAULTS template?
2. How does the LDEFAULTS template differ from the Logical Employee Model (LMODEL) template?
3. How is productivity improved by using an LDEFAULTS template?

Purpose of a default template

Human Resources Administration has a default utility called LDEFAULTS. LDEFAULTS defines data for text/list boxes on a Human Resource form to be used if a new segment is created and the default text/list boxes are left blank. This operation saves time and unnecessary keystrokes for entering a text/list box that usually contains the same data for all employees, for example, Citizenship.

Default values may be set up for almost every form in the Human Resource Administration component. Some forms may not be suitable for text/list box defaults because of form calculations or the employee-specific nature of the text/list boxes.

The default data is effective only the first time the segment is created and can be overridden by selecting or typing a different entry in the default text/list box.

How a default template differs from an employee template

LDEFAULTS uses a model employee that is similar to, but not the same as, a Logical Employee Model employee.

The purpose of a Logical Employee Model employee is to provide a series of non-dated forms that contain entries common to a group of employees. The forms in a Logical Employee Model are copied to a new employee's record during the new hire process.

☞ *Refer to* **Setting Up Employee Templates** *(on page 161) to learn how to add a Logical Employee Model template.*

The purpose of an LDEFAULTS model employee is to provide text/list box entries on a form when the form is used for the first time for an existing employee. A default template is to be used with Human Resource forms only, since the Logical Employee Model provides the text/list box defaults for the payroll non-dated forms.

Establishing the LDEFAULTS model

An employee with an employee number of LDEFAULTS must be added to the file using a Logical Employee Model and the Employee Information form (EF-SCR). The name should be changed to Ldefaults, Model. Then the default model can be modified.

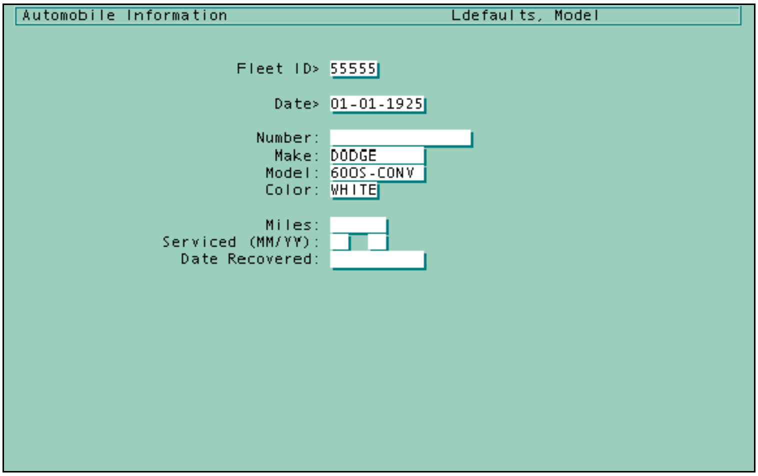
Note: *Only one LDEFAULTS template may be established for an organization.*

After the LDEFAULTS employee has been added to the file, defaults are established by displaying each form with an employee number of LDEFAULTS. Enter whatever key text box information is required by the form and then enter the default values.

Key text box rules are:

- If the key text box is a date, enter the effective date for the default. Use a date older than the earliest employee hire date.
- If the key text box is not a date, the system is looking for an exact match or greater value in the key text box. This allows for ranges.

Several LDEFAULTS models may be set up for a form using ranges of valid key values. Look at the example in the 999999 organization for the Automobile Information form (24-SCR). An employee who has a Fleet ID of 00000–55555 (entry of 55555 in the model) would have defaults of DODGE, 600s-CONV, and WHITE.



LDEFAULTS data is established by organization, so different data may exist for the same form in two different organizations.

After all LDEFAULTS model forms are established, the Create LDEFAULTS D Record program (SETUPS) must be executed to apply the default data to the System Control Repository. If additions or changes are made to the LDEFAULTS template, you must then run the Create LDEFAULTS D Record program (SETUPS) to activate the changes.

See also:

- Setting up an LDEFAULTS model ***(on page 191)***
For detailed directions on setting up an LDEFAULTS model.
- Modifying an LDEFAULTS model ***(on page 192)***
For detailed directions on modifying an LDEFAULTS model.
- Activating an LDEFAULTS model ***(on page 194)***
For detailed directions on activating an LDEFAULTS model.
- Viewing the active LDEFAULTS values ***(on page 194)***
For detailed directions on viewing the active LDEFAULTS model.

How and when the defaults work

After default text/list boxes are set up for a form, only the key text box and variable data must be entered to establish a new segment for an employee. All default text/list boxes can be left bank and generated by the default records. If one piece of the default data is incorrect for an employee, an entry can be made in the text/list box to override the default value.

Sample LDEFAULTS data

Sample LDEFAULTS data has been established in the 999999 test organization for the following forms:

- Additional Personal And ID Information form (02-SCR)
  Citizenship entry of United States

- Phone Numbers And Employment Information form (03-SCR)
  Work area code of 312, and Work Phone of 454-1865

- Automobile Information form (24-SCR)

  - If Fleet ID is 00000 - 55555 (entry of 55555 in model):
    Automobile Make is DODGE,
    Automobile Model is 600s-CONV,
    Color is WHITE.

  - If Fleet ID is 55555 - 99999 (entry of 99999 in model):
    Automobile Make is MERCEDES,
    Automobile Model is 450SL,
    Color is BLACK.

These defaults will not exist in your organizations unless you add them as part of your LDEFAULTS employee forms.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

To increase productivity as you record employee information, you may consider the use of an employee template that provides default entries on forms.

In the Guided Practice for this section, you will establish an LDEFAULTS model employee in organization AB1000, enter default values, and then activate the defaults.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Note: *Before establishing a new LDEFAULTS model employee, set the Position Administration switch to 'Not In Use' on the System Options form (TG-SCR).*

Setting up an LDEFAULTS model

The Employee Information form (EF-SCR) is used to add new employees to an active organization using an employee template (LMODEL). To set up an LDEFAULTS model employee using the Employee Information form (EF-SCR), follow these steps:

1. Access the Employee Information form (EF-SCR)

Access this form in the organization in which you want to set up the LDEFAULTS employee.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Add Basic Employee Information

For practice, access the Employee Information form (EF-SCR) for LMODEL 00 in organization AB1000.

2. Type the Employee Nbr

Type the employee number - 'LDEFAULTS'.

For practice, type 'LDEFAULTS'.

3. Type the Name

Type the name, exactly as shown—First: Model, Last: Ldefaults. Accept the defaults for all other text/list boxes.

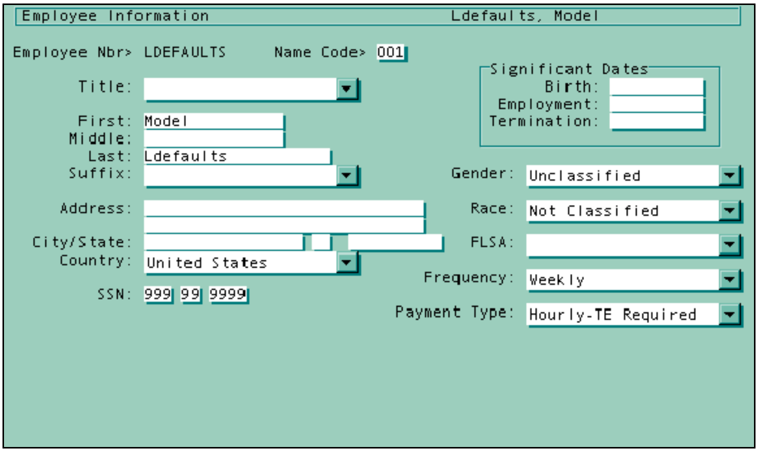
For practice, type 'Model' in the First text box; then type 'Ldefaults' in the Last text box. Type a hash sign (#) in the Middle text box and blank out the remainder of its entry.

4. Click Save or press Enter

The LDEFAULTS model employee setup is now complete.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Establishing the LDEFAULTS model ***(on page 187)***

For more information about setting up LDEFAULTS information.

Modifying an LDEFAULTS model

LDEFAULTS text/list box defaults can be set up for almost every HR form in the system. To update the default values for an LDEFAULTS model employee, follow these steps:

1. Access the form on which changes are to be entered

For example, access the Phone Numbers And Employment Information form (03-SCR) by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: Telephone/Previous Applicant Info

For practice, access the Phone Numbers And Employment Information form (03-SCR) for the LDEFAULTS employee in organization AB1000.

2. Enter the Date

Type a date that reflects the effective date of the data on the record. You may wish to set up this record by using the founding date of your organization.

Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '01-01-1925'.

3. Make an entry in the text/list box to be changed

Change one or more text/list boxes to values that would be the common entry for the majority of employees in your organization.

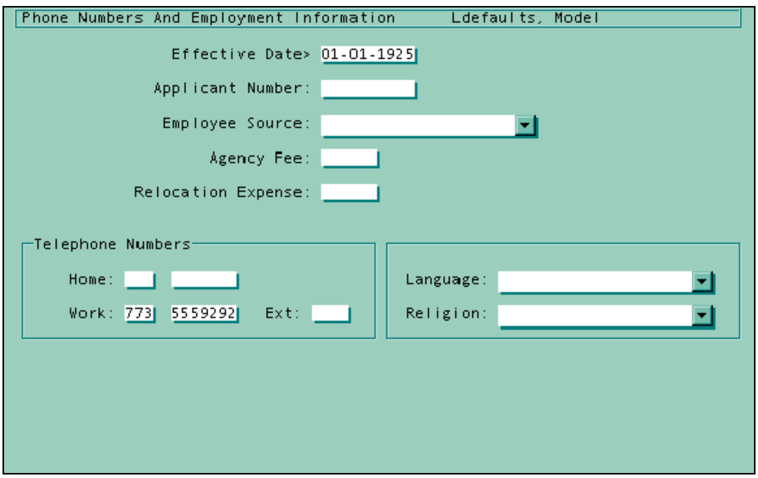
For practice, type '773' in the Work area code text box and '5559292' in the Work phone number text box.

4. Click Save or press Enter

The default values have been recorded for the LDEFAULTS employee.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Repeat these steps for each form on which default values are required.*

See also:

- Establishing the LDEFAULTS model ***(on page 187)***

For more information about modifying LDEFAULTS information.

Activating an LDEFAULTS model

To activate an LDEFAULTS model, using the Create LDEFAULTS D Record program (SETUPS), follow this step:

Access the Create LDEFAULTS D Record program (SETUPS)

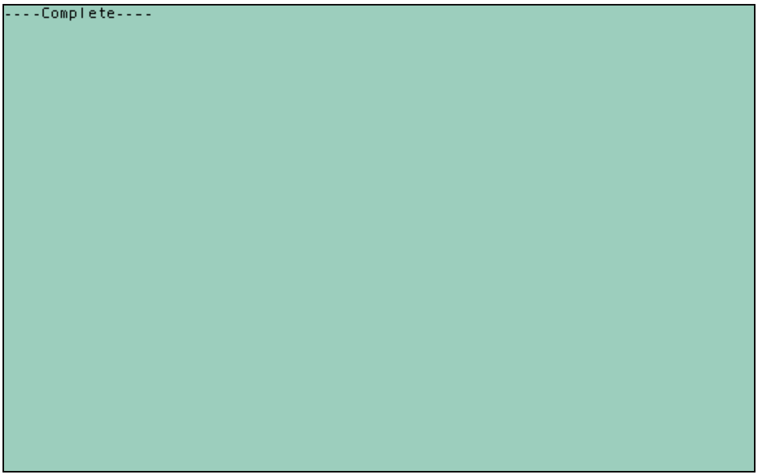
Access this form by making the following selection from the Navigator:

Component:	Administrator Tools
Process:	Administrator Tools
Task:	Build a New Record Default

The default settings are now active. A confirmation form displays the message '—Complete—'.

For practice, access the Create LDEFAULTS D Record program (SETUPS).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Establishing the LDEFAULTS model ***(on page 187)***

For more information about activating the LDEFAULTS default information.

Viewing the active LDEFAULTS values

In addition to viewing the individual forms on which the default values appear for the LDEFAULTS model, you may verify which default values are currently active by following these steps:

1. Access the Edit Utility form (EDIT)

Access this form by making the following selection from the Navigator:

Component: Development Tools
Process: System Control Repository Utilities
Task: Edit Control Repository Object

For practice, access the Edit Utility form (EDIT).

2. Select an object of HRMS L Defaults

Choose 'HRMS L Defaults' from the Object option list (SC03).

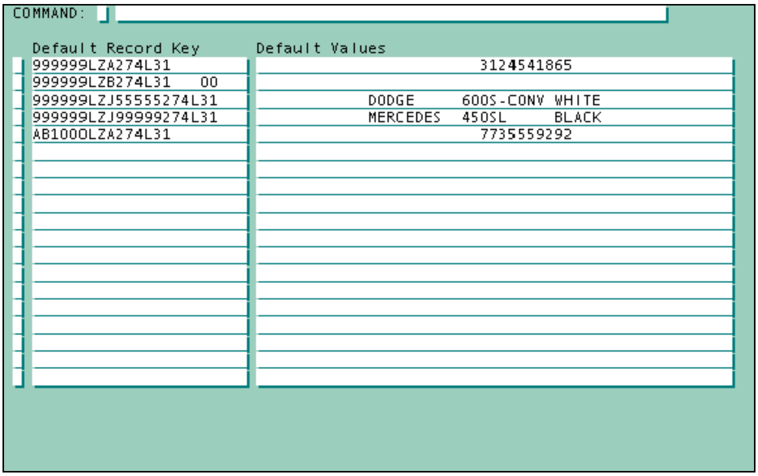
For practice, select 'HRMS L Defaults'.

3. Click Save or press Enter

The default entries are displayed for all organizations. The Default Record Key for each value is also displayed.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Establishing the LDEFAULTS model ***(on page 187)***

For more information about viewing the active LDEFAULTS values.

Apply the Concept

Based on your understanding of Logical Employee Models (LMODELs) and LDEFAULTS text/list box default entries, indicate which kind of template might be used to store the following information:

Information	**LMODEL or LDEFAULTS**	
Most new hire clerical employees are hourly, non-union		
Majority of recorded citizenship is US		
Most employees have the same work phone number		
Most new hires live in the same city and state		
Most company-assigned automobiles are Ford Mustangs		

Review of Questions Answered

1. What is the purpose of an LDEFAULTS template?

2. How does the LDEFAULTS template differ from the Logical Employee Model (LMODEL) template?

3. How is productivity improved by using an LDEFAULTS template?

PART 3

Appendices

In This Section

APPENDIX A

Table Displays

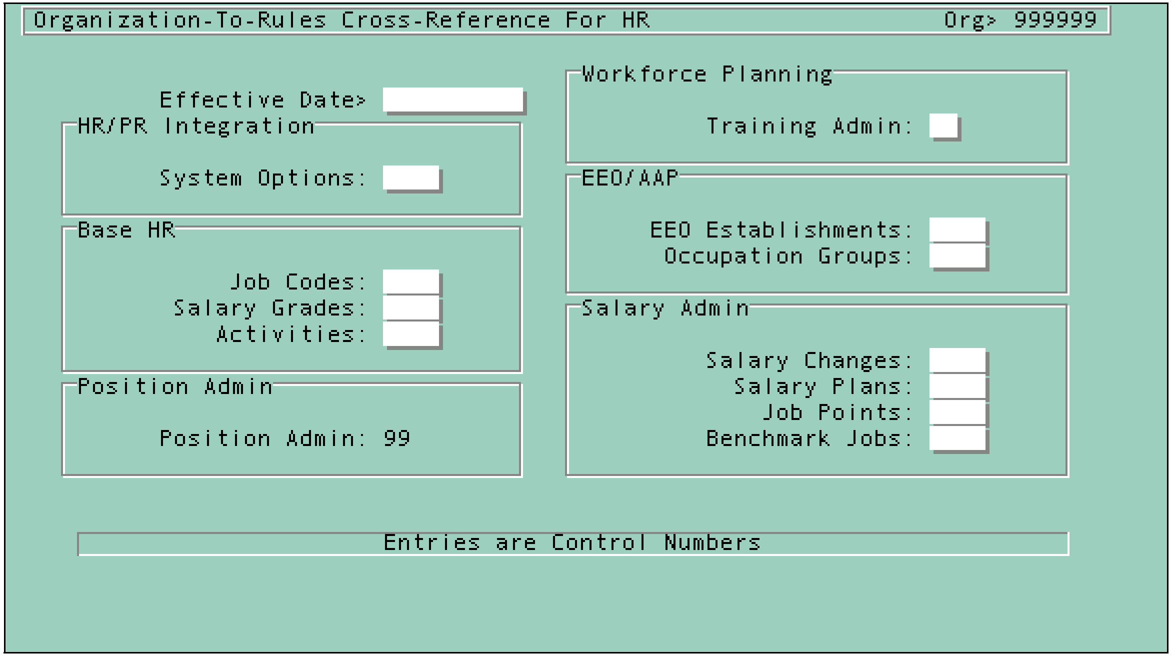
In This Appendix

About this appendix

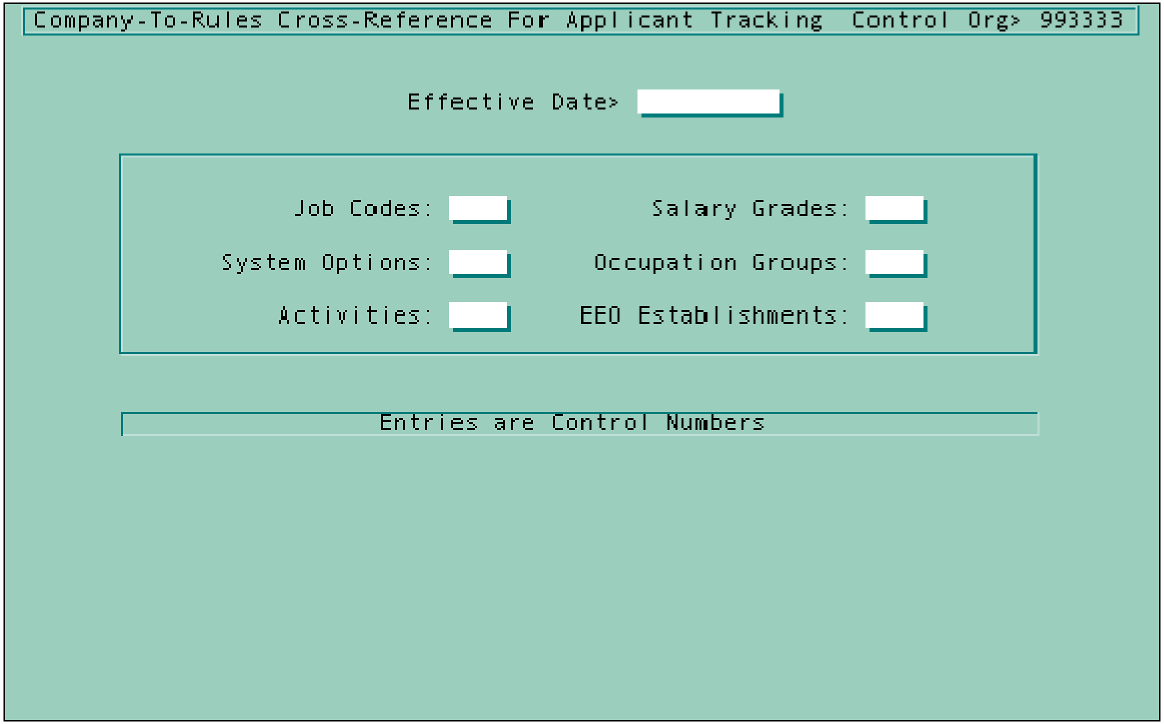
This appendix contains a form image for each of the tables that are discussed in the chapters of this manual. The tables are sequenced in the order in which they are discussed in the manual.

Note: The Occupation Group Table form (TE-SCR) is not shown here because it is delivered already populated and does not require any entries.

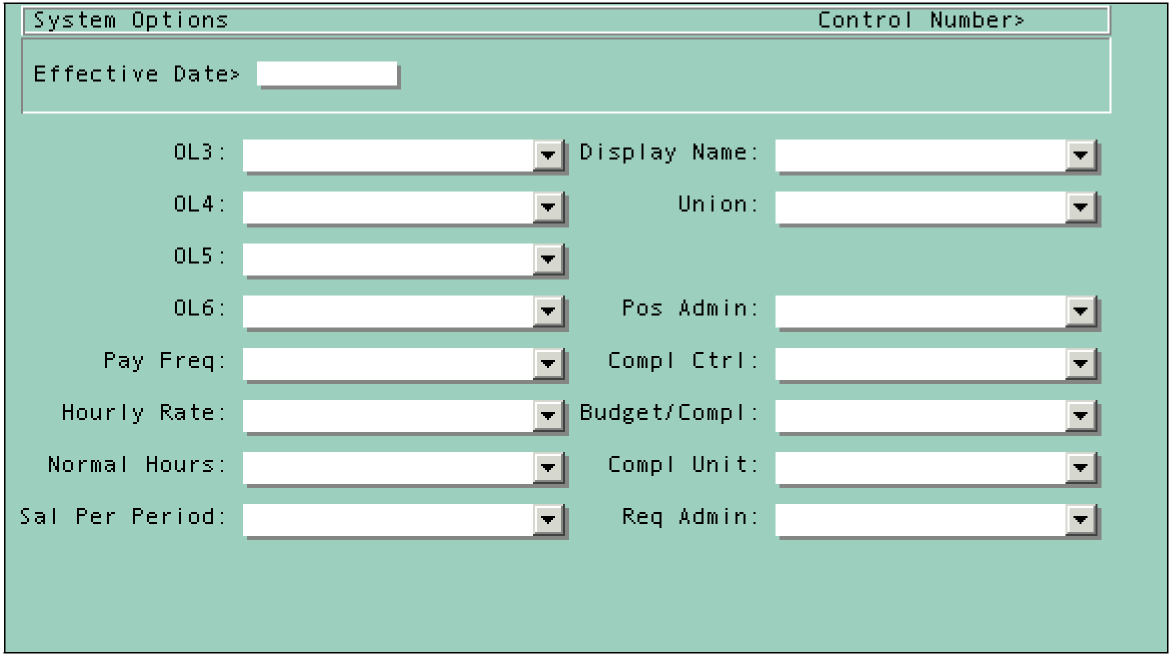
Company-To-Rules Cross-Reference For HR (AX-SCR)



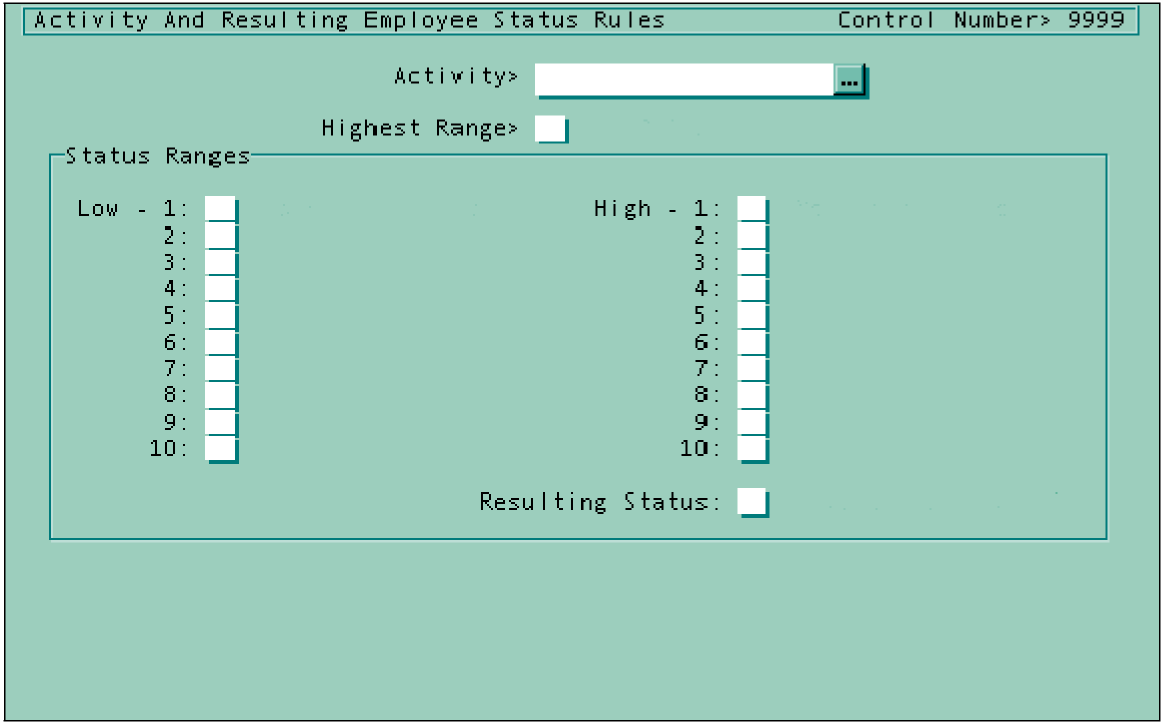
Company-To-Rules Cross-Reference For Applicant Administration (AT-SCR)



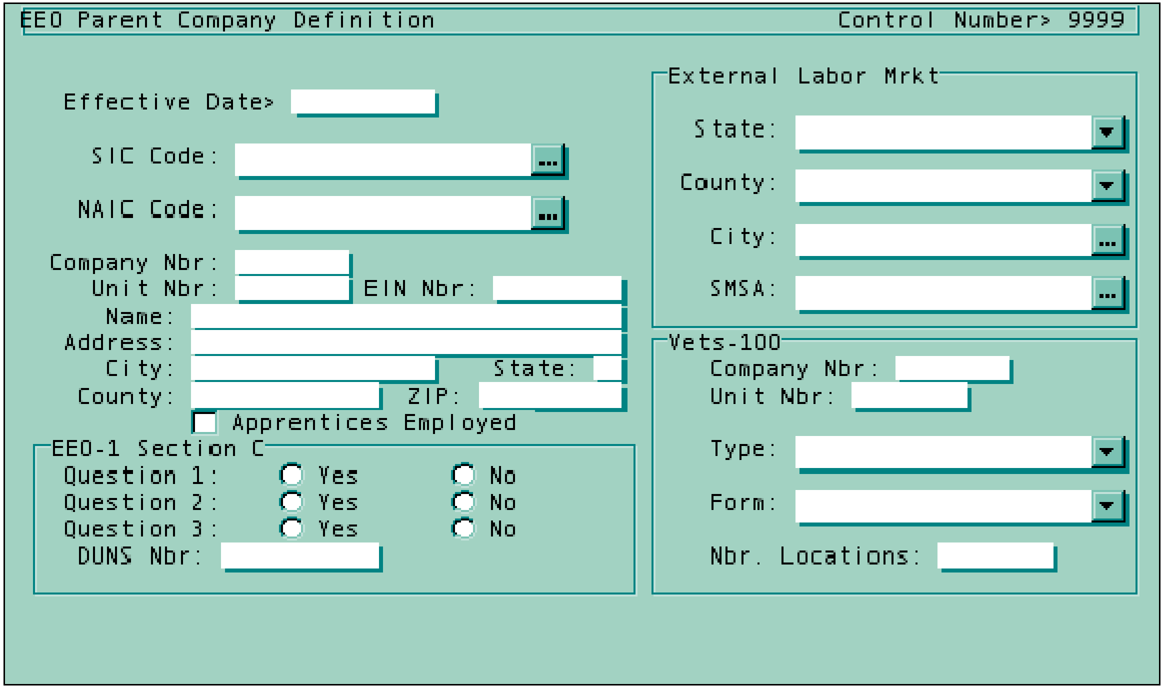
System Options (TG-SCR)



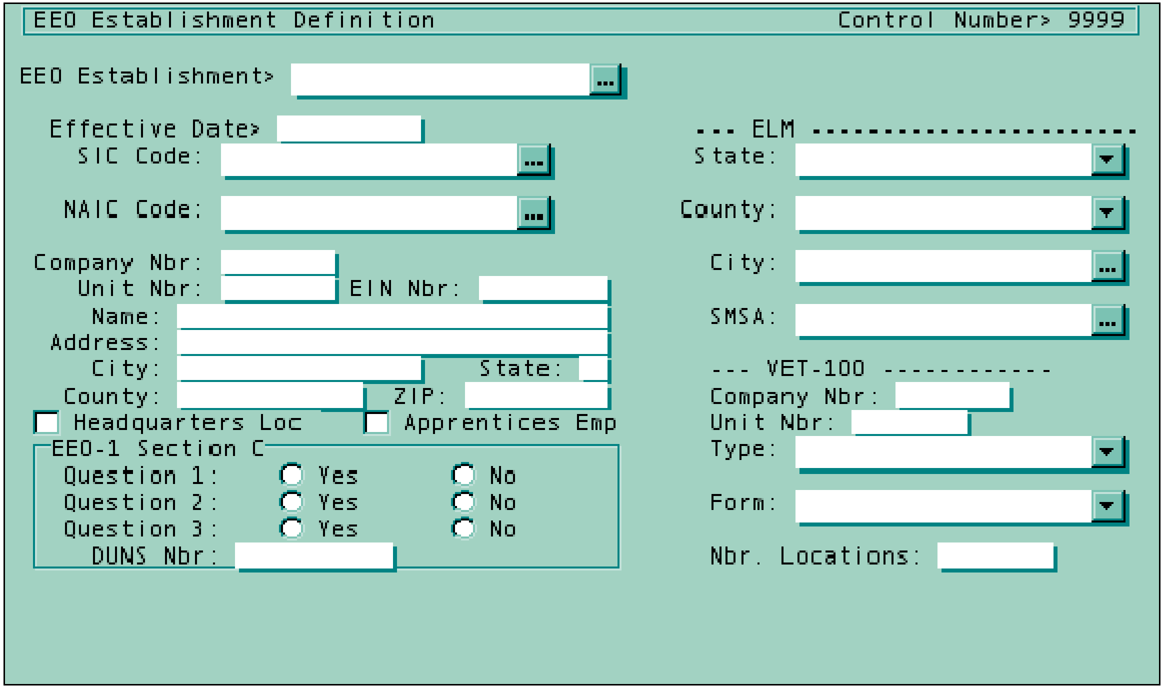
Activity And Resulting Employee Status Rules (TF-SCR)



EEO Parent Company Definition (TXCSCR)



EEO Establishment Definition (TX-SCR)



EEO Establishment Definition Control Number> 9999

EEO Establishment>

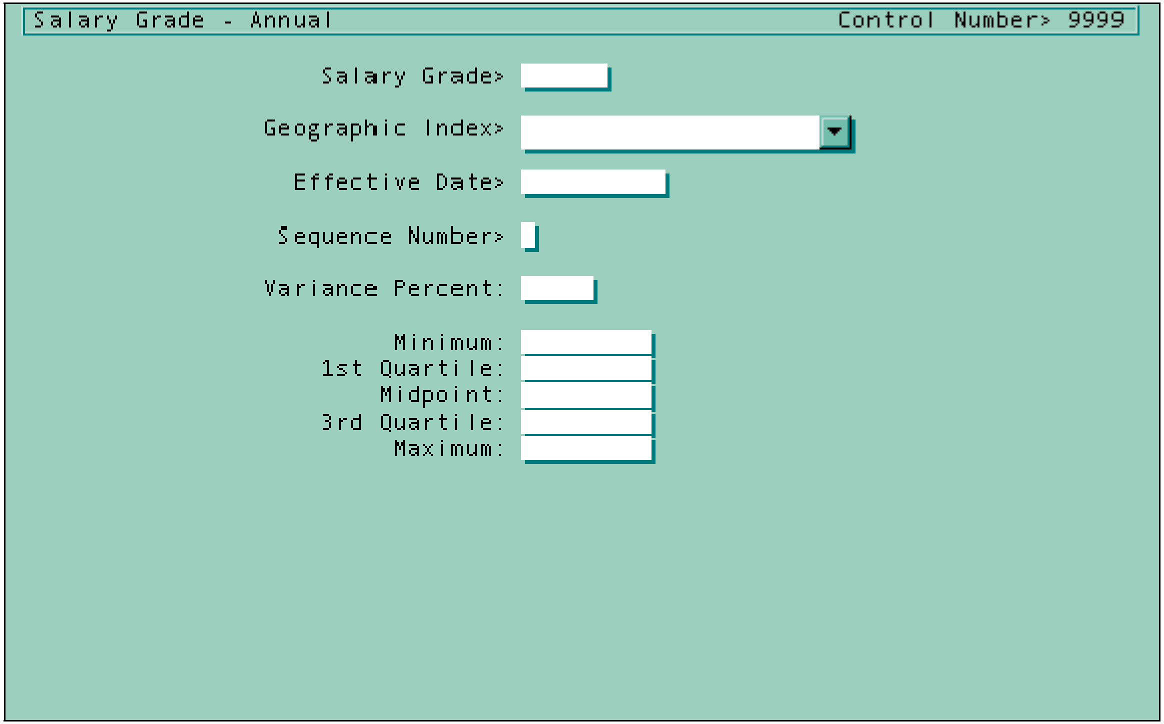
Effective Date>
SIC Code:
NAIC Code:
Company Nbr:
Unit Nbr: EIN Nbr:
Name:
Address:
City: State:
County: ZIP:
Headquarters Loc
Apprentices Emp

EEO-1 Section C
Question 1: Yes No
Question 2: Yes No
Question 3: Yes No
DUNS Nbr:

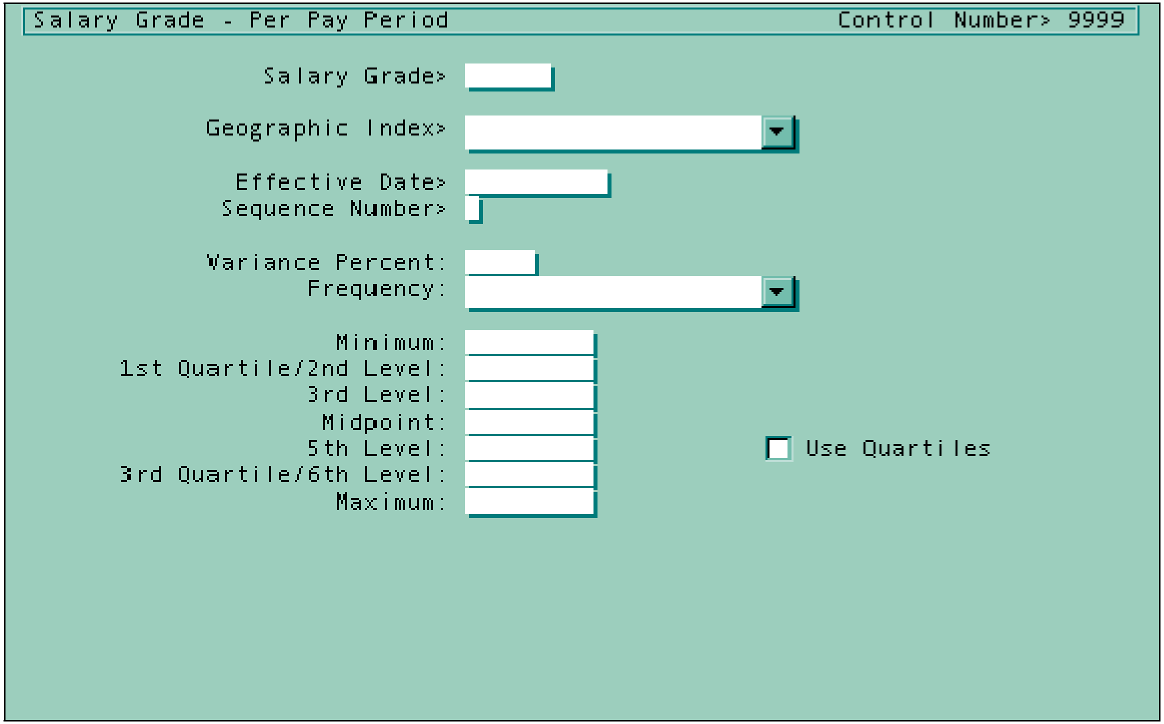
--- ELM ---
State:
County:
City:
SMSA:

--- VET-100 ---
Company Nbr:
Unit Nbr:
Type:
Form:
Nbr. Locations:

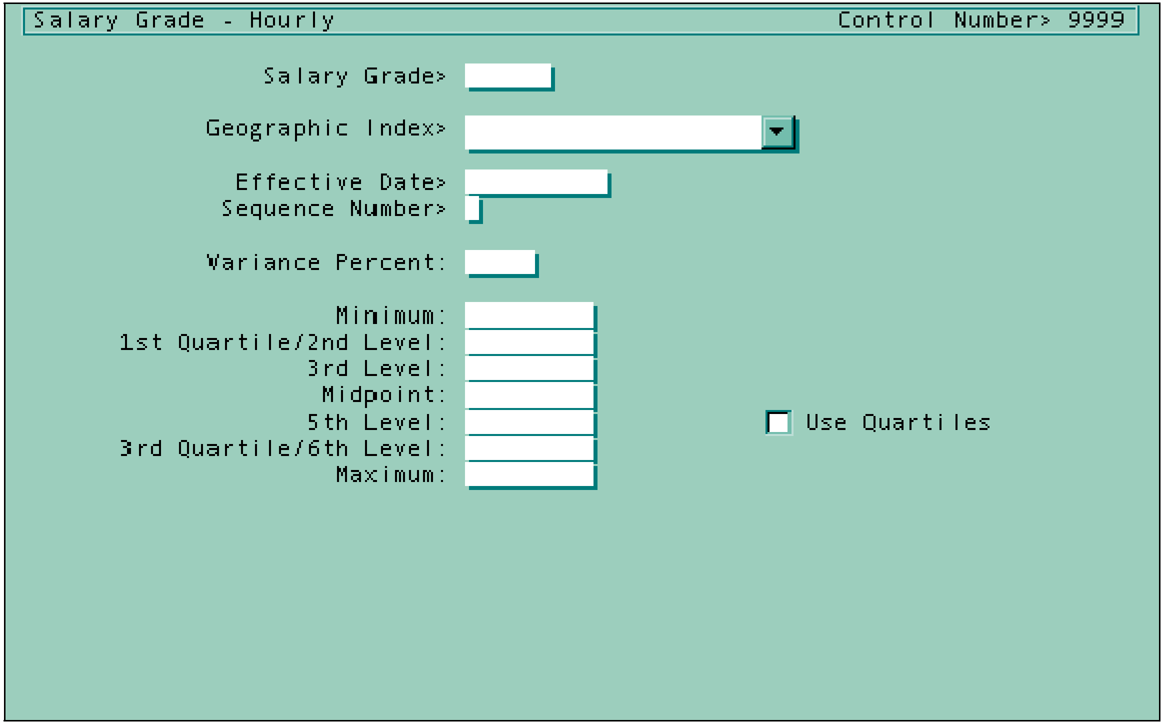
Salary Grade - Annual (TBASCR)



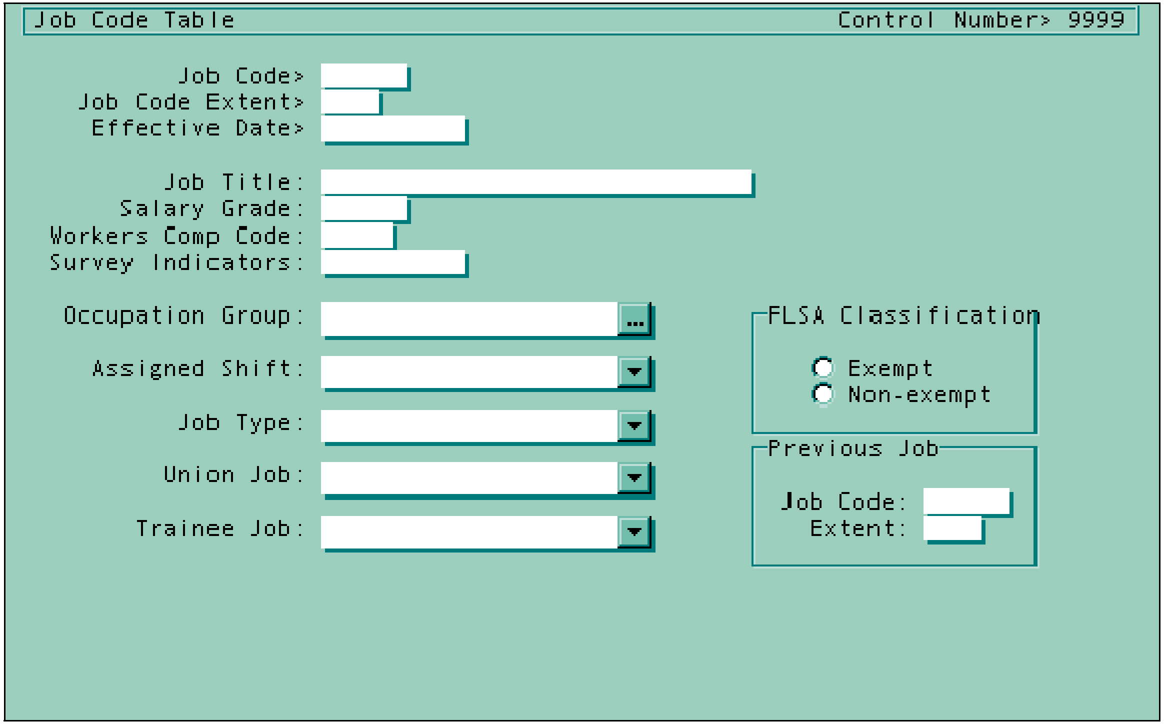
Salary Grade - Per Pay Period (TBBSCR)



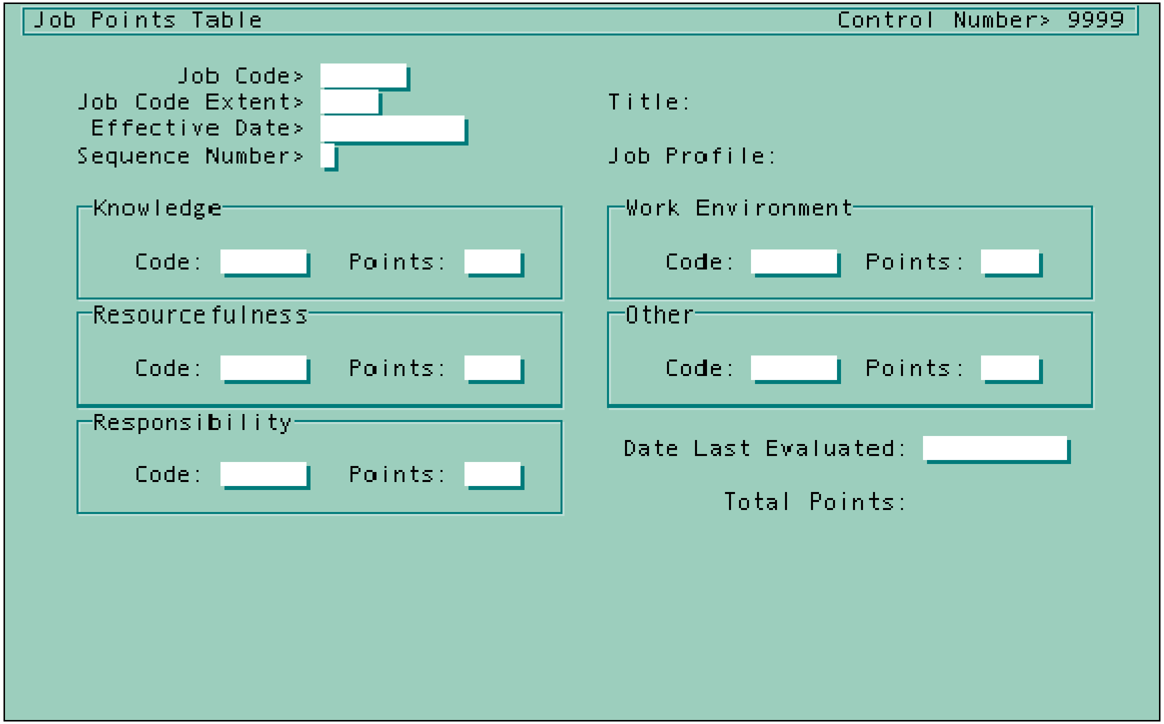
Salary Grade - Hourly (TBCSCR)



Job Code Table (TA-SCR)



Job Points Table (TC-SCR)


Job Points Table Control Number> 9999

Job Code>
Job Code Extent> Title:
Effective Date>
Sequence Number> Job Profile:

Knowledge
Code: Points:

Work Environment
Code: Points:

Resourcefulness
Code: Points:

Other
Code: Points:

Responsibility
Code: Points:

Date Last Evaluated:

Total Points:

APPENDIX B

HR Form Title to Form ID Cross-reference

In This Appendix

About this appendix

This appendix lists all of The Solution Series forms that are discussed in the instructional sections of this documentation. Forms are first listed alphabetically by form title, and then alphanumerically by form ID.

Note: *This is not a complete list of all forms provided with Human Resources Administration. Consult the appropriate documentation and online help for additional information.*

Forms by form title

Form Title	Form ID
Activity And Resulting Employee Status Rules	TF-SCR
Activity And Resulting Employee Status Rules Inquiry	TFISCR
Company Name And Address	AA-SCR
Company Options	AF-SCR
Company Pay Frequencies	AJ-SCR
Company Pay Frequency Inquiry	AJISCR
Company-To-Rules Cross-Reference For Applicant Administration	AT-SCR
Company-To-Rules Cross-Reference For HR	AX-SCR
Organization Listing	COLIST
Create A Logical Employee Model	LM-NEW
Create LDEFAULTS D Record program	SETUPS
Edit Utility	EDIT
EEO Establishment Definition	TX-SCR
EEO Establishment Definition Inquiry	TXISCR
EEO Parent Company Definition	TXCSCR
Employee Information	EF-SCR
Employee Transfer	ET-SCR
Job Code Table	TA-SCR
Job Code Table Inquiry	TAISCR
Job Points Table	TC-SCR
Job Points Table Inquiry	TCSSCR
Occupation Group Table	TE-SCR
Occupation Group Table Inquiry	TEISCR
OSHA Establishment Information	OE-SCR
Salary Grade - Annual	TBASCR
Salary Grade - Hourly	TBBSCR
Salary Grade - Per Pay Period	TBCSCR
Salary Grade Inquiry - Annual	TBAISC
Salary Grade Inquiry - Hourly	TBBISC
Salary Grade Inquiry - Per Pay Period	TBCISC
Set Up A New Organization	AA-NEW
System Options	TG-SCR
System Options Inquiry	TGISCR

Forms by form ID

Form ID	Form Title
AA-NEW	Set Up A New Organization
AA-SCR	Company Name And Address
AF-SCR	Company Options
AJ-SCR	Company Pay Frequencies
AJISCR	Company Pay Frequency Inquiry
AT-SCR	Company-To-Rules Cross-Reference For Applicant Administration
AX-SCR	Company-To-Rules Cross-Reference For HR
COLIST	Organization Listing
EDIT	Edit Utility
EF-SCR	Employee Information
ET-SCR	Employee Transfer
LM-NEW	Create A Logical Employee Model
OE-SCR	OSHA Establishment Information
SETUPS	Create LDEFAULTS D Record program
TA-SCR	Job Code Table
TAISCR	Job Code Table Inquiry
TBASCR	Salary Grade - Annual
TBAISC	Salary Grade Inquiry - Annual
TBBSCR	Salary Grade - Hourly
TBBISC	Salary Grade Inquiry - Hourly
TBCSCR	Salary Grade - Per Pay Period
TBCISC	Salary Grade Inquiry - Per Pay Period
TC-SCR	Job Points Table
TCSSCR	Job Points Table Inquiry
TE-SCR	Occupation Group Table
TEISCR	Occupation Group Table Inquiry
TF-SCR	Activity And Resulting Employee Status Rules
TFISCR	Activity And Resulting Employee Status Rules Inquiry
TG-SCR	System Options
TGISCR	System Options Inquiry
TX-SCR	EEO Establishment Definition
TXCSCR	EEO Parent Company Definition
TXISCR	EEO Establishment Definition Inquiry

APPENDIX C

HR Report Title to Report ID Cross-reference

In This Appendix

About this appendix

This appendix lists all of The Solution Series reports that are discussed in the instructional sections of this documentation. Reports are first listed alphabetically by report title, and then alphanumerically by report ID.

Note: *This is not a complete list of all reports provided with Human Resources Administration. Consult the appropriate documentation and online help for additional information.*

Reports by report title

Report Title	Report ID
TA Table Records Batch Report	9A-RPT
TB A,B & C Table Records Batch Format Report	9B-RPT
TC Table Records Batch Format Report	9C-RPT
Occupation Group Table Batch Report	9E-RPT
TF Table Records Batch Format Report	9F-RPT
TG Table Records Batch Format Report	9G-RPT
EEO Location Table Batch Report	9X-RPT

Reports by report ID

Report ID	Report Title
9A-RPT	TA Table Records Batch Report
9B-RPT	TB A,B & C Table Records Batch Format Report
9C-RPT	TC Table Records Batch Format Report
9E-RPT	Occupation Group Table Batch Report
9F-RPT	TF Table Records Batch Format Report
9G-RPT	TG Table Records Batch Format Report
9X-RPT	EEO Location Table Batch Report

APPENDIX D

Data Conversion Guidelines

In This Appendix

About this appendix

This appendix is composed from material in the Payroll Administration documentation and is intended for Human Resource clients who did not get the Payroll Administration documentation.

This appendix is an overview of the various ways you can convert your data to a form that can be imported into The Solution Series. There are many approaches to the conversion of data. The methods presented here are recommended because they are the safest and most accurate, and they produce the best results.

This overview is not meant to be a detailed treatment of data conversion. It discusses automated methods only and assumes that you have an understanding of basic data processing functions. If you are unfamiliar with batch processes, please contact your data processing personnel or Cyborg's Professional Services for assistance.

Note: *File references are to the standard assignments (such as JCL, CL, and DCL) for The Solution Series programs, for example, FILE04.*

Determining your conversion method

Before you begin writing a conversion program, first determine which type of conversion method is best for you.

Manual conversion

A manual conversion is practical if you have an aggressive production date (four months or less), 500 or fewer employees, or an adequate data entry staff available to input the data.

The amount of time it takes to enter data manually by a dedicated staff is dependent on the total number of employees, the amount of information to be added, and the number of staff devoted to the task.

For smaller companies, manual data entry may be faster than writing and testing a conversion program.

Automated conversion

If you determine that your conversion is to be automated, you must decide whether your data processing personnel or Cyborg's Professional Services will be responsible for writing the conversion program and applying the converted data to The Solution Series.

Training

Persons responsible for writing the conversion program specifications should attend the Technical Administration course before beginning the conversion. This course covers basic technical issues such as file structures and record types.

Payroll Administration classes help you define which forms and fields are to be converted. They also show you how to determine which conversion method should be used for each type of data that must be converted.

Conversion Data Categories

Within The Solution Series, data that may be converted is divided into two distinct categories. Each data type must be converted using a specific conversion method.

These methods are as follows:

- Batch layout method for static data

  Static data includes company and employee information, such as name, address, pay rate, salary, control-level assignments, and so on. You may convert both payroll and basic human resource data.

  Cyborg recommends that you convert static data using the batch layout method. This method involves a batch process that applies the static information directly to your database, using transaction formats derived from layouts provided for all application forms.

  The conversion data, in the form of transactions, is input as FILE04 and processed by an execution of The Solution Series batch processing program (CBSVB).

  The batch layout conversion method validates, or checks for errors, the field content against the option lists. In other words, the transactions are processed in the same manner as if you were entering data directly, using The Solution Series forms.

Note: *For converting payroll earnings, deductions, and tax-to-date accumulation data, Cyborg recommends the batch transaction method described next. This alternate method is more efficient for converting these types of information.*

- Batch transaction method for to-date accumulation data

  To-date accumulations include payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees. While this method may be used to convert static data as well as to-date information, Cyborg recommends that you convert static data using the batch layout method because that method validates the list box content against the option lists.

  The batch transaction method involves a batch process that applies information to the Employee Database using batch transactions. Transactions are placed in a batch input file, which is read as P05T80 or P05T81 to an additional/bonus payroll run to update the Employee Database. This includes making entries on the Payroll Run Process Control form (AE-SCR) to specify that an additional/bonus payroll run is to be performed.

☞ *Refer to the Payroll Administration documentation for information about performing this type of payroll run.*

The resulting file from the additional/bonus payroll run is then merged with your database by executing PAYMRG, the payroll merge process.

☞ *Refer to the Payroll Administration documentation for information about PAYMRG.*

Batch layout conversion method

The BATCHL program allows you to produce the Batch Layout report, which lists the text/list boxes found on each form in Payroll Administration. You must execute BATCHL using The Solution Series batch processing program (CBSVB) only. See the online documentation for BATCHL for more information.

The Batch Layout report provides form-image records, field lengths, and any comments associated with each text/list box for each selected form.

Before you begin

Before running your conversion program and applying data from your conversion file, create a standard system backup copy of your database. If it is necessary to correct the conversion program and reconvert the data, you can restore the database to its original state and repeat the process as necessary.

☞ *Refer to the Payroll Administration documentation for more information about making backup copies.*

Control records for the batch layout method

You may request reports for one, several, or all forms. This designation is made in the Key field of the control record (positions 31–40). The following transaction layouts are examples of the three request formats.

Requesting one form

```
         1         2         3         4         5         6         7…
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0…
P BATCHLJ00100  999999BATCHL  AA-SCR

                      requesting one form
```

Requesting several forms

```
         1         2         3         4         5         6         7…
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0…
P BATCHLJ00100  999999BATCHL  AA-SCR
P BATCHLJ00100  999999BATCHL  EF-SCR
P BATCHLJ00100  999999BATCHL  01-SCR

                  requesting selected forms
```

Requesting all forms

```
         1         2         3         4         5         6         7…
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0…
P BATCHLJ00100  999999BATCHL  ALL

                   requesting all forms
```

Using the Alternate Key positions 41–50

You may include specific instructions using positions 41–50. Read the explanation after the following example:

```
         1         2         3         4         5         6         7…
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0…
P BATCHLJ00100  999999BATCHL  ALL       WXYYYYYYYZ

                   requesting all forms
```

W = (A)dd or (C)hange (default) Mode.
X = (R)egular (default) or (S)pecial display.
Y..Y= Specific Sections(s). Please non-blank value corresponding to the Section(s) to be printed. For example, to print only Sections 1 and 3, type '1y3yyyy', where y = a space.
Z = (P)rimary (default) or (A)lternate Language Code.

Printing the Batch Layout Report

The BATCHL program writes all layout reports to the BATCHL03 file. To obtain a printout of the report, print the contents of BATCHL03.

Formatting your conversion program

Your conversion program must create records for each form in Cyborg's batch layout format. Records created from your conversion program are placed in FILE04 and read into an execution of the CBSVB program. This updates the database directly.

Converting the Employee Information form (EF-SCR)

The Employee Information form (EF-SCR) is required to add an employee to the system. Its BATCHL content differs slightly from other transactions. The Key field (positions 31–40) contains the employee template, LMODEL xx (where xx is your template designation). The Additional Key field (positions 41–55) contains a unique employee number.

The next example shows what your records would look like for the Employee Information form (EF-SCR) when adding a new employee:

```
         1         2         3         4         5         6         7         8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
P CONTRLT00010  999999EF-SCR  LMODEL 00 1234      1234           00100307-*
P CONTRLT00020 15-193912-17-1998STEVEN                      THOMAS         AU*
P CONTRLT00030 STIN              002M2314 W MILWAUKEE AV          01APT 8*
P CONTRLT00040 07                       CHICAGO           IL60614      0112*
P CONTRLT00050 34567891
         1         2         3         4         5         6         7         8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
```

Special BATCHL considerations if using Position Administration and/or Requisition Administration

If you plan to use the Batch Layout Facility and you are using Position Administration and/or Requisition Administration, refer to the special instructions that are available on the CUBBS FAQ pages. You may also use the MENU program to view format details of the batch layout for these forms.

Converting other employee forms

After the Employee Information form (EF-SCR) has been populated with your conversion data, the employee number is placed in the Key field for all other employee forms. In other words, the employee number is placed in the Additional Key field for the Employee Information form (EF-SCR) only during the initial establishment of the employee in the database.

Applying converted data

Run a small test conversion initially, 20 to 50 employees, to establish the integrity of the program and data being converted. Make sure that the employee sample is large enough to test all aspects of the conversion. Review all converted forms for several employees to be sure that the data was correctly applied.

Review and verify the edit patterns of dates and amounts, and the placement of data on the forms to be used in the conversion.

Data verification

After each run of CBSVB, check FILE03 for any records that are in error. Correct and reprocess any errors that you find.

Run the following reports to validate the accuracy of the data:

- Master File (0202)—This report lists all payroll data for each employee on the file. Select the report on the Report Requests form (DD-SCR) and process it during a test payroll run.

- Master File Status (9E9E)—This report lists possible setup errors and out-of-balance conditions for each employee on file. Select the report on the Report Requests form (DD-SCR) and process it during a test payroll run.

Batch transaction conversion method

To use the batch transaction method, all existing data that you wish to apply to Payroll Administration must be converted to Cyborg transactions.

Before you begin

Before applying any transactions generated from your conversion program, create a standard system backup copy of your database and Employee Database. If it is necessary to correct the conversion program or to reapply the converted data, you can restore the files and repeat the process as necessary.

Converting data to transactions

When you convert your existing data to Cyborg transactions, group employee transactions by company. Each company must be separated by a BATCH transaction before it is entered into the Employee Database.

A minimum of four transactions per employee is required to convert payroll hour (unit) and amount to-date figures. These transactions are:

- KB transactions for all to-date HED amounts, including HED 999, net pay
- KD transactions for all federal, state, and local taxable wages and taxes withheld only
- One KF transaction for FICA-OASDI taxable wages and taxes withheld only
- One KH transaction for FICA-HI taxable wages and taxes withheld only

If your present system does not provide this information, you must calculate and enter all figures to ensure that accurate amounts are converted.

When applying values to the to-date fields, the values you enter must specify which to-date figures are to be updated by each adjustment. The valid to-date values are:

- Month-to-date only
- Quarter-to-date and year-to-date
- Month-to-date, quarter-to-date, and year-to-date
- Quarter-to-date only
- Year-to-date only

Transaction method example

Here is an example that illustrates the batch transaction method. Assume that you are going to be converting The Payroll Solution as of the second pay period in August. Your quarters end in March, June, September, and December.

1. Create KB transactions for each earning or deduction (HED). Each KB transaction may contain a maximum of three HED entries. Create one set of three KB transactions for each HED you are converting.
   For the following three substeps, enter 2 in the Plug Code (PC). This prevents taxable wages from being updated by the to-date earning figures.
   A. The first KB transaction must contain the year-to-date figure through the last pay period in June.

- Enter $ in the Action Code. This indicates a plus adjustment and does not create Payment History or Labor records.
- Enter 5 in the To-date Code. This updates year-to-date figures only.

B. The second KB transaction must contain the quarter-to-date and year-to-date figures from July 1 through the first pay period in August.

- Enter $ in the Action Code.
- Enter 2 in the To-date Code. This updates quarter- and year-to-date figures.

C. The third KB transaction must contain the month-, quarter-, and year-to-date figures for the month of August.

- Enter $ in the Action Code.
- Enter 3 in the To-date Code. This updates month-, quarter-, and year-to-date figures.

2. Create KD transactions for federal withholding, state, county, and local tax records. FICA-OASDI and FICA-HI tax and taxable wages must be input using KF and KH transactions.

The KD transaction is used to convert taxes withheld for tax records other than FICA-OASDI and FICA-HI. Several KD transactions are needed for each tax record.

A. The first KD transaction must contain the year-to-date figure through the last pay period in June.

- Enter $ in the Action Code.
- Enter 5 in the To-date Code.

B. The second KD transaction must contain the quarter- and year-to-date figures from July 1 through the first pay period in August.

- Enter $ in the Action Code.
- Enter 2 in the To-date Code.

C. The third KD transaction must contain the month-, quarter-, and year-to-date figures for the month of August.

- Enter $ in the Action Code.
- Enter 3 in the To-date Code.

3. Create a KF transaction for FICA-OASDI. This transaction is used to convert FICA-OASDI taxable wages and taxes. You may ignore the prior quarter entries, but you must make entries in the employee tax entries on each transaction. Three KF transaction are needed.

A. The first KF transaction must contain the year-to-date figure through the last pay period in June.

- Enter $ in the Action Code.
- Enter 5 in the To-date Code.

B. The second KF transaction must contain the quarter- and year-to-date figures from July 1 through the first pay period in August.

- Enter $ in the Action Code.
- Enter 2 in the To-date Code.

C. The third KF transaction must contain the month-, quarter-, and year-to-date figures for the month of August.

- Enter $ in the Action Code.
- Enter 3 in the To-date Code.

4. Create a KH transaction for FICA-HI. This transaction is used to convert FICA-HI taxable wages and taxes. You may ignore the prior quarter entries, but you must make entries in the employee tax entries on each transaction. Three KH transaction are needed.

A. The first KH transaction must contain the year-to-date figure through the last pay period in June.
- Enter $ in the Action Code.
- Enter 5 in the To-date Code.

B. The second KH transaction must contain the quarter- and year-to-date figures from July 1 through the first pay period in August.
- Enter $ in the Action Code.
- Enter 2 in the To-date Code.

C. The third KH transaction must contain the month-, quarter-, and year-to-date figures for the month of August.
- Enter $ in the Action Code.
- Enter 3 in the To-date Code.

Applying converted data

The file containing the properly formatted transactions should be used as one of the optional input files and processed in an additional/bonus payroll run of the system. Complete a Payroll Run Process Control form (AE-SCR) with the necessary values to indicate that you are processing an additional/bonus payroll run.

☞ *Refer to the Payroll Administration documentation for information about this form.*

To complete the conversion process, you must merge the updated Employee Database. This is done by PAYMRG, the payroll merge process.

☞ *Refer to the Payroll Administration documentation for information about PAYMRG.*

Data verification

If you perform separate executions of P2EDIT, check the Transaction Load report for data that was not accepted. Make corrections and rerun P2EDIT as many times as required until all data is accepted.

After each additional/bonus payroll run, check the Payroll Audit Trail report for errors. Correct and resubmit any erroneous transactions that you find.

Run the following reports to validate the accuracy of the converted data:

- Master File (0202)—This report lists all payroll data for each employee on the file.
- Master File Status (9E9E)—This report lists possible setup errors and out-of-balance conditions for each employee on file.
- Combined Register (2222)—This report reflects totals for all HEDs and wage fields, and will show all of the to-date figures that you entered.

- Tax Filing (2T2T)—This report prints month-, quarter-, and year-to-date totals of taxable wages and taxes withheld or paid, for all tax authorities. You may use this report to verify and balance these figures to your former system at the time of conversion.

Select these reports on the Report Requests form (DD-SCR) and process them in a payroll run.

Form verification

You may use these two forms to validate employee wage and to-date figures:

- HEDs To-Date Inquiry form (HT-SCR)—This form displays the current, month-, quarter-, and year-to-date amounts and hours for all earnings and deductions, including net pay.

- Taxes To-Date Inquiry form (JT-SCR)—This form displays the current, month-to-date, quarter-to-date, and year-to-date figures for all employee tax records.

APPENDIX E

Practice and Review Answers

In This Appendix

About this appendix

This appendix provides answers for the Apply the Concept practices and Review of Questions Answered included at the end of each instructional chapter.

Planning the Implementation

Review of Questions Answered

1. What preliminary activities must be completed prior to implementing Human Resources Administration?

   - Attend an implementation planning meeting.

   - Attend Cyborg training classes.

   - Review documentation.

   - Define organization control levels.

   - Review and test organizations.

   - Review menus and quicklists.

   - Define a security matrix.

   - Develop a task list and timetable for implementing.

2. How can Human Resources Administration implementation process be phased?

   It can be staged using the following phases:

   - Familiarization

   - Design

   - Implementation

Setting Up an Organization

Apply the Concept

1. Using the information provided in this chapter, indicate your understanding of The Solution Series organization hierarchy by creating an organization structure that meets the needs of the scenario that follows:
   The Great Pride organization is composed of a corporate headquarters and four divisions, each located in different parts of the country. For purposes of reporting and payroll processing, the corporate headquarters needs separate totaling for itself and each division to monitor productivity and costs. In addition, they require a grand total for all organizations. Create your own values for the organization level 1 and 2 entries. Complete the following chart with the organization values for the corporate headquarters and the four divisions:

   Five organizations that require one grand total, in addition to separate totals for each organization, could be set up as follows. In this example, each organization would generate its own total (because the organization level 2 value is unique) and there would also be an automatic grand total for all organizations (because the organization level 1 value is the same for all organizations).

   (Your values may be different than the answers shown, but should match the structure that is used.)

Entity	Org Level 1 value	Org Level 2 value	Organization
Corporate	GP	CORP	GP CORP
Division 1	GP	NDIV	GP NDIV
Division 2	GP	SDIV	GP SDIV
Division 3	GP	EDIV	GP EDIV
Division 4	GP	WDIV	GP WDIV

2. Using the same organization information as shown above, complete the following chart to illustrate what the company might choose as organization level 1 and level 2 values if they needed separate reporting and had no need for any grand totals:

   Five organizations that require totals for each entity could be set up as follows. In this example, since the organization level 1 value is unique for each entity, a separate total would be provided for each one. This method provides no automatic ability to combine the five organization totals into a grand total.

   (Your values may be different than the answers shown, but should match the structure that is used.)

Entity	Org Level 1 value	Org Level 2 value	Organization
Corporate	GP	0001	GP 0001

Entity	Org Level 1 value	Org Level 2 value	Organization
Division 1	ND	0001	ND 0001
Division 2	SD	0001	SD 0001
Division 3	ED	0001	ED 0001
Division 4	WD	0001	WD 0001

Review of Questions Answered

1. What Cyborg structure allows the definition of an organization hierarchy?

   In Cyborg terms, an organization identifies a group of employees who are employed in a common structure and governed by the same set of rules or policies. Assigning a unique value to the first two organization control levels is the first step in defining your organization. Organization level 1 is a two-character entry and organization level 2 is a four-character entry. These two entries are commonly referred to as an organization.

2. How are organization identification and address information recorded on The Solution Series?

   This information can be recorded on the Set Up A New Organization form (AA-NEW) and Company Name And Address form (AA-SCR).

Establishing Basic HR Rules

Apply the Concept

1. Using the information provided in this chapter, make entries in the form print that follows to indicate the choices that might be made by the company in the following scenario.

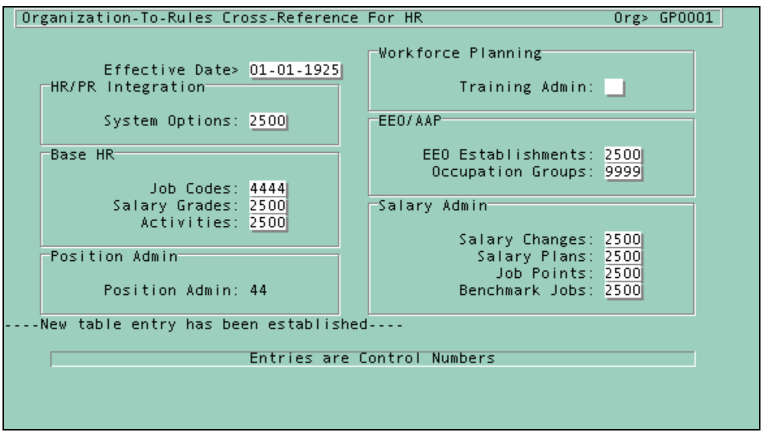
   Great Pride (GP0001) wants to share table values with Acme Manufacturing (AB1000), with one exception - they want their own set of jobs because their industry is very different. If Acme Manufacturing has chosen a Control Number of 2500 for their tables, write in the entries that belong in Great Pride's Company-To-Rules Cross-Reference For HR form (AX-SCR) that follows:
   Create your own Control Number value for the Great Pride Company.

   Because your organizations want to share most tables, but have one table that is organization-specific, you will (in this example):

   Use a table date that precedes your earliest employee hire date (such as 01-01-1925).

   Set up the Company-To-Rules Cross-Reference For HR form (AX-SCR) for Great Pride with Acme Manufacturing's Control Number for each of the entries except the Job Codes. Fill that entry with your own Control Number value.

   Make an entry of '9999' in the Occupation Group in the EEO/AAP group box. Cyborg delivers this fully populated table. However, to access this table in an organization, you must use 9999 as the table Control Number.



Organization-To-Rules Cross-Reference For HR Org> GP0001

Effective Date> 01-01-1925

HR/PR Integration
System Options: 2500

Base HR
Job Codes: 4444
Salary Grades: 2500
Activities: 2500

Position Admin
Position Admin: 44

Workforce Planning
Training Admin:

EEO/AAP
EEO Establishments: 2500
Occupation Groups: 9999

Salary Admin
Salary Changes: 2500
Salary Plans: 2500
Job Points: 2500
Benchmark Jobs: 2500

----New table entry has been established----

Entries are Control Numbers

2. In your own organization, consider the relationship between the Payroll and Human Resource functions. Which area will be responsible for making the following entries in The Solution Series?

   Location assignment

Salary information
Union information

Your answer will be specific to your organization.

To allow common data elements to be shared between Payroll and Human Resources and establish which department has control, you will record ownership of these elements on the System Options form (TG-SCR) by setting 'switches'.

Review of Questions Answered

1. What are Control Numbers and what purpose do they serve?

   Control Numbers are customer-defined, four characters in length and alphanumeric, and give the system direction as to what tables to access for a particular organization.

2. How does an organization record the link to its specific HR rules?

   You specify which tables should by used by an organization by establishing the Company-To-Rules Cross-Reference For HR form (AX-SCR) for each organization.

3. How can common data elements be shared between Payroll and Human Resources?

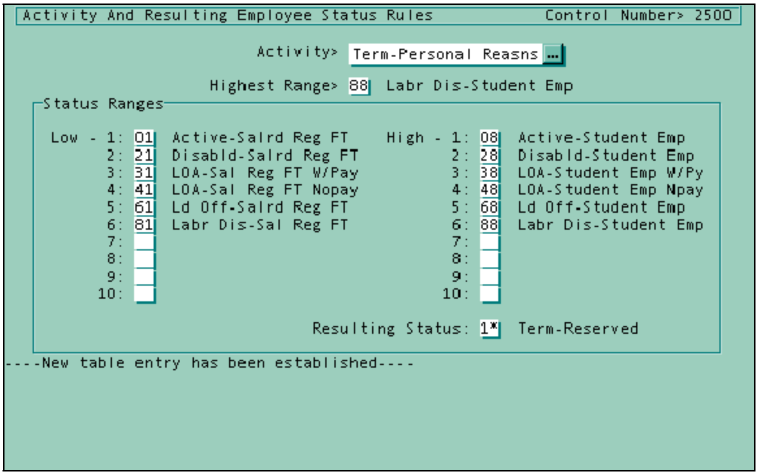
   Your organization can record the shared data elements by using the System Options form (TG-SCR) and setting switches to indicate the ownership of each element.

Setting Up Rules for Employee Activities

Apply the Concept

1. Using the information provided in this chapter, how would you record the rules for an activity that would allow an employee to terminate in order to become a full-time student (personal reasons). Use The Solution Series and the Activity Codes (HR09) and Employee Status (HR10) option lists in this chapter to research your entries and then write them on the form that follows:

   (Your answer may differ from the suggested answer based on your company policies.)


Activity And Resulting Employee Status Rules   Control Number> 2500

Activity> Term-Personal Reasns

Highest Range> 88 Labr Dis-Student Emp

Status Ranges

Low			High		
1:	01	Active-Salrd Reg FT	1:	08	Active-Student Emp
2:	21	Disabld-Salrd Reg FT	2:	28	Disabld-Student Emp
3:	31	LOA-Sal Reg FT W/Pay	3:	38	LOA-Student Emp W/Py
4:	41	LOA-Sal Reg FT Nopay	4:	48	LOA-Student Emp Npay
5:	61	Ld Off-Salrd Reg FT	5:	68	Ld Off-Student Emp
6:	81	Labr Dis-Sal Reg FT	6:	88	Labr Dis-Student Emp
7:			7:		
8:			8:		
9:			9:		
10:			10:		

Resulting Status: 1* Term-Reserved

----New table entry has been established----

2. What employee activities are currently being tracked in your organization and how will automated activity tracking in The Solution Series improve that function?

   Your answer will be specific to your organization.

   Automated activity tracking will allow your organization to easily select employees by employee status for reports. For example, reports can be selected for active, terminated, or on-leave employees. Activity tracking within The Solution Series will also allow you to record valid activities based on current status. Later, as you consider implementing Benefits Administration, automated activity tracking can simplify plan eligibility rules by allowing you to include or exclude groups of employees based on current status.

Review of Questions Answered

1. What is the relationship between an employee activity and the resulting employee status?

Every employee major activity affects that employee's employment status. When hired (activity), an employee becomes active (employment status). If terminated (activity), an employee changes to inactive (employment status).

2. What is the importance of tracking employee activities and status?

   Activities and the employment status are important pieces of data for Human Resources Administration and other HR related functions. By design, The Solution Series chooses one or both of these fields to determine:

   - Employee selection for report purposes
   - Whether an employee's current status allows the next activity
   - Benefits Plan eligibility

Setting Up Rules for Employee Job Information

Apply the Concept

1. Based on your understanding of the Geographic Range Indicator as explained in this chapter, how would your organization use this feature to handle job salary grades that differ by location?

   Your answer will be specific to your organization.

   If your organization has only one geographic location, the Geographic Index value will be the same for every table. The Geographic Range option list (HR66) contains only a value of 'All Locations' as delivered. Customer-defined codes need to be added if job salary grades differ by location. Each salary grade may then have multiple tables with different Geographic Index values and associated ranges. Locations are assigned to the employee on the Location Assignment/Changes form (05CSCR).

2. What coding structure does your organization currently use for jobs/positions and will the values require modification for use in The Solution Series?

   This answer will be specific to your organization.

   When defining a job in The Solution Series, you use both a job code and a job code extent. The six-position job code is used to define a job. The four-position job code extent is used to establish similar jobs with different attributes, such as job type or salary grade. For example, you might define the following two jobs:

Code 10500	Extent 0001	Maintenance Engineer, Senior, Salary Grade S25
Code 10500	Extent 0002	Maintenance Engineer, Apprentice, Salary Grade S18

Review of Questions Answered

1. What elements of a job function can be recorded in The Solution Series?

   EEO job categories, salary grade, compa ratio, position-in-range, basic data needed by Salary Administration.

2. In what formats can salary grade ranges be expressed?

   Three different salary grade comparison formats are available—annual, per pay period, and hourly. You do not need to use all three. You may choose just one, or a combination of two or three. These tables work with all employee compensation, regardless of how often they are paid—weekly, bi-weekly, monthly, and so forth—or the employee's payment type—hourly or salaried.

3. What feature allows your organization to use salary grade ranges that differ by location?

   You may use the Geographical Range Indicator, available on all salary grade tables. This allows you to specify different salary grade ranges for the same job based on its location. The associated location assignment for each employee is recorded on the Location Assignment/Changes form (05CSCR).

Setting Up Employee Templates

Apply the Concept

Based on your understanding of an employee template as explained in this chapter, consider the groups of employees in your organization that may require separate Logical Employee Models for use in the hiring process. List up to three of them and their common characteristics in the space below:

Your answer will be specific to your organization.

As an example of the criteria that might be used to create separate Logical Employee Models, consider the following:

Group	Common characteristics
Clerical employees	Paid weekly, non-union, hourly pay rate, time entry required, day shift only
Production employees	Paid bi-weekly, union-affiliated, hourly pay rate, time entry required
Corporate executives	Paid monthly, non-union, salaried, day shift only, no time entry required

Review of Questions Answered

1. How does the use of an employee template increase productivity in setting up new hire employees?

   Creating employee templates ensures that critical information is established consistently and correctly for all employees who conform to the template. In addition, creating the template will save time in key entry, since many of the employee forms contain common information that will not need to be changed when hiring an employee. Only unique information will need to be entered to complete the employee record, such as name, address, employment date, and so forth.

2. What feature allows a template to be copied to other organizations?

   After you have completed the setup of the template in the first organization, you can treat the template as if it were an employee, and transfer it to as many other organizations as required by your organization. Use the Employee Transfer form (ET-SCR) to process the transfer activity. You have the ability to change the Logical Employee Model designation in the transfer process if you need to give it a unique identifier in another organization.

3. If Position Administration is 'In Use' in an organization, what must be done prior to setting up employee templates?

Logical Employee Models must be established before selecting Position Administration 'In Use' on the Systems Options form (TG-SCR). That is, Position Administration must be set to 'Not In Use' prior to establishing templates.

Setting Up Default Field Values for Forms

Apply the Concept

Based on your understanding of Logical Employee Models (LMODELs) and LDEFAULTS text/list box default entries, indicate which kind of template might be used to store the following information:

A Logical Employee Model employee provides a series of non-dated forms that contain entries common to a group of employees. The forms in a Logical Employee Model are copied to a new employee's record during the new hire process.

An LDEFAULTS model employee provides field entries on a form when the form is used for the first time for an existing employee. It is meant to be used with Human Resource forms only, since the Logical Employee Model provides the field defaults for the payroll non-dated forms.

Remember that you can override any of the template defaults as you complete a form for an employee.

Information	**LMODEL or LDEFAULTS**	
Most new hire clerical employees are hourly, non-union		
Majority of recorded citizenship is US		
Most employees have the same work phone number		
Most new hires live in the same city and state		
Most company-assigned automobiles are Ford Mustangs		

Review of Questions Answered

1. What is the purpose of an LDEFAULTS template?
   The purpose of an LDEFAULTS model employee is to provide field entries on a form when the form is used for the first time for an existing employee.
2. How does the LDEFAULTS template differ from the Logical Employee Model (LMODEL) template?
   A Logical Employee Model template provides a series of non-dated forms that contain entries common to a group of employees. The forms in a Logical Employee Model template are copied to a new employee's record during the new hire process.

   An LDEFAULTS model employee provides field entries on a form when the form is used for the first time for an existing employee. It is meant to be used with Human Resource forms only, since the Logical Employee Model template provides the field defaults for the payroll non-dated forms.

3. How is productivity improved by using an LDEFAULTS template?
   This operation saves time and unnecessary key strokes for entering a field that usually contains the same data for all employees, for example, Citizenship.

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 260).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 257).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 259).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 259).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 259).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu

A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format

See PDF.

Position

A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number

Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement

A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range

The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax

A contribution made after taxes have been withheld from earnings.

Premium

The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification

Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax

A contribution made before taxes have been withheld from earnings.

Primary account

The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process

A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar

The graphical representation of a process on the navigator. Each process bar is within a Component.

Program

A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount

The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED

An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip

A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal

Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer

Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code

The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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Using Position Administration

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The Solution Series

ecyborg™

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PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of the Position Administration component of the HR application. It covers setting up and using Position Administration and its associated Complement Control functionality.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This documentation is designed to be used by a number of different users. The following users will find it most useful:

- Data Managers
  Data managers will find it helpful to read Part 1 of this manual to obtain an overview of Position Administration and the steps that are necessary to implement the system. Part 2 will also be of interest because it explains the additional concepts and tasks necessary to set up and maintain the essential Position Administration elements. Part 3 provides information needed to analyze Position Administration data effectively. Those data managers interested in Complement Control should review Part 4 for information about this feature.

- End users
  End users and data entry personnel will find detailed directions throughout the manual outlining the specific steps necessary to input the required Position Administration and related Complement Control data.

Prerequisite skills

Users of this documentation should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Basic understanding of Microsoft Windows
- Attended training or have experience using The Solution Series (the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training course is recommended)

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand and administer Position Administration.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite documentation covers the introductory concepts and tasks related to Cyborg's administration solutions. It describes how to navigate through the software and explains important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.
Using Human Resources Administration	This course covers using Human Resources both tactically and strategically.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–4	Provides an overview to Position Administration, explains the navigational features, and covers the implementation of Position Administration and Complement Control.
2. Setting Up and Maintaining Position Administration Data	5–10	Explains the concepts and provides detailed directions for setting up and maintaining the essential Position Administration data elements, including a chapter on how to restructure your organization.

Part	Chapters	Description
3. Analyzing Data	11–12	Provides methods used to analyze Position Administration data, including reports, forms, and online queries.
4. Complement Control	13–15	Provides an explanation of Complement Control, including the changed existing HR procedures and searching for vacancies and surpluses.
5. Appendices	A–C	Appendices provide additional information about Position Administration such as quick report references.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Position Administration and Complement Control:

Read this chapter		To learn about
1	About This Manual	How this manual is organized and how to make the most of using it.
2	Overview of Position Administration and Complement Control	A high-level overview of Position Administration and Complement Control, including the important features.
3	Overview of Position Administration Solution Navigation	The Position Administration navigation features, including shortcut menus and toolbar buttons.
4	Implementing Position Administration	Key concepts and tasks necessary to implement Position Administration.

Part 2: Setting up and maintaining Position Administration

The chapters in Part 2 describe the Position Administration implementation and setup tasks:

Read this chapter		To learn about
5	Establishing Organization Units	Key concepts and tasks necessary to set up Organization Units.
6	Entering Job and Position data	Key concepts and tasks necessary to enter Job and Position data.
7	Entering Position-Specific Data	Key concepts and tasks necessary to enter data specific to Positions.
8	Setting Up and Maintaining Incumbents in Positions	Key concepts and tasks necessary to set up and maintain Incumbents in Positions.
9	Maintaining Position Administration Data	Key concepts and tasks necessary to maintain Position Administration data.

Read this chapter		To learn about
10	Restructuring Your Organization	Key concepts and tasks necessary to restructure your organization.

Part 3: Analyzing data

The chapters in Part 3 describe how to analyze data:

Read this chapter		To learn about
11	Using Position Administration Packaged Reports	How to run Position Administration reports, including the feature that feeds the organization-charting software.
12	Viewing Position Administration Data	The forms and online queries used to view and analyze Position Administration data.

Part 4: Using Complement Control

The chapters in Part 4 describe the Complement Control feature:

Read this chapter		To learn about
13	Implementing Complement Control	The Complement Control feature and how it relates to Position Administration.
14	Searching for Vacancies and Surpluses	Key concepts and tasks necessary to search for vacancies and surpluses when using the Complement Control feature.
15	Changed Procedures When Using Position Administration and Complement Control	The changed HR procedures when using Position Administration and Complement Control.

Part 5: Appendices

The appendices in Part 5 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	The Position Administration packaged reports and their business uses.
B	Technical Notes	Handy technical tips about Position Administration and Complement Control.
C	Practice and Review Answers	Answers to the Position Administration and Complement Control practice exercises.

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Position Administration and Complement Control

In This Chapter

What is Position Administration?

Position Administration is a powerful tool that helps you manage tactical HR data as well as strategically manage your organization's human resources to meet your organization's design and development objectives and values.

The key to the Position Administration functionality is the recording of requirements at a position level, as well as 'actuals' at an employee level. For example, you may, at an employee level, hold details on qualifications and experience. At the Position level you would hold details of required qualifications and certifications for that position. This facilitates:

- Better selection of candidates
- Identifications of skills gaps
- Training plan development
- Career planning
- Succession planning
- Reorganization strategic planning
- Short-term replacement planning for sickness, leave
- Internal team selection

and so on. The possibilities are endless.

The use of Position Administration, combined with the tactical functionality of other components of The Solution Series, gives your organization a truly integrated strategic management information system, that allows the HR function to play an important role in the strategic decision making process of your organization.

Apply the Concept
Define Position Administration.

Why and when to use Position Administration

Position Administration gives an organization a more strategic perspective of all aspects of Human Resource management. It facilitates an integration of organizational vision and HRM.

An organization's mission can be defined as 'what the organization is in business to do'. An organization's vision can be defined as 'what the organization will look like when it does this right'. A key component of achieving an organizational vision is implementing an organizational structure. Using Position Administration, you can define the structure of your organization, in terms of units and roles (positions). Position Administration makes possible the strategic alignment of HRM and an organization's goals.

Position Administration provides you with the ability to:

1. Identify gaps in your organization for the following critical activities:
   - Recruitment: find 'best fit' applicants by defining requirements for positions, and then match those to the external or internal applicant's data.
   - Succession planning: define requirements for key positions, and then match against information on the Employee Database.
   - Employee development/career planning: Identify what skills/education is required for a position and then determine if an employee has the skills/education. The identified gap becomes the training plan for the employee.
   - Project staffing: build an organization unit for a project, define positions for each project role, and then search the Employee Database for 'best fit' candidates.
2. View your organization's resource strengths and weaknesses;
   - Determine where your organization has a concentration of skills.
   - Determine where your organization has vacancies.
3. Restructure your organization.
   You can easily reorganize the structure of an organization, or experiment with different scenarios and evaluate their impact, simply by using the dynamic reorganization facilities.

Apply the Concept
Consider how you currently or will use Position Administration in your organization.

Position Administration features

The following are key features of Position Administration:

- Optional setup and maintenance of your organization structure
- Optional setup and storage of unlimited Job, Position, and Incumbent details
- Strategic planning
- Employee and Position comparisons
- Easy-to-use navigation
- Dynamic, online reorganization capabilities
- History maintenance

Organization structure

You can optionally set up your organization structure in Position Administration (for example, divisions, departments). Direct reporting is used to view information about the organization structure.

Job, Position, and Incumbent details

Unlimited Job, Position, and Incumbent details can be set up.

Strategic planning

Position Administration can be used as a strategic planning tool. It has a unique 'as of' date capability that allows very simple access to a historic snapshot of the organization in full detail to help with comparison analysis. For those interested in future planning, the 'as of' date allows the creation of future-dated organization structures.

Employee and Position comparisons

One of the most beneficial features is the ability to record unlimited amounts of information about a Job or Position as well as employees. This capability allows you to hold consistent data on jobs and employees so that the two can be compared to highlight the shortfall between, for example, the requirements of a particular job in terms of skills and competencies and the skills and requirements of a candidate for promotion. This can also be used to support a number of other areas, such as career and succession planning and training needs analysis.

Easy navigation

Position Administration can be a complex area by nature, so considerable effort has been put into the usability of the component. Because navigation is an important element, specific toolbar icons have been developed especially for Position Administration that allow the user to easily drill down into and step up through the different levels of the organization hierarchy. Another new feature is shortcut menus that guide the user to the next logical form.

Reorganization

To cope with the rapid pace of change that organizations frequently face, the system has a simple, dynamic online method to achieve reorganization.

History maintenance/future planning

A comprehensive Position Administration history is kept.

Apply the Concept

True or False. Explain any false answers.

a) Setting up your organization's structure allows for only direct reporting capabilities.

b) You can set up unlimited Jobs, Positions, and Incumbent details using Position Administration.

c) The 'as of' date is a feature that allows one to access a historic snapshot of the organization but does not allow for future-dated organization structures.

d) Recording unlimited data about an employee's Job or Position can be used to support other areas, such as succession planning.

What is Complement Control?

Complement Control is used in association with Position Administration and allows you to limit hires and transfers based on either Headcount, Full Time Equivalents (FTEs), or Hours budgeted for your Positions. You can use Complement Control with all of your Positions, just a few, or none at all. This decision is yours.

Complement Control is an optional feature of Position Administration that you can use as part of your Position Administration strategy. You cannot use the Complement Control functionality independent of Position Administration.

Apply the Concept
Define Complement Control.

Why use Complement Control?

Complement Control can be used with Position Administration to limit hires and transfers based on headcounts, Full Time Equivalents (FTEs), or hours budgeted for positions. The values at the organization unit level can be used for complement control purposes, or separate complement values can be set up on a position-by-position basis. This facility prevent complement being exceeded when new hires or internal transfers take place.

Complement Control features

The following are key features of Complement Control:

- Customization of Complement Control options, including:
  - Complement unit selection
  - Control options by budget or complement amounts
  - Validation message option
- Inclusion of Positions to Complement Control
- Detection of Position vacancies and surpluses
- Changed HR procedures when using Position Administration and Complement Control, including:
  - Hiring new employees
  - Transferring existing employees
  - Transferring employees to new Positions

Customization of Complement Control options

Three Complement Control options can be customized:

- Complement unit selection
- Budget or complement option
- Validation message option

Complement unit selection

One of three types of complement units can be selected to validate that the complement limits for your Positions have not been exceeded: Headcount, FTEs, and Hours.

Budget or complement option

The complement limit for a Position (Headcount, FTEs or Hours) can be the same as or different from the budget amount for a Position.

Validation message option

When processing a new hire, employee transfer, or Position incumbency, the system checks that the complement limit will not be exceeded by assigning this employee to the Position.

If the complement limit will be exceeded, a Warning or Reject message is generated. You decide if you want to generate either a Warning message (which can be overridden) or a Reject message (which cannot).

Inclusion of Positions in Complement Control

Not all of your Positions have to be set up under Complement Control. You may want to designate all of your Positions as complement positions or possibly just a few. This decision is yours.

Detection of Position vacancies and surpluses

Online facilities are provided to search for Positions that have vacancies (unfilled complement) or surpluses (exceeded complement).

Changed HR procedures when using Complement Control

Various HR procedures are changed when using Complement Control, including:

- Hiring new employees
- Transferring existing employees
- Assigning employees to new Positions

Review of Questions Answered

1. List the Position Administration features.

2. Who would use Position Administration?

3. List the Complement Control features.

CHAPTER 3

Overview of Position Administration Navigation

In This Chapter

Introduction

Position Administration has several navigational features that make accessing the different forms and data entities easy. The navigational features explained in this section include the following:

- Methods (Drill Down, Step Up, and Select)
- Buttons (Job, Organization Unit, Position, Incumbent, and Data Selection)
- 'As of' date
- Select dialog box

Review these features now, and then return to this section section later when you are starting to use Position Administration.

Methods of navigation through the data structure

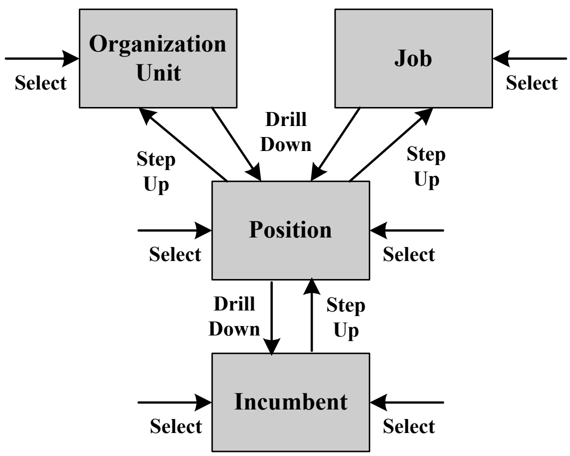
Position Administration consists of a data structure made up of these four basic entities:

- Organization Units
- Jobs
- Positions
- Incumbents

Navigation through this data structure is performed using three different methods:

- Drill Down
- Step Up
- Select

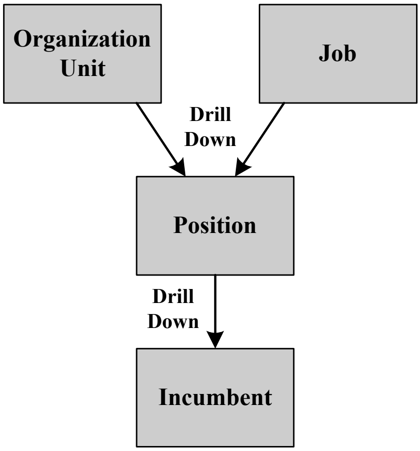
The data structure is represented by the diagram below:



The three methods of navigation provide maximum flexibility when accessing Position Administration data. The navigation is accomplished using Position Administration navigational buttons on a Position Administration toolbar and a shortcut menu.

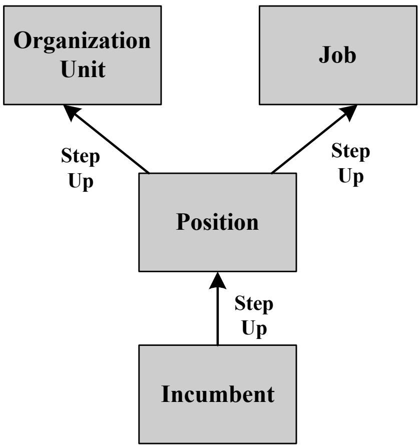
Drill Down

This method of navigation is used to 'Drill Down' through the data structure from Organization Unit to Position, Job to Position, and Position to Incumbent level.



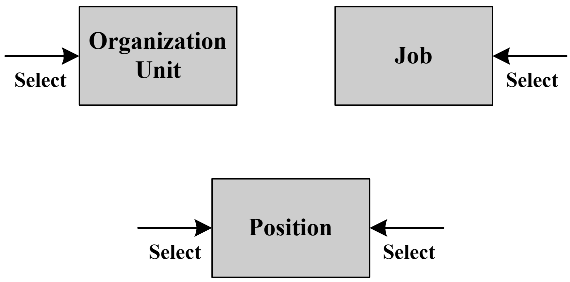
Step Up

This method of navigation is used to 'Step Up' from Position to Organization Unit, Position to Job, and Incumbent to Position. The system accesses the corresponding form of another connected entity (for example, Position Budget form to Job Budget form). If a corresponding form is not on file, the basic details for that entity are displayed.



Select

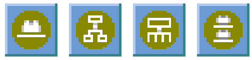
This method of navigation is used to initially 'Select' an entity or to 'Select' another of the same entity type - to move from an Organization Unit to another Organization Unit, a Job to another Job, and a Position to another Position.



Apply the Concept
Briefly describe how your current organization is structured.

Position Administration toolbar buttons

Four additional buttons have been added for Position Administration navigation. These buttons are active on the toolbar only when a Position Administration form is being viewed. Position the pointer over a button (without clicking on it) and a ToolTip displays the function of the button.



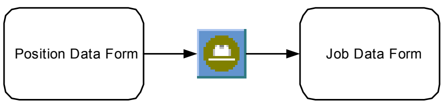
Not all of these buttons are used with all of the Position Administration forms. If a button is not available to be used from a form, the button is grayed (inactive).

Job button

The Job button will 'Step Up' or 'Select,' depending on the entity you are viewing.

Access my Job (Step Up from Position level forms)

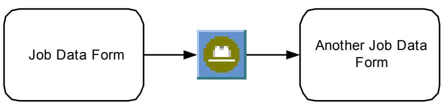
The Job button accesses the corresponding Job data form when you are viewing a Position data form. For example, if you are viewing the Position - Evaluations form (M22SCR) and click the Job button, the Job Evaluations form is displayed. If no corresponding form is available, the Job - Basic Details form (M10SCR) is displayed.



Access My Job

Choose a Job (Select from Job level forms)

The Job button can also be used to select another Job when you are viewing a Job level form.



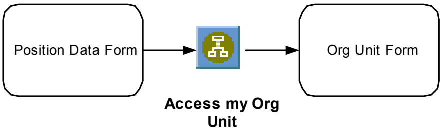
Choose a Job

Organization Unit button

The Organization Unit button will 'Step Up' or 'Select,' depending on the entity you are viewing.

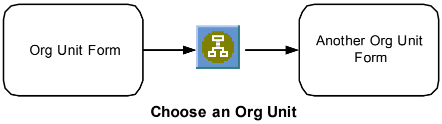
Access my Org Unit (Step Up from Position level forms)

The Organization Unit button accesses the Organization Unit for the Position you are viewing.



Choose an Org Unit (Select from Organization Unit level forms)

The Organization Unit button is used to access another Organization Unit when you are viewing an Organization Unit level form.

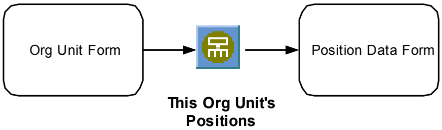


Position button

The Position button will 'Drill Down,' 'Step Up,' or 'Select' depending on the entity you are viewing.

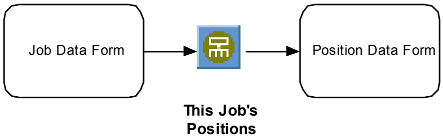
This Org Unit's Positions (Drill Down from Org Unit forms)

The Position button is used to access the Positions that are set up for an Organization Unit.



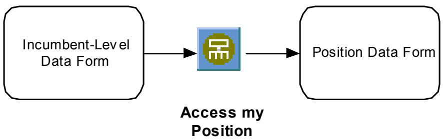
This Job's Positions (Drill Down from Job level forms)

The Position button is used to access the corresponding Position data form when you are viewing a Job data form. For example, if you are viewing the Job - Evaluations form (M12SCR) and click the Position button, the Position - Evaluations form (M22SCR) is returned. If no corresponding form is available, the Position - Basic Details form (M20SCR) is displayed.



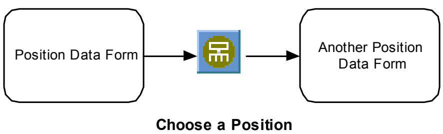
Access my Position (Step Up from Incumbent level forms)

The Position button is used to Step Up to the related Position data form when you are viewing an Incumbent level form.



Choose a Position (Select from Position level forms)

The Position button is used to Select another Position when you are viewing a Position level form.



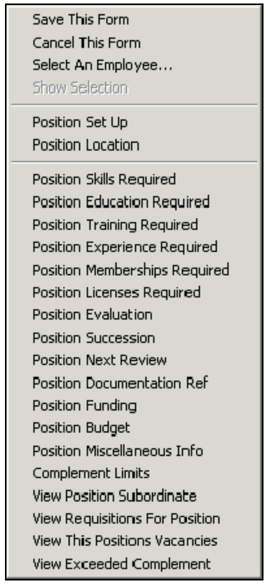
Incumbent button

The Incumbent button can 'Drill Down' from Position level forms.

Shortcut menu

A shortcut menu is available when using Position Administration. The menu is accessed with a right-click on the form area when a Position Administration form is being viewed.

The menu displays a list of Position Administration forms that are related to the form you are viewing.



Any key data being used to view the current record are kept in place and used to view the related record on the next form accessed.

For example, if you are viewing a Job on a Job level form and use the shortcut menu to switch to another Job level form, the appropriate details for the Job you were originally viewing are displayed. There is no need to select that Job again. As a specific example, if you were viewing the evaluation details for the Job of Manager and selected 'Job Skills Required' from the shortcut menu, the Job skills for Manager would be displayed automatically.

The shortcut menu feature of remembering key data is also available at the Organization Unit, Job, and Incumbent form levels. However, the feature is only available when using the shortcut menu. For this reason, most of the Position Administration forms are only accessed from the shortcut menus. The Position Administration setup and detail forms are the only forms listed on the Event menus.

Note: *You are often asked to use the shortcut menu when entering practice data when following detailed directions. To use this menu, you must already be accessing a Position Administration form of the appropriate type of entity (Position, Job, and so on).*

Apply the Concept

Match each of the following navigational features to its corresponding description:

Feature	**Answers**
1. Position button	_______
2. Job button	_______
3. Organization Unit button	_______ .
4. Incumbent button	_______

Descriptions

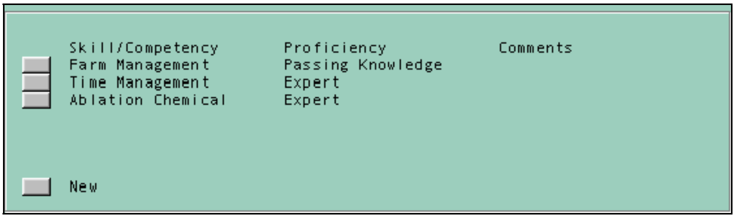
a) Accesses Organization Unit data for a Position or selects another Organization Unit.
b) Accesses Position for an organization Unit or selects another Position.
c) View Incumbents linked to a position.
d) Contains a feature that remembers key data.

Data selection buttons

Many Position Administration forms are made up of two panels. The first form panel is primarily used to view the data on file. Data-selection buttons are also included on the first form panel. These buttons navigate to a second form panel where you can add or change data elements. The functions and actions performed by these buttons are listed below.

Function	Action
Select a record that has already been entered.	Click one of the selection buttons on the left side of the form display.
Display a form panel for data entry.	Click the New button at the bottom of the form display.

See the partial sample form panel below for examples of these buttons.



'As of Date'

Most Position Administration forms have an 'As Of Date' text box at the top of the form. When a form is first displayed, the 'As Of Date' is the current date. This means that the data viewed on this form are valid 'as of' this date.

A Detail Changed date is displayed in Inquiry Mode. This date shows when the data on this form were last changed.

You can change the date in the 'As Of Date' text box to view data 'as of' another date. You may want to change the 'As Of Date' to a date prior to the Detail Changed date to view data 'as of' that date. Future dates can also be entered in this text box to view data 'as of' a future date.

Selecting a form from the shortcut menu maintains the 'As Of Date' text box value.

To return to the current date at any time, simply clear the text box with spaces and press Enter.

Apply the Concept
Explain the importance of having an 'As of Date' feature.

Extended Practice

1. Identify the Position Administration navigational features (Job button, Position button, Incumbent button, Organization Unit button) located on the Position Administration toolbar:

   a) Access the Organization Unit - Set Up/Maintenance form (M48SCR). Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   b) Access the Job - Set Up/Maintenance form M18SCR). Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   c) Access the Position - Set Up/Maintenance form (M28SCR). Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   d) Access the Incumbency - Basic Details form (M40SCR) for employee number 1234. Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   e) Will these buttons always be active? Why or why not?

2. Access the shortcut menu for a Position Administration form. What does it display?

Review of Questions Answered

1. Describe the following Position Administration navigational features:

   a) Four basic entities:

   b) Three different methods that provide flexibility when accessing data:

   c) Additional navigational buttons:

   d) Other navigational features:

2. List and describe the three options when using the Select dialog box.

CHAPTER 4

Implementing Position Administration

In This Chapter

Introduction

Before using the many features of Position Administration, you must make a number of decisions about how you are going to implement Position Administration. The tasks and the concepts you need to understand to implement Position Administration are discussed in this section.

Tasks

The following tasks are covered in this section:

- Analyzing your organization structure needs
- Analyzing your Job and Position data requirements
- Setting up Control Numbers
- Setting up production option lists
- Setting up Position Administration
- Customizing User fields

Prerequisites

Before you begin to implement Position Administration, ensure that your organization details have been set up on The Solution Series.

Questions answered

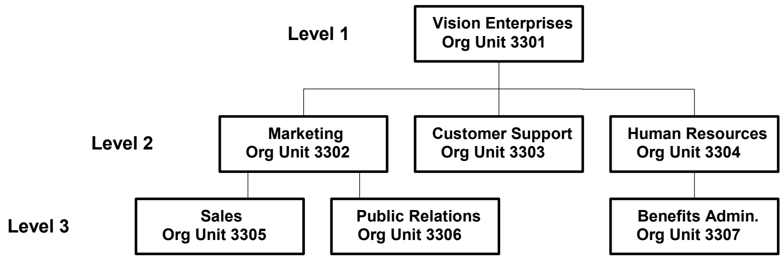
The following questions are answered in this section:

1. What are the advantages of using Organization Units?
2. What are the advantages of using Jobs and Positions?
3. What levels of data can be held by Position Administration?
4. Which Position Administration option lists need editing?
5. What is the relationship between Organization Units and Organization Levels 1 to 6?
6. How does the information in Position Administration interact with the Job Assignment/Changes form (05-SCR)?
7. What is the function of the Position Administration Control Number?
8. What entries are available for customization?
9. What extra security might be needed for Position Administration?
10. What menus may need to be customized for Position Administration?

Organization Units

Organization Units are an optional feature in Position Administration; they are used to group Positions in a hierarchical manner for budgeting and reporting purposes. Organization Units can be used to build organization structures, reflecting the way your organization is set up. For example, your divisions, departments and so forth, can be reflected by establishing various Organization Units.

The diagram below illustrates how Organization Units can be related to form an organization structure.



Organization Units usually have a 'belongs to' relationship with an Organization Unit higher up the organization structure. This means that you can relate Organization Units to each other in a hierarchical manner. The top Organization Unit in the hierarchy must always belong to itself. This will automatically be assigned to level 1 in the organization structure. Up to 999 levels of Organization Units are permitted in an organization structure.

Once an organization structure has been established, it can be changed at any time because of a reorganization, and so on. A history of past organization structures is easily kept and maintained.

Organization Units are assigned a description and a unique, up to six-character, alphanumeric code. This code can be part of a logical Organization Unit numbering system, but keep in mind that if you restructure your organization, these options may no longer be meaningful.

See also:

- Analyzing your organization structure needs ***(on page 49)***
To analyze how your organization structure should be set up.

- Interaction of Organization Units with Organization Levels 3-6 ***(on page 43)***
For an explanation of how Organization Unit Codes can feed Organization Levels 3-6 for package reporting.

☞ *Refer to* **Establishing Organization Units** *(on page 61) to learn how to set up and maintain Organization Units.*

Apply the Concept

Draw a diagram of the organization described below.

Facts: Signal Industries Inc. has four divisions: Development, Marketing, Support, and Manufacturing.

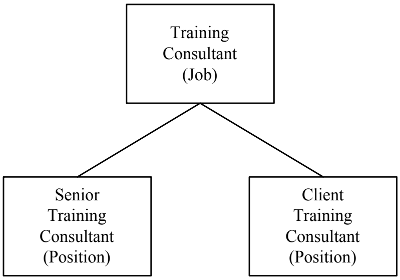
Each of these divisions contains an Office Services, Human Resources, and Core group.

Jobs and Positions

The generic details of each occupation within your organization can be recorded as a Job. For example, you may have the following Jobs within your organization:

- Training Consultant
- Administration Officer
- Manager

The Positions that relate to each generic Job description are then set up. For example, the following Positions relate to the Job of Training Consultant:



In a large international organization, your Jobs and Positions could be set up a little differently. The Job could be Sales Director and the Positions could be:

- Sales Director - USA
- Sales Director - UK
- Sales Director - France

Information that applies to all of these Positions would be entered once at the Job level. Any country-specific variations would then be added for each Position.

It is not essential that you set up Jobs to use Position Administration. However, any data entered at the Job level will be inherited by all Positions associated with the Job. Using Jobs and Positions in this way will reduce data-entry efforts.

Position Administration allows flexibility in how you set up your Jobs and Positions:

- You can set up both Jobs and Positions, relating each Position to a Job. Jobs will hold generic details that apply to many different Positions. Using Jobs and Positions in this way will reduce your data-entry time.
- You can set up Positions only. If you have a smaller organization, or if there is mostly a one-to-one relationship between Jobs and Positions, you may find it easier to ignore the Job facilities.
- You can place one or more employees in a single Position. You can place fewer than one full-time employee in a Position (for example, if the Position is part time). You can place one employee in more than one Position.
- You can set up Organization Units if your organization finds it useful to group Positions for budgeting and reporting purposes. However, this is an optional feature of Position Administration.

See also:

- Analyzing your Job and Position data requirements ***(on page 49)***

To analyze how your Jobs and Positions should be set up.

☞ *Refer to* **Establishing Organization Units** *(on page 61) to learn how to set up and maintain Jobs and Positions.*

Apply the Concept

Determine how you will set up the Jobs and Positions for the Support division's Core group.

Facts: The Core group of the Support division contains the following positions: Admin 1, Admin 2, Call Support Tech 1, Call Support Tech 2, Tech Specialist 1, Tech Specialist 2, Tech Specialist 3m Support Engineer, Group Leader, Manager, and Vice President.

Types of data held

In addition to deciding if you want to set up Organization Units and Jobs along with Positions, you should also decide what levels of data you want to hold in Position Administration.

The types of data that can be recorded include:

Location data	Organization Unit to which a Position reports, Positions to which a Position directly and indirectly reports, physical location
Budget data	Headcount, FTE, Hours,, and Salary data for a Position or Organization Unit
Skills/competencies required	Skill/competency and proficiency required for a Position or Job
Memberships required	Memberships required for a Position or Job
Education required	Level of education and subject for a Position or Job
Training required	Training courses that must be completed for a Position or Job
Licenses required	Licenses required for a Position or Job
Experience required	Any specific experience required for a Position or Job
Evaluations	Job and Position evaluation data
Succession	Possible next succeeding Jobs
Document references	Information about documents relating to Jobs, Positions, and Organization Units
Funding data	Source of funding for a Position
Next review data	Job and Position next review data
Miscellaneous Position data	Used to hold information currently held on the Job Code table (TA-SCR)

See also:

- Analyzing your Job and Position data requirements ***(on page 49)***

To analyze what level of data you want to hold.

Position Administration option lists

Each of the option list listed below contains sample options. These option lists should be reviewed and production option lists should be set up to meet your organization's requirements.

Position Administration option lists	**ID**
Reason for Change	PM00
Reason for Change	PM01
Occupational Category	PM02
Family	PM03
Education Type	PM06
Status Option	PM08
Location	PM09
Funding Source	PM11
Funding Program	PM12
Review Reason Option	PM14
Reason Option	PM15
Until Reason	PM16
Status	PM17
Evaluation Type Option	PM18
Evaluation Criteria Type	PM19
Evaluation Criteria Rate	PM20
Employee Group	PM21
Type of File	PM22
File Format	PM23
Experience Type	PM24
Experience Duration	PM25
Employee Incumbency	PM26
Incumbency Values	PM27
User-Defined Field 2	PM99
Job Type	HR12
Assigned Shift	HR18
Education Subject	HR27
Geographic Range	HR66
Derived Employee Status	HR73
Union Job Option	HR389
Trainee Job Indicator	EO14
Skill Option	MP01

Position Administration option lists	**ID**
Skill Proficiency	MP08
Union Option	PP429
Training Course Options	TR33

The options in the following option lists should not be edited or deleted. Position Administration needs these options to function properly.

Reason for Change (PM00)

Abolished (AB)

Created (CR)

Reason for Change (PM01)

Abolished (AB)

Created (CR)

Reason Option (PM15)

Unassigned (AB)

Evaluation Criteria Type (PM19)

These options should be set up in numerical order so they are displayed sequentially on the Job and Position evaluation forms. Examples of options:

001 Knowledge

002 Accountability

003 Judgment

Incumbency Values (PM27)

Primary History (H)

Other Incumbency (O)

Primary Incumbency (P)

Note: *Some Position Administration option lists have options of None (#) and Removed (##). These options should not be changed or removed.*

See also:

- Setting up production option lists ***(on page 51)***
For an explanation of how to set up your production option lists.

Apply the Concept

Identify the forms and text boxes that would be selected and updated to set up Control Numbers.

Form	Text Boxes	Options

Interaction of Organization Units with Organization Levels 3-6

You can assign each of your Organization Units a code that is up to six alphanumeric characters in length. This code is used to distinguish between different Organization Units. Organization Units are set up on the Organization Unit - Set Up/Maintenance form (M48SCR).

☞ *Refer to* **Establishing Organization Units** *(on page 61) for an explanation of Organization Units and how they are used and set up.*

The Organization Level text boxes are only four alphanumeric characters in length, so you may want to consider this when establishing the lengths of your Organization Unit codes. You may want to use characters 5 and 6 for a subgrouping that you would not want reported.

Note: *There is no relationship between Position Administration Organization Units and Organization values. This is because Organization Units will typically span multiple Organizations and Cyborg packaged reports sort by Organization. Position Administration organization structures and package reports ignore this traditional Organization sort.*

Apply the Concept

Identify the forms and text boxes that would be selected and updated to set up Organization Numbers.

Form	Text Boxes	Options

Interaction with the Job Assignment/Changes form

Position Administration has been designed so that any primary Incumbent level data you enter will update the information held on the employee's base HR records on the Job Assignment/Changes form (05-SCR).

This allows the basic HR components of the Human Resources Administration to function using the Job level information entered in Position Administration.

Updating the Job Assignment/Changes form

When creating, changing, or unassigning a primary Incumbency, a Job Assignment/Changes form (05-SCR) is created or updated with the following text boxes:

Effective Date	Effective date of the Incumbency (for example, 08-01-2002)
Key Separator	'Tenth Occurrence' only
Type of Change	'Created by PM' or 'Unassigned by PM'
Job Option	Six-character, alphanumeric Position option (for example, POS001)
Job Option extent	'9999' only
Union	Position's union (for example, AFL-CIO)

Note: *Any Job Assignment/Changes form (05-SCR) entry that is created or updated by Position Administration cannot be changed or deleted using the Job Assignment/Changes form (05-SCR). Changes or deletions should be performed on the Position Administration Incumbency - Basic Details form (M40SCR).*

The system is delivered to automatically create the Job Assignment/Changes form with primary Incumbency data. However, you can disable this feature by removing the commented lines in the M40RTN program.

Job Information Inquiry text boxes

The Job Information Inquiry text boxes on the Job Assignment/Changes form (05-SCR) are also updated by Position Administration. The table below shows from what level in Position Administration the data comes.

Salary Grade	Employee, Position or Job
Occupation Group	Position or Job
Job Type	Position
Assigned Shift	Position
FLSA Class	Position

☞ *Refer to* **Setting Up and Maintaining Incumbents in Positions** *(on page 139) for information on the Job Assignment/Changes form and disabling its automatic creation.*

Position Administration Control Numbers

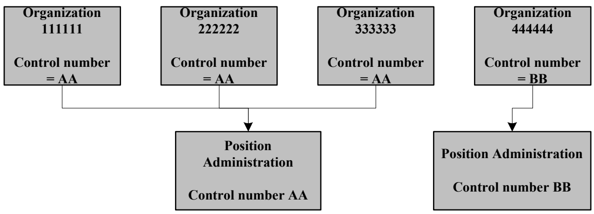
Position Administration Control Numbers are used to identify which version of a table is applicable to an Organization. The same Control Number can be used for multiple Organizations, or each of your Organizations can use a different Control Number.

Position Administration uses the first two characters of the Job Options Control Number as the Control Number value for an Organization. This text box is entered on the Company-To-Rules Cross-Reference For HR form (AX-SCR). The Position Administration Control Number is then displayed in Inquiry Mode for easy reference.

For example, in the delivered Position Administration test data, Control Number '99' is used for Organization '999999.'

You can set up as many different Position Administration systems as you want by using different Control Numbers. You may want to use different Position Administration systems with different Control Numbers if, for example, you have a parent company that owns multiple unrelated businesses. There would be no reason for these companies to be linked using the same Control Number.

Following is an example of two different Position Administration systems and their Control Numbers:



See also:

- Analyzing your organization structure needs ***(on page 49)***

For an explanation of how Control Numbers are set up.

Custom text boxes

Two User entries are provided with Position Administration. These entries can be customized to meet your specific needs.

The Job - Basic Details form (M10SCR) and Position - Basic Details form (M20SCR) both have these two User text boxes. These text boxes are User Field 1 (8-character entry) and User Field 2 (option list).

Customizations can be made by adding your own options and values to the option list and/or defining the text box as you require.

See also:

- Customizing User fields ***(on page 56)***

For an explanation of how User fields are customized.

Date considerations

The initial table As-of and Effective Date entries reflect the creation date of the table, but need to take into consideration the employees who will become incumbents for the positions. The following date options are available:

- Initially, you may wish to use an effective date that is earlier than the initial assignment of any employee to the position, to ensure that all employees assigned to positions are covered by the table.

  For example, you must make sure that the Position of Payroll Manager has an effective date that is at least equal to or prior to the date that employee 3008 is assigned to the Position.

- For changes to the table, it is recommended that you create a new table record with a new effective date.

- You may create future-date tables, in which case the table data is ignored until that time.

If you make an entry for which there is a table value older than the current table, the system will access and use the older table entry for calculations, definitions, and validations. This allows for both 'point-in-time' or 'as of' reporting.

For example, when looking at the history of an employee who has been with your company for some time, you may notice that the salary grade from an earlier point in time is different from today's salary grade.

Security considerations

Position Administration includes setup forms that are used to set up three important entities: Organization Units, Jobs, and Positions.

The setup functions performed by these forms are typically performed by your data management staff, rather than data-entry or end user personnel. Because of this, you may want to increase the security level for the following forms:

- Organization Unit - Set Up/Maintenance (M48SCR)
- Job - Set Up/Maintenance (M18SCR)
- Position - Set Up/Maintenance (M28SCR)

Increasing the security level for these forms will ensure that Organization Units, Jobs, and Positions are not set up in error or incorrectly. Your organization's Security Officer will be able to apply this additional security to your system.

☞ *Refer to the Position Administration Hierarchical Security documentation for more information on security for Position Administration.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Analyzing your organization structure needs

Analyze your organization structure needs

Analyze how you want to set up your organization structure based on your current structure and possible future needs. It may be helpful to draw a diagram to represent your organization structure.

See also:

- Organization Units ***(on page 35)***

For an explanation of the options available when setting up your organization structure.

Analyzing your Job and Position data requirements

Analyze how your Jobs and Positions will be set up

Analyze how your Jobs and Positions will be set up, including the level of data you want to hold.

See also:

- Jobs and Positions ***(on page 37)***

For an explanation of the uses of Jobs and Positions.

- Types of data held ***(on page 39)***

For an explanation of what types of data can be held in Position Administration.

Setting up Control Numbers

To set up the Position Administration Control Numbers for your Organizations, follow these steps:

1. Determine what Organization/Control Number combinations you want to use

Determine your Organization/Control Number strategy.

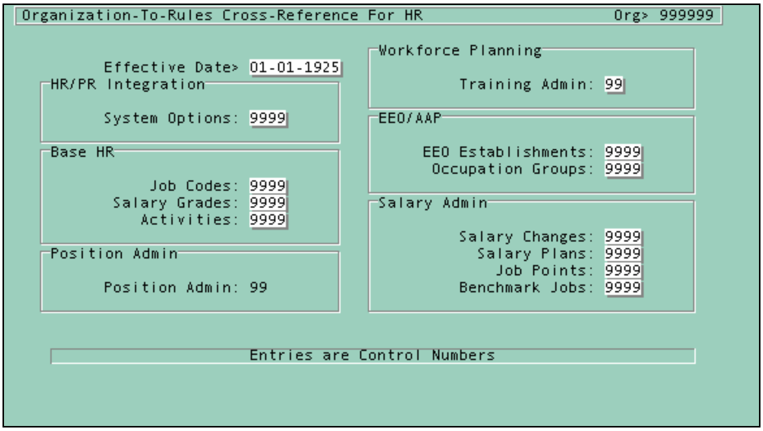
2. Access the Company-To-Rules Cross-Reference For HR form (AX-SCR)

Make sure the appropriate Organization is displayed in the Status bar. This is the Organization for which the Control Number is set up.

Access this form by making the following selection from the Navigator:

Component:	HR Setup
Process:	Setup HR Rules
Task:	Organization to Rules Cross-Reference

For practice, access the Company-To-Rules Cross-Reference For HR form (AX-SCR).



3. Enter the Position Administration Control Number in Job Options

Position Administration uses the first two characters of the Job Options text box as the Control Number value for an Organization.

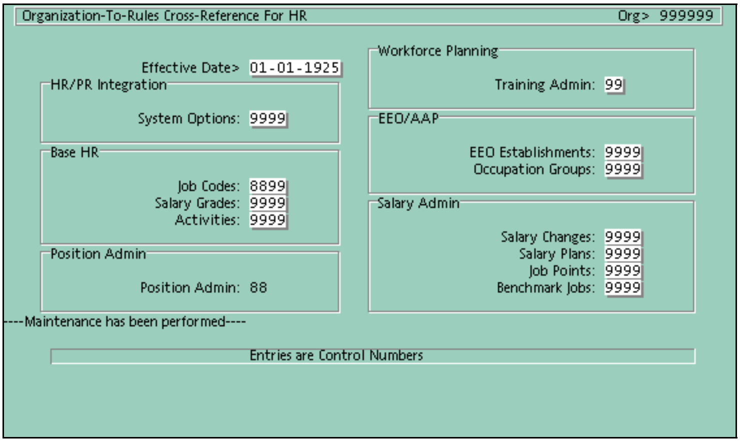
Leave the current value in this text box or enter a new value.

For practice, enter '88' in the first two characters of the Job Options text box.

4. Click Save or press Enter

The Position Administration Control Number is set up for the Organization displayed in the Status Bar and a 'Maintenance has been performed' message is displayed.

For practice, click Save or press Enter.


Organization-To-Rules Cross-Reference For HR Org> 999999

Effective Date> 01-01-1925

HR/PR Integration
System Options: 9999

Base HR
Job Codes: 8899
Salary Grades: 9999
Activities: 9999

Position Admin
Position Admin: 88

Workforce Planning
Training Admin: 99

EEO/AAP
EEO Establishments: 9999
Occupation Groups: 9999

Salary Admin
Salary Changes: 9999
Salary Plans: 9999
Job Points: 9999
Benchmark Jobs: 9999

----Maintenance has been performed----

Entries are Control Numbers

5. Continue entering Control Numbers for all Organizations

Be sure to perform these steps for all of your Organizations that will be using Position Administration. Use the 'Enter a Valid Organization/Employee' button and dialog box to change Organizations.

6. Restore test data

To ensure that subsequent tasks can be completed successfully, you must restore the original values to the test data. Access the Company-To-Rules Cross-Reference For HR form (AX-SCR) and enter '99' in the first two characters of the Job Options text box. Click Save or press Enter, and then repeat this step for each Organization that you changed in steps 3 through 5.

See also:

- Position Administration Control Numbers ***(on page 45)***

For an explanation of the options available when setting up Control Numbers.

Setting up production option lists

1. Determine options and descriptions for option lists

Determine the options and descriptions for your production option lists, listed below.

Position Administration Option lists	
Reason for Change	PM00
Reason for Change	PM01
Occupational Category	PM02
Family	PM03
Education Type	PM06
Status Option	PM08
Location	PM09

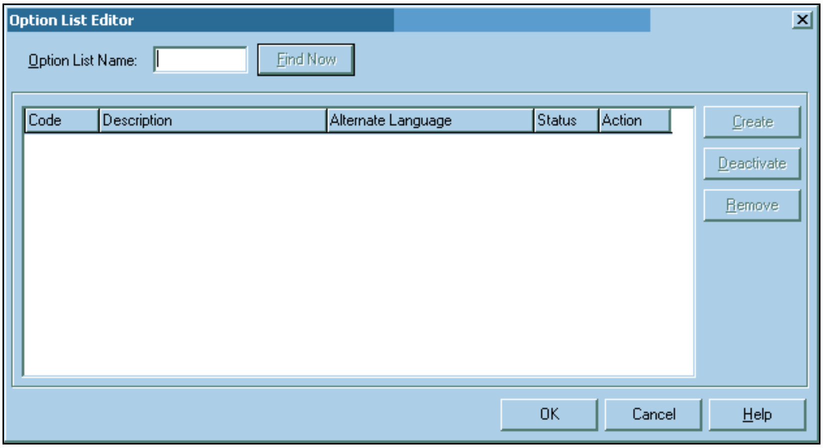
Position Administration Option lists	
Funding Source	PM11
Funding Program	PM12
Review Reason Option	PM14
Reason Option	PM15
Until Reason	PM16
Status	PM17
Evaluation Type Option	PM18
Evaluation Criteria Type	PM19
Evaluation Criteria Rate	PM20
Employee Group	PM21
Type of File	PM22
File Format	PM23
Experience Type	PM24
Experience Duration	PM25
Employee Incumbency	PM26
Incumbency Values	PM27
User-Defined Field 2	PM99
Education Subject	HR27
Geographic Range	HR66
Derived Employee Status	HR73
Union Job Option	HR389
Skill Option	MP01
Skill Proficiency	MP08
Training Course Options	TR33

2. Access the Option List Editor (CSUPDT)

Access this form by making the following selection from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Edit

For practice, access the Option List Editor (CSUPDT).



3. Enter the Option List Name

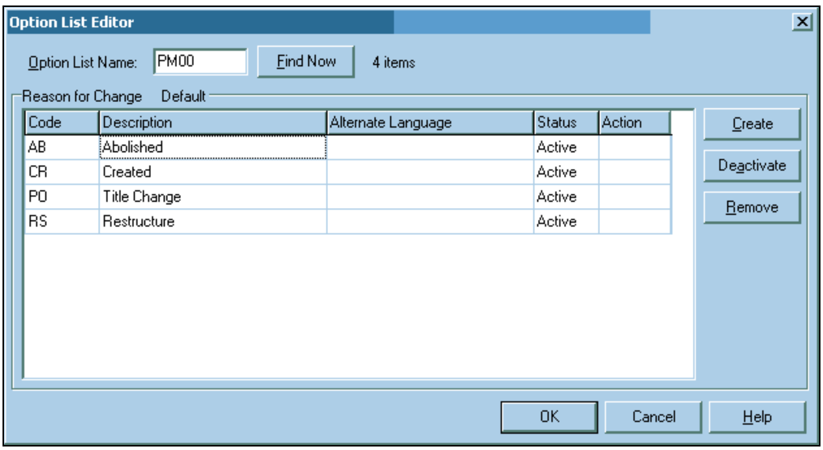
Enter the name of the Position Administration option list.

For practice, enter 'PM00'.

4. Click Find Now

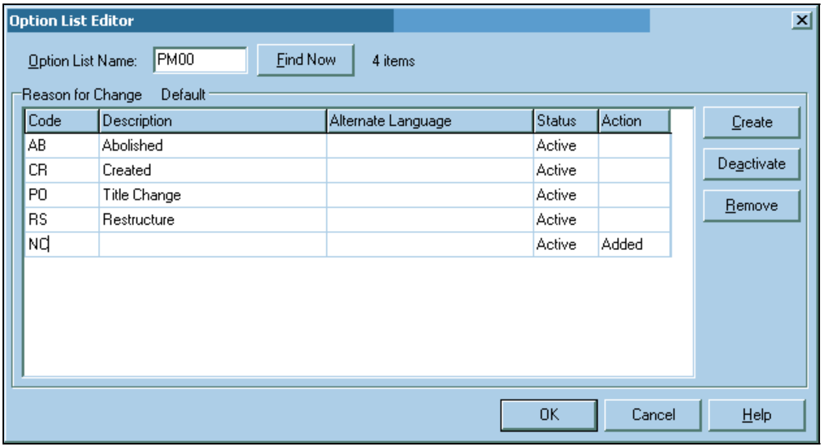
The options in the selected option list are displayed.

For practice, click Find Now.



5. Click Create

For practice, click Create.



6. Enter an Option

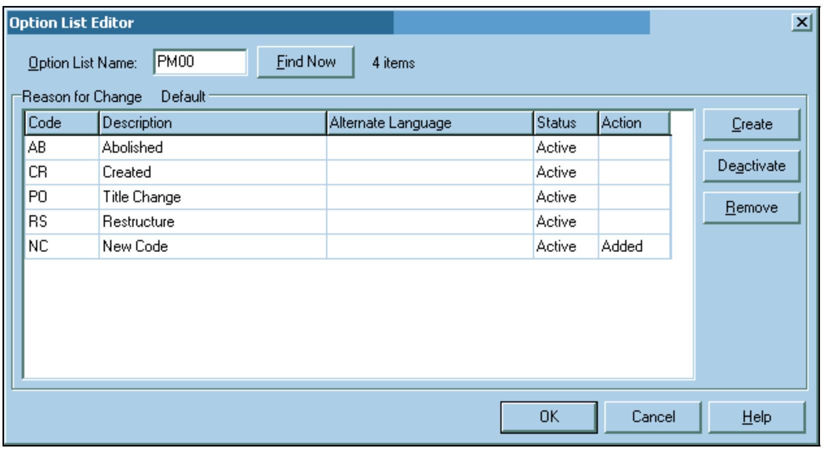
Type in the new Code value with a maximum length of 14 characters.

For practice, enter 'NC'.

7. Enter a Description

Type in an up-to-20-character Description of the new code.

For practice, enter 'New Code'.



8. Click the OK button or press Enter

The new option is added to the Option List and the Option List Editor (CSUPDT) displays with all text boxes cleared.

For practice, click Save on the OK button.

See also:

- Position Administration option lists ***(on page 40)***

For an explanation of the Position Administration option list editing options.

Setting up Position Management

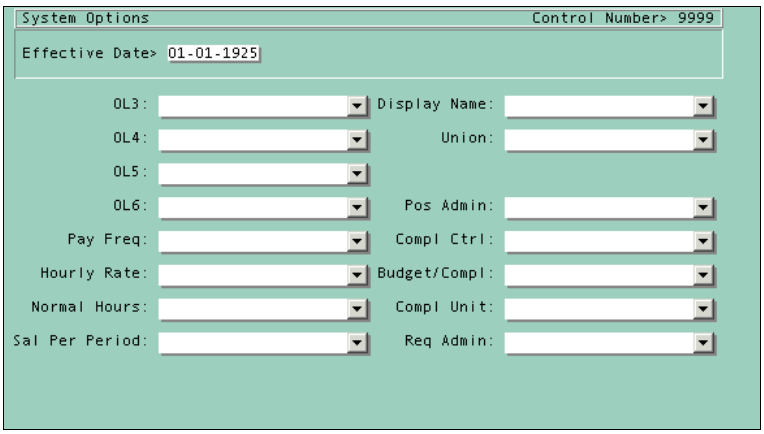
To set up Position Administration, follow these steps:

1. Access the System Options form (TG-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: System Options

For practice, access the System Options form (TG-SCR).



2. Select Position Mgt In Use

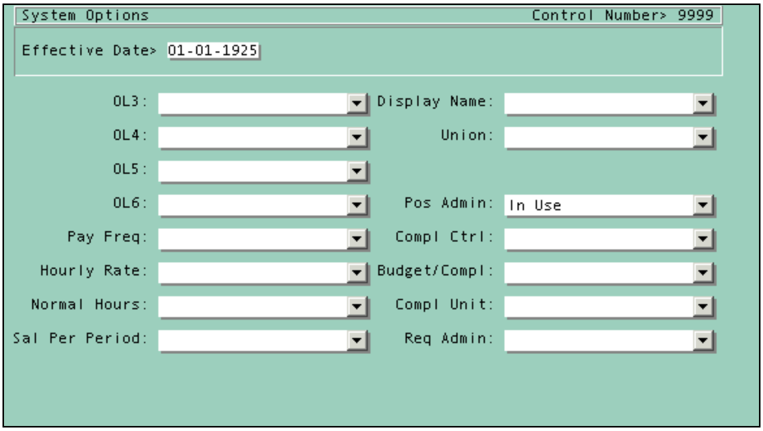
Select 'In Use' from the Position Admin option list.

For practice, select 'In Use'.

3. Click SAVE or press Enter

Position Administration is now in use.

For practice, click Save or press Enter.



Note: *Once Position Administration is in use, no new Logical Employee Models can be created. Before adding new Logical Employee Models, the option in the Position Admin text box must be changed to 'Not In Use'.*

Refer to **Implementing Complement Control** *(on page 223) for information on how to use the System Options form (TG-SCR) to set up Complement Control.*

Customizing User fields

To customize the Position Administration User fields, follow these steps:

1. Determine how you want these User fields to be handled

Determine how you want the two User fields to be labeled as well as the information with which they should be populated.

2. Use Form Builder to change the text box labels

Use Form Builder to change the text box labels for User Field 1 and User Field 2.

3. Set up production Option list PM99 for User Field 2

Add the appropriate option list entries to PM99 using the Option List Editor (CSUPDT).

See also:

- Custom text boxes ***(on page 46)***

For an explanation of the Position Administration User field options.

- Setting up production option lists ***(on page 51)***

For an explanation of how to add entries for option list PM99.

Review of Questions Answered

1. What are the advantages of using Organization Units?

2. What are the advantages of using Jobs and Positions?

3. What levels of data can be held by Position Administration?

4. Which Position Administration option lists are mandatory?

5. What is the relationship between Organization Units and Organization Levels 1 to 6?

6. How does the information in Position Administration interact with the Job Assignment/Changes form (05-SCR)?

7. What is the function of Position Administration Control Numbers?

8. What entries are available for customization?

9. What extra security might be needed for Position Administration?

10. What menus might need to be customized for Position Administration?

PART 2

Setting Up and Maintaining Position Administration Data

In This Section

CHAPTER 5

Establishing Organization Units

In This Chapter

Introduction

Position Administration facilitates the setup of Organization Units. This section explains Organization Units and how it they are set up.

Organization Units

Organization Units are defined as groups of Positions (for example, Accounts Department). They can be set up to reflect the structure of your organization. It is not essential that you set up Organization Units to use Position Administration. However, there are some advantages to setting up Organization Units:

- Many of the delivered reports and queries will group data by Organization Unit. This will allow managers to see data such as Headcount, budget details, and other analysis reporting by logical groupings.

- If you do not implement Organization Units, you will not be able to reorganize the organization when the divisions, departments, and so forth of your organization change.

- Position Administration Hierarchical Security needs Organization Units to function.

Tasks

The following tasks are covered in this section:

- Entering default level names for Organization Units
- Setting up Organization Units
- Entering basic details for Organization Units
- Viewing the existing organization structure
- Entering budget data for Organization Units
- Entering document references for Organization Units

Prerequisites

Before you can begin to set up Organization Units, you must ensure that Position Administration implementation tasks have been completed.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for details about the implementation tasks.*

Questions answered

The following questions are answered in this section:

1. How can Organization Units be used to imply relationships?
2. Why are Organization Unit default level names used?
3. How may Organization Unit budget data be used?

Organization Unit default level names and their uses

Level names can be applied to your Organization Units. These level names provide a description of the level at which the Organization Unit resides in the organization structure (for example, division, department). You can apply default level names so that each time you access information about an Organization Unit (or about a Position that belongs to an Organization Unit), the system determines at what level the Unit sits in the organization structure, and it applies the default level name to the Unit.

As an example, you may decide that for your Organization Unit structure, the following default level names should apply:

- Level 1 - Organization
- Level 2 - Division
- Level 3 - Department

You can override the default level name for a particular Organization Unit by entering an override name in the Level Name text box on the Organization Unit - Basic Details form. The original default level name will be displayed above the text box for your information.

Taking the above example a step further, if you had four Organization Units at level 3, but one of them was known as a 'team' rather than a 'department,' you could override the default level name for that Organization Unit and change it to 'team'. The default level name of 'department' would still apply to the other three level 3 Organization Units.

Default level names are entered using the Organization Unit - Default Level Names form (M44SCR).

You do not have to set up any default level names (other than the top level) if your organization does not conform to this type of setup.

See also:

- Entering default level names for Organization Units ***(on page 71)***

For directions on how to enter default level names for Organization Units.

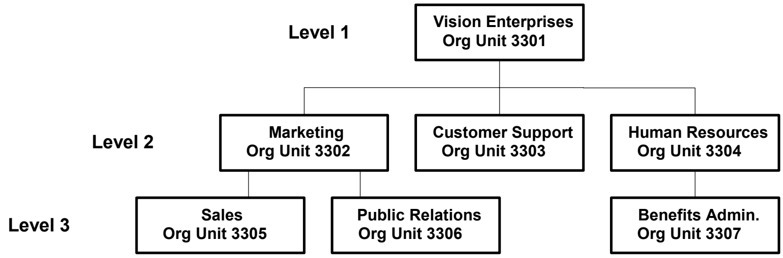
- Entering basic details for Organization Units ***(on page 73)***

For directions on how to override the default level names.

Organization Units

Organization Units are an optional feature in Position Administration; they are used to group Positions in a hierarchical manner for budgeting and reporting purposes. Organization Units can be used to build organization structures, reflecting the way your organization is set up. For example, your divisions, departments and so forth, can be reflected by establishing various Organization Units.

The diagram below illustrates how Organization Units can be related to form an organization structure.



Organization Units usually have a 'belongs to' relationship with an Organization Unit higher up the organization structure. This means that you can relate Organization Units to each other in a hierarchical manner. The top Organization Unit in the hierarchy must always belong to itself. This will automatically be assigned to level 1 in the organization structure. Up to 999 levels of Organization Units are permitted in an organization structure.

Once an organization structure has been established, it can be changed at any time because of a reorganization, and so on. A history of past organization structures is easily kept and maintained.

Organization Units are assigned a description and a unique, up to six-character, alphanumeric code. This code can be part of a logical Organization Unit numbering system, but keep in mind that if you restructure your organization, these options may no longer be meaningful.

Organization Units are set up on the Organization Unit - Set Up/Maintenance form (M48SCR). Data elements recorded on this form include the following:

- Organization Unit code
- Effective Date
- Description of Organization Unit

Once you have set up your Organization Units, additional basic details about each Organization Unit can be entered on the Organization Unit - Basic Details form (M46SCR). This form is where the 'belongs to' relationship is defined. Other data elements recorded on this form include:

- Geographic Range—Used to allow each location to have its own range for one salary grade. This value is inherited at the Incumbent level where it can be overridden.
- Physical Location—Actual site of the Organization Unit (for example, Building A).

Your organization structure can be viewed on the Organization Structure form (M45SCR). The Organization Unit - Basic Details form (M46SCR) can be accessed from this form for each Organization Unit. This is where the organization structure can be changed by entering a new Effective Date.

See also:

- Setting up Organization Units ***(on page 72)***

For detailed directions on how to set up and enter the basic details for Organization Units.

- Viewing the existing organization structure ***(on page 208)***

For detailed instructions on how to display an organization structure.

Apply the Concept

List the advantages of setting up Organization Units within Position Administration.

Apply the Concept

Fill in the missing word(s):

An organization structure can have up to ___________ Organization unit levels.

Apply the Concept

Fill in the missing word(s):

When defining the top Organization Unit, you must assign the 'belongs to' relationship for the Organization Unit to ________________.

Apply the Concept

Fill in the missing word(s):

Organization Units group Positions in a _________________manner.

Apply the Concept

Consider that Organization Unit default levels apply to your current organization. Describe how you would set up each Organization Unit level. What is the major advantage to setting up these levels?

Uses of Organization Unit budget data

You can enter a budget against each Organization Unit in one or more of the following ways:

- By Headcount - the number of individual Incumbents budgeted for the Organization Unit (for example, 25)
- By Full Time Equivalent (FTE) Units (for example, 1.00)
- By Hours (for example, 40.00)
- By Salary cost of the Organization Unit, or by total salaries within the Organization Unit (for example, 100,000.00)

Budget numbers can be set up to reflect a pay period, week, month, and so forth. The system can use these budgets to compare actuals with budgets so you can manage employee numbers and expenditures.

Organization Unit budget data is entered on the Organization Unit - Budget form (M47SCR).

See also:

- Entering budget data for Organization Units ***(on page 76)***

For directions on how to enter budget data for Organization Units.

Apply the Concept

Identify the ways in which you can enter Organization Unit budget information.

Organization Unit document reference options

Often there are many different computer files or physical file folders containing documents related to each Organization Unit in an organization. An example of a document is an organization chart. Position Administration provides a way for you to track where to go to find these important documents.

Document references can be recorded in one or more of the following ways:

- File reference (for example, path and file on a personal computer or a filing cabinet)
- Format of document (for example, WordPerfect, Microsoft Word)
- Type of file (for example, Job Description)

Document references for Organization Units are entered on the Organization Unit - Document Reference form (M49SCR).

See also:

- Entering document references for Organization Units ***(on page 78)***

For directions on how to enter document references for Organization Units.

Detailed Directions

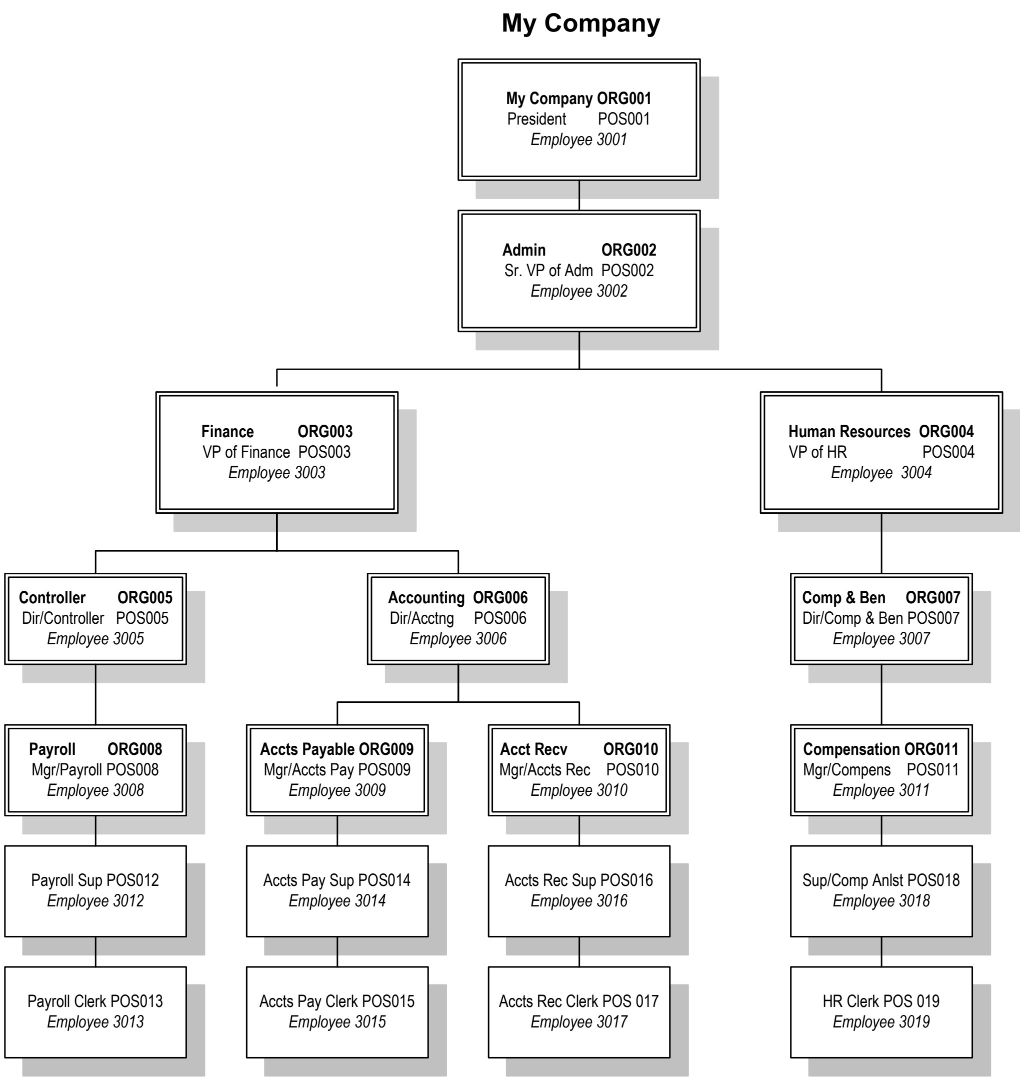
This section provides detailed directions on completing a business task.

Prior to completing these tasks, you must verify that the Company-To-Rules Cross-Reference for HR (AX-SCR) has the correct entry for Position Administration, and that Position Administration is 'In Use' as defined on the Systems Options form (TG-SCR).

Tasks

Completing the Guided Practice

Use this organization chart to complete the tasks that follow:



Entering default level names for Organization Units

Before entering any default level names for your Organization Units, one Organization Unit must be designated as the top Organization Unit. This means this Organization Unit will have a 'belongs to' relationship to itself.

1. Access the Organization Unit - Default Level Names form (M44SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Organization Unit Details
Task:	Setup Org Level Default Names

For practice, access the Organization Unit - Default Level Names form (M44SCR).

2. Click New

Click the New button at the bottom of the form to enter a default level name for an Organization Unit. An entry panel is displayed.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Enter the Level (optional)

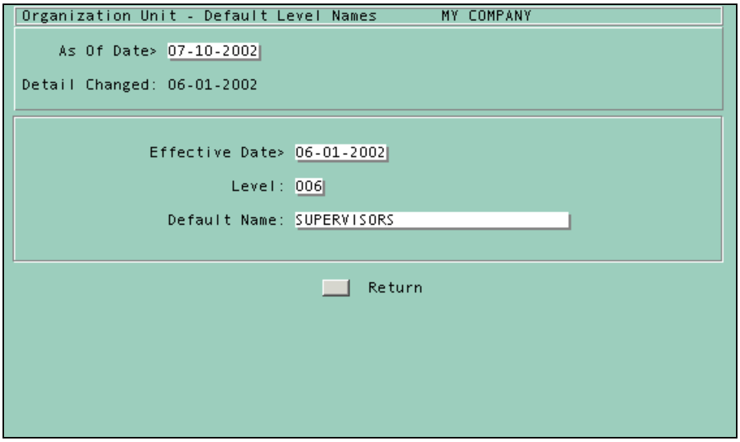
Change the Level number or leave the system-assigned value (for example, level 001, 002, 003).

For practice, type '006'.

5. Enter the level name

Enter the default level name.

For practice, type 'Supervisors'.



6. Click Return or press Enter

The default level name is established and displayed with the level number for verification.

For practice, click Return.

For practice, repeat these steps (starting at Step 2) to set up the following default level name:
007—Clerks

See also:

- Organization Unit default level names and their uses ***(on page 63)***

For an explanation of how Organization Unit level names and default level names are used.

Setting up Organization Units

1. Access the Organization Unit - Set Up/Maintenance form (M48SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Organization Unit Details
Task:	Setup a New Organization Unit

For practice, access the Organization Unit - Set Up/Maintenance form (M48SCR).

2. Enter the Org Unit value

Enter a unique, alphanumeric Organization Unit value, up to six characters in length.

For practice, type 'ORG009'.

3. Enter the Effective Date

Enter the Effective Date for the Organization Unit setup. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Enter the Description

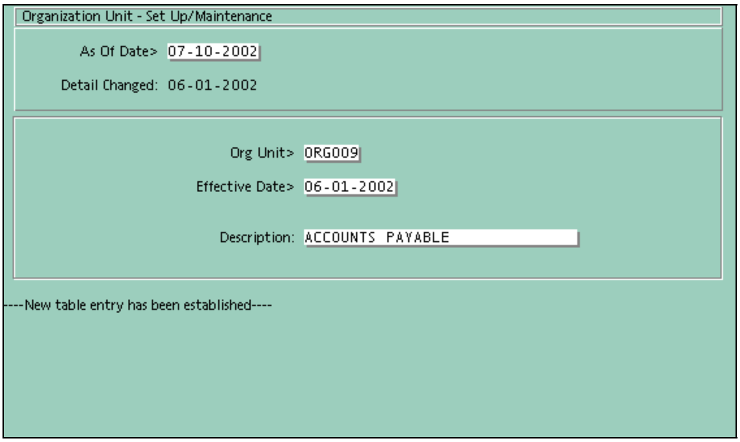
Enter an up-to-30-character Description of the Organization Unit.

For practice, type 'Accounts Payable'.

5. Click Save or press Enter

The Organization Unit is set up.

For practice, click Save.



For practice, repeat these steps for these Org Units:
ORG010—Accounts Receivable
ORG011—Compensation

See also:

- Organization Units ***(on page 35)***

For an explanation of how organization relationships are established.

Entering basic details for Organization Units

Use the following 'Belong To' information for the Guided Practice in this task:

Title Bar	Belongs To	Title

Accounts Payable	Accounting	Manager
Accounts Receivable	Accounting	Manager
Compensation	Comp and Benefits	Manager

1. Access the Organization Unit - Basic Details form (M46SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Basic Details

For practice, access the Organization Unit - Basic Details form (M46SCR) for the Accounts Payable Organization Unit (ORG009).

2. Enter the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere), or leave the Effective Date as entered on the Organization Unit - Set Up/Maintenance form (M48SCR).

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Select a Reason

Select a Reason from the Option list.

For practice, leave the Reason as 'Created'.

4. Select a Belongs To Organization Unit name

Select the Belongs To Organization Unit name from the list that is generated from the entries made on the Organization Unit - Set Up/Maintenance form (M48SCR).

For practice, select 'Accounting'.

5. Select a Geographic Range (optional)

Select a Geographic Range from the option list. This is an optional text box you may use if you want to categorize your Organization Units by Geographic Range. You will need to edit the option list to include the Geographic Ranges you want.

For practice, select 'All Locations'.

6. Select a Physical Location (optional)

Select a Physical Location from the option list. This is an optional text box you may use if you want to categorize your Organization Units by Physical Location. You will need to edit the option list to include the locations you want.

For practice, select 'Building A'.

7. Enter the level name (optional)

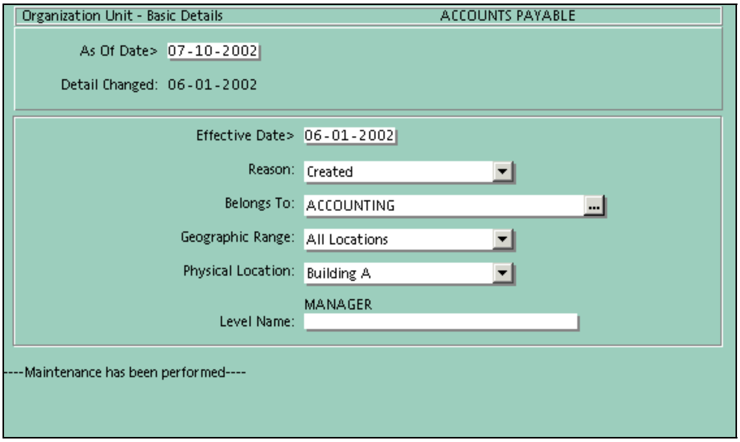
Enter the name for this Organization Unit level if you do not want the default level name to apply. Do not enter a name here if you want to use the default level name displayed above the entry box. Default level names are entered on the Organization Unit - Default Level Names form (M44SCR).

For practice, leave this text box blank to accept the default Level Name.

8. Click Save or press Enter

The basic details for the Organization Unit are established.

For practice, click Save.


Organization Unit - Basic Details ACCOUNTS PAYABLE
As Of Date> 07-10-2002
Detail Changed: 06-01-2002
Effective Date> 06-01-2002
Reason: Created
Belongs To: ACCOUNTING
Geographic Range: All Locations
Physical Location: Building A
MANAGER
Level Name:
----Maintenance has been performed----

For practice, repeat these steps for these Org Units:
ORG010—Accounts Receivable
ORG011—Compensation

See also:

- Organization Units ***(on page 35)***
For an explanation of Organization Unit basic detail data.

- Organization Unit default level names and their uses ***(on page 63)***
For an explanation of how Organization Unit level names and default level names are used.

Viewing the existing organization structure

1. Access the Organization Structure form (M45SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Organization Structure

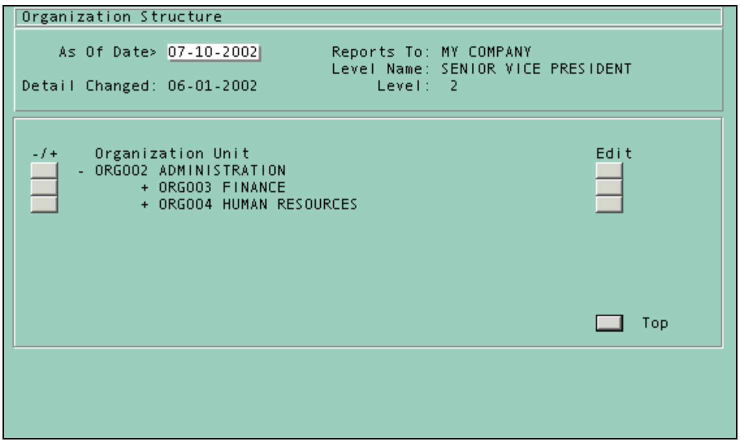
For practice, access the Organization Structure form (M45SCR).

2. View the organization structure

- A minus symbol (-) displayed to the left of an Organization Unit means the Organization Units belonging to it are being displayed. Click the -/+ button to view the Organization Unit to which it belongs (if any).
- The plus symbol (+) displayed to the left of an Organization Unit means there are Organization Units belonging to that Organization Unit. Click the -/+ button to view these.
- When viewing an Organization Unit, only those Organization Units to which it belongs are displayed.
- The lowest level name and number in the structure that you are currently viewing are shown at the top of the form along with the Organization Unit to which this level belongs.
- The level number indicates how far down in the organization structure the Organization Unit resides.

Note: *The Top button at the bottom of the form returns you to the top of the organization structure.*

For practice, click the button for 'ORG002 Administration' that has the plus symbol (+) displayed to the left.


Organization Structure
As Of Date> 07-10-2002
Reports To: MY COMPANY
Level Name: SENIOR VICE PRESIDENT
Detail Changed: 06-01-2002
Level: 2
-/+
Organization Unit
Edit
- ORG002 ADMINISTRATION
+ ORG003 FINANCE
+ ORG004 HUMAN RESOURCES
Top

Entering budget data for Organization Units

To enter budget data for an Organization Unit, follow these steps:

1. Access the Organization Unit - Budget form (M47SCR)

Access the Organization Unit - Budget form (M47SCR) by making the following selection from the Navigator:

Component:	Position Administration
Process:	Organization Unit Details
Task:	Budget

For practice, access the Organization Unit - Budget form (M47SCR) for the Administration Org Unit (ORG002) .

If the Organization Unit - Basic Details form (M46SCR) for the Organization set up in the task 'Setting up Organization Units' does not display, use the Choose an Org Unit button to display the form for the ***Administration*** (ORG002) organization.

2. Enter the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Enter the Headcount (optional)

Enter the number of individual Incumbents budgeted for the Organization Unit (for example, 25).

For practice, leave this text box blank.

4. Enter the FTE (optional)

Enter the number of FTE units budgeted for the Organization Unit.

For practice, type '1.0'.

5. Enter the Hours (optional)

Enter the number of Hours budgeted for the Organization Unit.

For practice, leave this text box blank.

6. Enter the Salary (optional)

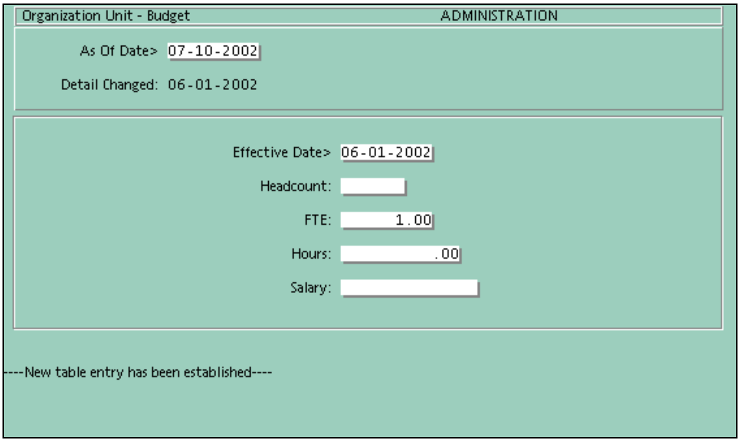
Enter the total Salaries for all Positions within the Organization Unit (for example, 100,000.00).

For practice, leave this text box blank.

7. Click Save or press Enter

The budget data for the Organization Unit is established.

For practice, click Save or press Enter.



For practice, repeat these steps for ORG003 (Finance).

See also:

- Uses of Organization Unit budget data ***(on page 67)***

For an explanation of the options when setting up budget data.

Entering document references for Organization Units

1. Access the Organization Unit - Documentation Reference form (M49SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Organization Unit Details
Task:	Documentation Reference

For practice, access the Organization Unit - Documentation Reference form (M49SCR) for ORG002 - Administration.

If the Organization Unit - Basic Details form (M46SCR) for the Organization set up in the task 'Setting up Organization Units' does not display, use the Choose an Org Unit button to display the form for the ***Administration*** (ORG002) organization.

2. Click New

Click the New button in the bottom left corner of the form to display the Document Reference entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or MM-DD-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Type Of File

Select the Type Of File from the option list (for example, Org Description). This option list should be edited to include all the document Types you want.

For practice, select 'Organization Chart'.

5. Select the Format

Select the Format of the document from the option list (for example, Microsoft Word). This option list should be edited to include all of the Formats you want.

For practice, select 'Org Plus'.

6. Enter the File Reference (optional)

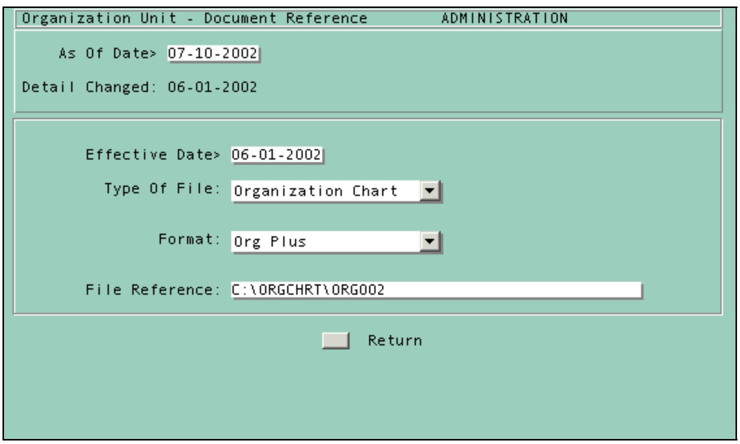
Enter an up-to-30-character File Reference. This should be the directory path of the file.

For practice, type 'C:\ORGCHRT\ORG002'.

7. Click Save or press Enter

The document reference is now entered.

For practice, click Save.



For practice, repeat these steps for ORG003 - Finance with a file reference of 'C:\ORGCHRT\ORG003'.

See also:

- Organization Unit document reference options ***(on page 68)***

For an explanation of document references.

Review of Questions Answered

1. How can Organization Units be used to imply relationships?

2. How are Organization Unit default level names used?

5. How may Organization Unit budget data be used?

CHAPTER 6

Entering Job and Position Data

In This Chapter

Introduction

Position Administration provides the capability to enter data about Jobs and Positions. These data elements include:

- Skills/competencies required
- Memberships required
- Education required
- Training required
- Licenses required
- Experience required
- Evaluations
- Succession
- Document references

The entry of these data elements is optional and is not required. This section explains these data elements and how each is entered into the system.

Jobs

A Job is defined as a generic description of a role within the organization (for example, Manager). It is not essential that you set up Jobs to use Position Administration.

However, there is an advantage to setting up Jobs:

- Most Job level data are inherited by Position level forms—you will not have to enter data twice to view and report on these data at both the Job and Position levels.

Positions

A Position is defined as a specific role in an organization for someone performing a particular Job (for example, Sales Manager). Positions are likely to be related to each other hierarchically, each Position reporting to another higher up in the organization.

In order to use Position Administration, Positions are required.

Tasks

The following tasks are covered in this section:

- Setting up Jobs
- Entering basic details for Jobs
- Setting up Positions
- Entering basic details for Positions
- Entering location data for Positions
- Entering budget data for Positions
- Entering skills/competencies required for Jobs and Positions
- Entering memberships required for Jobs and Positions
- Entering education required for Jobs and Positions
- Entering training required for Jobs and Positions
- Entering licenses required for Jobs and Positions
- Entering experience required for Jobs and Positions
- Entering evaluations for Jobs and Positions
- Entering succession data for Jobs and Positions
- Entering document references for Jobs and Positions

Prerequisites

Before you can enter the data described in this section, you must ensure that your Organization Units have been set up.

☞ *Refer to* **Establishing Organization Units** *(on page 61) for more information.*

Questions answered

The following questions are answered in this section:

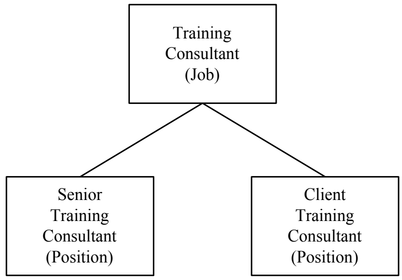
1. What are the Job and Position requirement options?
2. What are the uses of Jobs and Positions?
3. What can Position location data tell you?
4. How are Job evaluations used to determine the relative worth of Jobs?
5. What are the uses of Job succession data?
6. What types of document references can be entered?

Uses of Jobs and Positions

The generic details of each occupation within your organization can be recorded as a Job. For example, you may have the following Jobs within your organization:

- Training Consultant
- Administration Officer
- Manager

The Positions that relate to each generic Job description are then set up. For example, the following positions relate to the Job of Training Consultant:



It is not essential that you set up Jobs to use Position Administration. However, any data entered at the Job level will be inherited by all Positions associated with that Job. Using Jobs and Positions in this way will reduce data-entry efforts.

Jobs are set up on the Job - Set Up/Maintenance form (M18SCR). Data elements recorded on this form include:

- Job option
- Effective Date
- Description of Job

Once you have set up your Jobs, additional basic details about each Job can optionally be entered. These basic details include the following:

Basic details	Description
Change Reason	Reason the job was created or changed (for example, Decreased Budget).
Grade	Grade for the Job (inherited by Position level).
Occupation Group	Job's Occupation Group (for example, Trainer). Set this up to meet your needs.
Job Family	Job's Family (for example, Technician). Set this up to meet your needs.

The basic details for a Job can be set up on the Job - Basic Details form (M10SCR).

You can enter the details of each Position in your organization's structure under a Position title. Typical examples of Positions are as follows:

- Training Consultant - Client
- Administration Officer - North West
- Sales Manager

Positions are set up on the Position - Set Up/Maintenance form(M28SCR). Once you have set up your Positions, you can attach them to Jobs using the Position - Basic Details form (M20SCR). The Position - Basic Details form (M20SCR) will also display the inherited Job level data above the entry text boxes for your information.

See also:

- Setting up Jobs ***(on page 97)***

For directions on how to set up Jobs.

- Entering basic details for Jobs ***(on page 98)***

For directions on how to enter basic Job details.

- Setting up Positions ***(on page 100)***

For directions on how to set up Positions.

- Entering basic details for Positions ***(on page 101)***

For directions on how to enter basic Position details.

Apply the Concept

List the advantages of setting up Jobs within Position Administration.

Apply the Concept

Fill in the missing word(s):

Organization and Job information are ___________________ to setting up Position Administration.

Apply the Concept

Fill in the missing word(s):

Setting up Positions is ___________________when implementing Position Administration.

Uses of Position location data

Position location data indicates where a Position fits in the reporting structure of the organization, including the following:

- Organization Unit the Position belongs to
- Positions the currently displayed Position reports to, directly and indirectly
- Physical Location of the Position

Position location data is entered on the Position - Location form (M30SCR).

See also:

- Entering location data for Positions ***(on page 104)***

For directions on how to enter location data for Positions.

Apply the Concept
Explain how Position location data can fit in the reporting structure of the organization.

Uses of Position budget data

You can enter a budget against each Position in one or more of the following ways:

- By Headcount—the number of individual Incumbents budgeted for the Position (for example, 25)
- By Full Time Equivalent (FTE) Units (for example, 1.00)
- By Hours (for example, 40.00)
- By Salary cost of the Position, or by total salaries for all Positions within the Organization Unit (for example, 100,000.00)

Budget numbers can be set up to reflect a pay period, week, month, and so forth. The system can use these budgets to compare actuals with budgets so you can manage employee numbers and expenditures.

Position Budget data is entered on the Position - Budget form (M34SCR).

See also:

- Entering budget data for Positions ***(on page 105)***

For directions on how to enter budget data for Positions.

Job and Position requirement options

Jobs and Positions can have some specific requirements that can be entered on optional Position Administration forms. The types of Job and Position requirements that can be entered include:

- Skills/competencies—Any skills needed for the Job or Position
- Memberships—Any memberships required for the Job or Position
- Education—Any educational requirements needed for the Job or Position
- Training—Any training courses needed for the Job or Position
- Licenses—Any licenses required for the Job or Position
- Experience—Any prior experience required for the Job or Position

Any requirements entered for a Job are inherited by all Positions associated with the Job.

Position Administration provides several forms to record Job requirement information and Position requirement information. These forms are optional.

Job Form	Position Form
Job - Skills/Competencies Required (M13SCR)	Position - Skills/Competencies Required (M23SCR)
Job - Memberships Required (M14SCR)	Position - Memberships Required (M24SCR)
Job - Education Required (M15SCR)	Position - Education Required (M25SCR)
Job - Training Required (M1TSCR)	Position - Training Required (M2TSCR)
Job - Licenses Required (M16SCR)	Position - Licenses Required (M26SCR)
Job - Experience Required (M1ESCR)	Position - Experience Required (M2ESCR)

See also:

- Entering skills/competencies required for Jobs and Positions ***(on page 107)***
For directions on how to enter the skills/competencies required for Jobs and Positions.

- Entering memberships required for Jobs and Positions ***(on page 109)***
For directions on how to enter the memberships required for Jobs and Positions.

- Entering education required for Jobs and Positions ***(on page 111)***
For directions on how to enter the education required for Jobs and Positions.

- Entering training required for Jobs and Positions ***(on page 112)***
For directions on how to enter the training required for Jobs and Positions.

- Entering licenses required for Jobs and Positions ***(on page 114)***
For directions on how to enter the licenses required for Jobs and Positions.

- Entering experience required for Jobs and Positions ***(on page 116)***
For directions on how to enter the experience required for Jobs and Positions.

Apply the Concept

Describe the information you would like to maintain or are currently maintaining for the Jobs and Positions within your organization.

Job and Position evaluations and their uses

If you use a points-based Job evaluation system to evaluate the relative worth of the Jobs and Positions within the organization, you can track the results by entering point values for various criteria that you define for each Job and Position. The point values for each of the criteria are added together to produce the total number of points.

A rating can also be assigned to each criterion/point value. This rating can be a description relating to the points assigned to each criterion. Also, if your organization has more than one Job or Position evaluation scheme, different types of evaluations can be entered. An effective date of the evaluation and any other comments can also be entered.

A sample Position evaluation is shown below.

Position: Payroll Manager	**Effective Date: 06-01-2002**	**Type: Internal**	**Total Points: 750**
Criterion	**Points**	**Rating**	**Comments**
Knowledge	250	Rating A	
Accountability	350	Rating B	
Judgment	150	Rating C	

The Job - Evaluation form (M12SCR) is used to enter and maintain evaluation details for a Job. This form is optional. Any evaluations for a Job are inherited by all Positions associated with the Job.

The Position - Evaluation form (M22SCR)is used to enter and maintain evaluation details for a Position. This form is optional.

Note: *There is no connection between this evaluation process and the Job ratings that can be entered on the Job Points form (TC-SCR) in Human Resources Administration.*

See also:

- Entering evaluations for Jobs and Positions ***(on page 117)***
For directions on how to enter Job and Position evaluations.

Apply the Concept
Describe the Job evaluation system your organization is currently using.

Uses of Job and Position succession data

The Jobs and Positions within an organization may be filled by employees in a particular sequence. For example, an employee's first Job might be Mail Room Trainee, followed by Mail Room Clerk, followed by Mail Room Supervisor.

Possible succeeding Jobs can be entered using the Job - Succession form (M17SCR) and Position - Succession form (M27SCR). The succession information can then be used to identify possible next Jobs and Positions when promoting employees. Any entered Job successions are inherited by all Positions associated with the Job.

See also:

- Entering succession data for Jobs and Positions ***(on page 121)***

For directions on how to enter Job and Position succession data.

Job and Position document reference options

Often there are many different computer files or physical file folders containing documents related to each Job and Position in an organization. Examples of these documents are Job and Position descriptions. Position Administration provides a way for you to track where to go to find these important documents.

Document references can be recorded in one or more of the following ways:

- File reference (for example, path and file on a personal computer or a filing cabinet)
- Format of document (for example, WordPerfect, Microsoft Word)
- Type of file (for example, Job Description)

Document references for Jobs are entered on the Job - Document Reference form (M19SCR). These document references are not inherited by the Positions associated with the Job.

Document references for Positions are entered on the Position - Document Reference form (M29SCR).

See also:

- Entering document references for Jobs and Positions ***(on page 122)***

For directions on how to enter document references for Jobs and Positions.

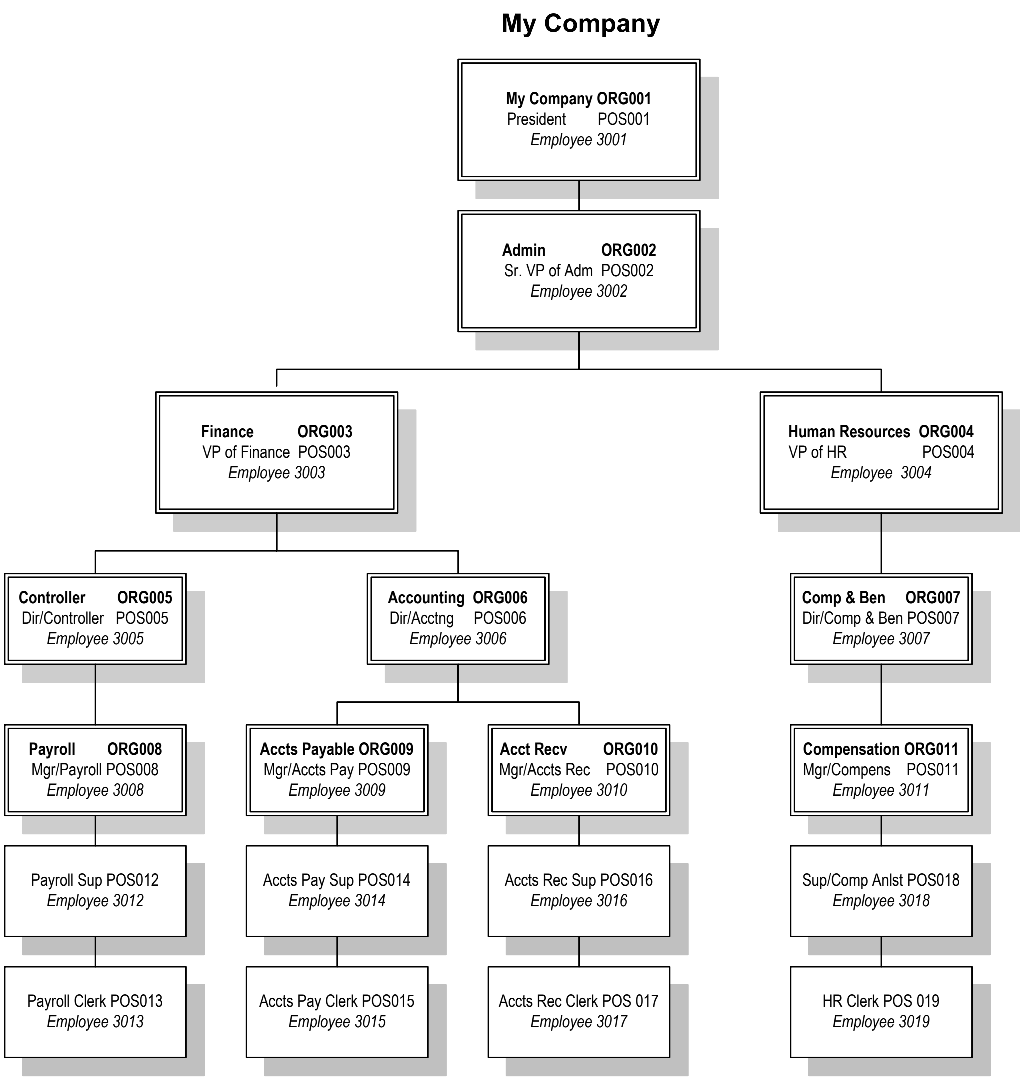
Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

Use this organization chart to complete the tasks that follow:



Setting up Jobs

1. Access the Job - Set Up/Maintenance form (M18SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Job Details
Task:	Setup a New Job

For practice, access the Job - Set Up/Maintenance form (M18SCR).

Note: *Clear the form to delete any prefilled text box values*

2. Enter the Job

Enter a unique, six-character, alphanumeric Job value.

For practice, type 'JOB006'.

3. Enter the Effective Date

Enter the Effective Date for the Job in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Enter the Description

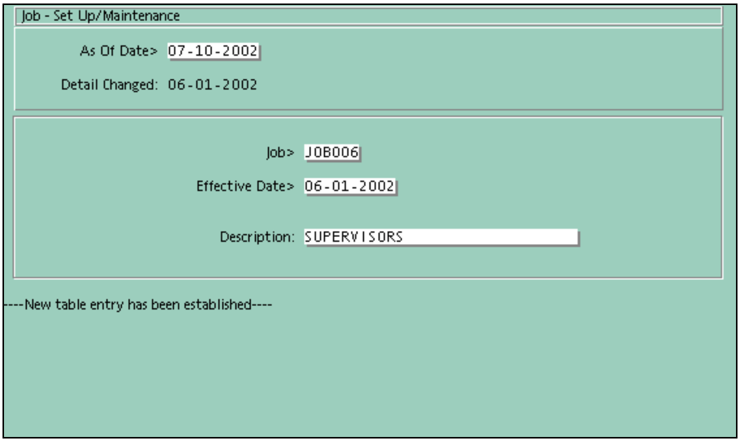
Enter an up-to-30-character Description of the Job.

For practice, type 'Supervisors'.

5. Click Save or press Enter

The Job is set up.

For practice, click Save or press Enter.



For practice, repeat these steps for Job 007 'Clerks'.

See also:

- Uses of Jobs and Positions ***(on page 86)***

For an explanation of using Jobs in Position Administration.

Entering basic details for Jobs

1. Access the Job - Basic Details form (M10SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Basic Details

For practice, access the Job - Basic Details form (M10SCR) for Supervisors (JOB006).

If the Job - Basic Details form (M10SCR) for the Job set up in the task 'Setting up Jobs' does not display, use the Choose a Job button to search for the ***Supervisors*** Job.

2. **Enter the Effective Date**
Enter the Effective Date for the Job in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. **Select the Change Reason (optional)**
Select a Change Reason from the option list or leave the value that was carried over from the Job - Set Up/Maintenance form (M18SCR).

For practice, select 'Created'.

4. **Enter the Grade (optional)**
Enter the salary grade for the Job, using up-to-six alphanumeric characters.

For practice, enter 'A12'.

5. **Select the Occupation Group (optional)**
Select the Occupation Group for this Job from the option list. This option list should be edited to include all of the Occupation Groups you want.

For practice, make a selection of your choice.

6. **Select the Job Family (optional)**
Select the Job Family for this Job from the Option list. This option list should be edited to include all of the Job Families you want.

For practice, make a selection of your choice.

7. **Enter User Field 1 (optional)**
If you have defined User Field 1, enter it here.

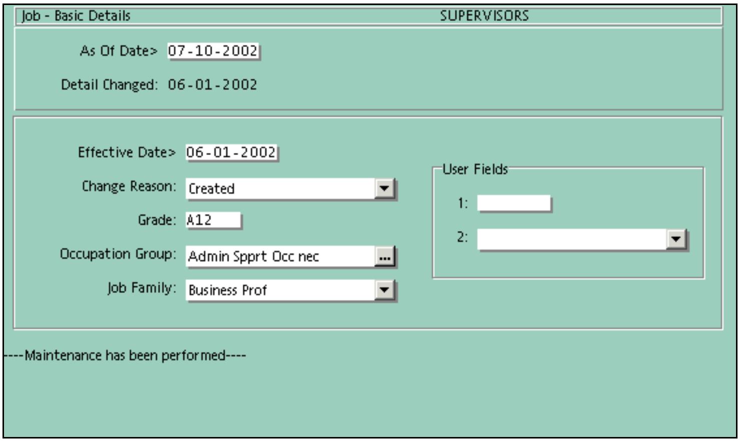
For practice, leave this text box blank.

8. **Select User Field 2 (optional)**
If you have defined User Field 2, select a value here.

For practice, leave this text box blank.

9. **Click Save or press Enter**
The basic details for the Job are set up.

For practice, click Save or press Enter.


Job - Basic Details SUPERVISORS
As Of Date> 07-10-2002
Detail Changed: 06-01-2002
Effective Date> 06-01-2002
Change Reason: Created
Grade: A12
Occupation Group: Admin Spprt Occ nec
Job Family: Business Prof
User Fields
1:
2:
----Maintenance has been performed----

For practice, repeat these steps for Job 007 'Clerks', Grade 'A10'.

See also:

- Uses of Jobs and Positions ***(on page 86)***

For an explanation of using Jobs in Position Administration.

Setting up Positions

1. Access the Position - Set Up/Maintenance form (M28SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Setup a New Position

For practice, access the Position - Set Up/Maintenance form (M28SCR).

2. Enter the Position

Enter a unique, six-character, alphanumeric Position option.

For practice, type 'POS009'.

3. Enter the Effective Date

Enter the Effective Date for the Position in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. **Enter the Description (optional)**

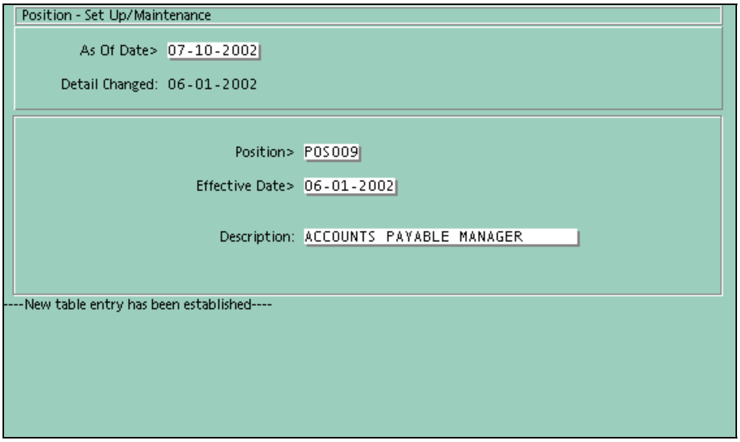
Enter an up-to-30-character Description of the Position.

For practice, type 'Accounts Payable Mgr'.

5. **Click Save or press Enter**

The Position is set up.

For practice, click Save or press Enter.



For practice, repeat these steps for the following positions:
POS010—Accounts Receivable Mgr
POS011—Compensation Manager
POS014—Accounts Payable Supervisor
POS015—Accounts Payable Clerk
POS016—Accounts Receivable Supervisr
POS017—Accounts Receivable Clerk
POS018—Compensation Analyst
POS019—HRIS Clerk

See also:

- Uses of Jobs and Positions ***(on page 86)***

For an explanation of how Positions are used.

Entering basic details for Positions

1. **Access the Position - Basic Details form (M20SCR)**

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Basic Details

For practice, access the Position - Basic Details form (M20SCR) for Accounts Payable Mgr (POS009).

2. Enter the Effective Date of the Position

Enter the Effective Date for the Position in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Select the Job

Select the related Job. Jobs are set up on the Job - Basic Details form (M10SCR). If you have not created a Job to which this Position is related, leave this text box blank.

For practice, select 'Manager'.

4. Select the Change Reason

Select a Change Reason from the option list or leave the value that was carried over from the Position - Set Up/Maintenance form (M28SCR).

For practice, select 'Created'.

5. Select the Position Status (optional)

Select a Position Status for this Position from the option list (for example, Regular). This option list should be edited to include all of the Position Statuses you want.

For practice, select 'Regular Not Compl'.

6. Select the Employment Status (optional)

Select an Employment Status for this Position from the option list (for example, Full Time). This option list should be edited to include all of the Employment Statuses you want.

For practice, select 'Full Time'.

7. Select the Occupation Group

Select the Occupation Group for this Position from the option list (for example, Accountants). This option list should be edited to include all of the Occupation Groups you want. If no entry is made, the Position inherits the Job details.

For practice, leave this text box blank.

8. Enter the Grade (optional)

Enter the Grade for the Position, up to five alphanumeric characters (for example, A12). If no entry is made, the Position inherits the Job details.

For practice, leave this text box blank.

9. Select the Job Family (optional)

Select the Job Family for this Position from the option list (for example, Manager). This option list should be edited to include all of the Job Families you want. If no entry is made, the Position inherits the Job details.

For practice, leave this text box blank.

10. Select User Field 2 (optional)

If you have defined User Field 2, select an entry here.

For practice, leave this text box blank.

11. Enter User Field 1 (optional)

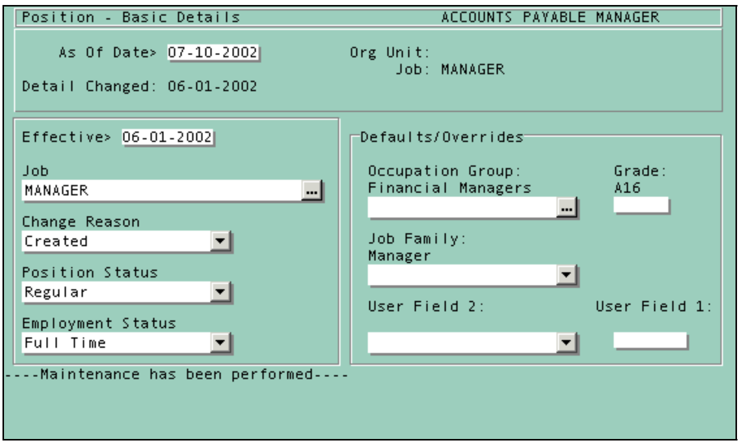
If you have defined User Field 1, enter it here.

For practice, leave this text box blank.

12. Click Save or press Enter

The basic details for the Position are set up.

For practice, click Save or press Enter.



For practice, repeat these steps for the following positions:
POS010—Accounts Receivable Mgr (Job = Manager)
POS011—Compensation Manager (Job = Manager)
POS012—Payroll Supervisor (Job = Supervisors)
POS013—Payroll Clerk (Job = Clerks)
POS014—Accounts Payable Supervisor (Job = Supervisors)
POS015—Accounts Payable Clerk (Job = Clerks)

POS016—Accounts Receivable Supervisor (Job = Supervisors)
POS017—Accounts Receivable Clerk (Job = Clerks)
POS018—Compensation Analyst (Job = Supervisors)
POS019—HRIS Clerk (Job = Clerks)

See also:

- Uses of Jobs and Positions ***(on page 86)***

For an explanation of how Positions are used.

Entering location data for Positions

Note: *Refer to the organization chart for 'My Company' at the beginning of this chapter to find the Organization Unit and the Position to which each Position reports.*

1. Access the Position - Location form (M30SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Position Details
Task:	Location

For practice, access the Position - Location form (M30SCR) for the Accounts Payable Manager position (POS009).

2. Enter the Effective Date of the Position

Enter the Effective Date of the Position in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Select the Organization Unit

Select the Organization Unit for this Position. Organization Units are set up on the Organization Unit - Set Up/Maintenance form (M48SCR). If you have not set up Organization Units, leave this text box blank.

For practice, select 'Accounts Payable' (ORG009).

4. Select the Direct Reports To

Select the Position to which this Position directly reports. Positions are set up on the Position Set Up/Maintenance form (M28SCR). All Positions set up will be included in this drop-down list.

For practice, select 'Director of Accounting' (POS006).

5. Select the Indirect Reports To

Select the Position to which this Position indirectly reports. Positions are set up on the Position Set Up/Maintenance form (M28SCR). All Positions set up will be included in this drop-down list.

For practice, select 'Vice President of Finance'.

6. Select the Physical Location

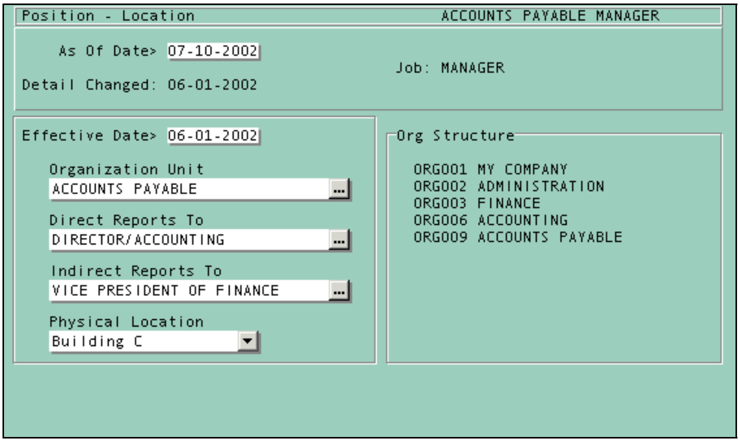
Select the Physical Location of this Position. This option list should be edited to include all of the Physical Locations you want.

For practice, select 'Building C'.

7. Click Save or press Enter

The Position location is now entered.

For practice, click Save or press Enter.



For practice, use the organization chart at the beginning of the Detailed Directions and repeat these steps for the following positions:
POS010—Accounts Receivable Mgr
POS011—Compensation Manager
POS014—Accounts Payable Supervisor
POS015—Accounts Payable Clerk
POS016—Accounts Receivable Supervisor
POS017—Accounts Receivable Clerk
POS018—Compensation Analyst
POS019—HRIS Clerk

See also:

- Uses of Position location data ***(on page 88)***

For an explanation of the uses of location data for Positions.

Entering budget data for Positions

To enter budget data for Positions, follow these steps:

1. Access the Position - Budget form (M34SCR)

Access the Position - Budget form (M34SCR) by making the following selection from the Navigator:

Component:	Position Administration
Process:	Position Details
Task:	Budget

For practice, access the Position - Budget form (M34SCR) for the Accounts Payable Manager position (POS009).

2. Enter the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Enter the Headcount (optional)

Enter the number of individual Incumbents budgeted for the Position (for example, 25).

For practice, leave this text box blank.

4. Enter the FTE (optional)

Enter the number of FTE units budgeted for the Position.

For practice, type '1.0'.

5. Enter the Hours (optional)

Enter the number of Hours budgeted for the Position.

For practice, type '40.00'.

6. Enter the Salary (optional)

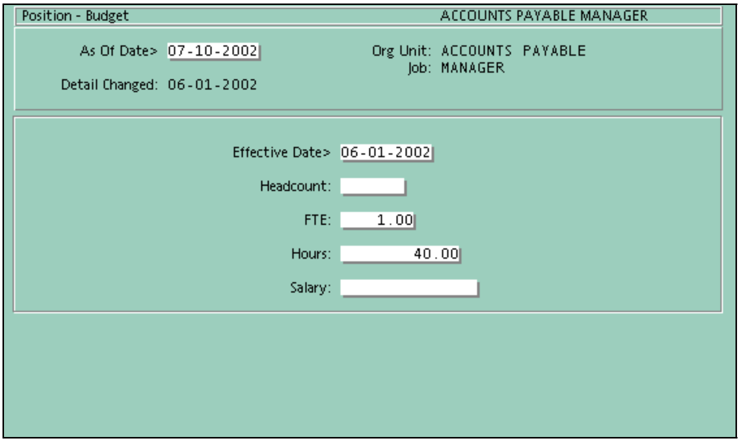
Enter the salary amount budgeted for the Position.

For practice, leave this text box blank.

7. Click Save or press Enter

The budget data for the Position is established.

For practice, click Save or press Enter.



For practice, repeat these steps for the following positions:
POS010—Accounts Receivable Mgr
POS011—Compensation Manager
POS014—Accounts Payable Supervisor
POS015—Accounts Payable Clerk
POS016—Accounts Receivable Supervisor
POS017—Accounts Receivable Clerk
POS018—Comp Analyst
POS019—HRIS Clerk

See also:

- Uses of Position budget data ***(on page 89)***

For an explanation of the options when setting up budget data.

Entering skills/competencies required for Jobs and Positions

1. **Access the Job - Skills/Competencies Required form (M13SCR) or Position - Skills/Competencies Required form (M23SCR)**

   These forms are accessed by making the following selection from the Navigator:

   Component: Position Administration
   Process: Job Details
   Task: Skills Required

or

Component: Position Administration
Process: Position Details
Task: Skills Required

For practice, access the Job - Skills/Competencies Required form (M13SCR) for the Job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Skills/Competencies Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Skill/Competency

Select the Skill/Competency required from the option list. This option list should be edited to include all the skills/competencies you want.

For practice, select 'Account Management'.

5. Select the Proficiency

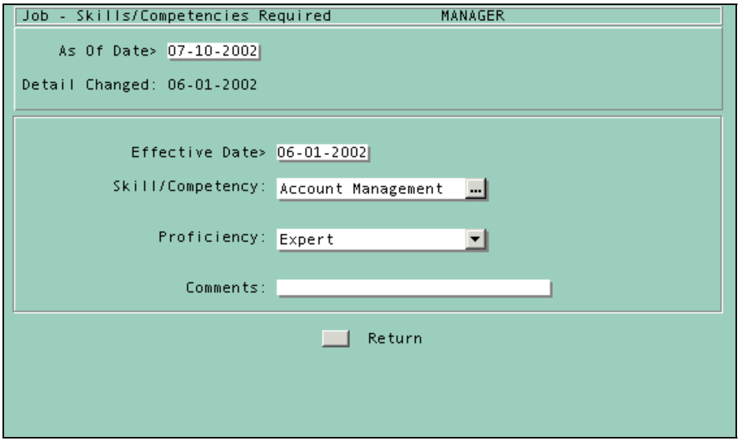
Select a Proficiency level from the option list. This option list should be edited to include all the proficiencies you want.

For practice, select 'Expert'.

6. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the Skill/Competency required.

For practice, leave this text box blank.



7. Click Save or press Enter

The skill/competency is now entered.

For practice, click Save or press Enter.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Skills/Competencies Required form (M23SCR) to enter skills for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of skills and competencies required.

Entering memberships required for Jobs and Positions

1. Access the Job - Memberships Required form (M14SCR) or Position - Memberships Required form (M24SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Memberships Required

or

Component: Position Administration
Process: Position Details
Task: Memberships Required

For practice, access the Job - Memberships Required form (M14SCR) for the job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Memberships Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Membership

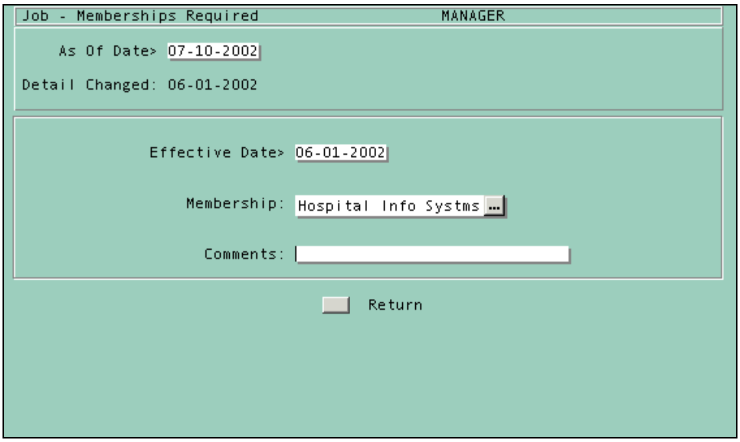
Select the Membership required from the option list. This option list should be edited to include all the memberships you want.

For practice, select 'Hospital Info Systms'.

5. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the membership required.

For practice, leave this text box blank.



6. Click Save or press Enter

The membership required is now entered.

For practice, click Save or press Enter.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Memberships Required form (M24SCR) to enter memberships for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of memberships required.

Entering education required for Jobs and Positions

1. Access the Job - Education Required form (M15SCR) or Position - Education Required form (M25SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Education Required

or

Component: Position Administration
Process: Position Details
Task: Education Required

For practice, access the Job - Education Required form (M15SCR) for the Job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Education Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Level

Select the education level required from the option list. This option list should be edited to include all the levels you want.

For practice, select 'Degree'.

5. Select the Subject

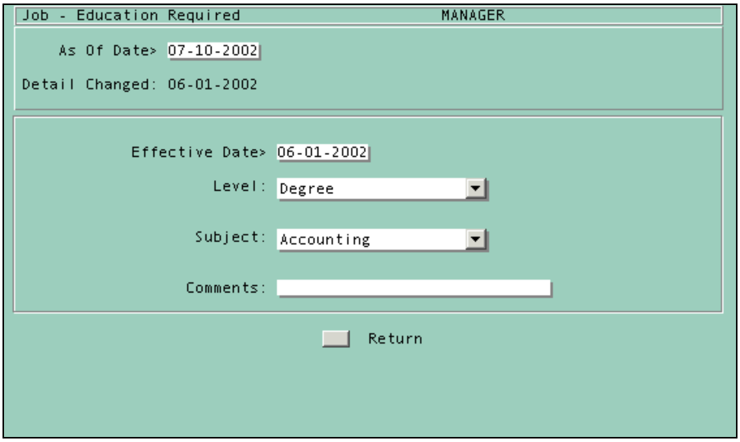
Select the education Subject from the option list. This option list should be edited to include all the Subjects you want.

For practice, select 'Accounting'.

6. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the Education required.

For practice, leave this text box blank.



7. Click Save or press Enter

The Job education required is now entered.

For practice, click Save or press Enter.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Education Required form (M25SCR) to enter two education requirements for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013). For the first requirement, select a level of 'Certificate' and a subject of 'Business Admin Other'. For the second requirement, select a level of 'Degree' and a subject of 'Accounting'.

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of education required.

Entering training required for Jobs and Positions

1. Access the Job - Training Required form (M1TSCR) or Position - Training Required form (M2TSCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Training Required

or

Component: Position Administration
Process: Position Details
Task: Training Required

For practice, access the Job - Training Required form (M1TSCR) for the Job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Training Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Course

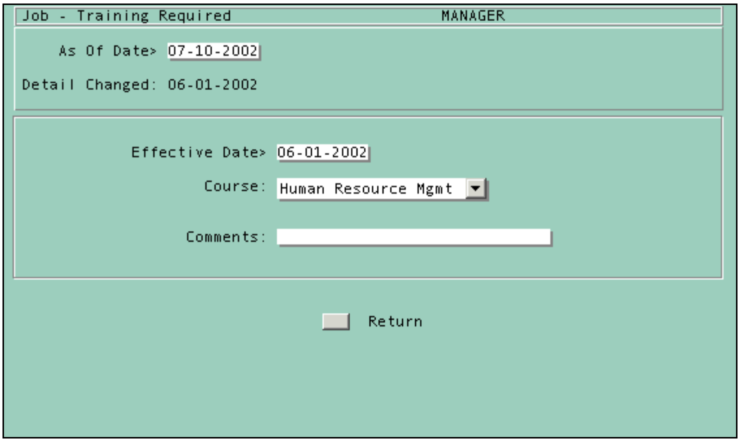
Select the training course from the option list. This option list should be edited to include all the training courses you want.

For practice, select 'Human Resource Mgmt'.

5. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the training required.

For practice, leave this text box blank.



6. Click Save or press Enter

The Job training required is now entered.

For practice, click Save.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Training Required form (M2TSCR) to enter training requirements for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of training required.

Entering licenses required for Jobs and Positions

1. Access the Job - Licenses Required form (M16SCR) or Position - Licenses Required form (M26SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Licenses Required

or

Component: Position Administration
Process: Position Details
Task: Licenses Required

For practice, access the Job - Licenses Required form (M16SCR) for the Job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Licenses Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the License

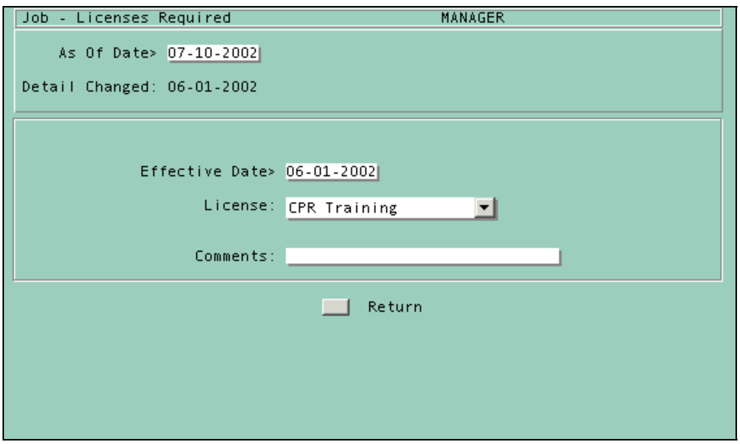
Select the License required from the option list. This option list should be edited to include all the License types you want.

For practice, select 'CPR Training'.

5. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the License required.

For practice, leave this text box blank.



6. Click Save or press Enter

The Job license required is now entered.

For practice, click Save.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Licenses Required form (M26SCR) to enter license requirements for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of licenses required.

Entering experience required for Jobs and Positions

1. Access the Job - Experience Required form (M1ESCR) or Position - Experience Required form (M2ESCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Experience Required

or

Component: Position Administration
Process: Position Details
Task: Experience Required

For practice, access the Job - Experience Required form (M1ESCR) for the Job of Manager (JOB005).

2. Click New

Click the New button in the bottom left corner of the form to display the Experience Required entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Experience

Select the experience required from the option list. This option list should be edited to include all the experience required types you want.

For practice, select 'Consulting'.

5. Select the Duration

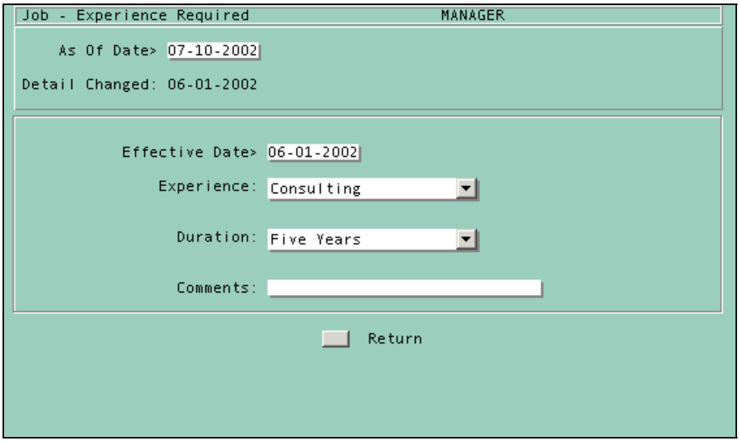
Select the Duration required from the option list. This option list should be edited to include all the Duration types you want.

For practice, select 'Five Years'.

6. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the experience required.

For practice, leave this text box blank.



7. Click Save or press Enter

The Job experience required is now entered.

For practice, click Save.

For practice, repeat these steps for the Job of Supervisors (JOB006). Then use the Position - Experience Required form (M2ESCR) to enter experience requirements for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position requirement options ***(on page 90)***

For an explanation of experience required.

Entering evaluations for Jobs and Positions

1. Access the Job - Evaluation form (M12SCR) or Position - Evaluation form (M22SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Job Evaluation

or

Component: Position Administration
Process: Position Details
Task: Position Evaluation

For practice, access the Job - Evaluation form (M12SCR) for the Job of Director (JOB004).

2. Enter the Effective date

Enter the Effective date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Select the Type

Select a Type of evaluation from the option list. This option list should be edited to include all the Types of evaluations you want.

For practice, select 'Internal'.

4. Enter a Comment (optional)

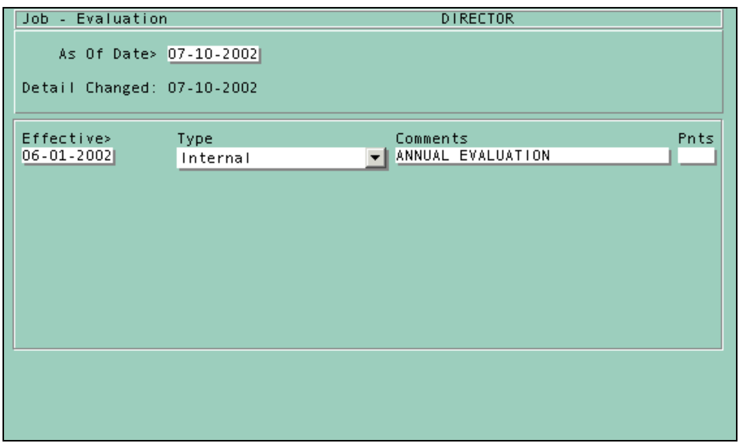
Enter an up-to- 30-character Comment describing the evaluation.

For practice, type 'Annual Evaluation'.

5. Enter the number of Points (optional)

You should only enter the number of evaluation Points if you are not going to enter evaluation criteria.

For practice, leave this text box blank.



6. Click Save or press Enter

A 'New table entry has been established' message is displayed. You can now continue by entering evaluation criteria.

For practice, click Save or press Enter.

7. Click New

Click the New button at the bottom of the form to enter evaluation criteria. The Evaluation Criteria form panel is displayed.

For practice, click New.

8. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

9. Select the Criteria

The criteria selections will be displayed automatically in option list code sequence. However, you can make another selection here if you want to use a different criterion.

For practice, leave the 'Knowledge' selection as is.

10. Enter the number of Points

Enter the number of Points you want to assign to this criterion. This entry must be numeric, up to three characters with no decimals.

For practice, enter '250'.

11. Select the Rating (optional)

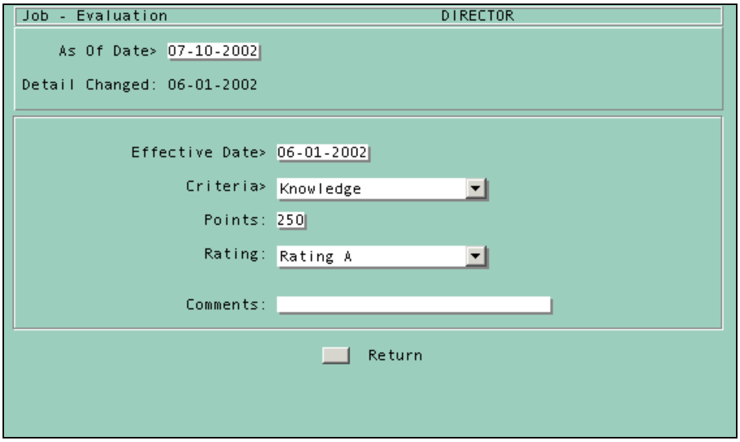
Select an evaluation Rating from option list. This option list should be edited to include all of the evaluation Rating types you want.

For practice, select 'Rating A'.

12. Enter a Comment

Enter an up-to-30-character Comment describing the evaluation criteria.

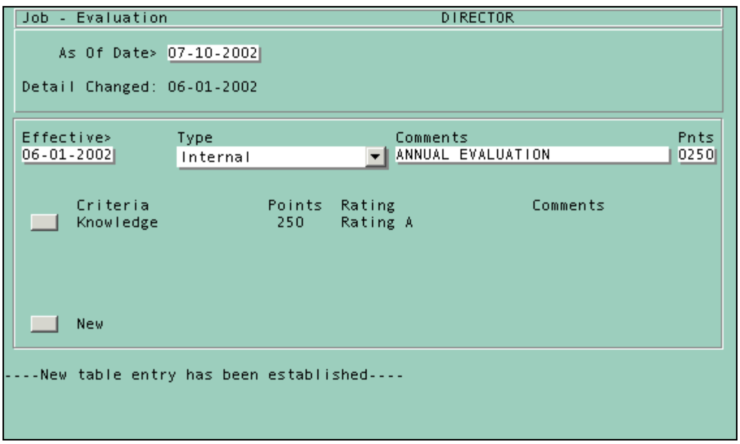
For practice, leave this text box blank.



13. Click Save or press Enter

The first form panel is displayed and a 'New table entry has been established' message is displayed. The Points text box contains '0250'.

For practice, click Save.



For practice, repeat these steps for the Job of Supervisors (JOB006).
Then use the Position - Evaluation form (M22SCR) to enter evaluations for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position evaluations and their uses ***(on page 92)***

For an explanation of evaluations.

Entering succession data for Jobs and Positions

1. Access the Job - Succession form (M17SCR) or Position - Succession form (M27SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Succession

or

Component: Position Administration
Process: Position Details
Task: Succession

For practice, access the Job - Succession form (M17SCR) for the Job of Director (JOB004).

2. Click New

Click the New button in the bottom left corner of the form to display the Succession entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Possible Next Job

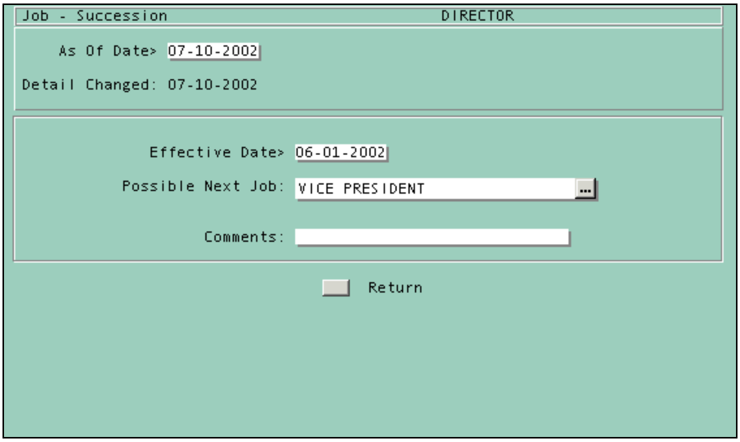
Select the Possible Next Job from the option list. This list will automatically contain the names of all the Jobs currently set up on the system.

For practice, select 'Vice President'.

5. Enter a Comment (optional)

Enter an up-to-30-character Comment describing the possible succeeding Job.

For practice, leave this text box blank.



6. Click Save or press Enter

The succeeding Job is now entered.

For practice, click Save.

For practice, repeat these steps using the Position - Succession form (M27SCR) to enter succession data for the Position of Payroll Supervisor (POS012).

See also:

- Uses of Job and Position succession data ***(on page 93)***

For an explanation of succession data.

Entering document references for Jobs and Positions

1. Access the Job - Documentation Reference form (M19SCR) or Position - Documentation Reference form (M29SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Documentation Reference

or

Component: Position Administration
Process: Position Details
Task: Documentation Reference

For practice, access the Job - Documentation Reference form (M19SCR) for the Job of Director (JOB004).

2. Click New

Click the New button in the bottom left corner of the form to display the Document Reference entry form panel.

For practice, click New.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or MM-DD-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Type Of File

Select the Type Of File from the option list (for example, Job Description). This option list should be edited to include all the document Types you want.

For practice, select 'Job Description'.

5. Select the Format

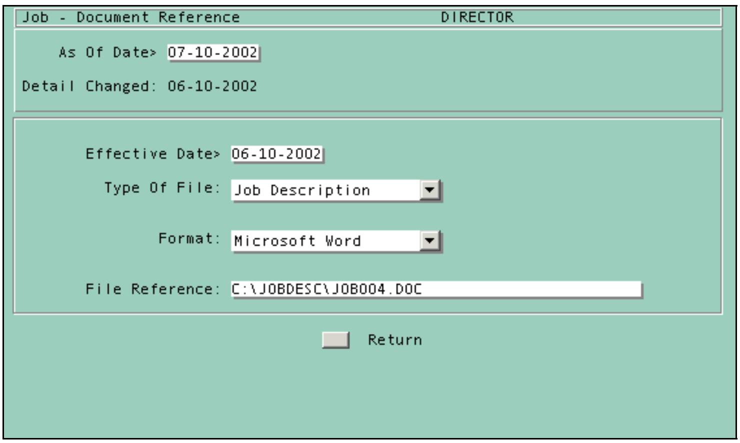
Select the Format of the document from the option list (for example, Microsoft Word). This option list should be edited to include all of the Formats you want.

For practice, select 'Microsoft Word'.

6. Enter the File Reference (optional)

Enter an up-to-30-character File Reference. This should be the directory path of the file.

For practice, type 'C:\JOBDESC\JOB004.DOC'.


Job - Document Reference DIRECTOR

As Of Date> 07-10-2002

Detail Changed: 06-10-2002

Effective Date> 06-10-2002

Type Of File: Job Description

Format: Microsoft Word

File Reference: C:\JOBDESC\JOB004.DOC

Return

7. Click Save or press Enter

The document reference is now entered.

For practice, click Save.

For practice, repeat these steps for the Job of Supervisors (JOB006).
Then use the Position - Documentation Reference form (M29SCR) to enter a document reference for the Positions of Payroll Supervisor (POS012) and Payroll Clerk (POS013).

See also:

- Job and Position document reference options ***(on page 94)***

For an explanation of document references.

Review of Questions Answered

1. What are the Job and Position requirement options?

2. What are the uses of Jobs and Positions?

3. What can Position location data tell you?

4. How are Job evaluations used in Position Administration to determine the relative worth of Jobs?

5. What are the uses of Job succession data?

6. What types of document references can be entered?

CHAPTER 7

Entering Position-Specific Data

In This Chapter

Introduction

Position Administration facilitates the entry of data that is only set up at the Position level. This data includes Position funding information, next review information, and some miscellaneous Position data.

This section explains what this data is and how this data is entered. The information covered in this section is not required in order to use Position Administration.

Tasks

The following tasks are covered in this section:

- Entering funding data for Positions
- Entering next review data for Positions
- Entering miscellaneous data for Positions

Prerequisites

Before you can begin to enter the Position information, all the following tasks must have been completed.

- Verify that the implementation tasks have been performed.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for more information about the implementation.*

- Verify that your Positions have been set up.

☞ *Refer to* **Entering Job and Position Data** *(on page 83) for more information about setting up Positions.*

Questions answered

The following questions are answered in this section:

1. What types of Position funding data can be maintained?
2. What types of Position next review data can be maintained?
3. What types of Position miscellaneous data can be maintained?

Position funding data

Position funding data indicates the source for any of the funding for the Position. Funding data that can be entered for a Position includes:

- Funding source
- Funding program name
- Percentage of the Position's cost being funded
- Ending Date for the funding

Funding data for Positions are entered on the Position - Funding form (M31SCR).

See also:

- Entering funding data for Positions ***(on page 132)***

For directions on how to enter optional funding data for Positions.

Apply the Concept
How could your organization use the entry of Position-specific funding and next review date?

Position next review data

This indicates the next review data for a Position, including the reason for the review. Next review data for Positions is entered on the Position - Next Review form (M33SCR).

See also:

- Entering next review data for Positions ***(on page 133)***

For directions on how to enter optional next review data for Positions.

Position miscellaneous data

Position miscellaneous data elements include:

- Surveys—Indicates which Job survey this Position is associated with.
- Trainee Job—Indicates if this is a trainee Position, and if so, production or white collar.
- Workers Compensation—Identifies the workers compensation policy for the Position.
- Job Type—Identifies the generic category of the Position (for example, Hourly Union).
- Assigned Shift—Identifies the work shift.
- Union Job—Identifies the union's Position ID if different from the one you use.
- FLSA Class—Identifies exempt or nonexempt status for the Position.

These miscellaneous data elements are entered on the Position - Miscellaneous Information form (M2MSCR).

See also:

- Entering miscellaneous data for Positions ***(on page 135)***

For detailed directions on entering miscellaneous Position information.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering funding data for Positions

1. Access the Position - Funding form (M31SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Position Details
Task:	Funding

For practice, access the Position - Funding form (M31SCR) for the Position of HRIS Clerk.

2. Click New

Click the New button in the bottom left corner of the form to display the Funding entry form panel.

For practice, click New.

3. Enter the Effective Date of the Position

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Select the Source

Select the funding Source from the option list. This option list should be edited to include all the funding sources you want.

For practice, select 'ABC Department'.

5. Select the Program

Select the funding Program from the option list. This option list should be edited to include all the program types you want.

For practice, select 'Program 1'.

6. Enter the Percent

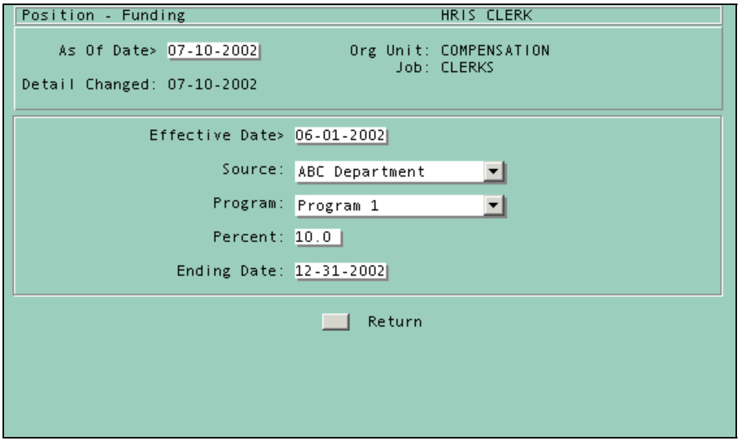
Enter the percentage of the total funding with one decimal place (for example, 15.0).

For practice, enter '10.0'.

7. Enter the Ending Date

Enter the Ending Date for the funding in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter the last date of the current year, for example, '12-31-2002' (US and Canada) or '31-12-2002' (elsewhere).



8. Click Return or press Enter

The Position funding is now entered.

For practice, click Return.

See also:

- Position funding data ***(on page 129)***

For an explanation of the uses of Position funding data.

Entering next review data for Positions

1. Access the Position - Next Review form (M33SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Next Review

For practice, access the Position - Next Review form (M33SCR) for the Accounts Payable Clerk.

2. Enter the Effective Date of the Position

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective Date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Enter the Review Date

Enter the Review Date for the Position in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter '08-10-2002' (US and Canada) or'10-08-2002' (elsewhere).

4. Select a Review Reason

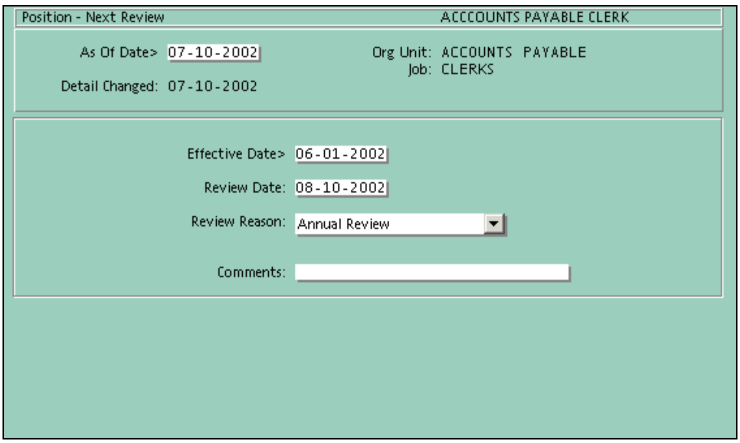
Select the reason for the review from the option list. This option list should be edited to include all the Review Reasons you want.

For practice, select 'Annual Review'.

5. Enter Comments (optional)

Enter any comments that pertain to the review.

For practice, leave this text box blank.



6. Click Save or press Enter

The next review data for the Position is now entered.

For practice, click Save or press Enter.

See also:

- Position funding data ***(on page 129)***

For an explanation of the uses of Position next review data.

Entering miscellaneous data for Positions

1. Access the Position - Miscellaneous Information form (M2MSCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Miscellaneous Information

For practice, access the Position - Miscellaneous Information form (M2MSCR) for the Position of Accounts Payable Supervisor.

2. Enter the Effective date of the Position

Enter the Effective date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or leave the current date in the text box as the Effective date.

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

3. Enter Surveys (optional)

Enter survey data in this 10-character, user-defined text box.

For practice, leave this text box blank.

4. Select a Trainee Job (optional)

Select a Trainee Job from the option list (for example, Production Trainee, White Collar Trainee). This option list should be edited to include all the Trainee Job selections you want.

For practice, select 'Not A Trainee Job'.

5. Enter Workers Comp (optional)

Enter the Workers Compensation option in five-character, alphanumeric format.

For practice, enter 'SUP50'.

6. Select a Job Type (optional)

Select a Job Type from the option list. This option list should be edited to include all the generic Job Types you want.

For practice, select 'Hourly Non Union'.

7. Select an Assigned Shift (optional)

Select the Assigned Shift from the option list. This option list should be edited to include all your shifts.

For practice, select '1st Shift'.

8. Select a Union Job (optional)

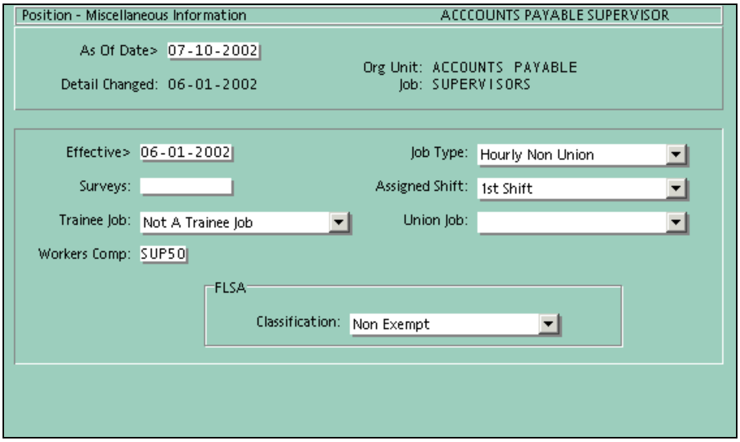
Select the Union Job from the option list. This option list should be edited to include all your Union Jobs.

For practice, leave this text box blank.

9. Select an FLSA Classification (optional)

Select Exempt or Non-exempt.

For practice, select 'Non-exempt'.



10. Click Save or press Enter

The miscellaneous data for the Position is now entered.

For practice, click Save or press Enter.

See also:

- Position miscellaneous data ***(on page 131)***

For details on how Position miscellaneous data are used.

Review of Questions Answered

1. What types of Position funding data can be maintained?

2. What types of Position next review data can be maintained?

3. What types of Position miscellaneous data can be maintained?

CHAPTER 8

Setting Up and Maintaining Incumbents in Positions

In This Chapter

Introduction

Position Administration facilitates attaching employees to Positions. An employee can be attached to multiple Positions at the same time. Each Position to which an employee is attached is known as an incumbency.

Details relating to each incumbency can then be entered and maintained.

Tasks

The following tasks are covered in this section:

- Setting up Incumbents in Positions
- Viewing an Incumbent's current Positions
- Unassigning Incumbents from Positions
- Viewing the Incumbents for a specific Position

Prerequisites

Before you can begin to enter Incumbent information, verify that your Positions have been set up in Position Administration.

☞ *Refer to* **Entering Job and Position Data** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What is the relationship between employees and Positions?
2. How are multiple incumbency salaries and hours tracked?

Employee and Position relationship

Employees can be assigned to one or more Positions. Once an employee is assigned to a Position, he or she is known as an Incumbent for that Position. Employees can have an unlimited number of incumbencies to various Positions, or multiple incumbencies.

One of the employee incumbencies should be designated as the 'primary' incumbency. Each employee can have only one primary incumbency at a time. Any additional incumbencies should be 'primary history' or 'other' incumbencies. When you attempt to assign a primary incumbency to an employee who already has a primary assigned, the original primary incumbency becomes a primary history incumbency. The primary history incumbency could be used for Benefits Administration processing for a prior plan year or a similar use.

'Other' incumbencies should be used for any additional employee incumbencies.

Employees can also be 'unassigned' from a Position when the relationship is no longer in effect. When an employee is unassigned, a Salary Assignment/Changes form (40-SCR) entry is created with the new salary and hours for this incumbency equal to zero. The effective date of this entry will be one day after the employee is unassigned from the Position, and the Type of Change value will be 'Unassigned from Incumbency'.

When establishing an incumbency, the reason the incumbency is being entered must also be recorded (for example, promotion). The status of the incumbency can be indicated as regular or acting. For example, if an employee is on leave, you can place another employee in the Position in an acting capacity.

You can also indicate whether an incumbency is full or part time. FTE text boxes similar to the text boxes you used to establish budgets for Positions are included for entry.

☞ *Refer to* **Entering Job and Position Data** *(on page 83) for details on establishing budgets for Positions.*

Various other details about the employee incumbency can be entered. Many of these details can be inherited from the Job, Position, and Organization Unit data that you may have already entered. Incumbency details that can be inherited are listed here:

Incumbency detail	**Inherited from**
Grade	Position or Job level
Geographic Range	Organization Unit level
Physical Location	Position level

You can also override any of this inherited data. The inherited data values are displayed above the text boxes on the form for your information.

Employees are assigned to Positions using the Incumbency - Basic Details form (M40SCR). When an employee is assigned to a Position with a Primary incumbency on this form, a Job Assignment/Changes form (05-SCR) is automatically created. The Job Assignment/Changes form (05-SCR) is then synchronized with the Incumbency - Basic Details form (M40CR) and can be used to view the employee's current Job data.

The Job Assignment/Changes form (05-SCR) will have a Type of Change value of 'Created by PM' along with the Position as the Job Code and a Job Code Extent of 9999. When a primary incumbency is unassigned, the Type of Change value on this form is changed automatically to 'Unassigned by PM'.

You are prevented by the system from changing or deleting any Job Assignment/ Changes form (05-SCR) entries automatically created by Position Administration.

To turn off the automatic creation of the Job Assignment/Changes form (05-SCR), remove the comments from the code in paragraph P140 of the M40RTN Cyborg Scripting Language code. Be sure to RELOAD the M40RTN.

After you have established your employee/Position incumbencies, they can be selected and viewed using the Incumbent - Current Positions form (M41SCR).

Also, the Incumbents attached to a specific Position can be viewed using the Position - Incumbents form (M21SCR).

See also:

- Setting up Incumbents in Positions ***(on page 147)***
For directions on how to set up an incumbency.

- Viewing an Incumbent's current Positions ***(on page 150)***
For directions on how to view incumbencies.

- Unassigning Incumbents from Positions ***(on page 153)***
For directions on how to unassign Incumbents.

- Viewing the Incumbents for a specific Position ***(on page 151)***
For directions on how to view a Position's Incumbents.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for more information on the Job Assignment Changes form (05-SCR).*

Apply the Concept

Describe the process of assigning an employee to a Position.

Apply the Concept
Fill in the missing word(s)

a) Once an employee is attached to a Position, the employee is known as an ________________________________.

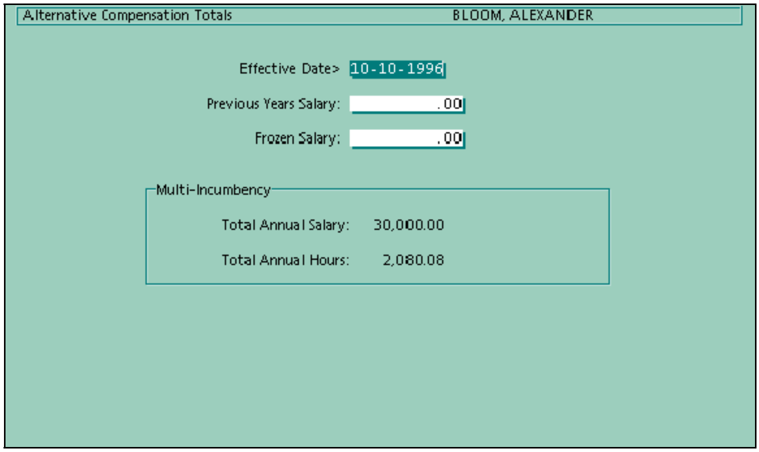
b) Employees can occupy ________________________within Position Administration.

c) Some incumbency details such as Grade, Geographic Range, and Physical Location can be ________________________ from Position, Job, and Organization Unit level data and ____________________________ as needed.

d) An incumbency can be either _________________________________ or ______________________________.

Alternative compensation totals

Whenever you assign an employee to multiple incumbencies and salaries, the employee's Total Annual Salary and Total Annual Hours are calculated by the system and stored on the Alternative Compensation Totals form (BACSCR). These calculations are based on the Salary Assignment/Changes form (40-SCR) salary and hour entries for each incumbency. They are recalculated by the system whenever a change occurs on the Salary Assignment/Changes form (40-SCR).



The Previous Years Salary and Frozen Salary text boxes may be entered manually if keeping this data is important to you.

All data kept on this form can be accessed for benefits calculations or any other use that applies to your organization.

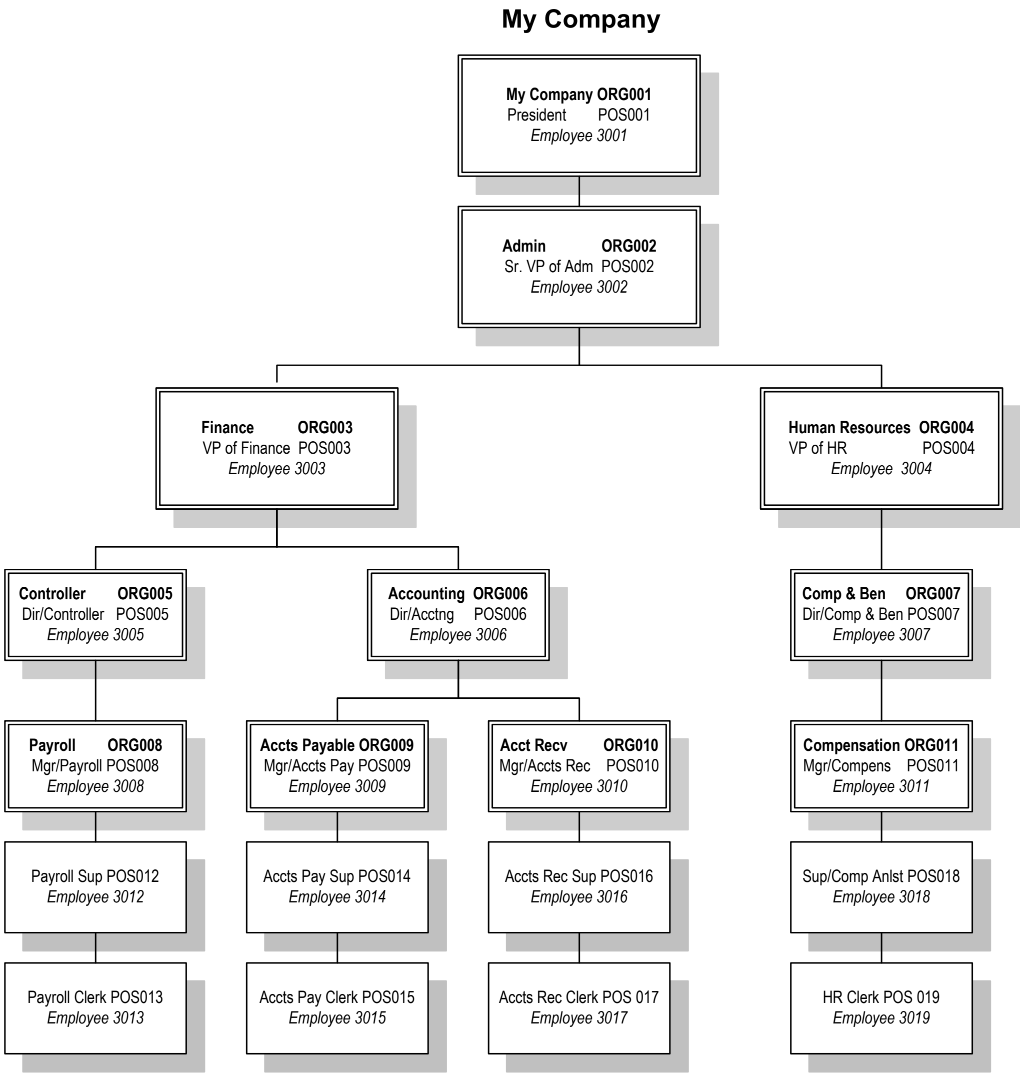
Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

Use this organization chart to complete the tasks that follow:



Setting up Incumbents in Positions

To set up Incumbents in Positions, follow these steps:

1. Access the Incumbency - Basic Details form (M40SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Incumbent Details
Task: Incumbent Basic Details

For practice, access the Incumbency - Basic Details form (M40SCR) for employee 3009.

2. Select Incumbency

Select a unique Incumbency number from the option list. This option list should be edited to include all the incumbency numbers you want.

For practice, select the '1st Incumbency'.

3. Enter the Effective Date

Enter the Effective Date for the incumbency in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) .

For practice, type '06-01-2002' (US and Canada) or '01-06-2002' (elsewhere).

4. Enter the Time

Enter the Time of day in the format HH:MM or leave the default time of 09:00. The time of day can be used to separate different incumbencies entered on the same day.

For practice, leave the default time of '09:00'.

5. Select the Position

Select a Position to which you will attach the employee. These Positions are set up on the Position - Set Up/Maintenance form (M28SCR).

For practice, select 'Accounts Payable Manager'.

6. Select the Type

Select the Type of incumbency from the option list. This option list should be edited to include all the incumbency types you want.

For practice, select 'Primary Incumbency'.

7. Select the Reason

Select a Reason for the Position assignment from the option list. This option list should be edited to include all the Position assignment reasons you want.

For practice, select 'Restructure'.

8. Select the Status (optional)

Select an incumbency Status from option list, usually Regular or Acting. For example, if an employee is on extended leave, you could place another employee in the Position in an acting capacity. This option list should be edited to include all the incumbency Statuses you want.

For practice, select 'Regular'.

9. Select the Union (optional)

Select a Union value from the option list. This option list should be edited to include all the Unions you want.

For practice, leave this entry blank.

10. Enter the FTE Hours (optional)

Enter the FTE Hours. If you are using hours as the measure of FTE employees, enter the full-time hours or a fraction of these hours here (for example, 40.00).

For practice, leave this text box blank.

11. Enter the FTE Units (optional)

Enter the FTE Units. If the employee is a full-time occupant of a Position, enter '1.0' here. If the employee is a part-time occupant of a Position, enter a fraction of full-time occupancy here (for example, '0.5').

For practice, enter '1.0'.

12. Enter the Until Date (optional)

Enter the date until which the employee will hold the Position in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, leave this text box blank.

13. Select the Until Reason (optional)

Select the reason that the employee will hold the Position only until a certain date from the option list. This option list should be edited to include all the reason types you want.

For practice, leave this text box blank.

14. Enter the Grade (optional)

This entry is inherited from the Job.

For practice, leave this entry blank.

15. Select the Geographic Range (optional)

Select the Geographic Range from the option list or leave the default value from the Organization Unit level. This option list should be edited to include all the Geographic Ranges you want.

For practice, select 'All Locations'.

16. Select the Physical Location (optional)

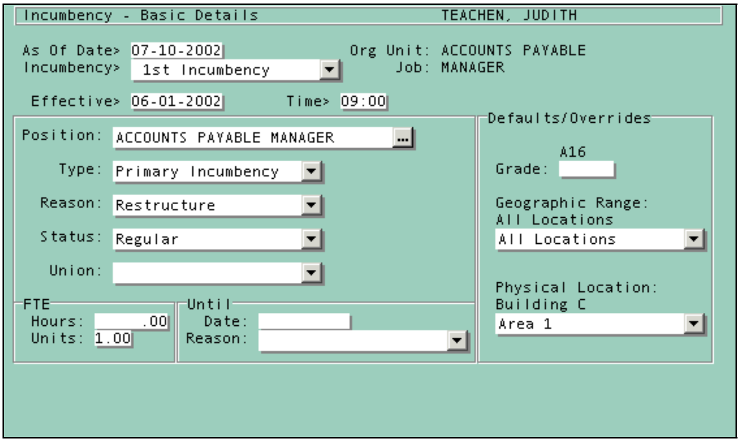
Select the Physical Location from the option list or leave the default value from the Organization Unit level. This option list should be edited to include all the physical locations you want.

For practice, select 'Area 1'.

17. Click Save or press Enter

The employee is attached to the Position.

For practice, click Save or press Enter.



For practice, repeat these steps for the following employees and use the organization chart for the information you will need:
3010
3011
3014
3015
3016
3017 (For this employee only, in addition to the first incumbency assignment of Accounts Receivable Clerk at .5 FTE Unit, assign a second incumbency for Accounts Payable Clerk at .5 FTE Unit that will be used in a future practice. When you assign the second incumbency, accept the warning message.)
3018
At this time, do not assign employee 3019.

See also:

- Employee and Position relationship ***(on page 141)***

For an explanation of the relationship between employees and Positions.

Viewing an Incumbent's current Positions

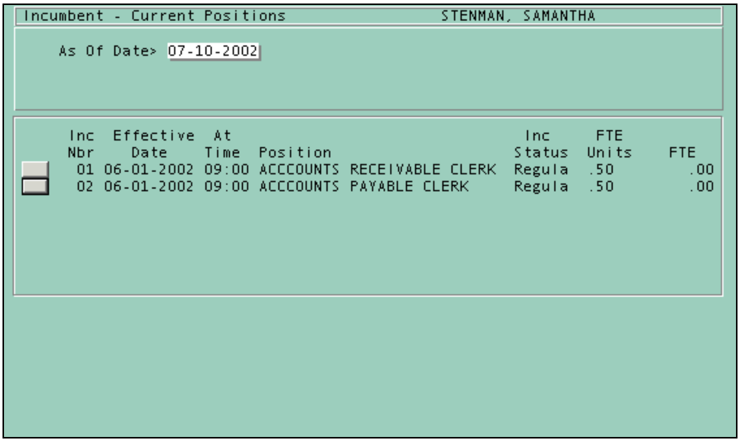
To view the Positions to which an employee is currently attached, follow these steps:

1. Access the Incumbent - Current Positions form (M41SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Incumbent Details
Task: Incumbent Current Positions

For practice, access the Incumbent - Current Positions form (M41SCR) for employee 3017.

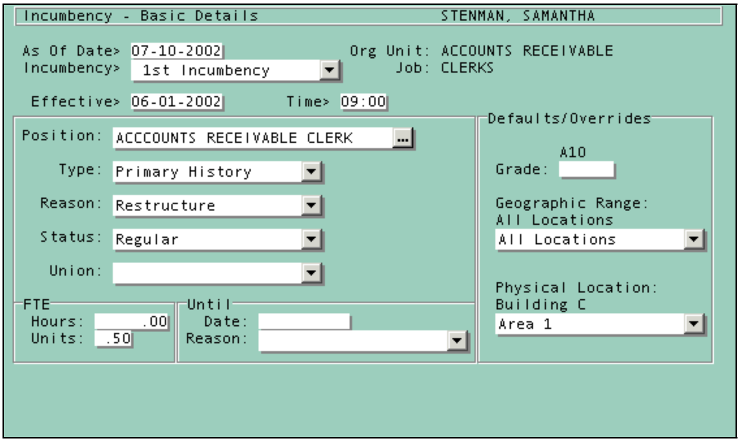


2. Select the Position incumbency to view

Click the button to the left of the incumbency you want to view.

The Incumbency - Basic Details form (M40SCR) for the Position incumbency is displayed.

For practice, select the '1st Incumbency'.



See also:

- Employee and Position relationship ***(on page 141)***

For an explanation of the relationship between employees and Positions.

Viewing the Incumbents for a specific Position

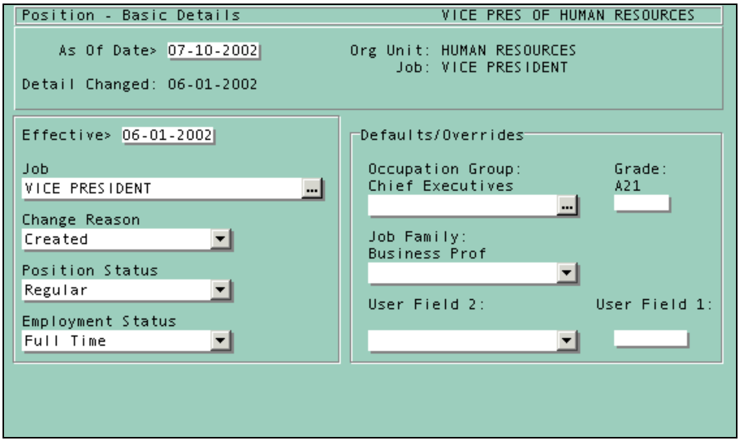
To view the Incumbents for a specific Position:

1. Access the Position - Incumbents form (M20SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Position Details
Task:	Basic Details

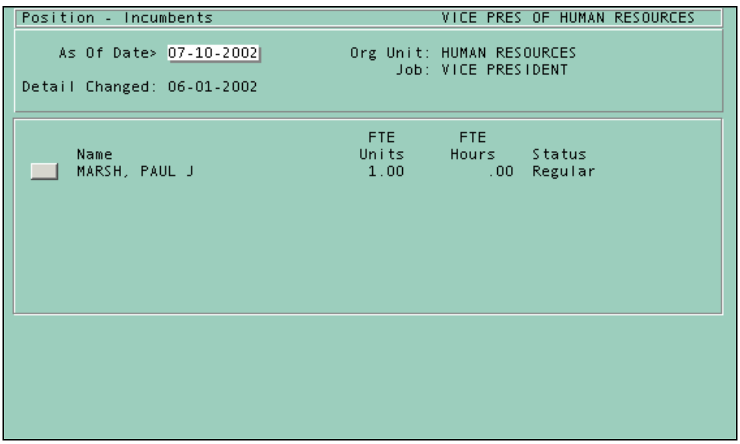
For practice, access the Position - Basic Details form (M20SCR) for the Position of Vice President of Humna Resources.



2. **Click the Incumbents for this Position button on the Position Administration toolbar.**

The Incumbency - Basic Details form (M40SCR) for each Incumbent can be accessed by clicking on the button directly to the left of the employee name.

For practice, access the Position - Incumbents form (M21SCR).



See also:

- Employee and Position relationship ***(on page 141)***

For an explanation of the relationship between employees and Positions.

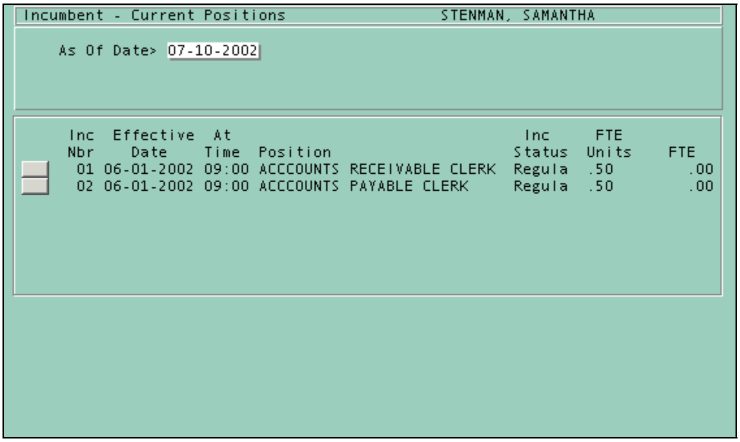
Unassigning Incumbents from Positions

1. Access the Incumbent - Current Positions form (M41SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Incumbent Details
Task: Incumbent Current Positions

For practice, access the Incumbent - Current Positions form (M41SCR) for employee 3017.


Incumbent - Current Positions STENMAN, SAMANTHA

As Of Date> 07-10-2002

Inc Nbr	Effective Date	At Time	Position	Inc Status	FTE Units	FTE
01	06-01-2002	09:00	ACCCOUNTS RECEIVABLE CLERK	Regula	.50	.00
02	06-01-2002	09:00	ACCCOUNTS PAYABLE CLERK	Regula	.50	.00

2. Select the Position incumbency to unassign

Click the button to the left of the incumbency you want to unassign.

The Incumbency - Basic Details form (M40SCR) for the Position incumbency is displayed.

For practice, select the '2nd Incumbency'.

3. Enter the Effective Date

Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter a date one month from the As Of Date, for example '07-01-2002' (US and Canada) or '01-07-2002' (elsewhere).

4. Enter the Time

Enter the Time in the format HH:MM if it is different from the default time of 09:00.

For practice, leave this text box as is.

5. Select a Reason of Un-assigned

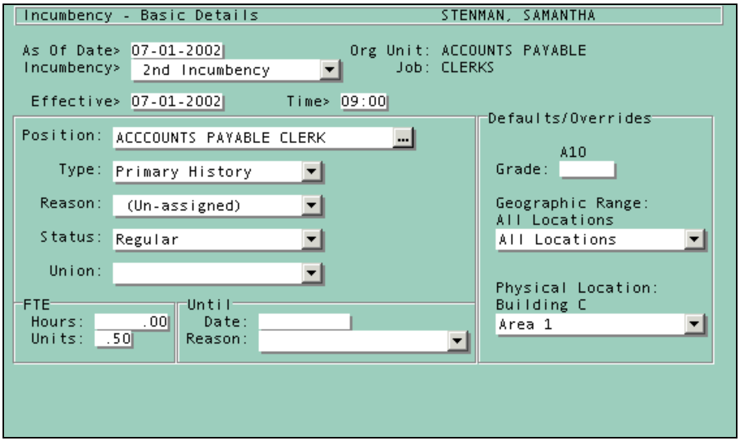
Select a Reason of Un-assigned from the option list to unassign the employee from the Position. This option list should be edited to include all the reasons you want.

For practice, select '(Un-assigned)'.

6. Click Save or press Enter

The employee is unassigned from the Position.

For practice, click Save or press Enter.



Note: You may verify the reduction in incumbencies by accessing the Position - Incumbencies form (M20SCR).

See also:

- Employee and Position relationship ***(on page 141)***

For an explanation of the relationship between employees and Positions.

Review of Questions Answered

1. What is the relationship between employees and Positions?

2. How are multiple incumbency salaries and hours tracked?

CHAPTER 9

Maintaining Position Administration Data

In This Chapter

Introduction

Once your Position Administration data has been set up, it can be maintained in a variety of ways, including:

- Abolishing entities while keeping history
- Deleting entities set up in error
- Removing data entries while keeping history

This section explains these maintenance options and how to perform maintenance on Position Administration data.

Tasks

The following tasks are covered in this section:

- Abolishing Organization Units, Jobs, and Positions while keeping history
- Removing data entries while keeping history
- Deleting Organization Units, Jobs, and Positions set up in error

Prerequisites

Before using the Position Administration maintenance options, the following tasks must be completed:

- Set up your Organization Units, Jobs, and Positions.

☞ *Refer to* **Establishing Organization Units** *(on page 61) and* **Entering Job and Position Data** *(on page 83) for more information.*

- Any additional data needed for these entities must be entered.

☞ *Refer to* **Entering Position-Specific Data** *(on page 127) for more information.*

Questions answered

The following question is answered in this section:

What are the Position Administration data maintenance options?

Data maintenance options

Several data maintenance options are available when using Position Administration. Data can be abolished, removed, or deleted. An explanation of these maintenance options is provided in this section.

Abolishment of entities while keeping history

When an Organization Unit, Job, or Position becomes obsolete and is no longer needed, it must be abolished. A history of the abolished entity is kept on file.

An Organization Unit, Job, or Position that has another entity belonging to or reporting to it cannot be abolished. The other entity must first be linked to a different entity or it must be abolished as well.

Abolishing Organization Units is performed on the Organization Unit - Basic Details form (M46SCR). Abolishing Jobs is performed on the Job - Basic Details form (M10SCR). Abolishing Positions is performed on the Position - Basic Details form (M20SCR).

See also:

- Abolishing Organization Units, Jobs, and Positions while keeping history ***(on page 162)***

For directions on how to abolish Organization Units, Jobs, and Positions.

Removal of data entries while keeping history

When a data entry is no longer wanted, it should be removed. A history of the removed data entry is kept on file. For example, if a certificate is no longer a requirement for a Position and you want to show that the requirement was removed as of a particular date, you should remove it in this manner.

See also:

- Removing data entries while keeping history ***(on page 164)***

For directions on how to remove data entries.

Deletion of entities set up in error

When an Organization Unit, Job, or Position is set up in error, it should be deleted. No history of the deleted entity is kept on file.

An Organization Unit, Job, or Position that has another entity belonging to or reporting to it cannot be deleted. The other entity must first be linked to a different entity or deleted as well.

Deleting Organization Units is performed on the Organization Unit - Set Up/Maintenance form (M48SCR). Deleting Jobs is performed on the Job - Set Up/Maintenance form (M18SCR). Deleting Positions is performed on the Position - Set Up/Maintenance form (M28SCR).

Note: *All data related to the deleted entity is also deleted.*

See also:

- Deleting Organization Units, Jobs, and Positions set up in error ***(on page 166)***

For directions on how to delete Organization Units, Jobs, and Positions.

Apply the Concept
List some examples of when you would use the three data maintenance options.

Apply the Concept
Identify the forms used to:
a) Abolish Organization Units, Jobs, Positions
b) Delete Organization Units, Jobs, Positions
c) Remove data entries

Apply the Concept
Circle the correct answer:
a) When an Organization Unit, Job, or Position is abolished, the history ____________ kept on file.
is is not
b) Deleting an Organization Unit, Job, or Position _________________ delete the information and history permanently.
will not will
c) An Organization Unit, Job, or Position that has another entity belonging or reporting to it _________________ be abolished.
can cannot
d) The other entity to which an Organization Unit, Job, or Position belongs or reports _______________ linked to another entity or abolished.
does not have to be must be
e) When a previous data entry is still needed, the data entry ________________ removed.
should be should not be

Staff members setup for Interactive Manager

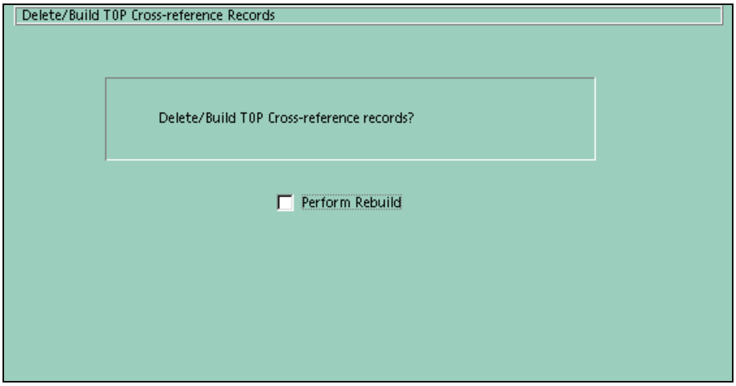
Interactive Manager uses Position Administration forms to update System Control Repository (FILE01) records and create position cross-reference records to retrieve direct reports for a manager. The following forms are used:

- Delete/Build T0P Position Cross-reference Records form (ME5SCR)
- System Options (TG-SCR)

To use Interactive Manager, you must select 'In Use' from the drop down list for the Pos Admin entry on the System Options form (TG-SCR).

Cross-Reference records

The Staff Members feature of Interactive Manager allows a manager to view the names of his direct report staff members as well as their key details including contact, organization, and personal information. You may use the Delete/Build T0P Position Cross-reference Records form (ME5SCR) to create the cross-reference records for managers and their staff members used by Interactive Manager.



During implementation of Interactive Manager and every time your organization enters information in Position Administration that affects a manager's or employee's reporting structure, you must rerun this form to generate the appropriate cross-reference records. When you run the program, the system will purge all existing records before recreating them.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Abolishing Organization Units, Jobs, and Positions while keeping history

Note: *For the first task, no Guided Practice has been provided because there are no existing entities without belong-to or report-to relationships.*

1. Access the Organization Unit - Basic Details form (M46SCR), Job - Basic Details form (M10SCR), or Position - Basic Details form (M20SCR)

Access these forms by making the following selection from the Navigator:

Organization Unit Basic Details:

Component: Position Administration
Process: Organization Unit Details
Task: Basic Details

or

Job Basic Details:

Component: Position Administration
Process: Job Details
Task: Basic Details

or

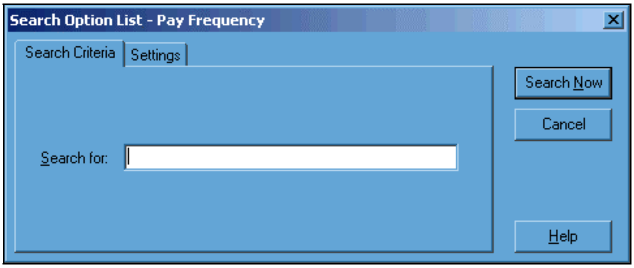
Position Basic Details:

Component: Position Administration
Process: Position Details
Task: Basic Details

2. Click the entity button on the Position Administration toolbar

Click the Organization Unit, Job, or Position level button of the entity you want to abolish. The Select dialog box is displayed.

☞ *Refer to* **Overview of Position Administration Navigation** *(on page 19) for the examples and locations of these buttons.*



3. Type a Search for value (optional)

Type a partial or complete Search for value for the entity, for example, 'Accounting'.

4. Select an Option (optional)

Select the 'Starts with' or 'Contains' option in the Settings tab, depending on your Search for value entry.

☞ *Refer to* **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

If multiple matches are found, a dialog box is displayed with the available selections. If only one match is found, the entity is displayed on the form and you should go to Step 8.

6. Select an entity

Select the entity you want.

7. Click Select or press Enter

The entity you selected is displayed on the basic details form for that entity.

8. Enter the Effective Date

Enter the Effective Date of the abolishment in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

9. Change the Reason list box to 'Abolished'

Change the reason.

10. Click Save or press Enter

Click OK or press Enter to abolish the entity entry.

Note: *An Organization Unit, Job, or Position that has another entity belonging to or reporting to it cannot be deleted.*

See also:

- Data maintenance options ***(on page 159)***

For an explanation of what occurs when abolishing Organization Units, Jobs, and Positions.

Removing data entries while keeping history

Follow these steps to remove data entries while keeping history.

1. Access the form that contains the data you want to remove

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Position Details
Task:	Education Required

For practice, access the Position - Education Required form (M25SCR).

2. Click the entity button on the Position Administration toolbar

Click the Organization Unit, Job, or Position level button of the entity for which you want to remove data. The Select dialog box is displayed.

For practice, click the Position button.

Refer to **Overview of Position Administration Navigation** *(on page 19) for the examples and locations of these buttons.*

3. Type a Search for value (optional)

Type a partial or complete Search for value for the entity (for example, 'Supervisor').

For practice, leave this text box blank.

4. Select an Option (optional)

Select the 'Starts with' or 'Contains' option in the Settings tab, depending on your Search for value entry.

For practice, accept the default settings.

Refer to **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

If multiple matches are found, a dialog box is displayed with the available selections. If only one match is found, the entity is displayed on the form and you should go to step 8.

For practice, click Search Now or press Enter.

6. Select the entity

Select the entity from which you want to remove a data entry.

For practice, select 'Payroll Clerk'.

7. Click Select or press Enter

The entity you selected is displayed on the form with the data entries listed.

For practice, click Select or press Enter.

8. Enter an Effective Date

Enter the Effective Date for the removal in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) .

For practice, type the current date..

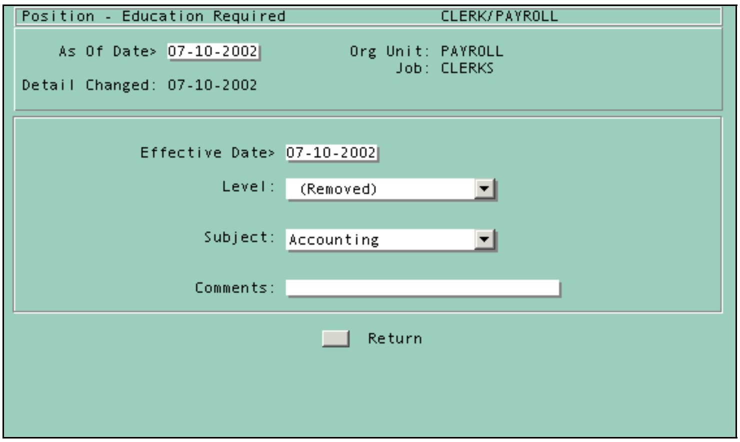
8. Access the data entry you want to remove

Use the buttons on the left side of the form to select the data entry you want to remove. The data entry is displayed on the form.

For practice, click the Accounting Degree button on the left side of the form.

9. Select 'Removed' in the Level list box

For practice, select 'Removed' in the Level list box.



Position - Education Required CLERK/PAYROLL

As Of Date> 07-10-2002 Org Unit: PAYROLL
Job: CLERKS

Detail Changed: 07-10-2002

Effective Date> 07-10-2002

Level: (Removed)

Subject: Accounting

Comments:

Return

10. Click Return or press Enter

The data is marked as removed from Position Administration.

For practice, click Return or press Enter.

See also:

- Data maintenance options ***(on page 159)***

For an explanation of what occurs when removing Position Administration data.

Deleting Organization Units, Jobs, and Positions set up in error

Warning: Performing this task will delete the information permanently. No history of the entity will be kept.

1. Access the Organization Unit - Set Up/Maintenance form (M48SCR), Job Set Up/Maintenance form (M18SCR), or Position - Set Up/Maintenance form (M28SCR)

Access these forms by making the following selection from the Navigator:

Component:	Position Administration
Process:	Organization Unit Details
Task:	Setup a New Organization Unit

or

Component:	Position Administration
Process:	Job Details
Task:	Setup a New Job

or

Component:	Position Administration
Process:	Position Details
Task:	Setup a New Position

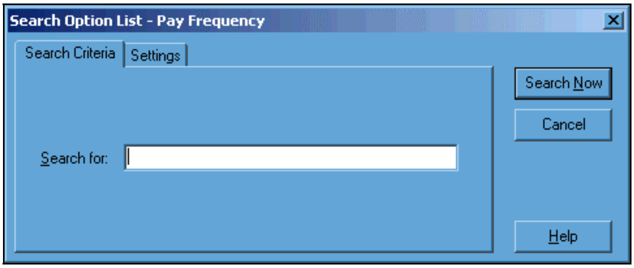
For practice, access the Position - Setup/Maintenance form (M28SCR).

2. Click the entity button on the Position Administration toolbar

Click the Organization Unit, Job, or Position level button of the entity you want to delete. The Select dialog box is displayed.

For practice, click the Position button.

Refer to **Overview of Position Administration Navigation** *(on page 19) for the examples and locations of these buttons.*



3. Type a Search for value (optional)

Type a partial or complete Search for value for the entity (for example, Payroll Clerk).

For practice, leave this text box blank.

4. Select an Option (optional)

Select the 'Starts with' or 'Contains' option in the setting tab, depending on your Search for value entry.

For practice, accept the default options.

Refer to **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

If multiple matches are found, a dialog box is displayed with the available selections. If only one match is found, the entity is displayed on the form and you should go to Step 8.

For practice, click Search Now or press Enter.

6. Select an entity

Select the entity you want to delete.

For practice, select 'HRIS Clerk'.

7. Click Select or press Enter

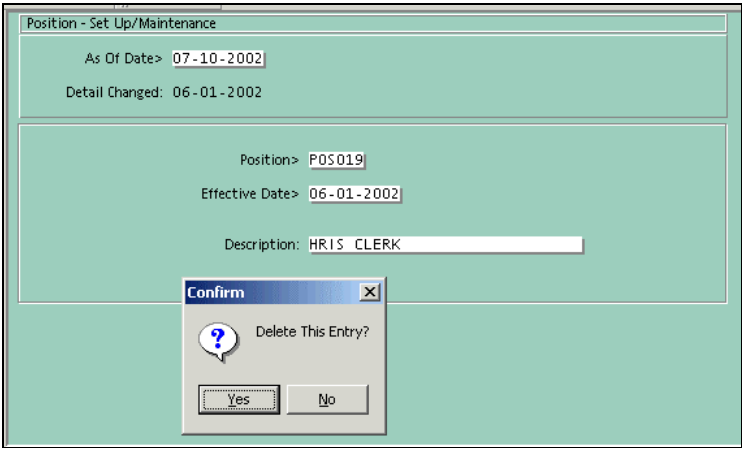
The entity you selected is displayed on the form.

For practice, click Select or press Enter.

8. Click Delete from the toolbar

The Confirm dialog box is displayed.

For practice, click Delete.

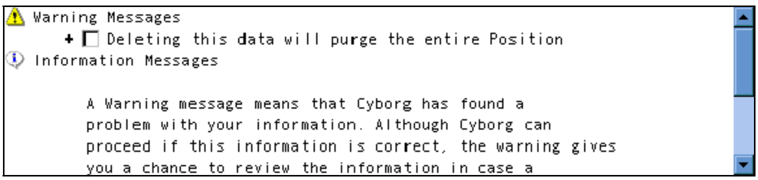


9. Click Yes or press Enter

Click Yes or press Enter to delete the Position.

A warning is displayed, warning you that continuing this process will purge the entire Position.

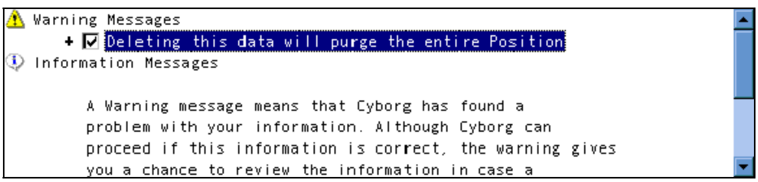
For practice, click Yes.



10. Click the check box

Click the check box in the message window.

For practice, click the check box.



11. Click the Save or press Enter

Click Save or press Enter to process the entry.

The entity entry is deleted and a 'Table record has been deleted' message is displayed.

For practice, click Save or press Enter.

See also:

- Data maintenance options ***(on page 159)***

For an explanation of what occurs when deleting Organization Units, Jobs, and Positions.

Review of Questions Answered

What are the Position Administration data maintenance options?

CHAPTER 10

Restructuring Your Organization

In This Chapter

Introduction

At some point after you have set up all of your Organization Units, Jobs, and Positions, and have linked your employees to these Positions, restructuring the organization may be necessary. You must have set up Organization Units to perform the reorganization function.

Position Administration is equipped with dynamic, online reorganization capabilities. This means that Organization Units, Positions, and Incumbents are dynamically updated by the system when reorganizing.

This makes restructuring your organization remarkably easy, because most of the work is done by the system.

Tasks

The following tasks are covered in this section:

- Changing the existing organization structure
- Changing the Organization Unit to which a Position reports

Prerequisites

Before you can restructure any Position Administration data you must do the following:

- Ensure that Position Administration implementation tasks have been completed.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for more information.*

- Ensure that your Organization Units have been set up in Position Administration.
- Ensure that your Positions have been set up in Position Administration.

☞ *Refer to* **Setting Up Organization Units** *(on page 72) and* **Entering Job and Position Data** *(on page 83) for more information.*

Questions answered

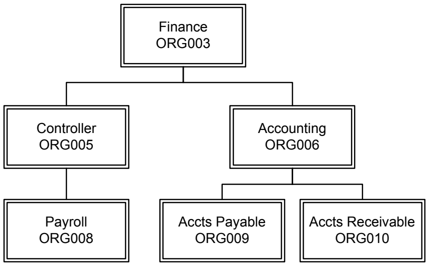
The following questions are answered in this section:

1. What occurs when the organization structure is changed?
2. What happens when Positions are linked to a different Organization Unit?
3. What happens when Positions are assigned to report to a different Position?

Organization structure changes

To restructure your organization, you must change the way your Organization Units are grouped. In other words, you are changing the relationships between the Organization Units.

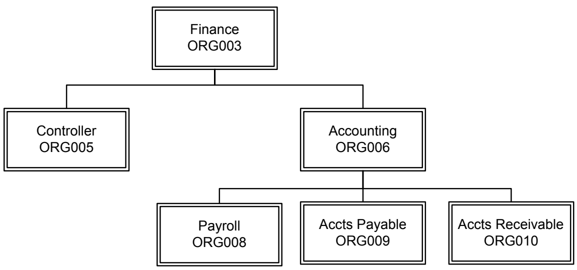
For example, the following diagram illustrates how Organization Units can be related to form an organization structure.



Notice the 'belongs to' relationship that most of these Organization Units have to other Organization Units. The top Organization Unit in the hierarchy must always belong to itself. This forms an organization structure.

Once an organization structure has been established, it can be changed at any time due to a reorganization or other factor. A history of past organization structures is easily kept and maintained by the use of 'as of' dates.

Assume you wanted to change the organization structure represented by the previous diagram to the structure shown next:



Notice how the organization structure has changed and the Payroll Organization Unit has a different 'belongs to' relationship. When the organization structure is changed, all Organization Units, Positions, and Incumbents are dynamically updated by Position Administration.

For example, all Positions and Incumbents stay with the Organization Unit with which they are associated unless the Position's Organization Unit is changed. Jobs are not affected because they are generic and not Organization Unit-specific.

See also:

- Changing the existing organization structure ***(on page 177)***

For detailed directions on how to change the existing organization structure.

Apply the Concept

How is your organization currently structured?

Apply the Concept

List the different tasks involved when considering restructuring your organization.

Apply the Concept

What are the prerequisites before you restructure your organization using Position Administration?

Apply the Concept

True or False. Explain any false answers.

a) Before you implement the restructure feature of Position Administration you must ensure that implementation tasks, Organization Units, and Positions have been set up and completed.

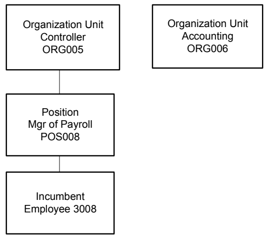
b) Jobs are affected when a change in organization structure occurs.

c) Once an organization's structure has been changed, history is not.

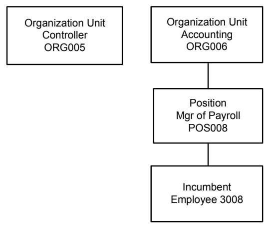
Position/Organization Unit changes

Another way to restructure your organization is to change the Organization Unit to which a Position reports. When doing this, the Organization Units, Positions, and Incumbents are dynamically updated. An Incumbent who was linked to a reassigned Position automatically reports under the new Organization Unit. See the example that follows:

Original Position assignment



After assigning Position to another Organization Unit



The Organization Unit to which a Position reports can be changed using the Position - Location form (M30SCR).

See also:

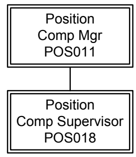
- Changing the Organization Unit to which a Position reports ***(on page 179)***

For detailed directions on how to change a Position's Organization Unit.

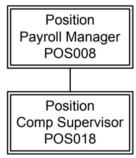
Position reporting changes

Another way to restructure your organization is to change the Position to which another Position reports. See the example below.

Original Position assignment



After assigning Position to another Position



The Position to which a Position reports can be changed using the Position - Location form M30SCR).

See also:

- ***Changing the Position to which a Position reports***

For detailed directions on how to change a Position's Organization Unit.

Apply the Concept

How would you use the restructure feature to change the Position to which a Position reports?

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Changing the existing organization structure

This task is used to change the existing organization structure by assigning an Organization Unit to a different Organization Unit.

1. Access the Organization Structure form (M45SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Organization Structure

For practice, access the Organization Structure form and click down to the ORG005 Controller Organization Unit.

2. Select the Organization Unit to reassign

Select the Organization Unit to reassign to another Organization Unit by clicking the -/+ button until the specific Organization Unit to be restructured displays.

For practice, click ORG002 - Administration, then ORG003 - Finance, and finally ORG005 - Controller.

3. Edit the Organization Unit to be restructured

Click the Edit button adjacent to the Organization Unit on the right side of the form.

The Organization Unit - Basic Details form (M46SCR) is displayed for the selected Organization Unit.

For practice, click the Edit button for the ORG008 Payroll Organization Unit.

3. Enter the As Of Date

Enter the As Of Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type the current date.

3. Enter the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type the current date.

4. Select a Reason for the change

Select a Reason for the change from the Option list.

For practice, select 'Restructure'.

5. Change the Belongs To list box

Select a different Organization Unit in the Belongs To list box.

For practice, select 'Accounting'.

6. Change any other basic details (optional)

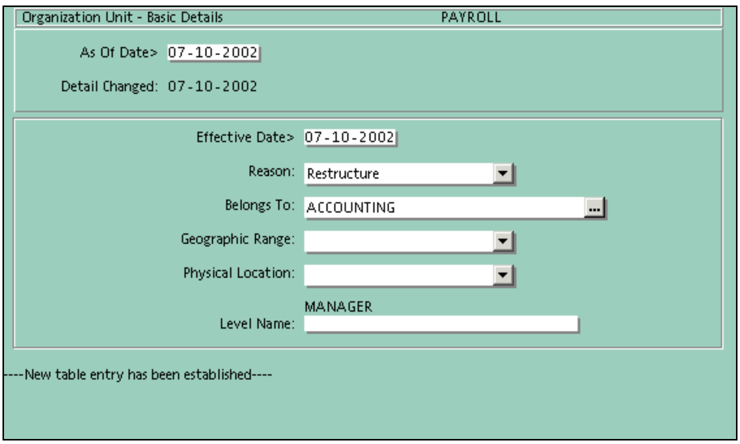
You can change the Geographic Range, Physical Location, and Level Name text boxes if desired.

For practice, leave the other text boxes as they are.

7. Click Save or press Enter

The Organization Unit now 'belongs to' the newly selected Organization Unit.

For practice, click Save or press Enter.



See also:

- Organization Structure changes ***(on page 173)***

For an explanation of what occurs when changing the organization structure.

Changing the Organization Unit to which a Position reports

To change the Organization Unit to which a Position reports, follow these steps.

1. Access the Position - Location form (M30SCR)

Access this form by making the following selection from the Navigator:

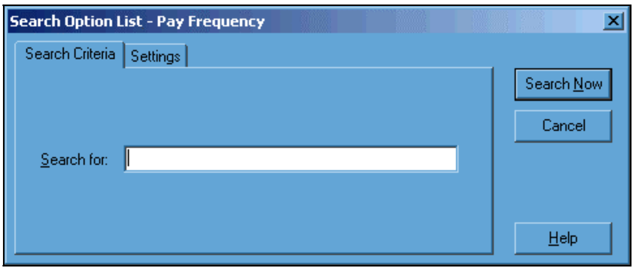
Component: Position Administration
Process: Position Details
Task: Location

For practice, access the Position - Location form (M30SCR).

2. Click the Position button on the Position Administration toolbar

The Select dialog box is displayed.

For practice, click the Position button.



3. Type a Search for value (optional)

Type a partial or complete Search for value for the entity, for example, Controller.

For practice, leave this text box blank.

4. Select an Option

Select the 'Starts with' or 'Contains' option in the Settings tab, depending on your Search for value entry.

For practice, accept the default settings.

Refer to **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

If multiple matches are found, the Choose a Position dialog box is displayed with the available selections. If only one match is found, the Position location details are displayed on the Position - Location form and you should go to Step 8.

For practice, click Search Now or press Enter.

6. Select a Position

Select the Position you want.

For practice, select 'Compensation Analyst'.

7. Click Select or press Enter

The Position you selected is displayed on the Position - Location form (M30SCR).

For practice, click Select or press Enter.

8. Change the Effective Date

Enter the Effective Date of this entry in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) or use the current date in the text box as the Effective Date.

For practice, use the current date as the Effective Date.

9. Select the new Organization Unit

Select the new Orgnaizaiton Unit to which you want this Position to point.

For practice, select 'Payroll'.

10. Select the new Direct Reports To

Select the new Direct Report to which you want this Position to point.

For practice, select 'Supervisor/Payroll'.

11. Select the new Indirect Reports To

Select the new Indirect Report to which you want this Position to point.

For practice, select 'Manager/Payroll'.

12. Select the Physical Location

Select the physical location to which you want this Position to point.

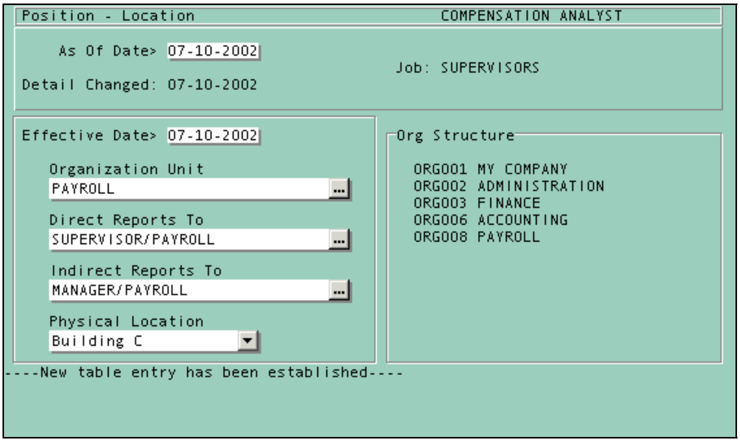
For practice, select 'Building C'.

13. Click Save or press Enter

Click Save or press Enter to assign the new Organization Unit.

Note: Notice that the Org Structure has not changed because you have reassigned a Position within the Organization.

For practice, click Save or press Enter.



See also:

- Position/Organization Unit changes ***(on page 175)***

For an explanation of what occurs when changing the Organization Unit to which a Position points.

Review of Questions Answered

1. What occurs when the organization structure is changed?

2. What happens when a Position is linked to a different Organization Unit?

3. What happens when a Position is assigned to report to a different Position?

PART 3

Analyzing Data

In This Section

C H A P T E R 1 1

Using Position Administration Packaged Reports

In This Chapter

Introduction

Position Administration includes a series of packaged reports that let you view and analyze a variety of key data elements, including:

- Budgeted vs. actual Headcount, FTE, Salary, or Hours data
- Position Status data
- Employees linked to Positions, including all incumbencies or just primary incumbencies

Parameters can be entered for some of these packaged reports. These parameters let you set up an 'as of' date, starting Organization Unit, and Position Administration Control Number for all packaged reports included in the report schedule.

Extract Utility

An Extract Utility is included that lets you convert Position Administration data to a format that can be imported into other applications, such as Org Plus, Microsoft Word, and Microsoft Excel. The types of information that can be extracted include:

- Organization structure
- Organization structure and Positions
- Position-to-Position structure (both direct and indirect reports)

Tasks

The following tasks are covered in this section:

- Creating a report group
- Adding reports to the report group
- Configuring report parameters
- Running Position Administration packaged reports
- Extracting Position Administration data

Prerequisites

Before you can perform the tasks in this section:

- Ensure that Position Administration implementation tasks have been completed.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for more information.*

- Ensure that your Organization Units and Positions have been set up.

☞ *Refer to* **Setting Up Organization Units** *(on page 72) and* **Entering Job and Position Data** *(on page 83) for more information.*

Questions answered

The following questions are answered in this section:

1. What are the Position Administration packaged reporting options?

2. How is the Position Administration Extract Utility used?

Packaged reporting options

The following packaged reports are delivered with Position Administration:

- Budget vs. Actual report (M01RPT)
- Position Status report (M02RPT)
- Employee Details By Position report (M03RPT)

Budget vs. Actual report (M01RPT)

This report lets you view, by Organization Unit, the actual and budgeted amounts for Headcount, FTE, salary, or hours. The variance between the actual and budgeted amounts is also reported.

A data selection parameter option lets you select whether you want all data reported, only data reflecting a variance, or only data over budget. Totals are also reported for each Organization Unit based on this data selection parameter. Only those records printed (based on the data selection parameter) are included in the totals.

Position Status report (M02RPT)

This report lets you view, by Organization Unit, details about Positions, including the following:

- Position Status
- Employment Status
- Grade
- FTE
- Headcount

Employee Details By Position report (M03RPT)

This report lets you view, by Organization Unit, details about the employees linked to your Positions, including the following:

- Organization
- Employee Number
- Employee Name
- Age
- Hire Date
- Employment Status
- Incumbency Status

A data selection parameter option lets you select whether you want all incumbencies reported or only primary incumbencies.

Position Administration reports are run separately from other types of reports because they process data based on a defined Organization Unit rather than Organization. This Organization Unit value, Position Administration Control Number, and reporting As Of Date for a report group are entered on the Position Administration Report Group Parameters form (RUN-PM).

Note: On IBM mainframes, Position Administration reports can not be run using 'I' in the code 1 entry of the control record, which would allow users to be online when running reports.

See also

- Creating a report group ***(on page 191)***

For detailed directions on how to create report groups.

- Adding reports to the report group ***(on page 194)***

For detailed directions on how to add reports to the report group.

- Configuring report parameters ***(on page 196)***

For detailed directions on how to configure report parameters.

Data extraction options

The Position Administration Extract Utility allows you to extract Position Administration data to a delimited text file that can be imported into other applications, such as Org Plus, Microsoft Word, and Microsoft Excel. This utility resides outside The Solution Serie*s* but does extract Solution Series data. You must sign off from The Solution Series before using this utility.

The types of Position Administration data that can be extracted include:

- Organization structure
- Organization structure and Positions
- Position-to-Position structure (both direct and indirect reports)

You decide which type of data to extract.

The extract record can be delimited by a comma (,), semicolon (;), Tab, or space. Every extracted field is contained within single or double quotes.

An example of an extract file is shown below.

```
"","My Company","000001"
"000001","Admin","000002"
"000002","Finance","000003"
"000002","Human Resources","000004"
"000003","President","POS001"
"000003","Sr VP of Admin","POS002"
"000004","VP of Finance","POS003"
"000004","VP of HR","POS004"
```

See also

- Extracting Position Administration data ***(on page 198)***

For detailed directions on how to extract Position Administration data.

Detailed Directions

This section provides detailed directions on completing a business task.

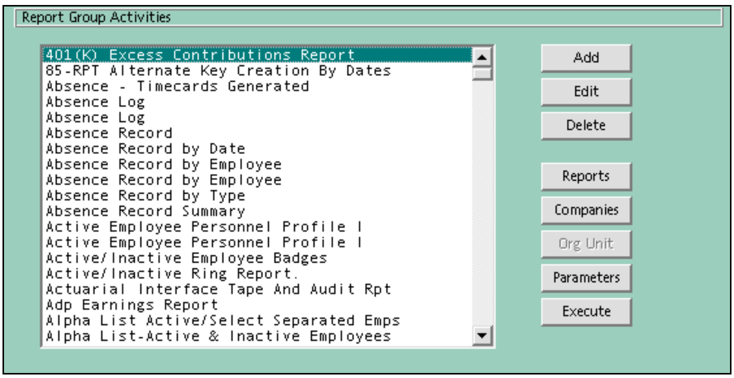
Tasks

Creating a report group

1. Access the Report Group Activities form

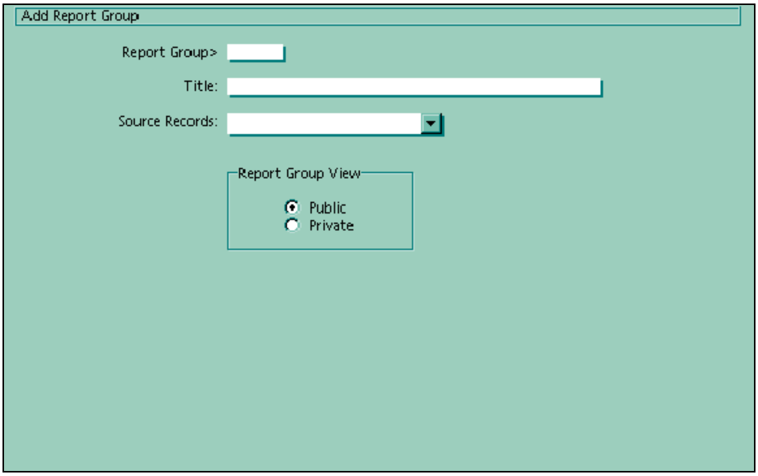
Access this form by making the following selection from the Navigator:

Component: Reporting
Process: Report Scheduling
Task: Schedule Report Groups



2. Click Add

The Add Report Group panel is displayed.



3. Enter the name of the report group you are adding

You can enter up to six alphanumeric characters. This will be the report group identifier you will use to initiate the report run or to view reports in the report group online.

For practice, type 'PA001'.

4. Enter the Title of the report group you are adding

You can enter up to 40 alphanumeric characters, so be descriptive. This will be the report group's title, which will be used to identify the report group whenever you are using the Report Group Activities form.

For practice, type 'Position Administration Reports'.

5. Select the type of information you want to process from the Source Records list box

This list box is used to identify the type of information this group of reports will provide.

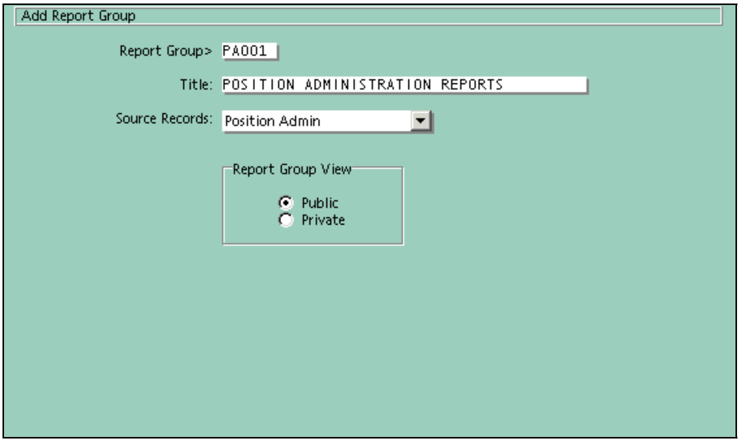
Note: *Position Administration reports are run separately from other types of reports because they process data based on a defined Organization Unit rather than on Organization. If you want to set up a report group that contains Position Administration reports, you must identify the Source Records as 'Position Administration'; otherwise, the Position Administration reports will not be an option when you move to the next form.*

For practice, select 'Position Admin.

6. Select your Report Group View

This text box defaults to a 'Public' setting, which means the report group you are setting up may be shared with others using the system. Select the 'Private' option button if you do not want to share the new report group with anyone using a User Code different from your own.

For practice, keep the default, 'Public'.



7. Click Save or press Enter

The report group is added and the Position Administration Report Group Parameters form is displayed.

For practice, click Save or press Enter.

Note: The Position Administration Report Group Parameters form can also be accessed from the Report Group Activities form (RGMSTR).

8. Enter P.M. Control Number

Enter the Position Administration Control Number as it is identified on the Company-To-Rules Cross-Reference For HR form. The form displays with this entry already in place.

For practice, keep the default entry or enter '99'.

9. Enter the As of Date (optional)

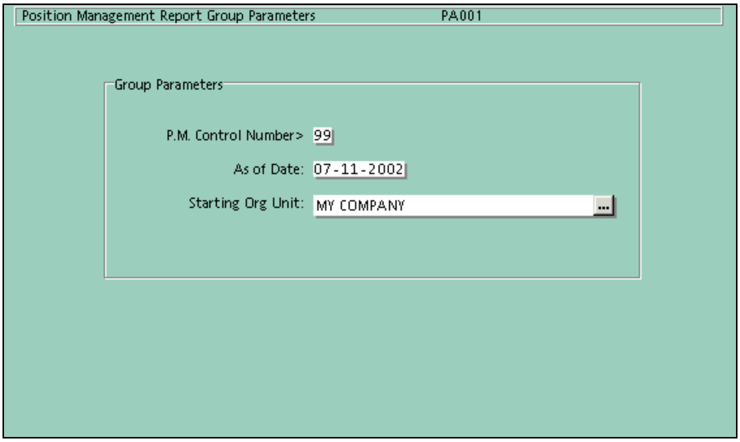
In the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere), enter the As of Date for which you want to start reporting. Leave this text box blank if you want to use the current date.

For practice, allow the form to default to the current date.

10. Select the Starting Org Unit

Select the Organization Unit code with which you want to start reporting. All Organization Units below this selection will be reported.

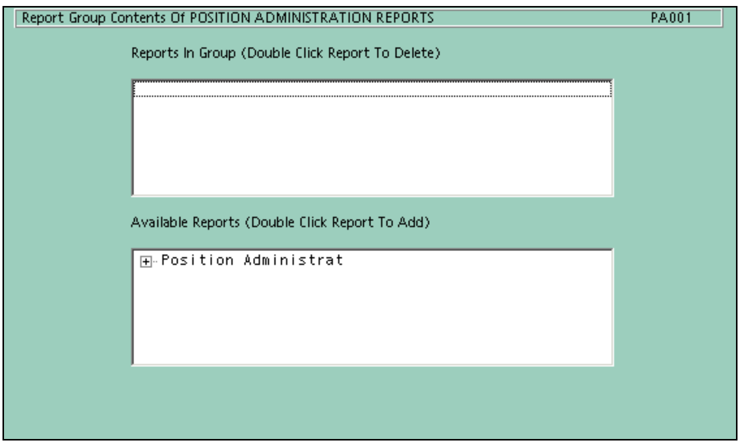
For practice, select 'My Company'.



11. Click Save or press Enter

The report group parameters are set up and the Report Group Contents form (RPTGRP) for the report group is displayed.

For practice, click Save.

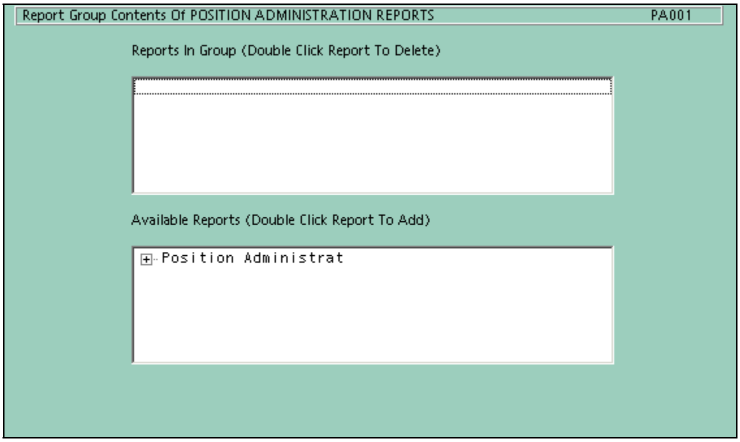


Adding reports to the report group

To add Position Administration reports to the report group you just set up, follow these steps.

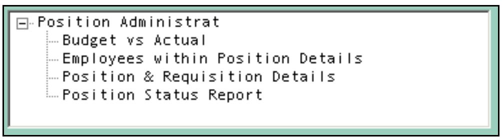
1. Access the Report Group Contents form

If you are not already at this form after following the steps in the prior task, access the Report Group Activities form (RGMSTR), select the report group, and click the Reports button.



2. Select the Position Administration report category

Double-click the Position Administration report category displayed in the bottom list box on the form. The category expands to list all the Position Administration reports. Requisition Administration reports will also display if Req Admin is shown as 'In Use' on the Systems Option form (TG-SCR).

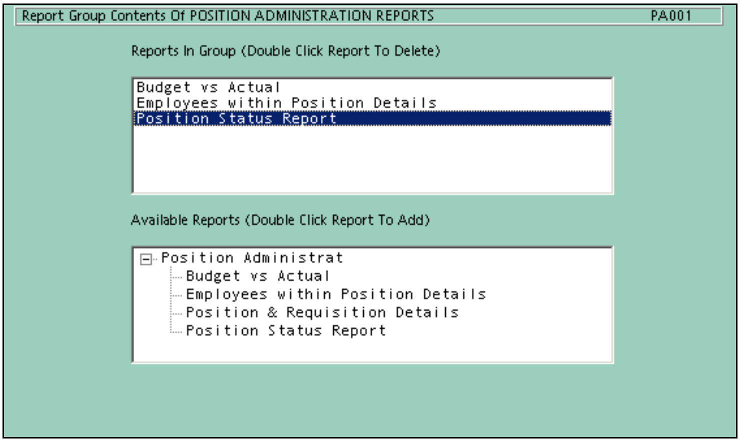


For practice, double-click 'Position Administration'.

3. Select the Position Administration reports

Double-click each Position Administration report you want to add to the report group. The reports will be displayed in the top list box on the form.

For practice, double-click the first, second, and fourth reports.



4. **Click Save or press Enter**

   The Report Group Activities form (RGMSTR) is displayed.

Configuring report parameters

1. **Access the Report Group Activities form**

   Access this form by making following selection from the Navigator:

   Component: Reporting
   Process: Report Scheduling
   Task: Schedule Report Groups

2. **Select a report group**

   Select the report group from the scrollable list box.

   For practice, select 'Position Administration Reports'.

3. **Click the Parameters button**

   The Parameter Selection form is displayed, listing all the reports included in the report group. A Set Parameters button is displayed next to those reports for which you may set parameters.

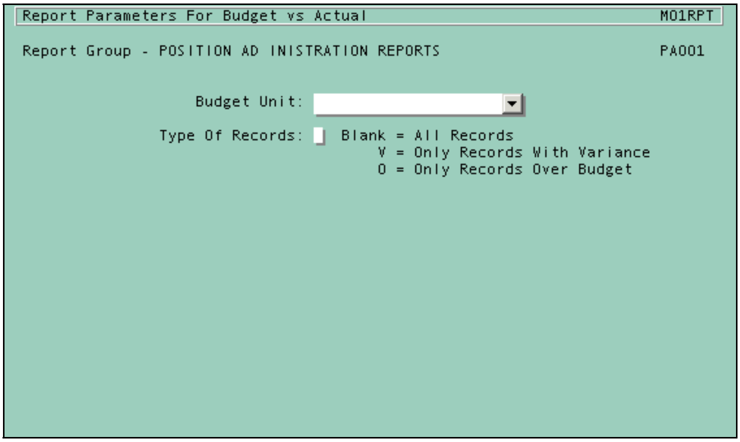
   For practice, click the Parameters button.

4. **Click the Set Parameters button next to the title of the report you want to configure**

   A Report Parameters form is displayed for the report you are configuring.

Note: *The Report Parameters form that displays is dependent on which report you are configuring.*

For practice, click the Set Parameters button for the Budget vs. Actual report.


Report Parameters For Budget vs Actual M01RPT

Report Group - POSITION AD INISTRATION REPORTS PA001

Budget Unit:

Type Of Records: Blank = All Records
V = Only Records With Variance
O = Only Records Over Budget

5. Complete the text boxes on the form

Click the form-level Help button on the toolbar to get text box-by-text box entry instructions for the form.

6. Click Save or press Enter

The Parameter Selection form is displayed. You may continue to configure parameters for any other reports included in your report group.

For practice, click Save or press Enter.

7. Click Save or press Enter

The Report Group Activities form (RGMSTR) is displayed. When a packaged report job set up to run this report group is initiated online or through offline batch operations, the reports will run as configured.

For practice, click Save or press Enter.

Running the Position Administration packaged reports

After you have created the Position Administration report group and configured the report parameters, you are now ready to run the report group. This will produce batch output for all of the reports in the report group.

Also, review the online documentation for the following topics:

- SUBMIT - Requesting Reports and Queries Online
- VIEW - Viewing Reports and Queries Online
- REPORT - Creating Extract Records

See also

- Packaged reporting options ***(on page 188)***
For information on Position Administration packaged reports.

Refer to Running Reporting Solutions in the Technical Administration documentation for information on running Solution Series packaged reports.

Extracting Position Administration data

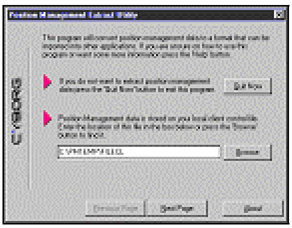
1. Access the Position Administration Extract Utility

The Position Administration Extract Utility is accessed by selecting the Extract Utility icon.

The Extract Utility icon accesses the PMUTIL.EXE file. If you need to create the icon, PMUTIL.EXE normally can be found in the same directory as your Solution Series executable (for example, CBSVPCNW.EXE).

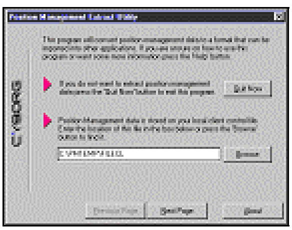
For practice, access the Position Administration Extract Utility.

Note: The practice entries for this task show the Client Data File (FILECL) location to be in the C:\PMTEMP directory. If your path to the Client Data File is different, use this path in your practice entries.



2. Select the Client Data File location

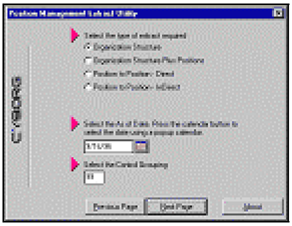
Position Administration data is stored on your local Client Data File. Enter the location of this file in the entry box. If you do not know the location of this file, click the Browse button to display a dialog box that can be used to search for the file.



For practice, enter 'C:\PMTEMP\FILECL'.

3. Click the Next Page button

Click the Next Page button to continue the extract file selection process.

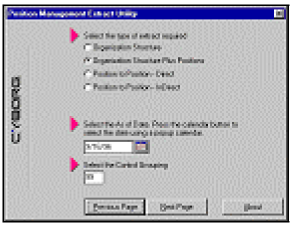


For practice, click the Next Page button.

4. Select the Extract Type

From the list on the form, select the type of extract required.

For practice, select 'Organization Structure Plus Positions'.



5. Select the As Of Date

Select the As Of Date you want to use to limit your extract selection. You can click the Calendar button directly to the right of the entry box to display a pop-up calendar that can be used to select the As Of Date.

The arrows in the top right corner of the Calendar can be used to select the month and year. Then click the date you want.

For practice, enter '6/01/02'.

6. Select the Control Grouping

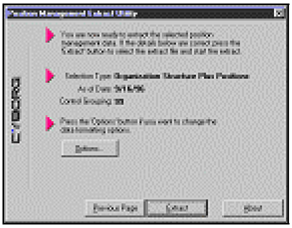
Enter the two-character Control Number for which you want to limit the extract data.

For practice, select '99'.

7. Click the Next Page button

Click the Next Page button to continue the extract file selection process.

For practice, click the Next Page button.



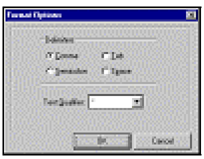
8. Review extract details

The Selection Type, As Of Date, and Control Grouping you selected are displayed. Review these extract details now for accuracy. If you want to change them, the Previous Page button can be used to back up through the process and change your previous entries.

For practice, review the extract details.

9. Press the Options button (optional)

If you want to change the data-formatting options, press the Options button. The Format Options dialog box is displayed.



For practice, click the Options button.

10. Select a Delimiter (optional)

Select the Delimiter to be used for your extract file from the following options:

- Comma (default)
- Semicolon
- Tab
- Space

For practice, leave the default delimiter selected.

11. **Select a Text Qualifier (optional)**

Select a Text Qualifier to be used for your extract file:

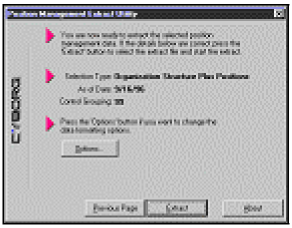
- Double-quote (" - default)
- Single-quote (')
- <None>

For practice, leave the default Text Qualifier selected.

12. **Click OK or press Enter**

Click OK to return to the form shown below.

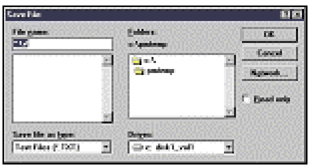
For practice, click OK.



13. **Click the Extract button**

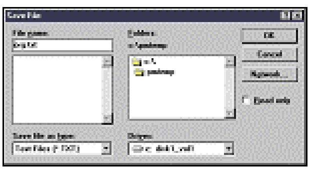
The Save File dialog box is displayed.

For practice, click the Extract button.



14. **Enter file information**

Enter the extract file folder and file name in the text boxes.



For practice, enter the 'org.txt' file in the 'C:\PMTEMP' folder.

15. **Click OK or press Enter**

The Confirm dialog box is displayed. This dialog box tells you how many records were written to the output file.

For practice, click OK.

16. Click Yes to exit

For practice, click Yes.

17. Review output file

Use your text editor to review the output file. A sample output file is shown below:

```
"","My Company","000001"
"000001","Administration","000002"
"000002","Finance","000003"
"000002","Human Resources","000004"
"000003","Controller","POS001"
"000003","Accounting","POS002"
"000004","Payroll","POS003"
"000004","Compensation","POS004"
```

See also

- **Data extraction options** ***(on page 190)***

For information on extracting data from Position Administration.

Review of Questions Answered

1. What are the Position Administration packaged reporting options?

2. How is the Position Administration Extract Utility used?

CHAPTER 12

Viewing Position Administration Data

In This Chapter

Introduction

Position Administration facilitates online viewing of the various Position Administration data entities. Once you have set up your organization structure you can easily move around in it to view data on Organization Units, Jobs, Positions, and/or Incumbents.

You may want to move up or down the organization structure (for example, from Organization Unit to Positions to Incumbents) or you may want to stay at one particular level, such as Positions, and view data for many different Positions one after another. This is accomplished using the delivered Position Administration forms along with the navigational menus and buttons.

This section includes some sample tasks you may want to perform using many of the concepts explained in Overview of Position Administration Navigation.

Tasks

The following tasks are covered in this section:

- Viewing the existing organization structure
- Viewing a Job's associated Positions and Organization Units
- Viewing an Incumbent's current Positions
- Viewing the Incumbents for a specific Position
- Viewing a Position's subordinates
- Selecting another of the same data entity
- Drilling down through the data structure
- Stepping up through the data structure

Prerequisites

Before you can begin to view any of the Position Administration data, set up your Positions, Organization Units, and Jobs.

☞ *Refer to* **Establishing Organization Units** *(on page 61) for more information.*

Questions answered

The following question is answered in this chapter:

What types of views are available for viewing Position Administration data?

Position Administration navigation

Understanding the principles of Position Administration navigation is important to the successful viewing of Position Administration data.

☞ *Refer to* **Overview of Position Administration Navigation** *(on page 19) for details on how to navigate within Position Administration.*

Apply the Concept

Match each Position Administration form to its corresponding description.

Form	Answer
1) Organization Structure form	_______
2) Job - Associated Positions And Org Units form	_______
3) Incumbent - Current Positions form	_______
4) Position - Subordinates form	_______
5) Position - Incumbents form	_______

Description

a) Shows subordinates of a particular Position.
b) Shows the Positions associated with a particular Job.
c) View and access the hierarchy of Organization Units.
d) Displays selected details of all Incumbents for a particular Position.
e) Shows current Position information.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

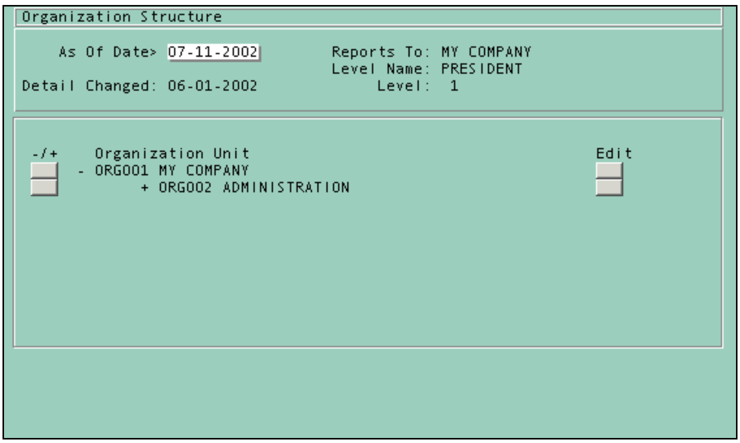
Viewing the existing organization structure

1. Access the Organization Structure form (M30SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Organization Structure

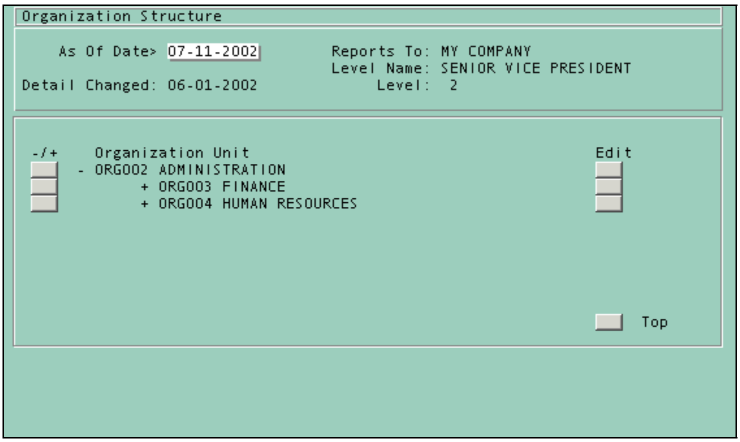
For practice, access the Organization Structure form (M30SCR).



2. View the organization structure

- A minus symbol (-) displayed to the left of an Organization Units means the Organization Units belonging to it are being displayed. Click the -/+ button to view the Organization Unit to which it belongs (if any).
- The plus symbol (+) displayed to the left of an Organization Unit means there are Organization Units belonging to that Organization Unit. Click the -/+ button to view these.
- When viewing an Organization Unit, only those Organization Units to which it belongs are displayed.
- The lowest level name and number in the structure that you are currently viewing are shown at the top of the form along with the Organization Unit to which this level belongs.
- The level number indicates how far down in the organization structure the Organization Unit resides.

For practice, click the button for an Organization Unit with the plus symbol (+) displayed to the left.



Note: *The Top button at the bottom of the form returns you to the top of the organization structure.*

Refer to Restructuring Your Organization *(on page 171)* for an explanation of organization structures.

Viewing a Job's associated Positions and Organization Units

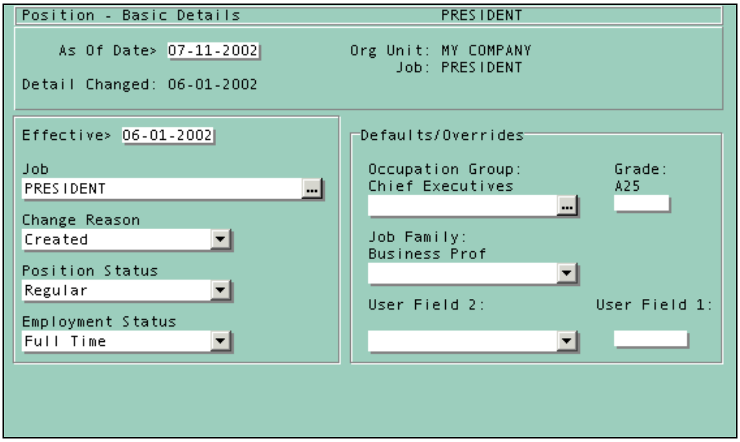
1. Access the Job - Associated Positions And Org Units form (M11SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Job Details
Task: Associated Positions

The Positions and Organization Units associated with the Job are displayed on the form. If only one position exists, then the Position - Basic Details form (M20SCR) for that Position displays.

For practice, access the Job - Associated Positions And Org Units form (M11SCR).



2. **Access the appropriate basic details form**

If more than one position displays, clicking the button to the left of a Position will display the Position - Basic Details form (M20SCR) for that Position.

For practice, click one of the buttons to the left of a Position.

Viewing an Incumbent's current Positions

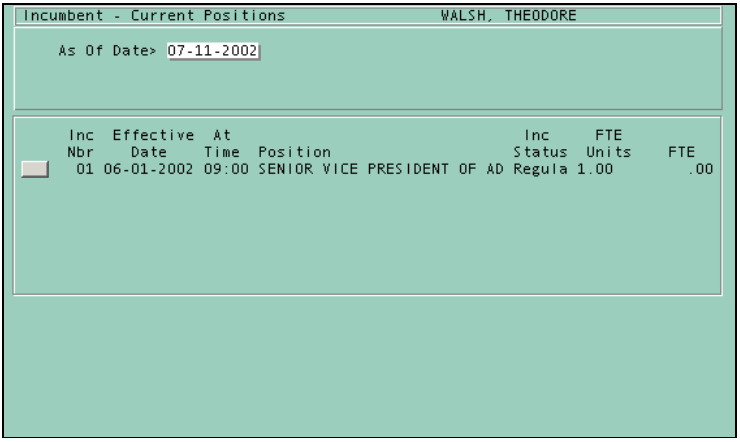
To view the Positions to which an employee is currently linked, follow these steps:

1. **Access the Incumbent - Current Positions form (M41SCR)**

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Incumbent Details
Task: Incumbent Current Positions

For practice, access the Incumbent - Current Positions form (M41SCR) for employee 3002.

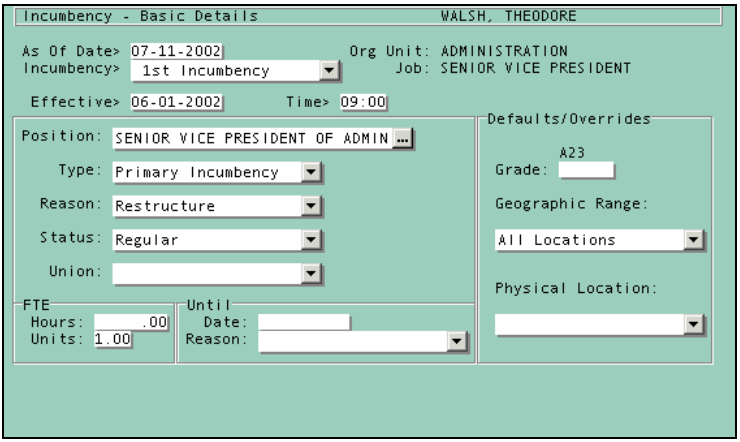


2. Select the incumbency to view

Click the button to the left of the Position incumbency you want to view.

The Incumbency - Basic Details form (M40SCR) for the incumbency is displayed.

For practice, click a button to the left of a Position incumbency.



Viewing a Position's subordinates

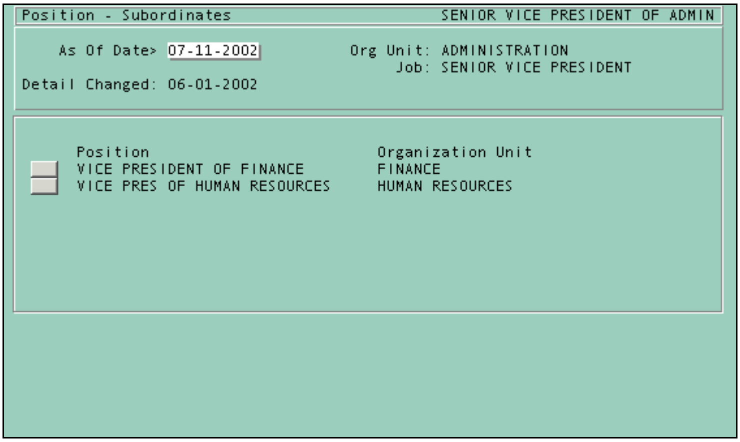
To view Position subordinates (or sub-Positions), follow these steps:

1. Access the Position - Subordinates form (M35SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: View Position Subordinate

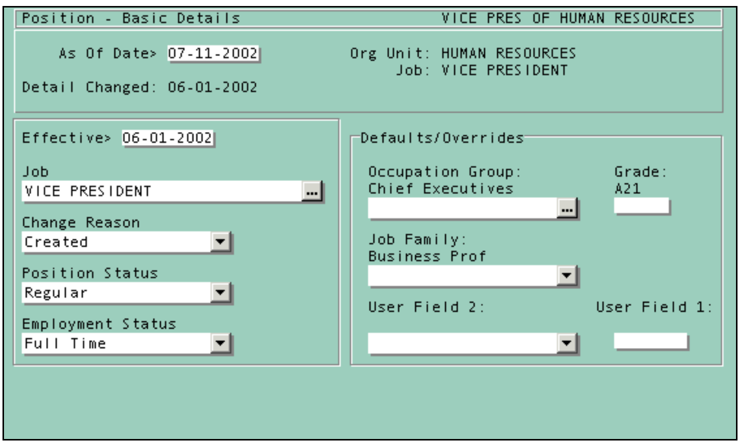
For practice, access the Position - Subordinates form (M35SCR).



2. Click a Position/Organization Unit button

Click the button to the left of the Position and Organization Unit to access the Position - Basic Details form (M20SCR) for the Position.

For practice, click a button to the left of the Position/Organization Unit.



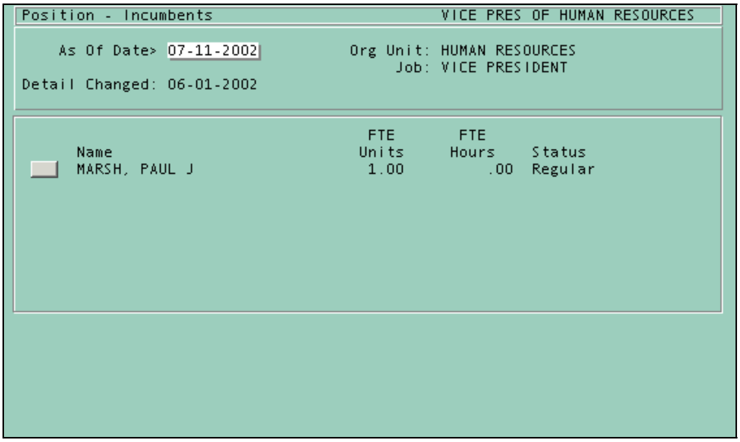
Viewing the Incumbents for a specific Position

1. Access the Position - Incumbents form (M21SCR)

Accessed this form by choosing the Incumbents for This Position button on the Position Administration toolbar.

For practice, access the Position - Incumbents form (M21SCR).

The Incumbents for the Position are listed.



Position - Incumbents VICE PRES OF HUMAN RESOURCES

As Of Date> 07-11-2002 Org Unit: HUMAN RESOURCES
Job: VICE PRESIDENT

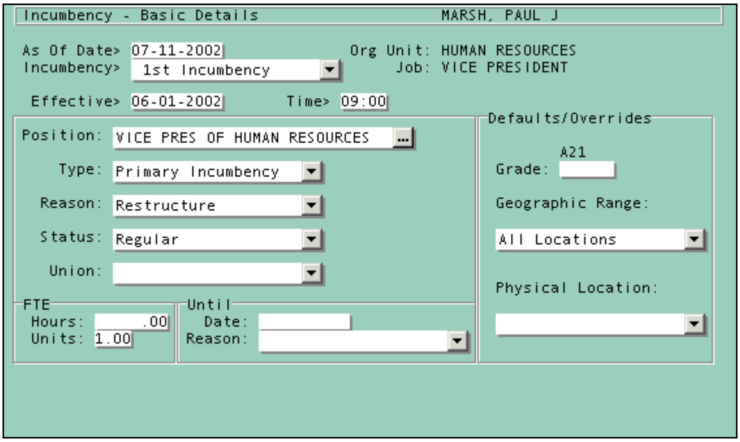
Detail Changed: 06-01-2002

Name	FTE Units	FTE Hours	Status
MARSH, PAUL J	1.00	.00	Regular

2. Access the appropriate basic details form

Clicking the button to the left of an Incumbent Name will display the Incumbent - Basic Details form (M40SCR) for the Incumbent.

For practice, click a button to the left of an Incumbent Name.



Selecting another of the same data entity

To select another of the same entity, follow the same steps whether the entity is an Organization Unit, Job, or Position. Selecting another of the same entity can be done from any form in Position Administration.

1. Access the Organization Unit - Basic Details form (M46SCR), Job - Basic Details form (M10SCR), or Position - Basic Details form (M20SCR)

Access these forms by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Basic Details

or

Component: Position Administration
Process: Job Details
Task: Basic Details

or

Component: Position Administration
Process: Position Details
Task: Basic Details

For practice, access the Organization Unit - Basic Details form (M46SCR).

2. Click the entity button on the toolbar

Click the Organization Unit, Job, or Position level button of the entity for which you want to select another. The Select dialog box is displayed.

For practice, click the Organization Unit button.

Refer to **Overview of Position Administration Navigation** *(on page 19) for the examples and locations of these buttons.*

3. Type a Search for value (optional)

Type a partial or complete Search for value for the Organization Unit.

For practice, leave this text box blank.

4. Select an Option (optional)

Select the 'Starts with' or 'Contains' option in the Settings tab, depending on your Search for value entry.

For practice, accept the default selection.

Refer to **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

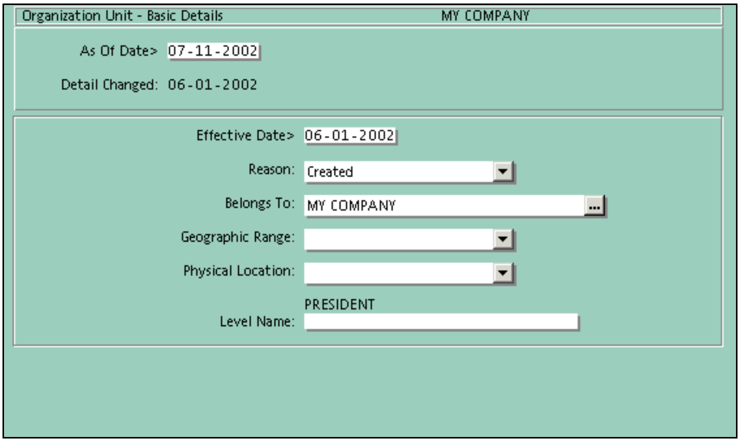
If multiple matches are found, the Choose an Org Unit dialog box is displayed with the available selections. If only one match is found, the Organization Unit is displayed on the form.

For practice, click Search Now.

6. Select an Organization Unit and click Select

Select the Organization Unit you want to access. The Organization Unit - Basic Details form (M46SCR) is displayed for the Organization Unit.

For practice, select 'My Company' and click Select.



Refer to **Overview of Position Administration Navigation** *(on page 19) for an explanation of selecting another of the same entity.*

Drilling down through the data structure

To drill down through the data structure from Organization Unit to Position to Incumbent, follow these steps:

1. Access the Organization Unit - Basic Details form (M46SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Organization Unit Details
Task: Basic Details

For practice, access the Organization Unit - Basic Details form (M46SCR).

2. Click the Position button

Click the Position button on the Position Administration toolbar. The Select dialog box is displayed.

For practice, click the Position button.

3. Type a Search for value (optional)

Type a partial or complete Search for value for the Position.

For practice, leave this text box blank.

4. Select an Option (optional)

Select the 'Starts with' or 'Contains' option in the Settings tab, depending on your Search for value entry.

For practice, accept the default settings.

Refer to **Overview of Position Administration Navigation** *(on page 19) for more information on using the Select function.*

5. Click Search Now or press Enter

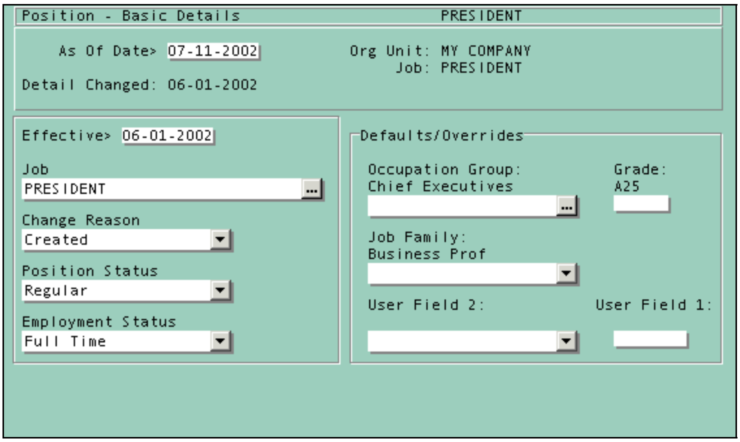
If multiple matches are found, the Choose a Position dialog box is displayed with the available selections. If only one match is found, the Position is displayed on the form and you should go to Step 7.

For practice, click Search Now.

6. Select a Position and click Select

Select the Position you want to access. The Position - Basic Details form (M20SCR) is displayed for the Position.

For practice, select 'President' and click Select.



7. Click the Incumbent button

Click the Incumbent button on the Position Administration toolbar. The Incumbents for the Position are listed on the Position - Incumbents form (M21SCR).

For practice, click the Incumbent button.

Refer to **Overview of Position Administration Navigation** *(on page 19) for an explanation of drilling down through the data structure.*

Stepping up through the data structure

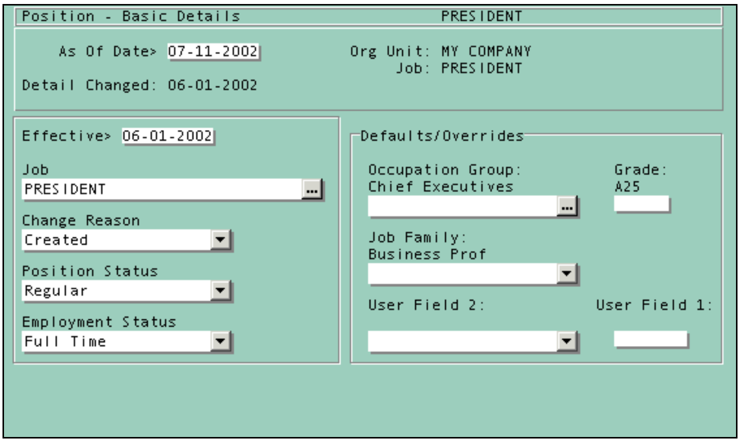
To step up through the data structure from Position to Job, follow these steps:

1. Access the Position - Basic Details form (M20SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Basic Details

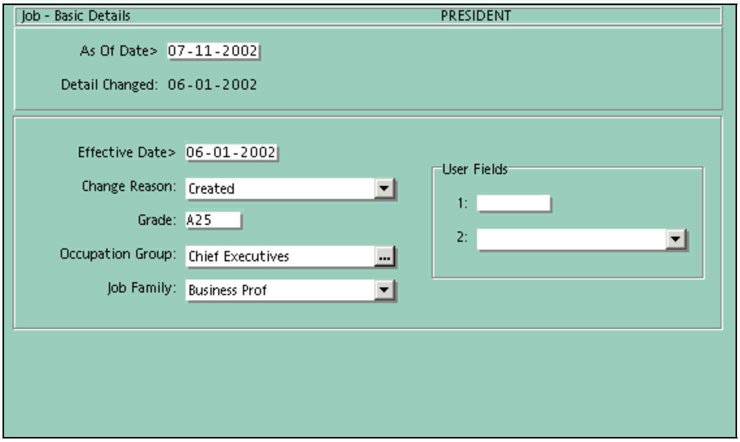
For practice, access the Position - Basic Details form (M20SCR).



2. Click the Job button

Click the Job button on the Position Administration toolbar. The Job - Basic Details form (M10SCR) is displayed with the Position's Job.

For practice, click the Job button.



Refer to **Overview of Position Administration Navigation** *(on page 19) for an explanation of drilling down through the data structure.*

Review of Questions Answered

What types of views are available for viewing Position Administration data?

PART 4

Complement Control

In This Section

CHAPTER 13

Implementing Complement Control

In This Chapter

Introduction

Complement Control is an optional feature of Position Administration that you can use as part of your Position Administration strategy. You cannot use the Complement Control functionality independent of Position Administration.

Before using the features of Complement Control, you should decide how you want to customize its functionality to meet your organization's needs.

Decisions to be made include how you want to set up Complement Control options, deciding which of your Positions will be under Complement Control, and setting complement limits.

Tasks

The following tasks are covered in this section:

- Adding Complement Control options to the Status Code option list
- Setting up Complement Control options
- Including Positions in Complement Control
- Entering a complement limit for a Position

Prerequisites

Before you can begin to implement Complement Control, you must have implemented Position Administration.

☞ *Refer to* **Implementing Position Administration** *(on page 33) for details about the Position Administration implementation tasks.*

Questions answered

The following questions are answered in this section:

1. What are the Complement Control setup options?
2. How are Positions related to Complement Control?

What is Complement Control?

Complement Control is used in association with Position Administration to limit hires and transfers based on Headcount, FTEs, or Hours budgeted for your Positions. You can use Complement Control with all your Positions, just a few, or none at all. This decision is up to you.

Complement Control is an optional feature of Position Administration that you can use as part of your position strategy. You cannot use the Complement Control functionality independent of Position Administration.

Why use Complement Control?

You should use Complement Control if limiting hires and transfers based on Headcount, FTEs, or Hours budgeted for Positions is important to you.

Complement Control features

The following are important features of Complement Control:

- Customization of Complement Control options, including:
  - Complement unit selection
  - Control options by budget or complement amounts
  - Validation message option
- Inclusion of Positions in Complement Control
- Changed HR procedures when using Complement Control, including:
  - Hiring new employees
  - Transferring existing employees
  - Transferring employees to new Positions
- Detection of Position vacancies and surpluses

Not all your Positions have to be set up under Complement Control. You may want to designate all or possibly just a few of your Positions as complement Positions. This decision is up to you.

Positions and Complement Control

By setting up your Positions under Complement Control, you may limit hires and transfers based on Headcount, FTEs, or budgeted hours. Not all of your Positions have to be set up under Complement Control. You may want to designate all of your Positions as complement Positions, (that is, controlled by Complement Control), or possibly just a few. This decision is yours.

To maintain synchronization, Complement Control uses the same Control Numbers as Position Administration.

A Position's status is used to designate a Position as a complement position. Complement Control options should be added to the Status Code option list (PM08) for those statuses for which you want to have Complement Control. See the example below:

Status Code option list PM08

Regular Not Complement	N002
Regular Complement	C002

In the example above, a Position with a status of Regular Not Complement (N002) will not be included in Complement Control. Conversely, a Position with a status of Regular Complement (C002) will be included in Complement Control. Complement Control status options must begin with the letter 'C'.

Also, in this example we have added the words 'Not Complement' and 'Complement' in the descriptions for clarity. The words in the description do not affect the meaning of the option.

Positions are included as complement Positions on the Position - Basic Details form (M20SCR) by selecting a option from the Status Code option list that is included in Complement Control.

See also:

- Adding Complement Control options to the Status Code option list ***(on page 232)***
For detailed directions on how to add the Complement Control options.

- Including Positions in Complement Control ***(on page 237)***
For detailed directions on how to include Positions in Complement Control.

Apply the Concept
Describe how your organization would use Complement Control.

Apply the Concept

Identify the forms and text boxes that would be selected and updated to:

a) Set up Complement Control options.

Form	Text boxes	Options

b) Assign a Position to Complement Control.

Form	Text boxes	Options

Complement Control setup options

Three Complement Control setup options allow you to customize the functionality to meet the requirements of your organization. For best results, these options should be set up the same for all Organizations using the same Position Administration Control Number. These setup options include:

- Complement unit
- Budget or complement
- Validation messages

You should decide how you want to set up each of these options. An explanation of each of the setup options follows.

Complement unit

One of the following three types of complement units can be selected to validate that the complement limits for your Positions have not been exceeded:

- Headcount—Number of incumbents
- FTE—Number of FTE employees
- Hours—Number of hours

The complement unit is selected in the 'Compl Unit' list box on the System Options form (TG-SCR).

Control options by budget or complement limit

The complement limit for a Position (Headcount, FTE, or Hours) can be the same as or different from the budgeted amount for a Position.

If the budget amount for the Position (Headcount, FTE, or Hours) on the Position - Budget form (M34SCR) is always the same as the complement limit on the Position - Complement form (M81SCR), then select the 'Same' option in the Budget/Compl text box on the System Options form (TG-SCR). By doing this, the Position - Budget form (M34SCR) will be the only form used to enter the budget/complement limit.

If the budget amount for the Position (Headcount, FTE, or Hours) on the Position - Budget form (M34SCR) is different from what you want for a complement limit, then select the 'Different' option in the Budget/Compl text box on the System Options form (TG-SCR). Separate complement limits for Positions can then be entered using the Position - Complement form (M81SCR).

Note: *If the budget amount and complement limit are the same, you may want to remove the Position - Complement form (M81SCR) from the menus to avoid confusion.*

Validation messages

When processing a new hire, employee transfer, or Position incumbency, the system validates that the complement limit will not be exceeded by the form entry. For example, the system might validate if entering a new Position incumbency would exceed the complement limit for Headcount.

If the complement limit will be exceeded, a Warning or Reject message is displayed.

- Warning message—Allows you to 'accept' the Warning message and enter the form even though the complement limit is being exceeded. In this case, a surplus condition is created.
- Reject message—Means that the complement limit cannot be exceeded and the form cannot be entered.

You should decide if you want a Warning message or Reject message generated when the system determines that the complement limit would be exceeded by entering the form. This choice can be changed anytime (for example, you could begin processing with Warnings and switch to Rejects later).

The Reject message or Warning message option is selected in the Compl Control list box on the System Options form (TG-SCR).

See also:

- Setting up Complement Control options ***(on page 235)***

For detailed directions on how to enter complement limits for Positions.

Apply the Concept

Identify the forms and text boxes that would be selected and updated to enter a complement limit for a Position.

Form	Text boxes	Options

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Adding Complement Control options to the Status Code option list

1. Determine which options in the Status Code option list (PM08) are to be used for Complement Control

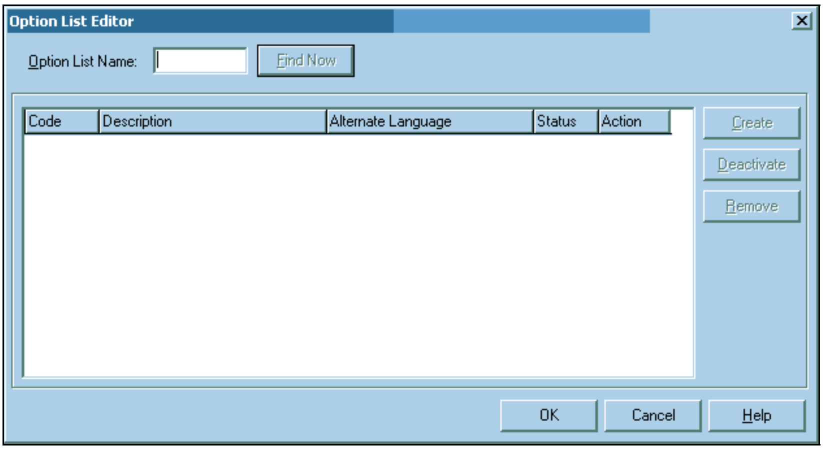
Determine which Complement Control Position Status options you want to add to PM08. Be sure the added options begin with the letter 'C'.

2. Access the Option List Editor (CSUPDT)

Access this form by making the following selection from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Edit

For practice, access the Option list Editor (CSUPDT).



3. Enter the Option List Name

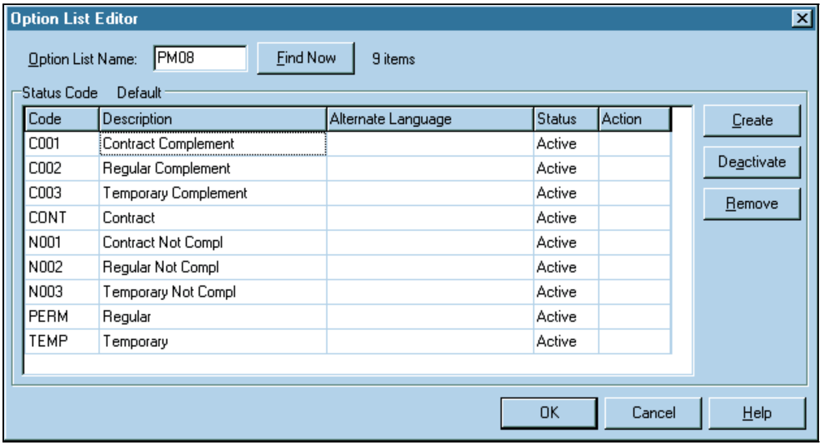
Enter the name of the Status Code option list PM08.

For practice, enter 'PM08'.

4. Click Find Now

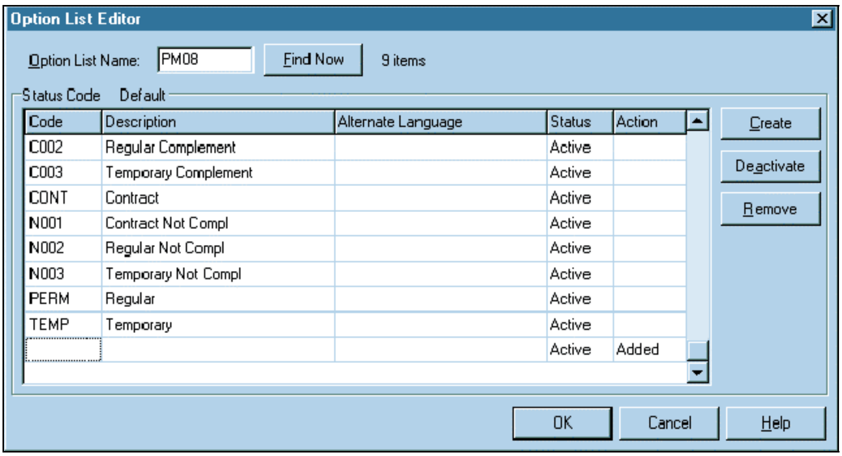
The options in the selected option list are displayed.

For practice, click Find Now.



5. Click Create

For practice, click Create.



6. Enter an Option

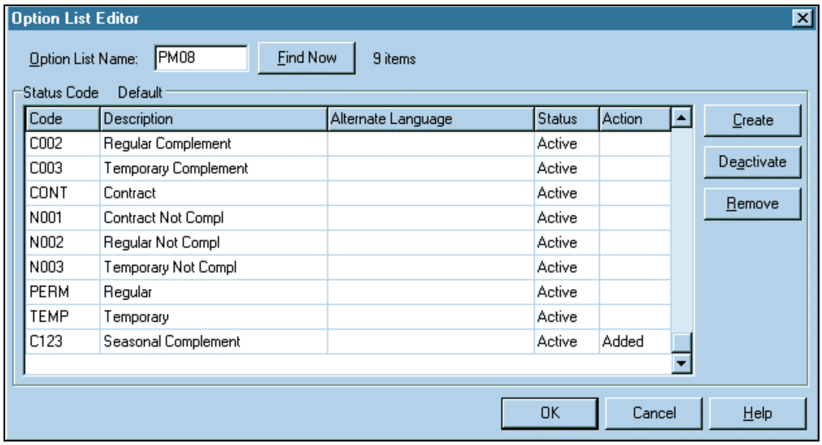
Type in the new Option value with a maximum length of 14 characters.

For practice, enter 'C123'.

7. Enter a Description

Type in an up-to-20 character Description of the new complement option.

For practice, enter 'Seasonal Complement'.



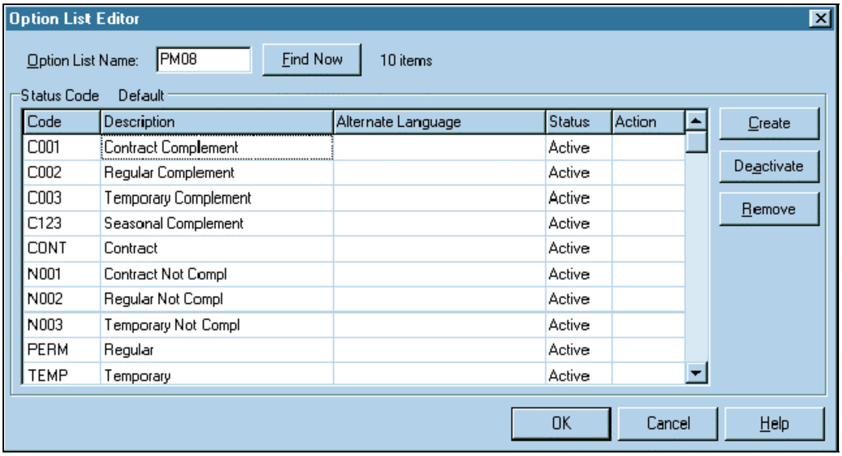
Note: *If you want to add additional statuses, repeat steps 5-7 until all of your complement statuses have been added to the Status Code option list.*

8. Click OK or press Enter

The NEW option is added to the option list. No confirmation message is displayed.

For practice, click OK or press Enter.

To view your entries, repeat steps 2-4.



See also:

- Positions and Complement Control ***(on page 228)***

For an explanation of Option list PM08.

Setting up Complement Control options

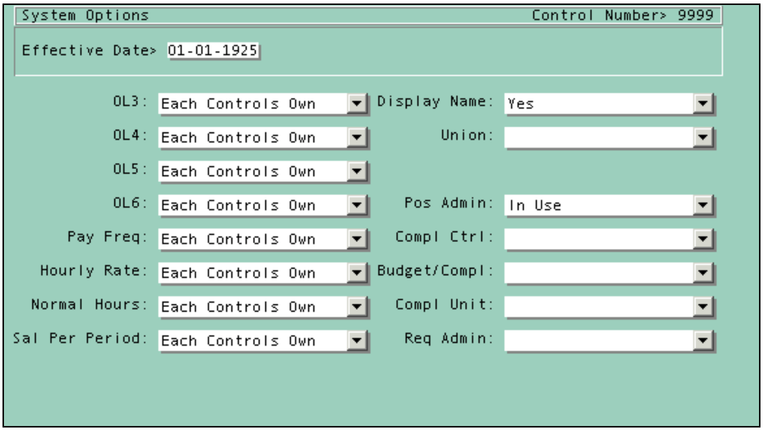
To set up the Complement Control options, follow these steps:

1. Access the System Options form (TG-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: System Options

For practice, access the System Options form (TG-SCR).



2. Select a Compl Ctrl option

This switch indicates whether the Complement Control switch is turned on, and if so, with warnings or rejects.

For practice, select 'In Use With Warnings'.

3. Select a Budget/Compl option

This switch determines whether the Budget and Complement will be based on the same or different units.

For practice, select 'Different'.

4. Select a Compl Unit

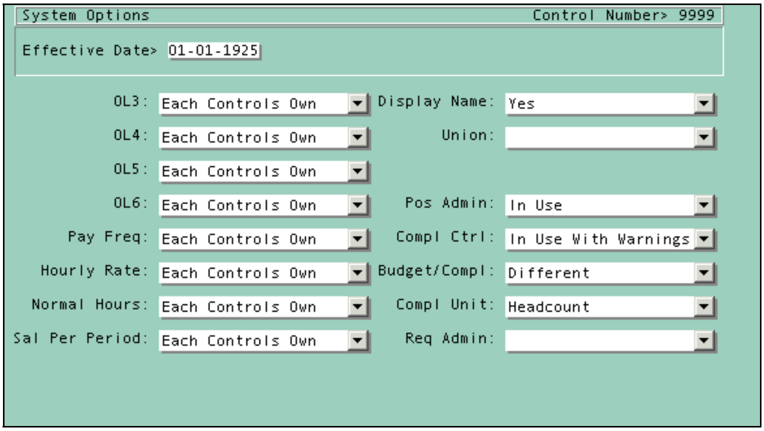
This switch determines which Complement Unit is to be used for Complement Control.

For practice, select 'Headcount'.

5. Click Save or press Enter

The Complement Control options are set up.

For practice, click Save.



See also:

■ Complement Control setup options ***(on page 230)***

For an explanation of the Complement Control setup entries.

Including Positions in Complement Control

To include Positions in Complement Control, follow these steps:

1. Access the Position - Basic Details form (M20SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Position Details
Task: Basic Details

For practice, access the Position - Basic Details form (M20SCR) for the Position of Payroll Clerk.

2. Select a Position Status

Select a Position Status to designate a complement Position.

For practice, select 'Regular Complement'.

See also:

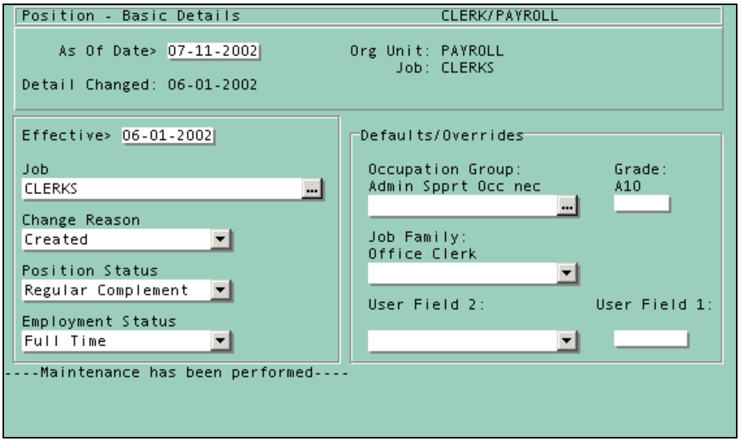
■ Adding Complement Control options to the Status Code option list ***(on page 232)***

For details on editing the Position Status option list.

3. Click Save or press Enter

The Position is designated as a complement position.

For practice, click Save or press Enter.



See also:

■ Positions and Complement Control ***(on page 228)***
For an explanation of including Positions in Complement Control.

Entering a complement limit for a Position

If you have set up the complement limit to be the same as budget on the System Options form (TG-SCR), the complement limit is entered on the Position - Budget form (M34SCR).

If you have set up the complement limit to be different from the budget on the System Options form (TG-SCR), the complement limit is entered on the Position - Complement form (M81SCR).

These forms are entered in exactly the same manner and only one of these forms is used for complement limit, depending on your setup option choices.

To set up a Complement Control limit for a Position, follow these steps:

1. Access the Position - Budget form (M34SCR) or Position - Complement form (M81SCR)

Access these forms by making the following selections from the Navigator:

Position - Budget form (M34SCR)

Component:	Position Administration
Process:	Position Details
Task:	Budget

or

Position - Complement form (M81SCR)

Component: Position Administration
Process: Position Details
Task: Complement Limits

For practice, access the Position - Complement form (M81SCR) for the Position of Payroll Clerk.

2. Enter the Effective Date

Enter the effective date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter the current date.

3. Enter a Complement limit

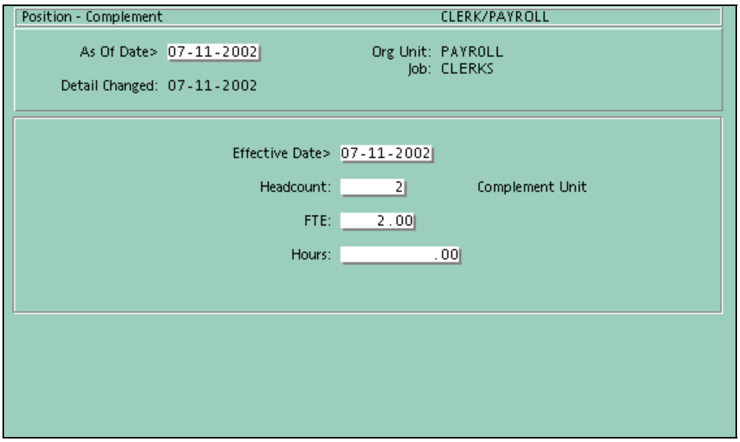
Enter a complement limit value in the text box designated as the complement unit (for example, 1.0 in the FTE text box). This means that the Position cannot exceed an FTE of 1 without generating a Warning or Reject message.

For practice, enter '2.0' in the FTE text box and '2' in Headcount.

4. Click Save or press Enter

The complement limit is entered.

For practice, click Save or press Enter.


Position - Complement CLERK/PAYROLL
As Of Date> 07-11-2002
Org Unit: PAYROLL
Job: CLERKS
Detail Changed: 07-11-2002
Effective Date> 07-11-2002
Headcount: 2
Complement Unit
FTE: 2.00
Hours: .00

See also:

- Complement Control setup options ***(on page 230)***

For an explanation of complement units, complement limits, and so on.

Review of Questions Answered

1. What are the Complement Control setup options?

2. How are Positions related to Complement Control?

CHAPTER 14

Searching for Vacancies and Surpluses

In This Chapter

Introduction

Complement Control functionality facilitates searching for vacant and surplus Positions. Vacancies are unfilled complement positions, and surpluses are Positions that have exceeded the complement limit. Vacancies and surpluses can be identified and viewed.

Once you have identified and viewed any vacancies or surpluses, you can take action to change these conditions, if necessary.

Tasks

The following tasks are covered in this section:

- Viewing vacant Positions
- Viewing surplus Positions

Prerequisites

Before you can view any vacancies or surpluses, the Complement Control implementation tasks must be completed.

☞ *Refer to* **Implementing Complement Control** *(on page 223) for details about the implementation tasks.*

Questions answered

The following question is answered in this section:

How are vacancies and surpluses used in Complement Control?

Uses of vacancies and surpluses

Identifying vacancies and surpluses can help you manage your recruitment process. Recruiters can easily track which Positions still have vacancies and establish interview schedules accordingly. Likewise, managers can track vacancies to ensure that staffing needs are addressed in a timely manner.

If a Position has exceeded its complement limit, it may be necessary to reevaluate the complement budget for future openings.

Vacancies and surpluses can be viewed using seven different search types, listed below. Any additional required entries are noted.

- All Organization Units—No additional selection needed
- All Positions for all Jobs—No additional selection needed
- All Positions for this Job—Select a Job
- By Position—Select a Position, but if left blank will report on all Positions
- Org Unit and below—Select an Organization Unit
- This Job and Organization Unit—Select both a Job and Organization Unit
- This Organization Unit—Select an Organization Unit

An 'as of' date can be entered to limit the search to a time period.

Vacancies can be viewed using the View Vacant Positions form (M80SCR), and surpluses can be viewed using the View Surplus Positions form (M82SCR).

See also:

- Viewing vacant Positions ***(on page 245)***

For detailed directions on how to view vacancies.

- Viewing surplus Positions ***(on page 247)***

For detailed directions on how to view surplus positions.

Apply the Concept
Define the terms *vacancy* and *surplus*.

Apply the Concept
Describe how vacancies and surpluses are used within the Complement Control feature of Position Administration.

Apply the Concept
How do you view vacant Positions, and where are these vacancies displayed?

Apply the Concept
Identify some advantages of using the vacancies/surpluses search feature.

Apply the Concept
Describe the task(s) that must be completed before using the vacancies/surpluses search feature.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Viewing vacant Positions

1. Access the View Vacant Positions form (M80SCR)

Access this form by making the following selection from the Navigator:

Component: Position Administration
Process: Complement/Vacancy Details
Task: View Vacancies

The Selection Criteria panel of the View Vacant Positions form (M80SCR) is displayed.

For practice, access the View Vacant Positions form (M80SCR)

2. Select the Search Type

Select a Search Type from the option list (for example, 'By Position').

Note: *The Search Type entry determines which of the other text boxes on this form should be entered. For example, a Search Type entry of 'By Position' means a Position should be entered on this form.*

For practice, select 'By Position'.

3. Enter the As Of Date (optional)

Enter the As Of Date for the request in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere) . If no date is entered, the current date is used.

For practice, leave the current date as the As Of Date.

4. Enter the Org Unit (optional)

Select an Organization Unit.

For practice, leave this text box blank.

5. Enter the Job (optional)

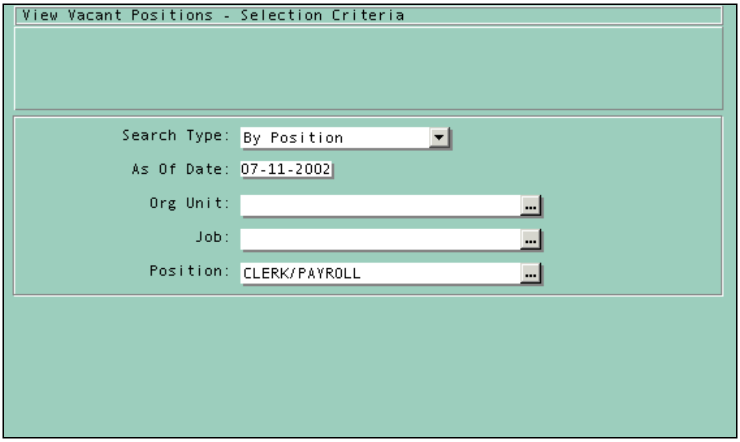
Select a Job.

For practice, leave this text box blank.

6. Enter the Position (optional)

Select a Position.

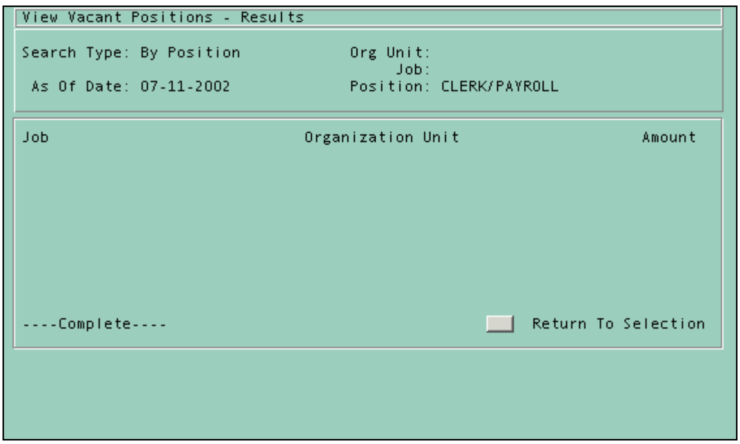
For practice, select 'Payroll Clerk'.



7. Click Save or press Enter

Any vacant Positions are displayed on the Results panel of the View Vacant Positions form. The Return To Selection button in the bottom right corner can be used to return to the Selection Criteria panel.

For practice, click Save. In this environment, there are no vacant positions.



See also:

- Uses of vacancies and surpluses ***(on page 243)***

For an explanation of vacancies.

Viewing surplus Positions

1. Access the View Surplus Positions form (M82SCR)

Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Complement/Vacancy Details
Task:	View Positions Over Complement

The Selection Criteria panel of the View Surplus Positions form (M82SCR) is displayed.

For practice, access the View Surplus Positions form (M82SCR).

2. Select the Search Type

Select a Search Type from the Option list (for example, 'By Position').

For practice, select 'This Org Unit'.

Note: *The Search Type entry determines which of the other text boxes on this form should be entered. For example, a Search Type entry of 'By Position' means a Position should be entered on this form.*

3. Enter the As Of Date (optional)

Enter the As Of Date for the request in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere). If no date is entered, the current date is used.

For practice, leave the current date as the As Of Date.

4. Enter the Org Unit (optional)

Select an Organization Unit.

For practice, select 'My Company'.

5. Enter the Job (optional)

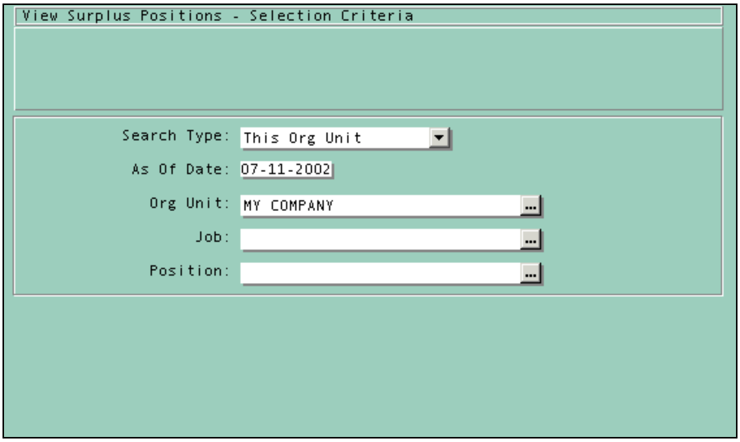
Select a Job.

For practice, leave this text box blank.

6. Enter the Position (optional)

Select a Position.

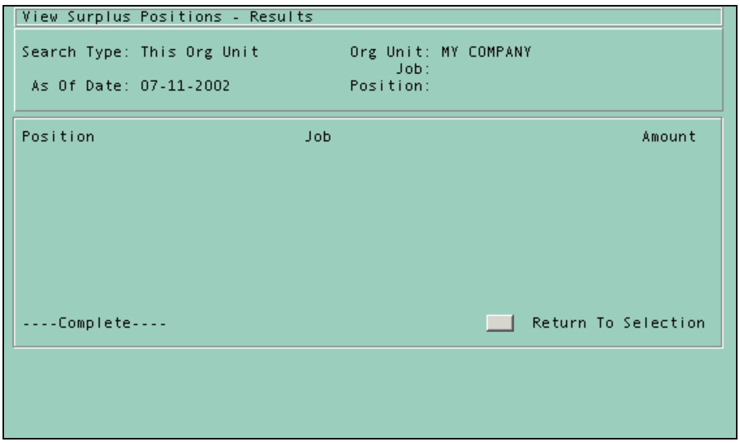
For practice, leave this entry blank.



7. Click Save or press Enter

Any surplus Positions are displayed on the Results panel of the View Surplus Positions form. The Return To Selection button in the bottom right corner can be used to return to the Selection Criteria panel.

For practice, click Save. In this environment, there are no surplus positions.



See also:

- Uses of vacancies and surpluses ***(on page 243)***

For an explanation of surpluses.

Review of Questions Answered

How are vacancies and surpluses used in Complement Control?

CHAPTER 15

Changed Procedures When Using Position Administration and Complement Control

In This Chapter

Introduction

This section explains the procedures and processes that have changed when using Position Administration and Complement Control. Some of the changes require additional form data to be entered while others affect the processing done by the system after a form has been entered.

Procedures and/or processing are affected on the following forms when using Position Administration and Complement Control.

- Set Up A New Employee (NH-SCR)—Additional data entry and validation processing
- Employee Information (EF-SCR)—Additional data entry and validation processing
- Applicant/Employee Transfer (ET-SCR)—Additional data entry and validation processing
- Separations And Terminations (96-SCR)—Additional processing
- Salary Assignment/Changes (40-SCR)—Incumbency number identifier, incumbency, and history selection panels
- Job Or Position Applied For (003SCR)—Can now be used for all companies, not just applicant companies

Tasks

The following tasks are affected when using Position Administration and Complement Control:

- Hiring new employees
- Transferring applicants to an active employee Organization
- Transferring active employees from one Organization to another
- Viewing incumbency salary data (and history)

Prerequisites

Before performing the tasks in this section ensure that the Position Administration and Complement Control implementation tasks have been completed.

☞ *Refer to* **Implementing Position Administration** *(on page 33) and* **Implementing Complement Control** *(on page 223) for details about the implementation task.*

Questions answered

The following question is answered in this section:

What are the differences in form procedures and processes when using Position Administration and Complement Control?

Differences in form processing when using Position Administration and Complement Control

Six forms are processed differently when you are using Position Administration and Complement Control. If you have used these forms previously, you will notice changes to them when you are using Position Administration and Complement Control. The changes in processing include:

- Assignment of the employee to a Position when processing a new hire or applicant/employee transfer
- Checking that the Position assignment will not cause the complement limit to be exceeded
- Removal of an employee from all assigned Positions when the employee is separated or terminated from the organization
- Viewing incumbency salary data (and history)

The forms affected by these processing changes are as follows:

- Set Up A New Employee (NH-SCR)
- Employee Information (EF-SCR)
- Applicant/Employee Transfer (ET-SCR)
- Separations And Terminations (96-SCR)
- Salary Assignment/Changes (40-SCR)
- Job Or Position Applied For (003SCR)

Set Up A New Employee form and Employee Information form

A new Position text box has been added to both forms to allow you to select the primary incumbency Position to assign the new employee.

A second form panel is now provided on the Set Up A New Employee form (NH-SCR) to record the Incumbency Status, employee Activity Status, and the Complement Amount for the Position. The complement unit you are using is displayed on the form so you always know what the format of the amount entry should be. For example, if the complement unit is Hours, you may want to enter '40.00'.

Before the form entry can be processed, the system validates that the complement limit for the Position will not be exceeded. If the complement limit will be exceeded, a Warning or Reject message is displayed. The Reject message or Warning message option is selected when you are setting up Complement Control on the System Options form (TG-SCR).

- A Warning message allows you to 'accept' the Warning message and enter the form even though the complement limit is being exceeded.
- A Reject message means that the complement limit cannot be exceeded and the form cannot be entered.

☞ *Refer to* **Implementing Complement Control** *(on page 223) for details on how to set up Complement Control with the appropriate messages.*

As a result of entering the Set Up A New Employee form (NH-SCR) or Employee Information form (EF-SCR), the Incumbency - Basic Details form (M40SCR) is automatically created or updated with the incumbency information.

See also:

- Hiring new employees ***(on page 258)***

For detailed directions on hiring new employees when using Position Administration and Complement Control.

Applicant/Employee Transfer form

The Applicant/Employee Transfer form (ET-SCR) processing is changed in the following scenarios.

Applicant to active employee Organization

When this form is used to transfer an applicant to an active employee Organization, a new Position text box has been added to allow you to select the primary incumbency Position to assign the new employee.

A second form panel is now provided to record the Incumbency Status, employee Activity Status, and the Complement Amount for the Position. The complement unit you are using is displayed on the form so you always know what the format of the amount entry should be. For example, if the complement unit is Hours, you might want to enter '40.00'.

To perform the transfer successfully, the applicant Organization must have the Organization-To-Rules Cross-Reference For HR form (AX-SCR) set up first and it must match the Organization-To Rules Cross-Reference For HR form (AX-SCR) for the active Organization.

Before the form entry can be processed, the system validates that the complement limit for the Position will not be exceeded. If the complement limit will be exceeded, a Warning or Reject message is displayed. The Reject message or Warning message option is selected when you are setting up Complement Control on the System Options form (TG-SCR).

- A Warning message allows you to 'accept' the Warning message and enter the form even though the complement limit is being exceeded.
- A Reject message means that the complement limit cannot be exceeded and the form cannot be entered.

☞ *Refer to* **Implementing Complement Control** *(on page 223) for details on how to set up Complement Control with the appropriate messages.*

As a result of entering the Applicant/Employee Transfer form (ET-SCR), the Incumbency - Basic Details form (M40SCR) is automatically created or updated with the incumbency information and the applicant is transferred to the active Organization.

See also:

- ***Transferring applicants to an active employee Organization***

For detailed directions on transferring applicants when using Position Administration and Complement Control.

Active employee from one Organization to another Organization

When this form is used to transfer an active employee from one Organization to another Organization with a different Control Number, the transfer will be rejected if the employee has any current or future-dated Positions assigned. The employee must be unassigned from the Position(s) before the transfer can be successfully completed.

If the Control Numbers for both Organizations are the same, the employee does not have to be unassigned from the Position(s).

Separations and Terminations form

When an employee is separated or terminated using the Separations and Terminations form (96-SCR), the employee is automatically unassigned from all Positions on the Incumbency - Basic Details form (M40SCR). A message is displayed on the form notifying you of this.

Salary Assignment/Changes form

The Salary Assignment/Changes form (40-SCR) includes an Incumbency Number identifier when you are using Position Administration.

Two additional panels are included on the Salary Assignment/Changes form (40-SCR):

- Incumbency selection
- Salary history selection

A brief description of each of these panels follows.

Incumbency selection

This panel lets you choose which of the employee incumbencies you want to view on the Salary Assignment/Changes form (40-SCR). This panel is returned automatically by the system when an employee has multiple salary incumbencies entered on the Salary Assignment/Changes form (40-SCR).

You can also access this panel by clicking on the Incumbency Selection button at the bottom of the Salary Assignment/Changes form (40-SCR).

Salary history selection

This panel lets you view incumbency salary data in one of these ways:

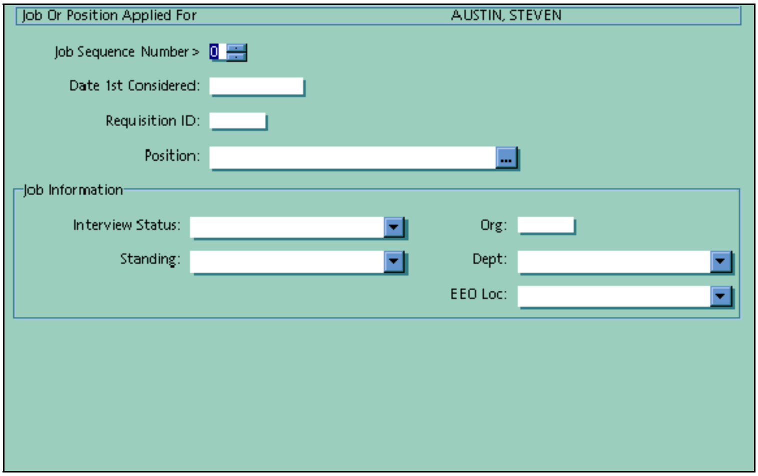
- This Incumbency Salary History—Displays salary history for only the incumbency you were viewing
- All Incumbency Salary History—Displays salary history for all incumbencies
- All Current/Active Incumbency Salaries—Displays all active incumbency salaries

Job Or Position Applied For form

The Job Or Position Applied For form (003SCR) is changed and can be used with all your Organizations, not just your applicant organizations. This means this form can now be used for your internal candidates who are not in an applicant Organization.

The Position text box has been changed to a drop-down list, and the Requisition ID text box has been reduced from eight characters to six to better interface with Requisition

Administration. You can enter either or both of these text boxes. If you enter only one, the other will be filled in automatically if Requisition Administration is in use.



Apply the Concept

Briefly describe your current Human Resources new hire, termination, and applicant transfer processes, if applicable.

Apply the Concept

True or False. Explain any false answers in detail.

a) When transferring an existing employee to a different Organization, the employee does not have to be unassigned from the Position.

b) When a primary incumbency is assigned during the processing of a new employee, the Incumbency - Basic Details form (M40SCR) is not always updated.

c) The system validates that the complement limit for the Position will not be exceeded when processing employee information, setting up a new employee, and transferring an applicant.

d) A Warning or Reject message allows you to override the complement limit when it is being exceeded.

e) The organization complement is the total value of all positions included in the complement.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Hiring new employees

To hire new employees when using Position Administration and Complement Control using the Set Up A New Employee form (NH-SCR), follow these steps:

1. Access the Set Up A New Employee form (NH-SCR)

The Set Up A New Employee form (NH-SCR) is used to add new employees to an active organization using a Logical Employee Model. This form allows the entry of a Position and a Complement Control Amount.

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Quick Hire

An Employee Selection dialog box is displayed.

For practice, access the Set Up a New Employee form (NH-SCR).

2. Enter the Logical Employee Model designation

In the Number text box, enter the employee template to be used in creating this new employee record, for example, 'LMODEL E1'.

For practice, type 'LMODEL 00'.

3. Enter an Organization

In the Organization text box, enter the designation of the organization into which the employee is to be hired.

For practice, type '999999'.

4. Click OK or press Enter

Click OK or press Enter to display the Set Up A New Employee form (NH-SCR) that contains the template's default information. Your next step is to modify this information to complete the Quick Hire process.

For practice, click OK or press Enter.

5. Enter the Employee Number

Enter the assigned employee number for the employee.

For practice, type '4545'.

Enter the name (Steps 6 through 10)

6. Select the Title

This list box selection identifies the employee's name prefix or title.

For practice, select 'Mr'.

7. Enter the First (name)

Type the employee's first name.

For practice, type 'Timothy'.

8. Enter the Middle (name)

Optionally, type the middle name of the employee. The first character of this text box will display as the last position on the title line of each form.

For practice, type '#' and delete the remaining text in this text box to remove the 'VOID' entry.

9. Enter the Last (name)

Type the employee's legal surname.

For practice, type 'Jenkins'.

10. Select the Suffix

This list box selection identifies the employee's name suffix, such as Jr. or Sr.

For practice, make no selection in this list box.

11. Enter the Address

Enter the employee's street address in the first text box. The second text box is reserved for additional address information, such as apartment number.

For practice, type '8 Calloway' and make no entry in the second text box.

12. Enter the City/State

Enter the city and state portions of the employee's address.

For practice, type 'Chicago' and 'IL'.

13. Enter the ZIP

Enter the employee's five-digit postal code. Optionally, enter the four-digit extended postal code preceded by a hyphen.

For practice, type '60606-1439'.

14. Select the Country

Select the employee's country of residence.

For practice, select 'USA'.

15. Enter the SSN (Social Security Number)

Enter the new employee's nine-digit social security number.

For practice, type '732 54 6423'.

16. Select the Position

Select the new employee's position.

For practice, select 'Payroll Clerk'.

17. Select the Race

Select the new employee's race. You may update this option list (HR22) to include all of the races needed by your organization.

For practice, select 'White-Not Hispanic'.

18. Select the Gender

Select the gender designation for the new employee.

For practice, select 'Male'.

19. Select the Normal Shift

Select the new employee's normal shift. You may update this option list (PP43) to include all of the normal shifts needed by your organization.

For practice, select 'No Shift'.

20. Select the Payment Type

Select whether the new employee is to be paid automatically or through time document entry. You may update this option list (PP40) to include all of the payment types needed by your organization.

For practice, select 'Hourly-Auto Paid'.

21. Select the Frequency

Select the new employee's pay frequency. You may update this option list (PP29) to include all of the pay frequencies needed by your organization.

For practice, select 'Weekly'.

22. Enter the Birth (date)

Enter the new employee's date of birth. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type '03-02-1970' (US and Canada) or '02-03-1970' (elsewhere).

23. Enter the Employment (date)

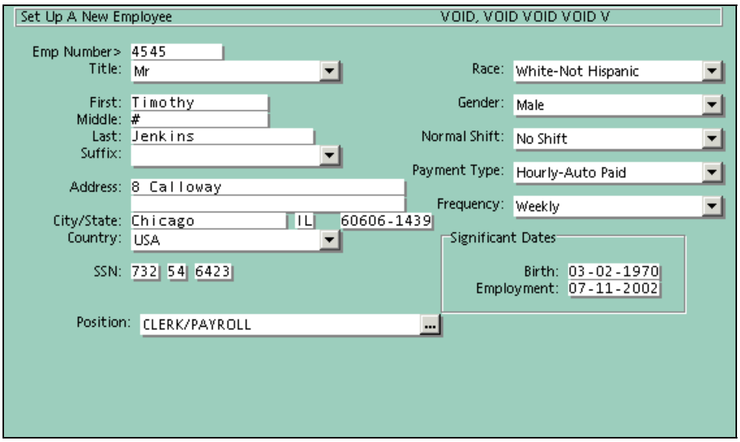
Enter the date employment becomes effective. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, type the current date.

24. Click Save or press Enter

The second form panel for the Set Up A New Employee form (NH-SCR) is displayed.

For practice, click Save or press Enter.



25. Select the Status

Select the Incumbency Status. This is typically 'Acting' or 'Regular' depending on the position.

For practice, select 'Regular'.

26. Select the Activity

Select the appropriate new hire activity. You may update this option list (HR09) to include all of the activities needed by your organization.

For practice, select 'New Hire-Hr Reg FT' to hire the employee for hourly full-time.

27. Select the Union

Select the union designation. You may update this option list (PP429) to include all of the unions needed by your organization.

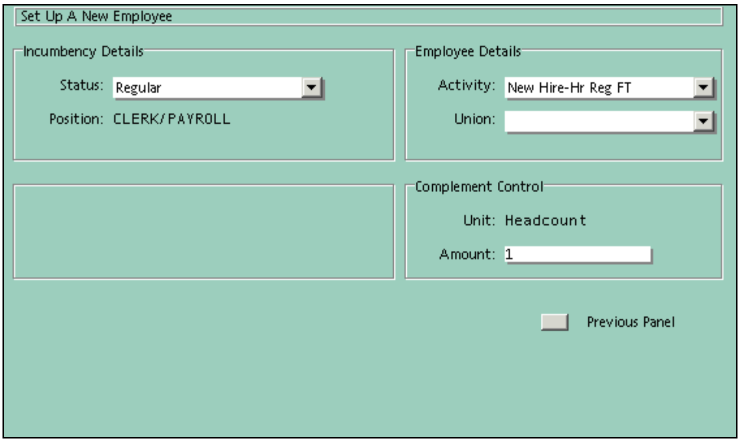
For practice, leave this list box blank.

28. Enter a Complement Control Amount

Enter the a mount to be added to the Position complement for the complement unit displayed above this text box.

Note: *If the Complement Unit is Headcount, the system automatically assumes the entry is '1'. There is no need to enter it here.*

For practice, type '1'.



29. Click Save or press Enter

The first panel is displayed and the employee has now been set up in an active organization.

For practice, click Save or press Enter.

See also:

- Differences in form processing when using Position Administration and Complement Control ***(on page 253)***

For details on hiring new employees when using Position Administration and Complement Control.

Transferring applicants to an active employee Organization

Completing the Guided Practice

To successfully complete the steps in this task, you must first access the Organization-To-Rules Cross-Reference form (AX-SCR) for Organization 993333, and enter Control number 9999 in both the Systems Options and Activities text boxes.

1. Access an applicant Organization

Access the Organization for the applicant you want to transfer to the active employee Organization.

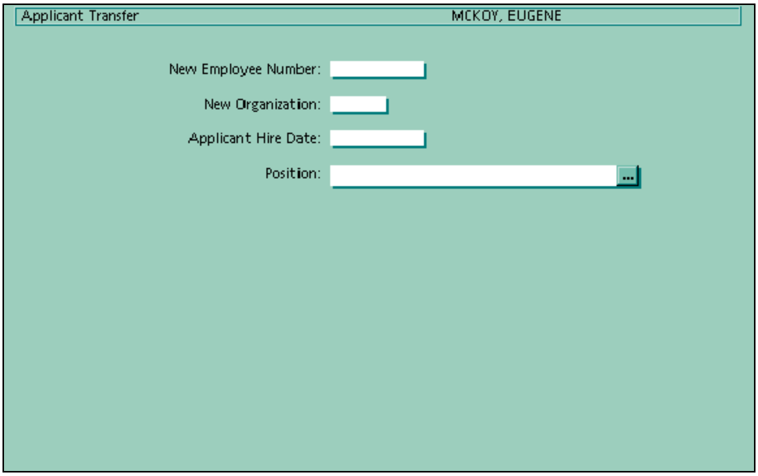
For practice, access the Organization of '993333'.

2. Access the Applicant Transfer form (ET-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Transfer Emp to New Organization

For practice, access the Applicant Transfer form (ET-SCR) for applicant 'A001'.



3. Enter the New Employee Number

Enter the New Employee Number. Up to ten alphanumeric characters are allowed.

For practice, type '3456'.

4. Enter the New Organization

Enter the New Organization. Up to six alphanumeric characters are allowed.

For practice, type '999999'.

5. Enter the Applicant Hire Date

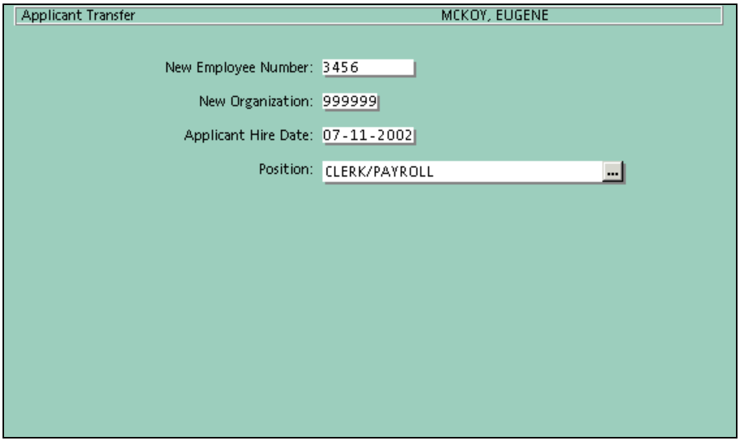
Enter the hire date for the new employee in the format DD-MM-CCYY (US and Canada) or CCYY-DD-MM (elsewhere).

For practice, enter the current date.

6. Enter the Position

Enter a Position for the new employee.

For practice, select 'Payroll Clerk'.



7. Click Save or press Enter

A second form panel is displayed.

For practice, click Save.

8. Select the Status

Select an Incumbency Status from the option list, usually Permanent or Acting. This option list should be edited to include all the Incumbency Statuses you want.

For practice, select 'Regular'.

9. Select an Activity status

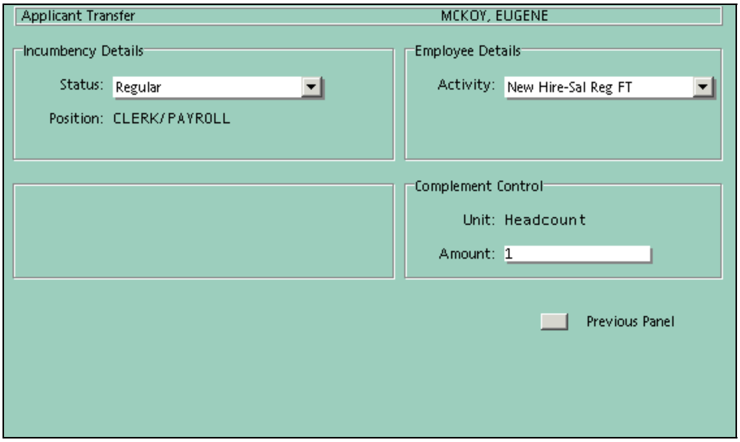
Select an employee Activity status from the option list. This option list should be edited to include all the Activity statuses you want.

For practice, select 'New Hire-Sal Reg FT'.

10. Enter a Complement Control Amount

Enter the Amount to be added to the Position complement for the complement unit displayed above this text box

For practice, type '1'.



11. Click the Previous Panel button or press Enter

The system verifies that assigning the new employee to the Position will not cause the Position complement to be exceeded. If the Position complement will be exceeded, a Warning or Reject message is displayed based on your selection on the System Options form.

If the Position complement will not be exceeded or you 'accept' a Warning message, the new employee is set up. The Incumbency - Basic Details form (M40SCR) is created, the Job/Assignment Changes form (05-SCR) is updated, and the New Hire form (01-SCR) is created for the employee.

For practice, click the Previous Panel button.

12. Click Yes or press Enter

For practice, click Yes.

See also:

- Differences in form processing when using Position Administration and Complement Control ***(on page 253)***

For details on transferring applicants to active employee Organizations when using Position Administration and Complement Control.

Unassigning an employee from a Position

Note: *Prior to transferring an active employee from one Organization to another, you must unassign the employee's Position. However, if the Control Numbers for both Organizations are the same, the employee does not have to be unassigned from the Position(s).*

To unassign an employee's Position, follow these steps:

1. **Access the Incumbent - Current Positions form (M41SCR)**
Access this form by making the following selection from the Navigator:

Component:	Position Administration
Process:	Incumbent Details
Task:	Incumbent Current Positions

For practice, access the Incumbent - Current Positions form (M41SCR) for employee 3013.

2. **Select the Position incumbency to unassign**
Click the button to the left of the incumbency you want to unassign.

The Incumbency - Basic Details form (M40SCR) for the Position incumbency is displayed.

For practice, select the '1st Incumbency'.

3. **Enter the Effective Date**
Enter the Effective Date in the format MM-DD-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter a date one month from the As Of Date, for example '08-11-2002' (US and Canada) or '11-08-2002' (elsewhere).

4. **Enter the Time**
Enter the Time in the format HH:MM if it is different from the default time of 09:00.

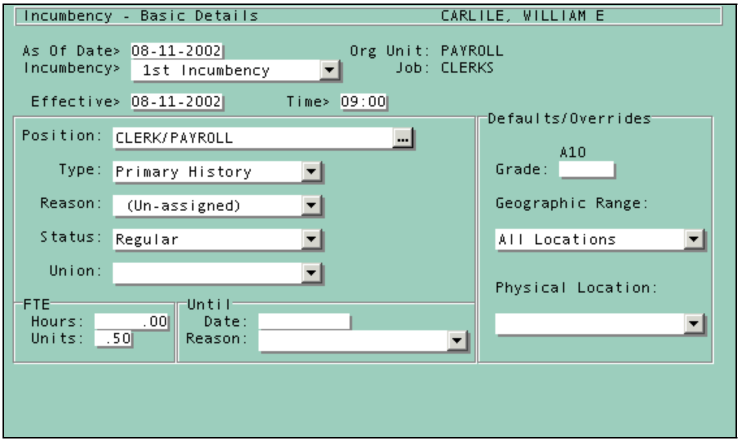
For practice, leave this text box as is.

5. **Select a Reason of Un-assigned**
Select a Reason of Un-assigned from the option list to unassign the employee from the Position. This option list should be edited to include all the reasons you want.

For practice, select '(Un-assigned)'.

6. **Click Save or press Enter**
The employee is unassigned from the Position.

For practice, click Save or press Enter.



See also:

- Employee and Position relationship ***(on page 141)***

For an explanation of the relationship between employees and Positions.

Transferring active employees from one Organization to another

To transfer active employees from one Organization to another, follow these steps:

Note: *Prior to transferring an active employee from one Organization to another, you must unassign the employee's Position. However, if the Control Numbers for both Organizations are the same, the employee does not have to be unassigned from the Position(s).*

1. Access an Organization

Access the Organization for the employee you want to transfer.

For practice, access the Organization of '999999'.

2. Access the Employee Transfer form (ET-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Transfer Emp to New Organization

For practice, access the Employee Transfer form (ET-SCR) for employee '3013'.

3. Enter the New Employee Number

Enter the New Employee Number. Up to ten alphanumeric characters are allowed.

For practice, enter '3013'.

4. Enter the New Organization

Enter the New Organization. Up to six alphanumeric characters are allowed.

For practice, enter '995555'.

5. Enter the Transfer Date

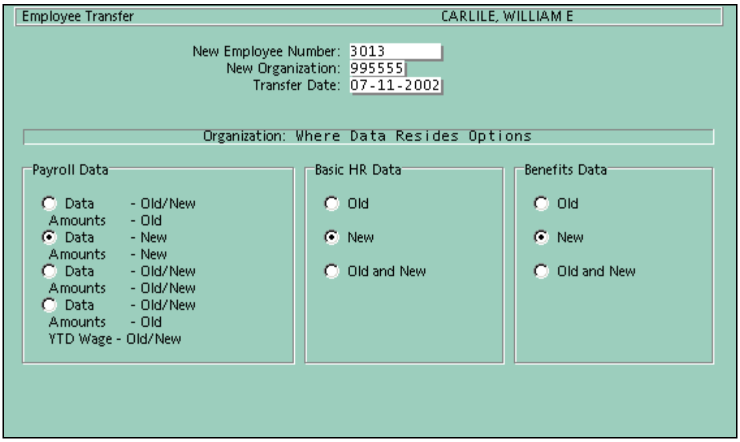
Enter the hire date for the new employee in the format DD-MM-CCYY (US and Canada) or DD-MM-CCYY (elsewhere).

For practice, enter the current date.

6. Select any other data options

Select the appropriate Payroll, Basic HR, and Benefits data options.

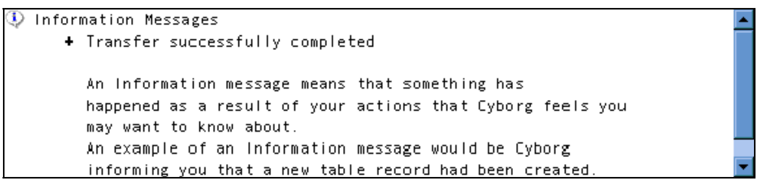
For practice, leave the data options as they are.



7. Click Save or press Enter

A transfer is successfully completed.

For practice, click Save.



See also:

- Differences in form processing when using Position Administration and Complement Control ***(on page 253)***

For details on transferring an active employee to another Organization.

Viewing incumbency salary data

To view incumbency salary data (including history) when using Position Administration, follow these steps:

1. Access the Salary Assignment/Changes form (40-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Maintain Basic Employee Details
Task: Salary Change

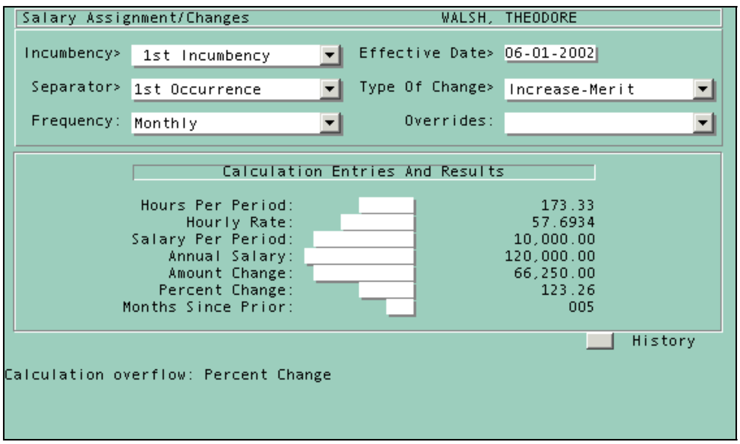
The incumbency selection panel appears. This panel lets you select the salary incumbency data you want to view.

For practice, access the Salary Assignment/Changes form (40-SCR) for employee 3002.

2. Select an incumbency

Click one of the buttons directly to the left of the Incumbency Number, Incumbency, and Positions that are listed. The selected incumbency data is displayed on the Salary Assignment/Changes form (40-SCR).

For practice, click the button for the selected Incumbency.



Click the Incumbency Selection button to return to the Incumbency selection panel to select another incumbency.

Viewing incumbency salary data history

1. Access the Salary Assignment/Changes form (40-SCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Resourcing
Process:	Maintain Basic Employee Details
Task:	Salary Change

The incumbency selection panel appears. This panel lets you select the salary incumbency data you want to view.

2. Select an incumbency

Click the buttons directly to the left of the Incumbency Number, Incumbency, and Positions that are listed. The selected incumbency data is displayed on the Salary Assignment/Changes form (40-SCR).

Click the Incumbency Selection button to return to the Incumbency selection panel to select another incumbency.

3. Click the History button

Click the History button in the bottom right corner of the form. The Salary History selection panel is displayed.

4. Click the This Incumbency Salary History button

Click the This Incumbency Salary History button to view the salary history for only the incumbency you were viewing.

5. Click the History button

Click the History button in the bottom right corner of the form to return to the Salary History selection panel.

6. Click the All Incumbency Salary History button

Click the All Incumbency Salary History button to view the salary history for all incumbencies.

7. Click the History button

Click the History button in the bottom right corner of the form to return to the Salary History selection panel.

8. Click the All Current/Active Incumbency Salaries button

Click the All Current/Active Incumbency Salaries button to view all active incumbency salaries.

See also:

- Differences in form processing when using Position Administration and Complement Control ***(on page 253)***

For details on viewing incumbency salary data when using Position Administration.

Review of Questions Answered

1. What are the differences in the form procedures and processes for the following Base HR Forms when using Position Administration and Complement Control?

   a) Set Up A New Employee (NH-SCR)

   b) Employee Information (EF-SCR)

   c) Applicant/Employee Transfer (ET-SCR)

   d) Separations and Terminations (96-SCR)

   e) Salary Assignment/Changes (40-SCR)

PART 5

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This section provides a quick reference guide to all the Position Administration reports. Sample output for each Position Administration packaged report is given.

Budget vs. Actual report (M01RPT)

This report lets you view, by Organization Unit, the actual and budgeted amounts for Headcount, FTE, salary, or hours. The variance between the actual and budgeted amounts is also reported.

Parameters

A data selection parameter option lets you select whether you want all data reported, only data reflecting a variance, or only data over budget. Totals are also reported for each Organization Unit based on this data selection parameter. Only those records printed (based on the data selection parameter) are included in the totals.

Fields

Information reported includes:

- **Organization Unit**—Organization Unit ID and Organization Unit title.
- **Actual**—Actual Headcount, FTE, salary, or hours.
- **Budget**—Budgeted Headcount, FTE, salary, or hours.
- **Variance**—Variance between actual and budgeted Headcount, FTE, salary, or hours.

☞ *Refer to* **Using Position Administration Packaged Reports** *(on page 185) for more information on this program.*

See also:

- Creating a report group ***(on page 191)***

For detailed directions on how to create a Position Administration report group.

- Adding reports to the report group ***(on page 194)***

For detailed directions on how to add Position Administration reports to the report group.

- Configuring report parameters ***(on page 196)***

For detailed directions on how to configure Position Administration report parameters.

Budget vs. Actual report (M01RPT) Example

```
Budget vs. Actual
Actual/Budget Headcount Report - by Org Unit                                                          PAGE       1
                                                  AS OF 01-01-2002                        TIME 11:37     DATE 07-12-2002

---------------Organization Unit--------------------                                    Actual       Budget     Variance


 ORG001 MY COMPANY                                                                        1.00         1.00          .00
   ORG002 ADMINISTRATION                                                                  1.00         1.00          .00

     ORG003 FINANCE                                                                       1.00         1.00          .00

        ORG005 CONTROLLER                                                                 1.00         1.00          .00
           ORG008 PAYROLL                                                                 3.00         3.00          .00

        ORG006 ACCOUNTING                                                                 1.00         1.00          .00
           ORG009 ACCOUNTS PAYABLE                                                        3.00         3.00          .00
           ORG010 ACCOUNTS RECEIVABLE                                                     3.00         3.00          .00

     ORG004 HUMAN RESOURCES                                                               1.00         1.00          .00

        ORG007 COMPENSATION AND BENEFITS                                                  1.00         1.00          .00
           ORG011 COMPENSATION                                                            3.00         3.00          .00

  *ORG001 MY COMPANY                                                                     19.00        19.00          .00 **
```

Employee Details by Position report (M03RPT)

This report lets you view, by Organization Unit, details about the employees linked to your Positions, including the following:

- Organization
- Employee Number
- Employee Name
- Age
- Hire Date
- Employment Status
- Incumbency Status

Parameters

A data selection parameter option lets you select whether you want all incumbencies reported or only primary incumbencies.

Position Administration reports are run separately from other types of reports because they process data based on a defined Organization Unit rather than Organization. This Organization Unit value, Position Administration Control Number, and reporting As Of Date for a report group are entered on the Position Administration Report Group Parameters form (RUN-PM).

Fields

Information reported includes:

- **Organization Unit**—Organization Unit ID and Organization Unit title.
- **Position**—Position to which the employees are linked.
- **Employee Age**—Current status of the employee in the position.
- **Employee Hire Date**—Salary grade assigned to the position.
- **Employee Employment Status**—Full Time Equivalency of the position.
- **Employee Incumbency Status**—Incumbent's status in the position.

☞ *Refer to* **Using Position Administration Packaged Reports** *(on page 185) for more information on this program.*

See also:

- Creating a report group ***(on page 191)***

For detailed directions on how to create a Position Administration report group.

- Adding reports to the report group ***(on page 194)***

For detailed directions on how to add Position Administration reports to the report group.

- Configuring report parameters ***(on page 196)***

For detailed directions on how to configure Position Administration report parameters.

Employee Details by Position report (M03RPT) Example

```
Employee Details by Position
Employee Details by Position/Org                                                                                        PAGE     1
                                                  AS OF 01-01-2002                          TIME 09:20     DATE 07-12-2002

---------------Organization Unit--------------------
               ------------ Position----------------
                      ---------------------------------------------------- Employee ----------------------------------------------
                      Ctrl1-2 Number    Name                       Age Hire Date  Employment Status         Incumbency Status

ORG001 MY COMPANY

               POS001   PRESIDENT
                        999999 3001      BLOOM, ALEXANDER            48 03-12-1978   01 Active-Salrd Reg FT   Regular

  ORG002 ADMINISTRATION

               POS002   SENIOR VICE PRESIDENT OF ADMIN
                       999999 3002      WALSH, THEODORE             47 05-15-1983   01 Active-Salrd Reg FT   Regular

    ORG003 FINANCE

               POS003   VICE PRESIDENT OF FINANCE
                        999999 3003      ALSON, GEOFFERY             33 02-19-1984   01 Active-Salrd Reg FT   Regular

      ORG005 CONTROLLER

               POS005   DIRECTOR/CONTROLLER
                        999999 3005      WALTER, STEVEN T            41 07-22-1980   01 Active-Salrd Reg FT   Regular

      ORG006 ACCOUNTING

               POS006   DIRECTOR/ACCOUNTING
                        999999 3006      WARREN, MICHAEL             53 09-25-1985   01 Active-Salrd Reg FT   Regular

        ORG008 PAYROLL

               POS008   MANAGER/PAYROLL
                        999999 3008      GRIFFITH, BERNARD           61 06-01-1984   01 Active-Salrd Reg FT   Regular
               POS012   SUPERVISOR/PAYROLL
                        999999 3012      SCHAEF, JOANNA F            42 09-06-1984   01 Active-Salrd Reg FT   Regular
               POS013   CLERK/PAYROLL
                        999999 4545      JENKINS, TIMOTHY            32 07-11-2002   01 Active-Hrly Reg FT    Regular
                        999999 3456      MCKOY, EUGENE               41 07-11-2002   01 Active-Salrd Reg FT   Regular
```

Position Status report (M02RPT)

This report lets you view, by Organization Unit, details about Positions, including the following:

- Position Status
- Employment Status
- Grade
- FTE
- Headcount

Parameters

Position Administration reports are run separately from other types of reports because they process data based on a defined Organization Unit rather than Organization. This Organization Unit value, Position Administration Control Number, and reporting As Of Date for a report group are entered on the Position Administration Report Group Parameters form (RUN-PM).

Fields

Information reported includes:

- **Organization Unit**—Organization Unit ID and Organization Unit title.
- **Position**—Position to which the employees are linked.
- **Position Status**—Current status of the position.
- **Employment Status**—Current status of the position.
- **Grade**—Salary grade assigned to the position.
- **FTE**—Full Time Equivalency of the position.
- **Head Count**—Number of employees linked to the position.

☞ *Refer to* **Using Position Administration Packaged Reports** *(on page 185) for more information on this program.*

See also:

- Creating a report group ***(on page 191)***

For detailed directions on how to create a Position Administration report group.

- Adding reports to the report group ***(on page 194)***

For detailed directions on how to add Position Administration reports to the report group.

- Configuring report parameters ***(on page 196)***

For detailed directions on how to configure Position Administration report parameters.

Position Status report (M02RPT) Example

```
Position Status
 Position Status Report - by Org Unit                                                                                 PAGE    1
                                                   AS OF 01-01-2002                        TIME 09:20     DATE 07-12-2002

---------------Organization Unit--------------------
               ------------ Position----------------   Position Status    Employment Status    Grade       FTE   Head Count

ORG001 MY COMPANY

                   POS001   PRESIDENT                      Regular           Full Time           A25      1.00          1

  ORG002 ADMINISTRATION

                   POS002   SENIOR VICE PRESIDENT OF ADM   Regular           Full Time           A23      1.00          1

     ORG003 FINANCE

                   POS003   VICE PRESIDENT OF FINANCE      Regular           Full Time           A21      1.00          1

       ORG005 CONTROLLER

                   POS005   DIRECTOR/CONTROLLER            Regular           Full Time           A18      1.00          1

       ORG006 ACCOUNTING

                   POS006   DIRECTOR/ACCOUNTING            Regular           Full Time           A18      1.00          1

         ORG008 PAYROLL

                   POS008   MANAGER/PAYROLL                Regular           Full Time           A16      1.00          1
                   POS012   SUPERVISOR/PAYROLL             Regular           Full Time           A12      1.00          1
                   POS013   CLERK/PAYROLL                  Regular           Full Time           A10       .00          2
                   POS018   COMPENSATION ANALYST           Regular           Full Time           A12      1.00          1

         ORG009 ACCOUNTS PAYABLE

                   POS009   ACCOUNTS PAYABLE MANAGER       Regular           Full Time           A16      1.00          1

         ORG010 ACCOUNTS RECEIVABLE

                   POS010   ACCOUNTS RECEIVABLE MANAGER    Regular           Full Time           A16      1.00          1

         ORG011 COMPENSATION MANAGER

                   POS011   COMPENSATION MANAGER           Regular           Full Time           A16      1.00          1
```

APPENDIX B

Technical Notes

In This Appendix

Introduction

This section provides technical notes that explain some Position Administration processing and some modifications that you may want to consider.

Changing HR reports to use Organization Units

Most of the delivered Solution Series packaged reports use the HR Organization levels 3 to 6 values as entered on the Location Assignment/Changes form (LZR segment) to sort the employee data for the report output. However, when you are using Position Administration, the location of the employee is determined by the Organization Unit to which the employee's Position is assigned (if your organization is using the Organization Unit feature). To allow the delivered packaged reports to continue to function properly without forcing you to keep the 05CSCR Organization level values in sync with the dynamic data available through the organization structure, a new verb and subroutine are now available.

To modify a packaged report to allow reporting using the organization structure instead of the Organization levels 3 to 6 (Controls 3-6) values on file as of the packaged reports 'as of' date, you must include the new verb near the beginning of the packaged report Cyborg Scripting Language code. The following example shows the new REPORT-USING-PM verb inserted into the code for the 1A-RPT packaged report.

```
00160     HEADER-4 :38 'NUMBER       THREE   FOUR    FIVE    SIX'.
00180     HEADER-4 :82 'DISTRIBUTION  DATE      STATUS'.
00200   P200-SELECT.
00210     REPORT-USING-PM.
00215     IF W8-01-750 EQUAL 'N' RETURN.
00220     FIND-ACTIVITY.
00240     IF NOT-FOUND RETURN.
00260     IF RESULTING-EMP-STATUS NOT EQUAL '0' AND '3' AND '4'
```

The REPORT-USING-PM verb calls the BLDLZR subroutine. This subroutine creates an LZR segment on the employee's record. This segment will contain (as the Organization level values) the first four positions of each of the top four Organization Units for the employee's primary incumbency.

In the example above, line 00215 is a test to determine whether the employee's primary incumbency or Position was found. If it was found, W8-01-750 will be equal to 'Y'; otherwise, it will be equal to 'N'.

HR Job Code table (TA-SCR) and verb processing

When using Position Administration, the READ-TA-TABLE verb has been changed to build a temporary virtual TA record in Pointer 40 of working storage. This record will contain data from the HR Job Code table (TA-SCR) and the appropriate Job and Position level forms, including the Position Miscellaneous form (M2MSCR). This allows the Human Resources Administration, Benefits Administration, and Salary Administration components of The Solution Series to function using Job level information entered via Position Administration.

When the READ-TA-TABLE verb is processed for a Job Code table effective date prior to the implementation of Position Administration, the Job Code table records are read in the usual way. If the Job Code table effective date is after the implementation of Position Administration, a temporary virtual TA record will be built in Pointer 40 of working storage.

All programs you have written and customized which read the Job Code table records without using the READ-TA-TABLE verb must be modified to access the Job and Position forms by using the new version of the READ-TA-TABLE verb.

Custom programs that find salary data

All references in your custom Cyborg Scripting Language code that find salary data (LZF segment) starting with a date should be modified because of the addition of the Incumbency Number as the primary key of this segment. The old and new code follows:

```
Old:    FIND ANNUAL-SALARY STARTING WITH WORK-DATE.
        IF FOUND...
New:    MOVE WORK-DATE TO SALARY-AS-OF-DATE.
        FIND-SALARY-AS-OF.
        IF FOUND....
```

Special considerations when running Position Administration reports

On an IBM mainframe, Position Administration reports cannot be run using the 'I' in the Code 1 position of the control record that would allow users to be online when running reports.

What to look for if the Position Administration Reporting Extract fails

If the extract aborts and does not produce any instructional error messages, it is most likely an issue with the chronology of the relationships within Position Administration. Some examples of those incorrect relationships follow:

- An Organizational Unit is assigned to another using a date prior to it's creation date.
  Org Unit A is created on 01-01-2002.
  Org Unit B is created on 01-01-2002.
  Org Unit B belongs to Org Unit A as of 01-01-2002.

  Org Unit C is created on 04-01-2002. The original CREATED entry for Org Unit B was modified to have it belong to Org Unit C as of 01-01-2002.

  The system edits and blocks this situation. The proper way to handle reorganization is to create a new entry on the M46SCR with a reason of Reorganization as of 04-01-2002 and then designated the belongs to as Org Unit C.

- A Position is assigned to a Job using a date prior to the Job's creation date.
  Job A is created on 01-01-2002.
  Position A is created on 01-01-2002.
  Position A belongs to Job A as of 01-01-2002.
  Job B is created on 04-01-2002.

  The original CREATED entry for Position A was modified to have it belong to Job B as of 01-01-2002.

  The system edits and blocks this situation. The proper way to handle the reorganization is to create a new entry on the M20SCR as of 04-01-2002 and then designate the Job as Job B.

- A Position is assigned to an Organizational Unit using a date prior to the Organizational Units creation date.
  Org Unit A is created on 01-01-2002.
  Position A is created on 01-01-2002.
  Position A is assigned to Org Unit A as of 01-01-2002.
  Org Unit C is created on 04-01-2002.

  The original assignment of Org Units for Position A was modified to have it belong to Org C as of 01-01-2002.

  The system edits and blocks this situation. The proper way to handle the reorganization is to create a new entry on the M30SCR as of the 04-01-2002 date and then designate the organization as Org Unit C.

- An Incumbency is assigned to a Position using a date prior to the Position creation date.
  Position A is created on 01-01-2002.
  Incumbency 1 is assigned to Position A as of 01-01-2002.
  Position B is created on 04-01-2002.

  The original incumbency assignment was modified to have it be for Position B as of 01-01-2002.

  The system edits and blocks this situation. The proper way to handle the reassignment is to create a new entry on the M40SCR as of the 04-01-2002 date. It will automatically handle the adjustment of the prior position to be history.

Ways to identify if any of these situations are the cause of the problem.

There are no delivered automated tools that will detect that such situations exist. The best way to handle this is to manually determine when some of the reorganizations have taken place and begin checking those Org Units, Positions and/or Jobs to determine their creation dates. Then review all subordinates to those items and see if any of them were created prior to that date. Ways to correct the existing situations.

The correction of the situations must be done in a specific order. Once a new entry is created on the forms, it is difficult if not impossible to perform maintenance to the historical entries. You MUST put the original entry BACK to what it was before the incorrect maintenance was performed. This MUST be done prior to any new entries, if not, the new entries will need to be deleted and this entry corrected.

Create the corresponding new entry on the form indicating the reason as Reorganization and make the assignment as of the true effective date. All cross-reference records should take care of themselves if you are performing this maintenance online. If you have chosen alternative methods of making the corrections, it may be necessary to delete and rebuild the cross-reference records per their instructions.

Rebuildling Position Administration Cross-references

There are three different sets of cross-reference records used in Position Administration.

- TOW—Track the relationships between Organizational Units.
- TOX—Track the relationships between Positions and Jobs.
- TOY—Track the relationships between Incumbents and Positions.

If you are utilizing MAINTI processes to update or load any of the relationship entries it is possible that they will become out of sync. It is also possible for the Incumbent/Position relationships to get out of sync if the Employee Database is restored without the System Control Repository or vice versa.

To rebuild the Organizational Unit Cross-reference:

Either in Batch or Online, run the BLDT0W program. It will delete all T0W records on the System Control Repository and then read all of the Org Unit records and recreate the cross-reference records. Once it is complete, there is no further action required.

If large volumes of data are involved, it would be best to run this in batch instead of online.

This program is not specific to any organization, it will run for EVERY Org Unit on file no matter the PM control number found on the AX-SCR.

To rebuild the Position to Job Cross-reference:

Delete the cross reference records for the specific PM Control number specified on the AX-SCR for the organization by running the program DELT0X.

If large volumes of data are involved, it would be best to run this in batch instead of online.

If there are multiple organizations using the same PM control number, all entries for them will be deleted as well.

Rebuild the cross-reference records for the same PM control number by executing the BLDT0X program.

If large volumes of data are involved, it would be best to run this in batch instead of online.

If there are multiple organizations using the same PM control number, all entries for them will be rebuilt as well.

To rebuild the Incumbent to Position Cross-reference:

Delete the cross reference records for the specific PM Control number specified on the AX-SCR for the organization by running the program DELT0Y.

If large volumes of data are involved, it would be best to run this in batch instead of online.

If there are multiple organizations using the same PM control number, all entries for them will be deleted as well.

Rebuild the cross-reference records for the same PM control number by executing the BLDT0Y program.

The BLDT0Y program should be run as a query for all employees.

If large volumes of data are involved, it would be best to run this in batch instead of online.

APPENDIX C

Practice and Review Answers

In This Appendix

Overview of Position Administration and Complement Control

Answers for Apply the Concept Questions

1. Define Position Administration.

   Position Administration effectively manages the Positions in your organization. Items such as Jobs, Organization Units, and Incumbents can also be recorded.

2. Consider how you currently or will use Position Administration in your organization.

   This answer will be user-specific.

3. True or False. Explain any false answers.

a) Setting up your organization's structure allows for only direct reporting capabilities.

   True.

b) You can set up unlimited Jobs, Positions, and Incumbent details using Position Administration.

   True.

c) The 'as of' date' is a feature that allows one to access a historic snapshot of the organization but does not allow for future-dated organization structures.

   False. The 'as of' date is a capability that allows for both history and future - dated organization structures.

d) Recording unlimited data about an employee's Job or Position can be used to support other areas, such as succession planning.

   True. Other areas would be career planning and training needs analysis.

4. Define Complement Control.

   Complement Control is used along with Position Administration to allow a company to limit hires and transfers based on Headcount, FTEs, or Hours budgeted for those Positions.

Answers for Review Questions

1. List the Position Administration features.

   Setup and maintenance of the organization structure

   Strategic planning

   Employee and Position comparisons

Reorganization

History maintenance/future planning

2. Who would use Position Administration?

   Database managers, HR Specialists, Administrators, etc.

3. List the Complement Control features.

   Inclusion of Positions in Complement Control

   Detection of Position vacancies and surpluses

Overview of Position Administration Navigation

Answers for Apply the Concept Questions

1. Briefly describe how your current organization is structured.

   This answer will be user-specific.

2. Match each of the following navigational features to its corresponding description:

Feature	Answers	Description
1. Position button 2. Job button 3. Organization Unit button 4. Incumbent button	b a c d	a) Accesses Organization Unit data for a Position or selects another Organization Unit. b) Accesses Position setup for an Organization Unit or selects another Position. c) View Incumbents linked to a Position. d) Accesses Job data for a Position or selects another Job.

3. Explain the importance of having an 'As of Date' feature.

   Defaults to the current system date but can be modified as needed.

Answers for Extended Practice Questions

1. Identify the Position Administration navigational features (Job button, Position button, Incumbent button, Organization Unit button) located on the Position Administration toolbar:

a) Access the Organization Unit - Set Up/Maintenance form. Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   Choose an Org Unit and This Org Units Positions.

b) Access the Job - Set Up/Maintenance form. Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   This Job's Position and Choose a Job.

c) Access the Position - Set Up/Maintenance form. Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

   Access my Job, Access my Org Unit, Choose a Position, Incumbents for this Position.

d) Access the Incumbency Basic Details form for employee number 1234. Position your pointer over the navigational button(s) highlighted. What description appears below the button(s)?

Access My Position.

e) Will these buttons always be active? Why or why not?

The buttons are active on the toolbar only when a Position Administration form is being used.

2. Access the shortcut menu for a Position Administration form. What does it display?

It displays a menu of Position Administration forms related to the form you are viewing.

Answers for Review Questions

1. Describe the following Position Administration navigational features:

a) Four basic entities:

Organization Units, Jobs, Positions, Incumbents.

b) Three different methods that provide flexibility when accessing data:

Drill Down, Step Up, Select.

c) Additional navigational buttons:

Job button, Organization Unit button, Position button, Incumbent button, Data Selection buttons.

d) Other navigational features:

As Of Date, Date and Time selection buttons, Select dialogue box.

2. List and describe the three options when using the Select dialogue box.

The Select dialogue box allows you to obtain a list of Job, Position, etc. entities by limiting the search criteria.

a) Starts With—Limits the search to entities that start with a certain letter.

b) Contains—Limits the search to entities that contain certain letters.

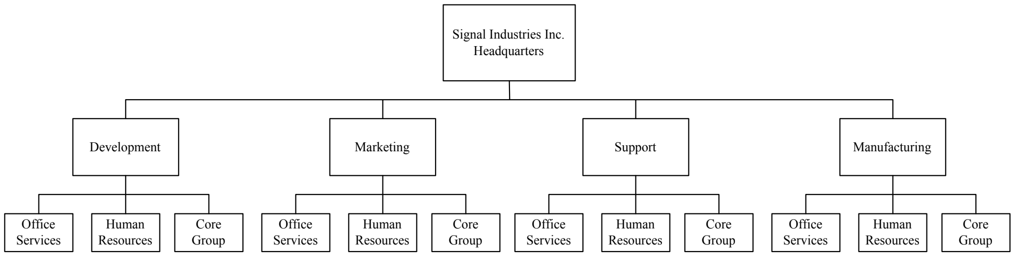
c) All—When possible, lists all entities.

Implementing Position Administration

Answers for Apply the Concept Questions

1. Draw a diagram of the organization described below.

   Facts: Signal Industries, Inc. has four divisions: Development, Marketing, Support, and Manufacturing. Each of these divisions contains an Office Services, Human Resources, and Core group.



2. Determine how you will set up the Jobs and Positions for the Support division's Core group.

   Facts: The Core group of the Support division contains the following positions: Admin 1, Admin 2, Call Support Tech 1, Call Support Tech 2, Tech Specialist 1, Tech Specialist 2, Tech Specialist 3, Support Engineer, Group Leader, Manager, and Vice President.

Job	Position
A	A1, A2
CST	CST1, CST2
TS	TS1, TS2, TS3
SE	SE
GL	GL
MGR	MGR
VP	VP

3. Identify the forms and text boxes that would be selected and updated to set up Control Numbers:

Form	Text Boxes	Options
Organization-To-Rules Cross - Reference for HR (AX-SCR)	Job Options	

4. Identify the forms and text boxes that would be selected and updated to set up Organization Numbers:

Form	Text Boxes	Options
Organization Unit - Set Up/Maintenance (M48SCR)	Org Unit	

Answers for Review Questions

1. What are the advantages of using Organization Units?

   Organization Units can facilitate packaged reporting and budgeting.

2. What are the advantages of using Jobs and Positions?

   They reduce data-entry efforts.

3. What levels of data can be held by Position Administration?

Location data	*Organization Unit to which Position reports, Positions to which a Position directly and indirectly reports, Physical Location*
Budget data	*Headcount, FTE, Hours, and salary data for a Position*
Skills/competencies required	*Skill/competency and proficiency required for a Position*
Memberships required	*Memberships required for a Position*
Education required	*Level of education and subject for a Position*
Training required	*Training courses that must be completed for a Position*
Licenses required	*Licenses required for a Position*
Experience required	*Any specific experience required for a Position*
Evaluations	*Job and Position evaluation data*
Succession	*Possible next Job*

Document References	*Information about documents relating to Jobs, Positions, and Organization Units*
Funding data	*Source of funding for a Position*
Next Review data	*Job and Position next review data*
Miscellaneous Position Data	*Used to hold information currently held on the HR Job Code table*

4. Which Position Administration option lists are mandatory?

Reason for Change (PM00)	*Abolished (AB)* *Created (CR)*
Reason for Change (PM01)	*Abolished (AB)* *Created (CR)*
Reason Code (PM15)	*Unassigned (AB)*

5. What is the relationship between Organization Units and HR Organization Levels 1 - 6?

   Organization Unit codes can be used to feed HR Organization Levels 3 - 6 for packaged reporting.

6. How does the information in Position Administration interact with the Job Assignment/Changes form (05-SCR)?

   The form is updated when the Incumbent data are updated.

7. What is the function of Position Administration Control Numbers?

   Position Administration Control Numbers are used to identify which version of a table is applicable to an Organization.

8. What entries are available for customization?

   User Field 1 (8 - character entry) and User Field 2 (option lists) on the Job - Basic Details form (M10SCR) and the Position - Basic Details form (M20SCR).

9. What extra security might be needed for Position Administration?

   Organization Unit - Set Up/Maintenance (M48SCR)

   Job - Set Up/Maintenance (M18SCR)

   Position - Set Up/Maintenance (M28SCR)

10. What menus may need to be customized for Position Administration?

    Event menus and shortcut menus.

Establishing Organization Units

Answers for Apply the Concept Questions

1. List the advantages of setting up Organization Units within Position Administration.

   Delivered reports and queries are sorted by Organization Units.

   You will not be able to use the restructure feature if Organization Units are not set up.

2. Fill in the missing word(s):

   An organization structure can have up to 999 Organization Unit levels.

   Fill in the missing word(s):

   When defining the top Organization Unit, you must assign the 'belongs to' relationship for this Organization Unit to itself.

   Fill in the missing word(s):

   Organization Units group Positions in a hierarchical manner.

3. Consider that Organization Unit default levels apply to your current organization. Describe how you would set up each Organization Unit level. What is the major advantage to setting up these levels?

   Default Organization Unit level setup would be user specific. The major advantage to setting up Organization Unit levels is that each time you access information about an Organization Unit or about a Position that belongs to the Organization Unit, the system determines the level at which the unit resides in the organization structure and applies the default level name to that unit.

4. Identify the ways in which you can enter Organization Unit and Position budget information.

   Headcount, FTE, Hours, Salary Costs.

Answers for Review Questions

1. How can Organization Units be used to imply relationships?

   Organization Units may be set up in a hierarchical manner, linking groups of Positions within your organization.

2. Why are Organization Unit default level names used?

When default level names are applied, each time you access information about an Organization Unit (or Position in one), the system determines at what level the unit resides in the organization structure and applies the default level name to the unit.

3. How may Organization Unit budget data be used?

   They allow you to compare actuals with budgets.

Entering Job and Position Data

Answers for Apply the Concept Questions

1. List the advantages of setting up Organization Units within Position Administration.

   Much of the position-related data is inherited from Job information. This saves time when setting up multiple Positions.

2. Fill in the missing word(s):

   Organization Unit and Job information are <u>not essential, although recommended</u> to setting up Position Administration.

   Fill in the missing word(s):

   Setting up Positions is <u>essential</u> when implementing Position Administration.

3. Explain how Position location data can fit in the reporting structure of the organization.

   Position location data identify the Organization Unit to which the Position belongs, to what Positions the Position displayed directly or indirectly reports, the Physical Location of the Position, and the reporting structure of the Organization Unit.

4. Describe the information that you would like to maintain or are currently maintaining for the Jobs and Positions within your organization.

   This answer will be user-specific.

5. Describe the Job evaluation system your organization is currently using.

   This answer will be user-specific.

Answers for Review Questions

1. What are the Job and Position requirement options?

   Skills/Competencies required

   Memberships required

   Education required

   Licenses required

   Experience required

2. What are the uses of Jobs and Positions?

   Any data entered at the Job level will be inherited by all Positions associated with that Job. Using Jobs and Positions in this way will reduce data entry efforts.

3. What can Position location data tell you?

Position location data indicate where a Position fits in the reporting structure of the organization.

4. How are Job evaluations used in Position Administration to determine the relative worth of Jobs?

   You can enter the point values for various criteria that you define for each Job and Position. The point values are added together to equal total points. The total points for each Job and Position are then compared to determine the relative worth of each Job and Position.

5. What are the uses of Job succession data?

   You can identify possible next jobs.

6. What types of document references can be entered?

   File references

   Document format

   Type of file

Entering Position-Specific Data

Answers for Apply the Concept Questions

How could your organization use the entry of Position-specific funding and next review data?

This answer will be user-specific.

Answers for Review Questions

1. What types of Position funding data can be maintained?

   Funding source

   Funding program name

   Percentage of the Position costs being funded

2. What types of Position next review data can be maintained?

   Review date

   Review reason

   Comments

3. What types of Position miscellaneous data can be maintained?

   Surveys

   Trainee Job

   Workers Comp

   Job Type

   Assigned Shift

   Union Job

   FLSA Classification

Setting Up and Maintaining Incumbents in Positions

Answers for Apply the Concept Questions

1. Describe the process of assigning an employee to a Position.

   a) Link the employee to the Position using the Incumbency - Basic Details form.

   b) View the Incumbent's current Position using the Incumbent - Current Positions form.

   c) Can change Incumbent information using the Incumbency - Basic Details form.

   d) View Incumbents for a specific Position using the Position Incumbents form.

2. Fill in the missing word(s):

   a) Once an employee is linked to a Position, the employee is known as an Incumbent.

   b) Employees can occupy one or more Positions within Position Administration.

   c) Some incumbency details such as Grade, Geographic Range and Physical Location can be inherited from Position, Job and Organization Unit level data and overridden as needed.

   d) An incumbency can be either Permanent or Acting.

   e) An Incumbent Number is a unique two-character entry.

Answers for Review Questions

1. What is the relationship between employees and Positions?

   Employees can occupy one or more Positions. Once linked to a Position they are called Incumbents. Employees can have an unlimited number of incumbencies to various Positions. You can enter details about those Incumbents. Some data are inherited, but can be overwritten.

2. How are multiple incumbency salaries and hours tracked?

   They are tracked using the Alternative Compensation Totals form.

Maintaining Position Administration Data

Answers for Apply the Concept Questions

1. List some examples of when you would use the three data maintenance options.

   Organization Units, Jobs, Positions become obsolete

   Organization Units, Jobs, Positions set up in error

   Data entry not needed

   You may have additional reasons.

2. Identify the forms used to:

   a) Abolish Organization Units, Jobs, Positions

      Organization Unit - Basic Details form (M46SCR)

      Job - Basic Details form (M10SCR)

      Position - Basic Details form (M20SCR)

   b) Delete Organization Units, Jobs, Positions

      Organization - Set Up/Maintenance form (M48SCR)

      Job Set Up/Maintenance form (M18SCR)

      Position Set Up/Maintenance form (M28SCR)

   c) Remove data entries

      Varies. Use the form on which the data resides.

3. Circle the correct answer:

   a) When an Organization Unit, Job or Position is abolished, the history <u>is</u> kept on file.

   b) Deleting an Organization Unit, Job, or Position <u>will</u> delete the information and history permanently.

   c) An Organization Unit, Job, or Position that has another entity belonging or reporting to it <u>cannot</u> be abolished.

   d) The other entity to which an Organization Unit, Job, or Position belongs or reports <u>must be</u> linked to another entity or abolished.

   e) When a previous data entry is still needed, the data entry <u>should not be</u> removed.

Answers for Review Questions

What are the Position Administration data maintenance options?

There are three data maintenance options available as described below:

Abolish Organization Units, Jobs, and Positions, and keep history

Delete Organization Units, Jobs, and Positions, and keep history

Remove data entries and keep history

Restructuring Your Organization

Answers for Apply the Concept Questions

1. How is your organization currently structured?

   This answer will be user-specific.

2. List the different tasks involved when considering restructuring your organization.

   Viewing the existing organization structure.

   Changing the existing organization structure.

   Changing the Organization Unit to which a Position reports.

   Changing the Position to which a Position reports.

3. What are the prerequisites before you restructure your organization using Position Administration?

   To use the restructure feature properly, you would need to complete the tasks listed below:

   Implementation of Position Administration.

   Organization Units must be set up.

   Positions must be set up.

4. True or False. Explain any false answers.

   a) Before you implement the restructure feature of Position Administration, you must ensure that implementation tasks, Organization Units, and Positions have been set up and completed.

   True. There needs to be existing information to change.

   b) Jobs are affected when a change in organization structure occurs.

   False. Jobs are not affected because they are generic and not Organization Unit specific.

   c) Once an organization's structure has been changed, history is lost.

   False. A history of past organization structures is easily kept and maintained by using the 'as of' date feature.

5. How would you use the restructure feature to change the Position to which a Position reports?

   Make a change on the Position - Location form (M30SCR).

Answers for Review Questions

1. What occurs when the organization structure is changed?

   All Organization Units, Positions, and Incumbents are dynamically updated.

2. What happens when a Position is linked to a different Organization Unit?

   All incumbents attached to that Position are now linked to the new Organization Unit.

3. What happens when a Position is assigned to report to a different Position?

   The Position reports to a different Position.

Using Position Administration Packaged Reports

Answers for Review Questions

1. What are the Position Administration packaged reporting options?

   Reports are provided that let you view and analyze a variety of key data elements, including:

   Budgeted vs. actual Headcount, FTE, Salary, or Hours data

   Position Status data

   Employees linked to Positions, including all incumbencies or just primary incumbencies

2. How is the Position Administration Extract Utility used?

   It is used to convert Position Administration data to a format that can be imported into other applications.

Viewing Position Administration Data

Answers for Apply the Concept Questions

1. Match each Position Administration form to its corresponding description.

Form		Answer
1)	Organization Structure form	*d*
2)	Job - Associated Positions And Org Units form	*b*
3)	Incumbent - Current Positions form	*a*
4)	Position - Subordinates form	*e*
5)	Position - Incumbents form	*c*

Description

a) Shows subordinates of a particular Position.
b) Shows the Positions associated with a particular Job.
c) View and access the hierarchy of Organization Units.
d) Displays selected details of all Incumbents for a particular Position.
e) Shows current Position information.

Answers for Review Questions

What types of views are available for viewing Position Administration data?

View the existing organization structure

View the Job's associated Positions and Organization Units

View an Incumbent's current Position

View an Incumbent for a specific Position

View a Position's subordinate

Select another of the same data entity

Drill down through the same data structure

Step up through the data structure

Implementing Complement Control

Answers for Apply the Concept Questions

1. Describe how your organization would use Complement Control.

   This answer will be user-specific. Your answer should reflect this concept—Maintain control over the number of Incumbents and complement units (Headcount/FTE/Hours) that are assigned to a Position at one time.

2. Identify the forms and text boxes that would be selected and updated to:

a) Set up Complement Control options.

Form	Text Boxes	Options
System Options (TG-SCR)	*Pos Admin*	*In Use*
	Compl Ctrl	*In Use with Rejects* *In Use with Warnings*
	Budget/ Compl	*Different* *Same*
	Compl unit	*FTE* *Headcount* *Hours*

b) Assign a Position to Complement Control.

Form	Text Boxes	Options
Position - Basic Details (M20SCR)	*As Of Date*	*Calendar*
	Effective Date	*Calendar*
	Job	*Select*
	Change Reason	*Option list PM01*
	Position Status	*Option list PM08*
	Employment Status (optional)	*Option list HR73*
	Occupation Group (optional)	*Option list EO08*
	Job Family (optional)	*Option list PM03*

3. Identify the forms and text boxes that would be selected and updated to enter a complement limit for a Position

Form	Text Boxes	Options
Position Budget (M34SCR)	*Effective Date*	*Calendar*
	Headcount	*Complement Unit on Systems Options form (TG - SCR)*
	FTE	*Complement Unit on Systems Options form (TG - SCR)*
	Hours	*Complement Unit on Systems Options form (TG - SCR)*
	Salary	*Enter dollar amt*

- or -

Form	Text Boxes	Options
Position Complement (M81SCR)	*Effective Date*	*Calendar*
	Headcount	*Complement Unit on Systems Options form (TG - SCR)*
	FTE	*Complement Unit on Systems Options form (TG - SCR)*
	Hours	*Complement Unit on Systems Options form (TG - SCR)*

Answers for Review Questions

1. What are the Complement Control setup options?

a) Complement unit—Validates complement limits for your Positions. There are three types: Headcount, FTE, Hours.

b) Budget or complement—The user can choose whether to tie the complement to the budget.

c) Validation messages—Provides rejects or warnings to let you know whether you have exceeded the complement limit.

2. How are Positions related to Complement Control?

   Position status is used to designate a Position as a complement position.

Searching for Vacancies and Surpluses

Answers for Apply the Concept Questions

1. Define the terms *vacancy* and *surplus*.

   A vacancy is an unfilled complement Position.

   A surplus is a Position that exceeds the complement limit.

2. Describe how vacancies and surpluses are used within the Complement Control feature of Position Administration.

   Vacancies and surpluses are used to assist companies in identifying surpluses and openings within their organization structure. Two forms are available to view this information.

3. How do you view vacant Positions, and where are these vacancies displayed?

   Vacant Positions can be viewed using the Vacant Positions form. Vacancies are displayed on the Return panel of the same form.

4. Identify some advantages of using the vacancies/surpluses search feature.

   You can search data in seven different ways.

   Once the search is complete, you can take action to change conditions.

5. Describe the task(s) that must be completed before using the vacancies/surpluses search feature.

   You must implement/set up the Complement Control feature.

Answers for Review Questions

How are vacancies and surpluses used in Complement Control?

Identifying vacancies and surpluses can help you manage your recruitment process. Recruiters can easily track which Positions still have vacancies and establish interview schedules accordingly. Likewise, managers can track vacancies to ensure that staffing needs are addressed in a timely manner.

Changed Procedures When Using Position Administration and Complement Control

Answers for Apply the Concept Questions

1. Briefly describe your current Human Resources new hire, termination, and applicant transfer process, if applicable.

   User specific.

2. True or False. Explain any false answers in detail.

   a) When transferring an existing employee to a different Organization, the employee does not have to be unassigned from the Position.

   False, unless the Control Number is the same for each Organization.

   b) When a primary incumbency is assigned during the processing of a new employee, the Incumbency - Basic Details form is not always updated.

   False.

   c) The system validates that the complement limit for the Position will not be exceeded when processing employee information, setting up a new employee and transferring an applicant.

   True.

   d) A Warning or Reject message allows you to override the complement limit when it is being exceeded.

   False, only a Warning message may be overridden.

   e) The organization complement is the total value of all Positions included in the complement.

   True.

Answers for Review Questions

What are the differences in form procedures and processes when using Position Administration and Complement Control?

Procedures and/or processing are affected on the following forms when using Position Administration and Complement Control:.

Set Up A New Employee (NH-SCR)—Additional data entry and validation processing

Employee Information (EF-SCR)—Additional data entry and validation processing

Applicant/Employee Transfer (ET-SCR)—Additional data entry and validation processing

Separations And Terminations (96-SCR)—Additional processing

Salary Assignment/Changes (40-SCR)—Incumbency number identifier, incumbency, and history selection panels

Job Or Position Applied For (003SCR)—Can now be used for all companies, not just applicant companies

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 330).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 327).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 329).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 329).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 329).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount
The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin
A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR
Table Definition Record.

Template
A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password
A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination
The activity of an employee no longer being employed by the organization.

Test environment
A separate organization or system partition used only for testing.

Text box
A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier
The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry
The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file
A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation
The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout
The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip
A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal
Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer
Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code
The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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Using Requisition Administration

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Contents

PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of the Requisition Administration component of the HR application. It covers setting up and using Requisition Administration.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- Data managers
  Data managers will find it helpful to read the first four sections of this manual for an overview of Requisition Administration and the steps necessary to implement it.
- End users
  End users and data-entry personnel will find detailed directions throughout the manual outlining the specific steps necessary to carry out various tasks.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Microsoft Windows
- The Solution Series

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand Using Requisition Administration.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite documentation covers the introductory concepts and tasks related to Cyborg's administration solutions. It describes how to navigate through the software and explains important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1: Introducing Requisition Administration	1-3	These chapters provide an overview of Requisition Administration and explain its navigational features
2: Setting Up Requisition Administration	4	This chapter explains the key concepts and detailed directions required to implement Requisition Administration.
3: Creating and Maintaining Requisitions and Requisition Candidates	5-7	These chapters explain the key concepts and detailed directions required to use Requisition Administration
4: Appendices	A-B	Appendix A provides a quick reference to Requisition Administration reports. Appendix B provides feedback on the practices and reviews at the end of each chapter.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Using Requisition Administration.

Read this chapter		To learn about
1	Introduction	How the manual is organized, where to find what you are looking for, who should use the manual, and where to get help.
2	Overview of Requisition Administration	A high-level overview of Requisition Administration, including an introduction to its important features.
3	Understanding Requisitions and Requisition Candidates	The two basic entities used by Requisition Administration.

Part 2: Setting Up Requisition Administration

The chapter in Part 2 explains the implementation tasks that must be completed before you can begin using Requisition Administration.

Read this chapter		To learn about
4	Implementing Requisition Administration	The key concepts and tasks necessary to implement Requisition Administration.

Part 3: Creating and Maintaining Requisitions and Requisition Candidates

The chapters in Part 3 explain Requisitions and Requisition Candidates.

Read this chapter		To learn about
5	Creating and Maintaining Requisitions	How to create and maintain Requisitions and how to search for Requisitions.
6	Creating and Maintaining Requisition Candidates	How to create and maintain Requisition Candidates and how to search for a Requisition's associated Requisition Candidates.
7	Changed Procedures when using Requisition Administration	How existing procedures and processes change when using Requisition Administration.

Part 4: Appendices

The appendices in Part 4 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	A quick reference to Requisition Administration reports.
B	Practice and Review Answers	Detailed answers to the practices and reviews at the end of the instructional chapters.

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Requisition Administration

In This Chapter

Overview

This section provides an overview of Requisition Administration and the facilities it offers.

What is Requisition Administration?

Requisition Administration is a flexible and easy-to-use system for tracking new hires and transfers that may take place to fill vacancies.

Requisition Administration allows your organization to fill vacancies with candidates who are existing employees, applicants, or walk-ins. If you wish to record only the name and position applied for information for an applicant, you can do so in Requisition Administration without having to use Applicant Administration forms.

The system keeps a record of Requisitions (formal requests to fill vacancies). It then tracks the progress of Requisitions, alerting you when a request has been fulfilled and preventing further candidates from being hired or transferred.

Why use Requisition Administration?

Requisition Administration should be used if your organization needs to maintain greater control over hiring and transferring to fill vacancies. The system enables you to do the following:

- Ensure no hires or transfers take place without a formal request.
- Ensure no hires or transfers take place in excess of available vacancies.

Requisition Administration features

These are the main features of Requisition Administration:

- Customizable level of control
- Flexibility in how vacancies are represented
- As-of dates
- Integration with other Solution Series processes
- Dynamic online inquiries
- Maintenance of historical data
- Integrated system security

Easy navigation

Like all other components of The Solution Series software, navigating Requisition Administration forms is quick and easy.

Customizable level of control

You can choose whether you want Requisition Administration to maintain a flexible or a strict level of control. For example, you may want to be able to allow a hire to take place even though it will exceed the vacancy limit set on the corresponding Requisition. Alternatively, you may want to ensure that vacancy limits are never exceeded.

When you implement Requisition Administration you choose the level of control you want by selecting the type of validation messages that will be displayed. You can choose either Warnings (which can be overridden) or Rejects (which can not be overridden).

Flexibility in how vacancies are represented

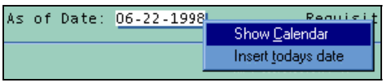
Requisition Administration can measure vacancies in four different ways—by Headcount, Full Time Equivalent, Hours, or Salary. You can use a different unit of measure for each Requisition, enabling you to match your recruiting requirements. However, once a Requisition Unit is selected, it must be used throughout the life cycle of the Requisition.

As of dates

All Requisition Administration view forms have an As of Date entry at the top of the form. When the form is displayed, the As of Date is the current date. This means that the data viewed on this form is valid as of this date.

You can change the As of Date to view data as of another date. Past dates can be entered in this text box to view data as of an earlier point in time.

To change the As of Date, position the pointer in the As of Date text box and right-click. The following shortcut menu will appear:



Select Show Calendar to display the Calendar dialog box, from which you can select the year, month, and day you want to enter in the text box.

To return to the current date at any time, simply type the date in the text box or select Insert today's date from the shortcut menu.

Integration with other Solution Series processes

The following processes that handle hiring employees and transferring applicants are undertaken on standard Solution Series forms:

- Hiring new employees—Employee Information form (EF-SCR) or the Set Up A New Employee form (NH-SCR)
- Transferring applicants—Applicant Transfer form (ET-SCR)
- Assigning employees to new Positions—Incumbency - Basic Details form (M40SCR)

Requisition Administration has been carefully integrated with these processes, ensuring Requisition Administration validation takes place and relevant Requisition Administration records are updated whenever one of these processes is undertaken.

In addition, if you are using the Applicant Administration component of The Solution Series software, the process of entering the details of the job or position for which an applicant is applying on the Job Or Position Applied For form (003SCR) automatically creates a corresponding candidate record in Requisition Administration.

To achieve this level of integration, some Solution Series forms have been modified to allow the entry of relevant Requisition Administration information directly on them or the selection of Requisition Administration records from additional form panels.

Dynamic online inquiries

The system's dynamic online inquiry facility enables you to determine the following:

- Which Requisitions are open
- Which candidates filled a Requisition
- Which candidates applied against a Requisition

If Position Administration is in use, you can also view which Requisitions are open for a particular Position. You have the ability to choose, at the Position level, which positions should be included in Requisition Administration.

Maintenance of historical data

Requisition Administration maintains a record of historical data for analysis purposes. You can view snapshots of the data as of a particular date.

This enables you to analyze a particular recruitment cycle and identify whether efficiency improvements can be made. For example, you can check how long the recruitment cycle took and whether there were any holdups in the process.

Integrated system security

As with all Solution Series components, all features of our integrated system security can be applied to the Requisition Administration component.

Review of Questions Answered

1. Define Requisition Administration.

2. Match the Requisition Administration feature to the corresponding description:

Feature	Answers	Description
1. Customizable level of control 2. Flexibility in how vacancies are represented 3. Integration with other Solution Series processes 4. Maintenance of historical data 5. Integrated system security		a) Integration with the hiring and transfer processes to update relevant Requisition Administration records. b) Controlled by selecting the type of validation message, Warning or Reject. c) Vacancies are measured in four different ways (Headcount, FTE, Hours, Salary). d) The system security feature. e) History is maintained to perform data analysis as of a particular date.

3. Identify and explain how Human Resources Administration interacts with Requisition Administration.

CHAPTER 3

Understanding Requisitions and Requisition Candidates

In This Chapter

Introduction

Requisition Administration uses two entities—Requisitions and Requisition Candidates—to track new hires, transfers, and any Position assignments that may take place to fill vacancies. This section explains what these two entities are and how they relate to each other.

☞ *See* **Creating and Maintaining Requisitions** *(on page 45) to learn how to create and maintain Requisitions.*

☞ *See* **Creating and Maintaining Requisition Candidates** *(on page 81) to learn how to create and maintain Requisition candidates.*

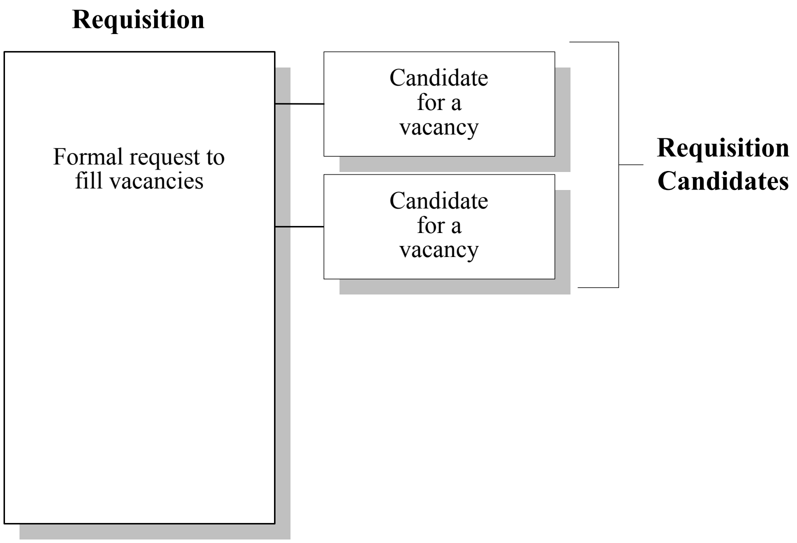
Questions answered

The following questions are answered in this section:

1. What are Requisitions and Requisition Candidates and how do they relate to each other?
2. How are Requisition vacancies measured?
3. What are the Requisition's Remaining and Threshold Amounts?

Requisitions and Requisition Candidates

A Requisition is a formal request to fill vacancies. Each candidate for a vacancy on a Requisition is assigned to the Requisition as a Requisition Candidate.



Apply the Concept
Explain how Requisitions and Requisition Candidates could relate to each other in your organization.

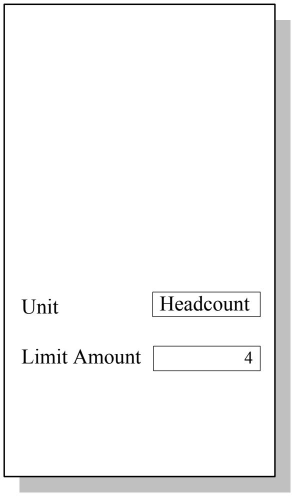
Requisition Unit and Limit Amount

Each Requisition can measure vacancies in one of the following ways:

- By FTE (Full Time Equivalent)
- By Headcount
- By Hours
- By Salary

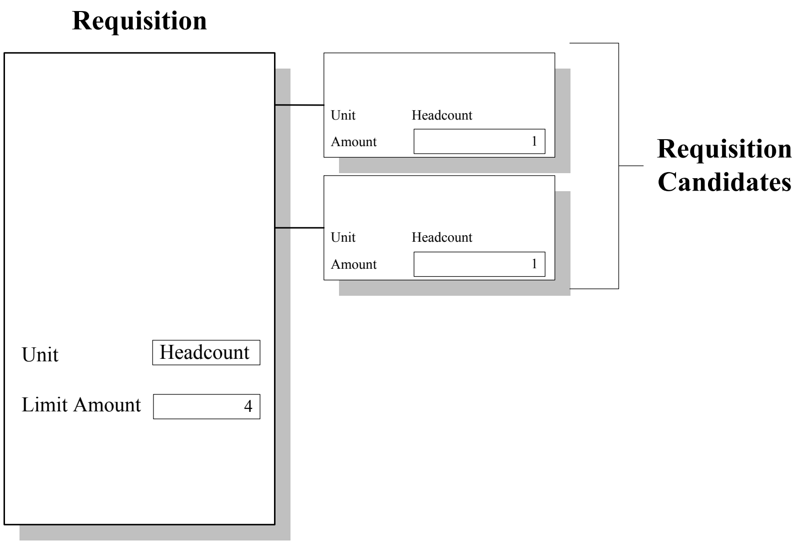
Vacancies are represented on a Requisition by selecting one of these Units and entering a Limit Amount. For example, a formal request to fill four full-time vacancies could be represented by selecting a Unit of Headcount and entering a Limit Amount of 4.

Requisition



When a Requisition Candidate is assigned to a Requisition, the candidate is given a value in terms of the Requisition's Unit of measure. In the following example, each Requisition Candidate assigned to the Requisition has a value of 1 Headcount Unit.

The same Unit must be used throughout the life of the Requisition and for each Requisition Candidate. Although different Units can be used for different Requisitions, you may find it helpful to use one Unit consistently or to have clear guidelines as to which Units are used for which types of Requisitions.



Apply the Concept
The value of a Requisition expressed as an FTE, Hours, Salary, or Headcount is called the:

Apply the Concept
What is the total value of a Requisition called?

Apply the Concept
What must be the same throughout the life of the Requisition and for Requisition Candidates?

Requisition and Requisition Candidate status options

Each Requisition has one of the following statuses:

- Open-Not Authorized
- Open-Authorized
- Pending Closure
- Closed

Each Requisition Candidate also has a status, which can be one of the following:

- Candidate—An applicant or existing employee could apply against a Requisition and become a candidate
- Selected/Not Empl'd—Used for a candidate who has been offered a Position but has not yet started work
- Selected/Employed—Once an Employee Information form (EF-SCR), New Hire form (01-SCR), or Incumbency—Basic Details form (M40SCR) is processed, the candidate's status becomes Selected/Employed
- Not Selected—Used for a candidate not selected to fill the Requisition
- Withdrawn—Used for a candidate who removes him or herself from consideration

A Requisition's status and the status of each of its associated Requisition Candidates will change when certain processes are carried out. For example, a Requisition's status changes to Closed when the vacancies it represents have been filled. No further Requisition Candidates can be assigned to a Requisition that is Closed.

The following is a guideline to Requisition and Requisition Candidate statuses and how the two work together.

Requisition Status:

Current Status	**Can Change To This Status**	**Reason**
No Status	Open-Not Authorized	To set up New Requisition
Open-Not Authorized	Open-Authorized	To Select Candidates
	Closed (manual)*	Recruitment Freeze
Open-Authorized	Pending Closure	Enough Selected Candidates
	Closed (manual)*	Recruitment Freeze
Pending Closure	Closed	Recruitment Freeze
	Closed (manual)*	Recruitment Freeze

*This can only be done if there are no Selected/Not Empl'd candidates. If there are any Selected/Not Empl'd candidates and you must still close the requisition, these candidates must first be changed to Selected/Employed or Withdrawn before the Requisition can be closed manually.

Candidate Status:

If Requisition is Open-Not Authorized	
Current Status	**New Status**
None	Candidate
Candidate	Withdrawn
Withdrawn	Candidate

If Requisition is Open-Authorized	
Current Status	**New Status**
None	Candidate
Candidate	Not Selected
	Selected/Not Empl'd
	Withdrawn
Not Selected	Candidate
Selected/Not Emply'd	Not Selected
	Withdrawn
	Selected/Employed
Withdrawn	Candidate

If Requisition is Pending Closure	
Current Status	**New Status**
None	Candidate
Candidate	Withdrawn
	Not Selected
Selected/Not Emply'd	Withdrawn
	Not Selected

If Requisition is Closed
Only Possible Statuses
Selected/Employed
Not Selected
Withdrawn

☞ *See* **Creating and Maintaining Requisitions** *(on page 45) for more detail about circumstances in which a Requisition's status can change.*

☞ *See* **Creating and Maintaining Requisition Candidates** *(on page 81) for more detail about the circumstances in which a Requisition Candidate's status can change.*

Requisition's Remaining Amount

As each candidate is selected, the status of the corresponding Requisition Candidate record is manually changed to Selected/Not Empl'd. When this happens, the system calculates how many vacancy Units are left on the Requisition, and displays the figure as the Requisition's Remaining Amount. As vacancies are filled, the Remaining Amount decrements until, finally, there are no more Units available and no further candidates can be Selected/Not Empl'd.

Requisition's Threshold Amount

Regardless of the unit you have selected to measure the vacancies on a Requisition, you can set a Threshold Amount for the Requisition in addition to a Limit Amount. By doing this, you can prevent a Requisition from remaining open when the vacancies have been filled before reaching the Requisition's Limit Amount. This could happen, for example, when a Requisition's Remaining Amount is less than the minimum salary that would be offered for a vacancy.

The Threshold Amount should, therefore, be the unit value (less than the Limit Amount) that must be met in order for the requisition to be considered filled. The Total Amount needs to be equal to, or exceed, the Threshold Amount to close the Requisition automatically. The Requisition's status changes to Pending Closure or Closed once its Total Amount is equal to or greater than its Threshold Amount.

For example, the salary Threshold Amount could be 45,000 with a 55,000 Limit Amount for a requisition. Filling the requisition for 46,000 would exceed the Threshold Amount, causing a Requisition Status change. Instead of remaining open, the Requisition status would then change to reflect that the Requisition was closed because it met the condition of the Threshold Amount.

Apply the Concept
How is the Threshold Amount feature used?

Time to Fill

Once a Requisition is Closed, the system calculates the elapsed time from the date the Requisition was created until it was filled. This figure is expressed in years, months, and days as a display on the Requisition - Basic Details form (R10SCR).

Review of Questions Answered

1. What are Requisitions and Requisition Candidates and how do they relate to each other?

2. How are Requisition vacancies measured?

3. What are a Requisition's Remaining and Threshold Amounts?

PART 2

Setting Up Requisition Administration

In This Section

CHAPTER 4

Implementing Requisition Administration

In This Chapter

Introduction

Before using the features of Requisition Administration, it is necessary to complete some basic implementation tasks and customize the options to meet the needs of your organization. This section explains the implementation tasks that must be carried out before you can begin using Requisition Administration.

Tasks

The following tasks are covered in this section

- Setting Requisition Administration options.
- Editing Requisition Administration option lists.

Note: *The second task is optional. It needs to be completed only if you want to add more options.*

Questions answered

The following questions are answered in this section:

1. What Requisition Administration considerations should you take into account when deciding on an implementation strategy?
2. Which Requisition Administration option lists contain options that should never be changed?
3. What extra security might be needed for Requisition Administration?

Requisition Administration setup options

Requisition Administration is set up on the System Options form (TG-SCR). The Req Admin list box on this form enables you to select whether or not Requisition Administration is in use, and, if it is in use, what type of validation messages will be displayed.

Before setting up Requisition Administration, you need to decide what your implementation strategy will be. You must consider the following:

- Which type of validation messages you want.
- How shared settings affect the way you implement Requisition Administration.

These concepts are described in more detail below.

Validation messages

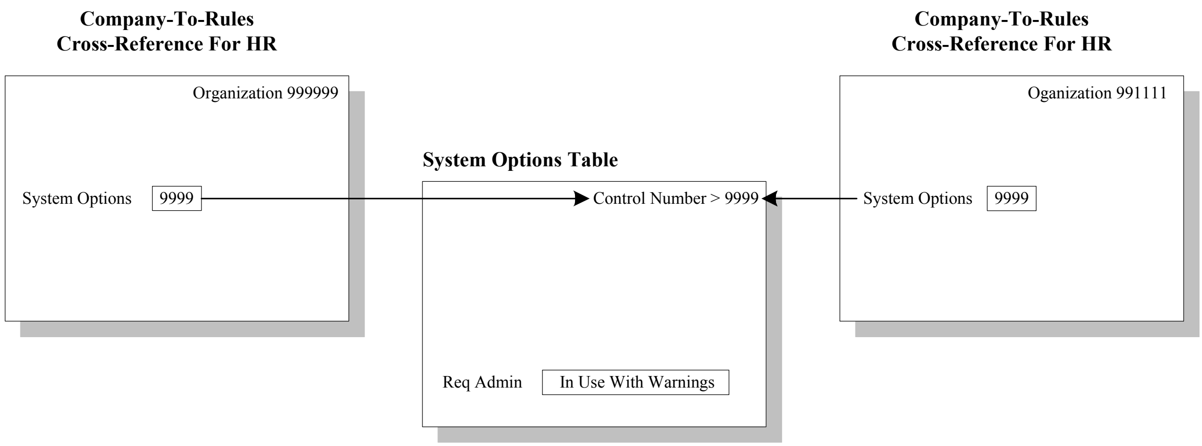
When processing a new hire, transferring an applicant from the Applicant Administration system to a live organization, or assigning an employee to a new position, Requisition Administration validates whether the vacancy limit on the corresponding Requisition will be exceeded. If the vacancy limit will be exceeded, a Warning or a Reject message is displayed.

- Warning messages—Can be overridden, so you can allow a hire to take place even if it will exceed the Requisition's vacancy limit.
- Reject messages—Cannot be overridden, so a Requisition's vacancy limit can never be exceeded.

The type of validation message the system displays is governed by the option selected on the System Options form (TG-SCR). When you implement Requisition Administration, you must decide which type of message is to be displayed and select the option you want on this form.

Shared settings

Organizations that share the same Control Number on the Organization-To-Rules Cross-Reference For HR form (AX-SCR) will share the same settings. For example:



In the example above the Control Number 9999 identifies a System Options table record on which the Requisition Administration validation option has been set to 'In Use With Warnings'. Two organizations are linked to this table record by using the Control Number 9999 on the Company-To-Rules Cross-Reference For HR form (AX-SCR). Both organizations therefore share the same Requisition Administration setting.

To implement Requisition Administration for a group of organizations that are linked in this way, you need to access the System Options form (TG-SCR) for only one organization in the group. However, each organization must have Organization-To-Rules Cross-Reference For HR form (AX-SCR) established that references the System Options form (TG-SCR) including Applicant Administration.

See also:

- Setting Requisition Administration options ***(see "Setting Requisition Tracking System options" on page 37)***

For detailed directions on setting Requisition Administration options

Apply the Concept
Consider your current requisition process. Describe the tasks and decisions your organization would make to implement Requisition Administration.

Apply the Concept

Multiple choice. Circle the appropriate choice.

a) Requisition Administration validates whether the vacancy limit on a corresponding requisition will be exceeded for:

- i) processing new hires
- ii) assigning an employee to a new Position
- iii) transferring an applicant to a live organization
- iv) all of the above
- v) i & ii only

b) In shared settings

- i) you will need to access the System Options form (TG-SCR) for each organization in the group
- ii) all organizations share the same Control Number
- iii) all of the above
- iv) none of the above

Option list editing options

Five sample option lists are delivered with Requisition Administration:

- Requisition Status (RT01)
- Approved By (RT02)
- Reason for Closure (RT03)
- Requisition Unit (RT04)
- Requisition Candidate Status (RT05)

You should review and, where necessary, edit these option lists to reflect your organization's requirements.

Option lists you can edit

You can edit the following option lists by adding your own options to reflect your organization's requirements:

Approved by (RT02)

For example, add the names or job titles of managers authorized to approve Requisitions.

Reason for closure---RT03

For example, add any additional reasons for closing a Requisition. Do not delete 'Filled', which is automatically displayed in the list box when the Requisition is filled.

Option lists that should not be changed or deleted

Do not change or delete any of the following option list options, as Requisition Administration needs them to function properly:

Requisition Status---RT01

Open—Not Authorized (A1)
Open—Authorized (A2)
Pending Closure (C1)
Closed (C2)

If your organization requires more detailed tracking of the stages a Requisition goes through, you can add additional option list options. However, these will have no effect on validation. Only the delivered options affect validation.

Requisition Unit---RT04

FTE (01)
Headcount (02)
Hours (03)
Salary (04)

If you do not want one or more of these Unit options to be used, you may delete them, but the values should not be changed. For example, an organization may never want to allow requisitions to be filled by Salary units.

Requisition Candidate Status---RT05

Selected/Not Empl'd (01)
Selected/Employed (02)
Candidate (03)
Not Selected (04)
Withdrawn (05)

If your organization requires more detailed tracking of the stages a Requisition goes through, you can add additional option list options. However, these will have no effect on validation. Only the delivered options affect validation.

See also:

- **Editing Requisition Administration option lists** ***(on page 38)***

For detailed directions on editing Requisition Administration option lists

Security considerations

As with other components of *The Solutions Series* software, it is important to consider whether additional security is needed to match your organization's internal procedures. For example, you may want to consider adding additional security to the Requisition—Basic Details form (R10SCR) so that only certain personnel are able to use it to create Requisitions. By doing this you can ensure Requisitions are not set up incorrectly or in error.

Contact your system's Security Officer if you wish to add additional security.

Apply the Concept
Identify the option lists that can be edited within Requisition Administration. Give an example of how each option list might be modified to meet your organization's requirements.

Apply the Concept
Identify the option lists whose values Cyborg recommends not be modified. Give an example of when you could delete a value in one of these option lists.

Apply the Concept
Multiple choice. Circle the appropriate choice.
All Requisition Administration delivered option lists

i) do not reflect an organization's requirements
ii) will always have an effect on validation
iii) can be added to, changed, or deleted
iv) all of the above

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Setting Requisition Tracking System options

Complete this task for each organization that has a unique Control Number on the Organization-To-Rules Cross-Reference For HR form (AX-SCR).

Note: *If a group of organizations share the same Control Number, you need to complete this task for only one organization in the group for the Requisition Administration option to apply to all of them.*

1. Access the System Options form (TG-SCR)

Access this form by making the following selections from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: System Options

For practice, access the System Options form (TG-SCR).

2. Select an option from the Req Admin list box

Select the option you want for the type of validation messages required. For validation messages that can be overridden, select 'In Use With Warnings'. For validation messages that cannot be overridden, select 'In Use With Rejects'.

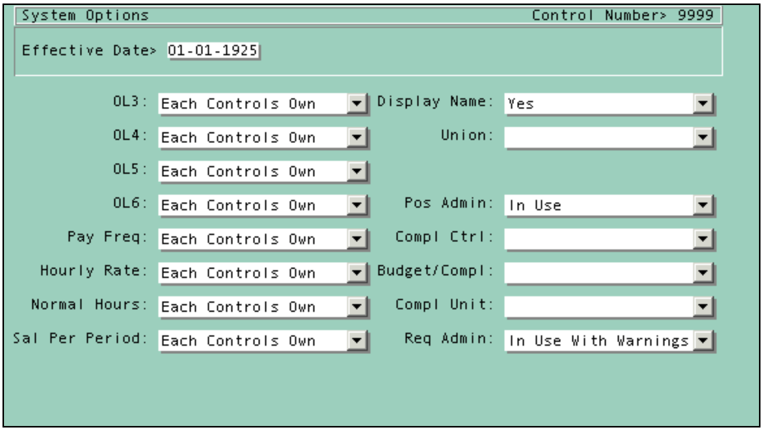
For practice, select 'In Use With Warnings'.

3. Click Save or press Enter

A 'Maintenance has been performed' message confirms that the option has been set up.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Once Requisition Administration is in use, no new Logical Employee Models can be created. To add new Logical Employee Models, the value in the Req Admin list box must first be changed to 'Not In Use'.*

See also:

- Requisition Administration setup options ***(on page 31)***

For more information on setup options used in Requisition Administration

Editing Requisition Administration option lists

To edit Requisition Administration option lists, follow these steps:

1. Determine the options and descriptions to be added

Review the option lists listed below and decide what options and descriptions you want to add:

Requisition Administration option lists	Option list identifier
Requisition Status	RT01
Approved By	RT02
Reason for Closure	RT03
Requisition Unit	RT04
Requisition Candidate Status	RT05

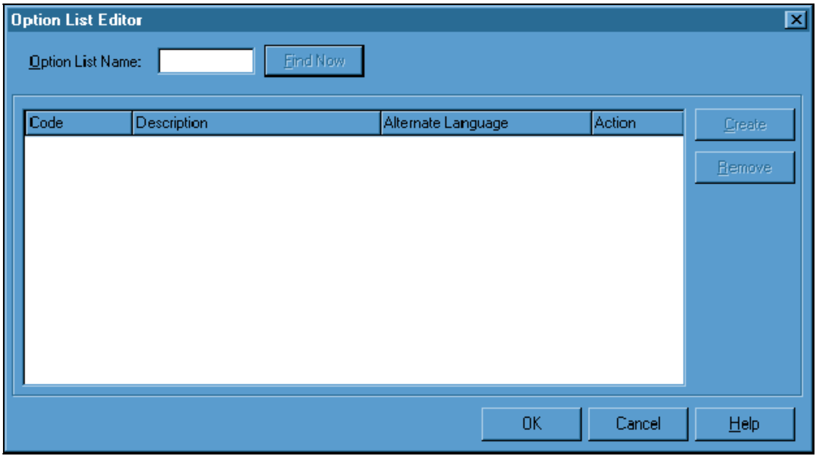
2. Access the Option List Editor (CSUPDT)

Access this dialog box by making the following selections from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Edit

For practice, access the Option List Editor (CSUPDT).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



3. Enter the Option List Name

Type the identifier of the option list you want to edit.

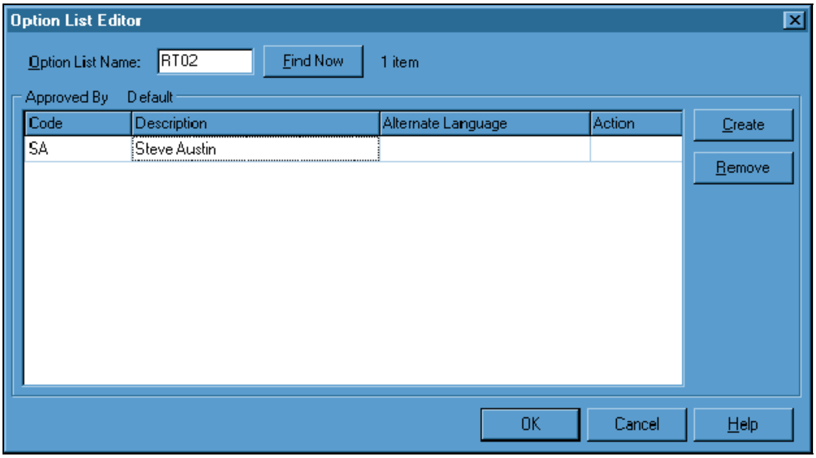
For practice, type 'RT02'.

4. Click Find Now or press Enter

The Option List Editor (CSUPDT) is displayed listing the options in the specified option list.

For practice, click Find Now or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

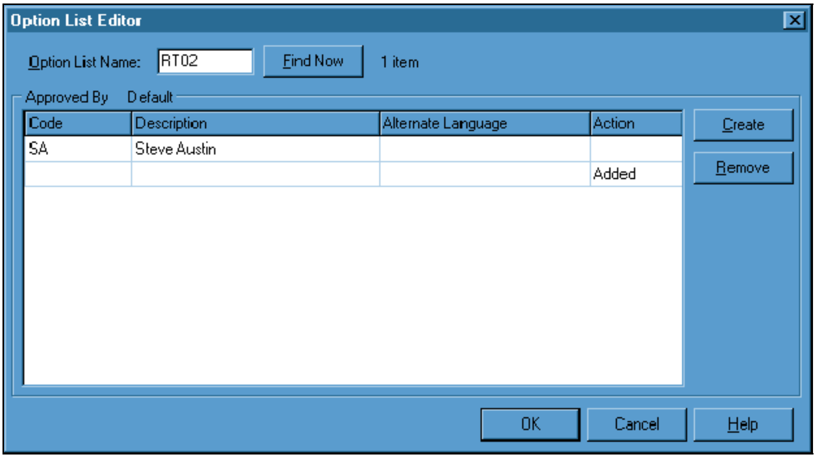


5. Click the Create button

An additional blank line is displayed in the Option List Editor (CSUPDT) dialog box.

For practice, click the Create button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



6. Enter a Code

Type the new option value.

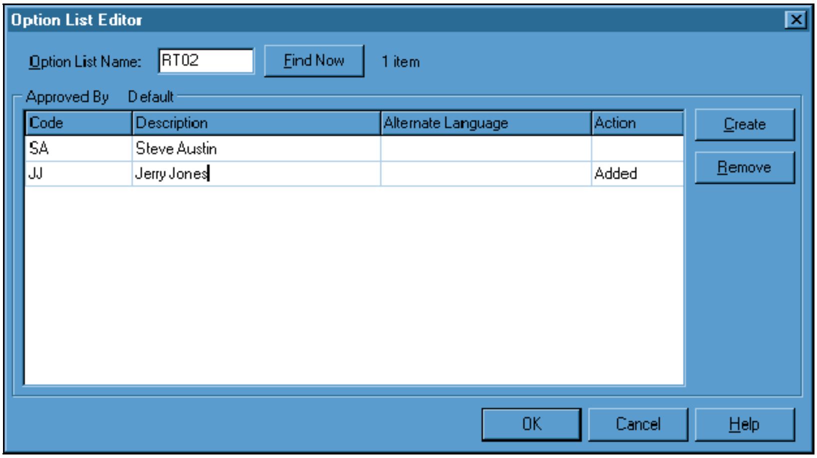
For practice, type 'JJ'.

7. Enter a Description

Type a Description of your new option, up to 20 characters in length.

For practice, type 'Jerry Jones'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. Click OK or press Enter

Click OK or press Enter to process the entry.

For practice, click OK.

See also:

- Option list editing options ***(on page 34)***

To learn more about editing list options

Review of Questions Answered

1. What Requisition Administration considerations should you take into account when deciding on an implementation strategy?

2. Which Requisition Administration option lists contain options that should never be changed?

3. What extra security might be needed for Requisition Administration?

PART 3

Creating and Maintaining Requisitions and Requisition Candidates

In This Section

CHAPTER 5

Creating and Maintaining Requisitions

In This Chapter

Introduction

To use Requisition Administration, you must first set up the Requisitions that represent your vacancies. This section describes the key concepts and tasks associated with establishing Requisitions and subsequently viewing, modifying, or deleting them.

Tasks

The following tasks are covered in this section:

- Creating Requisitions
- Viewing Requisitions
- Modifying Requisitions
- Deleting modified Requisitions

Prerequisites

Before you can carry out any of the tasks described in this section, ensure that Requisition Administration implementation tasks have been completed.

☞ *Refer to* **Implementing Requisition Administration** *(on page 29) for more information about these tasks.*

Questions answered

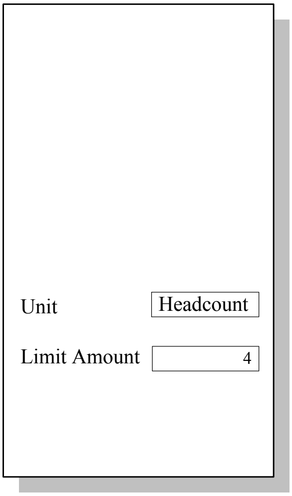
The following questions are answered in this section:

1. How and why can a Requisition status change?
2. What can you do to rectify a change made in error to a Requisition's basic details?
3. What kind of interaction is there between Requisition and Position Administration?

Single and multiple vacancies

A Requisition can represent one or more vacancies. You specify the number of vacancies by selecting a Requisition unit and entering a Limit Amount. For example, a formal request to fill four full-time vacancies could be represented by selecting a unit of Headcount and entering a Limit Amount of 4.

Requisition



The unit of measure and the Limit Amount cannot be changed once the Requisition has Requisition Candidates assigned to it. If you need to add more vacancies, a new Requisition must be created.

See also:

- Requisition Unit and Limit Amount ***(on page 17)***

Apply the Concept

True or False. Explain any false answers.

a) A Requisition can represent one or more vacancies.

b) You can change the unit of measure and Limit Amount once a Requisition has a candidate assigned to it.

Requisition approval

You can record information about who has approved a Requisition by selecting an option from the Approved By list box. For example, you may have internal controls that require Requisitions to be approved by specific individuals (John Smith) or by anyone at a specific level (Senior Manager).

The options in the Approved By list box are populated by an option list. You can edit this option list at any time to add or delete the names of approvers.

☞ *See* **Implementing Requisition Administration** *(on page 29) for details about editing this option list.*

Apply the Concept
Consider your current Requisition approval process. How would you use Requisition Administration to support this process?

Recruitment campaigns

You can identify Requisitions that are part of a particular recruitment campaign by entering a three-digit alphanumeric Campaign ID for the Requisition on the Requisition - Basic Details form (R10SCR).

Apply the Concept
Describe how your organization might use the recruitment campaign feature.

Linking a Requisition with a Position---Position Administration users only

If you are using Position Administration along with Requisition Administration, you must link each Requisition with a Position so that you can search for all Requisitions associated with a specific Position.

Apply the Concept

True or False. If false, explain.

A Requisition can be linked to a Position at any time.

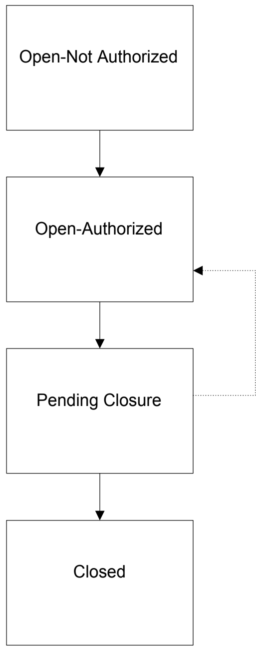
Requisition status - how and why it can change

Each Requisition has one of the following status options:

- Open - Not Authorized
- Open - Authorized
- Pending Closure
- Closed

The following chart represents the event sequence for Requisition status:

Requisition Status



A Requisition's status when it is first created must be Open - Not Authorized. This ensures that candidates are not selected for unauthorized Requisitions. This does not prevent you from interviewing candidates for a Requisition that has not yet been authorized.

A status of Pending Closure indicates that the Limit Amount for the Requisition has been fulfilled, but that some of the Requisition Candidates still have a status of Selected/Not Empl'd. The Requisition's status changes to Closed only when all the Requisition Candidates filling the vacancies it represents have a status of Selected/Employed and there are no other Selected/Not Empl'd candidates.

A Requisition's status can revert from Pending Closure back to Open - Authorized if a candidate who was Selected/Not Empl'd should withdraw.

A Requisition's status can not be changed to Closed if there are still Requisition Candidates with a status of Selected/Not Empl'd assigned to the Requisition.

You can change the status of a Requisition manually or it can be changed automatically as a result of other processes.

See also:

- Requisition and Requisition Candidate status options ***(on page 20)***
  To learn what the specific statuses are

Apply the Concept
True or False. Explain any false answers.
a) When first created, a Requisition's status must be Open - Not Authorized.

b) A Requisition's status can be changed to Closed if there are still Requisition Candidates assigned to the Requisition with a status of Selected/Not Empl'd.

What you can modify

If you change the Requisition status you will be prompted to also change either the Effective Date or the Key Separator for the Requisition. The original Effective Date of the first Requisition for this Requisition ID is stored and displayed on each succeeding Requisition occurrence.

You may change the Position list box only if the Requisition Status is Open - Not Authorized.

To effect a recruitment freeze, change the Requisition Status to Closed, thus preventing Candidates from being assigned against Requisitions. You can use the Close Reason list box to record the reason for the temporary closure of the Requisition, for example, Recruitment Freeze.

Changes may be made to the Approved By, Pos Available, Campaign ID, and Close Reason boxes as needed.

No changes are allowed to a Requisition whose Requisition Status is Closed.

If a change to a Requisition's basic details has been made in error, you will be able to delete that record only if no Requisition Candidates are associated with it. If Requisition Candidates are associated with this Requisition, then you must modify the existing record (if the error is within a non-key text box) or create a new record (if the error is within a key text box).

See also:

■ Modifying Requisitions ***(on page 74)***
To learn now to modify a Requisition by changing the basic details on an existing record

Using search criteria

After Requisitions have been created for vacancies, and you wish to view selected Requisitions, you may search by one, two, or all three of the following criteria:

- By Position
- By As of Date
- By Requisition Status

For example, you can view all Open - Authorized Requisitions for Accounts Payable Clerk as of November 1, 1996.

If you enter	The result is
As of Date only	A form display of all Requisitions and all statuses that relate to that date. If no date is entered, the current date is used.
Position and As of Date	A form display of only those Requisitions with a matching Position and As of Date.
Requisition Status and As of Date	A form display of only those Requisitions with a matching Requisition Status and As of Date.
Position, Requisition Status, and As of Date	Records that match the specified Position and As of Date are located first. Within those selected records, any records that match the Requisition Status are then selected for display.

After you enter your selection criteria and execute the form, the matching records display in list form in the body of the form. A button to the left of each matching Requisition allows you to navigate to the Requisition - Basic Details form (R10SCR) for the record selected.

If no matching Requisition records are found, you will see a 'Complete' message at the bottom of the form.

If more requisitions are found than can be displayed on the form, click the More button to continue viewing Requisition information.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Creating Requisitions

Note: *If Position Administration is in use, the Requisition - Basic Details form (R10SCR) used in this task will display a Position list box, where you will specify the position associated with this new requisition. If Position Administration is not in use, you do not need to specify a position on the Requisition - Basic Details form (R10SCR).*

1. Access the Requisition - Basic Details form (R10SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Setup/Maintain a Requisition

For practice, access the Requisition - Basic Details form (R10SCR).

2. Click the Clear button on the toolbar

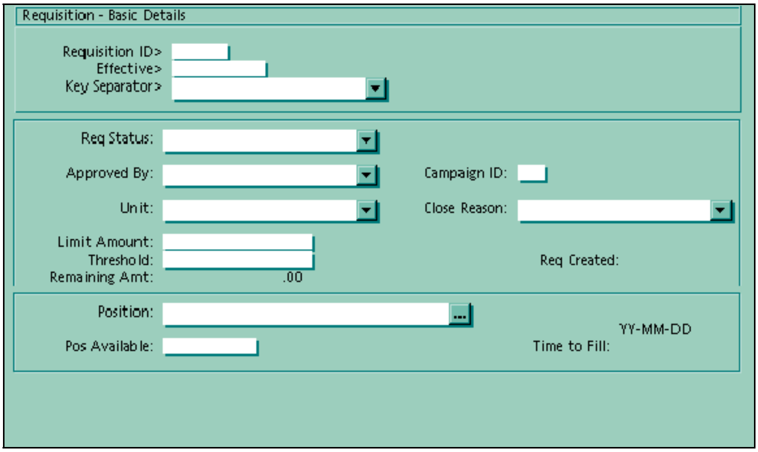
If the Requisition - Basic Details form (R10SCR) contains data, clear the form using the Clear button on the toolbar.

The Requisition - Basic Details form (R10SCR) is cleared and ready for the entry of a new Requisition.

Note: *Display text boxes are not cleared, and will be updated with the appropriate data when the form is processed.*

For practice, click the Clear button on the toolbar.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration was in use):



3. Enter the Requisition ID

Type a unique alphanumeric Requisition ID up to six characters in length.

For practice, type '000005'.

4. Enter the Effective (Date)

Type an entry into the Effective (Date) text box for the Requisition. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). As an alternative, position the pointer in the Effective text box and right click to display the calendar or insert today's date.

For practice, type '09-18-1996' (US and Canada) or '18-09-1996' (elsewhere).

5. Enter the Key Separator

Select 1st Occurrence from the Key Separator list box. This indicates the record occurrence for this date.

For practice, select '1st Occurrence'.

6. Select the Req Status

Select Open-Not Authorized from the Req Status list box.

Note: *Open-Not Authorized is the default status for a new Requisition.*

For practice, select 'Open-Not Authorized'.

7. Select the Unit

Select a unit of measure for the Requisition from the Unit list box.

For practice, select 'Headcount'.

8. Enter the Limit Amount

Enter a Limit Amount for the Requisition. The format in which you enter the amount depends on the unit of measure you are using:

Unit of measure	Format you must use
FTE or Hours	Enter an up-to-seven-digit figure with two decimal places. For example: 99,999.99
Headcount	Enter an up-to-six-digit figure. For example: 999,999
Salary	Enter an up-to-12-digit figure. For example: 999,999,999,999

For practice, type '3'.

9. Enter the Threshold limit (optional)

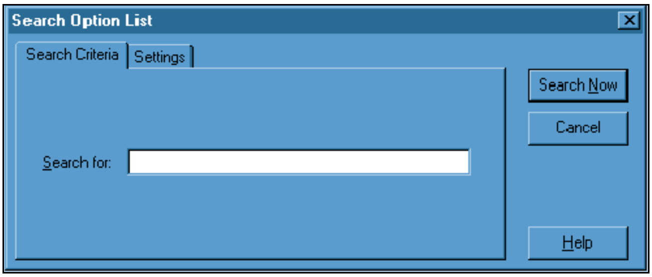
Type a Threshold limit for the Requisition. For example, if the total Requisition limit is a salary of 100,000, the threshold could be set at just below the Requisition Limit, for example, 95,000. This threshold prevents the following: (1) the Requisition from remaining open if the vacancy is filled and the Requisition limit has not yet been reached, and (2) another candidate from being selected.

For practice, leave this text box blank.

10. Select the Position (if Position Administration is in use)

Click the Position list box to display the Search Option List dialog box.

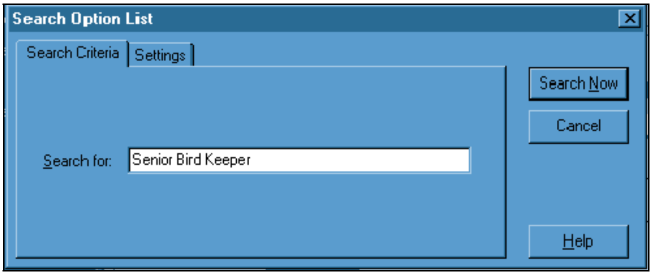
For practice, click the Position list box.



11. Enter the Search for criteria (Position Administration only)

Type the associated Position for which you want to search.

For practice, type 'Senior Bird Keeper'.

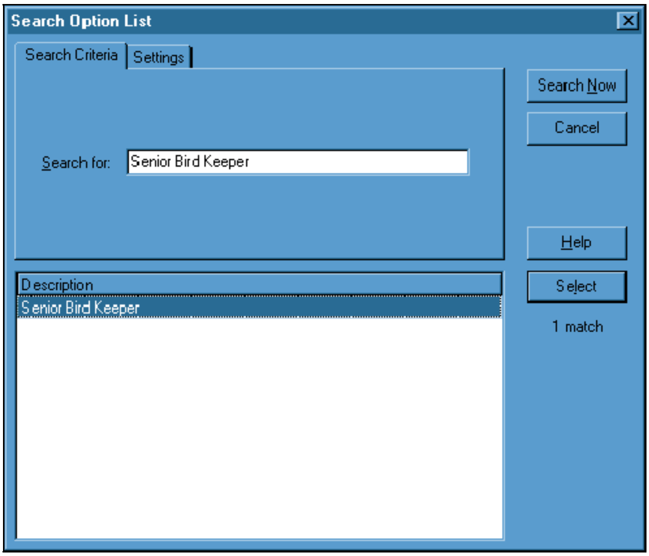


12. Click Search Now or press Enter (Position Administration only)

The results of the search are displayed.

Note: *If no matching Position records are found, you will see the message, '0 matches'.*

For practice, click Search Now or press Enter.



13. Click Select (Position Administration only)

The selected search option is now displayed in the Position list box on the Requisition - Basic Details form (R10SCR).

For practice, click Select.

14. Enter Pos Available (optional) (Position Administration only)

Type the date from which the Position is available. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). As an alternative, position the pointer in the Pos Available text box and right click to display the calendar or insert today's date.

For practice, type '09-20-1996' (US and Canada) or '20-09-1996' (elsewhere).

15. Enter the Campaign ID (optional)

Type an up-to-three-position recruitment Campaign ID.

For practice, leave this text box blank.

16. Click Save or press Enter

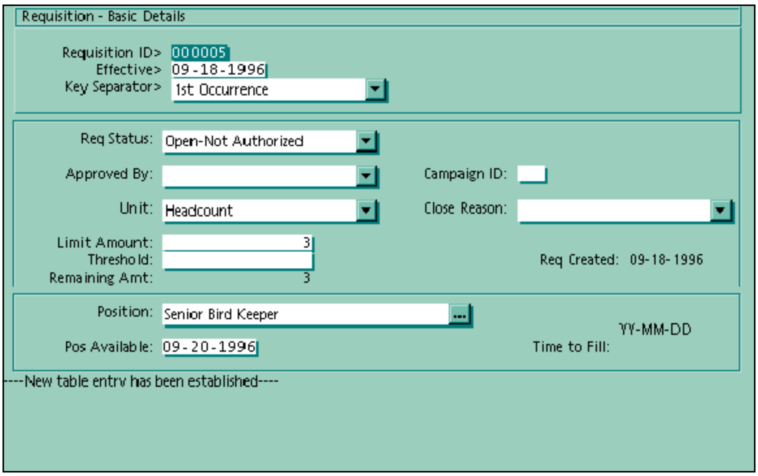
Because this is a new Requisition, the system validates whether the Requisition ID already exists. If it finds a matching Requisition ID and an error message is displayed, you need to repeat step 3, entering a different Requisition ID.

If no errors are found, the data are added, and a 'New table entry has been established' message is displayed at the bottom of the form.

Note: *The Remaining Amt text box displays the limit amount when the Requisition is first created.*

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration was in use):



Viewing Requisitions online

Use the Requisition - Inquiry By Status And Position form (R12SCR) to display a list of requisitions. You have several options:

- If Position Administration is in use, use the Position list box to view requisitions by position.
- Use the Requisition Status list box to view requisitions by status.
- Leave both list boxes blank to view all requisitions.

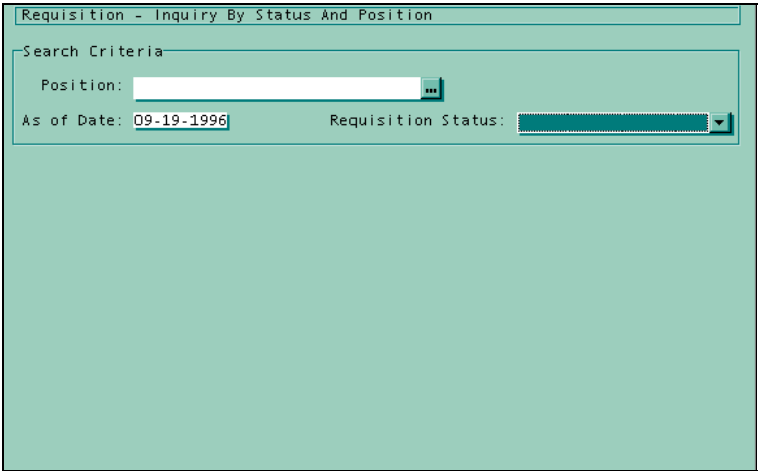
1. Access the Requisition - Inquiry By Status And Position form (R12SCR)

Access this form by making the following selections from the Navigator:

Component:	Requisition Administration
Process:	Requisition Details
Task:	View Requisitions

For practice, access the Requisition - Inquiry By Status And Position form (R12SCR).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



2. Click the Position list box (if Position Administration is in use)

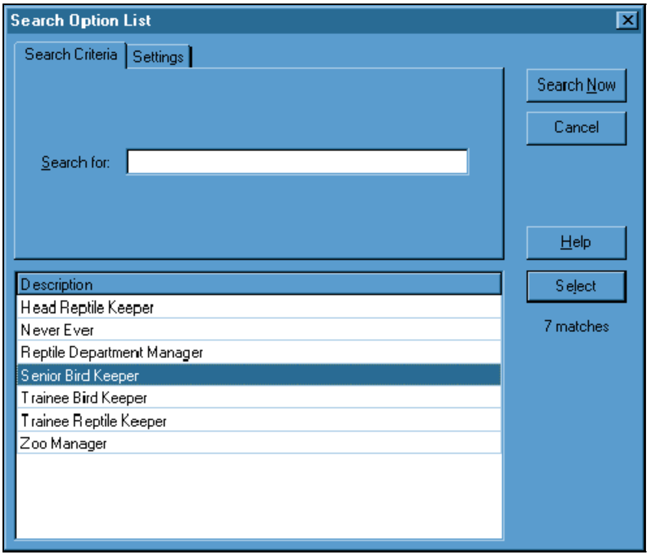
The Search Option List dialog box appears.

For practice, click the Position list box.

3. Click Search Now (Position Administration only)

The results of the search are displayed.

For practice, click Search Now.

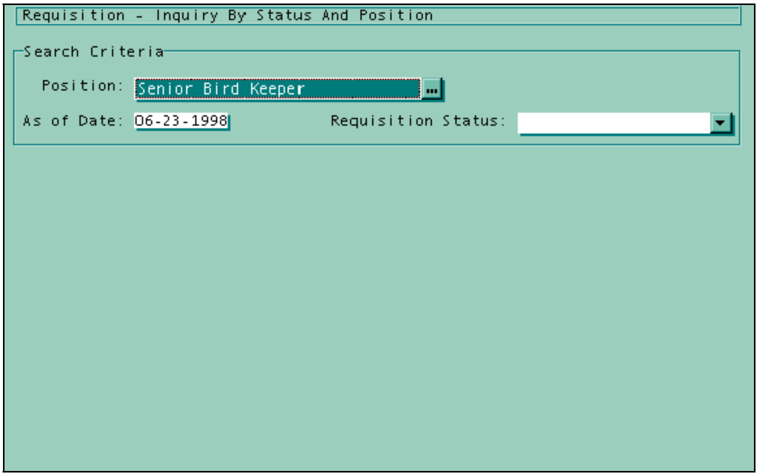


4. Highlight the Position name and click Select (Position Administration only)

You are returned to the Requisition - Inquiry by Status And Position form (R12SCR) with the Position name you selected displayed in the Position list box.

For practice, highlight Senior Bird Keeper and click Select.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



5. Enter As of Date

You can accept the default of today's date or enter another date. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, accept the default of today's date.

6. Select Requisition Status

Select the status of the requisitions that you wish to view.

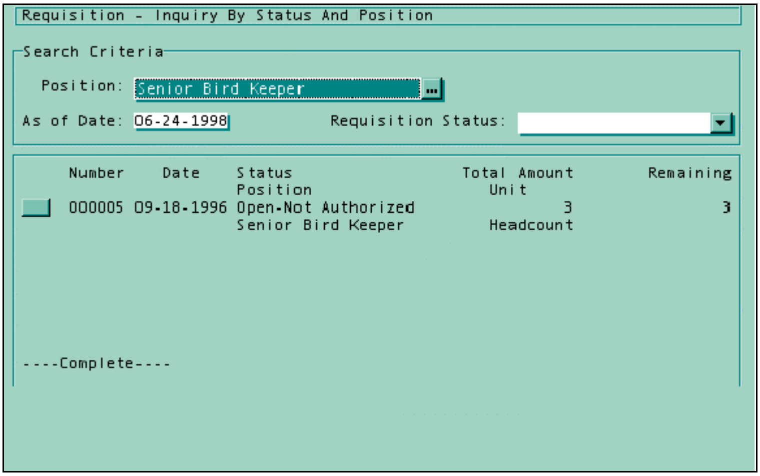
For practice, leave this list box blank.

7. Click Save or press Enter

Information about the new requisition you just created is listed at the bottom of the form.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration was in use):


Requisition - Inquiry By Status And Position

Search Criteria

Position: Senior Bird Keeper

As of Date: 06-24-1998 Requisition Status:

Number	Date	Status / Position	Total Amount / Unit	Remaining
000005	09-18-1996	Open-Not Authorized / Senior Bird Keeper	3 / Headcount	3

----Complete----

Viewing Requisitions on hard copy

As an alternative, if Position Administration is in use, schedule the Requisition Details by Position/Organization Unit report (M04RPT) to print a listing of all Requisitions.

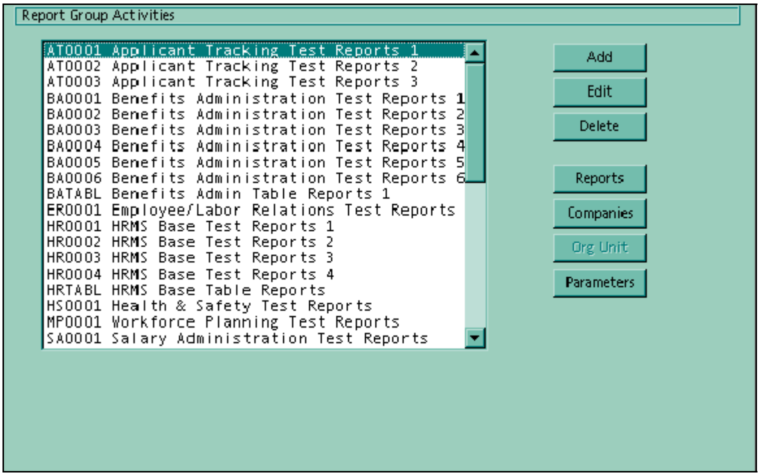
Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Access the Report Group Activities form (RGMSTR)

Access this form by making the following selections from the Navigator:

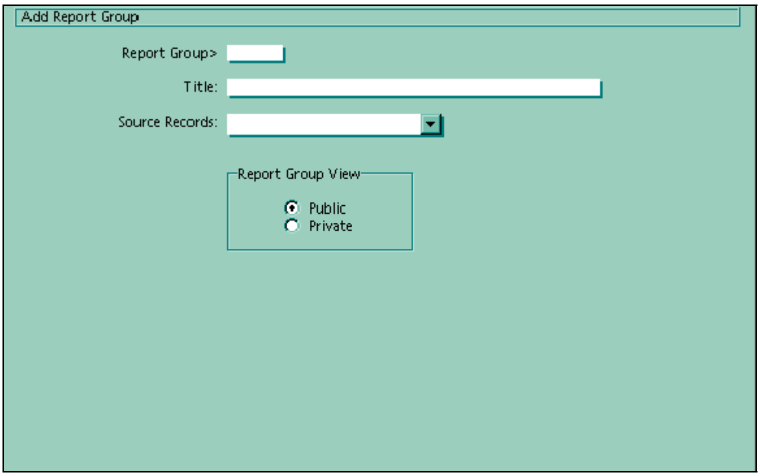
Component: Reporting
Process: Report Scheduling
Task: Schedule Report Groups

For practice, access the Report Group Activities form (RGMSTR).



2. **Click the Add command button**

The Add Report Group form is displayed.



3. **Name the Report Group you are adding**

You can enter up to six alphanumeric characters. You will use this report group identifier to initiate the report run or view reports in the report group online.

For practice, type 'RT0001'.

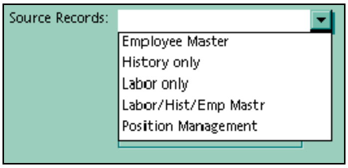
4. Enter the Title of the report group you are adding

You can enter up to 40 alphanumeric characters, so be descriptive. This report group title will be used to identify the report group whenever you are using the Report Group Activities form (RGMSTR).

For practice, type 'Requisition Administration'.

5. Select the type of information you want to process from the Source Records option list

This list box is used to identify the type of information this group of reports will provide.

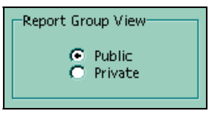


Note: *Requisition Administration and Position Administration reports are run separately from other types of reports because they process data based on a defined Organization Unit rather than Organization. If you want to set up a report group that contains Position Administration reports, you must identify the Source Records as 'Position Management'; otherwise, these reports will not be an option when you move to the next form.*

For practice, select 'Position Management'.

6. Select your Report Group View

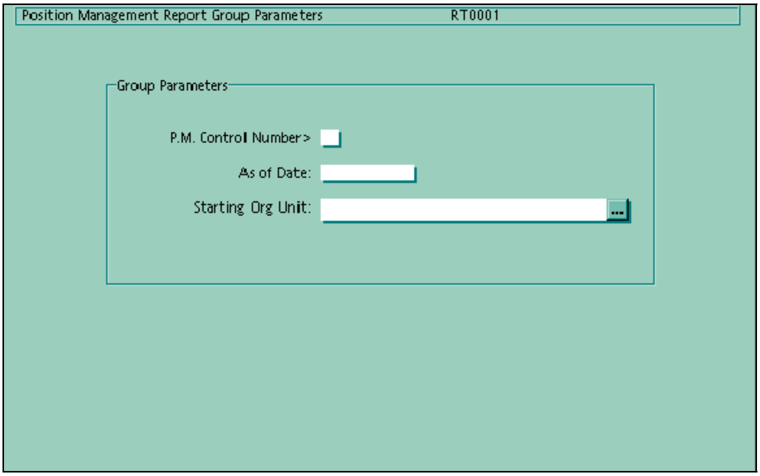
This option defaults to a 'Public' setting, which means the report group you are setting up may be shared with others using the system. Select the 'Private' option button if you do not want to share the new report group with anyone using a User Code different from your own.



For practice, keep the default, 'Public'.

7. Click Save or press Enter

The report group is added and the Position Administration Report Group Parameters form is displayed.



8. Enter P.M. Control Number

Enter the Position Administration Control Number as it is identified on the Organization-To-Rules Cross-Reference For HR form (AX-SCR).

For practice, type '99'.

9. Enter the As of Date (optional)

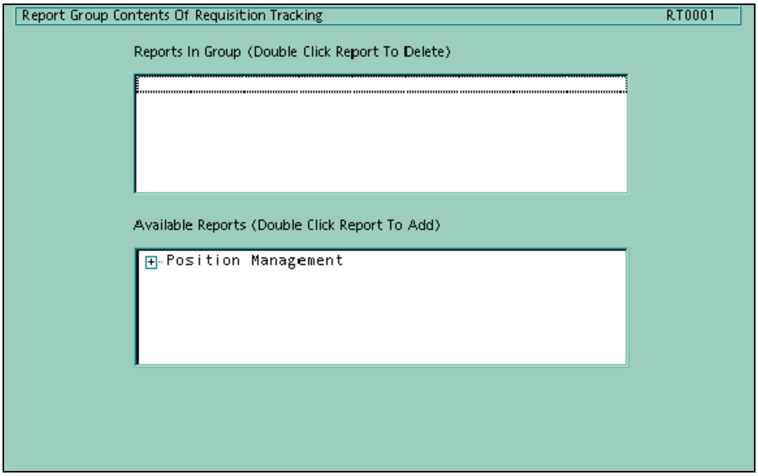
Enter the As of Date for which you want to start reporting. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). Leave this blank if you want to use the current date.

For practice, type '06-01-1996' (US and Canada) or '01-06-1996' (elsewhere).

10. Click Save or press Enter

The Report Group Contents Of Requisition Administration form is displayed.

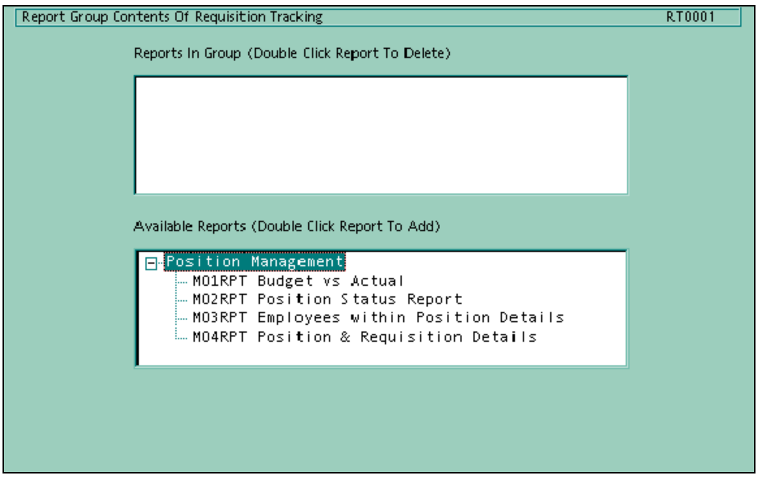
For practice, click Save or press Enter.



11. Double-click Position Management to display available reports

A list of available reports is displayed.

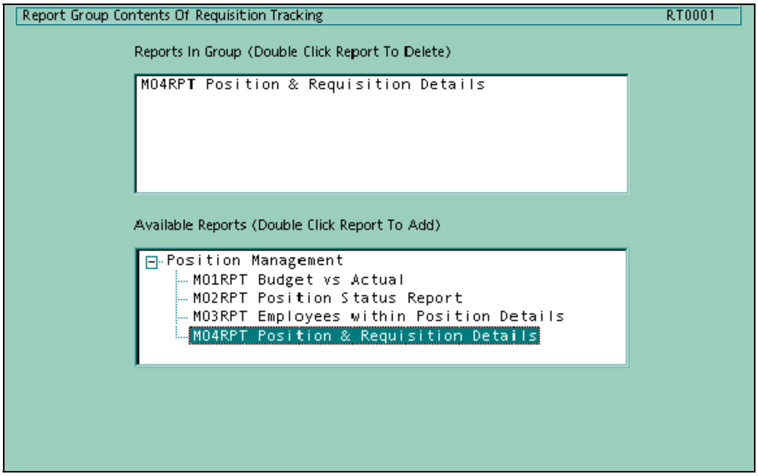
For practice, double-click Position Management.



12. Double-click the report name

Double-click the report name that you would like to add to this report group. The report name will then be displayed in the upper portion of the form.

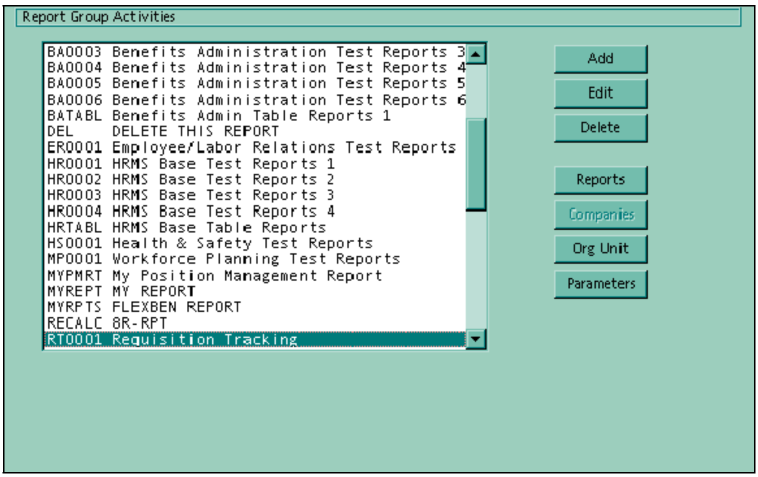
For practice, double-click M04RPT Position & Requisition Details.



13. Click Save or press Enter

The Report Group Activities form (RGMSTR) reappears, with the new report group listed.

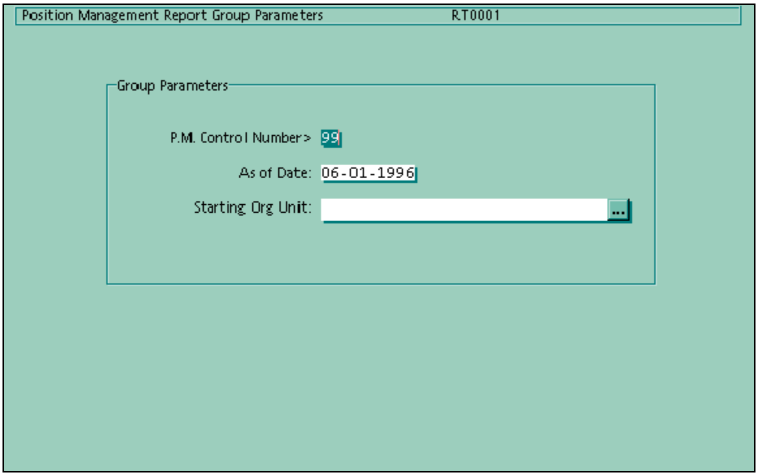
For practice, click Save or press Enter.



14. Click Org Unit

Click the Org Unit button on the Report Group Activities form (RGMSTR) to access the Position Management Report Group Parameters form.

For practice, click Org Unit.



15. Click the Starting Org Unit list box

Click the Starting Org Unit list box to display the Search Option List dialog box.

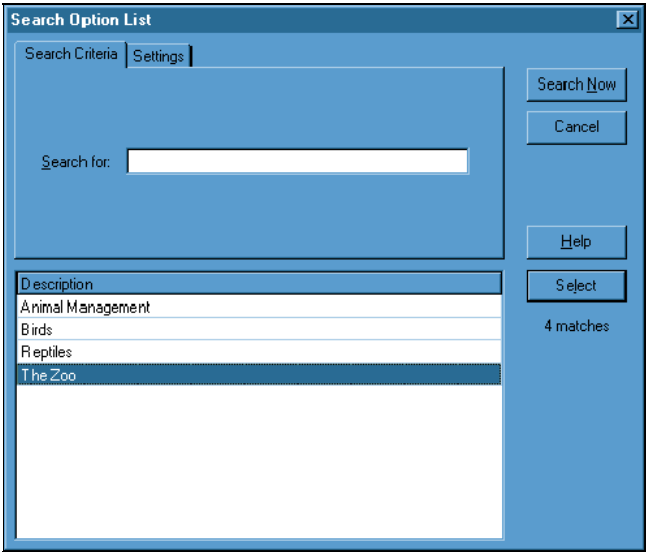
For practice, click the Starting Org Unit list box.

16. Click Search Now

The results of the search are displayed.

Note: *If no matching Requisition records are found, you will see the message, '0 matches'.*

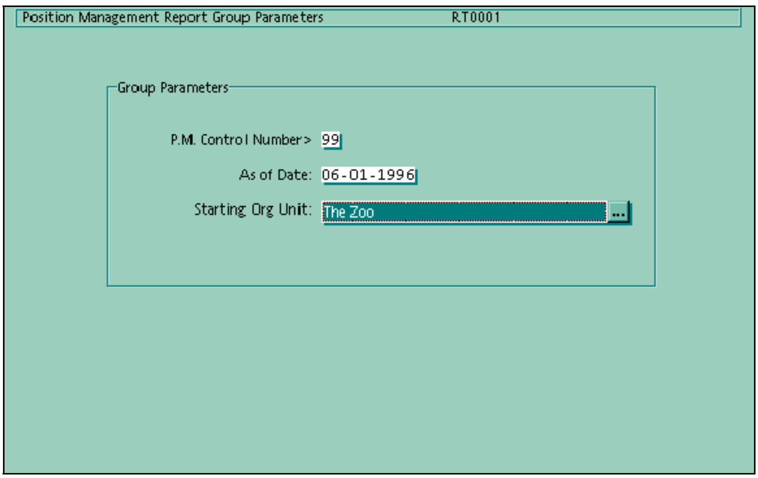
For practice, click Search Now.



17. Highlight the organization name and click Select or press Enter

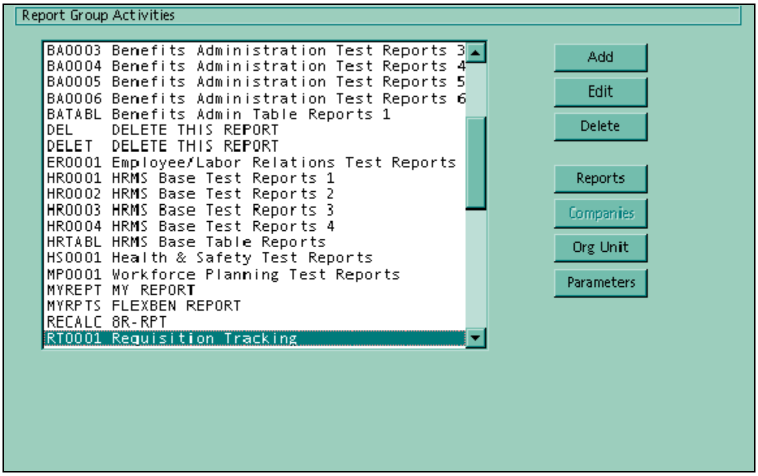
The selected organization name is now displayed in the Starting Org Unit list box.

For practice, highlight The Zoo and click Select.



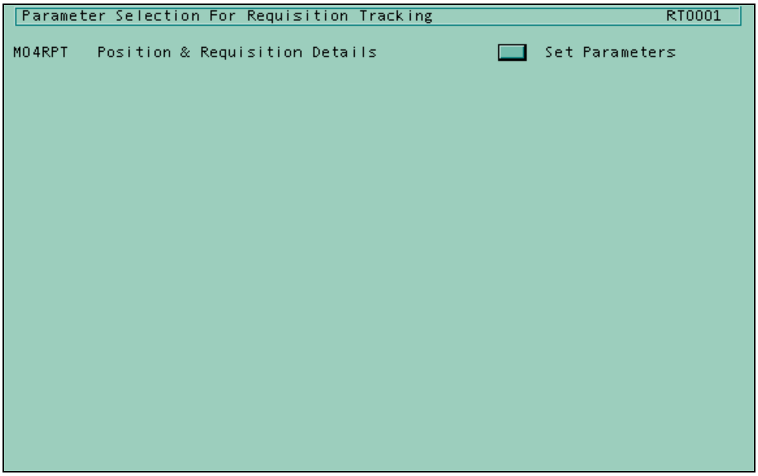
18. Click Save or press Enter

You are returned to the Report Group Activities form (RGMSTR).



19. Highlight the report group name and click Parameters

The Parameter Selection for Requisition Administration form appears.

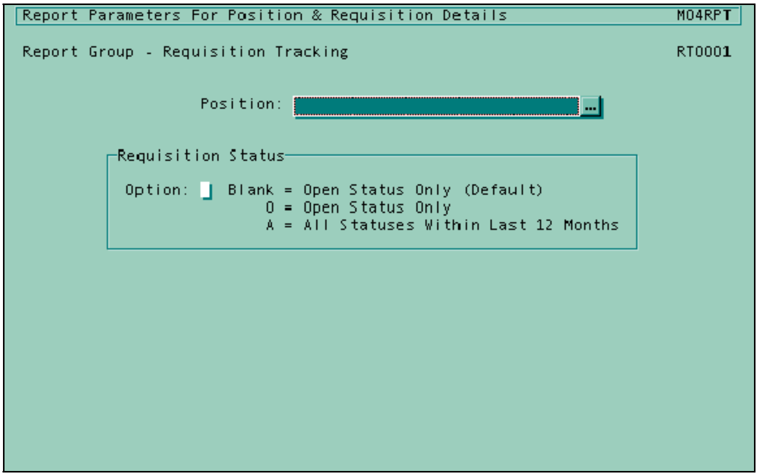


20. Click the Set Parameters command button

A Report Parameters form is displayed for the report you are configuring.

Note: *The Report Parameters form that displays is dependent on which report you are configuring.*

For practice, click the Set Parameters command button for the Position & Requisition Details report.



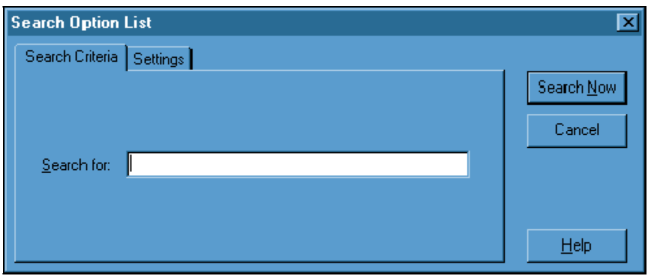
21. Enter Requisition Status

Enter a value in the Requisition Status text box to indicate whether you want a report on open status only, or all status within the last 12 months.

For practice, do not make an entry in the Requisition Status text box.

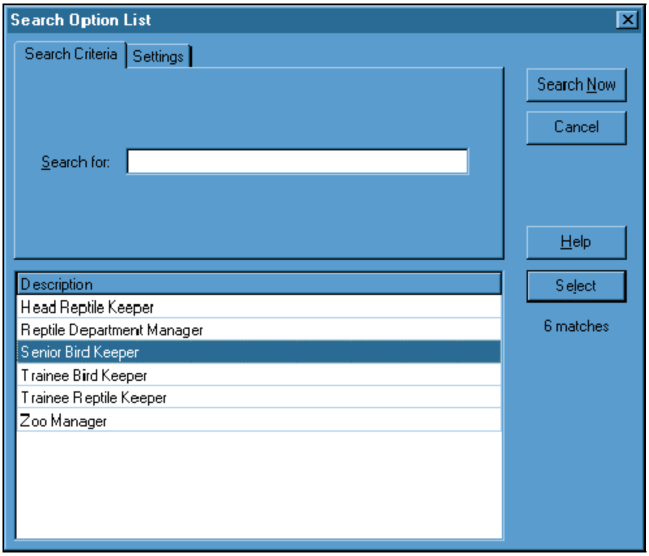
22. Click the Position list box

The Search Option List dialog box is displayed.



23. Click Search Now

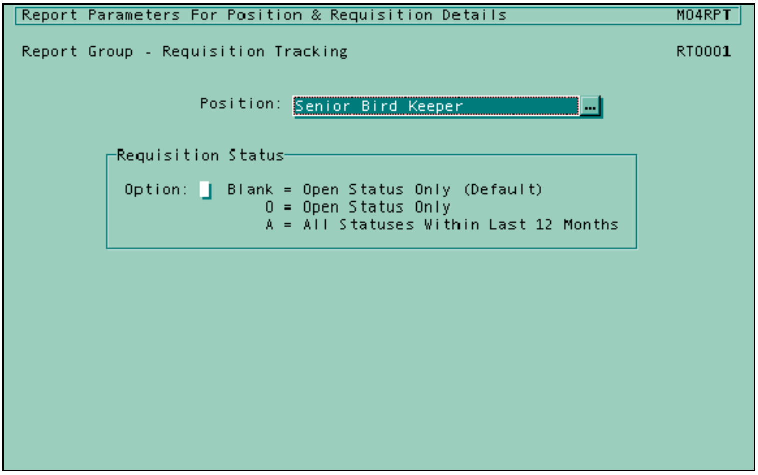
An extended Search Option List dialog box is displayed, listing all of the available positions.



24. Highlight Position name and click Select

Select the appropriate position from the list and click Select.

The Report Parameters for Position & Requisition Details is now displayed with the selected position name appearing in the Position list box.



25. Click Save or press Enter

When a packaged report job set up to run this report group is initiated online or through off-line batch operations, the reports will run as configured.

Refer to the Technical Administration documentation for information about running report groups. The sections that cover initiating a report run in batch, setting up the jobstreams for SUBMIT and VIEW, initiating a report run online, and viewing a help report online should be particularly helpful.

See also:

- Using search criteria ***(on page 54)***

To learn what search criteria you can use

Modifying Requisitions

You may modify a Requisition record by changing the basic details on an existing record or creating a new occurrence for an existing Requisition. To modify a Requisition's basic details, follow these steps:

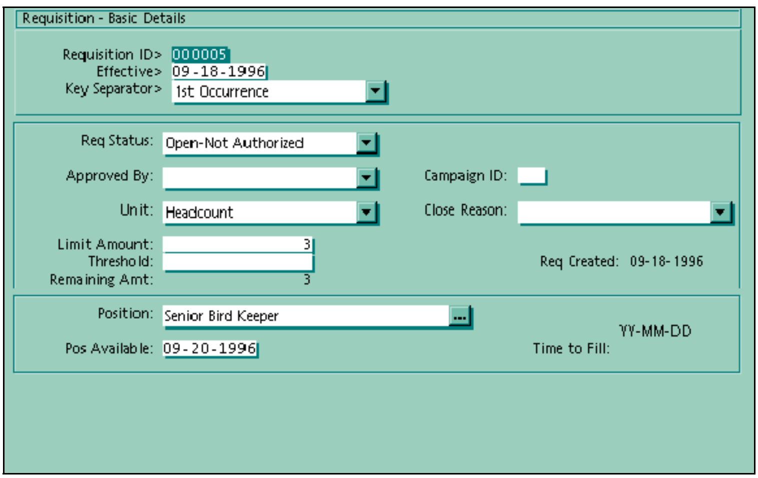
1. Access the Requisition - Basic Details form (R10SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Setup/Maintain a Requisition

Note: *To move quickly between Requisition Administration forms, you can right click a form to access shortcut menu of associated forms.*

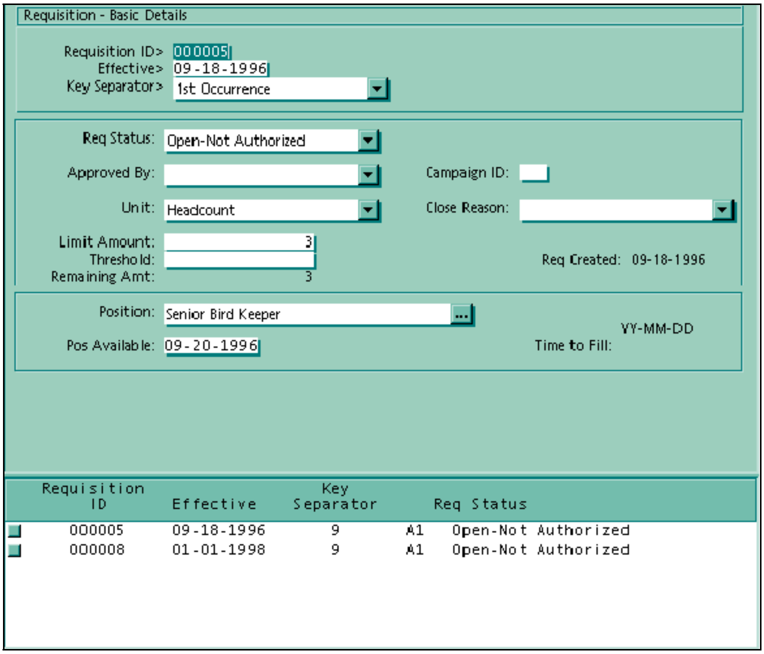
For practice, access the Requisition - Basic Details form (R10SCR).



2. Click the Selection button on the toolbar

Click the Selection button on the toolbar. A list of Requisition records is displayed, beginning with the Requisition ID that was shown on the form.

For practice, click the Selection button.



3. Select the Requisition to be modified

Double-click the Requisition record to be modified. The selected Requisition is displayed.

For practice, select '000005'.

4. Enter the necessary changes

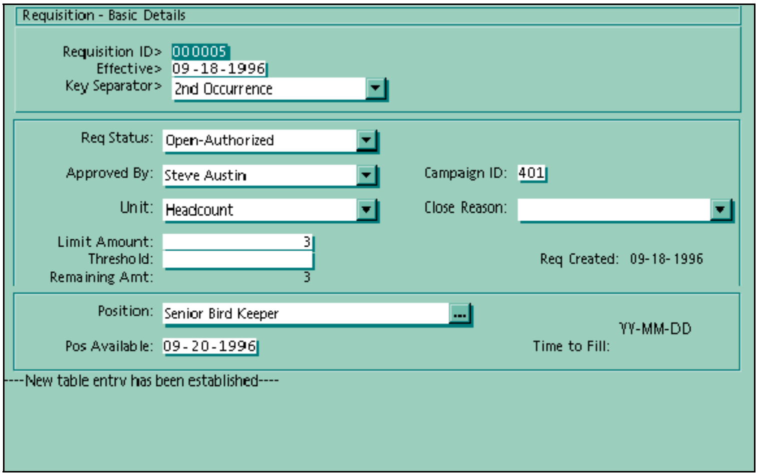
Type or select new entries for the text boxes you wish to modify. Changing the Effective text box and/or incrementing the Key Separator list box value creates a new occurrence for the Requisition ID.

For practice, select '2nd Occurrence' in the Key Separator list box; select 'Open - Authorized' in the Req Status list box; select 'Steve Austin' in the Approved By list box; type '401' in the Campaign ID text box.

5. Click Save or press Enter

The data are modified and a 'Maintenance has been performed' or 'New table entry has been established' message is displayed at the bottom of the form.

For practice, click Save or press Enter.



See also:

- Requisition status - how and why it can change ***(on page 51)***

To learn about the various status options and how they can change

- What you can modify ***(on page 53)***

To learn which entries you are allowed to modify

Deleting modified Requisitions

If a change to a Requisition's basic details has been made in error, you will be able to delete that record only if no Requisition Candidates are associated with it. If Requisition Candidates are associated with this Requisition, then you must modify the existing record (if the error is within a non-key text box) or create a new record (if the error is within a key text box).

Warning: Performing this task deletes the modified Requisition record permanently. No history of the entry is kept.

1. Access the Requisition - Basic Details form (R10SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Setup/Maintain a Requisition

For practice, access the Requisition - Basic Details form(R10SCR).

2. Click the Selection button in the toolbar

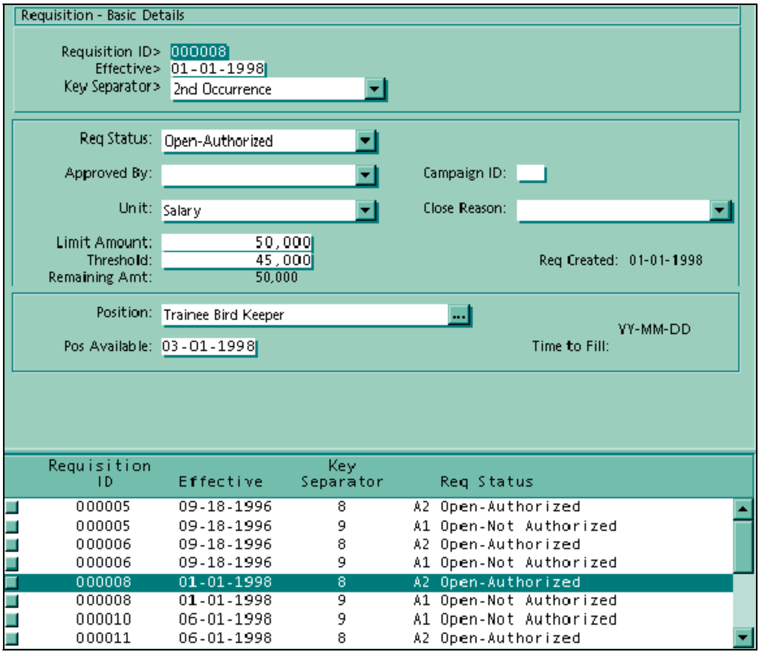
Click the Selection button in the toolbar. A list of Requisition records is displayed.

For practice, click the Selection button in the toolbar.

3. Select the Requisition record you want to delete

Double-click the Requisition to be deleted. The selected Requisition is displayed.

For practice, select '000008' with the Req Status of 'Open Authorized'.



4. Click the Del Entry button on the toolbar

Click the Del Entry button on the toolbar.

The Delete This Entry? dialog box is displayed, warning you that continuing this process will permanently delete the Requisition record.

For practice, click the Del Entry button on the toolbar.

5. Click Yes or press Enter

Click the **Y**es command button or press Enter to delete the Requisition record.

The 'Table record has been deleted' message is displayed. The record displayed is now the first Requisition record on the file.

For practice, click the Yes command button.

See also:

- **What you can modify** ***(on page 53)***

To learn which fields you are allowed to modify

Extended Practice

1. Create two Requisitions.

   Facts: Effective today, you received two new Requisitions. The first Requisition is to fill one Trainee Reptile Keeper vacancy. The maximum salary for the Trainee Reptile Keeper Requisition is $50,000, with a Threshold of $45,000.

   The second Requisition is to fill four Trainee Bird Keeper vacancies.

Note: *When setting up Requisitions for the first time, the Requisition status selected must be Open - Not Authorized.*

2. View the two newly created Requisitions.

   a) View the Trainee Reptile Keeper Requisition using the Position and 'as of' date options. What displays on the form?

   b) View the Trainee Bird Keeper Requisition using the Position and the Requisition Status option. What displays on the form?

   c) What would happen if a match could not be found?

3. Authorize both Requisitions and add the Campaign ID text box.

4. Delete the modified Requisition for the Trainee Reptile Keeper.

Review of Questions Answered

1. How and why can a Requisition status change?

2. What can you do to rectify a change made in error to a Requisition's basic details?

3. How do Requisition Administration and Position Administration interact?

CHAPTER 6

Creating and Maintaining Requisition Candidates

In This Chapter

Introduction

After you have established the Requisitions that represent your vacancies, you can begin the process of assigning Requisition Candidates to each of them. This section describes the key concepts and tasks associated with creating Requisition Candidates and subsequently viewing, amending, or deleting them.

Tasks

The following tasks are covered in this section:

- Creating Requisition Candidates
- Viewing Requisition Candidates
- Modifying Requisition Candidates
- Viewing Modified Requisitions
- Deleting Requisition Candidates

Prerequisites

Before you can carry out any of the tasks described in this section, the following tasks must have been completed:

- Ensure that Requisition Administration implementation tasks have been completed.

☞ *Refer to* **Implementing Requisition Administration** *(on page 29) for more information about this task.*

- Requisitions must be established prior to creating Requisition Candidates. Each Requisition Candidate must be associated with a Requisition.

☞ *Refer to* **Creating and Maintaining Requisitions** *(on page 45) for more information about this task.*

Questions answered

The following questions are answered in this section:

1. What methods are available for creating Requisition Candidate records?
2. How and why can a Requisition Candidate status change?
3. What can be modified on a Requisition Candidate record?

Methods of creating Requisition Candidates

Requisition Candidates can be created manually using the Requisition Candidate - Basic Details form (R11SCR) or automatically using the Job Or Position Applied For form (003SCR). Up to 9,999 candidates may be recorded for a single Requisition.

Requisition Candidates created in either of these ways have a default status of Candidate unless the Requisition status is Closed. If the associated Requisition status is Closed, the form appears in Display mode only with a message that reads, 'Warning—This Requisition has a status of Closed'.

Both Requisition Administration and Applicant Administration reject the Requisition Candidate record if no matching Requisition exists on the file. In a situation where, as an exception, there is no actual Requisition for a Position, you may need to set up a pool Requisition to handle the exception.

If you attempt to create a candidate record with a date earlier than the associated Requisition, it is rejected.

If the Requisition Remaining Amount is less than the Requisition Candidate's Budget Amount, a Warning or Reject message appears that reads, 'Candidate amount exceeds remaining limit'. If you override this warning, the process continues.

You may create a Requisition Candidate using the Job Or Position Applied For form (003SCR), which is accessible to all organizations, to allow existing employees or applicants on file to be candidates for Positions. This allows for internal Job postings. When executed, this program creates a Requisition Candidate - Basic Details record (R11SCR) for the employee or applicant. Its text boxes are copied to the respective candidate text boxes, defaulting to the first occurrence for the date entered. The Candidate Status is displayed as Candidate. When you select a candidate created in this way, you must then access the established Requisition Candidate - Basic Details form (R11SCR) and add the Budget Amount.

If a Job Or Position Applied For form (003SCR) has been created in error—for instance, the Requisition ID or date was incorrect—you may delete the entry and create a new one as long as no modified Requisition Candidate records have been added.

See also:

■ Single and multiple vacancies ***(on page 47)***
For more information on single and multiple vacancies.

Apply the Concept
True or False. Explain any false answers.

a) Both Requisition Administration and Applicant Administration will reject a candidate record if no matching Requisition exists on the file.

b) You can create a Requisition Candidate record in any organization by using the Job Or Position Applied For form (003SCR).

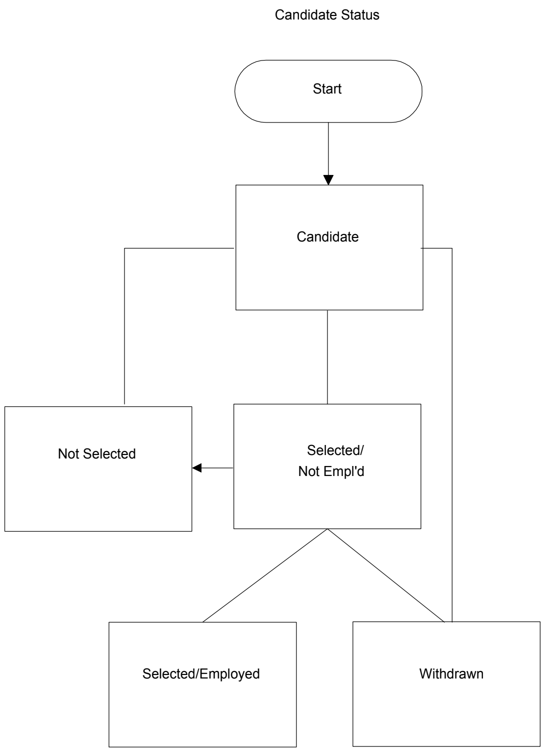
c) Requisition Candidate records can be added even if the associated Requisition status is Closed.

Requisition Candidate status - how and why it can change

Each Requisition Candidate has one of the following status options:

- Candidate
- Selected/Not Empl'd
- Selected/Employed
- Not Selected
- Withdrawn

The following chart represents the event sequence for Candidate status:



When a Requisition Candidate is first created, its status is Candidate. The Requisition Candidate status can be changed manually or automatically as the result of other processes.

You must manually change the status of Requisition Candidates who have been rejected to Not Selected. If a candidate has been offered a Position, you must manually change the status to Selected/Not Empl'd. If a candidate notifies you that he or she no longer has an interest in the Position, you must manually change the status to Withdrawn.

The Requisition Candidate status can also change because of other processes. If the Requisition status changes to Closed because all the vacancies have been filled, Requisition Candidates with a Candidate status are changed to Not Selected.

The Requisition Candidate status can also be changed as a result of entries made on these forms:

- Incumbency - Basic Details form (M40SCR)
- Set Up A New Employee form (NH-SCR)
- Employee Information form (EF-SCR)
- Applicant Transfer form (ET-SCR)

See also:

- Requisition and Requisition Candidate status options ***(on page 20)***

For more information on status options.

- Changed Procedures When Using Requisition Administration ***(on page 107)***

For more information on changed procedures.

Apply the Concept

Consider your current candidate process. Describe the tasks and decisions your organization would make to implement Requisition Administration.

Apply the Concept

True or False. If false, explain.

When first created, a Requisition Candidate's status must be Selected/Not Empl'd.

What you can modify

If you change the Status list box on the Requisition Candidate - Basic Details form (R11SCR), you will be prompted to also change either the Effective Date or the Key Separator for the Requisition Candidate.

You may create a new occurrence and manually change the Status list box to any other option except Selected/Employed. That change may take place only through the hiring process.

If you change the Status from Candidate to Selected/Not Empl'd:

- The Requisition status must be Open - Authorized; otherwise, a Reject message is displayed that reads, 'Requisition Status does not allow selection'.
- The Budget Amount may not exceed the Requisition Remaining Amount; otherwise, a message is displayed that reads, 'Candidate amount exceeds remaining limit'.
- The Requisition Remaining Amount text box is updated.

Once a Requisition Candidate has a status of Selected/Not Empl'd or Selected/Employed, any changes that you make to the FTE, Hours, Headcount, or Salary are checked to determine whether the new value is within the Requisition Limit. The Budget Amount must be equal to or less than the Requisition Remaining Amount; otherwise, a message is displayed that reads, 'Candidate Amount causes Requisition Limit to be exceeded'. Changes to the Requisition Candidate Budget Amount can not be made if the Requisition status is Closed.

If a Requisition Candidate's basic details have been established in error, that record should be deleted. However, the record can only be deleted if no modified Requisition Candidate records are associated with it.

See also:

- Modifying External and Internal Candidates ***(on page 96)***

For more information on modifying Requisition Candidates.

Using search criteria

After Requisition Candidate records have been created for vacancies, you may view selected Requisition Candidates. You may use the Requisition - Inquiry By Candidate Status form (R13SCR) to search by any two or all three of the following criteria:

- By Requisition ID
- By As of Date
- By Candidate Status

For example, you can view all Requisition Candidate records with a Requisition status of Candidate, for the Position of Zoo Manager, as of August 6, 1996.

After you enter your selection criteria and execute the form, the matching records display in list form in the body of the form. A button to the left of each matching Requisition Candidate record allows you to navigate to the Requisition Candidate - Basic Details form (R11SCR) for the record selected.

If you enter	The result is
Requisition ID and As of Date	A form display of only those Requisition Candidate records with a matching Requisition ID and As of Date. If no date is entered, the current date is used.
Candidate Status and As of Date	A form display of only those Requisition Candidate records with a matching Candidate Status and As of Date.
Requisition ID, Candidate Status, and As of Date	Records that match the specified Requisition ID and As of Date are located first. Within those selected records, any records that match the Candidate Status are then selected for display.

If no matching Requisition records are found, you will see the message 'Complete' at the bottom of the form.

If more requisitions are found than can be displayed on the form, click the More button to continue viewing Requisition Candidate information.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Creating a Requisition Candidate from an External Candidate

To create a Requisition Candidate from an external candidate, complete the following steps:

1. **Access the Requisition Candidate - Basic Details form (R11SCR)**

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Requisition Candidate Details

For practice, access the Requisition Candidate - Basic Details form (R11SCR).

2. **Click the New Candidate command button**

Click the New Candidate button at the command bottom of the form. The Requisition Candidate - Basic Details form (R11SCR) is cleared and ready for the entry of a new Requisition Candidate.

For practice, click the New Candidate command button.

3. **Enter the Requisition ID**

Type an existing alphanumeric Requisition ID up to six characters in length.

For practice, type '000005'.

4. **Enter the Effective (Date)**

Type the Effective date for the Requisition Candidate. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). As an alternative, position the pointer in the Effective text box and right click to display the calendar or insert today's date.

If the Effective date is earlier than the Requisition-created date, an error message is displayed. Repeat this step, typing a different date.

For practice, type '10-01-1996' (US and Canada) or '01-10-1996' (elsewhere).

5. Enter the candidate's Name

For external candidates, type the candidate's full name in the format Last Name comma space First Name (for example, Smith, John).

For practice, type 'Jones, Elizabeth'.

6. Enter the Org (optional)

For external candidates, leave this text box blank.

For practice, leave this text box blank.

7. Enter the Number (optional)

For external candidates, leave this text box blank.

For practice, leave this text box blank.

8. Select the Status

Select an option from the Requisition Candidate Status list box.

This form may not be used to change the status to Selected/Employed. That change can take place only through hiring or transferring the candidate into a vacancy.

For practice, select 'Candidate'.

9. Enter the Amount

Type a unit amount for the Requisition Candidate. The format in which you enter the amount depends on the unit of measure you are using:

Unit of measure	**Format you must use**
FTE or Hours	Type an up-to-seven-digit figure with two decimal places. For example: 99,999.99
Headcount	Type an up-to-six-digit figure. For example: 999,999
Salary	Type an up-to-12-digit figure. For example: 999,999,999,999

For practice, type '1'.

10. Click Save or press Enter

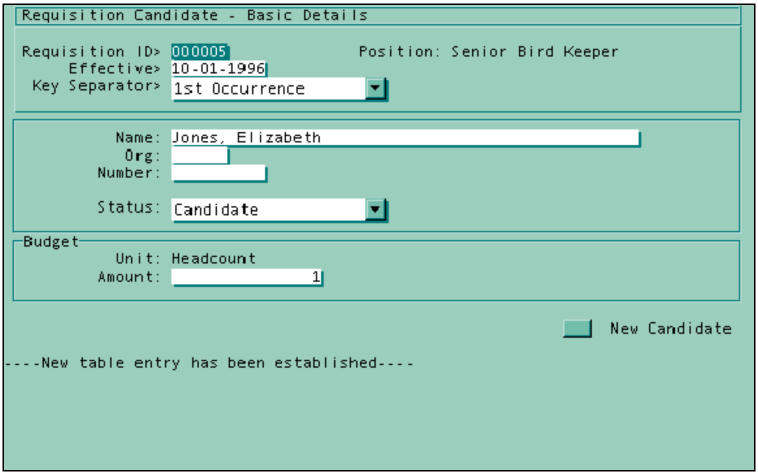
If the Remaining Amount on the Requisition is less than the Requisition Candidate's Amount, a Warning or Reject message is displayed that reads, 'Candidate amount exceeds remaining limit'. If it is a Warning, and is overridden, the process continues.

The data is entered and a 'New table entry has been established' message is displayed at the bottom of the form.

Note: *A new list box, Key Separator, is displayed. This is provided to record Requisition Candidate changes when more than one occurs on the same date.*

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Understanding Requisitions and Requisition Candidates ***(on page 15)***

For explanation of Requisitions and Requisition Candidates.

Creating a Requisition Candidate from an Internal Candidate

To create a Requisition Candidate from an internal candidate, complete the following steps:

1. Access the Requisition Candidate - Basic Details form (R11SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Requisition Candidate Details

For practice, access the Requisition Candidate - Basic Details form(R11SCR).

2. Click the New Candidate command button

Click the New Candidate command button at the bottom of the form. The Requisition Candidate - Basic Details form (R11SCR) is cleared and ready for the entry of a new Requisition Candidate.

For practice, click the New Candidate command button.

3. Enter the Requisition ID

Type an existing alphanumeric Requisition ID up to six characters in length.

For practice, type '000005'.

4. Enter the Effective (Date)

Type the Effective Date for the Requisition Candidate. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). As an alternative, position the pointer in the Effective text box and right click to display the calendar or insert today's date.

If the Effective Date is earlier than the Requisition-created date, an error message is displayed. Repeat this step, typing a different date.

For practice, type '10-06-1996' (US and Canada) or '06-10-1996' (elsewhere).

5. Enter the candidate's Name

For internal candidates, this text box propagates if the Organization and Number are entered.

For practice, leave this text box blank.

6. Enter the Org (optional)

Type the organization designation associated with the internal candidate.

For practice, type '999999'.

7. Enter the Number (optional)

Type the employee number associated with the candidate.

For practice, type '6001'.

8. Select the Status

Select an option from the Requisition Candidate Status list box.

This form may not be used to change the status to Selected/Employed. That change can take place only through hiring or transferring the candidate into a vacancy.

For practice, select 'Candidate'.

9. Enter the Amount

Type a unit amount for the Requisition Candidate. The format in which you enter the amount depends on the unit of measure you are using:

Unit of measure	Format you must use
FTE or Hours	Type an up-to-seven-digit figure with two decimal places. For example: 99,999.99
Headcount	Type an up-to-six-digit figure. For example: 999,999
Salary	Type an up-to-12-digit figure. For example: 999,999,999,999

For practice, type '1'.

10. Click Save or press Enter

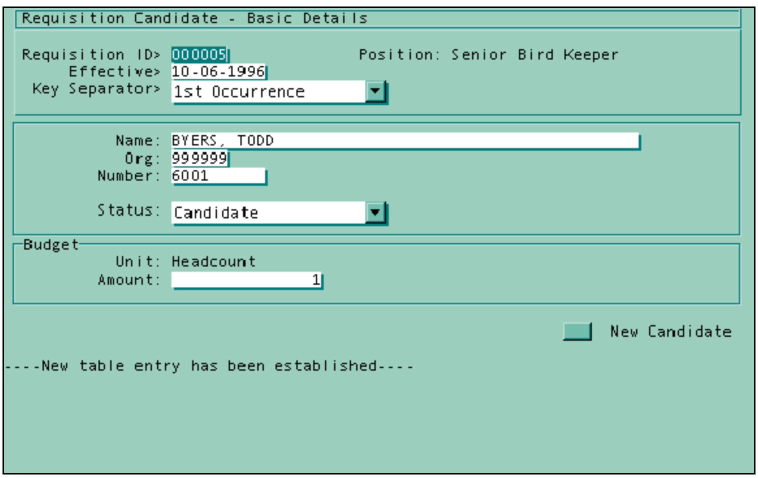
If the Remaining Amount on the Requisition is less than the Requisition Candidate's Amount, a Warning or Reject message is displayed that reads, 'Candidate amount exceeds remaining limit'. If it is a Warning, and is overridden, the process continues.

The data is entered and a 'New table entry has been established' message is displayed at the bottom of the form.

Note: *A new list box, Key Separator is displayed. This is provided to record Requisition Candidate changes when more than one occurs on the same date.*

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Requisition Candidate - Basic Details

Requisition ID> 000005 Position: Senior Bird Keeper
Effective> 10-06-1996
Key Separator> 1st Occurrence

Name: BYERS, TODD
Org: 999999
Number: 6001

Status: Candidate

Budget
Unit: Headcount
Amount: 1

New Candidate

----New table entry has been established----

Viewing Requisition Candidates

You can use the Requisition - Inquiry By Candidate Status form (R13SCR) to view Requisition Candidates.

1. Access the Requisition - Inquiry By Candidate Status form (R13SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: View Requisition Candidates

For practice, access the Requisition - Inquiry By Candidate Status form (R13SCR).

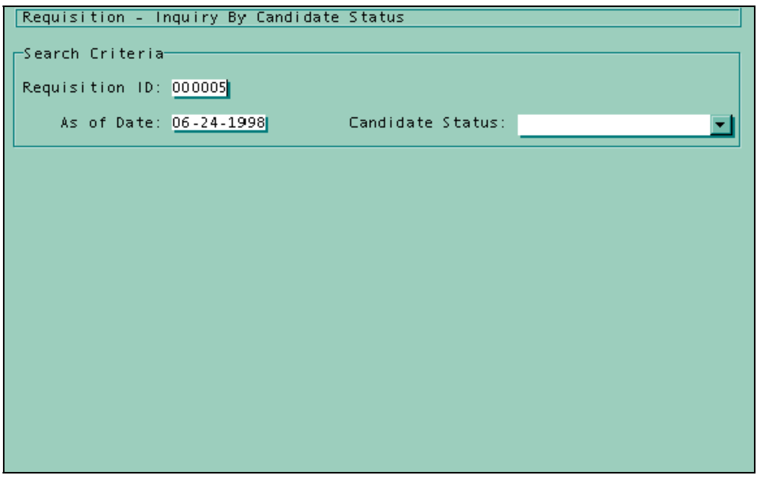
2. Enter the search criteria

You can search by:

- Requisition ID and As of Date
- Candidate Status and As of Date
- Requisition ID, As of Date, and Candidate Status

For practice, type '000005' in the Requisition ID text box.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Requisition - Inquiry By Candidate Status

Search Criteria

Requisition ID: 000005

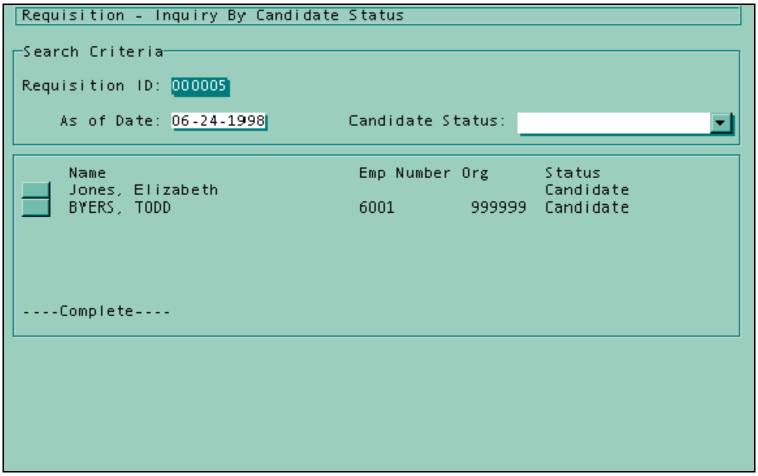
As of Date: 06-24-1998 Candidate Status:

3. Click Save or press Enter

The results of the search are displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

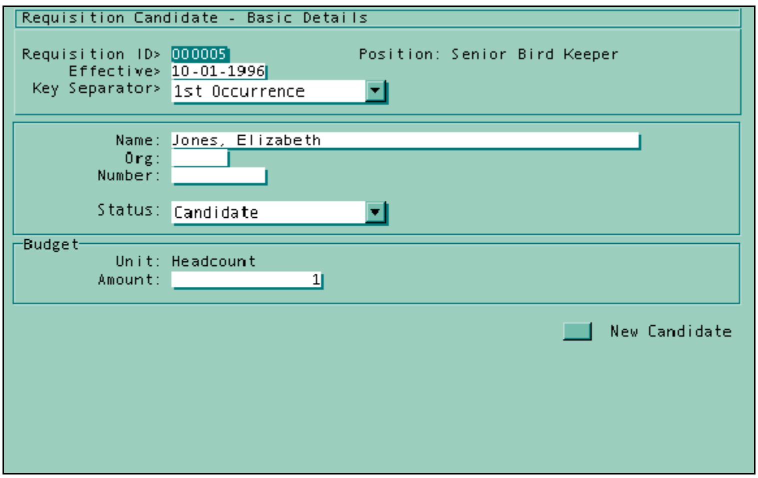


4. Click the button to the left of a candidate

The Requisition Candidate - Basic Details form (R11SCR) for that candidate will be displayed.

For practice, click the button to the left of Elizabeth Jones.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Using search criteria ***(on page 54)***

For more information on using search criteria.

Modifying External and Internal Candidates

To modify an external Requisition Candidate's basic details, follow these steps:

1. Access the Requisition Candidate - Basic Details form (R11SCR)

Access this form from the Navigator by selecting:

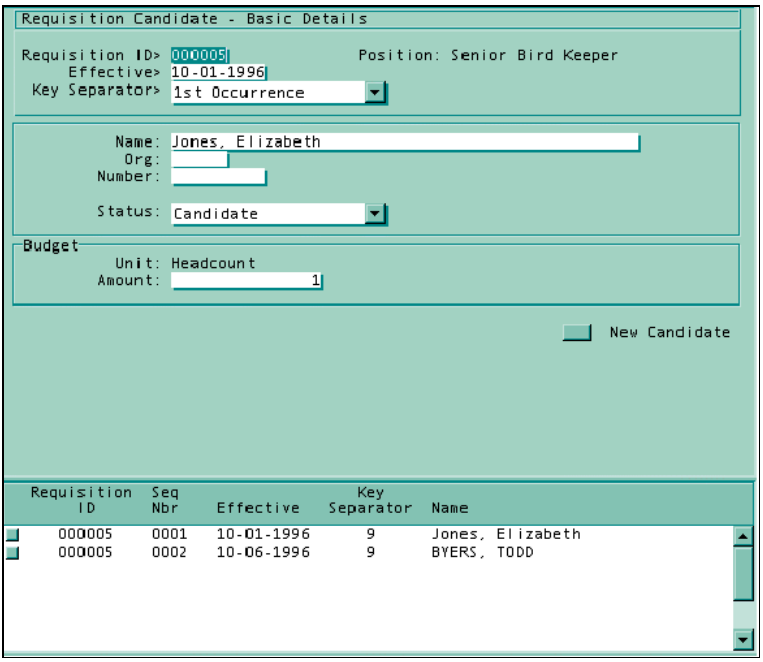
Component: Requisition Administration
Process: Requisition Details
Task: Requisition Candidate Details

For practice, access the Requisition Candidate - Basic Details form (R11SCR).

2. Click the Selection button in the toolbar

Click the Selection button in the toolbar. A list of Requisition Candidate records is displayed, beginning with the Requisition ID that was shown on the form.

For practice, click the Selection button.



3. Select the Requisition Candidate to be modified

Double-click the Requisition Candidate record to be modified. The selected Requisition Candidate record is displayed.

For practice, select Requisition ID 000005 for Elizabeth Jones.

4. Enter the necessary changes

Type or select new entries for the text boxes you wish to modify. Changing the Requisition ID or Effective text box creates a new occurrence for the Requisition Candidate.

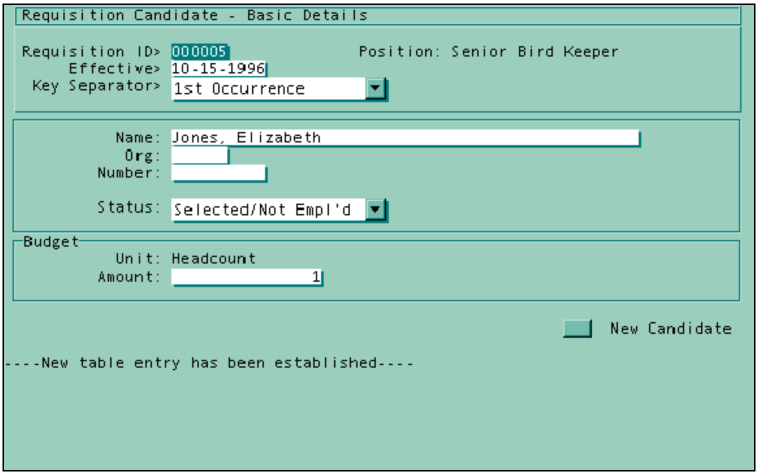
For practice, change the Effective text box to '10-15-1996' and change the Status list box to 'Selected/Not Emply'd'.

5. Click Save or press Enter

The data is modified and a 'Maintenance has been performed' or 'New table entry has been established' message is displayed at the bottom of the form.

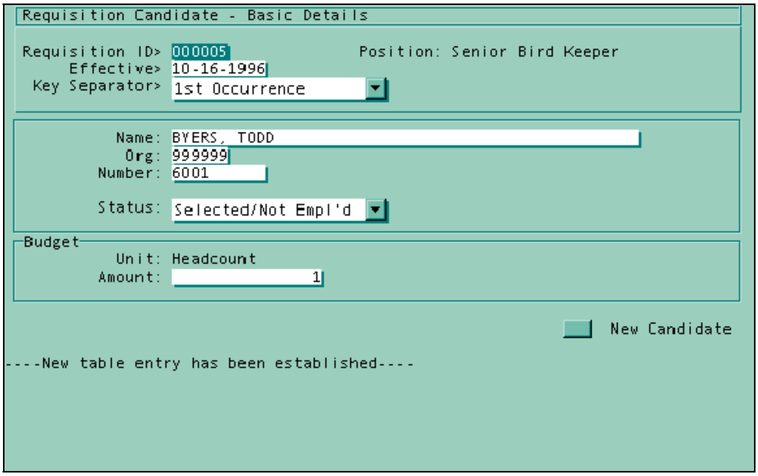
For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



For practice, select Requisition ID 000005 for Todd Byers. Change the Effective text box to '10-16-1996' and change the Status list box to 'Selected/Not Emply'd'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Adding a Candidate from Applicant Tracking

To add a Candidate from Applicant Administration, follow these steps:

1. Access the Job Or Position Applied For form (003SCR)

Access this form from the Navigator by selecting:

Component: Employee Resourcing
Process: Recruit and Select Employees
Task: Update Applicant Status

For practice, access the Job Or Position Applied For form (003SCR) for organization 993333 and employee A003.

2. Enter Requisition ID

Enter the requisition ID in the Requisition ID text box.

For practice, type '000005'.

3. Enter Date 1st Considered

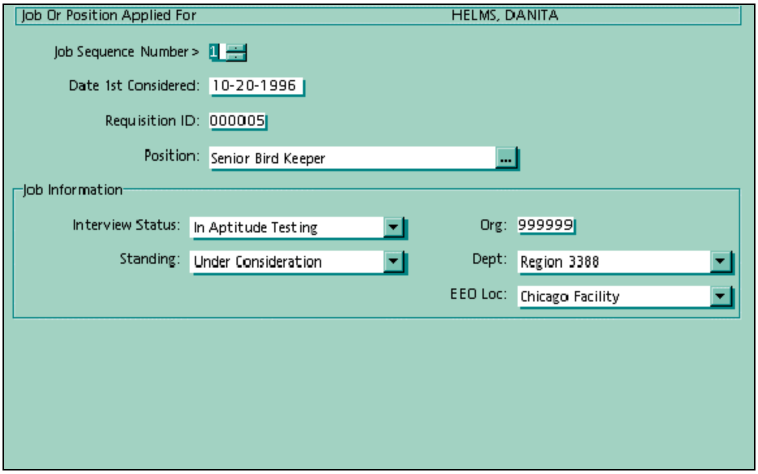
Type the effective date for the requisition candidate. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, type '10-20-1996' (US and Canada) or '20-10-1996' (elsewhere).

4. Click Save or Press Enter

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



5. Access the Requisition Candidate - Basic Details form (R11SCR)

Access this form from the Navigator by selecting:

Component: Requisition Administration
Process: Requisition Details
Task: Requisition Candidate Details

For practice, access the Requisition Candidate - Basic Details form (R11SCR).

6. Click the Selection button in the toolbar

Click the Selection button in the toolbar. A list of Requisition Candidate records is displayed, beginning with the Requisition ID that was shown on the form.

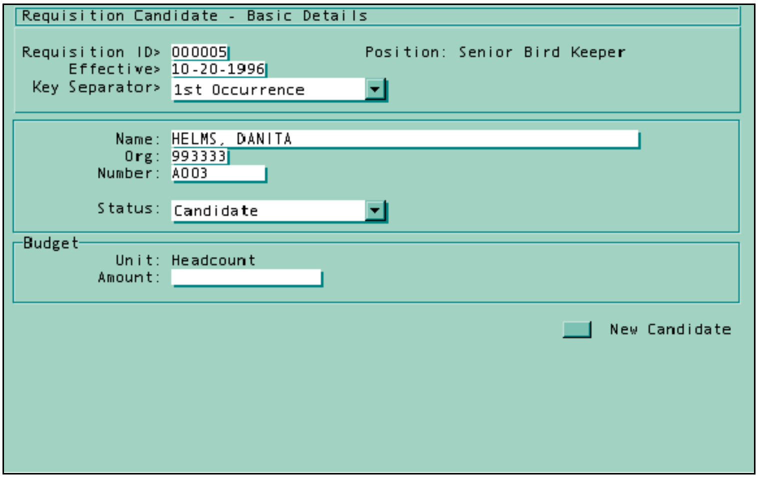
For practice, click the Selection button.

7. View the Requisition Candidate that was created

Double-click the Requisition Candidate record that was created. The selected Requisition Candidate record is displayed.

For practice, select Requisition ID 000005 for Danita Helms.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



8. Modify the record

Type or select new entries for the text boxes you wish to modify. Changing the Requisition ID or Effective text box creates a new occurrence for the Requisition Candidate.

For practice, change the Key separator to 2nd occurrence, change the Effective text box to '11-15-1996' and change the Status list box to 'Selected/Not Emply'd'.

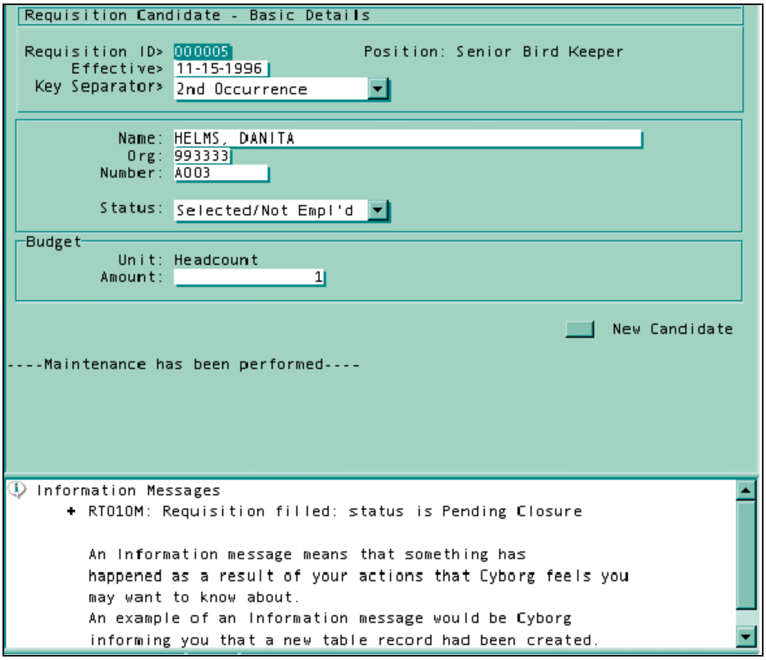
9. Click Save or press Enter

The data is modified and a 'Maintenance has been performed' or 'New table entry has been established' message is displayed at the bottom of the form.

Also, if this modification caused the Requisition limit amount or threshold to be reached, a message appears showing that the requisition's status has automatically been changed to Pending Closure.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Requisition Candidate status - how and why it can change ***(on page 85)***

For more information on Requisition Candidate status.

- **What you can modify** ***(on page 53)***

For more information on when you can modify Requisition Candidate status.

Viewing the Modified Requisition

After you have reached the Requisition limit amount or threshold, the status of the Requisition is automatically changed from Open-Authorized to Pending Closed.

1. Access the Requisition - Basic Details form (R10SCR)

Access this form by making the following selections from the Navigator:

Component: Requisition Administration
Process: Requisition Details
Task: Setup/Maintain a Requisition

For practice, access the Requisition - Basic Details form (R10SCR).

2. Click the Selection button on the toolbar

Click the Selection button on the toolbar. A list of Requisition records is displayed.

For practice, click the Selection button.

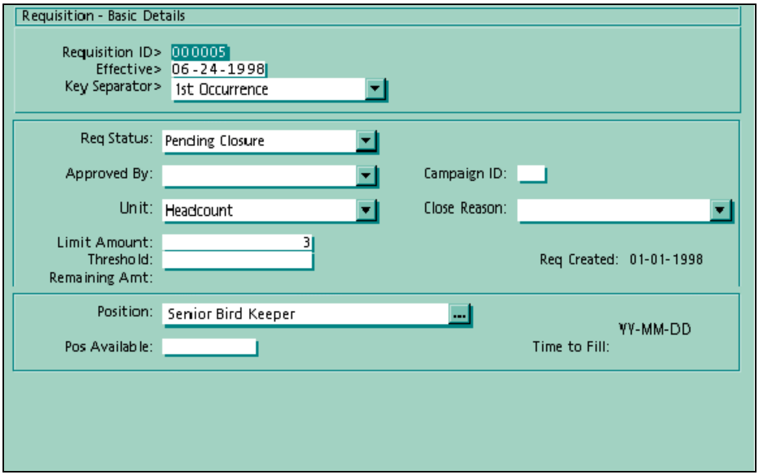
3. Select the Requisition to view

Double-click the Requisition record to be viewed. The selected Requisition is displayed.

The Req Status list box is automatically changed to Pending Closure when the Requisition limit amount or threshold is reached.

For practice, select '000005'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Requisition - Basic Details

Requisition ID> 000005
Effective> 06-24-1998
Key Separator> 1st Occurrence

Req Status: Pending Closure
Approved By:
Campaign ID:
Unit: Headcount
Close Reason:
Limit Amount: 3
Threshold:
Remaining Amt:
Req Created: 01-01-1998

Position: Senior Bird Keeper
YY-MM-DD
Pos Available:
Time to Fill:

Deleting Requisition Candidates

You should delete a Requisition Candidate record only if it was created in error.

Warning: Performing this task deletes the modified Requisition Candidate record permanently. No history of the entry is kept.

1. Access the Requisition Candidate - Basic Details form (R11SCR)

Access this form from the Navigator by selecting:

Component: Requisition Administration
Process: Requisition Details
Task: Requisition Candidate Details

For practice, access the Requisition Candidate - Basic Details form (R11SCR).

2. Click the Selection button on the toolbar

Click the Selection button on the toolbar. A list of Requisition Candidate records is displayed.

For practice, click the Selection button on the toolbar.

3. Select the Requisition Candidate record you want to delete

Double-click the Requisition Candidate to be deleted. The selected Requisition Candidate record is displayed.

For practice, select Requisition ID '000005' dated '10-01-1996' for 'Elizabeth Jones'.

4. Click the Del Entry button on the toolbar

The Delete dialog box is displayed, warning you that continuing this process will permanently delete the Requisition Candidate record.

For practice, click the Del Entry button on the toolbar.

5. Click Yes or press Enter

Click the **Y**es command button or press Enter to delete the Requisition Candidate record.

The Requisition Candidate record is deleted and a 'Table record has been deleted' message is displayed. The record displayed is now the first Requisition Candidate record on the file.

All calculation text boxes are recalculated for the Requisition, and the Requisition status is changed, if appropriate.

For practice, click the Yes command button.

See also:

- What you can modify ***(on page 53)***

For more information on modifying Requisition Candidate status.

Extended Practice

1. Create two Requisition Candidate records.

   Facts: Effective today, you received two Requisition Candidates for the Trainee Bird Keeper Position. One is an external candidate, and one is an internal candidate.

2. Modify each of the Requisition Candidate records to show that they have been Selected.

3. View the Trainee Bird Keeper Requisition Candidate records using the Requisition ID and 'as of' date options. What displays on the form?

Review of Questions Answered

1. What methods are available for creating Requisition Candidate records?

2. How and why can a Requisition Candidate status change?

3. What can be modified on a Requisition Candidate record?

CHAPTER 7

Changed Procedures when using Requisition Administration

In This Chapter

Introduction

This section explains the existing procedures and processes that have changed when using Requisition Administration. Some of the changes require the entering of additional form data while other changes affect the processing done by the system after a form has been entered.

Procedures and/or processes are affected on the following forms when using Requisition Administration.

- Set Up A New Employee form (NH-SCR)
- Employee Information form (EF-SCR)
- Incumbency - Basic Details form (M40SCR)
- Applicant Transfer form (ET-SCR)
- Requisition Candidate - Basic Details form (R11SCR)
- Requisition - Basic Details form (R10SCR)

Tasks

The following tasks are affected when using Requisition Administration:

- Hiring an external candidate using the Set Up a New Employee form (NH-SCR)
- Putting an internal candidate into a new position using the Incumbency - Basic Details form (M40SCR)
- Transferring applicants to active employee Organizations using the Applicant Transfer form (ET-SCR)

Prerequisites

Before performing the tasks in this section, ensure that Requisition Administration implementation task has been completed.

☞ *Please refer to* **Implementing Requisition Administration** *(on page 29) for details about the implementation task.*

Question answered

The following question is answered in this section:

What are the differences in form procedures and processes when using Requisition Administration?

Differences in form processing when using Requisition Administration

Some standard forms are processed differently when you are using Requisition Administration. The changes in processing include:

- Assignment of the employee to a Position when processing a new hire or applicant transfer
- Creation of a Requisition Candidate record when a Job or Position Applied For is recorded in Applicant Administration

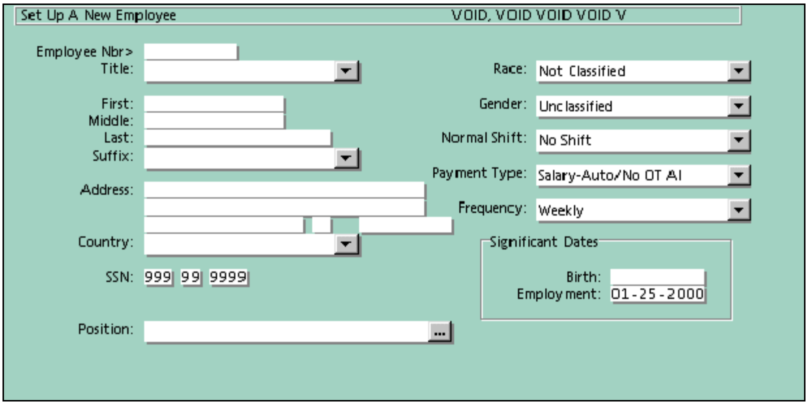
The forms affected by these processing changes are as follows:

- Set Up A New Employee form (NH-SCR)
- Incumbency - Basic Details form (M40SCR)
- Applicant Transfer form (ET-SCR)
- Requisition Candidate - Basic Details form (R11SCR)
- Requisition - Basic Details form (R10SCR)

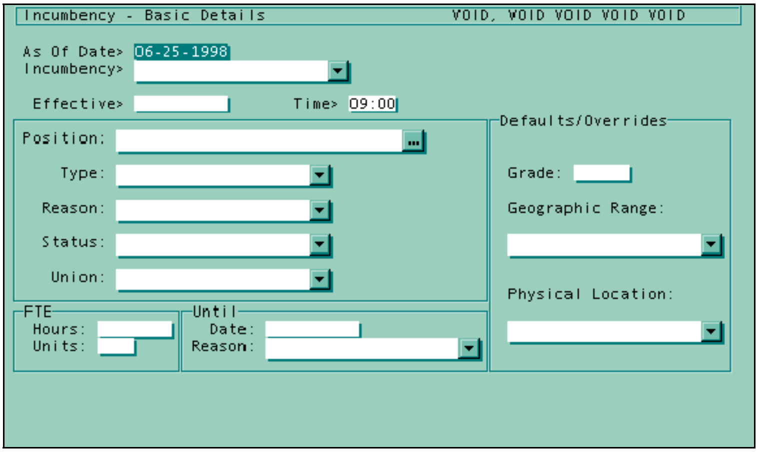
The processing changes for each of these forms are explained in detail in the following topic.

Set Up A New Employee form and Employee Information form

To hire an external candidate, use the Set Up A New Employee form (NH-SCR).



To put an internal candidate into a new position, use the Incumbency - Basic Details form (M40SCR).



If Position Administration is not in use, but Requisition Administration is, each of these forms has an extra text box included to enter the Requisition ID. After the form is processed, a modified Requisition Candidate - Basic Details record (R11SCR) is automatically created using the employment date and a status of Selected/Employed.

If Position Administration is in use, a Position text box has been added to let you select the primary incumbency Position to assign to the new employee. A second form panel is provided to record the Requisition ID entry. After the form is processed, a modified Requisition Candidate - Basic Details record (R11SCR) is automatically created. Text boxes are also provided on the second panel to record the incumbency status, employee activity status, and the complement amount for the Position (if Complement Control is in use). In this case, the Incumbency - Basic Details form (M40SCR) is automatically created or updated with the incumbency information using the employment date.

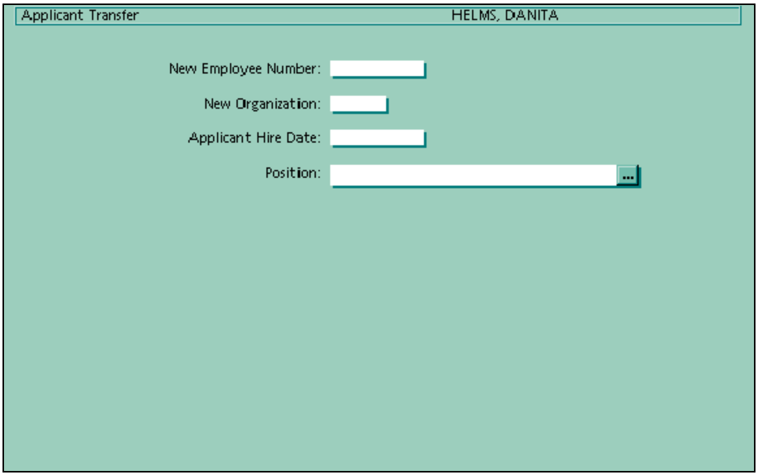
See also:

- Hiring an external candidate using the Set Up a New Employee form ***(on page 114)***
For detailed directions on hiring external candidates when using Requisition Administration.

- Putting an Internal Candidate into a New Position Using the Incumbency - Basic Details form ***(on page 121)***
For detailed directions on hiring internal candidates when using Requisition Administration.

Applicant Transfer form

To transfer applicants to active employee Organizations, use the Applicant Transfer form (ET-SCR).



If Position Administration is not in use, but Requisition Administration is, an extra text box is included on the form to enter the Requisition ID. However, the Requisition Candidate must be created first. No other forms are created or updated.

If Position Administration is in use, a Position text box has been added to let you select the primary incumbency Position to assign to the new employee. A second form panel is provided to record the incumbency status, employee activity status, and the complement amount for the Position (if Complement Control is in use).

The Incumbency - Basic Details form (M40SCR) is automatically created or updated with the incumbency information.

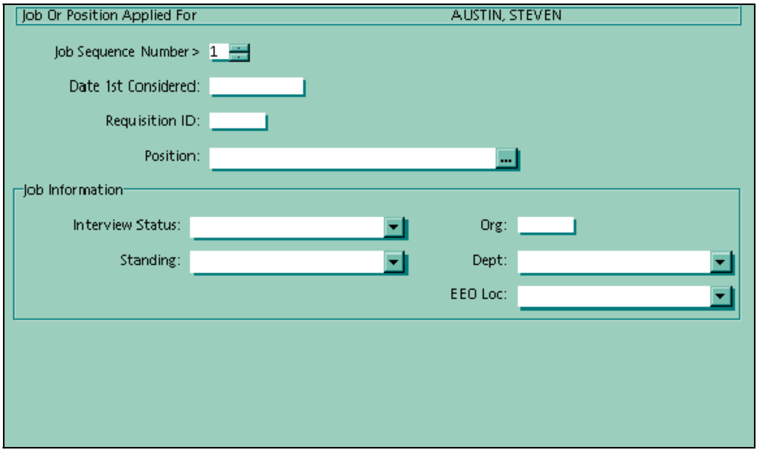
See also:

- Transferring applicants to active employee Organizations using the Applicant Transfer form ***(on page 123)***

For detailed directions on transferring applicants when using Requisition Administration.

Job Or Position Applied For form

The Job Or Position Applied For form (003SCR), from Applicant Administration, has been changed and can now be used with all your Organizations, not just your applicant companies. This means that the form can now be used for applicants as well as your internal candidates who are not in an applicant Organization.



The Requisition ID text box has been reduced from eight positions to six to better interface with Requisition Administration.

After a Job Or Position Applied For form (003SCR) is processed, a Requisition Candidate - Basic Details form (R11SCR) is automatically created for the Requisition ID with a Status of Candidate. The Job Or Position Applied For form (003SCR) can continue to be changed (for example, a new date) during the candidacy and will continue to update the Requisition Candidate - Basic Details form (R11SCR) data. However, once another Requisition Candidate - Basic Details form (R11SCR) entry is made (for instance, a status of Not Selected), no further changes are allowed on the Job Or Position Applied For form (003SCR). All future changes must be made on the Requisition Candidate - Basic Details form (R11SCR).

Apply the Concept

True or False. Explain any false answers.

a) The Employee Information form (EF-SCR) and the Set Up A New Employee form (NH-SCR) display a second panel for entry of Requisition Administration data if both Position Administration and Requisition Administration are in use.

b) If the second panel of the Employee Information form (EF-SCR) is processed, there is no effect on the Requisition Candidate - Basic Details form (R11SCR).

c) If Position Administration is in use, an applicant transfer will reject if the employee has any current or future-dated Positions assigned.

d) The Job Or Position Applied For form (003SCR), from Applicant Administration, cannot be used with all your Organizations, only your applicant companies.

e) The Job Or Position Applied For form (003SCR) can continue to be changed during the candidacy and will continue to update the Requisition Candidate - Basic Details form (R11SCR) data. Once another Requisition Candidate - Basic Details form (R11SCR) entry is made, no further changes are allowed on the Job Or Position Applied For form (003SCR).

Detailed Directions

This section provides detailed instructions for the tasks discussed in this section. The instructions assume that both Position Administration and the Requisition Administration are in use.

These instructions assume that, in the previous section practice, Requisition ID '000005' for three Senior Bird Keepers was created and authorized. They further require that three Requisition Candidate records be created for those vacancies using the Requisition Candidate - Basic Details form (R11SCR), and that those candidate records be subsequently modified to show that the candidates are Selected/Not Empl'd. The three candidates are as follows:

- Elizabeth Jones (external candidate)
- Todd Byers (existing employee 6001)
- Applicant number 'A003' in Organization '993333'

Tasks

Hiring an external candidate using the Set Up a New Employee form

To hire an external candidate, you use the Set Up a New Employee form (NH-SCR).

Note: *If Position Administration is in use, a Position list box is displayed on the Set Up a New Employee form (NH-SCR), and a second panel is displayed—where you enter Incumbency Details Status and Requisition ID. If Position Administration is not in use, the Requisition ID entry is recorded on the first form panel and no second panel is displayed.*

1. Access the Set Up a New Employee form (NH-SCR)

Access this form by making the following selections from the Navigator:

Component:	Employee Resourcing
Process:	Hire, Rehire, Reinstate an Employee
Task:	Quick Hire

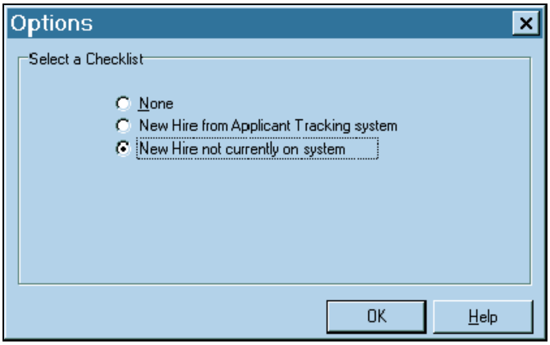
The Employee Selection dialog box is displayed.

For practice, make the Navigator selections to access the Set Up a New Employee form (NH-SCR).

2. Select a Checklist (for Solution Series 4.x users only)

Select the appropriate New Hire checklist.

For practice, select the 'New Hire not currently on system' option.



For practice, enter 'LMODEL 00'.

3. Click OK or press Enter (for Solution Series 4.x users only)

Click OK or press Enter to process the entry.

For practice, click OK or press Enter.

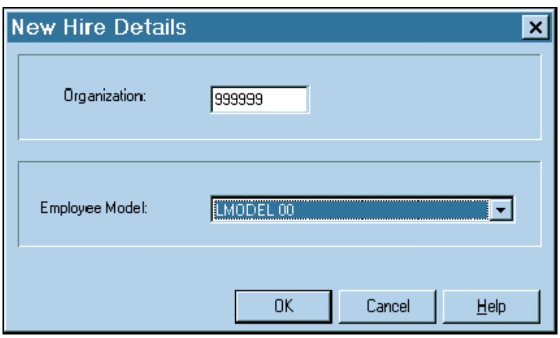
4. Enter Organization number and Employee Model number

Enter the number of the Organization that is hiring this new employee.

Select an Employee Model number.

For practice, enter '999999' using employee 'LMODEL 00'.

If you completed the Guided Practice, the resulting dialog box should look similar to the example that follows:



5. Click OK or press Enter

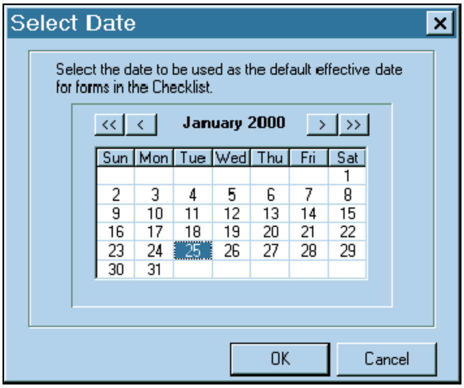
Click OK or press Enter to process the entry.

For practice, click OK or press Enter.

6. Select Date (for Solution Series 4.x users only)

Select the date to use as the default effective date for forms in the Checklist.

For practice, accept the current date.



7. Click OK or press Enter (for Solution Series 4.x users only)

Click OK or press Enter to process the entry.

For practice, click OK or press Enter.

8. Enter an Employee Number

Enter the employee number you would like to assign to this new employee.

For practice, enter 'A020'.

9. Enter Title

Select one of the titles from option list HR35.

For practice, enter 'Miss'.

10. Enter the First name

Enter the first name of the new employee.

For practice, type 'Elizabeth'.

11. Enter Middle name

Type the middle name, if any, of the new employee.

For practice, enter 'Ann'.

12. Enter Last name

Enter the new employee's last name.

For practice, enter 'Jones'.

13. Enter Suffix

Select the name suffix, if any, from option list HR37.

For practice, select '(None)'.

14. Enter Address

Enter the first line of the new employee's address. The second line is reserved for additional address information, such as an apartment number.

The third line consists of 3 text boxes for the city, state and zip code.

For practice, enter '1234 Main Street'.

Leave the second address line blank.

15. Enter the city name

On the third address line in the first text box, enter the city.

For practice, type 'Chicago'.

16. Enter the state code

In the second text box of the third address line, enter the two position state code.

For practice, type 'IL'.

17. Enter the zip code

In the third text box of the third address line, enter the zip code.

For practice, enter '60606'.

18. Select the Country

Select the country in which the employee lives.

For practice, select 'United States'.

19. Enter the Social Security

Enter the new employee's nine-digit social security number.

For practice, enter '123 45 8888'.

20. Enter the Requisition ID (if Position Administration is not in use)

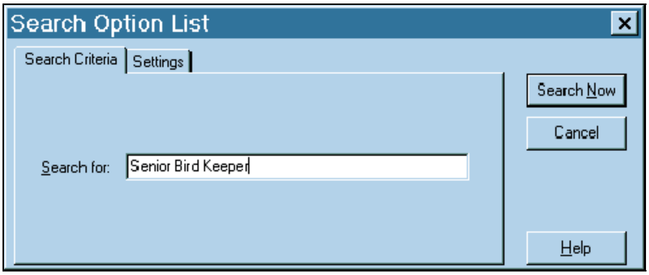
Type the associated Requisition ID in the Requisition ID text box.

For practice, this text box will not appear.

21. Click the Position box (if Position Administration is in use)

To specify the position that the new employee is going to fill, click the Position box to display the Search Option List.

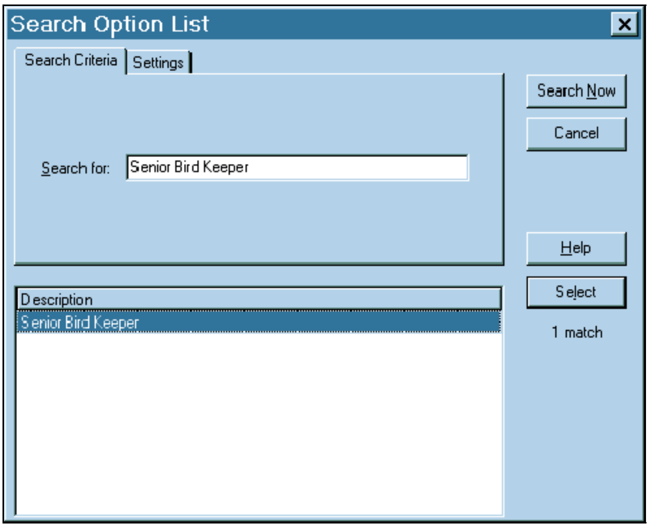
For practice, click the Position box.



22. Enter the Position name in the Search for text box and click Search Now (Position Administration only)

The search is initiated and a list of results is displayed.

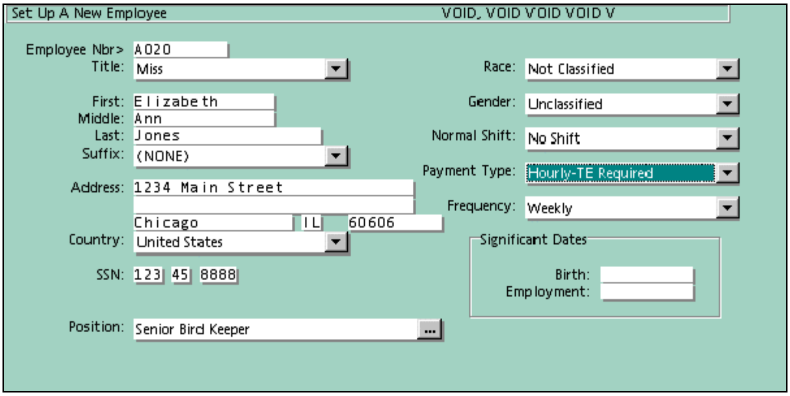
For practice, enter 'Senior Bird Keeper' and click Search Now.



23. Click Select (Position Administration only)

You are returned to the Set Up a New Employee form (NH-SCR) and the Position box is now filled in.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration is in use):



24. **Select the Race**

Select the employee's race from option list HR22. This option list should include all of the race source types your organization may need.

For practice, select 'Asian/Pacific Island'.

25. **Select the Gender**

Select the gender designation for the new employee from option list PP41.

For practice, select 'Female'.

26. **Select the Normal Shift**

Select the employee's normal shift from option list PP43. This option list should include all of the normal shift types your organization may need.

For practice, select 'No Shift'.

27. **Select the Payment Type**

Select whether the new employee is to be paid automatically or through time document entry. This option list should include all of the payment types your organization may need.

For practice, select 'Salary-Auto Paid'.

28. **Select the Frequency**

Select the new employee's pay frequency from option list PP29. This option list should include all of the pay frequencies your organization may use.

For practice, select 'Semi Monthly'.

29. **Enter the Birth Date**

Enter the employee's date of birth. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

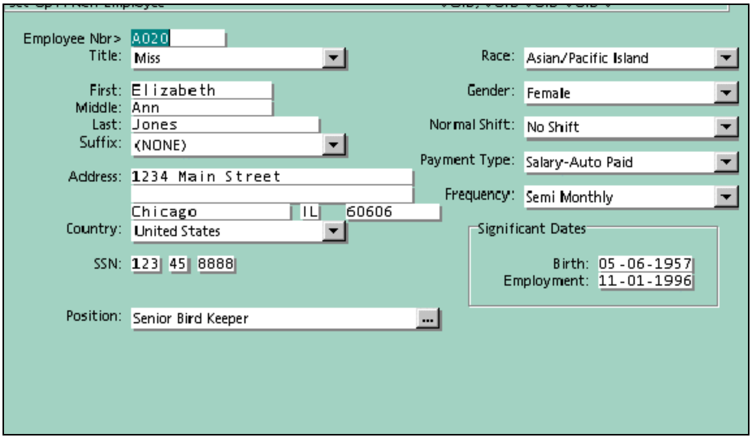
For practice, type '05-06-1957' (US and Canada) or '06-05-1957' (elsewhere).

30. Enter the Employment Date

Enter the date employment becomes effective. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, type '11-01-1996' (US and Canada) or '01-11-1996' (elsewhere).

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration is in use).



31. Click Save or press Enter

The second form panel for the Set Up a New Employee form (NH-SCR) is displayed.

For practice, click Save.

32. Select the Status

Select an Incumbency Status from option list PM17, usually Regular or Acting. This option list should be edited to include all the incumbency statuses your organization may need.

For practice, select 'Regular'.

33. Select an Activity status

Select an Activity status from option list HR72. This option list should be edited to include all the Activity statuses your organization may need.

For practice, select 'New Hire-Sal Reg FT'.

34. Select Union

Select the union option from option list PP429. This option list should include all of the union option types your organization may need.

For practice, leave this blank.

35. Enter a Complement Control Amount

Enter the Amount to be added to the Position complement for the complement unit displayed above this box.

For practice, enter '1'.

Note: *If the Complement Unit is Headcount, the system automatically assumes the entry is '1'. There is no need to enter it.*

36. Click the Previous Panel button or press Enter

If multiple selected candidates exist for the Requisition, an Employee Information - Selected Candidates panel is displayed. Select the associated candidate by clicking on the button to the left of the name.

An error message is displayed if one of the following conditions is present:

- No candidates with the status of Selected/Not Empl'd are found for the Requisition.
- The Requisition has a Closed status.
- The Requisition cannot be found.

If no errors occur, the form is processed with the following results:

- The new employee is added to the database.
- A modified Requisition Candidate - Basic Details record (R11SCR) is created using the employment date and a status of Selected/Employed.
- The Requisition record is Closed if the units are filled.
- If Position Administration is in use, an Incumbency - Basic Details form (M40SCR) is created, using the employment date and a time of 09:00 am.

For practice, click the Previous Panel button or press Enter.

See also:

- Differences in form processing when using Requisition Administration ***(on page 109)***
For details on hiring external candidates when using Requisition Administration.

Putting an Internal Candidate into a New Position Using the Incumbency - Basic Details form

To put an internal candidate into a new position, you use the Incumbency - Basic Details form (M40SCR), and follow these steps.

Note: *This task is designed to be completed only when Position Administration is in use.*

1. Access the Incumbency - Basic Details form (M40SCR)

Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Assign Position

For practice, access the Incumbency - Basic Details form (M40SCR) for employee 6001, Todd Byers.

2. Enter the As of Date

In the As of Date text box, enter the date of that this entry is being made. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, accept the default of today's date.

3. Enter the Incumbency

Select the Incumbency number from the Incumbency list box.

For practice, select '1st Incumbency'.

4. Enter the Effective date

In the Effective date text box, enter the date this employee will begin employment at this new position. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, enter '11-05-1996' (US and Canada) or '05-11-1996' (elsewhere).

5. Select the Position

In the Position box, select the position that this employee is being assigned to.

For practice, select 'Senior Bird Keeper'.

6. Select the Type

In the Type list box, specify the employee's incumbency relevant to this position.

For practice, select 'Primary Incumbency'.

7. Select the Reason

In the Reason list box, select the reason that this employee is changing positions.

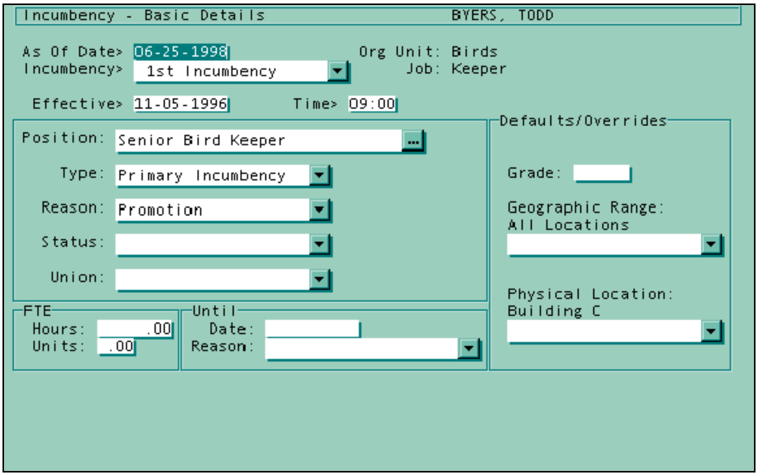
For practice, select 'Promotion'.

8. Click Save or press Enter

The Org Unit and Job information automatically appears, and other information appears in the Defaults/Overrides group box.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Differences in form processing when using Requisition Administration ***(on page 109)***

For details on hiring external candidates when using Requisition Administration

Transferring applicants to active employee Organizations using the Applicant Transfer form

To create a new employee record from existing information in the Applicant Administration application, use the Applicant Transfer form (ET-SCR) and follow these steps.

Note: *If Position Administration is in use, a Position list box is displayed on the Applicant Transfer form (ET-SCR), and a second panel is displayed—where you enter Incumbency Details Status and Requisition ID. If Position Administration is not in use, the Requisition ID entry is recorded on the first form panel and no second panel is displayed.*

1. Access the Applicant Transfer form (ET-SCR)

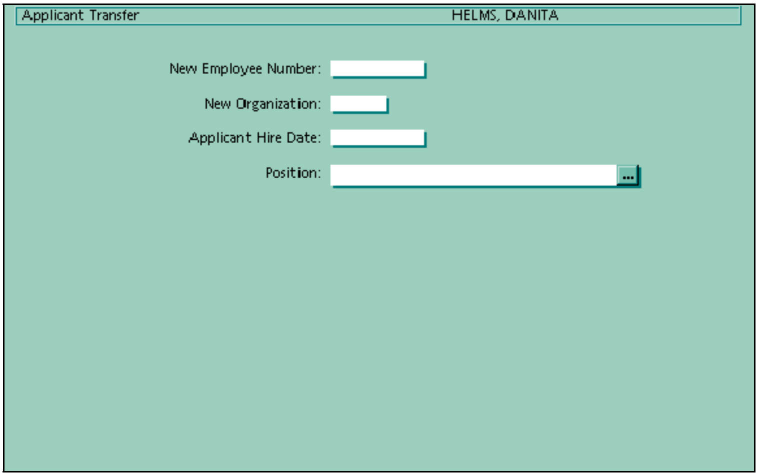
Access this form by making the following selections from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Transfer Emp to New Organization

The Applicant Transfer form (ET-SCR) is displayed.

For practice, access the Applicant Transfer form (ET-SCR) for employee A003, Danita Helms, in Organization '993333'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration is in use):



2. Assign a valid employee number

Type a unique alphanumeric employee number, up to 10 characters in length, in the New Employee Number text box.

For practice, type 'A003'

3. Enter a Organization

Type the Organization of the organization into which the candidate is to be hired.

For practice, type '999999'.

4. Enter an Applicant Hire Date

Type an entry into the Applicant Hire Date text box. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, enter '11-06-1996' (US and Canada) or '06-11-1996' (elsewhere).

5. Enter Requisition ID (if Position Administration is not in use)

Type the associated Requisition ID in the Requisition ID text box.

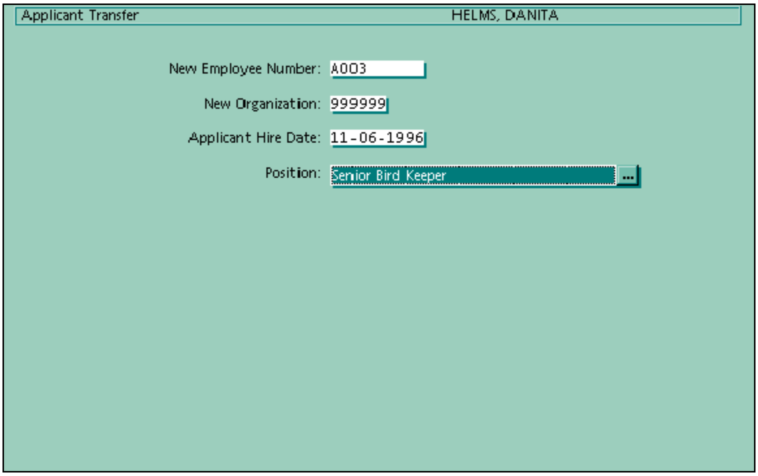
For practice, this text box will not appear.

6. Select a Position (if Position Administration is in use)

Select the appropriate position from the Position box.

For practice, select 'Senior Bird Keeper'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows (Position Administration is in use):



7. Click Save or press Enter

If Position Administration is in use, the second form panel is displayed for entry of Requisition Administration information.

For practice, click Save or press Enter.

8. Enter the Incumbency Details Status (optional) (Position Administration only)

If you are using Position Administration, select an option from the Status list box.

For practice, leave this text box blank.

9. Enter the Employee Details Activity (Position Administration only)

Select an option from the Employee Details Activity list box.

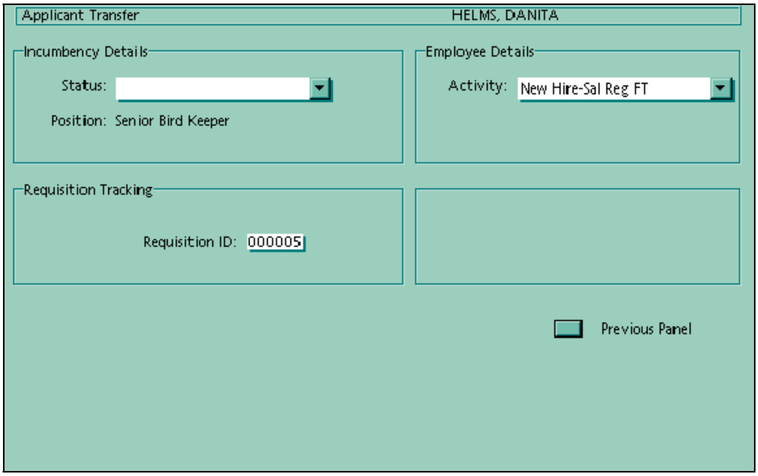
For practice, select 'New Hire-Sal Req FT'.

10. Enter the Requisition ID (Position Administration only)

Type the associated Requisition ID in the Requisition ID text box.

For practice, type '000005'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



11. Click Save or press Enter

For practice, click Save or press Enter.

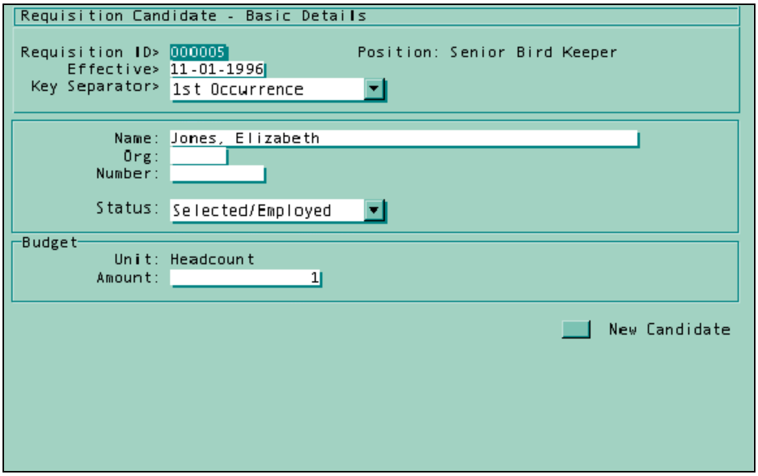
An error message is displayed if either of the following conditions is present:

- No candidates with the status of Selected/Not Empl'd are found for the Requisition.
- The Requisition has a Closed status.

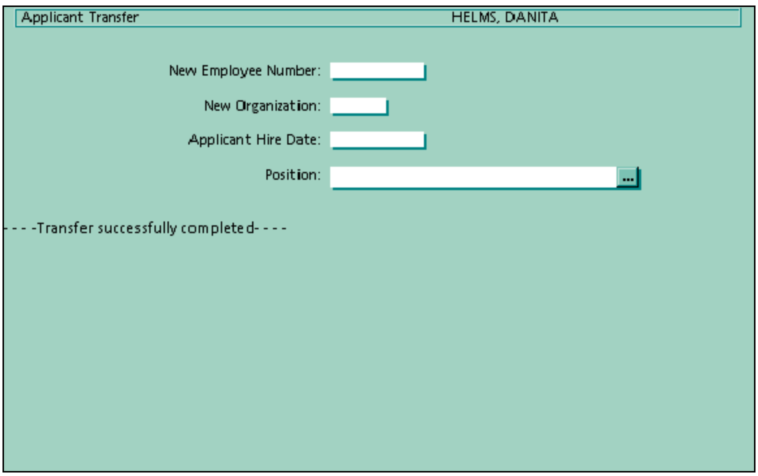
If no errors occur, the form is processed with the following results:

- The applicant is transferred.
- An amended Requisition Candidate record is created using the employment date and a status of Selected/Employed.
- The Requisition record is Closed if the units are filled.
- If Position Administration is in use, an Incumbency - Basic Details form (M40SCR) is created, using the employment date and a time of 09:00 am.

As each employee is hired, the status of the employee's Requisition Candidate Record is automatically changed to Selected/Employed on the Requisition Candidate - Basic Details form (R11SCR).

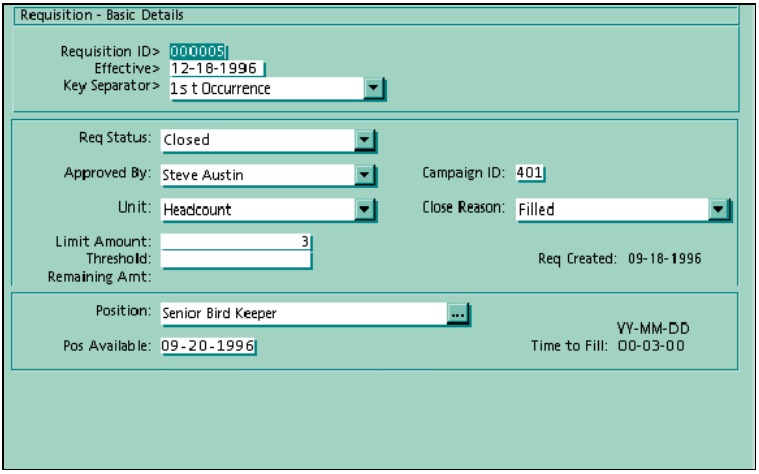


If you are transferring applicants to active employee Organizations using the Applicant Transfer form (ET-SCR), you receive the message 'transfer successfully completed' on the Applicant Transfer form (ET-SCR).



After the limit of the Requisition has been reached, the following changes are automatically made to that requisition's Requisition - Basic Details form (R10SCR):

- Req Status is changed to Closed
- Close Reason is changed to Filled
- Time to Fill is calculated and displayed



See also:

- Differences in form processing when using Requisition Administration ***(on page 109)***

For details on hiring external candidates when using Requisition Administration.

Extended Practice

1. Hire the external Selected Candidates for the Trainee Bird Keeper Position by using the Set Up a New Employee form (NH-SCR).

2. Hire the internal Selected Candidate for the Trainee Bird Keeper Position by using the Incumbency - Basic Details form (M40SCR).

3. View the resulting Requisition Candidate - Basic Details form (R11SCR) for each candidate. What is the status for each candidate?

4. View the resulting Requisition - Basic Details form (R10SCR). What is the Requisition status?

Review of Questions Answered

What are the differences in form procedures and processes when using Requisition Administration?

PART 4

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This section provides a quick reference guide to Requisition Administration reports covered in this manual. Sample output for the report is included.

Requisition Details by Position/Organization Unit (M04RPT)

Business Task

The Requisition Details by Position/Organization Unit (M04RPT) report details existing requisitions. It is an alternative to viewing existing requisitions online.

Report Field Details

- **Organization Unit**—The Org Unit for which the requisition has been created.
- **Position**—The ID and title of the position for which the requisition was created.
- **Effective**—The date when the requisition was activated.
- **Status**—The status value used to designate the various stages of activity of the Requisition. A new Requisition may only have a status of 'Open-Not Authorized'. A Requisition's status can be changed manually or will change When certain processes are carried out.
- **Approved By**—The name or job title of managers authorized to approve Requisitions.
- **Unit**—The value of a Requisition expressed as an FTE, hours, salary, or headcount.
- **Limit Amount**—The total value of the Requisition expressed as FTE, hours, salary, or headcount.
- **Remaining Amount**—A system-calculated unit value that indicates how many vacancy units are left on the Requisition.

Report Sort Order

The report is sorted in the following order:

Organization Unit
Position ID
Requisition ID

Parameter Options and Setup

- **Position**—Select a position you want to report on.
- **Requisition Status**—Leave blank for open statuses only, enter 'A' for all statuses within the last 12 months.

See also:

- Viewing Requisitions on hard copy ***(on page 63)***

To learn how to use the Requisition Details by Position/Org report to display a list of requisitions.

Requisition Details by Position/Organization Unit (M04RPT) - Example

```
                                         Requisition Details by Position/Org               FILE VERSION00 PAGE        1
                                                AS OF 09-23-96                             TIME 09:20     DATE 09-23-96

-----------Organization Unit--------------------
             ----------Position-----------------
                             --------------------------------------------Requisition--------------------------------------
                              ID    Effective  Status              Approved By        Unit        Limit    Remaining Time
                                                                                      Amount      Amount   To Fill

000001 The Zoo

            POS001          Senior Bird Keeper
                             000001 01-01-1996 Open-Not Authorized  Not authorized     FTE          5.55     5.55
                             000002 01-01-1996 Open-Not Authorized  Not authorized     Headcount  10.00    10.00

            POS002          Trainee Bird Keeper
                             000004 01-01-1996 Open-Not Authorized  Not authorized     FTE          6.00     6.00

000002 Animal Management

            POS003          Trainee Reptile Keeper
                             000005 01-01-1996 Open-Not Authorized  Not authorized     FTE         11.00    11.00
```

APPENDIX B

Practice and Review Answers

In This Appendix

Introduction

This appendix provides answers for the Apply the Concepts practices, as well as the Extended Practice and Review of Questions Answered that are included at the end of each instructional chapter.

Overview of Requisition Administration

Review of Questions Answered

1. Define Requisition Administration.

   Easy-to-use system for tracking the hires and transfers that can take place to fill vacancies. This application can keep a record of Requisition information and track the progress of a Requisition.

2. Match Requisition Administration feature to its corresponding description:

Feature	Answers	Description
1. Customizable level of control	b	a) Integration with the hiring and transfer processes to update relevant Requisition Administration records.
2. Flexibility in how vacancies are represented	c	b) Controlled by selecting the type of validation message, Warning or Reject.
3. Integration with other Solution Series processes	a	c) Vacancies are measured in four different ways (Headcount, FTE, Hours, Salary).
4. Maintenance of historical data	e	d) The system security feature.
5. Integrated system security	d	e) History is maintained to perform data analysis as of a particular date.

3. Identify and explain how Human Resources Administration interacts with Requisition Administration.

   The Applicant Administration application interacts with Requisition Administration. The Job Or Position Applied For form (003SCR) in the Applicant Administration application automatically creates a corresponding candidate record in Requisition Administration.

Understanding Requisitions and Requistion Candidates

Apply the Concept

1. Explain how Requisitions and Requisition Candidates could relate to each other in your organization.

   Your answer is specific to your organization.

   Cyborg Answer: A Requisition is a formal request to fill vacancies. Each candidate for a vacancy in a Requisition is assigned to the Requisition as a Requisition Candidate.

2. The value of a Requisition expressed as an FTE, Hours, Salary, or Headcount is called the <u>Requisition unit</u>.

3. What is the total value of a Requisition called?

   Requisition limit.

4. What must be the same throughout the life of the Requisition and for Requisition Candidates?

   Requisition unit

5. How is the Threshold Amount feature used?

   The Threshold Amount allows you to prevent a Requisition from remaining Open when the vacancies have been filled before reaching the Requisition's Limit Amount. The Threshold Amount should therefore be the unit value (less than the Limit Amount) that must be met in order for the Requisition to be considered filled. The Total Amount needs to be equal to or greater than the Threshold Amount to close the Requisition automatically. The Requisition's status changes to Pending Closure or Closed once its Total Amount is equal to or greater than its Threshold Amount.

Review of Questions Answered

1. What are Requisitions and Requisition Candidates and how do they relate to each other?

   A Requisition is a formal request to fill a vacancy or vacancies. A Requisition Candidate is a candidate for a vacancy represented on a Requisition. Each candidate for a vacancy on a Requisition is assigned to the Requisition as a Requisition Candidate.

2. How are Requisition vacancies measured?

   Each Requisition can measure vacancies in one of the following ways:

   - *By FTE (Full Time Equivalent)*
   - *By Headcount*

- *By Hours*
- *By Salary*

Vacancies are represented on a Requisition by selecting one of these units and entering a Limit Amount. For example, a formal request to fill four full-time vacancies could be represented by selecting a unit of Headcount and entering a Limit Amount of 4.

The same unit must be used throughout the life of the Requisition and for Requisition Candidates. Although different units can be used for different Requisitions, you may find it helpful to use one unit consistently or to have clear guidelines as to which units are used for which types of Requisitions.

3. What are a Requisition's Remaining Amount and Threshold Amount?

   As each candidate is selected, the status of the corresponding Requisition Candidate record is manually changed to Selected/Not Empl'd. When this happens, the system calculates how many vacancy units are left on the Requisition, displaying the figure as the Requisition's Remaining Amount. As vacancies are filled, the Remaining Amount decreases until, finally, no more Units are available and no further hires or transfers can take place.

   Regardless of the unit you have selected to measure the vacancies on a Requisition, you can set a Threshold Amount for the Requisition in addition to a Limit Amount. By doing this, you can prevent a Requisition from remaining Open when the vacancies have been filled before reaching the Requisition's Limit Amount. This could happen, for example, when a Requisition's Remaining Amount is less than the minimum salary that would be offered for a vacancy.

   The Threshold Amount should, therefore, be the unit value (less than the Limit Amount) that must be met in order for the Requisition to be considered filled. The Total Amount needs to be equal to or greater than the Threshold Amount to close the Requisition automatically. The Requisition's status changes to Pending Closure or Closed once its Total Amount is equal to or greater than its Threshold Amount.

   For example, the salary Threshold Amount could be 45,000 with a 55,000 Limit Amount for a Requisition. Filling the Requisition for 46,000 would exceed the Threshold Amount, causing a Requisition status change. Instead of remaining Open, the Requisition status would then change to reflect that the Requisition was Closed because it met the condition of the Threshold Amount.

Implementing Requisition Administration

Apply the Concept

1. Consider your current Requisition process. Describe the tasks and decisions your organization would make to implement Requisition Administration.

   Your answer is specific to your organization.

   Cyborg Answer:

   - Setting the Requisition Administration System Options using the Systems Options form (TG-SCR)

   - Editing the Requisition Administration option lists (optional)

   - Choosing the type of validation messages you will need

   - Determining how shared settings affect the way in which you implement Requisition Administration

   - Deciding if additional security is needed

2. Multiple choice. Circle the appropriate choice.

a) Requisition Administration validates whether the vacancy limit on a corresponding Requisition will be exceeded for:
   i) processing new hires
   ii) assigning an employee to a new Position
   iii) transferring an applicant to a live Organization
   iv) all of the above
   v) i & ii only

b) In shared settings:
   i) you will need to access the System Options form (TG-SCR) for each Organization in the group
   ii) all Organizations share the same System Options Control Number
   iii) all of the above
   iv) none of the above

3. Identify the option lists that can be edited within Requisition Administration. Give an example of how each option list might be modified to meet your organization's requirements.

   Approved By—This option list could be modified to include the names or job titles of those authorized to approve Requisitions.

   Reason for Closure—This option list could be modified to include other reasons for closing a Requisition.

4. Identify the option lists whose values Cyborg recommends not be modified. Give an example of when you could delete a value in one of these option lists.

Requisition Status option list (RT01)

Requisition Unit option list (RT04)

Requisition Candidate Status option list (RT05)

You could delete a value from the Requisition Unit option list (RT04) if, for example, the organization does not want Requisitions to be filled by Salary units.

5. Multiple choice. Circle the appropriate choice.

All Requisition Administration delivered option lists
- i) do not reflect an organization's requirements
- ii) will always have an effect on validation
- **iii)** can be added to, changed, or deleted
- iv) all of the above

All Requisition Administration option lists can be added to, changed, or deleted. However, adding values to the reserved Cyborg option lists will have no effect on validation. Only the delivered codes affect validation.

Review of Questions Answered

1. What Requisition Administration considerations should you take into account when deciding on an implementation strategy?

Before setting up Requisition Administration, you need to choose your implementation strategy . You must consider:

— *What type of validation messages you want.*

— *How shared settings affect the way you implement Requisition Administration.*

2. Which Requisition Administration option lists contain options that should never be changed?

— *Requisition Status (RT01)*

— *Requisition Unit (RT04)*

— *Requisition Candidate Status (RT05)*

3. What extra security might be needed for Requisition Administration?

You may want to consider adding additional security to the Requisition - Basic Details form (R10SCR) so that only certain personnel are able to use it to create Requisitions. By doing this you can ensure that Requisitions are not set up incorrectly or in error.

Creating and Maintaining Requistions

Apply the Concept

1. True or False. Explain any false answers.

a) A Requisition can represent one or more vacancies.

True.

b) You can change the unit of measure and Limit Amount once a Requisition has a candidate assigned to it.

False. You cannot change the unit of measure and Limit Amount once the Requisition has a candidate assigned to it. If more vacancies need to be added, a new Requisition must be created.

2. Consider your current Requisition approval process. How would you use Requisition Administration to support this process?

   Your answer is specific to your organization.

   Cyborg Answer: Populate the Approved By option list (RT03) using the Option list Edit Utility form (CSUPDT). Select an option from the Approved By entry on the Requisition - Basic Details form (R10SCR). This entry can be edited at any time.

3. Describe how your organization might use the recruitment campaign feature.

   Your use of this feature is specific to your organization.

   Cyborg Answer: Requisitions can be associated with a particular Requisition Campaign, which is a three-digit alphanumeric field on the Requisition - Basic Details form (R10SCR).

4. True or False. If false, explain.

   A Requisition can be linked to a Position at any time.

   False, only if it is Open-Not Authorized.

5. True or False. Explain any false answers.

   a) When first created, a Requisition's status must be Open - Not Authorized.

   True.

   b) Candidates assigned to the Requisition with a status of Selected/Not Empl'd.

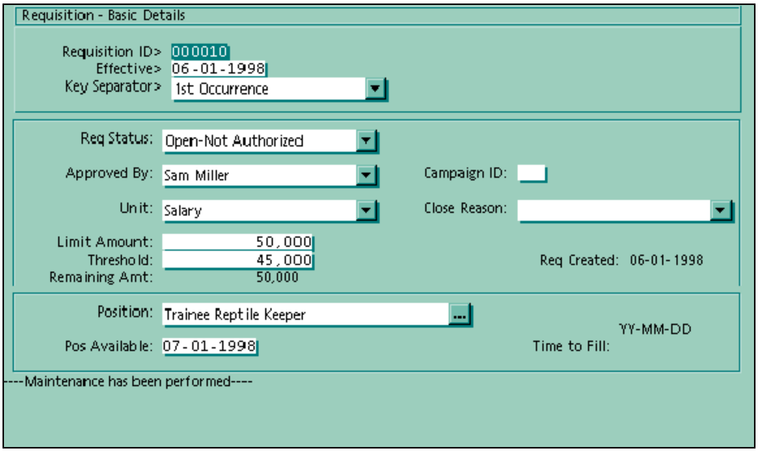
   False. This can only be done if there are no Selected/Not Empl'd candidates. If there are any Selected/Not Empl'd candidates and you still must close the Requisition, these *candidates must first be changed to Selected/Employed or Withdrawn before the Requisition can be closed manually.*

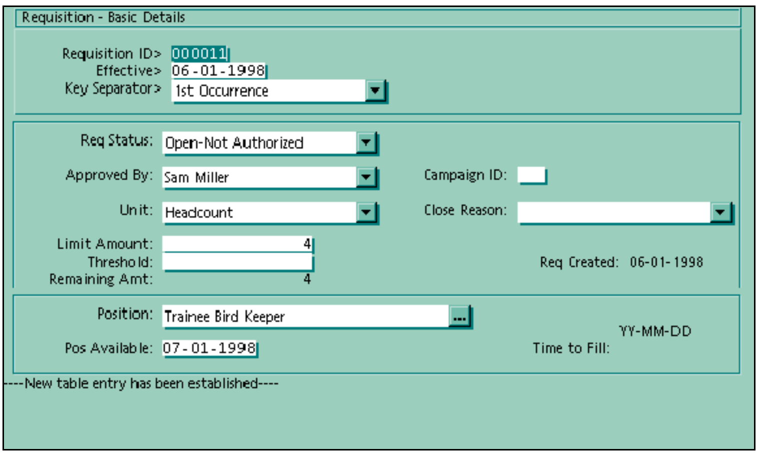
Extended Practice

1. Create two Requisitions.

   Facts: Effective today, you received two new Requisitions. The first Requisition is to fill one Trainee Reptile Keeper vacancy. The maximum salary for the Trainee Reptile Keeper Requisition is $50,000, with a Threshold of $45,000.

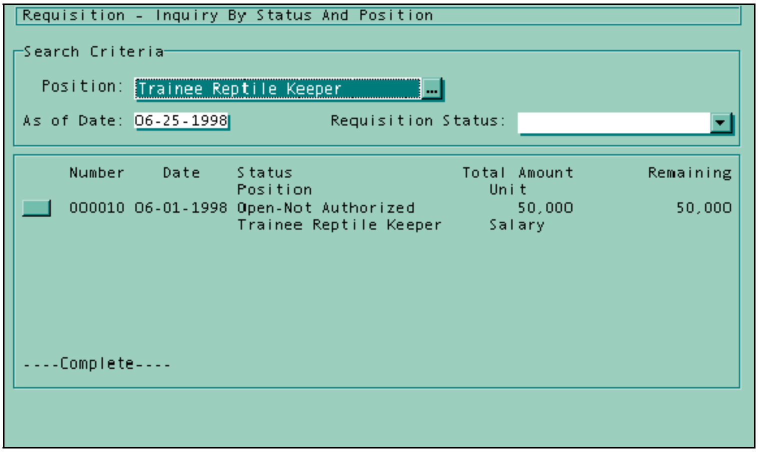
   The second Requisition is to fill four Trainee Bird Keeper vacancies.



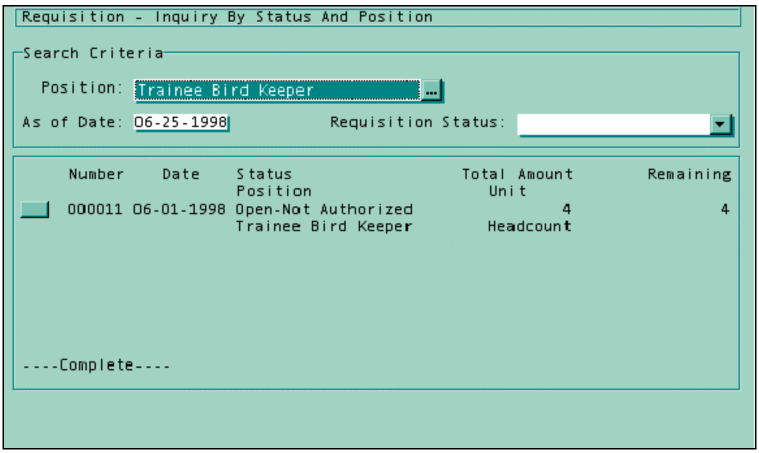


2. View the two newly created Requisitions.

a) View the Trainee Reptile Keeper Requisition using the Position and 'as of' date options. What displays on the form?



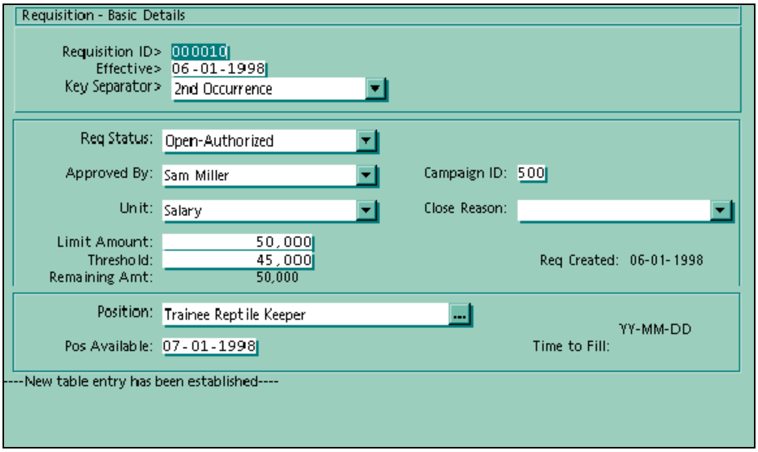
b) View the Trainee Bird Keeper Requisition using the Position and the Requisition Status option. What displays on the form?

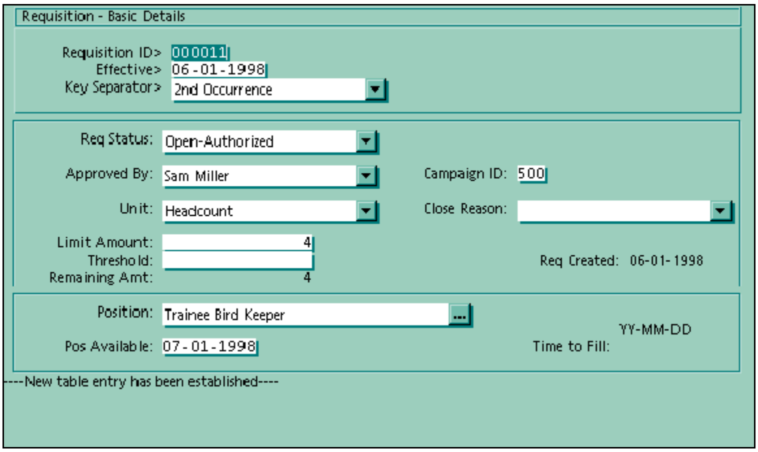


c) What would happen if a match could not be found?

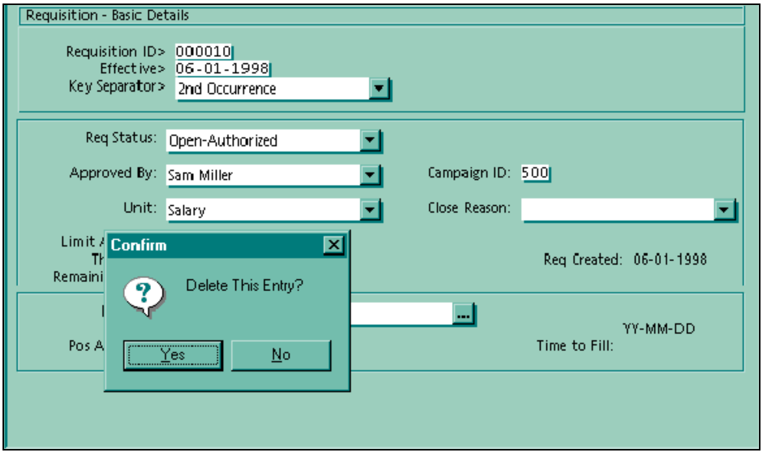
If no matching Requisition records are found, you will see a 'Complete' message at the bottom of the form.

3. Authorize both Requisitions and add the Campaign ID text box.





4. Delete the modified Requisition for the Trainee Reptile Keeper.



Review of Questions Answered

1. How and why can a Requisition status change?

   A Requisition's status when it is first created must be Open-Not Authorized.

   Pending Closure shows that the Limit Amount has been fulfilled, but that some of the Requisition Candidates still have a status of Selected/Not Empl'd. The Requisition's status changes to Closed only when all the Requisition Candidates filling the vacancies it represents have a status of Selected/Employed and there are no other Selected/Not Empl'd candidates.

   A Requisition's status can revert from Pending Closure back to Open - Authorized if a candidate who was Selected/Not Empl'd should withdraw.

   A Requisition's status cannot be changed to Closed if there are still Requisition Candidates assigned to the Requisition with a status of Selected/Not Empl'd.

   You can change the status manually or it can be changed automatically as a result of other processes.

2. What can you do to rectify a change made in error to a Requisition's basic details?

   If you change the Requisition status you will be prompted to also change either the Effective Date or the Key Separator for the Requisition. The original Effective Date of the first Requisition for this Requisition ID is stored and displayed on each succeeding Requisition occurrence.

   You may change the Position field only if the Requisition Status is Open - Not Authorized.

   To effect a recruitment freeze, change the Requisition Status to Closed - thus preventing candidates from being assigned against Requisitions. You can use the Close Reason *field to record the reason for the temporary closure of the Requisition, for example, Recruitment Freeze.*

Changes may be made to the Approved By, Pos Available, Campaign ID, and Close Reason fields as needed.

No changes are allowed to a Requisition whose Requisition status is Closed.

If a change to a Requisition's basic details has been made in error, that record should be deleted. However, the record can be deleted only if no Requisition Candidates are associated with it. Deletion of the original Requisition record is not allowed.

3. How do Requisitions and Position Administration interact?

   If you are using Position Administration along with Requisition Administration, you must link each Requisition with a Position. By doing this you can search for all Requisitions associated with a specific Position.

Creating and Maintaining Requisition Candidates

Apply the Concept

1. True or False. Explain any false answers.

   a) Both Requisition Administration and Applicant Administration will reject a candidate record if no matching Requisition exists on the file.

   True.

   b) You can create a Requisition Candidate record in any Organization by using the Job Or Position Applied For form (003SCR).

   True.

   c) Requisition Candidate records can be added even if the associated Requisition status is Closed.

   False. A Requisition Candidate record will be rejected if the associated Requisition status is Closed. The form appears in View Mode only with a message that reads, 'Warning—This Requisition has a status of Closed'.

2. Consider your current candidate process. Describe the tasks and decisions your organization would make to implement Requisition Administration.

   Your answer is specific to your organization.

   Cyborg Answer: Requisition Candidates can be created manually using the Requisition Candidate - Basic Details form (R11SCR) or automatically by using the Job Or Position Applied For form (003SCR).

3. True or False. If false, explain.

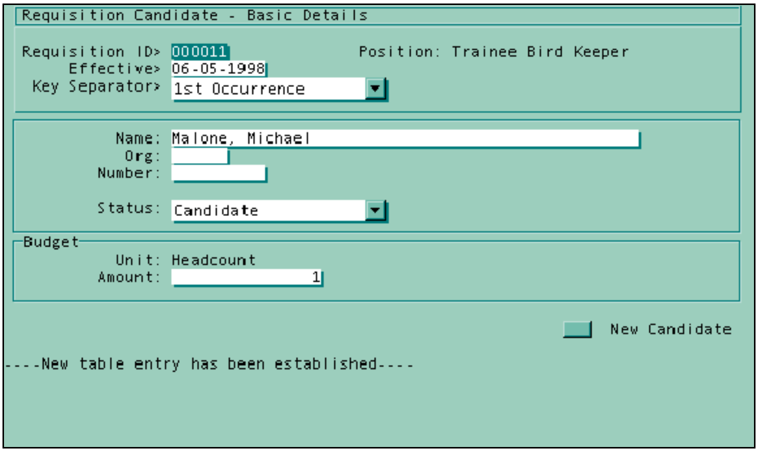
   When first created, a Requisition Candidate's status must be Selected/Not Empl'd.

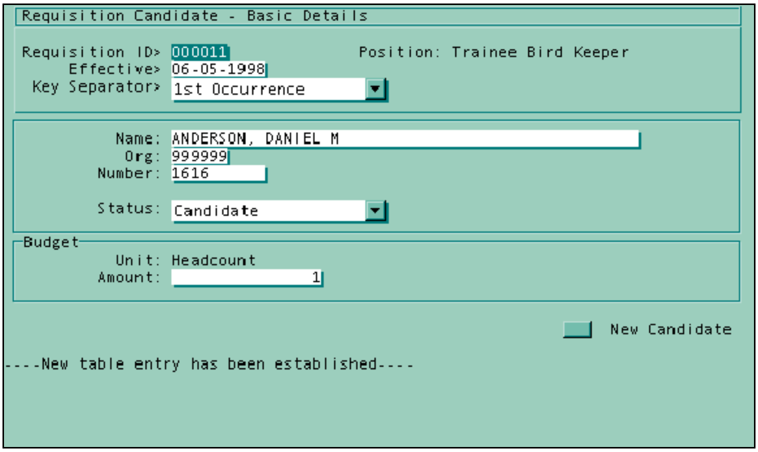
   False. Requisition Candidate records, regardless of the method used to create them, must have a status of Candidate.

Extended Practice

1. Create two Requisition Candidate records.

   Facts: Effective today, you received two Requisition Candidates for the Trainee Bird Keeper Position. One is an external candidate, and one is an internal candidate.





2. Modify each of the Requisition Candidate records to show that they have been Selected.

Requisition Candidate - Basic Details

Requisition ID> 000011 Position: Trainee Bird Keeper
Effective> 06-05-1998
Key Separator> 2nd Occurrence

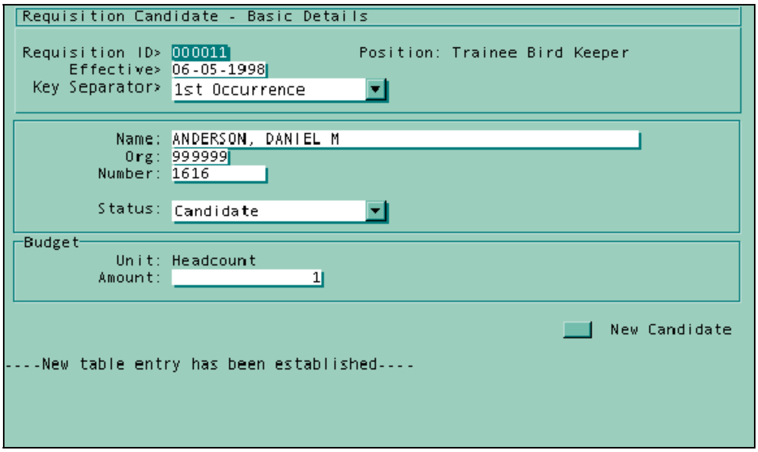
Name: Malone, Michael
Org:
Number:

Status: Selected/Not Empl'd

Budget
Unit: Headcount
Amount: 1

New Candidate

----New table entry has been established----



Requisition Candidate - Basic Details

Requisition ID> 000011 Position: Trainee Bird Keeper
Effective> 06-05-1998
Key Separator> 1st Occurrence

Name: ANDERSON, DANIEL M
Org: 999999
Number: 1616

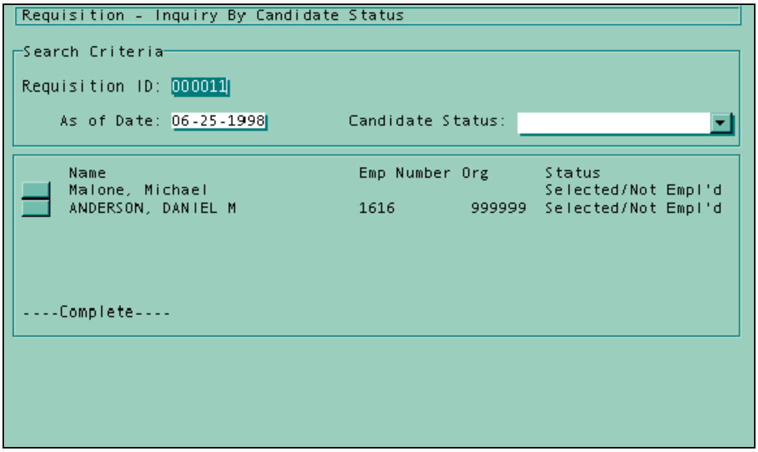
Status: Candidate

Budget
Unit: Headcount
Amount: 1

New Candidate

----New table entry has been established----

3. View the Trainee Bird Keeper Requisition Candidate records using the Requisition ID and 'as of' date options. What displays on the form?



Review of Questions Answered

1. What methods are available for creating Requisition Candidate records?

   Requisition Candidates can be created manually by using the Requisition Candidate - Basic Details form (R11SCR) or automatically by using the Job Or Position Applied For form (003SCR). Up to 9,999 candidates may be recorded for a single Requisition.

2. How and why can a Requisition Candidate status change?

   A Requisition Candidate's status when it is first created is Candidate. The Requisition Candidate status can be changed manually or automatically as the result of other processes.

   Manually change the status of candidates who have been rejected to Not Selected. If a candidate has been offered a Position, manually change the status to Selected/Not Empl'd. If a candidate notifies you that he or she no longer has an interest in the Position, manually change the status to Withdrawn.

   The Requisition Candidate status can also change because of other processes. If the Requisition status changes to Closed because all the vacancies have been filled, Requisition Candidates with a Candidate status are changed to Not Selected.

   The Requisition Candidate status can also be changed as a result of entries made on these forms:

   - Incumbency - Basic Details form (M40SCR)
   - Set Up A New Employee form (NH-SCR)
   - Employee Information form (EF-SCR)
   - Applicant Transfer form (ET-SCR)

3. What can be modified on a Requisition Candidate record?

If you change the Status entry, you will be prompted to also change either the Effective Date or the Key Separator for the Requisition Candidate.

You may create a new occurrence and manually change the Status field to any other option except Selected/Employed. That change may take place only through the hiring process.

If you change the Status from Candidate to Selected/Not Empl'd:

- The Requisition status must be Open-Authorized; otherwise, a Reject message is displayed that reads,'Requisition Status does not allow selection'.

- The Budget Amount may not exceed the Requisition Remaining Amount; otherwise, a message is displayed that reads, 'Candidate amount exceeds remaining limit'.

- The Requisition Remaining Amount field is updated.

Once a Requisition Candidate has a status of Selected/Not Empl'd or Selected/Employed, any changes that you make to the FTE, Hours, Headcount, or Salary are checked to determine whether the new value is within the Requisition Limit. The Budget Amount must be equal to or less than the Requisition Remaining Amount; otherwise, a message is displayed that reads, 'Candidate Amount causes Requisition Limit to be exceeded'. Changes to the Requisition Candidate Budget Amount cannot be made if the Requisition status is Closed.

If a Requisition Candidate's basic details have been established in error, that record should be deleted. However, the record can only be deleted if there are no modified Requisition Candidate records associated with it.

Changed Procedures when using Requisition Administration

Apply the Concept

True or False. Explain any false answers.

a) The Employee Information form (EF-SCR) and the Set Up A New Employee form (NH-SCR) display a second panel for entry of Requisition Administration data if both Position Administration and Requisition Administration are in use.

True.

b) If the second panel of the Employee Information form (EF-SCR) is processed, there is no effect on the Requisition Candidate - Basic Details form (R11SCR).

False. After the form is processed, a modified Requisition Candidate - Basic Details record (R11SCR) is automatically created using the employment date and a status of Selected/Employed.

c) If Position Administration is in use, an applicant transfer will reject if the employee has any current or future-dated Positions assigned.

True.

d) The Job Or Position Applied For form (003SCR), from Applicant Administration, cannot be used with all your Organizations, only your applicant companies.

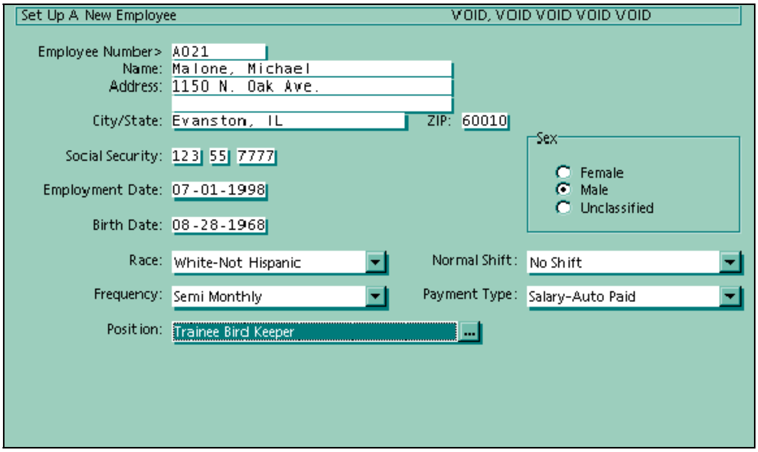
False. The Job Or Position Applied For form(003SCR), from Applicant Administration, has been changed and can now be used with all your Organizations, not just your applicant companies. This means that the form can now be used for your internal candidates who are not in an applicant Organization.

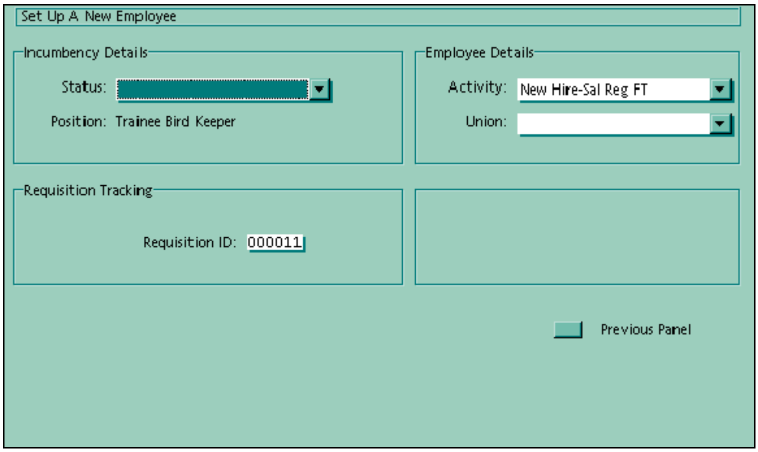
e) The Job Or Position Applied For form (003SCR) can continue to be changed during the candidacy and will continue to update the Requisition Candidate - Basic Details form (R11SCR) data. Once another Requisition Candidate - Basic Details form (R11SCR) entry is made, no further changes are allowed on the Job Or Position Applied For form (003SCR).

True.

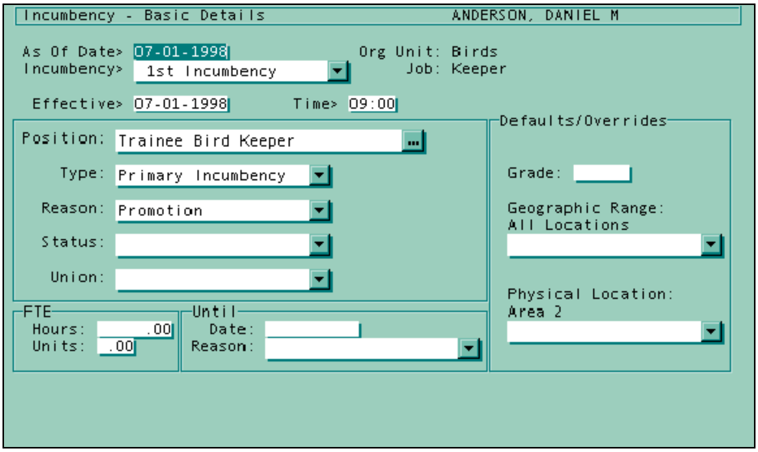
Extended Practice

1. Hire the external Selected Candidates for the Trainee Bird Keeper Position by using the Set Up a New Employee form (NH-SCR).



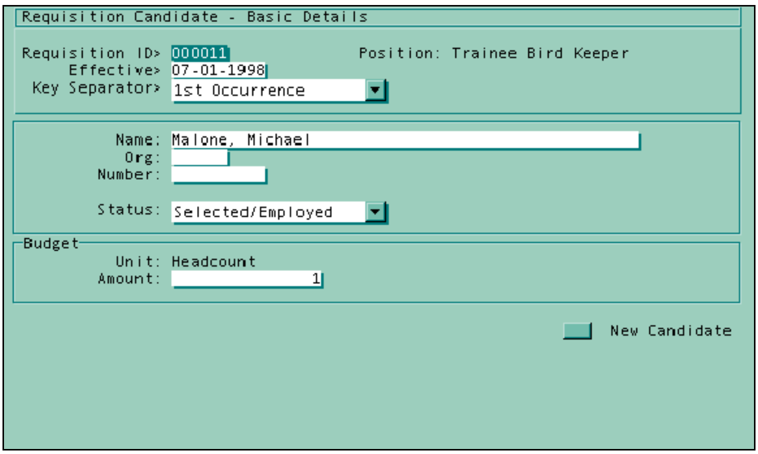


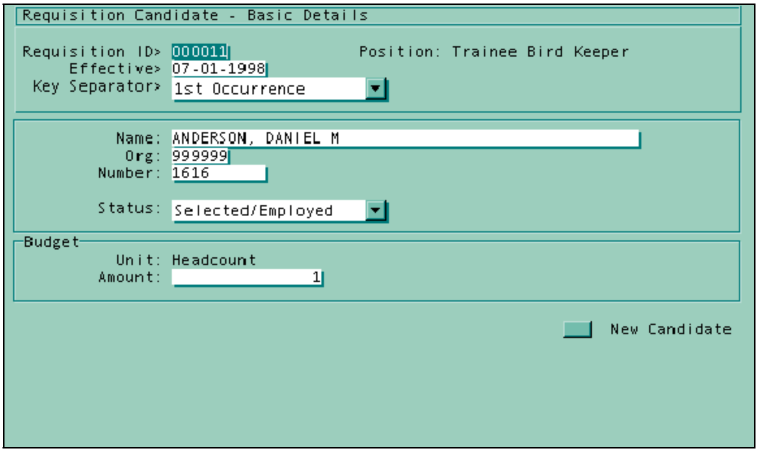
2. Hire the internal Selected Candidate for the Trainee Bird Keeper Position by using the Incumbency - Basic Details form (M40SCR).



3. View the resulting Requisition Candidate - Basic Details form (R11SCR) for each candidate. What is the status for each candidate?

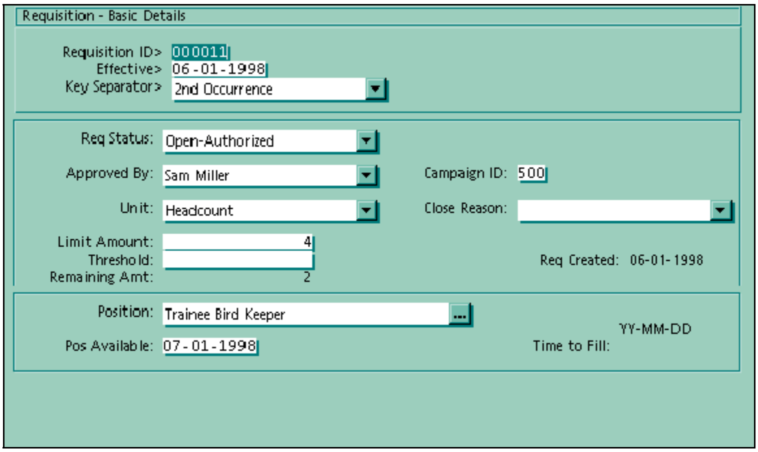
Selected/Employed





4. View the resulting Requisition - Basic Details form (R10SCR). What is the Requisition status?

   Open-Authorized, with the Remaining Amt set to 2.



Review of Questions Answered

What are the differences in form procedures and processes when using Requisition Administration?

If Position Administration is not in use, but Requisition Administration is, the following forms are processed differently:

Form	*Form Changes*	*Second Panel*	*Other Processes Affected*
Employee Information	*New Requisition ID field*	*No*	*Creates modified Requisition Candidate - Basic Details form (R11SCR)*
Set Up A New Employee	*New Requisition ID field*	*No*	*Creates modified Requisition Candidate - Basic Details form (R11SCR)*
Applicant Transfer	*New Requisition ID field*	*No*	*None*
Job Or Position Applied For	*Requisition ID has 6 positions instead of 8*	*No*	*Creates new Requisition Candidate - Basic Details form (R11SCR)*

If both Position Administration and Requisition Administration are in use, the following forms are processed differently:

Form	*Form Changes*	*Second Panel*	*Other Processes Affected*
Employee Information	*New Position field*	*Yes*	*Creates modified Requisition Candidate - Basic Details form (R11SCR) and Incumbency - Basic Details form (M40SCR)*
Set Up A New Employee	*New Position field*	*Yes*	*Creates modified Requisition Candidate - Basic Details form (R11SCR) and Incumbency - Basic Details form (M40SCR)*

Form	***Form Changes***	***Second Panel***	***Other Processes Affected***
Applicant Transfer	*New Position field*	*Yes*	*Creates modified Requisition Candidate - Basic Details form (R11SCR) and Incumbency - Basic Details form (M40SCR)*
Job Or Position Applied For	*Requisition ID has 6 positions instead of 8*	*No*	*Creates new Requisition Candidate - Basic Details form (R11SCR)*

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 172).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 169).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 171).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 171).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 171).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount
The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin
A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR
Table Definition Record.

Template
A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password
A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination
The activity of an employee no longer being employed by the organization.

Test environment
A separate organization or system partition used only for testing.

Text box
A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier
The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry
The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file
A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation
The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout
The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip
A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal
Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer
Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code
The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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X

Y

Using Salary Administration

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PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Salary Administration, which provides the tools to maintain job evaluations, establish merit increase guidelines, perform budgeting analysis, and automate the performance appraisal and salary review process.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study before and after classroom training.

Who should use this manual?

This manual is designed to be used by a number of different users. The following users will find it most useful:

- Salary administrators
  Salary administrators will find a helpful overview of Salary Administration features in Part 1. Part 2 will be of interest because it explains the steps necessary to implement the system as well as the additional concepts and tasks necessary to set up and maintain the essential Salary Administration elements. Part 4 contains details about performing and processing reviews.

- Compensation analysts and Human Resources personnel
  Both compensation analysts and Human Resources personnel involved in the compensation function will find detailed directions throughout the manual that will enable them to perform the specific steps necessary to implement and use Salary Administration.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Basic understanding of Microsoft Windows
- Attended training for or have experience using Cyborg's products (the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training class is recommended).
- Attended training for or have experience in the Human Resource basic functionality, including an understanding of HR tables and option lists (the Using Human Resources Administration training class is recommended)

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand and administer Salary Administration.

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course documentation covers the introductory concepts and tasks related to Cyborg's administrative solutions. It describes how to navigate through the software and explains the important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.
Using Human Resources Administration	This prerequisite class provides a thorough understanding of the day-to-day tasks that form the foundation of Human Resources Administration.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introduction	1–2	These chapters provide an overview of the system and explain its interaction with other system components.

Part	Chapters	Description
2. Setting Up Salary Administration	3–4	These chapters explain the concepts and give the detailed directions necessary for setting up essential Salary Administration data.
3. Producing the Annual Salary Budget	5–6	These chapters provide the methods used to set up and analyze salary budgets.
4. Performing and Processing Reviews	7–8	These chapters provide directions for administering the review process and processing salary changes.
5. Post Salary Review Process	9–10	These chapters provide directions for analyzing the results of cost and performance reviews and regenerating salary grades.
6. Appendices	A–C	Appendix A is a quick reference to Salary Administration reports. Appendix B provides details about and examples of the option lists introduced in this manual. Appendix C contains the answers to the practices and reviews at the end of the instructional chapters.

Following are descriptions of the chapters within the parts:

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of Salary Administration.

Read this chapter		To learn about
1	About This Manual	How the manual is organized, where to find what you are looking for, who should use the manual, and where to get help.
2	Overview of Salary Administration	The features included in Salary Administration and how it interfaces with other HR components and Payroll Administration.

Part 2: Setting Up Salary Administration

The chapters in Part 2 explain the concepts and provide detailed directions for setting up essential Salary Administration data.

Read this chapter		To learn about
3	Implementing Salary Administration	Implementing Salary Administration.
4	Setting Up Salary Plans	Establishing and maintaining salary plans.

Part 3: Producing the Annual Salary Budget

The chapters in Part 3 describe the methods and detailed directions used to set up and analyze salary budgets.

Read this chapter		To learn about
5	Creating Annual Salary Budgets for Employees	Methods of budgeting, using matrices to do budgeting, and creating budgets manually and automatically.
6	Reviewing and Finalizing Your Annual Salary Budget	The types of analyses and analysis reports available

Part 4: Performing and Processing Reviews

The chapters in Part 4 provide directions for administering the review process and processing salary changes.

Read this chapter		To learn about
7	Administering the Review Process	Administering reviews, including scheduling and forms
8	Entering the Results of the Review Process	Determining salary changes, entering actual salary amounts, and generating reports.

Part 5: Post Salary Review Process

The chapters in Part 5 provide directions for analyzing the cost and performance results of reviews and regenerating salary grades.

Read this chapter		To learn about
9	Analyzing the Results of the Review Process	Using Salary Administration reports to compare budgeted amounts with actual salary amounts.
10	Regenerating Salary Grades	When and how to regenerate salary grades.

Part 6: Appendices

The appendices in Part 6 contain quick reference information and practice and review answers:

Use this appendix		To learn about
A	Report Quick Reference	Salary Administration reports and their business uses.
B	Option List Quick Reference	Salary Administration option lists and examples.
C	Practice and Review Answers	Answers to the practices and reviews at the end of the instructional chapters.

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Salary Administration

In This Chapter

Introduction to Overview of Salary Administration

Salary Administration is an integrated component of the Human Resources Administration that is designed to help you manage the salary-related events in your organization. The system provides the resources to track job evaluations, establish merit increase guidelines, perform budgeting analysis, and automate the salary review and performance appraisal processes.

Why use Salary Administration?

In today's intense business environment, the ability to access and evaluate information about your workforce may give you a competitive edge. Whether your company is doing long-term planning or developing a global strategy, accurate and timely salary and budgeting information is essential. An analysis of the cost, productivity, and compensation of an organization's workforce is essential to carrying out its mission.

Salary planning and budgeting is an important feature of this system component. These data can help you decide how you want to administer salaries for the coming fiscal year and analyze how projected salary expenditures might affect your total compensation.

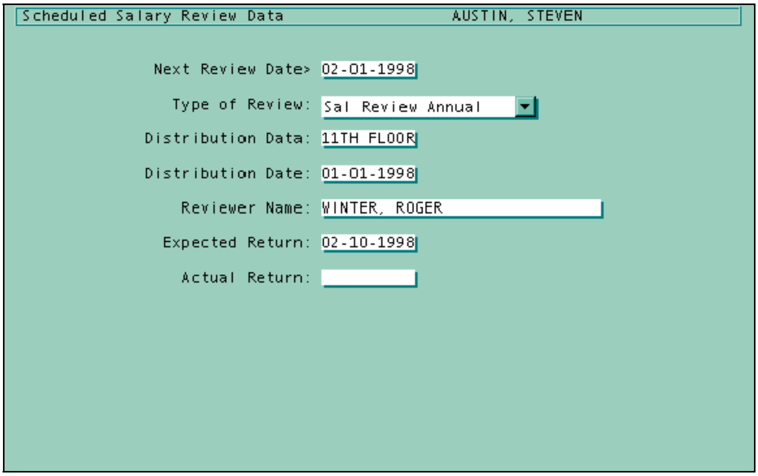
Salary Administration features

These are the important features of Salary Administration:

- Process salary reviews and conduct salary analysis
- Produce salary forecasts for budget purposes
- Update salary grades and ranges
- Report information used in the administration of salary changes/budgeting

Process salary reviews and conduct salary analysis

Staying on top of scheduled performance and merit reviews is easy with Salary Administration. Facilities are provided to record the dates and types of reviews as well as projected completion dates. If desired, these forms can be updated automatically to ensure that no reviews are inadvertently overlooked. In the illustration that follows, all the initial distribution information is recorded for the review, and the actual return of the review form has not yet been entered:


Scheduled Salary Review Data AUSTIN, STEVEN

Next Review Date> 02-01-1998
Type of Review: Sal Review Annual
Distribution Data: 11TH FLOOR
Distribution Date: 01-01-1998
Reviewer Name: WINTER, ROGER
Expected Return: 02-10-1998
Actual Return:

Bonuses/commissions, tuition refunds, and monetary perquisites may be taken into consideration when reviewing an employee's compensation package.

Online or batch reports may be run ahead of time to determine who is due for an upcoming performance and/or merit review in a specific time period. For example, the following report indicates that a review is due for Phil Costings during the month of March:

```
Corporation 99   Acme Manufacturing   Salary Reviews Scheduled   REPT   File
Version 00   Page   1
Division     9999 Midwestern Division     For Month of March      59-R   Time
08:24:29 Date 02-18-1998
Ctrl   Ctrl   Ctrl   Ctrl                Employee         Salary    Months Compa
Rating  Rate Salary ..
Thre   Four   Five   Six   Empl Name      Number   Salary Chg Date   Since  Ratio
Date    Code Grade ..
```

```
3030  4040  5050  6060 Costings, Phil  7006    991.57 03-01-1997  012   1.10 03-
01-1997 1    04
Frequency: Bi-weekly            Projected:  1237.50 03-01-1998  012   1.10
```

Salary Administration can be used to track overdue reviews and monitor performance review results for pay-for-performance salary changes. It can also produce salary authorization forms with or without budgeted increase amounts for use as turnaround documents for management signatures.

It is important to have a standard process for reviewing salaries in a timely manner. By using Salary Administration, you can record, track, and analyze the salary review results.

Produce salary plans for budget purposes

The system offers a planning and budgeting feature that permits analysis of expected salary expenditures for the coming budget year. The effect of each projected increase is automatically calculated to factor both the timing and amount of the increase within the budget year (for example, the net effect of a 6 percent increase in July is only half that of a 6 percent increase in January).

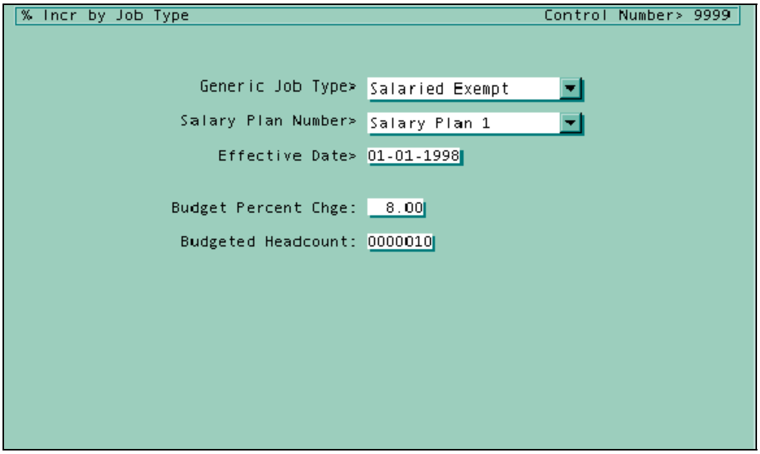
To support strategic planning, multiple salary plans can be created using different increase policies (both timing and amounts), creating 'what-if' scenarios. Within the various scenarios, each employee can be assigned up to three simultaneous plans (for example, an 8 percent, 5 percent, and 3 percent increase).

As plans are created, they can be analyzed by management to determine the budget effect in monetary terms from both a company-wide and individual employee perspective. Once management has endorsed a budget plan, you can automatically delete the unacceptable plans. The remaining accepted plan can assist you in assigning the actual amount and time of increase to an employee. The system allows you to adjust the employee salary increase information when creating an actual that is different from the original plan in terms of timing, lower/higher increases, or both.

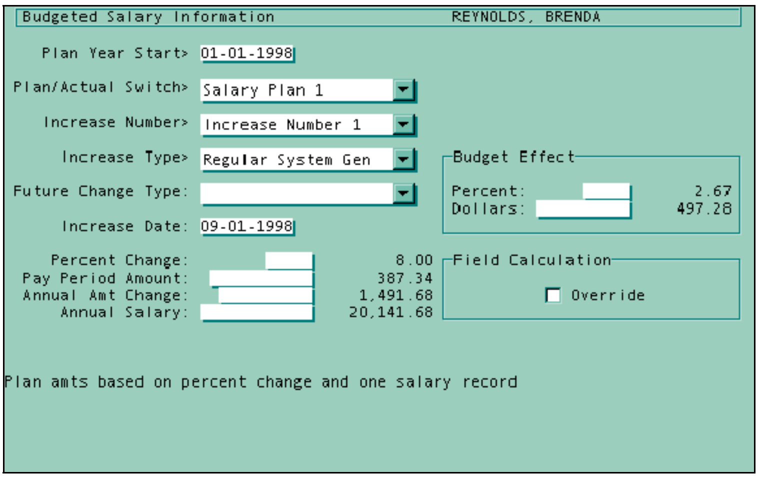
There are several different ways to budget for salary changes using Salary Administration. These methods may be used interchangeably and in combination, based on your organization's needs:

- Manager's discretion
- Increase matrices to consider each employee's job performance rating and position in salary grade
- Across-the-board increases targeted to specific groups of employees

The following form shows the setup for an across-the-board salary plan that will project an 8 percent increase for each salaried exempt employee on the anniversary of the employee's last salary increase:



At the employee level, the system allows you to enter the fiscal year or budget year amount and the employee's individual salary change date to calculate the impact of the employee's salary on the budget for the year. The salary information form that follows displays a projected 8 percent salary increase for Brenda Reynolds on September 1 as well as the budget effect in percentage and amount:



Update salary grades and ranges

Each job may be tied to a salary grade and range, allowing you to access an employee's compa ratio and position in range. Once your salary ranges have been established, they can be changed easily as salary grades are reevaluated.

Changes to salary grades can be calculated and applied automatically using a percentage or midpoint formula. When salary grades change, you can use a delivered report to automatically recalculate them so you can see where each employee's salary falls in relation to the changed salary grade range. You can immediately see the salary grade changes reflected in compa ratio and range penetration. The following illustration shows a delivered report that lists employees who are either below the minimum or over the maximum in their salary grade levels:

```
Corporation 99   Acme Manufacturing  Compensation Activity Message:REPT
Page 1
Division    9999 Midwestern Div       Over Maximum/Under Minimum   17-R  Time
17:25:24    02-17-1998
Employee      Pay   Employee  *****Last Salary Change*********      Ratg     Rate
Rat Range   Compa
Name          Freq  Number    Status   Date  Typ  Amt Chg  %Chg     Date     Typ
ing Penetr  Ratio

Hall, Rhonda   2    2008      01   08-12-1996 I50 2,000.00 12.01  04-01-1996  JA
2    .00    .60
Sal: 18,650.00  Title: Accountant, Class II Grade 24 Compa Sal: 18,650.00   Min:
24,500  Max: 37,500
```

Report information used in the administration of salary changes/budgeting

Whatever method or combination of methods is used, once budget and salary records have been created, comprehensive analysis reports are available to assist in the review and approval process. Delivered reports clearly identify high and low performers and those above and below the salary ranges.

For example, these are some of the Cyborg-delivered management reports:

- Salary Review Authorization Forms I and II (5O-RPT and 5P-RPT)—Displays historical and projected salary information along with comment and signature space
- Salary Increase Analysis report (1V-RPT)—Provides an analysis of the overall percentage of salary change for employees by job type and associated appraisal ratings
- Annual Budget report (5C-RPT)—Provides budget information by organizational levels with employee detail, making it easy to distribute and analyze
- Over Maximum/Under Minimum report (17-RPT)—Monitors and analyzes employee salary range penetration
- Salary Plan to Actual Comparison report (5J-RPT)—Tracks actual salary costs at any point in the fiscal year and compares them with projected salary budget figures

☞ *Refer to* **Report Quick Reference** *(on page 253) for complete information on each Salary Administration report.*

Interaction with other HR application components

Salary Administration shares some of the optional tables established in the Human Resource Recordkeeping (Base) component. Having these job and salary grade tables in place prior to, or as part of, Salary Administration implementation will allow your organization to fully utilize its capabilities:

- Job—Provides information needed to specify employee groups when setting up salary plans
- Job Points—Provides a component of the formula for regenerating salary grade ranges
- Salary Grade—Provides compa ratio and position-in-range information for calculating projected salary increases

Certain employee-level Human Resource Recordkeeping information must be populated in order to use Salary Administration. The following information is used in salary planning and the review process:

- Job assignment/changes—Contains the job type and salary grade that associate an employee with a specific salary plan
- Location assignment/changes—Contains control levels that associate an employee with a specific salary plan
- Salary assignment/changes—Provides a baseline salary from which projected salary increases can be calculated
- Scheduled salary review data—Provides a baseline date from which projected salary increase dates can be calculated
- Performance appraisal results—Provides a performance rating used in the calculation of a pay-for-performance salary increase
- Schedule/track performance appraisals—Allows the tracking of performance appraisal completion and return

Salary Administration forms and reports also interact with other components of the system:

- Scheduled salary review report—Automatically generates a scheduled salary review record for an employee
- Salary Review Authorization Forms I and II (5O-RPT and 5P-RPT)—Generates a scheduled salary review record for any employee who does not have one for the month specified
- Employee budgeted salary information—Converts to an actual employee salary change record

Interaction with Payroll Administration

The interaction between Salary Administration and Payroll Administration is especially useful when analyzing an employee's total compensation package. The total compensation package includes base earnings and monetary earnings (such as bonuses or monetary perquisites) as well as non-monetary perquisites.

The Solution View reporting solution provides the tools to combine and report on the monetary elements specific to your organization's compensation package. Employee payroll earning information can be incorporated into those reports and reviewed online to analyze the total compensation package:

- Employee pay rate or salary—Provides verification of the employee's compensation as of the current date
- HEDs (Hours, Earnings, and Deductions) to-date inquiry—Provides current and to-date bonus and perquisite earning information
- Employee earnings and deductions—Produces the actual payment of bonuses and monetary perquisites recorded in Salary Administration

PART 2

Setting Up Salary Administration

In This Section

CHAPTER 3

Implementing Salary Administration

In This Chapter

Introduction

This section provides guidelines for implementing Salary Administration. You can use these guidelines to help develop your implementation project plan.

Note: *Much of the specific information you need to complete these tasks will come from other sections in this document and other product documentation. You will see specific references throughout this section.*

Tasks

This section explains the following implementation tasks:

- Assembling the implementation team
- Conducting the familiarization phase
- Conducting the design phase
- Conducting the implementation phase

Prerequisites

Before you can implement Salary Administration, the following must be established:

- Companies
- Salary Grade tables
- Job Code tables
- Job Points tables (optional)
- Salary assignments for each employee
- Job assignments for each employee

If your organization has already implemented the basic functionality of the Human Resources Administration, these items will already be defined.

Questions answered

The following questions are answered in this section:

1. What expertise must the implementation team possess?
2. How can the implementation process be phased?
3. What does a salary plan analysis entail?
4. What are the security considerations?

Implementation team expertise

A successful implementation of Salary Administration requires that you assemble the correct implementation team. The team you assemble to implement Salary Administration should have expertise in the following areas:

- Human Resources
- Compensation
- Payroll
- Cyborg's Products
- Information Systems

Human Resources

The Human Resources (HR) specialist must understand all the HR processes that could affect an employee's compensation, including the hiring, transferring, and terminating of employees.

Together the HR specialist and Salary Administrator determine who will be responsible for Salary Administration tasks and what communication needs to take place between the HR and compensation groups. For example, they will determine who will record employee salary changes. If compensation is handled by an HR clerk, that person will require additional training and, possibly, additional security to access Salary Administration forms.

Compensation

The Salary Administrator and Compensation specialist must thoroughly understand your salary plans and how you intend to administer compensation in your organization. They must have expertise in the following areas:

- Current compensation policies. This person must be able to map your salary plan descriptions into Salary Administration tables.
- Compensation processes. This person must be able to document your processes and ensure their integration with Salary Administration. These processes include salary and performance reviews, salary grade table regeneration, perquisite administration, and salary budget management.
- Reporting. This person must be able to identify all of your organization's reporting and compensation communication requirements, such as organizational and regulatory reporting and budget-to-actual monitoring.

Payroll

The Payroll specialist will establish any bonus and monetary perquisite earnings required for tracking the total compensation package. These Hours/Earnings and Deductions (HEDs) must be set up before you can establish and test your monetary perquisites. The actual HEDs to be used for Salary Administration will be established on the Organization Earnings and Deductions form (A8-SCR).

☞ *Refer to the Payroll documentation for information on setting up Hours/Earnings and Deductions.*

Cyborg's Products

Because Salary Administration is an integral component of the Human Resources Administration, it is imperative that team members understand how this component affects other areas of the system. Team members must know the current organization structure (Control Number) setup and be able to assign a Salary Administration Control Number.

Information Systems

Some technical expertise is needed to implement Salary Administration, particularly in the following areas:

- Designing or modifying Salary Administration forms and reports. Knowledge of Form Builder and Cyborg Scripting Language will be necessary to implement required customizations.
- Modifying calculation option lists. Cyborg Scripting Language skills will also be needed to modify calculation option lists.
- Setting up environments: development, test, production, and so forth.
- Setting up job streams for Salary Administration reporting. The Salary Administrator and Payroll specialist will work with the Information Systems specialist to create job streams.

See also:

- Assembling the implementation team ***(on page 36)***

For some further considerations when assembling the implementation team.

Implementation phases

Successful implementations are typically phased. Consider using the following phases in your implementation of Salary Administration:

- Familiarization
- Design
- Customization facilities
- Implementation

Note: *The specific tasks associated with these phases are documented in the Detailed Directions section.*

Familiarization

In this phase implementation team members review current processes and compensation policies and learn Salary Administration. You are not expected to become an expert user of Salary Administration in this phase; however, you do need to understand how the system works and what you will need to do to automate your salary plans.

Team members must be given ample time to gather the information they require to proceed to the design phase.

See also:

- Conducting the familiarization phase ***(on page 36)***

For detailed directions on conducting this phase.

Design

Once you have familiarized yourself with your current processes and salary plans and with Salary Administration, you are ready to begin the design phase.

In this phase, implementation team members document and implement Salary Administration requirements. This includes documenting requirements for, and then implementing, any customizations. Representative salary plans should be tested in this phase.

Some of these steps can be conducted simultaneously. For example, the Compensation specialist can review the salary plan tables while the Security Officer is setting up the security matrix.

See also:

- Conducting the design phase ***(on page 37)***

For detailed directions on conducting the design phase.

Customization facilities

Because the system may require customization, team members should be able to use the customization facilities provided. These include:

- Form Builder
- Solution View
- Cyborg Scripting Language

☞ *Refer to the appropriate product documentation for more information on these facilities.*

Implementation

After completing the design phase, you are ready to implement Salary Administration.

In this phase, implementation team members complete all the tasks necessary to go live with the system. These include developing support materials for end users, conducting final test runs, and going live. You should run in parallel for at least one full production cycle before going live.

See also:

- Conducting the implementation phase ***(on page 38)***

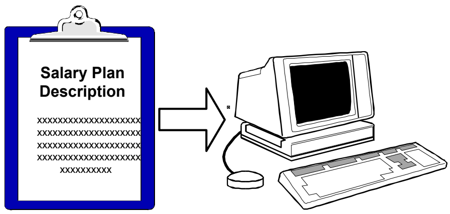
For detailed directions on conducting the implementation phase.

Salary plan analysis

A salary plan is a set of rules or guidelines used to budget for salary increases for the coming year. To conduct a salary plan analysis, you must have a thorough knowledge of both your salary plan descriptions and Salary Administration. This section describes the connection between your salary plan descriptions and Salary Administration.

Salary plan descriptions and salary plan tables

Your salary plan descriptions document the rules (discretionary, across-the-board, and pay-for-performance) for your salary plans. In Salary Administration, salary plan tables document the rules for salary plans. To automate your salary plans' rules, you map them into the salary tables.



Salary Administration's standard salary plan tables make it easy for you to automate salary increase rules. Across-the-board salary plans contain guidelines for giving a percentage increase on the anniversary of an employee's last salary increase. Following is a brief description of the across-the-board salary plan tables that can be used alone or in combination to set up your salary increase rules for specific groups of employees or the entire employee population:

Table	Purpose
% Incr by Job Type (TH1SCR)	Establishes budget year percentage increases for employees within a specified job type
% Incr by Org Level 3/Job Type (TH2SCR)	Establishes budget year percentage increases for employees within a specified organization level 3 and job type
% Incr by Org Level 4/Job Type (TH3SCR)	Establishes budget year percentage increases for employees within a specified organization level 4 and job type
% Incr by Org Level 3/Org Level 4/ Job Type (TH4SCR)	Establishes budget year percentage increases for employees within a specified organization level 3, organization level 4, and job type

Pay-for-performance salary plans contain guidelines for giving merit increases to employees. These increases are based on an employee's performance appraisal rating and the salary compa ratio, position in range, or time since last increase. Within these criteria, Salary Administration can project one or more budgeted employee salary increases using a percentage, range of percentages, or amount. Following is a brief description of the pay-for-performance salary plan tables that are used in combination to set up your salary increase rules:

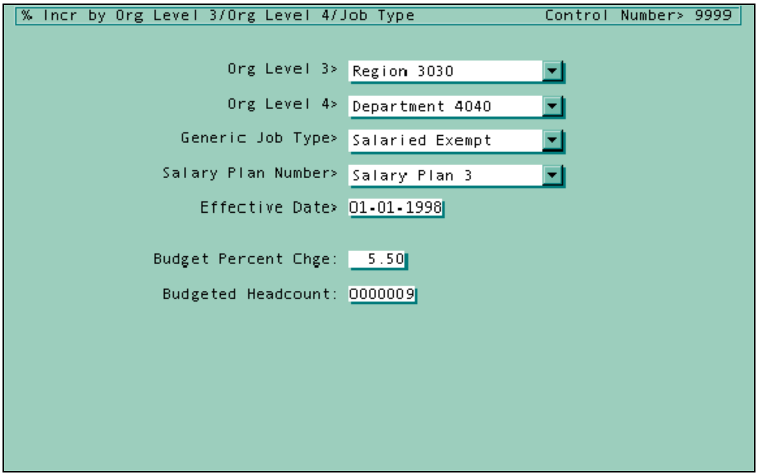
Criteria	**How much of an increase (choose percentage, amount, or range) ['Increase' tables]**			**When to give the increase ['Timing' tables]**
Criteria	**Percentage**	**Amount**	**Range of Percentages**	**Months**
Compa ratio	% Incr By Rating/Compa Ratio (TD1SCR)	$ Incr By Rating/Compa Ratio (TD2CR)	% Incr Range By Rating/ Compa Ratio (TD9SCR)	Time Until Incr By Rating/ Compa Ratio (TD3SCR)
Position in range	% Incr By Rating/Pos In Range (TD4SCR)	$ Incr By Rating/Pos In Range (TD5SCR)	% Incr Range By Rating/Pos In Range (TD0SCR)	Time Until Incr By Rating/Pos In Rnge (TD6SCR)
Time since last increase	% Incr By Rating/Time Since Last Incr (TD7SCR)	$ Incr By Rating/Time Since Last Incr (TD8SCR)		

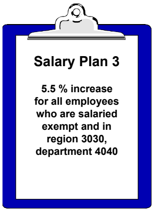
☞ *Refer to* **Setting Up Salary Plans** *(on page 41) where these tables are covered in detail.*

Salary plan tables and Salary Administration option lists

Each Salary Administration table is a separate fill-in-the-blank form. As you define a salary plan table, you will find that the numerous predefined option lists supplied with Salary Administration can accommodate most salary plans.

In the next example, an organization has made selections in each of four option lists to complete its salary plan. This Salary Plan 3 will project a 5.5 percentage increase for all employees who are Salaried Exempt, have an organization level 3 value of Region 3030, and have an organization level 4 value of Department 4040:





In each of the first four text boxes, you would choose an option from the option list that represents a criterion for employee inclusion in the salary plan.

Sample salary plans

Looking at examples can make it easier to learn about a new area. A variety of sample salary plans are delivered with Salary Administration. To view a list of the sample plans for Acme Manufacturing (organization 999999), display one of the salary plan forms and click on the Selections button on the toolbar. Then double-click to select the occurrence you want to view.

Salary Administration option lists

Salary Administration is delivered with several option lists. Review and modify them as necessary to meet your organization's requirements. Use the Option List Display/Report form (CDLIST) to obtain a list of the Salary Administration option lists. You can print the list of option lists by choosing:

File **P**rint Window

Option lists specific to Salary Administration begin with the letters 'SA'. For example, the valid Plan/Actual Switches are found in option list SA01. Values supplied with this option list include the following:

Value	Description
A	Actual
1	Salary Plan 1
2	Salary Plan 2
3	Salary Plan 3

When you define a salary plan, you will identify it using a value from this option list. In some Salary Administration option lists, you can use the values supplied or add your own values. Other option lists contain delivered options that must not be changed or deleted.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for a description of each option list, the form(s) on which it appears, and examples of the delivered options/descriptions in option list name sequence.*

Human Resource option lists

Along with the delivered option lists for Salary Administration, you will work with several Human Resource option lists. Review all of these option lists while implementing Salary Administration to see which ones your organization will use and what options may need to be edited to meet your organization's requirements. Some of the option list meanings must not be changed because of their relationship with delivered forms and reports. Option lists containing delivered options that must not be modified or deleted are indicated by an asterisk in the following listing:

Option list	Description	Form containing option list
HR11*	Salary Change Type*	Budgeted Salary Information (45-SCR) Salary Assignment/Changes form (40-SCR)
HR12	Job Type	Percent Increase tables
HR15	Appraisal Types	Performance Appraisal Results (49-SCR) Schedule/Track Performance Appraisals (50-SCR)

Option list	Description	Form containing option list
HR16*	Appraisal Ratings *	Performance Appraisal Results form (49-SCR) $ Incr By Rating/Time Since Last Incr form (TD8SCR) % Incr By Rating/Pos In Range form (TD4SCR) % Incr Range By Rating/Compa Ratio form (TD9SCR) Time Until Incr By Rating/Compa Ratio form (TD3SCR)
HR17	Promotability Assessment	Performance Appraisal Results (49-SCR)
HR19	Relocation Willingness	Performance Appraisal Results (49-SCR)
HR20	Geographic Preferences	Performance Appraisal Results (49-SCR)
HR24	Perq/Co Prop Type	Perquisites: Monetary (27-SCR)
HR34*	Salary Review Type*	Scheduled Salary Review Data (43-SCR)
HR439	Org Level Three	Percent Increase Table forms
HR449	Org Level Four	Percent Increase Table forms
HR66	Geographic Range	Salary Grades To Benchmark Jobs Cross-Reference (TI-SCR)
HR70	Key Separator Value	Salary Assignment/Changes form (40-SCR)
PP29	Pay Frequency	Salary Assignment/Changes form (40-SCR) Employee Information form (EF-SCR)
PP49	HED Stop Code	Perquisites: Monetary (27-SCR)

☞ *Refer to* **Option List Quick Reference** *(on page 343) for a description of each option list, the form(s) on which it appears, and examples of the delivered options/descriptions in option list name sequence.*

Calculation option lists

The Appraisal Ratings option list (HR16) contains values identifying the maximum position in range attainable if an employee receives the performance rating specified. This option list performs calculations and relational editing (actions taken based on the relationship of values of different text boxes); the calculations and relational editing are written in Cyborg Scripting Language.

If you use the range indicator option in the generation of employee salary budget records, carefully review the documentation for this option list before modifying any of its delivered options. The documentation describes the function of the option list and the Cyborg Scripting Language code that it uses. Changing an option definition requires that you also change the Cyborg Scripting Language code. If you change or add to an option's logic, you should thoroughly test the change.

☞ *Refer to the* **Option List Quick Reference** *(on page 343) for more information about modifying this calculation option list.*

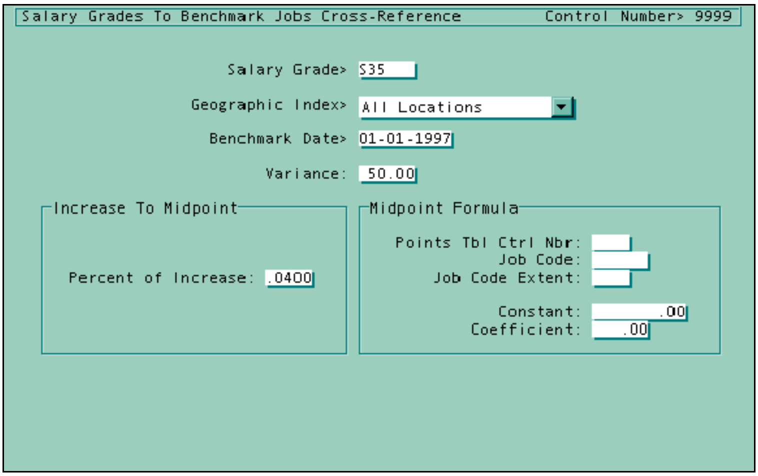
☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for more information about the range indicator option*.

Using Salary Administration to regenerate salary grades

As you perform the various phases of your implementation, consider the ability of Salary Administration to assist you in setting up new salary grade tables when there are changes in the salary grade ranges. Current salary grade information may need to be updated in order to perform a more accurate salary analysis. You may also find it necessary to adjust your existing salary grades to account for changes in market value conditions.

Salary grades can be regenerated according to your organization's policies and procedures. You may change the salary grades manually or set up the table parameters that will allow Salary Administration to regenerate them automatically.

The next example shows the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) set up to calculate a 4 percent increase to the midpoint of the current salary grade, with a variance of 50 percent from the minimum to the maximum of the salary grade:



The familiarization phase of your implementation will provide the information necessary to choose the best method of salary grade regeneration for your organization. You may apply either an across-the-board percentage increase or a formula increase to the midpoint of your current salary grades. When the increase parameters have been set up, you can process a report that will perform the salary grade regeneration.

Using Salary Administration to track the total compensation package

Total compensation is the sum of an employee's base earnings plus any other monetary earnings (such as bonuses, commissions, and awards) and any non-monetary perquisites (such as club memberships or use of company vehicles).

Delivered Salary Administration reports can be used as a tracking tool for monetary and non-monetary perquisites. You can use Solution View to create customized reports that provide a complete picture of the specific compensation package awarded to each employee.

To report on employee total compensation, make sure that the relevant compensation package information is entered on the following forms:

- Automobile Information (24-SCR)
- Bonus/Commission Information (26-SCR)
- Perquisites: Monetary (27-SCR)
- Perquisites: Non-Monetary (20-SCR)
- Tuition Information (32-SCR)

☞ Refer to Entering the Results of the Review Process *(on page 181)* for more information on entering monetary perquisite data.

Security considerations

Salary Administration contains extremely sensitive data. As with any component of the system, you must set up a security matrix to reflect user access to the system. You will need to work with your Security Officer to implement the security matrix.

The security matrix should be tested thoroughly during the implementation process.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Assembling the implementation team

The right people with the right skills are crucial for a successful implementation.

1. Identify team members

Team members should have expertise in Human Resources, Salary Administration, Payroll systems, and Cyborg's products.

2. Train team members

Ensure that team members have the skills required to complete the implementation of Salary Administration.

- Review Salary Administration documentation.
- Attend the Salary Administration training class.

See also:

- Implementation team expertise ***(on page 23)***

For more information on the implementation team.

Conducting the familiarization phase

In this task, you analyze your current business processes and salary plans, and then determine how you will implement those processes and define those plans in Salary Administration. Use your current procedure manual and salary plan descriptions to complete this task.

1. Collect and review your salary plan descriptions

For each salary plan, document the following requirements:

- Eligibility
- Type of plan
- Plan year start date
- Increase rules
- Calculations
- Payroll interface(s)

2. Define customization requirements

Define both your form and reports customization requirements.

- Review forms.
- Determine new form and text box requirements.
- Perform internal report inventory.
- Discuss and identify any specific requirements.

See also:

- Familiarization ***(on page 25)***

For more information on the familiarization phase.

Conducting the design phase

In this phase, you document your requirements and then implement them.

1. Define Salary Administration system test requirements

Determine all the forms and reports necessary to complete tests using the test data. Also determine which test procedures to use.

2. Review and modify option lists

- Use the Option List Display/Report form (CDLIST) to obtain a list of existing option lists.
- Use the Option List Edit Utility (CSUPDT) to edit the option lists.

3. Review delivered Salary Administration tables

Use the tables established for the Acme Manufacturing test company (999999) as a basis for defining tables for your plans.

4. Establish security matrix

This task requires the cooperation of the Security Officer for the system.

- Determine user access needs.
- List all online users and their security needs.
- Set up or update the security matrix.
- Assign user passwords and user codes.

5. Add table data to the test company

Set up your salary plans, starting with the easiest plan. This will help you form a better understanding of the salary plan tables.

- Determine Salary Administration Control Number.
- Document salary plan table information for all plans.
- Identify required calculation codes.
- Prepare specifications for Cyborg Scripting Language coding.
- Test tables.

6. Conduct system test

- Add or generate employee salary budget record test data.
- Execute test runs.
- Test the payroll interface.

7. Write and test user-defined programs

- Write conversion programs.
- Test programs.

8. Create new forms and text boxes

9. Create new reports

10. Complete customizations

Perform these items as required:

- Customize online forms.
- Customize delivered reports.
- Review and customize option lists.
- Review and customize Salary Administration tables.

11. Conduct limited conversion test

- Test security matrix.
- Test a limited sample of employees, perhaps 10 to 20. Verify results by viewing forms and reading reports.

See also:

- Design ***(on page 25)***

For more information on the design phase.

Conducting the implementation phase

In this phase, you complete all the tasks necessary to go live with the system. These tasks include developing support materials for end users, conducting final test runs, and going live.

1. Develop user support materials and conduct training

- Develop a procedure manual for day-to-day activities.
- Document job streams for Information Systems personnel.
- Train end users.

2. Perform final test runs

- Test a full production cycle.
- Test all forms and tables.
- Make adjustments as required.

3. Go live

- Convert all data.
- Start using Salary Administration.

See also:

- Implementation ***(on page 26)***

For more information on the implementation phase.

Review of Questions Answered

1. What expertise must the implementation team possess?

2. How can the implementation process be phased?

3. What does a salary plan analysis entail?

4. What are the security considerations?

CHAPTER 4

Setting Up Salary Plans

In This Chapter

Introduction

A salary plan contains the guidelines for administering your organization's salary increases. You can reduce the amount of effort required to set up your salary increase guidelines by using Salary Administration for across-the-board and pay-for-performance increases. Salary Administration also supports discretionary increases.

You may create up to three salary plans for a budget year. Using multiple salary plans to set up your salary increase rules will allow you to make decisions about how you want to administer salaries for the coming year.

This section covers setting up the organization salary increase rules.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for an explanation of how to use the plans to create a salary budget on either an employee or an employee group basis.*

Tasks

This section explains the following:

- Setting up Salary Administration Control Numbers
- Setting up across-the-board salary plans
- Opening the Mass Salary Update/Report parameters form (RGMSTR)
- Completing the Mass Salary/Update parameters form
- Running the Mass Salary Update/Report
- Using the Report Viewer to view the report
- Viewing across-the-board salary plans
- Setting up pay-for-performance salary plans
- Viewing pay-for-performance salary plans

Prerequisites

Before you can set up salary plans, one task must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Questions answered

The following questions are answered in this section:

1. What are salary plans?
2. How can an organization use salary plans?
3. What types of salary plans can be set up using Salary Administration?
4. How can a mass salary update be performed online?
5. How can a mass salary update be performed in 'What-if' report-only mode online?

Salary Administration Control Numbers

Before you can define any Salary Plan tables for a Salary Administration, you must first establish a Salary Administration Control Number. This Control Number is automatically carried forward to all Salary Administration tables defined using that Control Number.

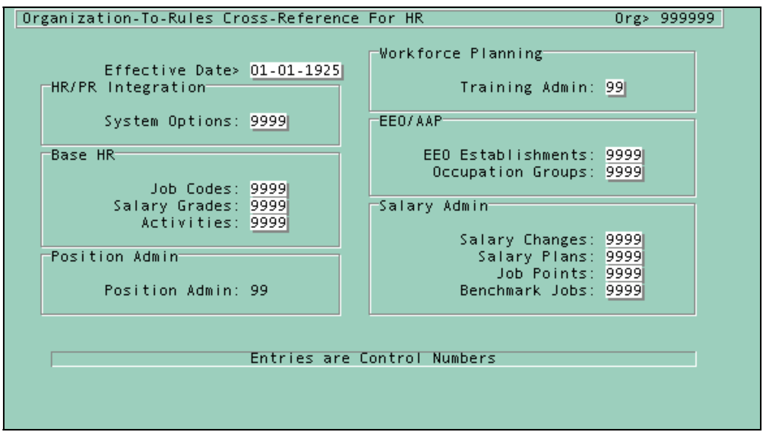
The Control Number gives the system direction as to what table records to access for a particular organization. The customer-defined Control Number can be used to determine whether all your organizations can share one set of tables or each organization will access its own individual unique table entries.

The four-character Salary Administration Control Numbers are defined on the Company-To-Rules Cross-Reference For HR form (AX-SCR). In the delivered Salary Administration test data, Control Number 9999 is used for each of the Salary Administration tables for the 999999 organization. Your production Control Numbers must not start with 9, which is a reserved value.

You need to enter the Control Number for Salary Administration in each of the following four text boxes on the Company-To-Rules Cross-Reference For HR form (AX-SCR):

- Salary Changes—Relates to the Pay for Performance matrix tables to be used to set up guidelines for calculating performance-related salary increases (this section)
- Salary Plans—Relates to the Percent Increase tables to be used to set up guidelines for calculating across-the-board salary increases (this section)
- Job Points—Relates to the Job Points table to be used to assign points that indicate the relative worth of a job in your organization (Regenerating Salary Grades)
- Benchmark Jobs—Relates to the Salary Grades to Benchmark Jobs Cross-Reference table to be used to record the parameters for recalculating salary grades (Regenerating Salary Grades)

Acme Manufacturing has the following entries on its Company-To-Rules Cross-Reference For HR form (AX-SCR):



See also:

- Setting up Salary Administration Control Numbers ***(see "Setting Up Salary Plans" on page 41)***

For detailed directions on setting up Salary Administration Control Numbers for each of your organizations.

Number of Salary Administration Control Numbers needed

If the entries on any of these tables differ from one organization to another, assign separate Control Numbers to each organization to associate the table record with the organization that will be using it.

To determine how many Control Numbers you need, refer to this table:

Situation	Actions
All salary plans apply to all companies	Define only one Control Number. Complete a Company-To-Rules Cross-Reference For HR form (AX-SCR) for each company, specifying the same Control Number.
Different salary plans apply to different companies	Define a separate Control Number for each company. Complete a Company-To-Rules Cross-Reference For HR form (AX-SCR) for each company, specifying its unique Control Number.
Same salary plans apply to all companies, but the salary plan rules differ	Define a separate Control Number for each company. Complete a Company-To-Rules Cross-Reference For HR form (AX-SCR) for each company, specifying its unique Control Number.

Note: *Control Number assignment can have a major impact on the size of your System Control Repository. Careful assignment of Control Numbers to organizations allows the flexibility of having a single table accessed by all organizations or each organization having its own table.*

Salary planning and your options

Before you can create your annual salary plans, it is helpful to understand the salary plan options, the types of plans available, and how to decide on the best type for your organization.

What are salary plans?

A salary plan is a set of rules or guidelines used to budget for salary increases for the coming year. You can create salary plans for the entire organization, for groups within the organization, or for individual employees.

Salary plans are used to generate salary budgets that can be reviewed, modified, and ultimately approved for use. Budget salary amounts can be changed to actual amounts, allowing you to analyze budget to actual comparisons as the year progresses.

How salary plans can be used by your organization

You need to determine your increase policy—for example, automatic (percentage across the board), discretionary (by manager), or by performance (using a matrix of how much and when). You also need to decide if you wish to implement the same policy for all employees or different policies for different groups of employees. Even if you decide to implement the same policy for all employees, there may be some differences in timing, rates, percentages, and so on.

Available plan types

There are three ways to budget for salary changes using Salary Administration. These methods may be used interchangeably, based on your organization's needs:

- Manager's discretion—Gives managers the option of specifying individual employee increases based on organization guidelines and timeframes
- Across-the-board percentage increases—Provide guidelines for giving fixed percentage increases to employees
- Pay-for-performance increases—Provide matrices for giving merit increases to employees based on their performance rating plus compa ratio, position in range, or time since last increase

Determining the best plan type for your organization

You may already know which type of salary increase will be used for your organization. If you are unsure or would like to investigate other types, you can set up and test different 'what if' scenarios and view the budget outcome.

Cyborg Consulting Services are available to assist in the selection process if you would like to contract their services.

How many plans can be created?

Using the various salary plan types, each employee can be assigned up to three salary plans—for example, a 7 percent, 5 percent, and 3.5 percent increase. You may need to set up only one plan if your salary guidelines are very well defined.

Depending on your needs, you may want to test various combinations of pay-for-performance matrix elements, such as timing or compa ratio. You may set up and view the results of different rates for different groups of employees within your organization.

After you have viewed the salary plan effects, you can automatically delete the budgets that are not acceptable. The remaining accepted plan can be used to generate the final salary budget.

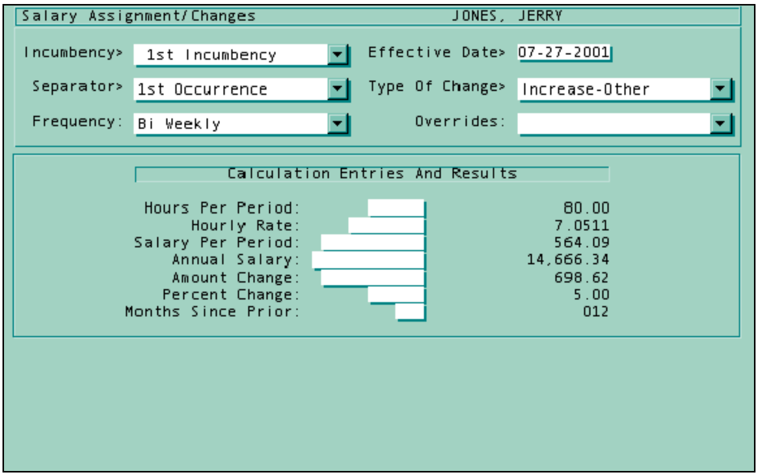
Discretionary increases—the easiest option

Of the three types of salary plans, discretionary increases are the most basic and the simplest to set up. With this method, employees may receive a salary review on the anniversary of their last salary change or at the discretion of the manager. The manager determines the amount or percentage of the salary change according to the guidelines established by the organization.

Discretionary increases are set up only at the employee level. There are no company setup requirements. Your organization can still create budget records for employees who have discretionary increases, but it is a manual activity and more time consuming.

If you have selected a discretionary increase policy, but within a maximum—for example, 3 percent, then, for budgeting purposes, it makes more sense to use the across-the-board feature.

To implement a future-dated increase for employees who have been selected for discretionary increases, use the Salary Assignment/Changes form (40-SCR) to record each employee's change amount or percentage. In the example that follows, Jerry Jones will receive a discretionary increase of 5 percent on July 27, 2001.



☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for more information on creating budget records for discretionary increases.*

☞ *Refer to* **Entering the Results of the Review Process** *(on page 181) for more information on recording a discretionary salary increase.*

Across-the-board salary plans and their uses

Across-the-board salary plans contain guidelines for giving fixed percentage increases to employees. Using Cyborg-supplied tables, you define which groups of employees will receive across-the-board increases and the actual percentage increases they will receive.

You can define the employee groups to receive across-the-board increases in the following ways:

- Job Type
- Organization Level 3 and Job Type
- Organization Level 4 and Job Type
- Organization Level 3 and Organization Level 4 and Job Type

Information requirements for using fixed increases

Since the salary plan uses control levels to define which employees will be affected, your organization must be using Human Resource Organization Levels 3 and 4 to allow the plan to function properly. Human Resource Organization Levels 3 and 4 are assigned on the employee's Location Assignment/Changes form (05CSCR). All employees will also need job assignments so that the plan can access the job type when it is time to create the budget record. The employee job assignment is recorded on the Job Assignment/Changes form (05-SCR).

As an example, your organization may set up an across-the-board salary plan for all employees who are Hourly/Non-union (job type) and in the production department (Organization Level 3 value).

As a second example, your organization may set up an across-the-board salary plan for only those employees who are Salaried Exempt (job type) and who are in the programming department (Organization Level 3 value) in the Midwest Region (Organization Level 4 value).

See also:

- Setting up across-the-board salary plans ***(on page 69)***

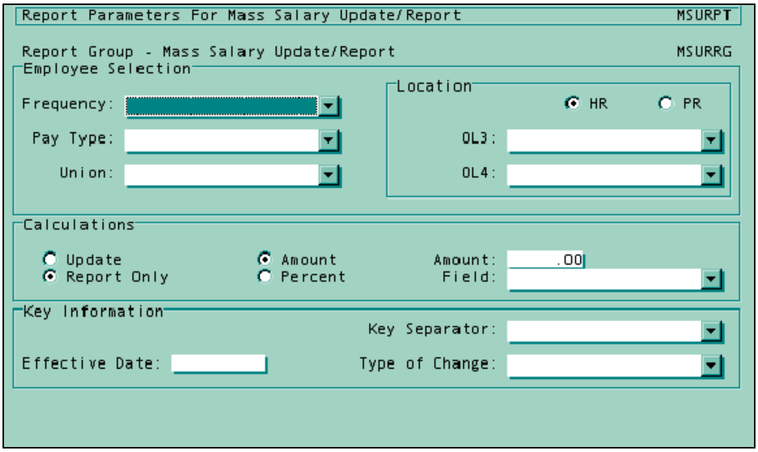
For detailed directions on setting up across-the-board salary plans.

Mass Salary Update/Report

The Mass Salary Update/Report program (MSURPT) is used to process mass salary updates based on parameters entered in a parameters form. It has the ability to update as well as report mass salary changes.

Mass Salary Update/Report program parameters form

A parameters form is used to specify the parameters of the Mass Salary Update/Report program (MSURPT):



See also:

- ***Opening the Mass Salary Update/Report parameters form (on page 71)***

For detailed directions on accessing the parameters form.

Employee Selection

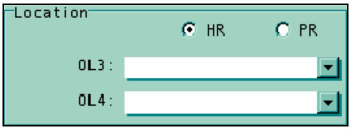
The Employee Selection group box contains options used to determine the group of employees to be processed.

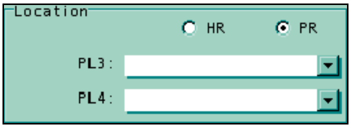
The Mass Salary Update/Report program (MSURPT) will process only for the employees who meet the criteria entered in these fields. Fields that are left blank will be ignored.

For example, to select all employees of a particular Frequency and Union Code combination, you would select only the appropriate Frequency and Union Code values, leaving all other selection fields blank.

When values are selected from the Frequency (PP29), Pay Type (SA07), and Union (PP429) option lists on the parameters form, they are compared to the values in the corresponding list boxes on the Employee Information form (EF-SCR).

Employees can also be selected for the Mass Salary Update/Report program (MSURPT) based on either the HR or Payroll location. The Organization Level 3 and Organization Level 4 option lists differ for each of the two locations selected, and the appropriate ones are made available when a selection is made. The field labels for the option lists change accordingly:





When HR is selected, the option lists will display the values seen on the Assignment/Changes form (05CSCR)—the Org Level Three (HR439) and Org Level Four (HR449) option lists. When PR is selected, the option lists will display the values seen on the Payroll Home Location/Pay Allocations form (GG-SCR)—the Pay Level 3 (PR019) and Control 4 (PR029) option lists.

Values selected from the Organization Level 3 and Organization Level 4 option lists on the Mass Salary Update/Report (MSURPT) parameters form are compared to the values in the corresponding fields on the Location Assignment/Changes form (05CSCR) and the Payroll Home Location/Pay Allocations form (GG-SCR) (as of the date entered in the Effective Date field). Only employees who match either or both non-blank fields will be processed.

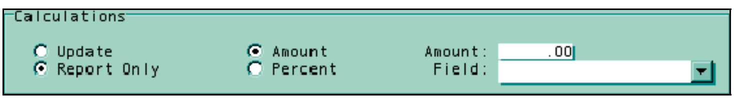
See also:

- Completing the Mass Salary Update/Report parameters form ***(on page 74)***

For detailed directions on completing the fields in the Employee Selection group on the parameters form.

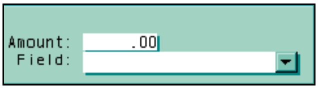
Calculations

The Calculations group box contains fields used to define the calculations and updates to be performed by the Mass Salary Update/Report program (MSURPT).

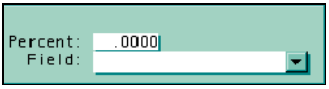


The Report Only selection allows you to run in 'What-if' report only mode. When satisfied with the results, you can run the report in Update mode by changing the selection to Update.

The Amount selection indicates that the update amount entry is to be used as an amount (with 2 decimals) or a rate (with 4 decimals), based on the value selected from the Field option list (SA08). When you select the Amount option, the field label for the text box changes to Amount:



When you select Percent, the field label changes to Percent, and the amount you enter must be a percentage (with 4 decimals).



This entry, labeled either Amount or Percent, is used to indicate the percentage, amount, or rate to be applied as an increase (or decrease) of the salary or hourly rate of the selected employees.

The Field option list, which is associated with the Update Field Option option list (SA08), is used to specify which entry the process will update. The five possible values are shown in the following table, along with the Cyborg form and entry with which the option is associated:

Field option list option	**Associated form**	**Associated field**
HR Annual Salary	Salary Assignment/Changes (40-SCR)	Annual Salary:
HR Period Salary	Salary Assignment/Changes (40-SCR)	Salary Per Period:
HR Hourly Rate	Salary Assignment/Changes (40-SCR)	Hourly Rate:
Payroll Period Salary	Employee Pay Rate Or Salary (H1-SCR)	Salary:
Payroll Hourly Rate	Employee Pay Rate Or Salary (H1-SCR)	Pay Rate:

The following table illustrates the effect of selecting the Amount or Percent option, along with the option selected from the Field option list (SA08):

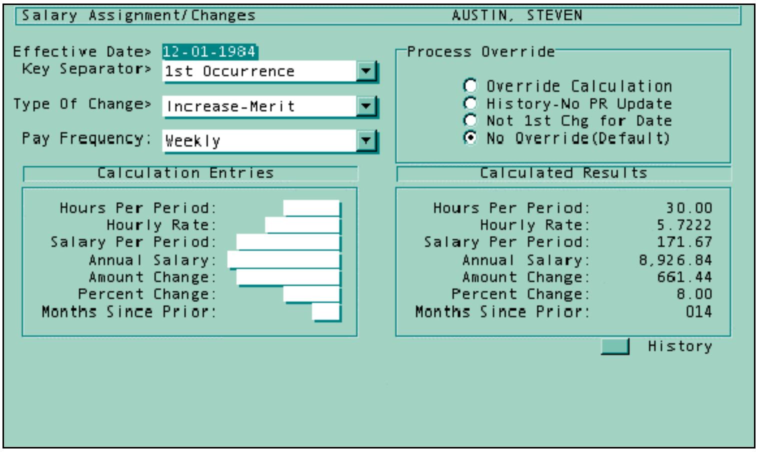
			Example	**Example**	**Example**
Option	**Update Field**	**Decimal Places**	**Current Value**	**Update Amount/ Percent**	**New Value**
Amount	HR Annual Salary	2	40,000.00	1,000.00	41,000.00
Amount	HR Period Salary	2	2,000.00	100.00	2,100.00
Amount	HR Hourly Rate	4	12.3456	2.0000	14.3456
Amount	Payroll Period Salary	14.3456	40,000.00	1,000.00	41,000.00
Amount	Payroll Hourly Rate	4	12.3456	2.0000	14.3456
Percent	HR Annual Salary	2	40,000.00	2.25	40,900.00

			Example	Example	Example
Percent	HR Period Salary	2	2	2.25	2,045.00
Percent	HR Hourly Rate	4	12.3456	2.2500	12.6233
Percent	Payroll Period Salary	2	40,000.00	2.25	2,045.00
Percent	Payroll Hourly Rate	Payroll Hourly Rate	12.3456	2.2500	12.6233

			Example	Example	Example
Option	**Update Field**	**Decimal Places**	**Current Value**	**Update Amount /Percent**	**New Value**
Amount	HR Annual Salary	2	40,000.00	1,000.00	41,000.00
Amount	HR Period Salary	2	2,000.00	100.00	2,100.00
Amount	HR Hourly Rate	4	12.3456	2.0000	14.3456
Amount	Payroll Period Salary	2	40,000.00	1,000.00	41,000.00
Amount	Payroll Period Salary	4	12.3456	2.0000	14.3456
Percent	HR Annual Salary	2	40,000.00	2.25	40,900.00
Percent	HR Period Salary	2	2,000.00	2.25	2,045.00
Percent	HR Hourly Rate	4	12.3456	2.2500	12.6233
Percent	Payroll Period Salary	2	40,000.00	2.25	2,045.00
Percent	Payroll Hourly Rate	4	12.3456	2.2500	12.6233

Salary Assignment/Changes form (40-SCR)

If the option selected from the Field option list (SA08) is HR Annual Salary, HR Period Salary, or HR Hourly Rate the Mass Salary Update/Report program (MSURPT) will use the date entered in the Key Information Group box on the parameters form to create a new entry for the selected employee on the Salary Assignment/Changes form (40-SCR).



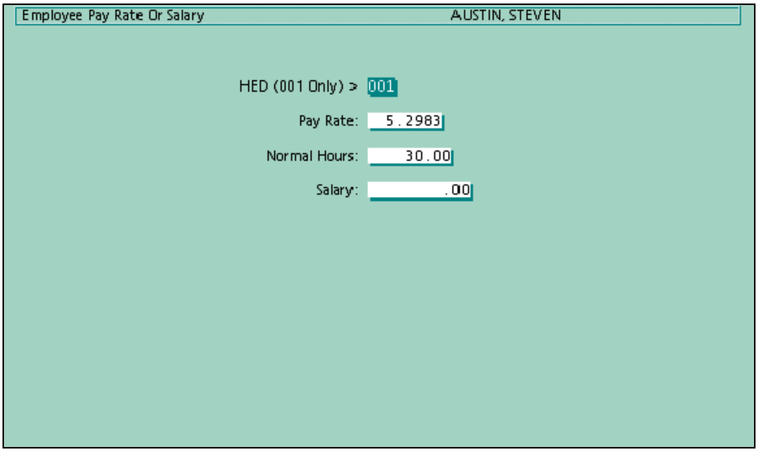
The other fields of the new Salary Assignment/Changes form (40-SCR) will be populated as if the new Key Information and updated field information had been keyed online. All processing that normally happens during an online update of the Salary Assignment/Changes form (40-SCR) will be done.

Note: *If the employee's record has reached maximum capacity, a new entry cannot be added to the Salary Assignment/Changes form (40-SCR).*

☞ *Refer to the Technical Administration documentation for determining the space capacity of the employee record.*

Employee Pay Rate Or Salary form (H1-SCR)

If the option selected from the Field option list (SA08) is Payroll Period Salary or Payroll Hourly Rate the Mass Salary Update/Report program (MSURPT) will replace the old values with the new values. The program will also calculate the other fields on the Employee Pay Rate or Salary form (H1-SCR).



When updating the Period Salary, the Hourly Rate will be recalculated by dividing the new Period Salary by the value in the Normal Hours entry. When updating the Hourly Rate entry, the Period Salary will be recalculated by multiplying the new Hourly Rate by the value in the Normal Hours entry.

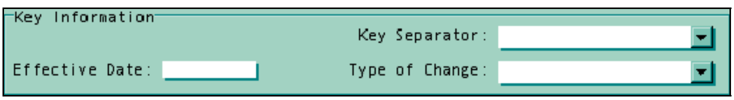
See also:

- Completing the Mass Salary Update/Report parameters form ***(on page 74)***

For detailed directions on completing the fields in the Calculations group on the parameters form.

Key Information

If you are increasing one of the fields on the Salary Assignment/Changes form (40-SCR)—HR Annual Salary, HR Period Salary, or HR Hourly Rate from the Field option list (SA08)—the additional parameters in the Key Information group box can be specified.



See also:

- Completing the Mass Salary Update/Report parameters form ***(on page 74)***

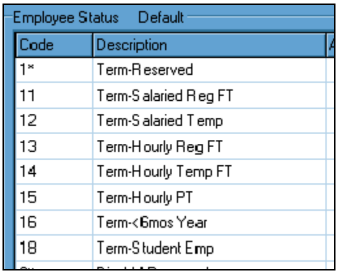
For detailed directions on completing the fields in the Key Information group on the parameters form.

- ***Running the Mass Salary Update/Report (on page 79)***

For detailed directions on running the Mass Salary Update/Report.

Terminated Employees

Terminated employees are automatically excluded. An employee is considered terminated if the resulting Employee Status on the specified Effective Date (on the parameters form) has a status code that begins with '1'. The following is a sample from the Employee Status option list (HR10), showing these status codes and their descriptions:


Employee Status Default

Code	Description
1*	Term-Reserved
11	Term-Salaried Reg FT
12	Term-Salaried Temp
13	Term-Hourly Reg FT
14	Term-Hourly Temp FT
15	Term-Hourly PT
16	Term-<6mos Year
18	Term-Student Emp

An employee will also be considered terminated if the Termination Date on the Employee Information form (EF-SCR) for that employee is dated prior to the specified Effective Date on the Mass Salary Update/Report (MSURPT) parameters form.

Audit Report

An audit report is produced each time the Mass Salary Update/Report program (MSURPT) is run, showing the results of the calculation for each selected employee. This report is produced in both update and report-only mode. The mode is indicated in the heading of the report, as can be seen in the sample that follows:

You may use the Report Viewer to view the audit report online.

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for more information on the Report Viewer utility.*

Note: Instead of using the Report Viewer to view the report online, the report could be scheduled via SUBMIT/VIEW, or by running the standard JREPORT.BAT job stream.

Before processing any employees, the Mass Salary Update/Report program (MSURPT) checks the data entered on the parameters form for the report. If errors are found in the parameters, messages will be printed in the report and *no* employees will be processed. It is advisable to run the program in report-only mode initially and check the resulting report. When you are satisfied with the results, then perform the mass salary update by running the Mass Salary Update/Report program (MSURPT) in update mode.

The following are some examples of error messages that may be produced:

- * Error, Increase Amount or Percent must be entered. Please correct and re-run.
- * Error, Effective Date must be entered. Please correct and re-run.
- * Error, Key Separator is required when updating HR data. Please correct and re-run.
- * Error, Type of Change is required when updating HR data. Please correct and re-run.

Error checks are also performed for each individual employee. No update is performed for an employee if any of the following error messages appear on the audit report. However, updates are performed for the remaining selected employees:

- * Duplicate Salary Entry *
  This message indicates that an entry already exists for the employee on the Salary Assignment/Changes form (40-SCR) with keys matching the keys specified on the report parameters form.
- * Future dated entry found *
  This message indicates that the employee has an entry on the Salary Assignment/Changes form (40-SCR) that is future dated, when compared to the key information entered on the report parameters form.
- * Prior entry not found *
  This message indicates that the employee does not have an entry on the Salary Assignments/Changes form (40-SCR) that is dated prior to the key information entered on the report parameters form.
- * Insert failed, tbl full *
  This message indicates that a new entry could not be added to the Salary Assignment/Changes form (40-SCR) because the employee's record reached maximum capacity. This would require an expansion of your employee area.

☞ *Refer to the Technical Administration documentation for information on managing working storage.*

Note: *If an error occurs for a particular employee during a run in update mode, it is not possible to rerun the Mass Salary Update/Report program (MSURPT) in update mode. The update will have successfully updated the remaining employees. In this instance, you will have to correct the rejected records manually.*

See also:

- ***Using the Report Viewer to view the report (on page 81)***

For detailed instructions on viewing the audit report.

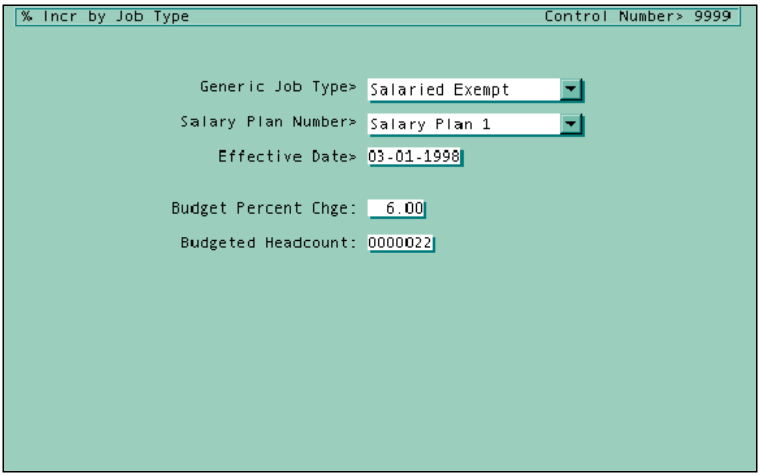
Fixed increase salary plan setup

Salary Administration provides tables for determining which groups of employees are to receive across-the-board increases and the percentage they are to receive. You have the following table choices:

- % Incr by Job Type (TH1SCR)
- % Incr by Org Level 3/Job Type (TH2SCR)
- % Incr by Org Level 4/Job Type (TH3SCR)
- % Incr by Org Level 3/Org Level 4/Job Type (TH4SCR)

You can express the budgeted percent increase on one or a combination of these tables to address specific groups of employees within the organization or the entire employee population. You will be able to tie together a group of tables by specifying the same plan number on each one. Across-the-board increases are effective one year from the date of an employee's last salary change.

In the following illustration, Salary Plan 1 defines a 6 percent increase for all employees with a job type of Salaried Exempt:



Refer to **Creating Annual Salary Budgets for Employees** *(on page 101) for information on using fixed percent salary plans to create budgets.*

See also:

- Setting up across-the-board salary plans ***(on page 69)***

For detailed directions on setting up across-the-board salary plans.

Reviewing the finished salary plans

When you have set up your salary plans and are ready to review them, you may view them online using the Salary Plan-Flat % Increase Table form (THISCR) or on hard copy by running the Salary Plan Table report (9H-RPT).

See also:

- Viewing across-the-board salary plans ***(on page 83)***

For detailed directions on displaying across-the-board salary plans.

Pay-for-performance salary plans and their uses

Pay-for-performance salary plans contain guidelines for giving merit increases to employees. Using Cyborg-delivered tables, you define the basis for the merit increases. These increases are based on an employee's performance appraisal rating and one of the following criteria:

Criteria	**Description**
Compa ratio	The salary divided by the midpoint between the minimum and the maximum of the salary grade
Position in range	The difference between the salary and the minimum of the salary range, divided by the difference between the salary grade range's maximum and minimum, and expressed as a percentage
Time since last increase	The number of months since the date of the last salary change for the employee

Within these criteria, Salary Administration can project budgeted salary increases using a percentage, range of percentages, or amount.

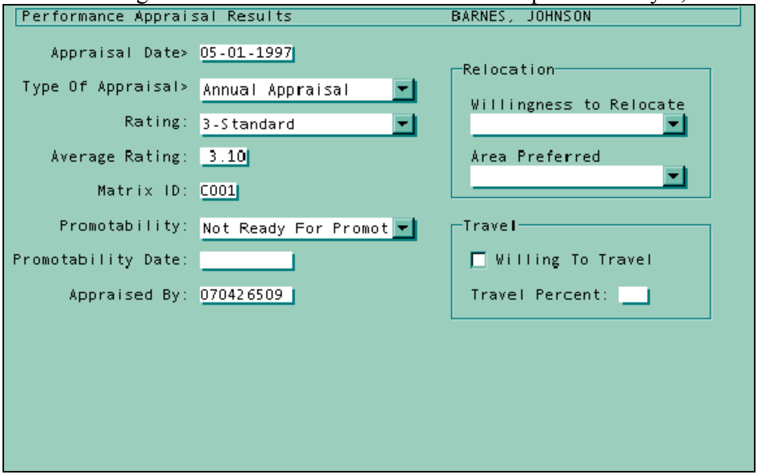
See also:

- Setting up pay-for-performance salary plans—Amount increase ***(on page 84)***
- Setting up pay-for-performance salary plans—Percentage increase ***(on page 87)***
- Setting up pay-for-performance salary plans—Percentage increase range ***(on page 89)***
- Setting up pay-for-performance salary plans—Time until increase ***(on page 91)***

For detailed directions on setting up pay-for-performance salary plans.

Where the salary increase criteria are found

Using a pay-for-performance salary plan, the first component for determining the salary change is the employee performance rating. It is recorded on an employee's Performance Appraisal Results form (49-SCR). In the following illustration, Johnson Barnes has a recorded rating of '3-Standard' for the review that took place on May 1, 1997:

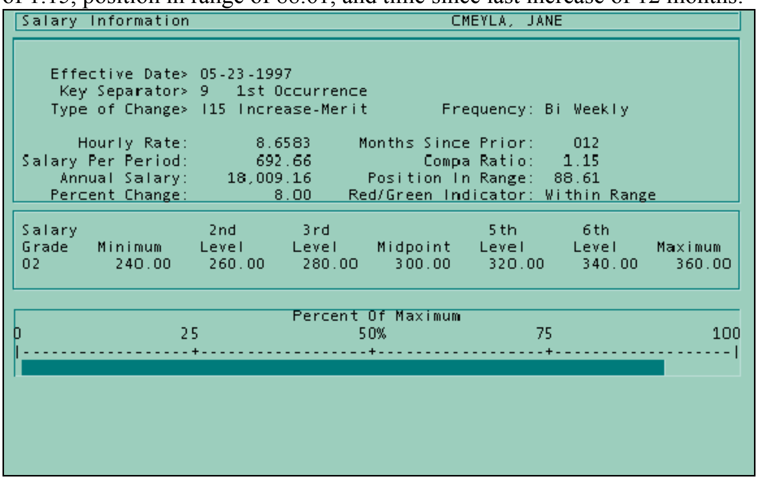

Performance Appraisal Results BARNES, JOHNSON

Appraisal Date> 05-01-1997
Type Of Appraisal> Annual Appraisal
Rating: 3-Standard
Average Rating: 3.10
Matrix ID: C001
Promotability: Not Ready For Promot
Promotability Date:
Appraised By: 070426509

Relocation
Willingness to Relocate
Area Preferred

Travel
Willing To Travel
Travel Percent:

When a pay-for-performance table is set up and used to calculate the employee's budgeted increase, the compa ratio, position in range, or time since last increase is used as the calculation criterion. You can see a display of these three informational items on the employee Salary Information form (41-SCR). This display-only form results from the calculation of the employee's salary on the Salary Assignment/ Changes form (40-SCR). In the following illustration, Jane Cmeyla's current salary is used to calculate the compa ratio of 1.15, position in range of 88.61, and time since last increase of 12 months:


Salary Information CMEYLA, JANE

Effective Date> 05-23-1997
Key Separator> 9 1st Occurrence
Type of Change> I15 Increase-Merit Frequency: Bi Weekly

Hourly Rate: 8.6583 Months Since Prior: 012
Salary Per Period: 692.66 Compa Ratio: 1.15
Annual Salary: 18,009.16 Position In Range: 88.61
Percent Change: 8.00 Red/Green Indicator: Within Range

Salary Grade	Minimum	2nd Level	3rd Level	Midpoint	5th Level	6th Level	Maximum
02	240.00	260.00	280.00	300.00	320.00	340.00	360.00

Percent Of Maximum
0 25 50% 75 100

Deciding which criterion to use

Your organization's established salary increase guidelines are the starting point for determining the criterion to be used in defining the salary plans in Salary Administration. Look at your policies and then decide whether you will use compa ratio, position in range, or time since last increase as the basis for your salary plans.

Recording how much and when to give an increase

For the criterion you select, you will indicate how much of an increase to give and when to give the increase. Depending on the criterion, you will use one or two of the Cyborg-delivered tables. If you have chosen compa ratio or position-in-range, then you must create the 'how much' and the 'when' parameters on separate tables. If you have chosen time since last increase as your criterion, then you must create only one table, which combines the 'when' and 'how much' information. The following chart identifies the potential pairings of tables:

Criteria	**How much of an increase (choose percentage amount, or range) ['Increase' tables]**			**When to give the increase ['Timing' tables]**
	Percentage	**Amount**	**Range of %s**	**Months**
Compa ratio	% Incr By Rating/Compa Ratio (TD1SCR)	$ Incr By Rating/Compa Ratio (TD2SCR)	% Incr Range By Rating/ Compa Ratio (TD9SCR)	Time Until Incr By Rating/ Compa Ratio (TD3SCR)
Position in range	% Incr By Rating/Pos In Range (TD4SCR)	$ Incr By Rating/Pos In Range (TD5SCR)	% Incr Range By Rating/Pos In Range (TD0SCR)	Time Until Incr By Rating/Pos In Rnge (TD6SCR)
Time since last increase	% Incr By Rating/Time Since Last Incr (TD7SCR)	$ Incr By Rating/Time Since Last Incr (TD8SCR)		

Based on your organization's salary policy, you will select one of the 'increase' tables and pair it with the 'when' table as shown on the same row in the grid above.

For example, if you wanted to give employees a percentage increase dependent on their performance rating and position in range, you would complete the % Increase By Rating/Pos In Range form (TD4SCR). In addition, you would complete the Time Until Incr By Rating/Pos In Rnge form (TD6SCR) to specify when those increases could be given.

If you elect to use only the criterion of time since last increase, no pairing is needed, because the increase and when it is to be given are stated on one table.

When you are defining 'how much to give' and 'when' on tables, you must establish one table record for each appraisal rating value you use. For example, if you use appraisal ratings of '1-Outstanding' through '5-Unsatisfactory', you will require at least five table records—one for each rating. You will also need to create a table record for a rating '8-Too New To Rate' for employees who do not yet have a performance appraisal on file.

Each of the tables you create will require an entry in the amount, percentage, or range text boxes shown on the form.

Linking 'how much to give' and 'when' criteria

This combination of information—how much to give and when—is called a pay-for-performance matrix. A unique four-character matrix ID identifies each matrix. Each pair of tables must contain the same matrix ID. Depending on the type(s) of table(s) you decide to use, the matrix ID used on each table begins with a specific character:

- C—Compa ratio
- R—Position in range
- T—Time since last increase

Compa ratio increases

When using compa ratio as the basis for pay-for-performance increases, you use a pair of tables—one to specify how much to give and one to specify when the increases can be given. For each compa ratio category, an increase entry is required.

How much to give for a compa ratio increase can be expressed as:

- Percentages
- Amounts
- Range of percentages

There is a separate table/matrix for each choice:

Compa ratio increase tables	**Matrix ID**
Percent of Increase (TD1SCR)	**C**xxx
Fixed Amount of Increase (TD2SCR)	**C**xxx
Range of Percents of Increase (TD9SCR)	**C**xxx

When to give a compa ratio increase is expressed as a range of months:

Compa ratio timing table	**Matrix ID**
Months Until Next Increase (TD3SCR)	**C**xxx

If you set up the % Incr By Rating/Compa Ratio table (TD1SCR) for performance rating values 1 through 4 and 8, the finished matrix might look like this:

Rating	**Compa ratio**					
	<80	**80-90**	**>90-100**	**>100-110**	**>110-120**	**>120**
1	12.50	12.00	10.50	9.50	6.75	5.00
2	11.00	10.00	9.00	8.00	6.25	4.25
3	8.00	7.25	6.75	6.00	4.75	3.75
4	5.00	4.50	3.50	3.00	2.50	1.00
8	8.50	8.00	7.00	6.00	4.50	2.00

The vertical variable of the matrix is the Appraisal Rating value from the performance appraisal results. The horizontal variable of the matrix is the compa ratio. The increase values are fixed percentages. If an employee has a rating of 3 and a compa ratio of 90-100, the increase will be 6.75 percent.

Position-in-range increases

When using position in range as the basis for pay-for-performance increases, you use a pair of tables—one to specify how much to give and one to specify when the increases can be given. Each of the position-in-range categories requires an increase entry.

How much to give for a position-in-range increase can be expressed as:

- Percentages
- Amounts
- Range of percentages

There is a separate table/matrix for each choice:

Position in range increase tables	**Matrix ID**
Percent of Increase (TD4SCR)	**R**xxx
Fixed Amount of Increase (TD5SCR)	**R**xxx
Range of Percents of Increase (TD0SCR)	**R**xxx

When to give a position-in-range increase is expressed as a range of months:

Position-in-range timing table	**Matrix ID**
Months Until Next Increase (TD6SCR)	**R**xxx

If you set up the $ Incr By Rating/Pos In Range table (TD5SCR) for performance rating values 1 through 4 and 8, the finished matrix might look like this:

Rating	**Position in range**					
	0%	**>0-25**	**>25-50**	**>50-75**	**>75-100**	**>100**
1	1.0000	0.9500	0.8500	0.8000	0.7000	0.6000
2	0.9000	0.8000	0.7500	0.7000	0.5000	0.4500
3	0.6000	0.5000	0.4500	0.4000	0.4000	0.0000
4	0.4000	0.3500	0.3000	0.2500	0.0000	0.0000
8	0.8000	0.7000	0.6000	0.5000	0.4000	0.0000

The vertical variable of the matrix is the Appraisal Rating value from the performance appraisal results. The horizontal variable of the matrix is the position in range. The increase values are fixed amounts. As an example, if an employee has a performance rating of 2 and a position in range of 25-50, the increase will be 0.75 (which is an hourly rate with four decimals in this example).

Time since last increase

When using time since last increase as the basis for pay-for-performance increases, you use one table to specify how much to give and when the increases can be given. Each time period requires an increase entry.

How much to give for a time since last increase, increase can be expressed as:

- Percentage
- Amount

There is a separate table/matrix for each choice:

Time since last increase tables	Matrix ID
Percent of Increase (TD7SCR)	**T**xxx
Fixed Amount of Increase (TD8SCR)	**T**xxx

If you set up the $ Incr By Rating/Time Since Last Incr table (TD8SCR) for performance rating values 1 through 4 and 8, the finished matrix might look like this:

Rating	Time since last increase (in months)					
	<3 Mos	**03-06**	**06-09**	**09-12**	**12-18**	**>18 Mos**
1	900	1,000	1,100	1,200	1,300	1,400
2	800	900	1,000	1,100	1,200	1,300
3	600	700	800	900	1,000	1,100
4	200	300	400	500	600	700
8	200	250	300	350	400	450

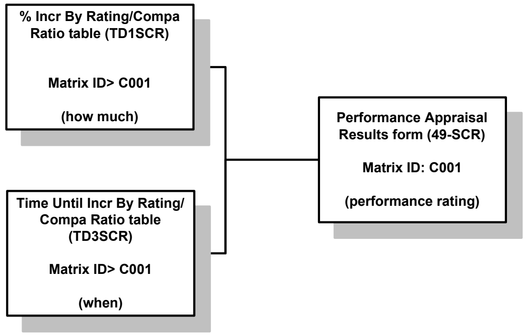
The vertical variable of the matrix is the Appraisal Rating value from the performance appraisal results. The horizontal variable of the matrix is the time in months. The increase values are fixed amounts. As an example, if an employee has a performance rating of 1, and the last increase was eight months ago, the increase will be 1,100 (which is an annual increase in this example.)

Matrix ID interactions

The Matrix ID text box that is established on the Increase Matrices tables is referenced on the Performance Appraisal Results form (49-SCR). This employee form identifies which matrix is to be used for an employee.

The tables that you choose will work together to determine how much an employee will receive and when the employee will receive it. The employee's performance rating will be the third determining factor in the process. To function properly, all these related salary planning components (tables and employee forms) must contain the same matrix ID.

In the following example, a matrix ID of 'C001' has been used to tie together the paired table matrices and the employee's performance results:



In the illustration above, the Matrix ID text boxes on the paired tables are both 'C001'. At the employee level, the Matrix ID text box is also 'C001'. This allows the employee form to link with the table records to determine the increase amount and when the employee will receive it, all based on the employee's performance rating.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for information on automatically assigning the matrix ID at the employee level.*

See also:

- Setting up pay-for-performance salary plans—Amount increase ***(on page 84)***

For detailed directions on setting up pay-for-performance salary plans.

Reviewing the finished salary plans

When you have set up your salary plans and are ready to review them, you may view them online using the Job Performance Appraisal Display form (TDISCR) or on hard copy by printing the Job Performance Appraisal Table Detail report (9DDRPT).

Apply the Concept

Describe your organization's current method of budgeting salary increases and indicate which Salary Administration Salary Plan Tables might be used to implement its automation.

Apply the Concept
Describe any unique circumstances or contract terms that might require your organization to use more than one Salary Plan Table for forecasting budget increases.

See also:

- Viewing pay-for-performance salary plans ***(on page 93)***

For detailed directions on viewing pay-for-performance salary plans.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Setting up Salary Administration Control Numbers

To set up Salary Administration Control Numbers for each of your production organizations using the Company-To-Rules Cross-Reference For HR form (AX-SCR), follow these steps:

Note: *Before beginning this task, be sure that you are working with the correct organization. The Salary Administration Control Number establishes which tables are to be used for an organization. You cannot define any tables for an organization until a valid Control Number has been established.*

1. Access the Company-To-Rules Cross-Reference For HR form (AX-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Organization to Rules Cross-Reference

For practice, access the Company-To-Rules Cross-Reference For HR form (AX-SCR) for the 999999 organization.

2. Enter the Effective Date

This date must be early enough to cover the original hire date of the first employee in your organization. Many customers look to the original hire date of their employee with the greatest seniority, and then use an effective date of one day prior to that employee's original hire date.

Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, verify that the Effective Date is '01-01-1925'.

3. Enter the Salary Administration Control Numbers

Type a four-character Salary Administration Control Number in each of the entry text boxes in the Salary Administration section of the form (bottom right group box).

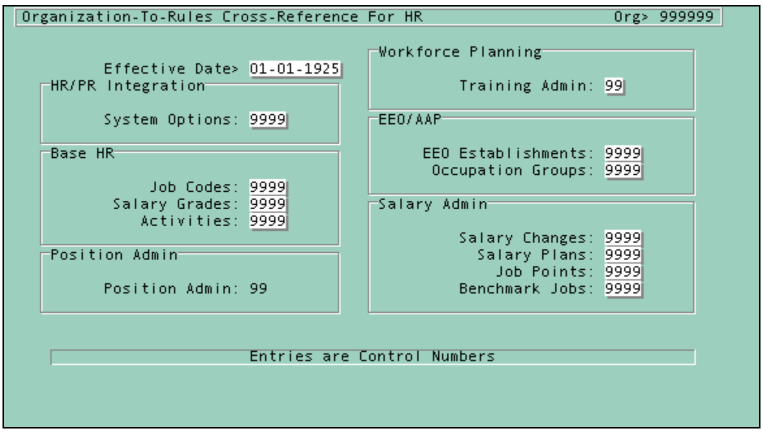
For practice, type '9999' in each text box if the entries are not already present on the form.

4. Click Save or press Enter

The Salary Administration Control Numbers are set up for the organization that is displayed in the form heading and a '---Maintenance has been performed---' message is displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Perform these steps for each organization that will be using Salary Administration. Use the Select an Employee or Organization button on the toolbar to change organizations.*

See also:

- Salary Administration Control Numbers ***(on page 43)***

For an explanation of Control Numbers and their use.

Setting up across-the-board salary plans

To set up an across-the-board salary plan(s) using the percent increase tables, select the appropriate table(s) that will be used:

- Increase by Job Type (TH1SCR)
- Increase by Job Type/Control 3 (TH2SCR)
- Increase by Job Type/Control 4 (TH3SCR)
- Increase by Job Type/Control 3-4 (TH4SCR)

and then follow these steps:

1. Access one of the Percent Increase tables

Access the relevant form by making one of the following task selections from the Navigator:

Component:	Salary Administration
Process:	Setup Across-the-Board Plans
Task:	Increase by Job Type
Task:	Increase by Job Type/Control 3
Task:	Increase by Job Type/Control 4
Task:	Increase by Job Type/Control 3-4

Note: *To avoid copying pre-existing information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

Note: *Make sure the appropriate Control Number is displayed in the form heading. This is the Control Number for which the table will be set up. Change to the appropriate organization if the displayed Control Number is incorrect.*

For practice, select Increase by Job Type/Org Level 3 to access the % Incr by Org Level 3/Job Type form (TH2SCR).

2. Select an Org Level 3

If the Org Level 3 text box is displayed on the table you have chosen, choose an option from the Org Level Three option list (HR439).

Use this text box to record one of your budget parameters for a group of employees. Only employees who have a matching OL3 value on their Location Assignment/Changes form (05CSCR) will be affected by this Salary Plan table.

For practice, select 'Region 3030'.

3. Select an Org Level 4

If the Org Level 4 text box is displayed on the table you have chosen, select an option from the Org Level Four option list (HR449).

Use this text box to record one of your budget parameters for a group of employees. Only employees who have a matching OL4 value on their Location Assignment/Changes form (05CSCR) will be affected by this Salary Plan table.

This text box is not present on the table record being used for this practice.

4. Select a Generic Job Type

Select a generic job type from the Job Type option list (HR12).

Use this text box to record one of your budget parameters for a group of employees. Only employees who have a matching job type associated with their assigned job on the Job Assignment/Changes form (05-SCR) will be affected by this Salary Plan Table.

For practice, select 'Salaried Exempt'.

5. Select a Salary Plan Number

Select an option from the Plan/actual Switches option list (SA01) to indicate which salary plan will be generated when this table record is used to produce budget records.

Select Salary Plan 1, 2, or 3 to identify the salary plan associated with this table. This indicator will also be present on the matching employee Budgeted Salary Information form (45-SCR).

For practice, select 'Salary Plan 2'

6. Enter an Effective Date

The first day of the salary plan year to which the table record applies is recorded in this text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This date is used as the plan year start date on any salary budget record that is created using this table record.

For practice, type a date that represents January 1 of 1998, for example, '01-01-1998' or '19980101'.

7. Enter the Budget Percent Chge

Type up to five digits in this text box, allowing two decimal places. You may type the decimal point.

This text box is used to assign a budgeted change percentage to each Salary Plan Table entry. The budget program uses this percentage to calculate the budgeted salary change for each employee to whom this Salary Plan table record applies.

For practice, type '500' to represent a 5 percent increase.

8. Enter the Budgeted Headcount (optional)

This seven-digit text box contains the estimated number of employees the organization expects to be affected by this salary plan record.

Note: *This text box is used for informational purposes only and is not used for calculations. No report uses the information in this text box.*

For practice, leave this text box blank.

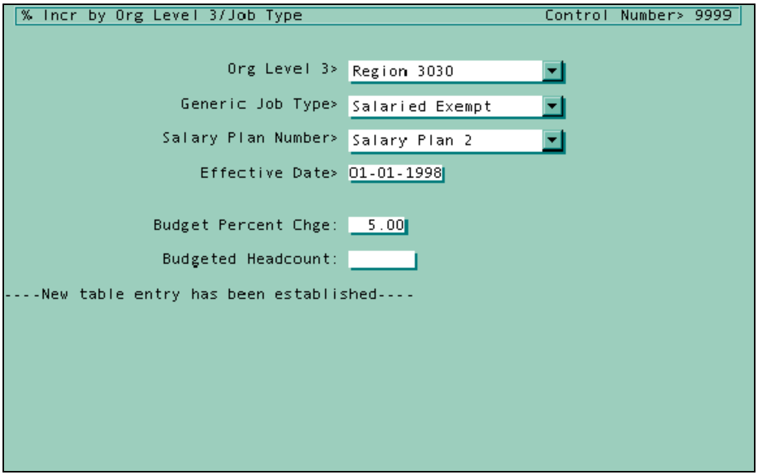
9. Click Save or press Enter

The Percent Increase table record is created and the following message is displayed:

'---New table entry has been established---'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Be sure to perform these steps for each of the Percent Increase tables that will be used for Salary Administration.*

See also:

- Across-the-board salary plans and their uses ***(on page 48)***

For a description of these tables and their uses.

Opening the Mass Salary Update/Report parameters form

To open the Mass Salary Update/Report (MSURPT) parameters form, follow these steps:

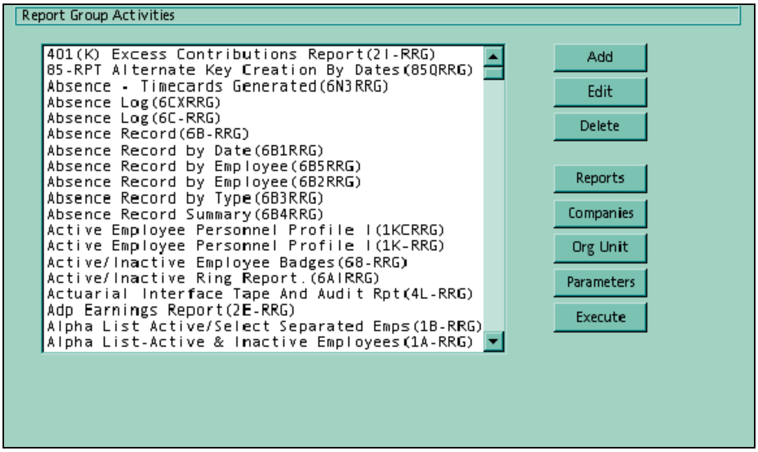
1. Access the Report Group Activities form (RGMSTR)

Access the Report Group Activities form (RGMSTR) by making the following selection from the Navigator:

Component: Reporting
Process: Report Scheduling
Task: Schedule Report Groups

For practice, access the Report Group Activities form (RGMSTR).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



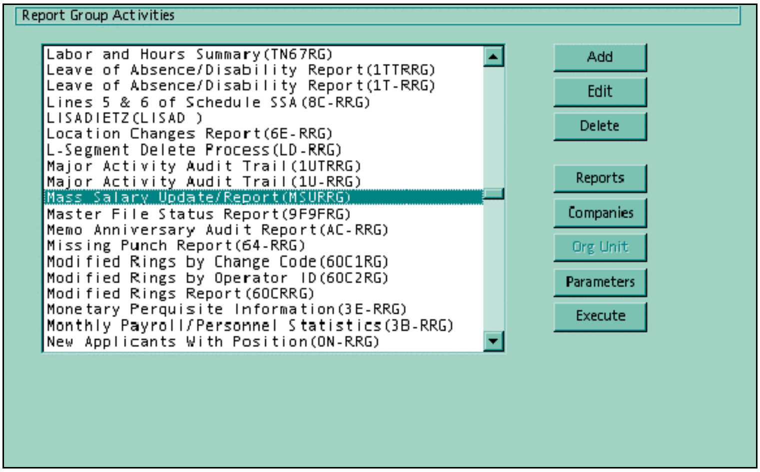
2. Select the Mass Salary Update/Report

Select the Mass Salary/Update Report group (MSURRG) from the list.

For practice, select the Mass Salary/Update Report group (MSURRG).

3. Click Parameters

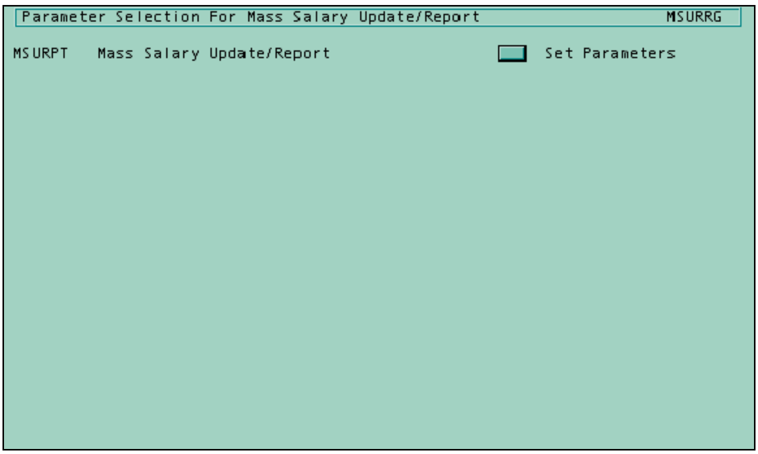
Click the Parameters button to the right of the list.



The Parameter Selection For Mass Salary Update/Report form (MSURPT) will display.

For practice, click Parameters.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

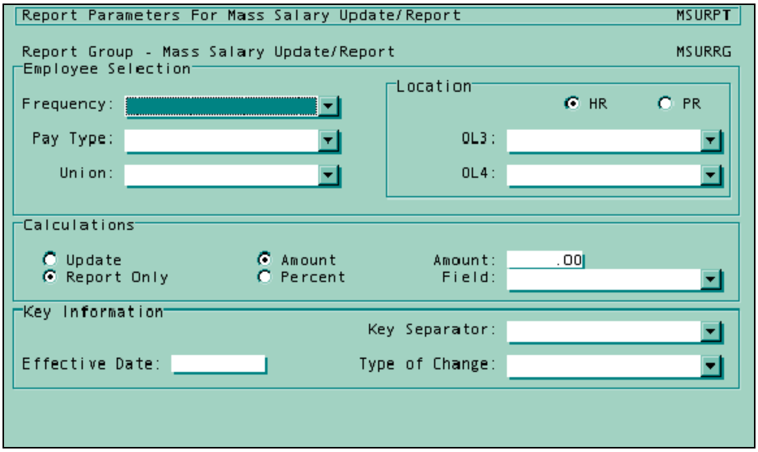


4. Click Set Parameters

Click the Set Parameters button. The Report Parameters for the Mass Salary Update/Report form (MSURPT) will display.

For practice, click Set Parameters.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Report Parameters For Mass Salary Update/Report MSURPT

Report Group - Mass Salary Update/Report MSURRG

Employee Selection

Frequency:

Pay Type:

Union:

Location

HR PR

OL3:

OL4:

Calculations

Update

Report Only

Amount

Percent

Amount: .00

Field:

Key Information

Key Separator:

Effective Date:

Type of Change:

See also:

- Mass Salary Update/Report ***(on page 49)***

For more information about the Mass Salary Update/Report.

Completing the Mass Salary Update/Report parameters form

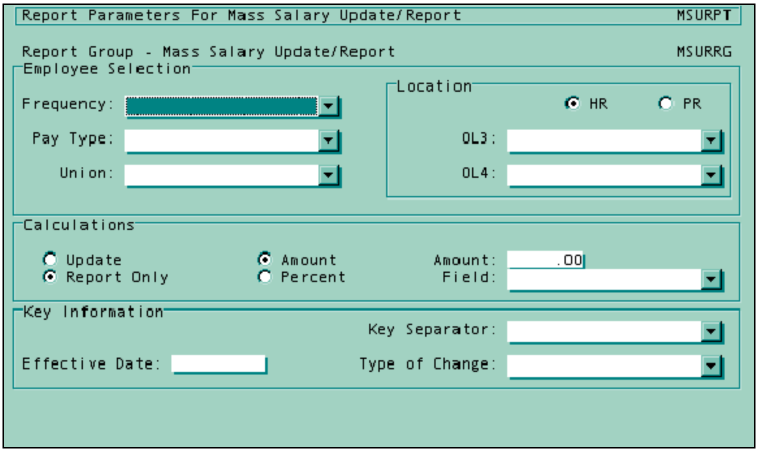
To complete the Mass Salary Update/Report program (MSURPT) parameters form, follow these steps:

1. Open the Report Parameters for Mass Salary Update/Report form (MSURPT)

Follow the steps in the previous task to open the parameters form.

For practice, open the Report Parameters for Mass Salary Update/Report form (MSURPT).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



2. Select the Frequency

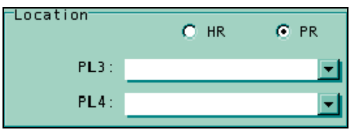
To select all employees of a particular frequency, make a selection from the Frequency option list (PP29). This field will be ignored if left blank.

For practice, select Bi Weekly from the Frequency option list (PP29).

3. Select the location

Employee selection can be based on the HR or Payroll location. The organization level 3 and 4 option lists will vary, depending on which option is selected.

This can be seen in the following examples:



For practice, select the 'HR' option.

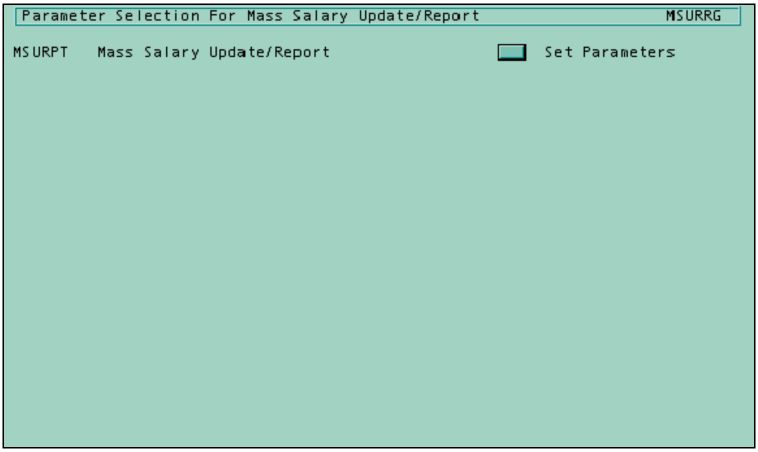
4. Press Enter

After making the HR or PR location selection, you need to exit and return to the parameters form in order to display the associated field labels and option lists. To exit the form, press Enter.

The Parameter Selection For Mass Salary Update/Report form (MSURPT) will display.

For practice, press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



5. Return to the parameters form

Click the Set Parameters button. The Report Parameters for Mass Salary Update/Report form (MSURPT) will re-display, showing the appropriate Location option list labels and option lists.

For practice, click Set Parameters.

6. Select the Organization levels

The Organization level 3 and 4 option lists will vary, depending on which option was selected in Step 3. When HR is selected, the option lists will display the values seen on the Location Assignment/Changes form (05CSCR). When PR is selected, the option lists will show the values seen on the Payroll Home Location/Pay Allocation form (GG-SCR).

For practice, select Region 3030 for OL3 and Department 4040 for OL4.

7. Select the Pay Type

To select all employees of a particular pay type, make a selection from the Pay Type option list (SA07). This field will be ignored if left blank.

For practice, select Salary-Auto Paid from the Pay Type option list (SA07).

8. Select the Union

To select all employees of a particular union code, make a selection from the Union option list (PP429). This field will be ignored if left blank.

For practice, leave the Union option list (PP429) blank (or 'make no selection').

9. Select program mode

Select the mode in which the program will be run—Update or Report Only. The Report Only selection allows you to run in 'What-if' report-only mode. When satisfied with the results, you can run the Mass Salary Update/Report program (MSURPT) in update mode by selecting the Update option.

For practice, select the Report Only option.

10. Select the type of increase

Decide whether you want the increase to be a fixed amount or a percentage by selecting the appropriate option. The amount field labels will vary, based on which selection is made.

This can be seen in the following examples:

For practice, select the Percent option.

11. Press Enter

After making the Amount or Percent calculation selection, you need to exit and return to the parameters form in order to display the associated amount text box label. To exit the form, press Enter.

The Parameter Selection For Mass Salary Update/Report form (MSURPT) will display.

For practice, press Enter.

12. Click Set Parameters

Return to the parameters form. The Report Parameters for Mass Salary Update/Report form (MSURPT) will re-display, showing the appropriate Calculations text box label.

For practice, click Set Parameters.

13. Enter the amount to be updated

Type the amount of the update in the Amount or Percent text box.

If the selection in Step 10 was Amount, the field label will be Amount, and the text box is used as either an amount (with 2 decimals), or a rate (with 4 decimals), based on the value selected from the Field option list (SA08).

If the selection in Step 10 was Percent, the field label will be Percent and the amount you type will be as a percentage (with 4 decimals).

For practice, type '10.0000' in the Percent text box.

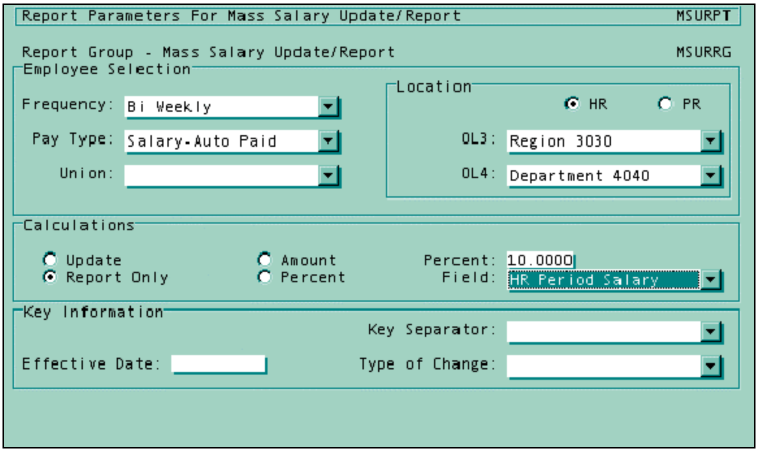
14. Select the Field to be updated

Select which entry the process will update from the Field option list (SA08).

Note: *If you modify the value in this field you must follow Steps 11 and 12 above to exit and return to the parameters form.*

For practice, select 'HR Period Salary'. Exit and return to the parameters form by pressing Enter and then clicking Set Parameters.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Report Parameters For Mass Salary Update/Report MSURPT

Report Group - Mass Salary Update/Report MSURRG

Employee Selection

Frequency: Bi Weekly

Pay Type: Salary-Auto Paid

Union:

Location

HR PR

OL3: Region 3030

OL4: Department 4040

Calculations

Update

Report Only

Amount

Percent

Percent: 10.0000

Field: HR Period Salary

Key Information

Key Separator:

Effective Date:

Type of Change:

15. If you selected HR Annual Salary, HR Period Salary, or HR Hourly Rate in the previous step, complete Steps 16 through 18

16. Select the Key Separator

Select the key separator to be used from the Key Separator option list (HR70).

For practice, select '1st Occurrence'.

17. Enter the Effective Date

Type the effective date to be used. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

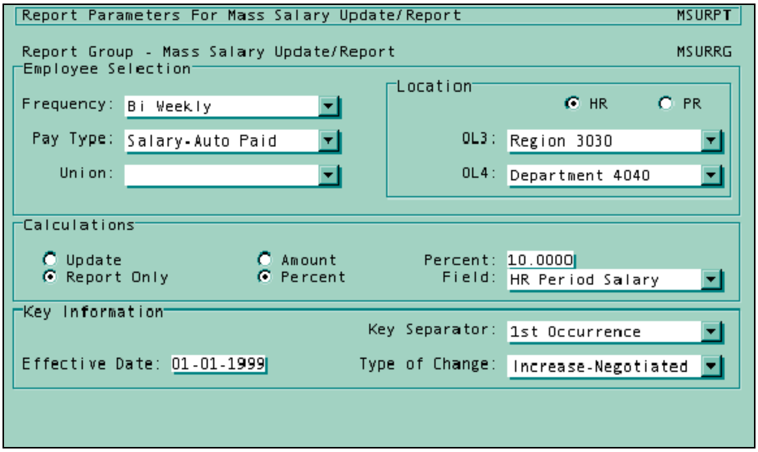
For practice, type '01-01-1999'.

18. Select the Type of Change

Select the type of change from the Type of Change option list (HR11).

For practice, select 'Increase-Negotiated'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Report Parameters For Mass Salary Update/Report MSURPT

Report Group - Mass Salary Update/Report MSURRG

Employee Selection

Frequency: Bi Weekly

Pay Type: Salary-Auto Paid

Union:

Location

(•) HR ( ) PR

OL3: Region 3030

OL4: Department 4040

Calculations

( ) Update
(•) Report Only

( ) Amount
(•) Percent

Percent: 10.0000
Field: HR Period Salary

Key Information

Key Separator: 1st Occurrence

Effective Date: 01-01-1999

Type of Change: Increase-Negotiated

See also:

- Mass Salary Update/Report ***(on page 49)***

For more information about the Mass Salary Update/Report.

- Terminated Employees ***(on page 55)***

For more information on how terminated employees are treated.

Running the Mass Salary Update/Report

The process for running the Mass Salary Update/Report program (MSURPT) is the same for both Update or Report Only modes. To run the program, follow these steps:

Note: *Before running the program in Update mode, ensure that all users are logged off the system to avoid possible conflicts.*

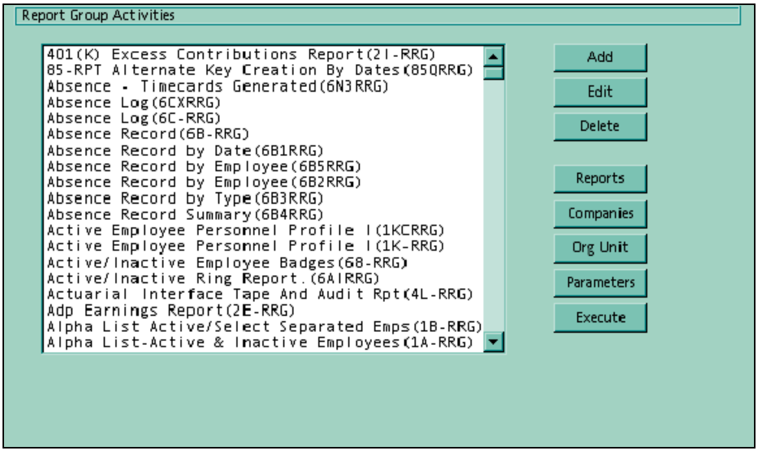
1. Access the Report Group Activities form (RGMSTR)

Access the Report Group Activities form (RGMSTR) by making the following selection from the Navigator:

Component: Reporting
Process: Report Scheduling
Task: Schedule Report Groups

For practice, access the Report Group Activities form (RGMSTR).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



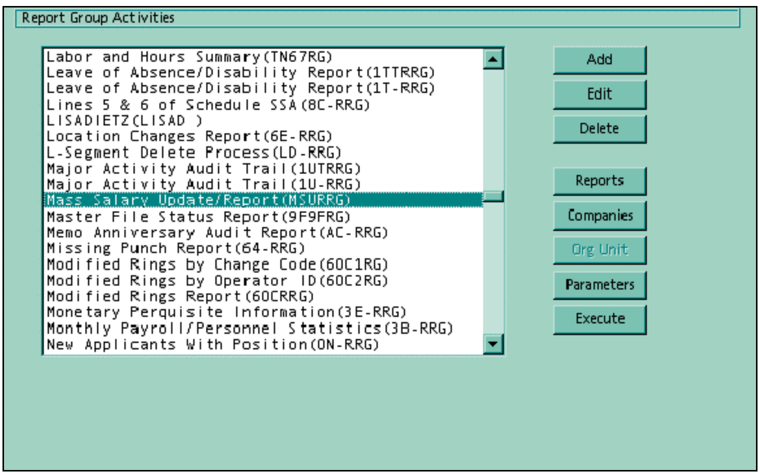
2. Select the Mass Salary Update/Report

Select the Mass Salary/Update Report group (MSURRG) from the list.

For practice, select the 'Mass Salary/Update Report group (MSURRG)'.

3. Click Execute

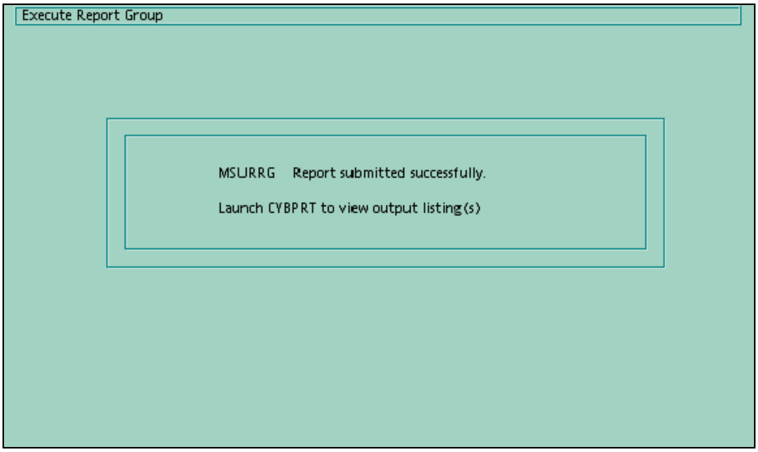
Click the Execute button on the lower right side of the form to launch the report.



A confirmation form will display.

For practice, click Execute.

If you completed the Guided Practice, the resulting confirmation form should look similar to the example that follows:



See also:

- Audit Report ***(on page 55)***

For more information about the audit report generated by the Mass Salary Update/Report program (MSURPT).

Using the Report Viewer to view the report

To use the Report Viewer to display the report online, complete the following steps:

Note: *Instead of using the Report Viewer to view the report online, the report could be scheduled via SUBMIT/VIEW, or by running the standard JREPORT.BAT job stream. Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information on SUBMIT and VIEW.*

Note: *In a classroom setting, verify the environment setting with your instructor before you begin this Guided Practice.*

1. Access the Report Viewer

Access the Report Viewer by clicking the Report Viewer button on the Launch toolbar.

For practice, open the Report Viewer utility.

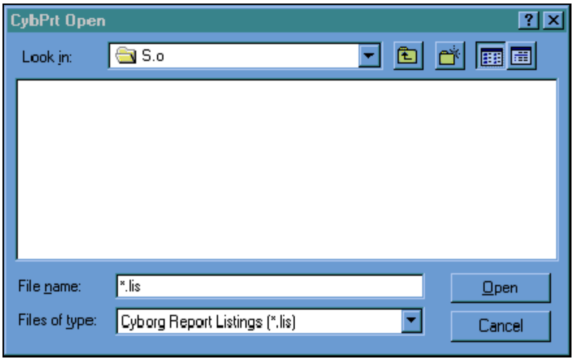
2. Open the report

Click the Open Report button on the toolbar.

The CybPrt Open dialog will display.

For practice, click the Open Report button.

If you completed the Guided Practice, the dialog displayed should look similar to the example that follows:

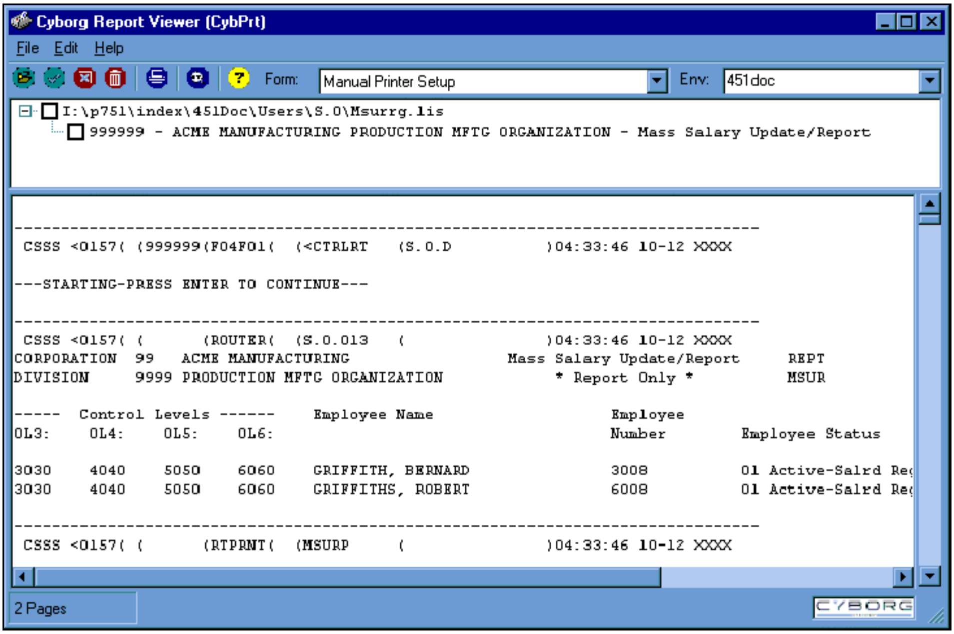


3. Open the Mass Salary Update/Report report group output file

You may need to navigate to the users directory to get to the location of the output file. Select and open the report group output file named MSURRG.LIS.

For practice, select and open 'MSURRG.LIS'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Refer to the Using The Solution Series: Administrative Solutions documentation for more information on the Report Viewer utility.

See also:

- Audit Report ***(on page 55)***

For more information about the audit report generated by the Mass Salary Update/Report program (MSURPT).

Viewing across-the-board salary plans

To see a display of the across-the-board salary plans using the Salary Plan-Flat % Increase Table form (THISCR), follow these steps:

Access the Salary Plan-Flat % Increase Table form (THISCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Setup Across-the-Board Plans
Task: View Across-the-Board Salary Plans

For practice, access the Salary Plan-Flat % Increase Table form (THISCR).

Up to 16 records are displayed on each form. Click Save or press Enter to view the next form.

A '--- COMPLETE ---' message appears when all the records on file have been viewed.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

PLAN-FLAT % INCREASE TABLE

CTRL NMBR	OL3	OL4	GENERIC JOB TYPE/DESC	SAL TYPE	TABLE DATE	BUDGET % CHANGE	BUDGETED HEADCOUNT
9999			01 Salaried Exempt	1	03-01-1998	6.00	0000022
9999			01 Salaried Exempt	1	01-01-1998	8.00	0000010
9999			01 Salaried Exempt	1	12-01-1986	6.00	0000022
9999			01 Salaried Exempt	1	06-01-1985	8.00	0000010
9999			02 Salaried Non Exempt	1	12-01-1986	6.25	0000017
9999			02 Salaried Non Exempt	1	06-01-1985	6.00	0000010
9999			03 Hourly Non Union	1	12-01-1986	7.25	0000003
9999			03 Hourly Non Union	1	06-01-1985	5.25	0000010
9999			04 Hourly Union	1	12-01-1986	7.00	0000022
9999			04 Hourly Union	1	06-01-1985	6.25	0000010
9999		4488	01 Salaried Exempt	3	01-01-1986	2.25	
9999		4488	02 Salaried Non Exempt	3	01-01-1986	3.25	
9999		4488	04 Hourly Union	3	01-01-1986	5.00	
9999	3030		01 Salaried Exempt	2	01-01-1998	5.00	
9999	3030		01 Salaried Exempt	2	01-01-1986	8.50	
9999	3030		02 Salaried Non Exempt	2	01-01-1986	7.50	

Note: *Maintenance may not be performed using this form. It is for viewing records in Display mode only.*

See also:

- Across-the-board salary plans and their uses ***(on page 48)***

For a description of this method of viewing across-the-board salary plans.

Setting up pay-for-performance salary plans—Amount increase

To set up a Salary Plan table record that allows the pay-for-performance increase to be calculated as a fixed amount, select the appropriate table(s):

- Amount Inc by Rating/Compa-Ratio (TD2SCR)
- Amount Inc by Rating/Pos In Range (TD5SCR)
- Amount Inc Rating/Time Since Last Inc (TD8SCR)

and then follow these steps:

1. Access one of the fixed amount increase tables

Access one of the forms by making one of the following task selections from the Navigator:

Component:	Salary Administration
Process:	Setup Pay-for-Performance Plans
Task:	Amount Inc by Rating/Compa-Ratio
Task:	Amount Inc by Rating/Pos In Range
Task:	Amount Inc Rating/Time Since Last Inc

Note: *To avoid copying pre-existing information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

Note: *Make sure the appropriate Control Number is displayed in the form heading. This is the Control Number for which the table will be set up. Change to the appropriate organization if the displayed Control Number is incorrect.*

For practice, select Amount Inc Rating/Time Since Last Inc to access the $ Incr By Rating/Time Since Last Incr form (TD8SCR).

2. Enter the Matrix ID

Type a three-character alphanumeric identifier for this matrix ID. If left blank, this text box defaults to a value of '001'.

The form displays an alpha character before this text box, based on the table record being generated. For example, any table using compa ratio values will display a 'C'. Any table using position-in-range values will display an 'R'. Those using time since the last increase will display a 'T'.

For practice, type '198'.

3. Select a Rating

Select an option from the Appraisal Ratings option list (HR16) to indicate the performance appraisal rating to which the values being entered in the table Results text box apply.

For practice, select '1-Outstanding'.

4. Enter the Effective Date

Type the salary plan start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date that represents January 1 of 1998, for example, '19980101'.

5. Select the Number of Decimals

Select an option from the Number of Decimals option list (SA06) that identifies the decimal point placement for all currency values entered on this form.

For practice, select 'None (Annual Amt)'.

6. Enter the Compa Ratio, Position In Range, or Months Since text boxes

Type the six-character recommended fixed amount of increase in each of the Compa Ratio, Position In Range, or Months Since results text boxes provided by this table.

Do not type the decimal point in these text boxes. The system edits these text boxes based on the entry made in the Number of Decimals text box. If the number of decimals entry is zero (no decimals), the system assumes the fixed amount entered is an annual amount. For example, the entry '010000' represents 10,000. If the number of decimals entry is four, the entry '010000' represents 1.0000.

The Compa Ratio results text boxes display the following categories: <80; 80-90; >90-100; >100-110; >110-120; and >120.

The Position In Range results text boxes display the following categories: <0%; 0-25; 25-50; 50-75; 75-100; and >100%.

The Months Since results text boxes display the following categories: <3 Mos; 3-6; 6-9; 9-12; 12-18; and >18 Mos.

For practice, type '900', '1000', '1100', '1200', '1300', and '1400', respectively, in the Months Since text boxes.

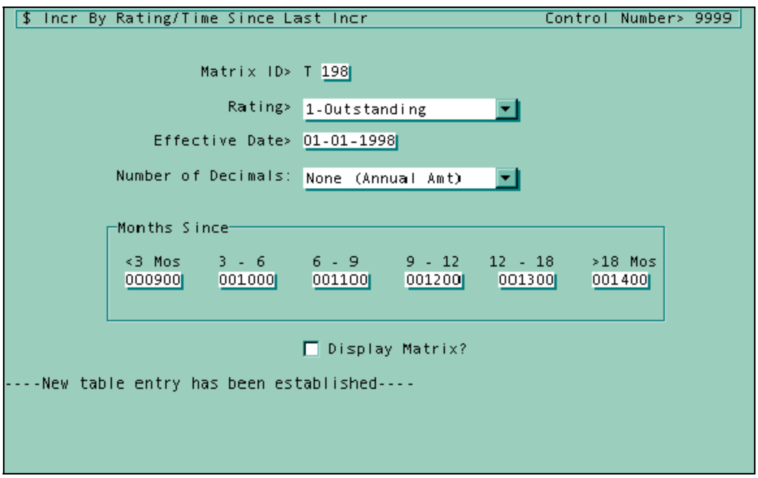
7. Click Save or press Enter

The Percent Increase By Rating table record is created and the following message is displayed:

'---New table entry has been established---'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Be sure to repeat these steps to create a Fixed Amount Increase By Rating table record for each of the ratings (performance appraisal) that you will be using for Salary Administration, for example, 2, 3, 4, 5, and 8.*

To view the entire matrix, enter the four required key text boxes and select the Display Matrix check box. The matrix is displayed beginning with the Rating entered.

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***
For a description of these tables and their uses.

Setting up pay-for-performance salary plans—Percentage increase

To set up a Salary Plan table record that allows the pay-for-performance increase to be calculated as a fixed percentage, select the appropriate table(s):

- % Incr by Rating/Compa-Ratio (TD1SCR)
- % Inc by Rating/Position In Range (TD4SCR)
- % Inc Rating/Time Since Last Inc (TD7SCR)

and then follow these steps:

1. Access one of the fixed percentage increase tables

Access one of these forms by making one of the following task selections from the Navigator:

Component:	Salary Administration
Process:	Setup Pay-for-Performance Plans
Task:	% Incr by Rating/Compa-Ratio
Task:	% Inc by Rating/Position In Range
Task:	% Inc Rating/Time Since Last Inc

Note: *To avoid copying pre-existing information, you may clear the form by choosing:* ***A****ctions* ***C****lear Fields.*

Note: *Make sure the appropriate Control Number is displayed in the form heading. This is the Control Number for which the table will be set up. Change to the appropriate organization if the displayed Control Number is incorrect.*

For practice, select % Inc by Rating/Position In Range to access the % Incr By Rating/Pos In Range form (TD4SCR).

2. Enter the Matrix ID

Type a three-character alphanumeric identifier for this matrix ID. If left blank, this text box defaults to a value of '001'.

The form displays an alpha character before this text box, based on the table record being generated. For example, any table using compa ratio values will display a 'C'. Any table using position-in-range values will display an 'R'. Those using time since the last increase will display a 'T'.

For practice, type '298'.

3. Select a Rating

Select an option from the Appraisal Ratings option list (HR16) to indicate the performance appraisal rating to which the values being entered in the table Results text box apply.

For practice, select '1-Outstanding'.

4. Enter the Effective Date

Type the salary plan start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date that represents January 1 of 1998, for example, '19980101'.

5. Enter the Compa Ratio, Position In Range, or Months Since text boxes

Type the four-character, two-decimal recommended percentage increase in the Compa Ratio, Position In Range, or Months Since results text boxes provided by this table. An example of the entry is '1000', or '10.00', for a 10 percent increase. You may type the decimal point in the text box.

The Compa Ratio results text boxes display the following categories: <80; 80-90; >90-100; >100-110; >110-120; and >120.

The Position In Range results text boxes display the following categories: 0%; >0-25; >25-50; >50-75; >75-100; and >100%.

The Months Since results text boxes display the following categories: <3 Mos; 3-6; 6-9; 9-12; 12-18; and >18 Mos.

For practice, type '1250', '1200', '1050', '950', '675', and '500', respectively, in the Position In Range text boxes.

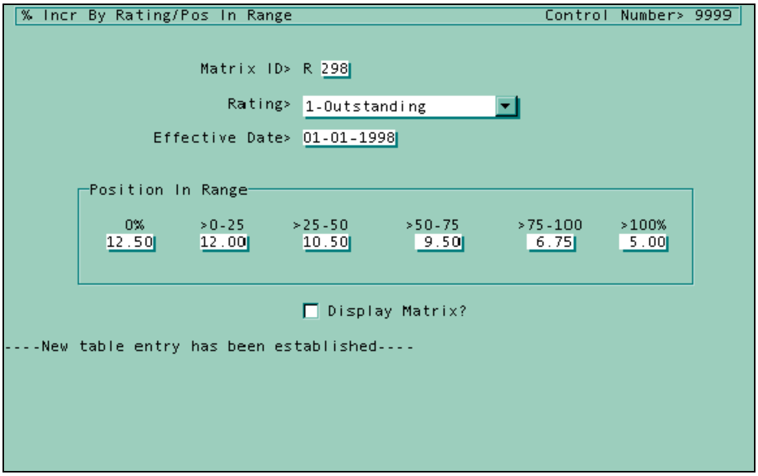
6. Click Save or press Enter

The Fixed Percentage Increase By Rating table record is created and the following message is displayed:

'---New table entry has been established---'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Be sure to repeat these steps to create a Fixed Percentage Increase By Rating table record for each of the performance appraisal ratings that you will be using for Salary Administration, for example, 2, 3, 4, 5, and 8.*

To view the entire matrix, enter the three required key text boxes and select the Display Matrix check box. The matrix is displayed beginning with the Rating entered.

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***

For a description of these tables and their uses.

Setting up pay-for-performance salary plans—Percentage increase range

To set up a Salary Plan table record that allows the pay-for-performance increase to be calculated as a percentage increase range, select the appropriate table(s):

- % Inc Range by Rating/Compa-Ratio (TD9SCR)
- % Inc Range by Rating/Pos In Range (TD0SCR)

and then follow these steps:

1. Access one of the percentage increase range tables

Access one of these forms by making one of the following task selections from the Navigator:

Component: Salary Administration
Process: Setup Pay-for-Performance Plans
Task: % Inc Range by Rating/Compa-Ratio
Task: % Inc Range by Rating/Pos In Range

Note: *To avoid copying pre-existing information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

Note: *Make sure the appropriate Control Number is displayed in the form heading. This is the Control Number for which the table will be set up. Change to the appropriate organization if the displayed Control Number is incorrect.*

For practice, select % Inc Range by Rating/Compa-Ratio to access the % Incr Range By Rating/Compa Ratio form (TD9SCR).

2. Enter the Matrix ID

Type a three-character alphanumeric identifier for this matrix ID. If left blank, this text box defaults to a value of '001'.

The form displays an alpha character before this text box, based on the table record being generated. For example, any table using compa ratio values will display a 'C'. Any table using position-in-range values will display an 'R'. Those using time since the last increase will display a 'T'.

For practice, type '398'.

3. Select a Rating

Select an option from the Appraisal Ratings option list (HR16) to indicate the performance appraisal rating to which the values being entered in the table Results text box apply.

For practice, select '1-Outstanding'.

4. Enter the Effective Date

Type the salary plan start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date that represents January 1 of 1998, for example, '19980101'.

5. Enter the Compa Ratio or Position In Range text boxes

Type the recommended range of percent increase amounts in the Compa Ratio or Position In Range text boxes provided by this table. Each percentage range is composed of two 2-position text boxes (minimum and maximum) and expressed as whole numbers. An example of an entry is minimum = 10 and maximum = 12, which represents a range of 10 to 12 percent.

Note: *The first percentage in each range is used when determining the increase.*

The Compa Ratio results text boxes display a minimum and maximum percentage for each of the following categories: <80; 80-90; >90-100; >100-110; >110-120; and >120.

The Position-In-Range results text boxes display a minimum and maximum percentage for each of the following categories: 0%; >0-25; >25-50; >50-75; >75-100; and >100%.

For practice, type '10-12%', '9-11%', '8-10%', '6-8%', '4-6%', and '2-4%', respectively, in the Compa Ratio text boxes.

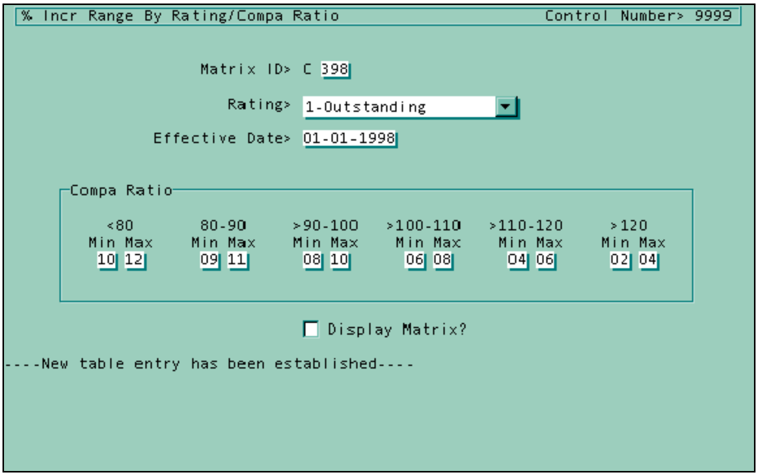
6. Click Save or press Enter

The Percent Increase Range By Rating table record is created and the following message is displayed:

'---New table entry has been established---'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Be sure to repeat these steps to create a Percent Increase Range By Rating table record for each of the performance appraisal ratings that you will be using forSalary Administration, for example, 2, 3, 4, 5, and 8.*

To view the entire matrix, enter the three required key text boxes and select the Display Matrix check box. The matrix is displayed beginning with the Rating entered.

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***

For a description of these tables and their uses.

Setting up pay-for-performance salary plans—Time until increase

To set up a Salary Plan table record that works with other table records to determine the time until the next increase, select the appropriate table:

- Time Until Incr by Rating/Compa-Ratio (TD3SCR)
- Time Until Incr by Rating/Pos In Range (TD6SCR)

and then follow these steps:

1. Access one of the time until increase tables

Access one of these forms by making one of the following task selections from the Navigator:

Component:	Salary Administration
Process:	Setup Pay-for-Performance Plans
Task:	Time Until Incr by Rating/Compa-Ratio
Task:	Time Until Incr by Rating/Pos In Range

*Note: To avoid copying pre-existing information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

Note: Make sure the appropriate Control Number is displayed in the form heading. This is the Control Number for which the table will be set up. Change to the appropriate organization if the displayed Control Number is incorrect.

For practice, select Time Until Incr by Rating/Compa-Ratio to access the Time Until Incr By Rating/Compa Ratio form (TD3SCR).

2. Enter the Matrix ID

Type a three-character alphanumeric identifier for this matrix ID. If left blank, this text box defaults to a value of '001'.

The form displays an alpha character before this text box, based on the table record being generated. For example, any table using compa ratio values will display a 'C'. Any table using position-in-range values will display an 'R'. Those using time since the last increase will display a 'T'.

For practice, type '398' (so that it matches its 'paired' form in the prior directions).

3. Select a Rating

Select an option from the Appraisal Ratings option list (HR16) to indicate the performance appraisal rating to which the values being entered in the table Results text box apply.

For practice, select '1-Outstanding'.

4. Enter the Effective Date

Type the salary plan start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type a date that represents January 1 of 1998, for example, '19980101'.

5. Enter the Compa Ratio or Position In Range text boxes

Type the recommended time range in the Compa Ratio or Position In Range month text boxes provided by this table. This represents the number of months since the employee's last salary change.

Each month range is composed of two three-position numeric text boxes, minimum and maximum. An example of an entry is minimum = 009 and maximum = 012, which represents a range of 9 to 12 months.

The Compa Ratio results text boxes display a minimum and maximum number of months for each of the following categories: <80; 80-90; >90-100; >100-110; >110-120; and >120.

The Position In Range result text boxes display a minimum and maximum number of months for each of the following categories: <0%; 0-25; 25-50; 50-75; 75-100; and >100%.

For practice, enter '6-6', '9-9', '12-12', '12-12', '12-15', and '15-15', respectively, in the Compa Ratio text boxes.

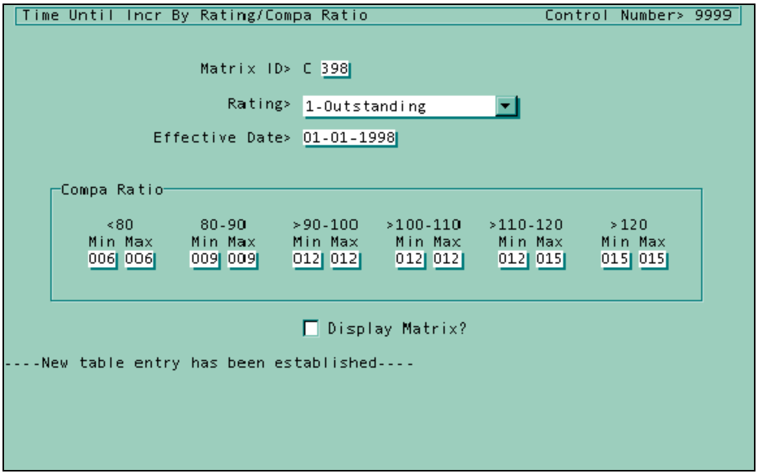
6. Click Save or press Enter

The Time Until Increase By Rating table record is created and the following message is displayed:

'---New table entry has been established---'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Time Until Incr By Rating/Compa Ratio   Control Number> 9999

Matrix ID> C 398

Rating> 1-Outstanding

Effective Date> 01-01-1998

Compa Ratio

<80		80-90		>90-100		>100-110		>110-120		>120	
Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
006	006	009	009	012	012	012	012	012	015	015	015

Display Matrix?

----New table entry has been established----

Note: *Be sure to repeat these steps to create a Time Until Increase By Rating table record for each of the performance appraisal ratings that you will be using for Salary Administration, for example, 2, 3, 4, 5, and 8.*

To view the entire matrix, enter the three required key text boxes and select the Display Matrix check box. The matrix is displayed beginning with the Rating entered.

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***

For a description of these tables and their uses.

Viewing pay-for-performance salary plans

To view the pay-for-performance table records using the Job Performance Appraisal Display form (TDISCR), follow these steps:

1. Access the Job Performance Appraisal Display form (TDISCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Setup Pay-for-Performance Plans
Task: View Pay-for-Performance Plans

For practice, access the Job Performance Appraisal Display form (TDISCR).

2. Enter a Control Number

Type the 4-character Control Number associated with the Salary Plan Tables that you wish to view.

Note: *If you are unsure about the Control Number value, access the Company-To-Rules Cross-Reference For HR form (AX-SCR) and view the value in the Salary Changes text box.*

For practice, type '9999'.

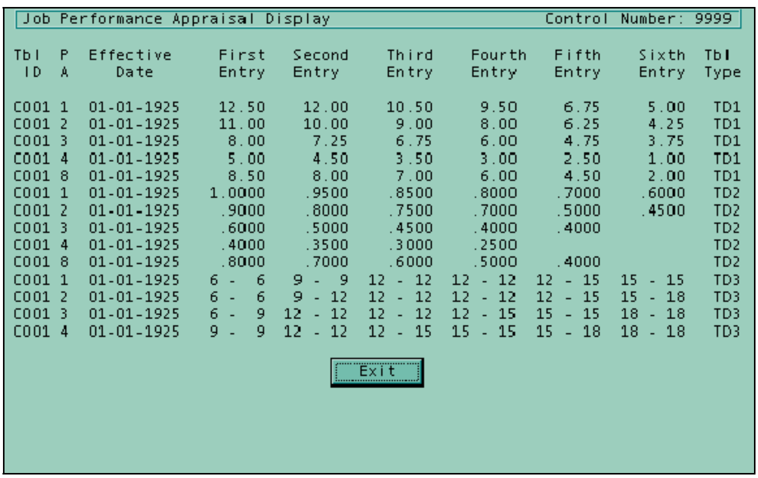
3. Click Save or press Enter

Up to 16 records are displayed on each form. Click Save or press Enter to view the next form.

A '----Complete----' message appears when all the records on file have been viewed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Job Performance Appraisal Display — Control Number: 9999

Tbl ID	PA	Effective Date	First Entry	Second Entry	Third Entry	Fourth Entry	Fifth Entry	Sixth Entry	Tbl Type
C001	1	01-01-1925	12.50	12.00	10.50	9.50	6.75	5.00	TD1
C001	2	01-01-1925	11.00	10.00	9.00	8.00	6.25	4.25	TD1
C001	3	01-01-1925	8.00	7.25	6.75	6.00	4.75	3.75	TD1
C001	4	01-01-1925	5.00	4.50	3.50	3.00	2.50	1.00	TD1
C001	8	01-01-1925	8.50	8.00	7.00	6.00	4.50	2.00	TD1
C001	1	01-01-1925	1.0000	.9500	.8500	.8000	.7000	.6000	TD2
C001	2	01-01-1925	.9000	.8000	.7500	.7000	.5000	.4500	TD2
C001	3	01-01-1925	.6000	.5000	.4500	.4000	.4000		TD2
C001	4	01-01-1925	.4000	.3500	.3000	.2500			TD2
C001	8	01-01-1925	.8000	.7000	.6000	.5000	.4000		TD2
C001	1	01-01-1925	6 - 6	9 - 9	12 - 12	12 - 12	12 - 15	15 - 15	TD3
C001	2	01-01-1925	6 - 6	9 - 12	12 - 12	12 - 12	12 - 15	15 - 18	TD3
C001	3	01-01-1925	6 - 9	12 - 12	12 - 12	12 - 15	15 - 15	18 - 18	TD3
C001	4	01-01-1925	9 - 9	12 - 12	12 - 15	15 - 15	15 - 18	18 - 18	TD3

Exit

Note: *Maintenance may not be performed using this form. It is for viewing records in Display mode only.*

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***

For a description of this method of viewing pay-for-performance salary plans.

Extended Practice

1. Set up an across-the-board salary plan that will allow your organization to give a 10 percent increase to all employees with a job type of Hourly/Union. Use a plan year start date of January 1 of next year and indicate that this is Salary Plan 2.

2. View the completed salary plan in Display mode.

Review of Questions Answered

1. What are salary plans?

2. How can an organization use salary plans?

3. What types of salary plans can be set up using Salary Administration?

4. How can a mass salary update be performed online?

5. How can a mass salary update be performed in 'What-if' report-only mode online?

PART 3

Producing the Annual Salary Budget

In This Section

CHAPTER 5

Creating Annual Salary Budgets for Employees

In This Chapter

Introduction

Once you have set up salary plans for across-the-board or pay-for-performance increases, you can start the annual salary budget process that will utilize the salary plan information. You can create employee budget records manually or use the salary plans to generate individual budget records for each employee. Prior to generating budgets for pay-for-performance plans, you must link each employee to a matrix ID on the employee's performance appraisal. All employee salary budget records may be viewed on the Budgeted Salary Information form (45-SCR). After you have created the employee salary budget records, you will be able to analyze the projected salary budgets and select the plan(s) to be used to create the final annual budget.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for information on analyzing and finalizing your annual salary budget.*

Tasks

This section explains the following:

- Manually entering salary budget records
- Automatically creating salary budget records from an across-the-board salary plan
- Automatically generating the matrix ID on an employee performance appraisal for a pay-for-performance plan
- Automatically creating salary budget records from a pay-for-performance salary plan
- Manually overriding an automatically generated salary budget record

Prerequisites

Before you can set up the annual salary budget, all of the following tasks must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Set up Control Numbers for all production organizations

Before any data are entered, you must ensure that Control Numbers have been selected and entered for each company using Salary Administration.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Set up salary plans

Before annual salary budgets can be set up, your salary plans must be established.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Questions answered

The following questions are answered in this section:

1. What are the benefits of generating employee salary budgets?
2. How do salary plans relate to setting up employee salary budgets?
3. When should salary budgets be generated?
4. What tools are available for creating salary budgets automatically?
5. How is employee salary budget information displayed?
6. What role does the employee salary budget play in preparing for the generation of overall salary budget totals?

General salary budget considerations

Before you can create your annual salary budgets, it is helpful to understand the budget options, when to create salary budgets, the types of budgets, and how budgets are created.

Why create salary budgets?

The planning and budgeting of salaries allows you to see the overall cost impact to your organization. Budget information will enable you decide how you want to administer salaries for the coming year and find out how projected salary expenditures might affect your total compensation costs.

What salary budgets are based on

Annual salary budgets are based on the rules you have set up in your salary plans. Each salary plan contains the amount or percentage of the increase, the employee selection criterion, and the timing of the increase. Each employee budget reflects the results of the specific plan criterion.

Types of salary budgets

A salary budget is a budgeted salary amount for an employee for the coming year. Salary budgets can be viewed on the Budgeted Salary Information form (45-SCR). Because a salary budget is based on a salary plan, a salary budget can be expressed in a number of ways. For example, it can be a percentage, a salary increase amount, a new annual salary amount, and so on. Salary budget records are calculated based on an across-the-board fixed increase or on an increase based on an employee's performance appraisal.

When to create salary budgets

Salary budgets may be created annually any time prior to the start of your next budget year. You will need to allow sufficient time for setting up the salary plans, generating the budget, and selecting the plan or plans that will compose your final annual salary budget. If multiple levels of approval are required before finalizing your budget, ample time should be provided for turnaround of hard copy budgets.

If you are creating your salary budget based on pay-for-performance criteria, allow enough time in your budget schedule to verify that the appraisal results are present on the employee's Performance Appraisal Results form (49-SCR).

How many budgets you can have per employee

Each employee budget has a limit of three concurrent budgets—Salary Plans 1, 2, and 3. However, you may create budgets based on the results of three plans and, if you find that none meets your salary budgeting needs, you may delete them. You can then modify your salary plans and generate your employee budgets again.

Ways of creating salary budgets

Salary budget records are created two ways:

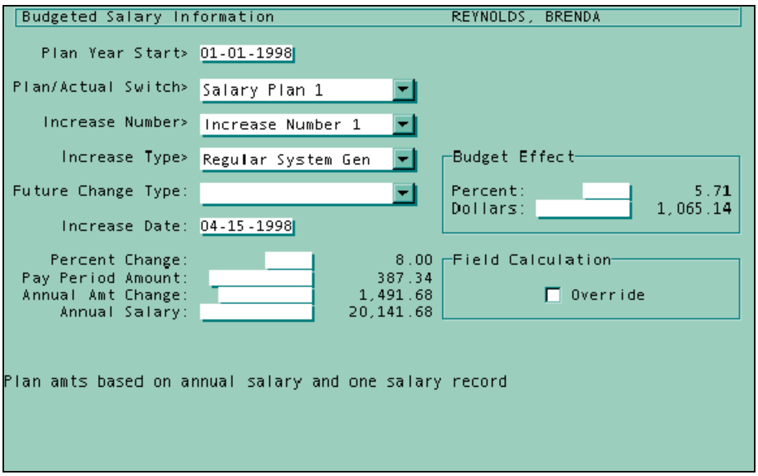
- Manually, with entries to the Budgeted Salary Information form (45-SCR)
- Automatically, by running the Salary Planning/Budget Programs [TD Tables] report (5D-RPT) or the Salary Planning/Budget Programs [TH Tables] report (5H-RPT)

Depending on the number of employees for whom you are creating budgets and how much control you wish to exercise during the process, you can select either the manual or the automated method.

How salary budgets are displayed for an employee

The Budgeted Salary Information form (45-SCR) is used to store salary budget information. A salary budget record must be created and maintained for each employee for your budget process. This record defines the budgeted increase amount, percentage, and effective date for a specific salary plan year and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Following is the salary budget record for employee Brenda Reynolds. It shows that, using Salary Plan 1, she will receive an 8 percent increase on April 15, 1998:

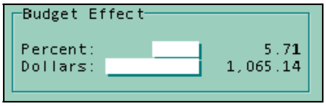


You can budget for employees based on the entry of one of the salary values:

- Pay Period Amount
- Annual Amt Change
- Annual Salary

The system calculates the resulting salary amounts and percentages (to the right of the value text boxes) based on the entry of one of the salary values (Pay Period Amount, Annual Amt Change, or Annual Salary) or a value in the Percent Change text box. The calculations use the employee's current, permanent salary as a base:

The Budget Effect Percent and Dollars text boxes are calculated based on the Plan Year Start date and the Increase Date (required) entered. These text boxes contain the impact of this increase on the budget prorated for the remainder of the budget year. This is the actual increase for the plan year based on the number of months (in this case, 8 months) the increase is in effect:



This form allows the effect of an increase on the budget to be reviewed and changed, if necessary, prior to implementing the increase. Once the form has been generated, you may override any of the calculated amounts.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for information on analyzing the effect of budgets.*

See also:

- Manually entering salary budget records ***(on page 117)***

For detailed directions on entering a salary budget record manually.

Discretionary increases and budgets

If you used the Manager's Discretion option to create individual future-dated employee increases on the Salary Assignment/Changes form (40-SCR), you may want to manually create a Budgeted Salary Information form (45-SCR) for these employees. Otherwise, these costs will need to be added manually into the totals of the Annual Budget report (5C-RPT) after all other employee budgets have been reviewed and accepted.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for more information about including Manager's Discretion increases in budget reports.*

Apply the Concept

Which employees in your organization might qualify for manually entered salary budget records and why?

Across-the-board salary plans and budgets

As you may recall, across-the-board salary plans contain guidelines for giving fixed percentage increases to employees. Using Cyborg-supplied tables, you define which groups of employees will receive across-the-board increases and the actual percentage increases they will receive.

Across-the-board increases are defined in the following ways:

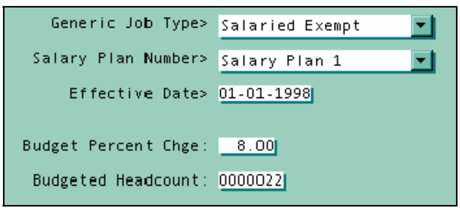
- Percent increase by Job Type (TD1SCR)
- Percent increase by Organization Level 3 and Job Type (TD2SCR)
- Percent increase by Organization Level 4 and Job Type (TD3SCR)
- Percent increase by Organization Level 3 and Organization Level 4 and Job Type (TD4SCR)

Once your Percent Increase tables are in place, you are ready to use that plan information to create individual employee salary budget records.

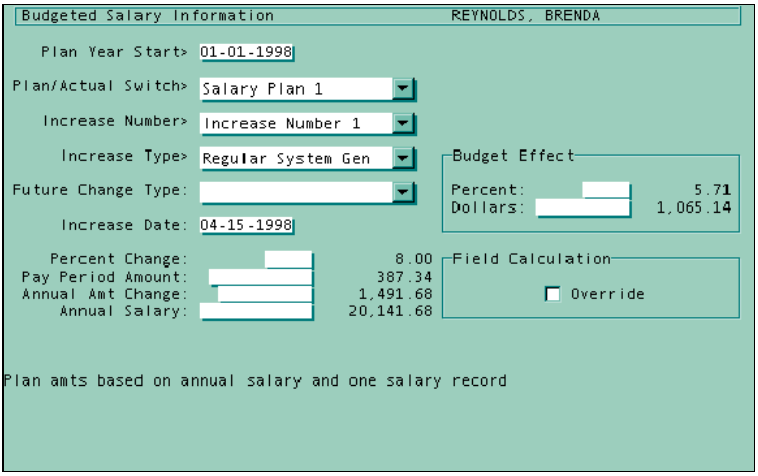
How the plan information is converted into a budget

If you used the Percent Increase tables to record budget-year increase parameters, you can create the Budgeted Salary Information forms (45-SCR) by running the Salary Planning/Budget Programs [TH Tables] report (5H-RPT).

For example, the following illustration shows what might appear on the % Incr by Job Type form (TH1SCR) if you set up an across-the-board salary plan with an 8 percent increase for all Salaried Exempt employees:



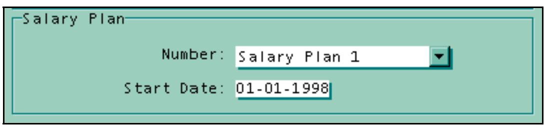
The following illustration shows a salary budget record that would be created for each Salaried Exempt employee, showing an 8 percent increase as of the one-year anniversary of the employee's last increase:



This process creates one budgeted increase for the salary plan year on the one-year anniversary of the employee's last salary change. An audit report is printed showing the created budget records or an error message if the record cannot be created.

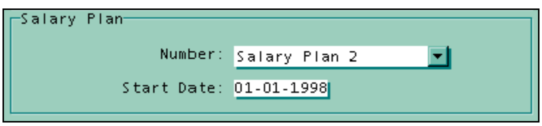
How to specify which plan you want to use

You must specify the salary plan number in the report parameters for the Salary Planning/Budget Programs [TH Tables] report (5H-RPT). The parameters form contains a Salary Plan Number text box. The entry in this text box allows you to specify that Salary Plan 1, 2, or 3 will be used to generate the budget. If two or more percentage tables were used to create the budget for your employees, then you will need to schedule this program to run multiple times, once for each salary plan.



How to specify the effective date of the budget

The report parameters for the Salary Planning/Budget Programs [TH Tables] report (5H-RPT) contain a Salary Plan Start Date text box. The entry in this text box allows you to specify the plan year start date that will be used on each of the budgets. The value in this text box is copied to each of the employee budgets created by the Salary Planning/Budget Programs [TH Tables] report (5H-RPT).



See also:

- Automatically creating salary budget records from an across-the-board salary plan ***(on page 121)***

For detailed directions on creating salary budget records automatically from an across-the-board salary plan.

Pay-for-performance salary plans and budgets

Recall that pay-for-performance salary plans contain guidelines for giving merit increases to employees. Using Cyborg-delivered tables, you define the basis for the merit increases. These increases are based on an employee's most recent performance appraisal rating and one of the following factors:

- Compa ratio
- Position in range
- Time since last increase

For each factor, you will indicate how much of an increase to give and when to give the increase. This combination of information—how much to give and when—makes up the pay-for-performance matrix, which is identified by a unique matrix ID.

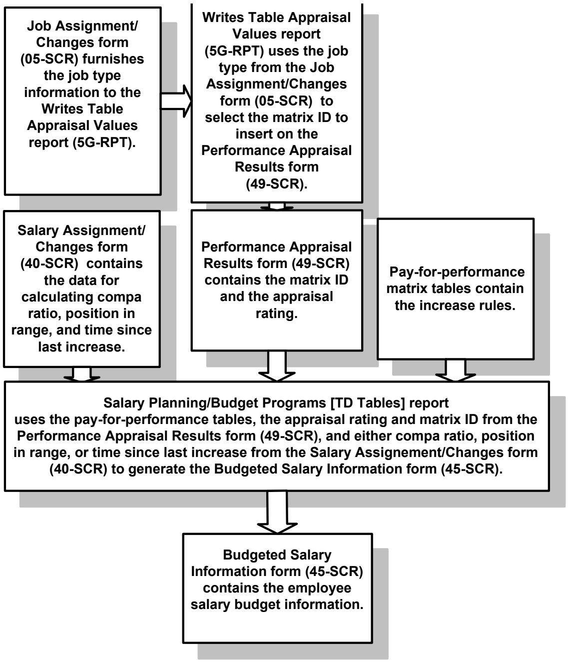
Once the pay-for-performance tables are set up, you can associate a matrix ID with each employee performance appraisal and then generate employee salary budget records.

The big picture

If you wish to automatically generate the salary budget records after you have set up the Merit Increase Matrices tables, the employee record must include the following:

- Current salary information on the Salary Assignment/Changes form (40-SCR)
- Appraisal results on the Performance Appraisal Results form (49-SCR)
- Job assignment on the Job Assignment/Changes form (05-SCR)

The following illustration shows the system interactions that will occur when you generate employee salary budget records:

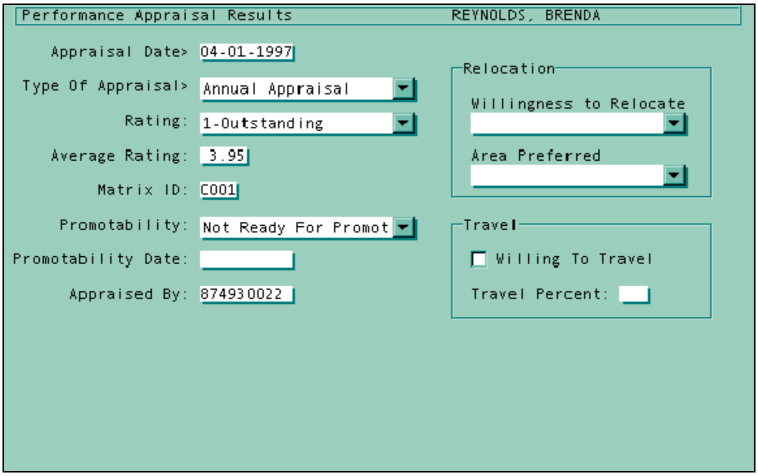


The details of this illustration are explained in the following sections.

Determining which plan applies to which employee

As the first step in generating the salary budget record, run the Writes Table Appraisal Values program (5G-RPT) to add the matrix identifier to each employee's Performance Appraisal Results form (49-SCR). The matrix identifier provides the system with the link that tells it which set of tables to access for each employee and what percentage or amount of increase to apply, as well as the appropriate time factor.

Note: *If no Performance Appraisal Results form (49-SCR) is found for an employee, one is created using the 'as of' date from the report parameter, a type of 'System Generated', a rating of 'Too New To Rate', and the matrix ID assigned by the report.*



As an alternative, you may add the matrix identifier manually online.

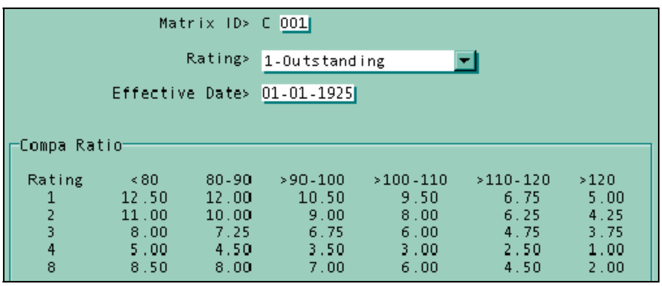
Note: *As delivered, the Writes Table Appraisal Values program (5G-RPT) generates a matrix ID based on the job type found on an employee's Job Assignment/Changes form (05-SCR). As an alternative to job types, you can modify the program to generate the matrix ID based on some other text box or logic. You must at least specify in the coding of the program the names of the matrix IDs you have set up on the system. Refer your technical staff to line numbers 00260–00300 in the Writes Table Appraisal Values program (5G-RPT) for any coding changes required by your company.*

```
IF JOB-TYPE EQUAL '01' OR '04' MOVE 'C001' TO W8-04-036
ELSE IF JOB-TYPE EQUAL '02' OR '03'
  MOVE 'R001' TO W8-04-036.
```

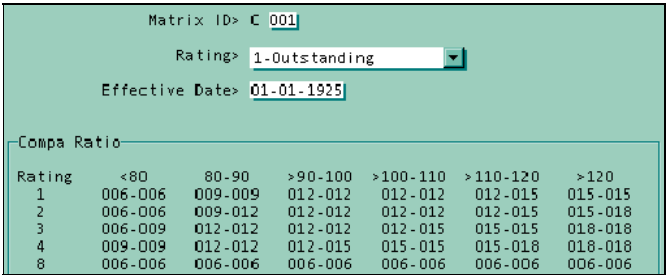
How the plan information is converted into a budget

The second step in generating the salary budget record is to run the Salary Planning/Budget Programs [TD Tables] report (5D-RPT) to create a Budgeted Salary Information form (45-SCR) for those employees due for an increase within the budget plan year.

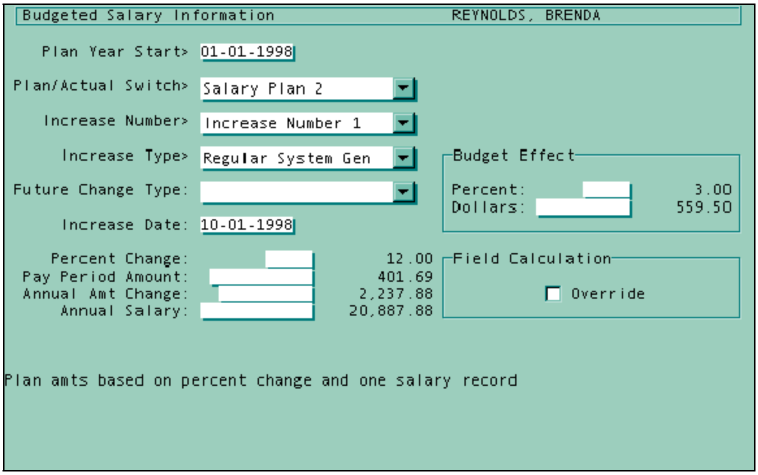
For example, if you set up a pay-for-performance matrix that allowed a fixed percentage increase for employees based on their most recent appraisal rating and compa ratio as shown here:



and paired it with a pay-for-performance matrix that specified the time until the next increase as shown here:



then a salary budget record would be created for each qualifying employee, showing a percentage increase based on performance appraisal rating and compa ratio:



This process can create multiple increases for one salary plan year based on company policy, the employee's performance appraisal rating value, and compa ratio (or position in range, whichever is applicable). An audit report is printed, showing the budget records created or an error message if one cannot be created.

The proposed employee increase can be limited to the in-range maximum position-in-range value by modifying the Appraisal Ratings calculation option list (HR16) and setting an indicator in the Salary Planning/Budget Programs [TD Tables] report (5D-RPT).

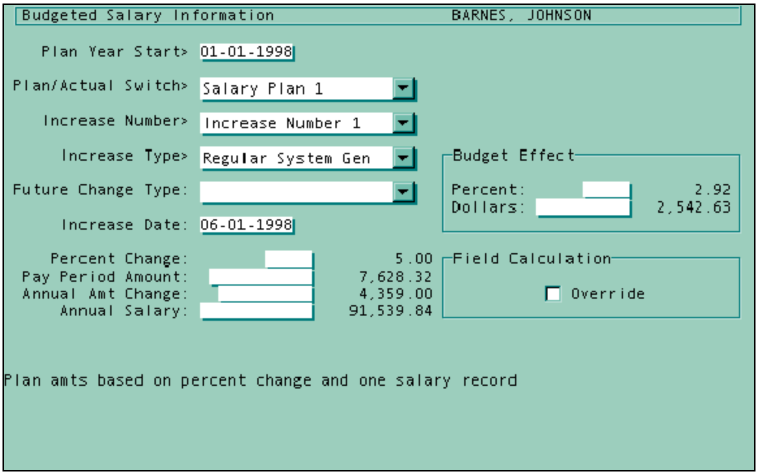
Salary budget scenarios

You can create up to three budget scenarios (Salary Plan 1, 2, and 3) for each employee per salary plan year in order to see the effect of different increase policies on the budget.

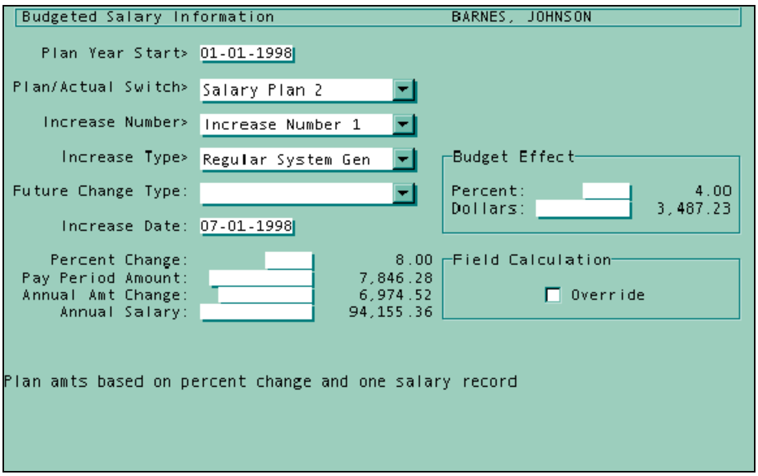
For example, you may create one scenario that reflects an increase of 5 percent on June 1 and a second scenario that reflects an 8 percent increase on July 1. Since there are two salary plans, each employee who qualifies for the increase will have two Budgeted Salary

Information forms (45-SCR), one for each scenario. This situation is shown in the following illustrations.

In the following illustration, Salary Plan 1 proposes a 5 percent increase on June 1:



In the next illustration, Salary Plan 2 proposes an 8 percent increase on July 1:



Refer to **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for information on how to analyze the budget results and delete unneeded salary budget information.*

Apply the Concept

If your company plans to use the pay-for-performance method, what modifications would your company have to make to the Writes Table Appraisal Values program (5G-RPT) to generate the appropriate matrix ID on the employee performance appraisal record?

See also:

- Automatically generating the matrix ID on an employee performance appraisal for a pay-for-performance salary plan ***(on page 122)***

For detailed directions on adding the appropriate table matrix identifier to an employee's Performance Appraisal Results form (49-SCR).

- Automatically creating salary budget records from a pay-for-performance salary plan ***(on page 123)***

For detailed directions on creating budget records automatically from a pay-for-performance salary plan.

- Manually overriding an automatically generated salary budget record ***(on page 125)***

For detailed directions on manually overriding an amount on an automatically generated salary budget record.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will enter a manual salary budget record for employee 3008. You will then manually override that salary budget record with a new projected increase amount. Although report parameter explanations are included in tasks 2, 3, and 4 for your convenience, you are not expected to run these reports as part of the Guided Practice.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Manually entering salary budget records

To enter a salary budget record manually using the Budgeted Salary Information form (45-SCR), follow these steps:

1. Access the Budgeted Salary Information form (45-SCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Produce the Annual Salary Budget
Task: Manually Enter Salary Budget

For practice, access the Budgeted Salary Information form(45-SCR) for employee 3008.

2. Enter the Plan Year Start

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This date represents the first day of a Salary Plan Year.

For practice, type a date that represents January 1, 1998, for example, '01-01-1998'.

3. Select the Plan/Actual Switch

Select a Salary Plan (1, 2 , or 3) from the Plan/actuals Switch option list (SA01).

This entry identifies the Salary Plan to which this record Plan/Budget applies. Multiple plans can be created for an employee in any one Plan Year—usually to view a 'what if' situation.

Note: The 'Actual' option may be entered to trigger the conversion of the salary budget information to an actual future increase after the salary budget has been approved.

Refer to **Entering the Results of the Review Process** *(on page 181) for an explanation of this process.*

For practice, select 'Salary Plan 1'.

4. Enter the Increase Number

Select an increase number from the Budget Increase Nbr option list (SA05).

This is a customer-assigned number that represents the sequence in which the increase is to be applied during the salary plan year. The first increase scheduled in the year is recorded as Increase Number 1, the second as Increase Number 2, and so on. In the case of a single increase in a plan year, select the Increase Number 1 option.

For practice, select 'Increase Number 1'.

5. Enter the Increase Type

Select the type of increase from the Increase Type option list (SA04).

This indicates whether this increase was generated (or entered) as a normal by-product of the Salary Planning/Budget Policy ('Regular System Gen') or was entered as an exception to the policy because the employee is a high or low performer.

Note: If a high or low performer record exists for an Increase Number, the system uses the High Performer or Low Performer record for all budgeting, reporting, and calculation purposes.

Refer to **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for details on employee exceptions.*

For practice, select 'Regular System Gen'.

6. Enter the Future Change Type (optional)

If you are entering the initial budget, leave this text box blank.

For practice, leave this text box blank.

7. Enter the Increase Date

Type the effective date of the salary plan/budget increase in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This date may be overridden prior to the conversion of the plan data to an actual salary change and used as the salary effective date in creating an actual increase.

For practice, type a date that represents April 1 of 1998, for example, '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

8. Enter one of the increase text boxes

Select one of the salary text boxes from the selection below and enter the appropriate value:

Note: *The system calculates the other salary text boxes based on the entry of one of the salary values or a value in the Percent Change text box.*

- Percent Change
  Enter the percent change between the old salary amount and the new budget increase using up to five positions with two decimals. For example, a 6.25 percent increase is entered as '6.25' (or '625').
- Pay Period Amount
  Enter the new pay period amount using up to 11 positions with two decimals. For example, a new pay period amount of 690.75 is entered as '690.75' (or '69075').
- Annual Amt Change
  Enter the annual difference between the old annual salary amount and the new budget annual amount using up to 10 positions with two decimals. For example, a difference of 4,560.00 is entered as '4,560.' (or '456000').
- Annual Salary
  Enter the new annual salary amount using up to 12 positions with two decimals. For example, a new annual salary of 37,800.00 is entered as '37,800.' (or '3780000').

Note: *After the form is executed, the results are displayed to the right of the entry text boxes. The calculations use the employee's current, permanent salary as a base, or a future-dated increase that is closer to the Plan Year Start date than the effective date of the current salary. If there is a future-dated salary change with an Increase Date after the Plan Year Start date, the system will not be able to calculate any of the values. In this case, you are required to manually enter all form data.*

For practice, type '500' in the Percent Change text box.

9. Enter the Budget Effect (optional)

These text boxes contain the percentage and amount impact of this increase on the budget prorated for the remainder of the budget year.

To allow the Budget Effect Percent and Dollars text boxes to be calculated by the form program based on the Plan Year Start date and the Increase Date (required) entered, leave these text boxes blank.

For practice, leave these text boxes blank.

10. Select the Field Calculation Override check box (optional)

If you want to calculate all the salary/budget increase or decrease text boxes manually, select the Field Calculation Override check box. This indicates you are entering overrides and will not allow the system to do any calculations. You must then manually enter all text boxes on the form. The form is returned exactly as you entered it.

You may also select the Field Calculation Override check box if, after executing the form, you do not like one of the text box results and want to override that text box only. Enter any single text box override that is required and execute the form. For instance, if you entered a percent change and the annual salary calculation does not reflect a rounded figure, you may use the override to correct the annual salary amount.

For practice, leave this check box unselected.

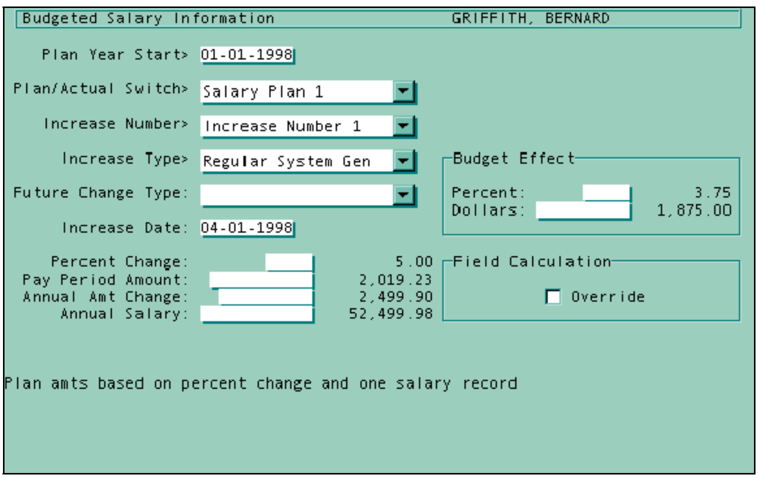
11. Click Save or press Enter

The salary information record is created and a variable message is displayed that indicates the basis for the calculation, such as:

'Plan amts based on percent change and one salary record'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- General salary budget considerations ***(on page 104)***

For an explanation of the use of this form to create budget records manually.

Automatically creating salary budget records from an across-the-board salary plan

To create salary budget records automatically from an across-the-board salary plan using the Salary Planning/Budget Programs [TH Tables] report (5H-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the TH Table Indicator Option

Type the TH Table indicator to identify which TH Table records are to be used by this pass of the program to create budget records.

A TH Table identifies the select groups of employees for whom the percent increase entered on the specified table applies. Even though you may use TH1 records for one group of employees, you are not limited to using TH1 records for all employees. You can use a combination of TH1, TH2, TH3, and TH4 records; however, each time the Salary Planning/Budget Programs [TH Tables] report (5H-RPT) is scheduled to run, only one type of TH record will be accessed.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actuals Switch option list (SA01).

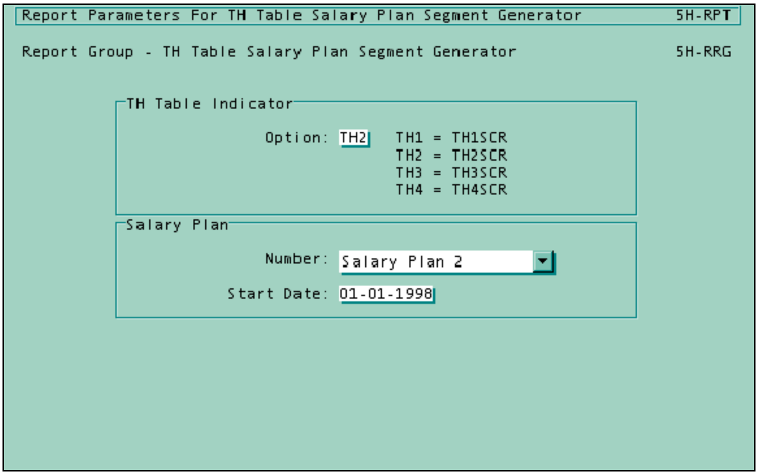
This identifies the value to be used in the Plan/Actual Switch text box on the employee budget records created by this program.

3. Enter the Salary Plan Start Date

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This date is used to match the table date of all TH records selected and is used in the Plan Year Start Date text box of each employee budget record created by this program.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Salary Planning/Budget Programs [TH Tables] report (5H-RPT) creates one budgeted increase for the salary plan year for each employee effective on the one-year anniversary of the employee's last salary change. An audit report is printed showing the created budget records or an error message if the record cannot be created.

Note: *If two or more percentage tables were used to create budget records for your employees, then you will need to schedule this program to run multiple times.*

See also:

■ Across-the-board salary plans and budgets ***(on page 108)***
For an explanation of using this program to create budget records.

Automatically generating the matrix ID on an employee performance appraisal for a pay-for-performance salary plan

To add the appropriate table matrix identifier to an employee's Performance Appraisal Results form (49-SCR) using the Writes Table Appraisal Values program (5G-RPT), complete the report schedule by entering the following report parameters:

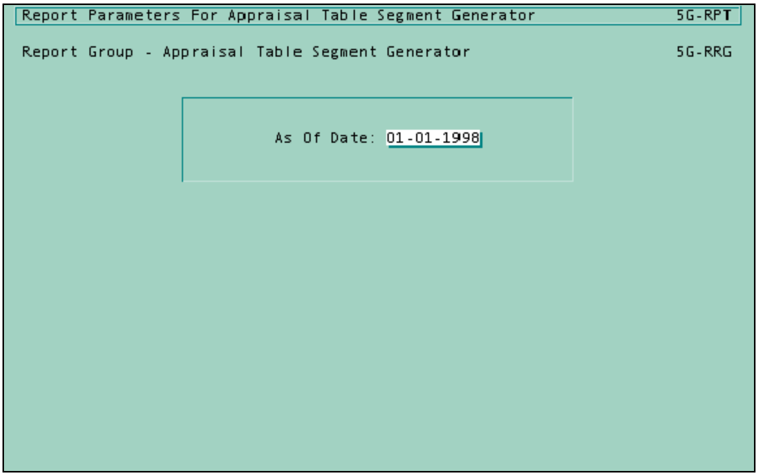
Note: *Before running this program, you must at least modify it to include all the matrix IDs that have been set up.*

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

Type the 'as of' date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This date is used as the entry in the Salary Plan Date text box on the employee budget record that is created by this program when no existing budget record is found for the employee.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Writes Table Appraisal Values program (5G-RPT) supplies the appropriate table matrix identifier to the employee's Performance Appraisal Results form (49-SCR). No hard copy output is produced.

Note: *If no Performance Appraisal Results form (49-SCR) is found for an employee, one is created using the 'as of' date from the report parameter, a type of 'System Generated', a rating of 'Too New To Rate', and the matrix ID assigned by the program.*

See also:

- Pay-for-performance salary plans and budgets ***(on page 111)***

For an explanation of using this program to create matrix identifiers.

Automatically creating salary budget records from a pay-for-performance salary plan

To create budget records automatically from a pay-for-performance salary plan using the Salary Planning/Budget Programs [TD Tables] report (5D-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Salary Plan Year

Type the plan year date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This date is used in the Plan Year Start text box in all employee budget records created by this program. A budget record is created for an employee for each calculated increase with an effective date falling within the plan year beginning with this date.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actuals Switch option list (SA01).

This identifies the value to be used in the Plan/Actual Switch text box on the employee budget records created by this program.

3. Enter the Logic Indicator Option

This option represents the TD table (salary increase guidelines matrix) to be used to calculate the next scheduled increase date and proposed increase amount/percentage on the employee budget record. The options values are as follows:

- C% = TD Tables—TD1 and TD3 in combination (utilizes compa ratio; results in percent increase)
- C$ = TD Tables—TD2 and TD3 in combination (utilizes compa ratio; results in an amount increase)
- CR = TD Tables—TD9 and TD3 in combination (utilizes compa ratio; results in an amount increase)
- R% = TD Tables—TD4 and TD6 in combination (utilizes position in range; results in percent increase)
- R$ = TD Tables—TD5 and TD6 in combination (utilizes position in range; results in an amount increase)
- RR = TD Tables—TD0 and TD6 in combination (utilizes position in range; results in range-of-percents of increase)

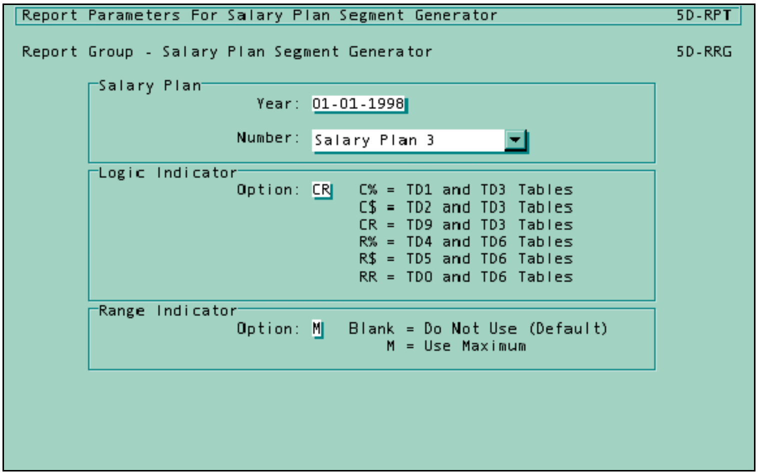
4. Enter the Range Indicator Option

Type the range indicator option.

An 'M' entered in this text box indicates that the increase and resulting projected salaries being calculated in the program are subject to a performance appraisal based on the in-range maximum position-in-range value. The maximum position in range to which the proposed increase can bring the employee is specified for each appraisal rating value in the Appraisal Ratings calculation option list (HR16).

The only valid values for this text box are 'M' and blank.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Salary Planning/Budget Programs [TD Tables] report (5D-RPT) creates multiple increases for one salary plan year based on company policy, the employee's performance appraisal rating value, and compa ratio (or position in range, whichever is applicable). An audit report is printed, showing the budget records created or an error message if one cannot be created.

Note: *Budget records will not be created if the next increase date is in the current year or if the next increase date does not fall within the plan year. If two or more matrix identifiers were used to create budget records for your employees, then you will need to schedule this program to run multiple times.*

See also:

- Pay-for-performance salary plans and budgets ***(on page 111)***

For an explanation of using this program to create budget records.

Manually overriding an automatically generated salary budget record

To manually override an amount on an automatically generated salary budget record using the Budgeted Salary Information form (45-SCR), follow these steps:

1. Access the Budgeted Salary Information form (45-SCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Produce the Annual Salary Budget
Task: Manually Override Auto Salary Budget

Note: *If the form is not already displaying the record you wish to modify, click on the Selections button on the toolbar. Then double-click to select the occurrence you want to modify.*

For practice, access the Budgeted Salary Information form (45-SCR) for employee 3008.

2. Enter the changed text box

Access one of the salary text boxes from the selection below and enter the new value:

- Pay Period Amount
  Enter the new pay period amount using up to 11 positions with two decimals. For example, a new pay period amount of 690.75 is entered as '690.75' (or '69075').
- Annual Salary
  Enter the new annual salary amount using up to 12 positions with two decimals. For example, a new annual salary of 37,800.00 is entered as '37,800.' (or '3780000').

Note: *Only the entered text box will be changed. No recalculation of the other percentages or amounts will be performed.*

For practice, type '52,500.' in the Annual Salary text box.

3. Select the Field Calculation Override check box

Select the Field Calculation Override check box to override the changed text box only.

For practice, select the Field Calculation Override check box.

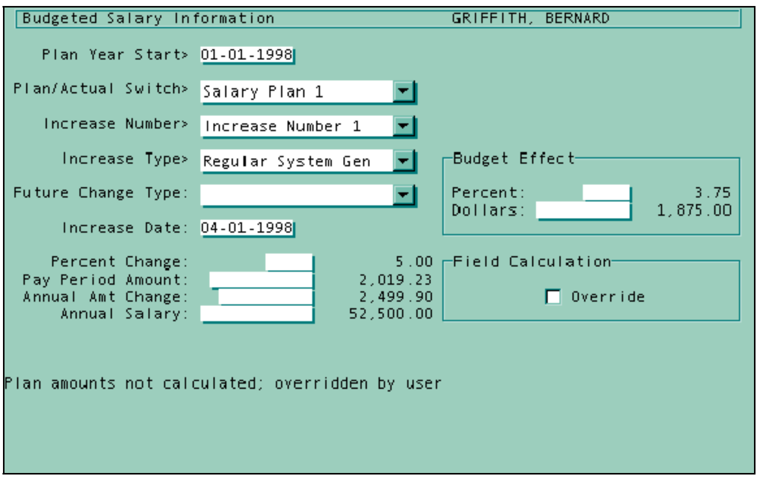
4. Click Save or press Enter

The entered text box on the salary information record is modified and a message is displayed:

'Plan amounts not calculated; overridden by user'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *In this example, the annual salary of 52,499.98 is replaced by the new amount of 52,500.00.*

See also:

- Pay-for-performance salary plans and budgets ***(on page 111)***

For a discussion of the use of this form to manually override automatically generated salary budget records.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Add a Salary Assignment/Changes form (40-SCR) for employee 3023 using today's date. Give the employee an increase to 23,000 annually.

2. View the Salary Information form (41-SCR) for the same employee and record the compa ratio and position in range as of today's increase.

3. Process the Salary Planning/Budget Programs [TH Tables] report (5H-RPT). In the report parameters, enter 'TH1' in the TH Table Indicator Option text box, select 'Salary Plan 2' in the Number text box, and enter a Salary Plan Start Date of January 1 of next year.

4. View the Budgeted Salary Information form (45-SCR) for employee 3023. Note the new annual salary amount of 25,300.08 and the 10 percent increase on the one-year anniversary of the employee's last increase. Why the 10 percent increase? Why the increase on the one-year anniversary of the last increase? Note the effect on the budget. (Note: The effect will be different depending on the date that is used for the preceding steps.)

Review of Questions Answered

1. What are the benefits of generating employee salary budgets?

2. How do salary plans relate to setting up employee salary budgets?

3. When should salary budgets be generated?

4. What tools are available for creating salary budgets automatically?

5. How is employee salary budget information displayed?

6. What role does the employee salary budget play in preparing for the generation of overall salary budget totals?

C H A P T E R 6

Reviewing and Finalizing Your Annual Salary Budget

In This Chapter

Introduction

After you completed the decision process for your salary plans and set up across-the-board fixed-percentage salary plans or merit increase salary plans, you generated or manually entered the employee salary budget records that will now allow you to create your annual salary budgets. This section explains the process of analyzing and then finalizing your organization's salary budget for the coming plan year.

Tasks

This section explains the following:

- Analyzing the budgeted salary information
- Analyzing individual employee projected salary increases
- Determining individual employee exceptions
- Recording individual employee salary budget exceptions
- Deleting obsolete salary budget records
- Viewing the final annual salary budget

Prerequisites

Before you can finalize the annual salary budget, all of the following tasks must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Set up Control Numbers for all production organizations

Before any data are entered, you must ensure that Control Numbers have been selected and entered for each company using Salary Administration.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Set up salary plans

Before annual salary budgets can be set up, your salary plans must be established.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Create the annual salary budget

Before annual salary budgets can be analyzed and finalized, you must ensure that annual salary budgets have been generated.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for detailed information.*

Questions answered

The following questions are answered in this section:

1. How can an organization use salary budget reporting?
2. What options are available for analyzing the salary budget?
3. How can variances or exceptions be made to the salary budget?
4. What tool is available for automatically deleting unused employee budget records?

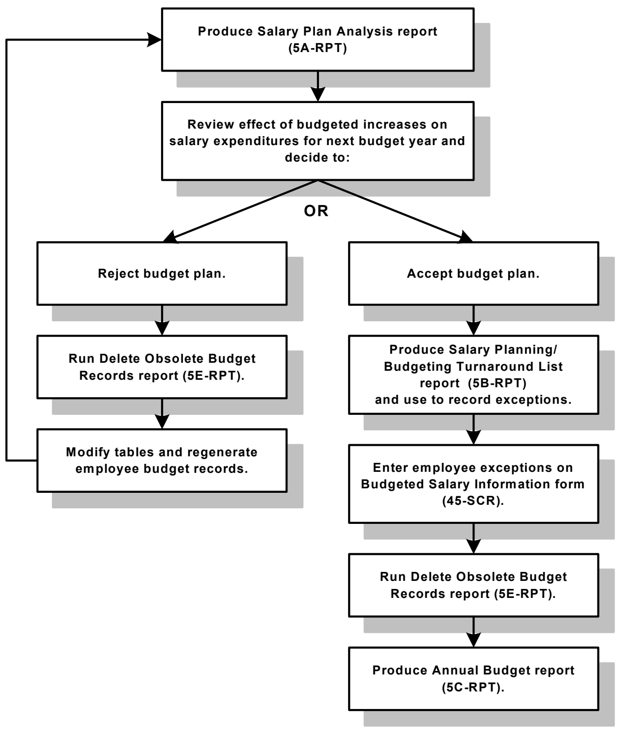
Overview of the budget setting process

Once your salary plans are in place and you have generated the salary budget records for each employee, you are ready to produce the budgeting reports that reflect the cost effect of each plan on the salary budget.

You may need to do some individual employee analysis, group analysis, or both to determine the impact of salaries on the total budget.

After you complete the budget analysis using Cyborg's delivered salary budgeting reports and record any employee exceptions, you can select the salary plan that best meets your needs. You can then delete all other unnecessary employee budget records and possibly some of the salary plans. A final report of the approved salary budget can then be printed.

The following illustration shows the steps that you may take to complete the salary budget process:



The illustration is explained in the sections that follow.

Salary budgets—cost analysis options

You need to agree on the best salary budget for each employee group. If a salary budget is not appropriate for certain employees in a group, it is possible to manually override the budget figures to create a more appropriate one on an employee-by-employee basis. In your analysis process you should consider:

- Initially analyzing all the plans
- Individual employee projected salary increase
- Approvals and exceptions
- Individual employee exceptions

The options for analyzing salary budgets are explained here.

Initially analyzing all the plans

As the first step in the analysis process, run the Salary Plan Analysis by Control Level and Job Type report (5A-RPT). The report parameters allow you to specify the salary plan and plan year to be included as well as the organization level and job type for which the plan is effective. If a report of the employee budget records for more than one salary plan is to be printed, you will need to process the program multiple times.

This report provides an analysis, by organization level, of the salary expense resulting from a salary plan. It lists the average percent increase and the total annual budget year salary costs by organization level and generic job type.

When you compare your prior year versus upcoming budget year salary costs as shown on this report, you may decide to accept or reject the salary plan(s).

If you choose to totally reject the salary plan(s), you must do the following:

- Delete the existing employee salary budget records related to the salary plan(s)
- Modify the salary plan(s) to reflect different increase estimates
- Regenerate the salary budget records

If you accept one of the salary plans, you may proceed with the analysis and subsequent approval stages that will provide an acceptable salary budget.

See also:

- Analyzing the budgeted salary information ***(on page 141)***

For detailed directions on analyzing the budgeted salary information.

Individual employee projected salary increases

As an optional part of your analysis, you may wish to display the results of a salary plan for an individual employee. You may use the Projected Salary Changes form (42-SCR) for this purpose.

The following information for Alan Edward Cremmins shows the effect of a projected increase on his salary and position within salary grade range. The projected increase information that is displayed may come from a number of sources, including Salary Plan 1, 2, or 3.

The following illustration shows the entry panel of the form on which you may specify the information source for the projected increase:

```
Projected Salary Changes                          CREMMINS, ALAN EDWARD

To display the effect of a projected increase, enter the desired definitions
needed for salary calculation.

                         $ or % or R: For Performance Rating Tables

    Increase Source: 1   1 or 2 or 3: For Salary Budget Information

                                  F: For a Future Dated Salary

   In Range Maximum:     M: To use Position-in-Range Maximum Values

    Plan Year Start: 01-01-1998 To define Salary Budget Plan Year Date
```

The next illustration shows the display panel of the form that contains the calculated results based on the options you selected. The comment line at the bottom of the form displays the source of the projected increase information:

```
Projected Salary Changes                          CREMMINS, ALAN EDWARD

       Incumbency> 01
   Effective Date> 10-10-1998
   Type of Change> F01 Cyborg-Generated
  Increase Number> 1
    Increase Type> A  Regular System Gen    Frequency: Bi Weekly

      Hourly Rate:      17.1718         Months Since: 143
Salary Per Period:     1,373.74          Compa Ratio:   1.11
    Annual Salary:    35,717.24    Position In Range:  81.11
   Percent Change:         5.00        Red/Green Ind: Within Range

Salary           2nd      3rd               5th      6th
Grade  Minimum   Level    Level   Midpoint  Level    Level    Maximum
S35    12.5800   13.5235  14.4670  15.4105  16.3540  17.2975  18.2410

                        Percent of Maximum
0               25                50%               75               100
|----------------+-----------------+-----------------+------------------|
Projected Data Source: Salary Plan Administration (ZP) segment
```

In addition, you can request to limit the employee's projected increase based on the performance appraisal rating value so that the projected salary does not exceed a stated position in range. The form calculates the allowable maximum, compares that amount with the employee's position in range after receiving the projected increase, then limits the increase to the maximum position in range, if applicable.

See also:

- Analyzing individual employee projected salary increases ***(on page 142)***

For detailed directions on analyzing the effect of a projected increase on an employee's salary and position.

Approvals and exceptions

When you determine that the average percentage of increase for a salary plan meets your requirements, you will want to distribute the proposed employee salary increases to each manager for review. You can use the Salary Planning/Budgeting Turnaround List report (5B-RPT) as a means of obtaining feedback and adjustments to the proposed salary budgets.

The report parameters allow you to specify the salary plan and plan year to be included.

This report lists all employees by department (or customer-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). It includes space to write in individual employee exceptions to the salary plan.

This listing can be used by department managers to plan their salary budgets for the coming budget year. The list includes totals, by department, of the number of employees, current salaries, planned increase amounts, and salaries for the coming plan year.

You can use this report for group or individual employee salary increase analysis. Variances or exceptions for high or low performers can be entered into the system from this report so that a final budget listing can be produced. For example, if the proposed increase for an employee is 3 percent based on the performance rating in place at the time the employee budget record was generated, but the employee is a high performer, you can write a higher increase on the turnaround list. You can also use this report for departmental or budget-center approvals of the projected salary increases.

See also:

- Determining individual employee exceptions ***(on page 145)***

For detailed directions on determining and manually writing an individual employee exception.

Individual employee exceptions

If variances or exceptions must be recorded at the employee level, you can make these entries on the Budgeted Salary Information form (45-SCR). This form already contains the budget information for the employee. You may add a separate record showing that the employee is a high or low performer with an associated change in salary. The exception record, rather than the original budget record, is used for any future reporting or analysis.

Keep in mind that if a high performer or low performer record is added and another record is already in place after it, that following record will no longer contain a correct projected increase and will need to be recalculated. For example, if an employee qualified for an increase in April and again in November, the November increase is based on the salary resulting from the April increase. If an exception record is added for the April increase, the November increase may be understated or overstated. Before you can recalculate the November increase, you must delete the existing record and reenter it.

Apply the Concept
What policies or procedures does your organization use to determine whether an employee is an exception to the salary budget as a high or low performer? What delivered report would you use to indicate employee exceptions to the salary budget?

See also:

- Determining individual employee exceptions ***(on page 145)***

For detailed directions on determining and manually writing an individual employee exception.

- Recording individual employee salary budget exceptions ***(on page 146)***

For detailed directions on entering budget corrections for high or low performers.

Ways of setting your annual budget

The salary budget that you choose can be converted into actual increases, for example, with across-the-board plans. Typically, however, the salary review and resulting salary increase are part of a review process, which can be salary related, performance related, or both.

☞ *Refer to* **Entering the Results of the Review Process** *(on page 181)* *for information about converting budget records to future-dated salary changes.*

Disposing of unused salary budgets

Regardless of how you choose to activate your salary budget increases at the employee level, you will want to avoid the confusion of having unnecessary salary budget records on file. You will need to delete all the employee salary budget records that no longer have any use or meaning in the budgeting process. This can be done by running the Delete Obsolete Budget Records report (5E-RPT) as soon as you complete the salary budget approval process.

The report parameters require the entry of the plan year and plan number to identify which employee budget records are to be deleted. If employee budget records from more than one plan are to be deleted, you will need to process the program multiple times.

It is not necessary to remove the table records used to define the salary plans at the company level. These may be useful in your salary budget planning for another plan year. To reuse a Salary Plan table, give it a revised plan year date and modify it as needed.

See also:

- Deleting obsolete salary budget records ***(on page 147)***

For detailed directions on deleting obsolete employee budget records.

Reviewing the final salary budget

After exception records are approved and entered, and all extraneous budget records are removed from the system, you can produce a report that displays the approved budget for the plan year.

The Annual Budget report (5C-RPT) is the outcome of the data processed by the Salary Planning/Budgeting Turnaround List report (5B-RPT). Report parameters allow you to specify the plan year and plan number to be displayed on the report.

This report is identical to the turnaround list in that it lists all employees by department (or customer-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). However, there is no space for writing in adjustments to the existing information.

You may manually write in any of the manager's discretion increases that were not reflected on the Budgeted Salary Information forms (45-SCR).

This report is one of several tools that can be used by department managers to monitor their progress in the budgeting process. You can still make individual employee salary budget corrections at this point and rerun the report as many times as necessary to produce an acceptable final budget.

☞ *Refer to* **Analyzing the Results of the Review Process** *(on page 211) for information about comparing salary plan data with actual salary data.*

Apply the Concept
How could your organization use the final annual salary budget reports to monitor managerial adherence to budget guidelines for salary increases?

See also:

- Viewing the final annual salary budget ***(on page 148)***

For detailed directions on displaying the final annual budget.

Detailed Directions

For information on how to complete a business task, select one of the following topics:

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will view a projected increase online for employee 3008. You will then record a salary budget exception of 'high performer' for that employee. Although report parameter explanations are included in some tasks for your convenience, you are not expected to run these reports as part of the Guided Practice.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Analyzing the budgeted salary information

To determine if a proposed salary plan is acceptable in terms of budgeted salary for the coming plan year using the Salary Plan Analysis by Control Level and Job Type report (5A-RPT) , complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Salary Plan Year

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

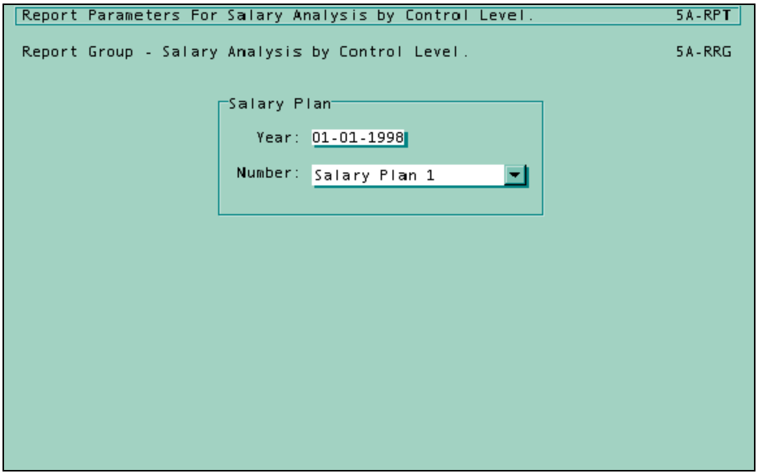
This is the plan year for which the report will be generated.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actual Switches option list (SA01).

This is the Plan/Actual Switch (plan number) for which the report will be generated.

When completed, the report parameters may look similar to the example that follows:


Report Parameters For Salary Analysis by Control Level. 5A-RPT

Report Group - Salary Analysis by Control Level. 5A-RRG

Salary Plan

Year: 01-01-1998

Number: Salary Plan 1

Once it has been processed, the Salary Plan Analysis by Control Level and Job Type report (5A-RPT) displays the monetary effect of a salary plan by organization level and job type. The average percent increase, total budgeted salaries, and number of employees are displayed.

See also:

- Salary budgets—cost analysis options ***(on page 135)***

For an explanation of the contents and use of this report.

Analyzing individual employee projected salary increases

To analyze the effect of a projected increase (actual or proposed) on an employee's salary and position within his or her salary grade range using the Projected Salary Changes form (42-SCR), follow these steps:

1. Access the Projected Salary Changes form (42-SCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: View Projected Salary Changes

For practice, access the Projected Salary Changes form (42-SCR) for employee 3008.

2. Enter the Increase Source

To indicate to the system the kind of information you are requesting, type the appropriate value in this text box. A blank in this text box defaults to 'F'.

The valid options include the following:

Option	Source of the increase amount/percentage and date
F	Future-dated salary increases entered on the Salary/Assignment Changes form (40-SCR).
1, 2, or 3	Salary Plan 1, 2, or 3 from the employee's Budgeted Salary Information form (45-SCR). The Plan Year Start text box must be entered when using a 1, 2, or 3.
$ (* below)	Amount of increase from the $ Incr By Rating/Compa Ratio table (TD2SCR) or the $ Incr By Rating/Pos In Range table (TD5SCR). Effective date from the Time Until Incr By Rating/Compa Ratio table (TD3SCR) or Time Until Incr By Rating/Pos In Rnge table (TD6SCR).
% (* below)	Percent change from the % Incr By Rating/Compa Ratio table (TD1SCR) or the % Incr By Rating/Pos In Range table (TD4SCR). Scheduled increase date from the Time Until Incr By Rating/Compa Ratio table (TD3SCR) or the Time Until Incr By Rating/Pos In Rnge table (TD6SCR).
R (* below)	Range of increase from the % Incr Range By Rating/Pos In Range table (TD0SCR) or the % Incr Range By Rating/Compa Ratio table (TD9SCR). Scheduled increase date from the % Incr By Rating/Pos In Range table (TD4SCR) or the Time Until Incr By Rating/Pos In Rnge table (TD6SCR).

Note: **The value in the first position of the Matrix ID text box determines which tables are used.*

For practice, type '1'.

3. Enter the In Range Maximum (optional)

Type 'M' in this text box to indicate that you want to limit the employee's projected increase based on the performance appraisal rating value, so the projected salary does not exceed a stated position in range. Otherwise, leave this text box blank.

Note: *To use the 'M' option, you must update the desired position-in-range maximum values in the Appraisal Ratings calculation option list (HR16). The form calculates the allowable maximum, compares that amount with the employee's position in range after receiving the projected increase, then limits the increase to the maximum position in range, if applicable. The 'M' option can only be used with a value of '$', '%', or 'R' in the Increase Source text box.*

Refer to **Option List Quick Reference** *(on page 343) for more information on updating calculation option lists.*

For practice, leave this text box blank.

4. Enter the Plan Year Start

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date that will be used to calculate the results on this form.

Note: *This text box must be entered if you entered a value of '1', '2', or '3' in the Increase Source text box.*

For practice, type a date that represents January 1 1998, for example, '01-01-1998'.

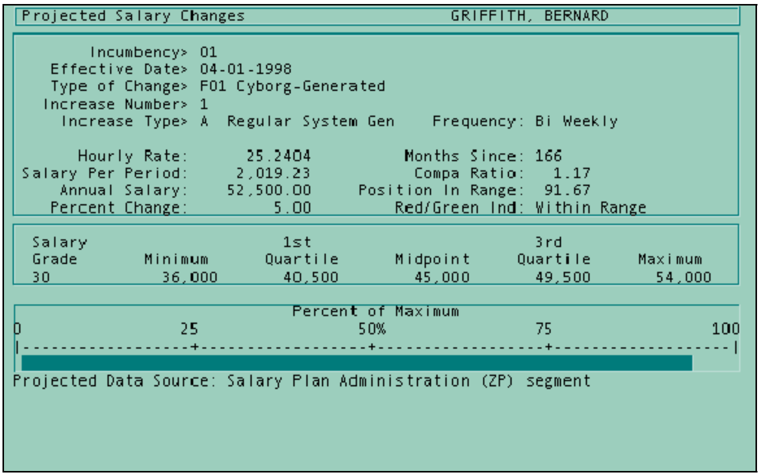
5. Click Save or press Enter

The form program calculates and displays the Compa Ratio, Range Penetration, and Red/Green Indicator text boxes. A histogram graphically displays where the employee falls within his or her salary range (percentage of maximum) based on the projected increase. The source on which the projection was based is displayed below the histogram.

This form appears in Display-only mode and does not update any employee information.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



```
Projected Salary Changes                    GRIFFITH, BERNARD

       Incumbency> 01
    Effective Date> 04-01-1998
    Type of Change> F01 Cyborg-Generated
   Increase Number> 1
     Increase Type> A  Regular System Gen    Frequency: Bi Weekly

       Hourly Rate:      25.2404          Months Since: 166
Salary Per Period:      2,019.23           Compa Ratio:   1.17
     Annual Salary:    52,500.00     Position In Range:  91.67
    Percent Change:         5.00         Red/Green Ind: Within Range

 Salary                      1st                      3rd
 Grade         Minimum     Quartile      Midpoint    Quartile     Maximum
 30             36,000       40,500        45,000      49,500      54,000

                              Percent of Maximum
0                25                  50%                75                 100
|-----------------+------------------+------------------+------------------|
Projected Data Source: Salary Plan Administration (ZP) segment
```

See also:

- Salary budgets—cost analysis options ***(on page 135)***

For an explanation of how to use this form for analyzing projected employee salary increases.

Determining individual employee exceptions

To determine and manually write in individual employee exceptions using the Salary Planning/Budgeting Turnaround List report (5B-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Salary Plan Year

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

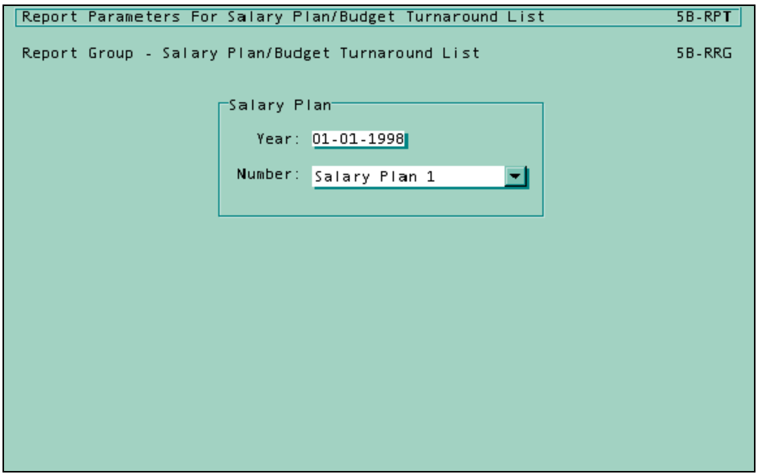
This is the plan year for which the report will be generated.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actual Switches option list (SA01).

This is the Plan/Actual Switch (plan number) for which the report will be generated.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Salary Planning/Budgeting Turnaround List report (5B-RPT) lists all employees by department (or user-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). This includes space to manually enter individual employee exceptions to the salary pan. The list includes totals, by department, of the number of employees, current salaries, planned increase amounts, and salaries for the coming plan year.

The report lists budget records for the plan year and salary plan requested. Variances or exceptions for high or low performers can be entered into the system from the manual entries made on this report, so that a final budget listing can be produced.

See also:

- Salary budgets—cost analysis options ***(on page 135)***

For an explanation of the contents and use of this report.

Recording individual employee salary budget exceptions

To enter budget corrections for high or low performers using the Budgeted Salary Information form (45-SCR), follow these steps:

1. Access the Budgeted Salary Information form (45-SCR)

Access this form by making the following selection from the Navigator:

Component:	Salary Administration
Process:	Produce the Annual Salary Budget
Task:	Manually Enter Salary Budget Records

For practice, access the Budgeted Salary Information form (45-SCR) for employee 3008.

2. Select the Increase Type

Select High Performer or Low Performer from the Increase Type option list (SA04).

This value indicates whether the increase was system-generated (or entered) as a normal by-product of the salary planning/budget policy or was entered online as an exception to the policy because the employee is a high or low performer.

For practice, select 'High Performer'.

3. Enter one of the increase text boxes

Select one of the salary text boxes from the selection below and enter the appropriate value:

- Percent Change
  Enter the percent change between the old salary amount and the new budget increase using up to five positions with two decimals. For example, 6.25 percent is entered as '6.25' (or '625').
- Pay Period Amount
  Enter the new pay period amount using up to 11 positions with two decimals. For example, a new pay period amount of 690.75 is entered as '690.75' (or '69075').
- Annual Amt Change
  Enter the annual difference between the old annual salary amount and the new budget annual amount using up to 10 positions with two decimals. For example, a difference of 4560.00 is entered as '4,560.' (or '456000').
- Annual Salary
  Enter the new annual salary amount using up to 12 positions with two decimals. For example, a new annual salary of 37,800.00 is entered as '37,800.' (or '3780000').

Note: *After the form is executed, the system calculates the other salary text boxes based on the entry of one of the salary values, or a value in the Percent Change text box. The results are displayed to the right of the entry text boxes.*

For practice, type '650' in the Percent Change text box.

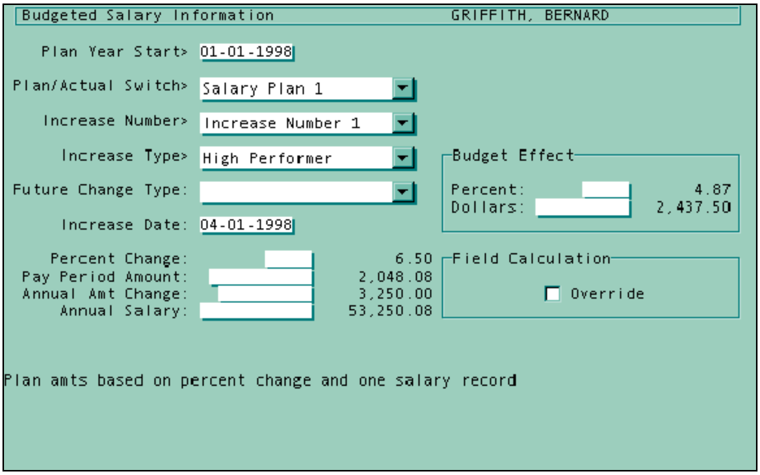
4. Click Save or press Enter

The salary information record is created and a variable message is displayed indicating the basis for the calculation, such as:

'Plan amts based on percent change and one salary record'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Salary budgets—cost analysis options ***(on page 135)***

For an explanation of how to use this form to enter individual employee salary budget exceptions.

Deleting obsolete salary budget records

To delete all employee budget records for salary plans that no longer have any use or meaning in the budgeting process using the Delete Obsolete Budget Records report (5E-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

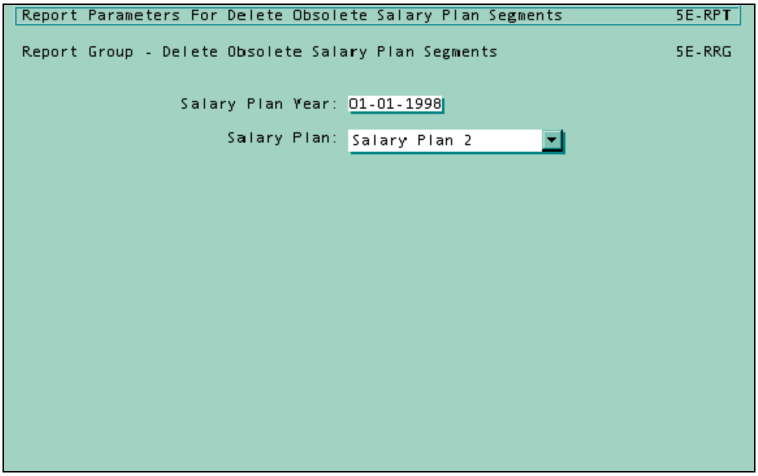
1. Enter the Salary Plan Year

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere). This is the plan year for which the report will be generated.

2. Select the Salary Plan

Select the salary plan number from the Plan/actual Switches option list (SA01). This is the Plan/Actual Switch (plan number) for which employee salary budget records will be deleted.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Delete Obsolete Budget Records report (5E-RPT) deletes all employee salary budget records created from the salary plan number you specified. If you added exception budget records for high or low performers for a plan number, those records will also be deleted. No hard copy out put is produced by this report.

If salary budget records from more than one salary plan are to be deleted, you will need to process the program multiple times.

See also:

- Ways of setting your annual budget ***(on page 139)***

For an explanation of the uses of this program.

Viewing the final annual salary budget

To display the final annual budget using the Annual Budget Report (5C-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

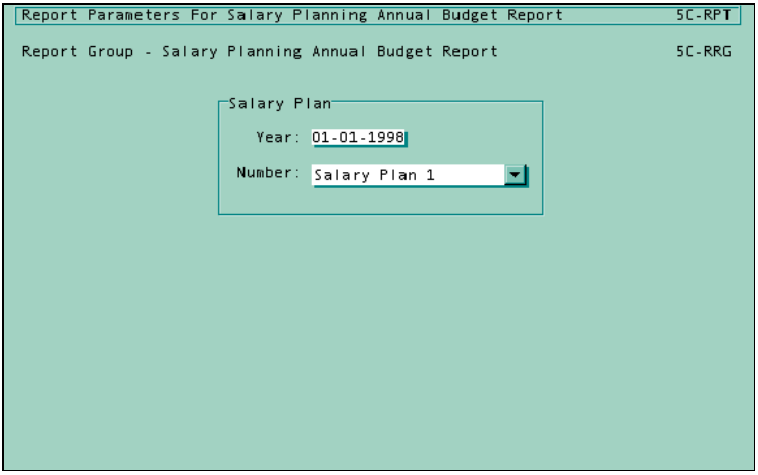
1. Enter the Salary Plan Year

Type the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere). This is the plan year for which the report will be generated.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actual Switches option list (SA01). This is the Plan/Actual Switch (plan number) for which the report will be generated.

When completed, the report parameters may look similar to the example that follows:



The Annual Budget Report (5C-RPT) is a duplicate of the Salary Planning/Budgeting Turnaround List report (5B-RPT), except that it does not allow room to write exception information. It includes any data that were manually entered into the system from the turnaround report.

Once it has been processed, the Annual Budget Report (5C-RPT) displays all employees by department (or user-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). The list includes totals, by department, of the number of employees, current salaries, planned increase amounts, and salaries for the coming plan year.

See also:

■ Ways of setting your annual budget ***(on page 139)***
For an explanation of the contents and use of this report.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

View the Projected Salary Changes form (42-SCR) for employee 3023 and note the projected compa ratio and position in range for the projected increase. Use an Increase Source of '2' and a Plan Year Start Date of January 1 of next year.

Review of Questions Answered

1. How can an organization use salary budget reporting?

2. What options are available for analyzing the salary budget?

3. How can variances or exceptions be made to the salary budget?

4. What tool is available for automatically deleting unused employee budget records?

PART 4

Performing and Processing Reviews

In This Section

CHAPTER 7

Administering the Review Process

In This Chapter

Introduction

The review process is used by an organization to evaluate an employee's salary or performance in a standard, timely manner. This section explains the steps that are part of the review process and how Cyborg supports each of the steps.

Tasks

This section explains the following:

- Setting up the salary review schedule
- Identifying employees due for a salary review
- Generating salary review authorization forms
- Tracking the return of salary reviews
- Setting up the performance appraisal schedule
- Identifying employees due for a performance appraisal
- Tracking the return of performance appraisals

Prerequisites

Before you can begin reviews as they relate to the salary budget process, all of the following tasks must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Set up Control Numbers for all production organizations

Before any data are entered, you must ensure that Control Numbers have been selected and entered for each company using Salary Administration.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Set up salary plans

Before annual salary budgets can be set up, your salary plans must be established.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Create the annual salary budget

Before annual salary budgets can be analyzed and finalized, you must ensure that annual salary budgets have been generated.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for detailed information.*

Analyze and finalize the annual salary budget

Before the salary review process can begin, you must have analyzed and finalized the annual salary budget.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for detailed information.*

Questions answered

The following questions are answered in this section:

1. What is the review process?
2. How can scheduled review dates be monitored?
3. What options are available for automatically generating salary review forms?
4. How can review forms be tracked after distribution?

Overview of the review process

Once you have established salary plans, generated employee salary budget records, recorded employee budget exceptions, and approved your annual salary budget, you may start the process of scheduling and performing employee reviews using the projected salary increase information.

Salary reviews may be handled as part of a salary review process or may be tied to a performance appraisal. When to perform the review is ultimately up to each organization. Company policy may dictate reviews on a quarterly, semiannual, or annual basis. Regardless of the type or timing of reviews you are performing, Cyborg can help you administer and track them.

During the review process, you can use the 'when' information created by the salary budget process to trigger reviews and the 'how much' information to provide increase information for approval. You can effectively administer the review process for each of the methods you used to project salary increases.

You may perform these tasks as part of your review process:

- Schedule employee reviews
- Generate lists of upcoming reviews
- Produce and distribute Cyborg-delivered review forms that display salary history, historic performance results, and the projected salary increase
- Track the review distribution date, receiver, expected return date, and actual return date
- Generate a list of employees for whom forms have not yet been returned
- Generate a list of employees who have not received salary adjustments in the past 12 months

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for information on generating employee budget records.*

What triggers a review?

The system can be set up to trigger the review process based on scheduled review dates. The advanced warning period for both the review reminder and the review period is customer defined.

Scheduled review dates

To ensure that the review reminder will work, all new employees must have the date of their next scheduled review set up on their record. You can do this manually at the time an employee is hired or you can create a customer-written program to generate the needed information.

Depending on the type of review you have selected, salary or performance, you can schedule review dates on either the Scheduled Salary Review Data form (43-SCR) or the Schedule/Track Performance Appraisals form (50-SCR).

You can automatically generate a Scheduled Salary Review Data form (43-SCR) for employees if you are using either the across-the-board or pay-for-performance method for projected increases and you have generated employee budget records. The program logic within the Scheduled Salary Reviews Within Selected Months report (59-RPT) can identify employees due for a review and create a scheduled review record for them automatically.

Ways of viewing scheduled dates

When scheduled review dates are in place, you can view the scheduled dates online using the Scheduled Salary Review Data form (43-SCR) or the Schedule/Track Performance Appraisals form (50-SCR).

As an alternative, you may generate the reports that list reviews scheduled within a customer-defined period. Upcoming salary reviews are listed on the Scheduled Salary Reviews Within Selected Months report (59-RPT). This report provides a listing that contains two lines per employee: line 1 displays existing salary data and line 2 shows the employee's projected increase.

Future performance appraisals are listed on the Performance Appraisals Scheduled for Month of: XX report (1R-RPT). There is space on the report to manually record reviewer, distribution, and expected return date information.

Missed reviews

If an employee is overlooked and no review takes place, that employee can be included on a report that lists all active employees who have not received a salary adjustment in the past 12 months. The No Salary Adjustment on File for Last 12 Month Period report (1Z-RPT) can be modified to include those employees who are on leave of absence. The report can also be modified to display results for a time span of 18 months rather than 12.

See also:

- Setting up the salary review schedule ***(on page 164)***

For detailed directions on recording the next salary review date.

- Scheduled Salary Reviews within Selected Months report ***(see "Scheduled Salary Reviews Within Selected Months report (59-RPT)" on page 167)***

For detailed directions of identifying employees due a salary review

- No Salary Adjustment on File for Last 12 Month Period report ***(on page 169)***

For detailed directions on identifying employees due for a salary review.

- Setting up the performance appraisal schedule ***(on page 173)***

For detailed directions on recording the next performance appraisal date.

- Identifying employees due for a performance appraisal ***(on page 176)***

For detailed directions on identifying employees due for a performance appraisal.

Administration options

When you have determined which employees require a review, you may prepare the review paperwork.

Review forms

You may already have internal salary and performance review forms that meet the needs of the organization and can be used to record the outcome of the review. However, if you prefer a form that includes employee information already stored on the system, you may want to use the Cyborg-delivered review authorization forms. These forms include job information, salary grade, salary and rating history, and current wage and salary information. Proposed salary increase information and an area for comments and signatures are also provided on the forms.

Cyborg provides two review authorization forms, which differ only in their size and the format of the information: The Salary Review Authorization Form I (5O-RPT) prints one 8.5" x 11" form for each employee. The Salary Review Authorization Form II (5P-RPT) prints two employee forms per 11" x 14" page.

These reports provide detailed and basic salary data on the employee as well as space to manually enter or automatically print proposed and actual increase amounts, effective dates, and so forth, for any employee who is scheduled to receive a salary increase within the month requested (a customer-defined date).

In addition to basic employee data, these reports also include current salary, salary grade with minimum, midpoint, and maximum range values, the last three performance appraisal ratings, and salary increases.

A number of options are available for calculating the next review date and recommended amount or percent of increase. These options use the Scheduled Salary Review Data form (43-SCR), TD table salary increase matrices, or the Budgeted Salary Information form (45-SCR) to supply the 'when' and 'how much' data to the report:

Option	Description	Source of the proposed increase data
C%	TD1 and TD3 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)
C$	TD2 and TD3 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)
CR	TD9 and TD3 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)
R%	TD4 and TD6 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)

Option	Description	Source of the proposed increase data
R$	TD5 and TD6 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)
RR	TD0 and TD6 Tables	Pay-for-performance tables that match the employee's matrix ID on the Performance Appraisal Results form (49-SCR)
P1	Salary Plan 1	Budgeted Salary Information form (26-SCR) with matching salary plan number
P2	Salary Plan 2	Budgeted Salary Information form (26-SCR) with matching salary plan number
P3	Salary Plan 3	Budgeted Salary Information form (26-SCR) with matching salary plan number
SR	Salary Review	Scheduled Salary Review Data form (43-SCR) (next review date only)

When applicable, the Salary Review Authorization Form I (5O-RPT) and Salary Review Authorization Form II (5P-RPT) reports can calculate the range maximum and compare the maximum with the employee's position in range after receiving the projected increase. The increase displayed is then limited to the employee's maximum position in range.

As an added feature, the review form program generates a Scheduled Salary Review Data form (43-SCR) for any employee who does not have one for the month specified in the report parameters, if the Budgeted Salary Information form (45-SCR) shows the employee is due for a salary increase during that month.

The Personnel/Wage and Salary area can use either form to initiate the salary review process and gather the appropriate signatures. The forms can also be the source documents from which the review data are entered into the system.

Note: *You can use these reports to identify employees due for a salary review within a selected period instead of using the Scheduled Salary Reviews Within Selected Months report (59-RPT).*

See also:

■ Generating salary review authorization forms ***(on page 170)***
For detailed directions on generating salary review forms.

Tracking review forms

Once review forms have been prepared, your next concern is their distribution and return. Important information such as the name of the reviewer, the distribution location and date, and the expected return date needs to be entered into the employee's record. If a review form is returned after the expected return date, monitoring must be done to ensure its return. When the form has been returned to the originating department, the return date must be noted.

Each of these process stages of the salary review form can be tracked by completing the corresponding text boxes on the Scheduled Salary Review Data form (43-SCR). Forms not returned by the expected return date can be listed on the Salary Review Forms Not Returned By Date report (18-RPT).

Performance appraisals can be tracked by completing the distribution and return text boxes on the Schedule/Track Performance Appraisals form (50-SCR). Appraisals not returned by the expected return date can be listed on the Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT).

☞ *Refer to* **Entering the Results of the Review Process** *(on page 181) for information on recording the review results.*

☞ *Refer to* **Analyzing the Results of the Review Process** *(on page 211) for information on analyzing cost and performance results.*

Apply the Concept
Describe your organization's current policy for employee reviews. For example, are your reviews tied to the timing of the proposed salary increases or do you periodically review individuals regardless of when proposed increases may take place? Based on your answer, would you perform both salary and performance reviews?

Apply the Concept
If your organization chose to use Cyborg-delivered reports for salary review authorization forms, which form would be most effective in supporting your review guidelines, and why?

See also:

- Tracking the return of salary reviews ***(on page 172)***
For detailed directions on tracking the return of salary review forms.

- Tracking the return of performance appraisals ***(on page 176)***
For detailed directions on tracking the return of performance appraisal forms.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will schedule a salary review and a performance appraisal for employee 3008. Specific details for scheduling these reviews are described in the steps for the tasks. Although report parameter explanations are included in the remaining tasks 2, 3, 4, 6, and 7 for your convenience, you are not expected to run these reports as part of the Guided Practice.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Setting up the salary review schedule

To record the next salary review date using the Scheduled Salary Review Data form (43-SCR), follow these steps:

Note: *It is intended that the next scheduled salary review date will be generated by a customer-written program run once a year or will be manually entered at the time of budgeting.*

1. Access the Scheduled Salary Review Data form (43-SCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Next Salary Review Date

For practice, access the Scheduled Salary Review Data form (43-SCR) for employee 3008.

2. Enter the Next Review Date

Type the next review date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box contains the date the next salary review is to be performed.

For practice, type a date that represents March 16 1998, for example,'03-16-1998' (US and Canada) or '16-03-1998' (elsewhere).

3. Select the Type of Review

Select the type of review from the Salary Review Type option list (HR34).

This text box defines the type of salary review to be performed.

For practice, select 'Sal Review Annual'.

Note: The following text boxes need to be recorded only when the review date is reached and the salary review form is sent out.

4. Enter the Distribution Data

Type an up-to-10-character location for the distribution of the appraisal.

This is the mail/distribution data that indicates where the salary review was sent. It may be the reviewer's or (in the case of mass distribution) the central mailing location.

For practice, type '12th floor'.

5. Enter the Distribution Date

Type the distribution date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). The 21st of May, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the salary review form is released and sent.

For practice, type a date that represents January 16 1998, for example, '01-16-1998' (US and Canada) or '16-01-1998' (elsewhere).

6. Enter the Reviewer Name

Type the name of the person who is responsible for collecting completed salary review forms (as in the case of mass distribution) or performing the review and returning the form.

For practice, type 'Miller, Carl'.

7. Enter the Expected Return

Type the expected return date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the salary review form is due back in the originating department.

For practice, type a date that represents April 1 1998, for example, '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

8. Enter the Actual Return

Type the actual return date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the salary review form is actually received back in the originating department.

For practice, leave this text box blank.

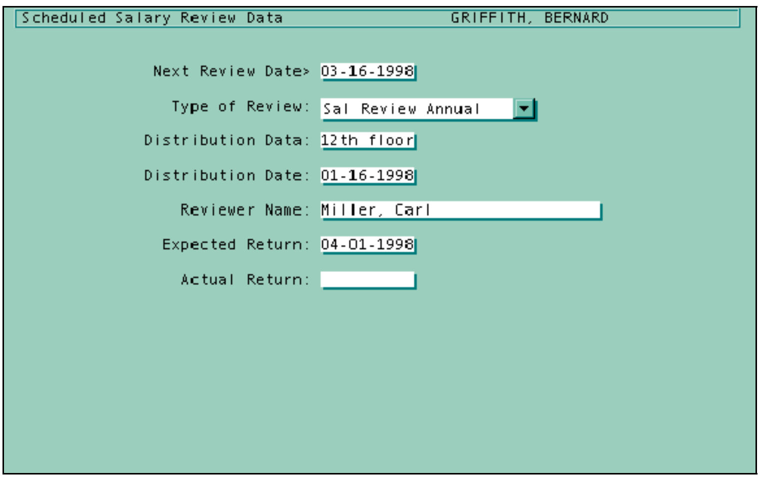
9. Click Save or press Enter

The next scheduled salary review date is recorded and may be used by these reports to determine who is eligible for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Scheduled Salary Review Data GRIFFITH, BERNARD
Next Review Date> 03-16-1998
Type of Review: Sal Review Annual
Distribution Data: 12th floor
Distribution Date: 01-16-1998
Reviewer Name: Miller, Carl
Expected Return: 04-01-1998
Actual Return:

See also:

- What triggers a review? ***(on page 159)***

For information about the role of this form in triggering a review.

Scheduled Salary Reviews Within Selected Months report (59-RPT)

Two reports identify employees due for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- No Salary Adjustment on File for Last 12 Month Period report (1Z-RPT)

To identify employees due for a salary review using the Scheduled Salary Reviews Within Selected Months report (59-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Effective Date

Type the effective date using the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) to mark the beginning date of a one-month period.

This report prints all salary reviews that are scheduled within this period. If an entry other than a numeric date is entered, the system defaults to the system date.

2. Enter the Salary Plan Year

Type the salary plan year using the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box is required if the logic indicator option is P1, P2, or P3, indicating that data from the Budgeted Salary Information form (45-SCR) are to be used.

3. Enter the Logic Indicator Option

Type the logic indicator option to identify the logic to be used in calculating or selecting the next salary review date and/or proposed increase amount.

The options use the table matrices, Budgeted Salary Information form (45-SCR) data, or data from the next Scheduled Salary Review Data form (43-SCR). The options are as follows:

Option	Date and increase source
C%	TD1 table (percent of increase) and TD3 table (calculates Date of Increase using the first number of months in range)
C$	TD2 table (amount of increase) and TD3 table (calculates Date of Increase using the first number of months in range)
CR	TD9 table (percent of increase using the first percentage in range of percentages) and TD3 table (calculates Date of Increase using the first number of months in range)
R%	TD4 table (percent of increase) and TD6 table (calculates Date of Increase using the first number of months in range)
R$	TD5 table (amount of increase) and TD6 table (calculates Date of Increase using the first number of months in range)

Option	Date and increase source
RR	TD0 table (percent of increase using first percentage in range of percentages) and TD6 table (calculates Date of Increase using the first number of months in range)
P1	Increase date, percentage, and amounts from the employee budget record that contains Plan/Actual Switch = 1 from Budgeted Salary Information form (45-SCR)
P2	Increase date, percentage, and amounts from the employee budget record that contains Plan/Actual Switch = 2 from Budgeted Salary Information form (45-SCR)
P3	Increase date, percentage, and amounts from the employee budget record that contains Plan/Actual Switch = 3 from Budgeted Salary Information form (45-SCR)
SR	Next Scheduled Review Date (only) from Scheduled Salary Review Data form (43-SCR)

Note: *If you select the C%, C$, CR, R%, R$, or RR logic indicator option, the Writes Table Appraisal Values report (5G-RPT) must be run prior to this report in order to supply the matrix ID to the Performance Appraisal Results form (49-SCR).*

4. Enter the Range Indicator Option (optional)

Type the range indicator option.

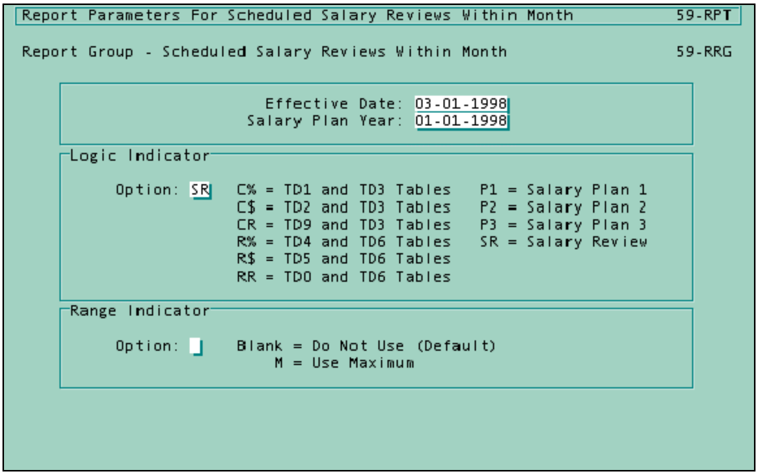
Type an 'M' in this text box to limit the employee's appraisal rating projected new salary to the maximum position in range in the Appraisal Ratings option list (HR16). It may be used only with the C%, C$, CR, R%, R$, and RR logic options.

Otherwise, leave this text box blank.

Note: *To use the 'M' option, you must update the desired position-in-range maximum values in the Appraisal Ratings calculation option list (HR16).*

☞ *Refer to* **Option List Quick Reference** *(on page 343) for more information on updating calculation option lists.*

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Scheduled Salary Reviews Within Selected Months report (59-SCR) provides a listing that contains two lines per employee: line 1 displays existing salary data and line 2 shows the employee's projected increase.

For all logic indicator options other than 'SR', the batch generator automatically generates a new Scheduled Salary Review Data form (43-SCR) for employees. On that record the next review date is determined through the program logic and the type of review indicates that the record was system generated by this program.

See also:

■ What triggers a review? ***(on page 159)***
For information about methods of notifying managers about upcoming employee salary reviews.

No Salary Adjustment on File for Last 12 Month Period report

Two reports identify employees due for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- No Salary Adjustment on File for Last 12 Month Period report (1Z-RPT)

To identify employees due for a salary review using the No Salary Adjustment on File for Last 12 Month Period report (1Z-RPT), review the following information:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

Note: *This report can be modified to include employees on leave of absence. In addition, the time span may be modified to 18 months. Instructions for these modifications are documented within the report program and are commented by a leading '@'.*

There are no parameters to enter for this report.

Once it has been processed, the No Salary Adjustment on File for Last 12 Month Period report (1Z-RPT) provides a list of employees and the time span since their last increase. A total of employees listed is given at the end of the report.

Note: *This report includes only employees whose organizations have a Company Category option equal to 'Pay-Normal Master' on the Company Options form (AF-SCR).*

See also:

- What triggers a review? ***(on page 159)***

For more information about ways to notify managers about upcoming employee reviews.

Generating salary review authorization forms

To generate salary review forms using the Salary Review Authorization Form I (5O-RPT) or the Salary Review Authorization Form II (5P-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to* **Report Quick Reference** *(on page 253) for the technical considerations that must be reviewed prior to running this report.*

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the Effective Date

Type the effective date using the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

The system determines the month for which the Salary Review Forms are to be printed by adding one month to this date to determine the month end. For example, '19980201' selects all pending increases between 19980201 and 19980301. The program will use the system date if the literal 'CCYYMMDD' is entered (in that format) in this text box.

2. Enter the Salary Plan Year

Type the date of the first day in the salary plan year using the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This date entry is required only if you choose to run the Salary Review Authorization Form I report (5O-RPT) or the Salary Review Authorization Form II report (5P-RPT) using a P1, P2, or P3 option. The date supplies the program with the plan year start date of the employee budget records selected.

3. Enter the Logic Indicator Option

Type the logic indicator option to identify the area from which the projected increase date and amount, or percentage, are to be taken.

The options use the table matrices, Budgeted Salary Information form (45-SCR) data, or data from the next Scheduled Salary Review Data form (43-SCR). The options are as follows:

Option	Date and increase source
C%	TD1 table (percent of increase) and TD3 table (calculates Date of Increase using the first number of months in range)
C$	TD2 table (amount of increase) and TD3 table (calculates Date of Increase using the first number of months in range)
CR	TD9 table (percent of increase using the first percentage in range of percentages) and TD3 table (calculates Date of Increase using the first number of months in range)
R%	TD4 table (percent of increase) and TD6 table (calculates Date of Increase using the first number of months in range)
R$	TD5 table (amount of increase) and TD6 table (calculates Date of Increase using the first number of months in range)
RR	TD0 table (percent of increase using first percentage in range of percentages) and TD6 table (calculates Date of Increase using the first number of months in range)
P1	Increase date, percentage, and amounts from the employee budget record that contains Plan/Actual Switch = 1 from Budgeted Salary Information form (45-SCR)
P2	Increase date, percentage, and amounts from the employee budget record that contains Plan/Actual Switch = 2 from Budgeted Salary Information form (45-SCR)
P3	Increase date, percentage, and amounts from the employee budget record) that contains Plan/Actual Switch = 3 from Budgeted Salary Information form (45-SCR)
SR	Next Scheduled Review Date (only) from Scheduled Salary Review Data form (43-SCR)

Note: *If you select the C%, C$, CR, R%, R$, or RR logic indicator option, the Writes Table Appraisal Values report (5G-RPT) must be run prior to this report in order to supply the matrix ID to the Performance Appraisal Results form (49-SCR).*

4. Enter the Range Indicator Option (optional)

Type the range indicator option.

An 'M' entered in this text box limits the employee's appraisal rating projected new salary to the maximum position in range in the Appraisal Ratings option list (HR16). It may be used only with the C%, C$, CR, R%, R$, and RR logic options

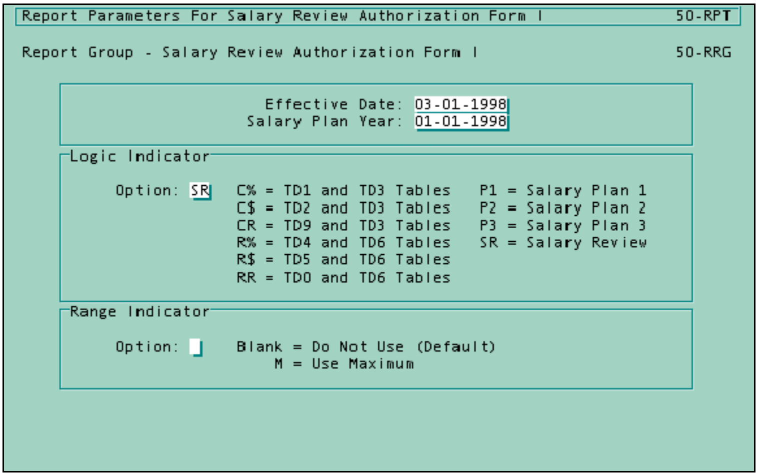
Otherwise, leave this text box blank.

When applicable, the Salary Review Authorization Form I report (5O-RPT) or the Salary Review Authorization Form II report (5P-RPT) can calculate the range maximum and compare the maximum with the employee's position in range after receiving the projected increase. The increase displayed is then limited to the employee's maximum position in range.

Note: *To use the 'M' option, you must update the desired position-in-range maximum values in the Appraisal Ratings calculation option list (HR16).*

☞ *Refer to* **Option List Quick Reference** *(on page 343) for more information on updating calculation option lists.*

When completed, the report parameters may look similar to the example that follows:



```
Report Parameters For Salary Review Authorization Form I                    5O-RPT

Report Group - Salary Review Authorization Form I                           5O-RRG

                   Effective Date: 03-01-1998
                 Salary Plan Year: 01-01-1998

Logic Indicator
     Option: SR   C% = TD1 and TD3 Tables    P1 = Salary Plan 1
                  C$ = TD2 and TD3 Tables    P2 = Salary Plan 2
                  CR = TD9 and TD3 Tables    P3 = Salary Plan 3
                  R% = TD4 and TD6 Tables    SR = Salary Review
                  R$ = TD5 and TD6 Tables
                  RR = TD0 and TD6 Tables

Range Indicator
     Option:      Blank = Do Not Use (Default)
                      M = Use Maximum
```

The Salary Review Authorization Form I report (5O-RPT) prints one 8.5" x 11" form per employee. The Salary Review Authorization Form II report (5P-RPT) prints two employee forms per 11" x 14" page.

For all logic indicator options other than 'SR', both reports automatically generate a Scheduled Salary Review Data form (43-SCR) with the Next Review Date text box printed as the proposed increase date on the Salary Review Authorization Form.

See also:

- Administration options ***(see "Administering the Review Process" on page 155)***

For information about Cyborg-delivered salary review forms.

Tracking the return of salary reviews

To track the return of salary review forms using the Salary Review Forms Not Returned By Date report (18-RPT), complete the report schedule by entering the following report parameters.

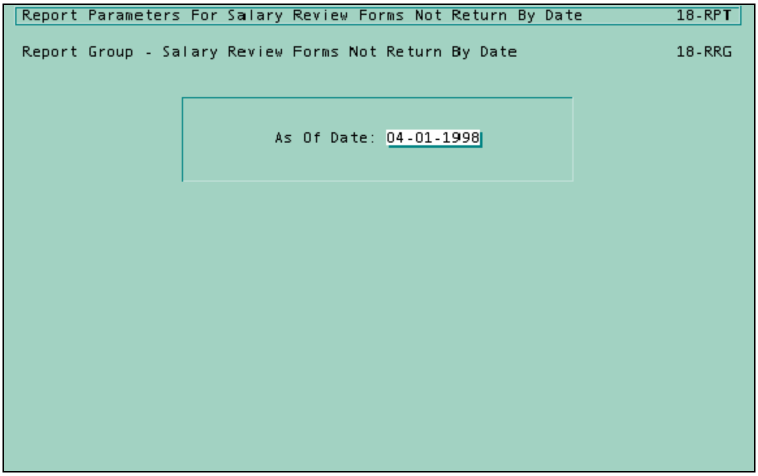
Type the 'as of' date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

Type the 'as of' date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

If this text box is not entered, the system defaults to the system date.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Salary Review forms Not Returned by Date report (18-RPT) lists all employees for whom salary review paperwork has not been returned.

If the date entered in the Expected Return text box on an employee's Scheduled Salary Review Data form (43-SCR) has passed and no date is recorded in the Actual Return text box on that form, then the employee information is included in the report.

See also:

- Administration options ***(see "Administering the Review Process" on page 155)***

For information about tracking the return of salary reviews.

Setting up the performance appraisal schedule

To record the next performance appraisal date using the Schedule/Track Performance Appraisals form (50-SCR), follow these steps:

1. Access the Schedule/Track Performance Appraisals form (50-SCR)

Access this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Setup Performance Appraisal Schedule

For practice, access the Schedule/Track Performance Appraisals form (50-SCR) for employee 3008.

2. Enter the Date Scheduled

Type the scheduled date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the next performance appraisal is to be performed.

For practice, type a date that represents March 16 1998, for example, '03-16-1998' (US and Canada) or '16-03-1998' (elsewhere).

3. Select the Type of Appraisal

Select the type of appraisal from the Appraisal Types option list (HR15).

This text box defines the type of performance appraisal to be performed.

For practice, select 'Annual Appraisal'.

Note: The following text boxes need to be recorded only when the review date is reached and the performance appraisal form is sent out.

4. Enter the Location Delivered

Type an up-to-10-character location for the distribution of the appraisal.

These are the mail/distribution data indicating where the performance appraisal form was sent. It may be the reviewer's or (in the case of mass distribution) the central mailing location.

For practice, type '12th floor'.

5. Enter the Date Distributed

Type the distribution date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the performance appraisal form is released and sent.

For practice, type a date that represents January 16 1998, for example, '01-16-1998' (US and Canada) or '16-01-1998' (elsewhere).

6. Enter the Person Responsible

Type the name of the person who is responsible for collecting completed performance appraisal forms (as in the case of mass distribution) or performing the review and returning the form.

For practice, type 'Miller, Carl'.

7. Enter the Completed Appraisal Date Expected

Type the completed appraisal date expected in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May

21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the performance appraisal form is due back in the originating department.

For practice, type a date that represents April 1 1998, for example, '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

8. Enter the Completed Appraisal Date Returned

Type the completed appraisal date returned in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the performance appraisal form is actually received back in the originating department.

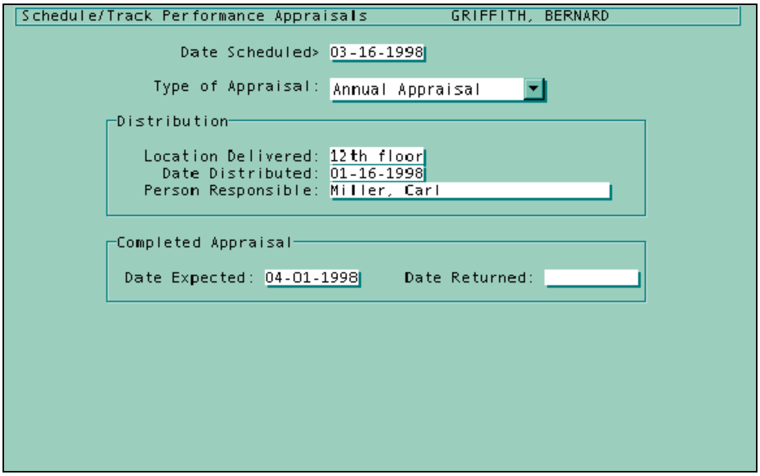
For practice, leave this text box blank.

9. Click Save or press Enter

The next scheduled performance appraisal date is recorded. It may be used by the Performance Appraisals Scheduled for Month of: XX report (1R-RPT) to determine who is eligible for a performance appraisal.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- What triggers a review? ***(on page 159)***

For information about scheduling performance appraisals.

Identifying employees due for a performance appraisal

To identify employees due for a performance appraisal using the Performance Appraisals Scheduled for Month of: XX report (1R-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

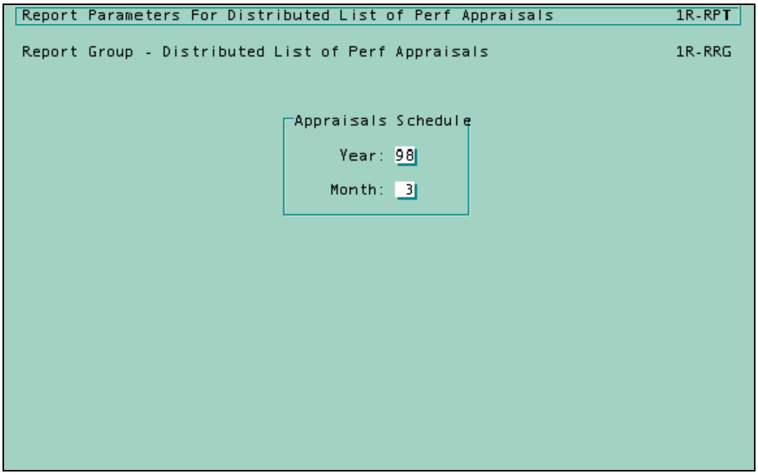
1. Enter the Appraisals Scheduled Year

Type the appraisals scheduled year in the format YY. This is the year for which you want to list performance appraisals. Leave this text box blank to use the system year.

2. Enter the Appraisals Scheduled Month

Type the appraisals scheduled month in the format MM. This is the month for which you want to list performance appraisals. Leave this text box blank to use the system month.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Performance Appraisals Scheduled for Month of: XX report (1R-RPT) provides a distribution list of performance appraisals scheduled for a specified month and year.

See also:

- What triggers a review? ***(on page 159)***

For information about identifying employees due for a performance appraisal.

Tracking the return of performance appraisals

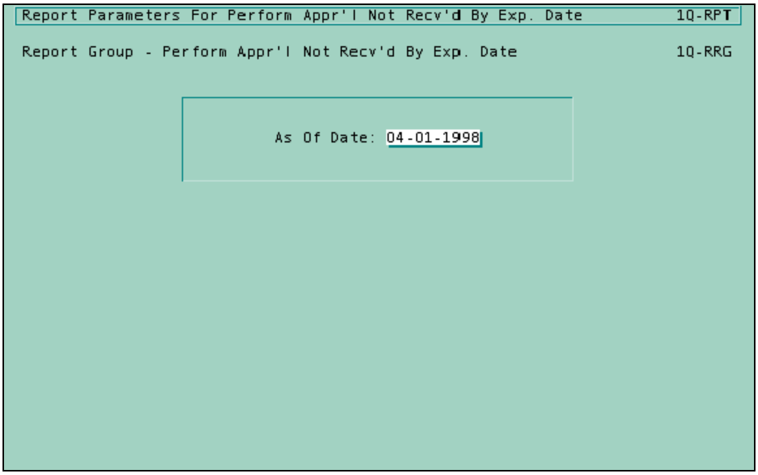
To track the return of performance appraisal forms using the Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

Enter an As Of Date

Type the 'as of' date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere). If this text box is not entered, the system defaults to the system date.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT) lists all employees for whom performance appraisal paperwork has not been returned.

If the date in the Completed Appraisal Date Expected text box on the employee's Schedule/Track Performance Appraisals form (50-SCR) has passed and a rating has not been recorded on the Performance Appraisal Results form (49-SCR), then the employee is included in the report. If the date is a future date, blanks, or zeros, then this record is ignored by the report. Once the Completed Appraisal Date Returned text box on the employee's Schedule/Track Performance Appraisals form (50-SCR) is entered, the employee is no longer included in the report.

See also:

- Administration options ***(see "Administering the Review Process" on page 155)***

For information about tracking performance appraisals.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Schedule an annual salary review for employee 3023 one year from today's date.

2. Schedule an annual performance review for employee 3023 one year from today's date.

Review of Questions Answered

1. What is the review process?

2. How can scheduled review dates be monitored?

3. What options are available for automatically generating salary review forms?

4. How can review forms be tracked after distribution?

CHAPTER 8

Entering the Results of the Review Process

In This Chapter

Introduction

Once you have completed the review process, you may use the information written on the review forms to enter the results on the employee's record. This information may include a revised performance rating, one or more salary changes, monetary perquisites and bonuses, and dates for scheduled future reviews.

Tasks

This section explains the following:

- Recording performance appraisal results
- Entering salary changes directly
- Converting an employee salary budget record to an actual salary change
- Recording monetary perquisites and bonuses
- Scheduling a future review

Prerequisites

Before you can begin to enter the results of the review process, all the following tasks must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Set up Control Numbers for all production organizations

Before any data are entered, you must ensure that Control Numbers have been selected and entered for each company using Salary Administration.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Set up salary plans

Before annual salary budgets can be set up, your salary plans must be established.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Create the annual salary budget

Before annual salary budgets can be analyzed and finalized, you must ensure that annual salary budgets have been generated.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for detailed information.*

Analyze and finalize the annual salary budget

Before the salary review process can begin, you must have analyzed and finalized the annual salary budget.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for detailed information.*

Administer the review process

Before you can enter the results of the review process, you must have already administered the review process.

☞ *Refer to* **Administering the Review Process** *(on page 155) for detailed information.*

Questions answered

The following questions are answered in this section:

1. How are performance appraisals used in the salary budget process?
2. What methods are available for recording salary increases?

Performance ratings and how they are used

Once you have completed the review process and manually completed the performance appraisal form, you must record the rating information on the employee's record.

A specific rating, as well as an average rating for weighted categories, may be entered. You may record a promotability assessment and date the employee should be considered for promotion as well as the employee's willingness to travel or relocate and his or her geographic preference. The reviewer's identification can be a unique number used to identify the reviewer in the event that questions arise pertaining to a particular rating or the overall consistency of the reviewer.

The Performance Appraisal Results form (49-SCR) contains the Matrix ID text box used to link an employee record to specific pay-for-performance salary increase guideline matrices. You may enter a value in this text box or let it be generated by the Writes Table Appraisal Values report (5G-RPT) batch program during the next salary plan year's budget process.

The new rating that results from the performance appraisal will be used by next year's pay-for-performance Salary Budget tables to generate a proposed increase.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for more information about using performance appraisals to generate employee salary budget records.*

See also:

- Recording performance appraisal results ***(on page 189)***

For detailed directions on entering the performance appraisal results.

Methods of entering salary changes

Salary changes that result from an employee review may be recorded manually by entering an actual salary change. As an alternative, you may convert the proposed salary increase information from an employee's salary budget record to an actual salary increase.

Direct entry of salary changes

If you used discretionary increases and recorded individual employee salary increases on the Salary Assignment/Changes form (40-SCR), a review of each salary increase may be done at this time. If the salary review indicates a change to the proposed salary increase, you may revise the existing future-dated salary increase record by using the override capability of the form.

If you used either the across-the-board or pay-for-performance salary plan option and want to enter an employee's authorized salary change directly into the system, you may record the salary increase using the Salary Assignment/Changes form (40-SCR).

See also:

■ **Entering a salary change directly** ***(on page 192)***
For detailed directions on entering salary changes directly on an employee record.

Multiple increases on the same date

It occasionally may be necessary to process multiple salary changes with the same effective date, such as merit and promotional increases. If you enter multiple salary changes for an employee as percentage increases (versus multiple increases as monetary values), each percentage is calculated on the same annual salary base instead of being compounded with each addition.

For example, if an employee has a starting annual salary of 10,000 and you give that person a merit increase of 5 percent and a promotional increase of 10 percent on the same date, the system calculates the increase amounts as follows:

```
Merit   =        10,000 x 5%       =          500
Promotion        =        10,000 x 10%      =         1,000
New salary       =        10,000 + 500 + 1000         =        11,500
```

It is important to enter salary changes in the order in which you want to have them presented on reports and forms. For example, enter a merit increase before a promotional increase or vice versa, because the last entry will be considered the most current salary change.

Conversion of salary budget data to an actual salary change

As an alternative to directly entering a salary increase that was generated by an across-the-board or pay-for-performance salary plan, you may convert the employee's salary budget record into an actual salary increase.

A feature of the Budgeted Salary Information form (45-SCR) allows conversion of a projected increase to an actual increase on the Salary Assignment/Changes form (40-SCR).

Note: If you entered any high- or low- performer exceptions in the process of finalizing your annual salary budget, you must first convert each system generated increase; then you may convert each budgeted increase exception record. Converting the Budgeted Salary Information form (45-SCR) in this sequence provides an audit trail that shows both the employee's original budgeted increase and the exception record that follows it.

The salary data that you enter may be the same value as already displayed on the Budgeted Salary Information form (45-SCR) or you may change the data at this time. You may also change the increase date from the one originally entered.

After you enter the required text boxes on the existing Budgeted Salary Information form and execute the form, the system automatically recalculates all text boxes. The recalculated information is used to create a salary record, which will become effective on the date that was entered on the Budgeted Salary Information form (45-SCR).

The creation of an actual salary increase from a budgeted salary record does not delete or replace the employee's budgeted salary record. You must delete these records using the Delete Obsolete Budget Records report (5E-RPT) after the salary plan year is completed.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for information on generating employee budget records.*

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for information on deleting obsolete employee budget records.*

See also:

- Converting an employee salary budget record to an actual salary change ***(on page 195)***

For detailed directions on converting an employee salary budget record to an actual salary change.

Viewing future-dated salary changes

Once salary changes have been entered into the system, you may want to follow up on those that are future-dated. A future-dated increase is one that will become actual on a date that exceeds the current pay period ending date.

You may monitor these salary changes by using the Future Dated Salary Adjustments On File report (3T-RPT). The report parameters allow the entry of an 'as of' date. Only salary changes with an effective date greater than the 'as of' date are included in the report.

See also:

- Scheduling a future salary review ***(on page 202)***

For detailed directions on scheduling a future salary review.

Monetary perquisites and bonuses

In addition to salary changes, you may also approve employee bonuses or monetary perquisites based on employee performance ratings.

Use the Bonus/Commission Information form (26-SCR) to record bonuses awarded to an employee. This information is often considered part of total compensation and is stored on the employee record. Authorization data can be entered, including location and the person or department.

The Perquisites: Monetary form (27-SCR) is used to record monetary perquisites or special allowances granted to an employee. These may be generally recurring payments such as automobile allowances, travel subsidies, and so forth.

Multiple perquisites may be active at the same time as long as each is paid by a separate HED. The Date Awarded text box is not necessarily the first date a perquisite was paid—you can award a perquisite that is not to be paid until the employee relocates, receives a green card, or meets some other criterion. You may want to record the award now as the Date Awarded and enter the perquisites effective date in the Start Text box.

If you need to change the perquisite parameters, inactivate the existing perquisite and add a new perquisite with a new date and amount. Do this instead of changing the current perquisite. This provides a running history of the perquisites.

Bonus and monetary perquisite information does not automatically update payroll information. Time entries or one-time payments must be processed to actually compensate the employee. However, both of these forms can be modified to create a payment automatically.

Apply the Concept
Under what circumstances would your organization want to enter salary changes directly?

Apply the Concept
What benefit would there be to your organization to convert employee salary budget records to future-dated salary changes?

See also:

■ Recording Bonus Information ***(on page 198)***
For detailed directions on recording bonuses.

■ Recording monetary perquisites ***(on page 200)***
For detailed directions on recording monetary perquisites.

Review schedules

As soon as review results have been recorded on the employee's record, you may schedule the next salary review and/or performance appraisal. When your organization's salary review policy includes a fixed period, a procedure of setting schedules in advance makes the review process more efficient. These future review dates can be cancelled or rescheduled if changes occur.

Salary review schedules

The next salary review may be scheduled on the Scheduled Salary Review Data form (43-SCR). The information may be used by these reports to determine who is eligible for a salary review:

- Scheduled Salary Reviews Within Selected Months (59-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

Performance appraisal schedules

You may schedule future-dated performance appraisals on the Schedule/Track Performance Appraisals form (50-SCR). The information may be used by the Performance Appraisals Scheduled for Month of XX report (1R-RPT) to determine who is eligible for a performance appraisal.

☞ *Refer to* **Administering the Review Process** *(on page 155) for information on scheduling employee reviews.*

See also:

- Scheduling a future salary review ***(on page 202)***

For detailed directions on scheduling a future performance review.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will record the performance appraisal results for employee 3008. You will enter a salary change manually for employee 2001. Then you will convert a salary budget record for employee 3008 to an actual salary change. A monetary perquisite and a bonus are recorded for employee 3008, followed by the scheduling of that employee's next salary and performance reviews. Specific details for these tasks are described in the steps for the tasks.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Recording performance appraisal results

To enter the performance appraisal results using the Performance Appraisal Results form (49-SCR), follow these steps:

1. Access the Performance Appraisal Results form (49-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Track Performance Appraisals
Task: Performance Appraisal Results

Note: *To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

For practice, access the Performance Appraisal Results form (49-SCR) for employee 3008.

2. Enter the Appraisal Date

Type the appraisal date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date on which the performance appraisal took place.

For practice, type a date that represents March 16 1998, for example, '03-16-1998' (US and Canada) or '16-03-1998' (elsewhere).

3. Select the Type Of Appraisal

Select the type of appraisal from the Appraisal Types option list (HR15).

This value indicates the type of performance appraisal that was performed.

For practice, select 'Annual Appraisal'.

4. Select the Rating

Select the performance rating for the employee from the Appraisal Ratings option list (HR16).

For practice, select '1-Outstanding'.

5. Enter the Average Rating

Type up to a five-position average performance rating in the format nnn.nn. For example, the number 123.45 is entered as '123.45' (or '12345').

This text box can be used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

For practice, type '5.0'.

6. Enter the Matrix ID (optional)

Type up to a four-character matrix ID to link the record to the pay-for-performance TD tables.

This text box may be manually entered or it may be generated by the Writes Table Appraisal Values report (5G-RPT).

For practice, leave this text box blank.

7. Select the Promotability

Select a promotability value from the Promotability Assessment option list (HR17).

This value indicates the employee's promotability potential as listed on his or her performance appraisal.

For practice, select 'Ready For Promotion'.

8. Enter the Promotability Date

Type the promotability data in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date the employee may be considered for a promotion.

For practice, type a date that represents September 1 1998, for example, '09-01-1998' (US and Canada) or '01-09-1998' (elsewhere).

9. Type an Appraised By entry

Type an-up-to-10-character identifier for the person who conducted the appraisal.

This text box is used to record the employee number or any other identification scheme that indicates the person or persons responsible for completing and/or administering the employee's performance appraisal.

For practice, type '57-8167'.

10. Select the Willingness to Relocate

Select a value from the Relocation Willingness option list (HR19) indicating the willingness of the employee to relocate for the job.

For practice, select 'Will Considr Reloctn'.

11. Select the Area Preferred

Select a relocation area from the Geographic Preferences option list (HR20).

This value identifies the employee's geographic preference for relocation.

For practice, select 'USA Rocky Mountain'.

12. Select the Willing To Travel check box

Select the willing to travel check box to indicate that the employee is willing to travel as part of the job. Leave the check box unselected if the employee is not willing to travel.

For practice, select the check box.

13. Enter the Travel Percentage

Type the percentage of time the employee is willing to travel as part of the job. For example, 50 percent is entered as '50'. Decimal points are not allowed in the text box.

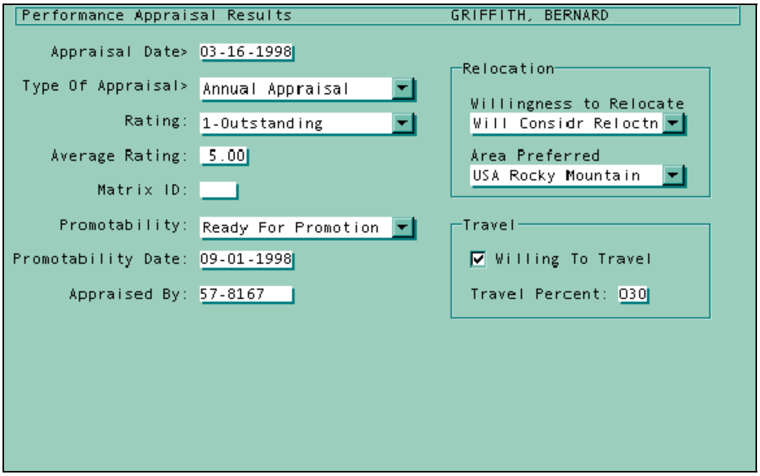
For practice, type '30'.

14. Click Save or press Enter

The performance appraisal results are added to the employee's record.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Performance ratings and how they are used ***(on page 184)***

For an explanation of the use of performance ratings in the salary budgeting process.

Entering a salary change directly

To enter salary changes directly on an employee record using the Salary Assignment/Changes form (40-SCR), follow these steps:

Note: *This procedure assumes that an initial salary assignment has already been recorded for the employee at the time of hire.*

1. Access the Salary Assignment/Changes form (40-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Resourcing
Process: Hire, Rehire, Reinstate an Employee
Task: Assign Salary

Note: *To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields, or clicking the Clear Fields button on the toolbar.*

For practice, access the Salary Assignment/Changes form (40-SCR) for employee 2001, and clear the form.

2. Enter the Effective Date

Type the effective date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 2002, for example, is entered as '20020521' or '05-21-2002'(US and Canada) or '20022105' or '21-05-2202' (elsewhere).

This is the effective date of the employee's salary change.

For practice, type a date that represents April 1 of next year, for example, '04-01-2002' (US and Canada) or '01-04-2002' (elsewhere).

3. Select the Key Separator

Select the key separator from the Key Separator Value option list (HR70).

The key separator is used to distinguish between two salary changes effective on the same date.

- If only one salary change is entered on a date, you must select '1st Occurrence' in this text box.
- If more than one salary change is effective on the same date, you must select an incremental key separator for each salary change. For example, the first change for the date must be entered with a key separator of '1st Occurrence', the second with '2nd Occurrence', and so on.

Note: *If an entry other than '1st Occurrence' is selected in this text box, the 'Not 1st Chg for Date' option button must be selected in the Process Override section.*

For practice, select '1st Occurrence'.

4. Select the Type Of Change

Select the type of change from the Salary Change Type option list (HR11).

This value identifies the reason for the employee's salary change. If you want to indicate that this record is the result of a salary plan projected increase, use one of the three following options:

- P1 Saly Plan Option
- P2 Saly Plan Option
- P3 Saly Plan Option

For practice, select 'P1 Saly Plan Option'.

5. Select the Pay Frequency

Select a pay frequency option from the Pay Frequency option list (PP29).

The system compares the option you select from this option list with the value in the Frequency field on the Employee Information form (EF-SCR). If the values are different, the system displays a warning message. If you accept the warning message, the salary calculation will no longer equate to the payroll frequency. The selected value will be used to calculate the salary.

For practice, select (None), or leave this text box blank.

6. Enter the Hours Per Period (optional)

The hours-per-period value is used to calculate the salary. This text box in the Calculation Entries section of the form represents the normal hours in an employee's pay period.

- If you do not enter a value in this text box, the system uses the value in the Normal Hours text box on the Employee Pay Rate or Salary form (H1-SCR).
- If you do type an entry in this text box, the system uses it to calculate the salary.

For practice, leave the Hours Per Period text box blank.

7. Enter the Calculation Entries amount or percentage

Type an entry in one of the amount or percent text boxes in the Calculation Entries section of the form. The system calculates salary values based on the entry in one of the following text boxes:

- Hourly Rate (seven positions, four decimals)
- Salary Per Period (eight positions, two decimals)
- Annual Salary (nine positions, two decimals)
- Amount Change (annual; eight positions, two decimals)
- Percent Change (four positions, two decimals)

For practice, type '500' in the Percent Change text box.

8. Select a process Override (optional)

Select a process override from the options in the process Override box to indicate that you want to override one of the normal functions of this form. Choose one of the following options:

- Override Calculation
  This option allows you to calculate a salary increase or decrease manually and will not allow any system calculations. You must enter all text boxes on this form manually. The form returns exactly as you entered it. If you would like to override one text box only, select this option and then reenter only the text box to be replaced.
- History-No PR Update
  This action records only history, rather than activating a change. It allows you to backload salary history data. It has no direct effect on the employee's current salary information.
- Not 1st Chg for Date
  Select this option when you need to process multiple salary changes with the same effective date, such as merit and promotional increases. Select Not 1st Chg for Date here for all changes having a Key Separator option other than '1st Occurrence'.
- No Override (Default)
  Select this option if no overrides are to be performed on this form.

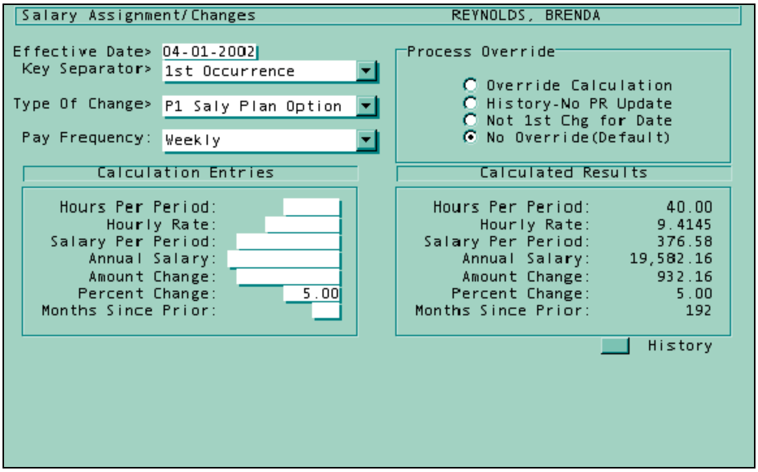
*For practice, select No Override (Defa*ult).

9. Click Save or press Enter

The system performs the calculation of the remaining Calculation Entries text boxes and the Months Since Prior text box and displays the results in the Calculated Results box.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Note: *Because this form has calculation capabilities, salary errors can be corrected in the two following ways:*

- *To recalculate the form, access the erroneous form and type zero ('0') in the Percent Change text box. Execute the form. The system zero-fills all calculation text boxes on the returned form. Then enter the correct data and execute the form. When complete, only the correct data will be on the employee's record.*
- *To delete the form when an incorrect Effective Date was used or when an entry for an employee should not have been made, use the Actions Delete This Entry option from the menu bar.*

See also:

- Methods of entering salary changes ***(on page 185)***

For an explanation of this method of entering salary changes.

Converting an employee salary budget record to an actual salary change

To convert an employee salary budget record to an actual salary change using the Budgeted Salary Information form (45-SCR), follow these steps:

1. Access the Budgeted Salary Information form (45-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Manage Employee Compensation
Task: Budgeted Salary Change

For practice, access the Budgeted Salary Information form (45-SCR) for employee 3008 dated January 1 of next year and showing an Increase Type text box of 'Regular System Gen'.

Note: *If the form is not already displaying the correct record occurrence, click on the Selections button on the toolbar. Double-click the occurrence you want to display.*

2. Select the Plan/Actual Switch

Select the value 'Actual' from the Plan/actual Switches option list (SA01) to replace the salary plan number that is currently in the text box. This option will result in a conversion of the information on this form to an actual salary increase on the Salary Assignment/Changes form (40-SCR) for an employee.

For practice, select 'Actual'.

3. Select the Future Change Type

Select a future change type from the Salary Change Type option list (HR11).

The option selected here may match the plan number that was displayed in the Plan/Actual Switch text box, for example, P1 Saly Plan Option, P2 Saly Plan Option, or P3 Saly Plan Option.

You may also select an option that reflects the nature of the increase, for example, merit increase.

For practice, select 'P1 Saly Plan Option'.

4. Enter an Increase Date (optional)

If the date of the increase has changed, type a replacement effective date in this text box in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). Otherwise, bypass this text box.

For practice, bypass this text box to retain the existing date.

5. Enter the Percent Change or Annual Amt Change

Using the displayed value to the right of the entry text box as your entry, type the percent change value into the Percent Change text box or the annual amount change value into the Annual Amt Change text box.

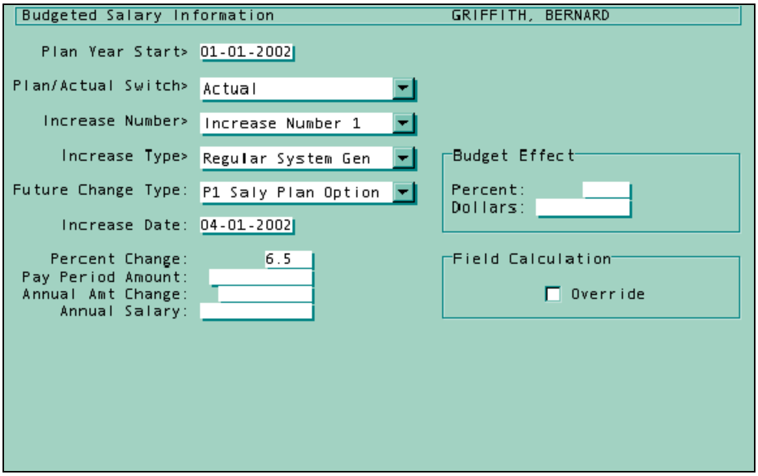
You may also record a revised percentage or amount in these text boxes.

For example, if the percent change is 7.50, type '7.5' (or '750') as the entry in the Percent Change text box. If the annual amount change is 2,560.50, type '2,560.50' (or '256050') as the entry in the Annual Amt Change text box.

Note: *Verify your entry before completing the next step. The entry made in this text box will be used in the calculation of the future-dated salary increase on the Salary Assignment/Changes form (40-SCR).*

For practice, type '6.5' in the Percent Change text box.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:

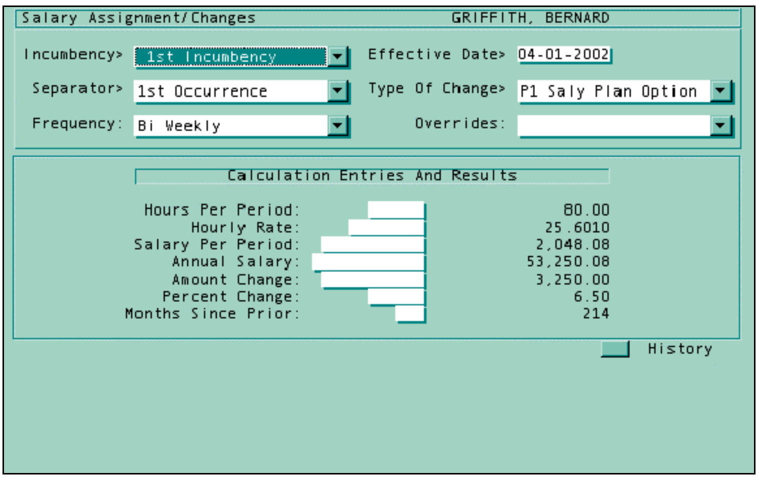


6. Click Save or press Enter

The proposed salary increase is converted to an actual salary increase. The result is immediately displayed on the employee's Salary Assignment/Changes form (40-SCR).

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods of entering salary changes ***(on page 185)***

For an explanation of converting salary budget data to an actual salary increase.

Recording Bonus Information

To record an employee bonus using the Bonus/Commission Information form (26-SCR), follow these steps:

Note: *This form is only used to record bonus/commission information and does not interact with the payroll information used to pay the employee bonus/commission unless modified to do so.*

1. Access the Bonus/Commission Information form (26-SCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Manage Employee Compensation
Task:	Bonuses and Commissions

Note: *To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

For practice, access the Bonus/Commission Information form (26-SCR) for employee 3008.

2. Select the HED Xref

Select the earning HED from the Bonus/Money Perq HED option list (SA029).

This text box is used to record the Payroll Hours, Earnings, or Deduction by which the bonus is paid to the employee.

For practice, select 'Bonus'.

3. Enter the Date Recorded

Type the award date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box is used to record the date on which the bonus was granted.

For practice, type a date that represents April 1 1998, for example, '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

4. Enter the Amount Awarded

Type the award amount using up to eight digits with two decimals, for example, 1,275.00 is entered as '1,275.' (or '127500').

This text box is used to record the amount of the bonus to be paid.

For practice, type '1,500.' in this text box.

5. Enter the Date Paid

Type the date of the payment in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box is used to record the check/pay run date of the bonus payment.

For practice, type a date that represents May 1 1998, for example, '05-01-1998' (US and Canada) or '01-05-1998' (elsewhere).

6. Select the Authorization Location

Select the authorization location from the Authorization Location option list (SA03).

This text box is used to record the plant, office, or department location where the bonus was authorized.

For practice, select 'Accounting Dept'.

7. Enter the Authorization By

Type an up-to-30-character name for the authorizing person, function, department, or other agency.

For practice, type 'J. P. Miller'.

8. Enter the Bonus/Commission Year

Type a two-digit year for which the bonus was granted.

For practice, type a year that represents 1998, for example, '98'.

9. Enter the Bonus/Commission Month

Type a two-digit month for which the bonus was granted.

This is the month to which the bonus applies. Generally, you will record a bonus-month or bonus-quarter to further define the bonus-year.

For practice, leave this text box blank.

10. Enter the Bonus/Commission Quarter

Type a single-digit quarter for which the bonus was granted.

This is the quarter to which the bonus applies. Generally, you will record either a bonus-month or bonus-quarter to further define the bonus-year.

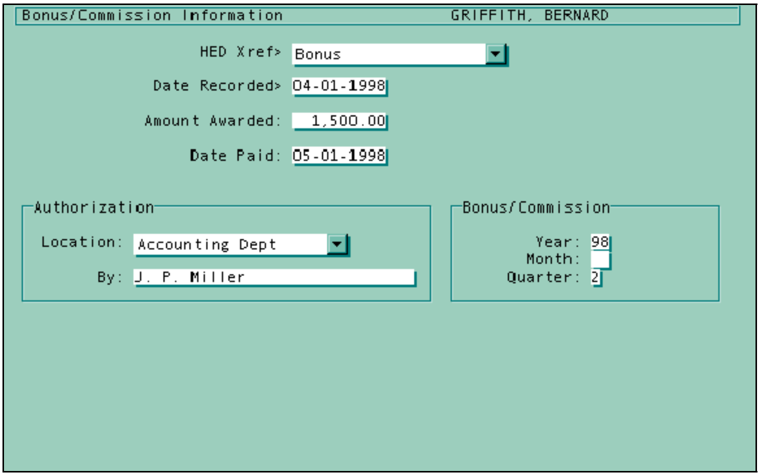
For practice, type '2'.

11. Click Save or press Enter

The employee bonus information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods of entering salary changes ***(on page 185)***

For an explanation of recording employee bonuses.

Recording monetary perquisites

To record an employee monetary perquisite using the Perquisites: Monetary form (27-SCR), follow these steps:

1. Access the Perquisites: Monetary form (27-SCR)

Access this form by making the following selection from the Navigator:

Component:	Employee Compensation
Process:	Manage Employee Compensation
Task:	Monetary Perquisites

*Note: To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

For practice, access the Perquisites: Monetary form (27-SCR) for employee 3008.

2. Select the HED Xref

Select the earning HED from the Bonus/Money Perq HED option list (SA029).

This text box is used to record the Payroll Hours, Earnings, or Deduction by which the monetary perquisite is paid to the employee.

For practice, select 'Housing Allowance'.

3. Enter the Date Awarded

Type the award date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box is used to record the date on which the monetary perquisite was awarded.

For practice, type a date that represents April 1 1998, for example, '04-01-1998' (US and Canada) or '01-04-1998' (elsewhere).

4. Enter the Amount Awarded

Type the award amount using up to eight digits with two decimals, for example, 455.00 is entered as '455.' (or '45500').

This text box is used to record the amount of the monetary perquisite to be paid each period.

For practice, type '25500'.

5. Enter the Start Field

Type the start date in the format YYMMDD (US and Canada) or YYDDMM (elsewhere). May 21, 1998, for example, is entered as '980521'(US and Canada) or '982105' (elsewhere).

This text box is used to record the date which, when reached, starts the automatic payment of the monetary perquisite.

For practice, type a date that represents May 1 1998, for example, '980501'(US and Canada) or '980105' (elsewhere).

6. Select the Stop Method

Select the stop method from the HED Stop Code option list (PP49). A detailed description of each option is displayed in the option list documentation.

This text box is used to record the method that will be used to determine when to stop the automatic payment of the monetary perquisite. Based on the selection that is made in this text box, the Stop text box will contain an amount or a date.

For practice, select 'Date'.

7. Enter the Stop Field

Type an up-to-six-digit amount or date that, when reached, will stop the automatic payment of the monetary perquisite.

Type a stop date in the format YYMMDD (US and Canada) or YYDDMM (elsewhere).

The format of an amount will depend on the entry selected in the Stop Method text box. A detailed description of each option and its associated amount format is displayed in the text box documentation.

For practice, type a date that represents November 1 1998, for example, '981101' (US and Canada) or '980111' (elsewhere).

8. Select the Active check box

Select the active check box to indicate that the perquisite is active and still being paid.

If you need to change the perquisite parameters, set the Active check box to inactive by deselecting it; then add a new perquisite with a new date and amount. Do this instead of changing the existing perquisite. This provides a running history of the perquisites.

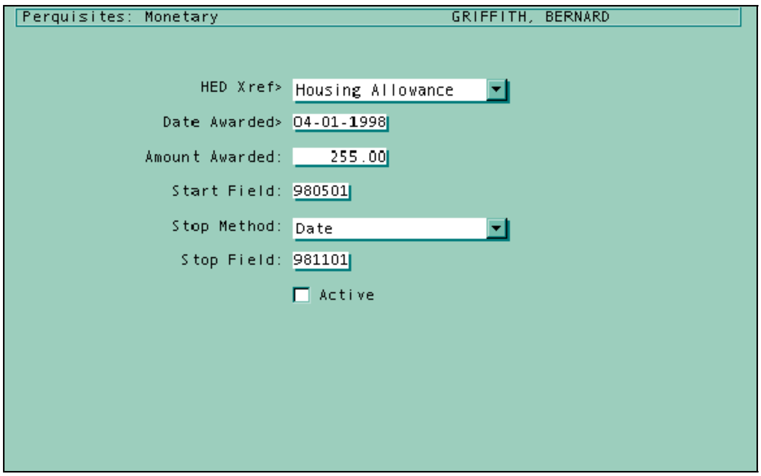
For practice, leave this text box blank.

9. Click Save or press Enter

The monetary perquisite information is recorded.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods of entering salary changes ***(on page 185)***

For an explanation of recording employee bonuses.

Scheduling a future salary review

To schedule a future salary review using the Scheduled Salary Review Data form (43-SCR), follow these steps:

1. Access the Scheduled Salary Review Data form (43-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Compensation
Process: Manage Employee Compensation
Task: Next Salary Review Date

Note: *To avoid copying preexisting information, you may clear the form by choosing: Actions Clear Fields.*

For practice, access the Scheduled Salary Review Data form (43-SCR) for employee 3008.

2. Enter the Next Review Date

Type the next review date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). May 21, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box contains the date of the next salary review to be performed.

For practice, type a date that represents one year from the employee's most recent review date, for example, '03-16-1999' (US and Canada) or '16-03-1999' (elsewhere).

3. Select the Type of Review

Select the type of review from the Salary Review Type option list (HR34).

This text box defines the type of salary review to be performed.

For practice, select 'Sal Review Annual'.

Note: *The remaining text boxes need to be recorded only when the review date is reached and the salary review form is sent out.*

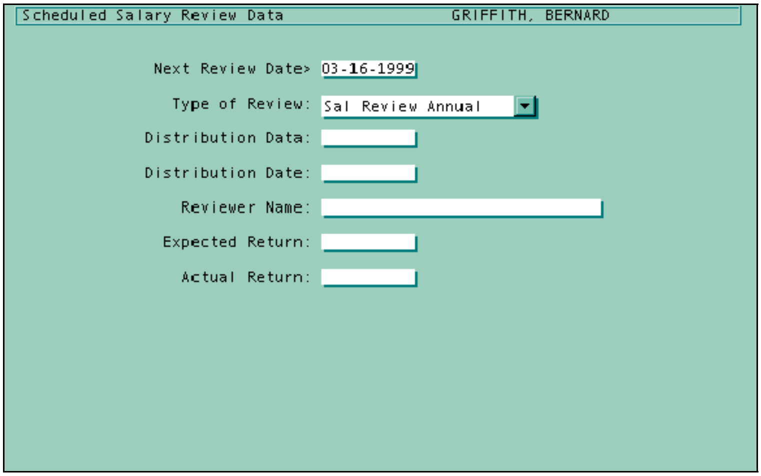
4. Click Save or press Enter

The next scheduled salary review date is recorded and may be used by these reports to determine who is eligible for a salary review:

- Scheduled Salary Reviews Within Selected Months report (59-RPT)
- Salary Review Authorization Form I (5O-RPT)
- Salary Review Authorization Form II (5P-RPT)

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Scheduled Salary Review Data GRIFFITH, BERNARD

Next Review Date> 03-16-1999

Type of Review: Sal Review Annual

Distribution Data:

Distribution Date:

Reviewer Name:

Expected Return:

Actual Return:

See also:

- Viewing future-dated salary changes ***(on page 186)***

For an explanation of scheduling future salary reviews.

Scheduling a future performance appraisal

To schedule a future performance appraisal using the Schedule/Track Performance Appraisals form (50-SCR), follow these steps:

1. Access the Schedule/Track Performance Appraisals form (50-SCR)

Access this form by making the following selection from the Navigator:

Component: Employee Development
Process: Track Performance Appraisals
Task: Next Performance Review Date

Note: To avoid copying preexisting information, you may clear the form by choosing: Actions Clear Fields.

For practice, access the Schedule/Track Performance Appraisals form (50-SCR) for employee 3008.

2. Enter the Date Scheduled

Type the scheduled date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). The 21st of May, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This is the date of the next performance appraisal to be performed.

For practice, type a date that represents one year from the employee's most recent review date, for example, '03-16-1999' (US and Canada) or '16-03-1999' (elsewhere).

3. Select the Type of Appraisal

Select the type of appraisal from the Appraisal Types option list (HR15).

This text box defines the type of performance appraisal to be performed.

For practice, select 'Annual Appraisal'.

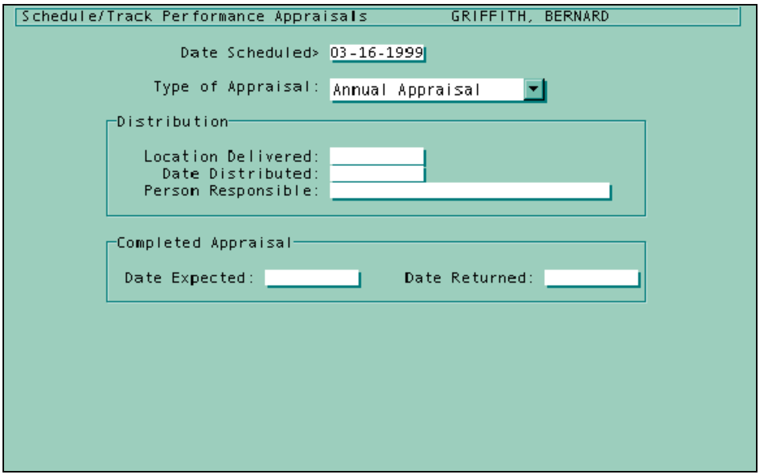
Note: *The remaining text boxes need to be recorded only when the review date is reached and the performance appraisal form is sent out.*

4. Click Save or press Enter

The next scheduled performance appraisal date is recorded. It may be used by the Performance Appraisal Distribution List for a Specified Month report to determine who is eligible for a performance appraisal.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Performance appraisal schedules ***(on page 188)***

For an explanation of scheduling future performance appraisals.

Extended Practice

Note: *You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.*

1. Record the annual performance appraisal results for employee 3023. Using a date that is one year from today's date, record a rating of '1-Outstanding' and then indicate the employee's promotability and relocation/travel preferences.

2. Convert this employee's Regular System Generated budgeted salary increase into a future-dated salary increase. Use the same budgeted salary increase date and a 12 percent increase. What effective date and new annual salary are displayed on the resulting salary change record?

3. Record a bonus of 2,300.00 for employee 3023 using the Bonus/Commission Information form (26-SCR).

Review of Questions Answered

1. How are performance appraisals used in the salary budget process?

2. What methods are available for recording salary increases?

PART 5

Post Salary Review Process

In This Section

CHAPTER 9

Analyzing the Results of the Review Process

In This Chapter

Introduction

Periodically the Wage and Salary Administration area reviews employee salaries to monitor whether salary increases have been awarded according to company policy, the salary budget guidelines, and compensation measures such as compa ratio and percentage of range penetration.

To aid in this task, Salary Administration provides online and reporting support to allow you to analyze salaries and projected increases on an individual or group basis.

You may view salary distribution by job and organization level as well as by performance appraisal rating. You can also produce salary budget to actual salary comparisons on a scheduled or as-needed basis to assist you in monitoring compliance with salary budget projections.

This section focuses on understanding the online and reporting tools available to analyze cost and performance results.

Tasks

This section explains the following:

- Viewing the results of a salary calculation
- Comparing salary plan to actual salary data

Prerequisites

Before you can begin to analyze the results of the review process, all the following tasks must be completed.

Set up Salary Administration option lists

Before any data are entered, you must ensure that all option lists are populated with your organization's specific Salary Administration values.

☞ *Refer to* **Option List Quick Reference** *(on page 343) for detailed information.*

Set up Control Numbers for all production organizations

Before any data are entered, you must ensure that Control Numbers have been selected and entered for each company using Salary Administration.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Set up salary plans

Before annual salary budgets can be set up, your salary plans must be established.

☞ *Refer to* **Setting Up Salary Plans** *(on page 41) for detailed information.*

Create the annual salary budget

Before annual salary budgets can be analyzed and finalized, you must ensure that annual salary budgets have been generated.

☞ *Refer to* **Creating Annual Salary Budgets for Employees** *(on page 101) for detailed information.*

Analyze and finalize the annual salary budget

Before the salary review process can begin, you must have analyzed and finalized the annual salary budget.

☞ *Refer to* **Reviewing and Finalizing Your Annual Salary Budget** *(on page 131) for detailed information.*

Administer the review process

Before you can enter the results of the review process, you must have already administered the review process.

☞ *Refer to* **Administering the Review Process** *(on page 155) for detailed information.*

Enter the results of the review process

Before you can analyze the results of the review process, you must have already entered the results of the review process.

☞ *Refer to* **Entering the Results of the Review Process** *(on page 181) for detailed information.*

Questions answered

The following questions are answered in this section:

1. What methods are available for analyzing the results of the review process?
2. What are the benefits of comparing salary budgets to actual salary increase amounts?

Overview of the review analysis process

Once the salary review process is completed and the results are recorded, you may need to periodically review and analyze the information for an employee or group of employees. Salary increase analysis allows you to monitor current employee compensation as compared with the corporation's proposed salary budget. You may even have a policy of monitoring and then updating the salary budget at specific points in the fiscal year.

You may decide that you need to review one or a combination of the reports provided by Cyborg to see how your budgeted projections varied or what you may need to change for next year's salary projections. There may be a need for a display of summary information for employee groups or you may want to display totals with embedded individual employee salary information.

The information that the system provides can specifically help you to analyze employee salary distribution by performance rating or by job. A summary salary analysis by salary grade is available. Any employee whose salary is over the maximum or under the minimum salary allowed by the salary grade can be reported as well. You may also want to monitor periods during which compensation incentive programs are in place, to learn whether employee job performance shows any improvement.

You can schedule monthly, quarterly, or as-needed reporting to satisfy your corporation's analysis requirements. You can also view individual employee salary grade and performance information online.

See also:

- ***Viewing the results of a salary calculation***

For detailed directions on viewing the results of a salary calculation.

Ways of analyzing cost results

As reviews occur and employee salary increases are entered, you will need to review the effects of the changes. You may do this online or by using the several reports that are available for this purpose.

Employee salary calculation information

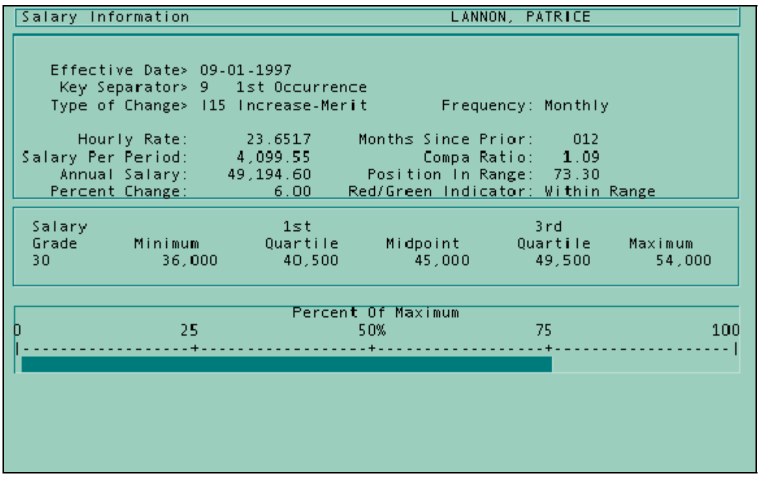
The effect of an employee's salary calculation can be viewed online as soon as the salary change entry has been completed.

The salary grade used in the form calculation is displayed on the form. The salary grade range is shown in steps or quartiles, whichever is appropriate.

Also displayed is the red/green indicator resulting from a comparison of an employee's salary with the maximum and minimum of the salary grade range for the grade associated with an employee's job assignment on the Job Assignment/Changes form (05-SCR).

A histogram shows the percent of maximum and graphically indicates where an employee's salary falls in the salary grade range.

In the following illustration, Patrice Lannon's most recent merit increase is represented on this display-only form. Her salary now represents a compa ratio of 1.09 and a position in range of 73.30. The red/green indicator shows that her salary is within the salary grade range. The histogram at the bottom of the form pictorially shows her salary's range penetration as a percent of maximum.



Salary Information LANNON, PATRICE

Effective Date> 09-01-1997
Key Separator> 9 1st Occurrence
Type of Change> I15 Increase-Merit Frequency: Monthly

Hourly Rate: 23.6517 Months Since Prior: 012
Salary Per Period: 4,099.55 Compa Ratio: 1.09
Annual Salary: 49,194.60 Position In Range: 73.30
Percent Change: 6.00 Red/Green Indicator: Within Range

Salary Grade	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
30	36,000	40,500	45,000	49,500	54,000

Percent Of Maximum
0 25 50% 75 100

☞ *Refer to* **Entering the Results of the Review Process** *(on page 181) for more information on how to enter salary changes.*

Cost results with summary information

You may produce reports that give you summary information about the cost results of the review process.

To display an analysis of the number and distribution of job appraisal ratings and the average percentage of salary change classified by job appraisal rating, run the Salary Increase Analysis report (1V-RPT). This report provides a count of increases/decreases per associated performance appraisal rating and the percentage of changes reported per performance appraisal rating. Use this report to analyze the overall percentage of employees by job type and the associated appraisal ratings. Ongoing analysis of this data may provide rating trends related to compensation incentive programs.

The following is a representation of the information included on the Salary Increase Analysis report (1V-RPT):

```
Ctrl   Ctrl   Ctrl   Ctrl   Job    Job Type Description       Rating:  1    2    3
4    5    7    8
Three  Four   Five   Six    Type

3030   4040   5050   6060   01     Salaried Exempt                     1    1
8
                                              Percent in Rating:     .00  .10  .10
.00  .80  .00  .00
                                              Merit Increases:       .00  .10  .10
.00  .80  .00  .00
```

To produce a statistical analysis of salary variances by job assignment within a salary grade for all active employees, run the Summary—Salary Analysis by Grade report (14-RPT). This report provides salary totals and averages for each job assignment within the salary grade. Use this report to compare your salary grades with industry standards.

The following is a representation of the information included on the Summary—Salary Analysis by Grade report (14-RPT):

```
Salary Geographic   Job      Job Title      Grade     Converted  Compa  Actual
Total    Average
Grade  Index      Code/Extent               Midpoint  Salary     Ratio  Salary
Employees  Actual

02     A          19260 0001 Billing Clerk   300.00   256.54      .86  13,340.00
                                                      325.00     1.08  16,900.00

TA Job Code Ext     00001                             581.54      .97  30,240.00
2      15,120.00
TA Job Code         19260                             581.54      .97  30,240.00
2      15,120.00
Salary Grade         02                               581.54      .97  30,240.00
2      15,120.00
```

To view an analysis of the distribution of salaries within a salary grade range by appraisal rating, use the Quartile Distribution by Appraisal Rating report (1W-RPT). Statistics are given for the number and percentage of employees falling below the minimum, over the maximum, and within each quartile of the salary grade range. Use this report to monitor the relationship between employee appraisal ratings and the associated salary grade range penetration.

The following is a representation of the information included on the Quartile Distribution by Appraisal Rating report (1W-RPT):

```
Ctrl  Ctrl  Ctrl  Ctrl  Salary ----- Grade Range -----   Below  First    Second
Third    Fourth   Above
Three Four  Five  Six   Grade Min     Mid      Max Rating Min   Quartile Quartile
Quartile Quartile Max

3030  4040  5050  6060   04  267.10   332.15   397.20  3
                                                          .00   100.00      .00
.00     .00     .00
```

To analyze the distribution of salaries within a salary grade range by job assignment, run the Quartile Distribution by Job Code report (1X-RPT). Statistics are given for the number and percentage of employees falling below the minimum, over the maximum, and within each quartile of the salary grade range. Use this report to monitor the relationship between employee job assignments and the associated salary grade range penetration.

The following is a representation of the information included on the Quartile Distribution by Job Code report (1X-RPT):

```
Ctrl  Ctrl  Ctrl  Ctrl  Salary ----- Grade Range ----- Job Below  First    Second
Third    Fourth   Above
Three Four  Five  Six   Grade  Min    Mid      Max  Code   Min    Quartile
Quartile Quartile Quartile Max

3030  4040  5050  6060   04   267.10 332.15  397.20 20002     1        1
                                                          50.00    50.00      .00
.00      .00     .00
```

Cost results with employee detail

You may need to view reports that display detailed information by employee as well as provide summary totals.

To provide information that alerts management when employee salaries are either above the maximum or below the minimum allowed within each employee's salary grade range, run the Over Maximum/Under Minimum report (17-RPT). Use this report to monitor and analyze range penetration and compensation activity for employees who fall below or exceed their salary grade range. This report can also be used to determine whether to decrease/increase certain salary ranges for the coming fiscal year.

The following is a representation of some of the information included on the Over Maximum/Under Minimum report (17-RPT):

```
Employee        Pay   Employee     *****Last Salary Change*********    Ratg
Rate Rat Range Compa
 Name           Freq  Number      Status Date     Typ Amt Chg   %Chg   Date
Typ  ing Penetr Ratio

Hall, Rhonda      2      2008     01  08-12-1996  I50 2,000.00  12.01  04-01-1996
JA    2 .00     .60
```

```
Sal:  18,650.00 Title: Accountant, Class II Grade 24   Compa Sal:  18,650.00  Min:
24,500 Max: 37,500
```

To view an analysis (with supporting employee detail) of salary treatment by job assignment within the organization levels, run the Salary Distribution by Job and Control Level report (11-RPT). This report displays totals by salary grade as well as averages by gender and for all employees in the salary grade. Salary grade range information is provided. Use this report to analyze salaries by job assignment.

The following is a representation of the information included on the Salary Distribution by Job and Control Level report (11-RPT):

```
Ctrl  Ctrl  Ctrl  Ctrl
Three Four  Five  Six

3030  4040  5050  6060

Job   Job Code          Salary  Table  --------------Salary Range Information ---
-------------------
Code  Extension Job Title Grade Type  Minimum  Level 2  Level 3  Midpoint  Level 5
Level 6  Maximum
15405   0001    Shipping…  S10  C     3.8083   4.0622   4.3161   4.5700    4.8239
5.0778   5.3317

                                              Date          Current        Compa
Position
                   Employee Name      Sex    In Job      Annual Salary     Ratio
In Range
                   Morris, Robert      M   08-01-1984     11,086.40        1.17
99.89
                   Pitaro, Joseph C.   M   02-15-1986      8,840.00         .93
28.99
                   Sweeny, Barbara     F   11-16-1983     10,201.88        1.07
71.98

                               Average for all females:   10,201.88        1.07
71.98
                               Average for all males:      9,963.20        1.05
64.44
                               Average for all employees: 10,042.76        1.06
66.95
```

To provide an analysis (with supporting employee detail) of salary treatment by time in the job within a performance appraisal, run the Salary Distribution by Performance/Time-In Job report (1Y-RPT). This report displays the total number of employees in each rating value type. Use this report to evaluate the frequency of performance appraisal based on time in the job for individuals or departments.

The following is a representation of the information included on the Salary Distribution by Performance/Time-In Job report (1Y-RPT):

```
Ctrl  Ctrl  Ctrl  Ctrl  Empl Name      Empl            Salary Compa  Annual
Time-in Pct  Salary
Three Four  Five  Six                  Nbr  Job Title  Grade  Ratio  Salary   Job
Chg  Effective

3030  4040  5050  6060 Johnson, Walter 1255 Accnt Clrk S16    1.01  20,111.00
```

```
030510  7.00 08-01-1996
3030  4040  5050  6060 Adams, Richard  1117 Purch Mgr  30     .85   38,221.00
021013 10.59 01-01-1996
```

If you recorded monetary perquisites for employees, you can review and analyze the cost effect by viewing the Monetary Perquisite Information report (3E-RPT). This report provides a list of employees who have been awarded monetary perquisites.

The following is a representation of the information included on the Monetary Perquisite Information report (3E-RPT):

```
Perq HED                  Employee Perq Date  Perq Amt  Perq Start  Perq Stop
Perq Stop  Active Perq
Xref/Name  Employee Name  Number   Awarded    Awarded   Field       Code
Field      Switch

005 Bonus  Altman, Stuart 4020     01-01-1996 1,250.00  19960414     1
19960414     Y
005 Bonus  Bishop, Maria  3021     03-15-1996 1,700.00  19960415     1
19960415     Y
```

Ways of analyzing performance results

Although the reports that are used to analyze cost results contain employee performance information, you may want to review the statistics provided by reporting that is specifically focused on the performance rating information.

To produce two major sets of statistics to aid the Wage and Salary Administration area in planning and developing their future merit increase policy and resulting matrices, run the Employees by Rating and Range Categories report (5F-RPT). This report categorizes all active employees by performance rating and position in range. Use this report to monitor employee performance appraisal results and the range penetration by organization level.

The following is a representation of the information included on the Employees by Rating and Range Categories report (5F-RPT).

```
---------Controls--------                                      Number of
Three Four Five Six       Rating / Range Value                 Employees
Percentage

 3030 4040 5050 6060      1 - Outstanding
                          2 - Above Average                          7
38.89
                          3 - Average                                5
27.78
                          4 - Satisfactory
                          5 - Needs Improvement
                          8 - Not Rated                              6
33.33
                                                  Totals:           18
100.00

                          Range Category
                          First Quartile                             8
44.44
                          Second Quartile                            2
11.11
                          Third Quartile                             3
16.67
                          Fourth Quartile                            5
27.78
                                                  Totals:           18
100.00
```

Salary budget to actual salary comparisons

You can monitor salary costs at any time during the fiscal year by periodically comparing the proposed salary budget with the actual employee salary increases.

To compare salary budget data with actual salary increases with effective dates that fall within the salary plan year, run the Salary Plan to Actual Comparison report (5J-RPT).

This report displays an entry for each employee, indicating the salary variance figures. Depending on your needs, you can first view the corporate totals to see the total variance and then analyze the variances for individual employees. Use this report to monitor compliance with the proposed salary budget and any variances that may affect the salary budget for the remainder of the salary plan year.

The following is a representation of the information included on the Salary Plan to Actual Comparison report (5J-RPT):

```
-------Controls-------               Emp              Rat --Prior Year Salary --
--- Current Activity ---
Three Four Five Six   Employee Name  Nbr   Job Title   ing   Date       Annual
Date         Status

3388  4488 5508 6608  Kwong, Alan    2004  Exec Sales  3   07-15-1996   77,840.00
06-30-1995   Actv-Sal
Budget: 1  10-01-97  6.50 82,899.60  Actual: 02-01-1997  4.00  87,180.84
Variance: -2.50  4,281.24
```

Apply the Concept
Of the reports available for analyzing the cost and performance results of the review process, which ones will your organization schedule for regular review, and why?

Apply the Concept
How will your organization use the comparison of salary plan to actual salary data?

See also:

- Comparing salary plan to actual salary data ***(on page 224)***

For detailed directions on comparing a salary plan to actual salary data.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will view the salary calculation results for employee 3008. Although report parameter explanations are included in Task 2 for your convenience, you are not expected to run this report as part of the Guided Practice.

You must have completed the Guided Practices in the prior sections to guarantee the successful completion of the Guided Practice that follows.

Viewing the results of a salary calculation

To view the results of a salary calculation using the Salary Information form (41-SCR), follow this step:

Access the Salary Information form (41-SCR)

Access this form by making the following selection from the Navigator:

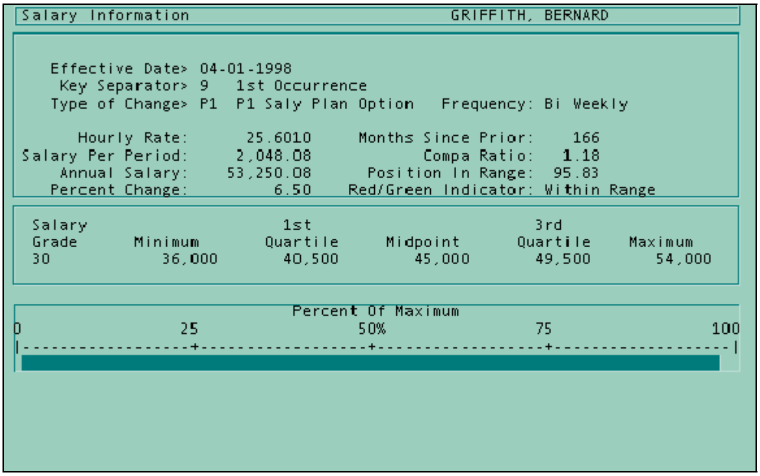
Component:	Employee Compensation
Process:	Manage Employee Compensation
Task:	View Salary/Range Information

The Salary Information form (41-SCR) displays the calculated results of entries made to the Salary Assignment/Changes form (40-SCR) for an employee's new compa ratio and position in range.

This is a display-only form. Calculations may not be updated on this form.

For practice, access the Salary Information form (41-SCR) for employee 3008.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Overview of the review analysis process ***(on page 215)***

For an explanation of how this form is used to view the results of the salary calculation.

Comparing salary plan to actual salary data

To compare salary plan to actual salary data using the Salary Plan to Actual Comparison report (5J-RPT), complete the report schedule by entering the following report parameters:

☞ *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

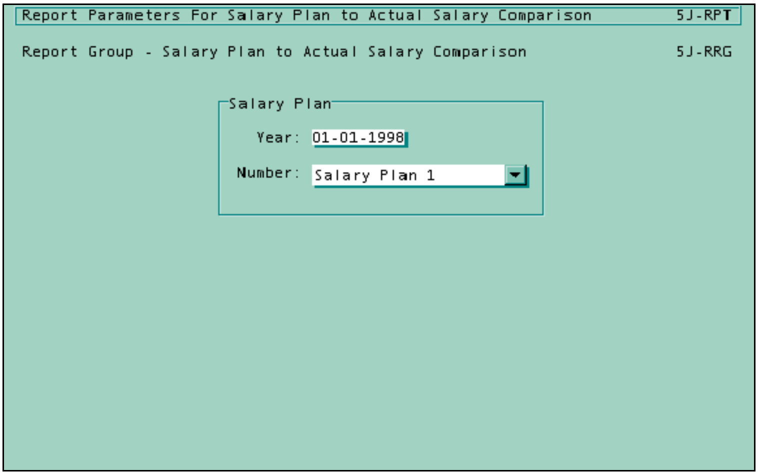
1. Enter the Salary Plan Year

Type the salary plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This date identifies the salary plan year for which employee current salary or increases (decreases) will be listed. This is also the plan year used to select the budget data to be included in the report.

2. Select the Salary Plan Number

Select the salary plan number from the Plan/actual Switches option list (SA01). This is the salary plan number used to select the budget data to be included in the report.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Salary Plan to Actual Comparison report (5J-RPT) provides a comparison of salary plan budget data to actual salary increases awarded with effective dates that fall within the salary plan year.

See also:

- Salary budget to actual salary comparisons ***(on page 222)***

For an explanation of how this report is used in salary budget to actual salary comparisons.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Note the effect of employee 3023's future-dated salary increase on his salary's compa ratio and position in range using the Salary Information form (41-SCR). Is this employee's salary within the range?

2. Process the Salary Plan to Actual Comparison report (5J-RPT). In the parameter record, use January 1 of next year as the salary plan year start date and select 'Salary Plan 2' as the salary plan number. Note the information displayed for employee 3023.

Review of Questions Answered

1. What methods are available for analyzing the results of the review process?

2. What are the benefits of comparing salary budgets to actual salary increase amounts?

CHAPTER 10

Regenerating Salary Grades

In This Chapter

Introduction

Once the salary review process is completed and you have analyzed the outcome, the results may indicate that some employees are either above or below the assigned salary grade range. The current salary grade information may need to be updated in order to perform a more accurate salary analysis. You may also find it necessary to adjust your existing salary grades to account for changes in market value conditions.

For example, once a year the salary grades may be reviewed by your corporation. You may find that only certain salary grades should be increased or that all salary grades should be increased by a percentage or a flat monetary amount. Salary grades can then be regenerated according to your organization's policies and procedures. You may change the salary grades manually or set up the parameters that will allow you to regenerate them automatically.

☞ *Refer to* **Analyzing the Results of the Review Process** *(on page 211) for more information about analyzing the results of the review process.*

This section focuses on the options available for updating your existing salary grades.

Tasks

This section explains the following:

- Setting up a salary grade percent increase
- Viewing the salary grades to benchmark jobs cross-reference
- Regenerating salary grades by percent increase
- Setting up a salary grade formula increase
- Regenerating salary grades by the formula increase
- Recalculating employee salary grade information

Prerequisites

Before you can regenerate salary grades and recalculate employee salary grade information, the following HR Recordkeeping tasks should be considered for completion:

Set up Salary Grade tables

Before regenerating salary grades, you must ensure that the Salary Grade tables of your choice have been established.

Set up Job Code tables

Before regenerating salary grades, it is important that you establish Job Code tables that incorporate a salary grade designation.

Set up Job Points tables---optional

Before regenerating salary grades, you may optionally establish Job Points tables to provide formula information for the salary grade regeneration.

Record employee job assignments

Before recalculating employee salary grade information, it is important that you assign a job designation to each employee on the Job Assignment/Changes form (05-SCR).

Record employee salary assignments

Before recalculating employee salary grade information, it is important that you assign an initial salary to each employee on the Salary Assignment/Changes form (40-SCR).

Questions answered

The following questions are answered in this section:

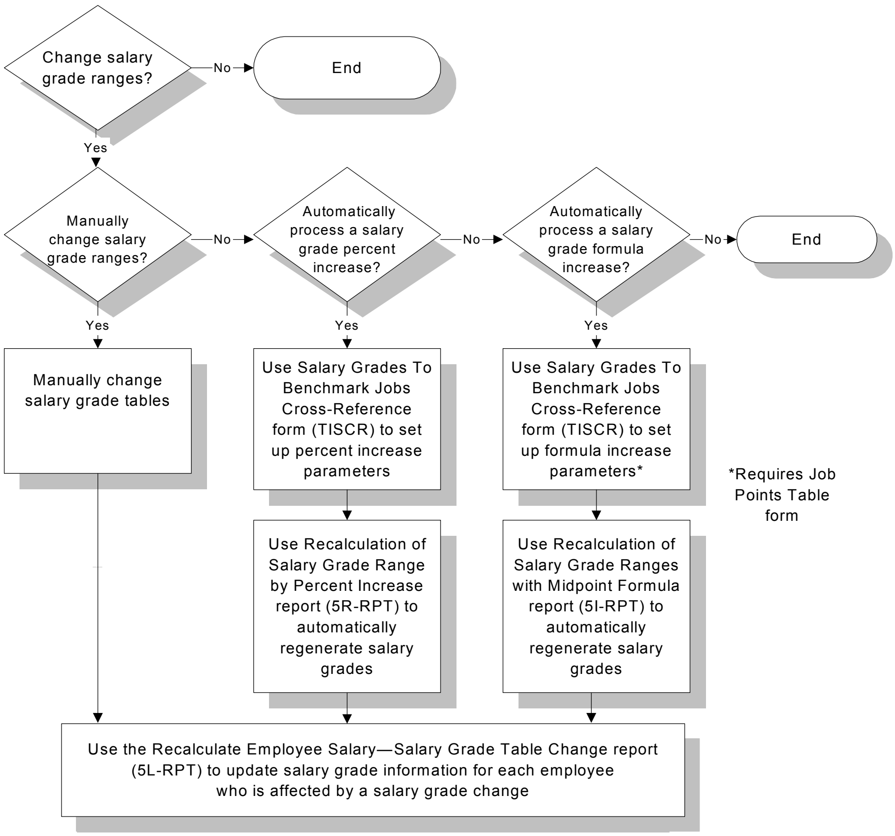
1. Why regenerate salary grades?
2. What methods are available for updating salary grades?
3. What process needs to occur to reflect the results of the salary grade regeneration at the employee level?

Salary grade regeneration methods and results

Once you have reviewed your salary grades and recommended the appropriate changes, you can recalculate the salary grade ranges in three ways:

- Manually enter Salary Grade tables with new effective dates
- Establish a percent increase and regenerate the salary grades automatically
- Establish a formula increase and regenerate the salary grades automatically

The following diagram illustrates the tasks needed to complete each salary grade recalculation:



Manual entry of salary grade changes

If very few salary grades require updating or you want to make different percentage or amount changes to several salary grades, you may change them manually.

Make the changes to your existing salary grades and enter a new effective date using one or more of the following Salary Grade tables:

- Salary Grade—Annual (TBASCR)
- Salary Grade—Per Pay Period (TBBSCR)
- Salary Grade—Hourly (TBCSCR)

Refer to the Using Human Resources Administration documentation for detailed instructions on making these table entries.

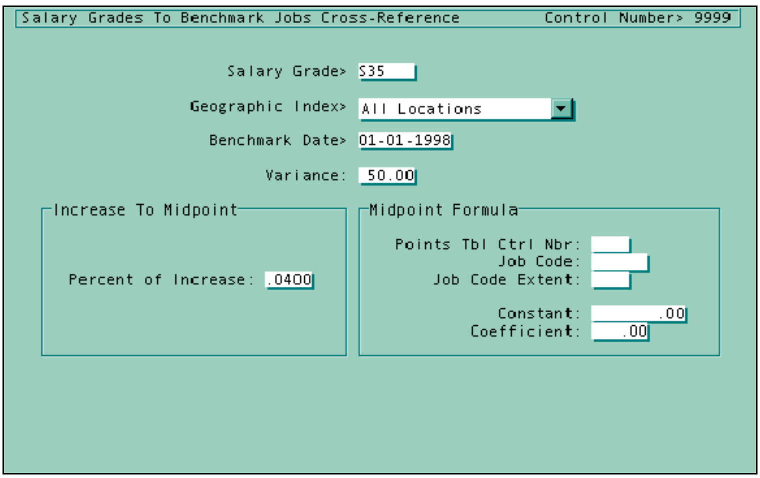
Automatic percent changes to salary grade midpoints

If you need to apply an across-the-board percent increase to the midpoint of your current salary grades and then recalculate the ranges, two steps are required:

1. Set up the percent increase to be applied to the midpoint of your current salary grade
2. Regenerate the salary grade with the new range information

To set up the percent increase, use the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR) to create a table record for each salary grade to be recalculated. You must complete the first four text boxes and the Increase To Midpoint Percent of Increase text box. The Benchmark Date text box on this table will be used as the effective date of the new Salary Grade table record when it is regenerated.

In the form example that follows, salary grade S35 has been set up to calculate a 4 percent increase to the midpoint of the current salary grade, with a variance of 50 percent from the minimum to the maximum of the salary grade:


Salary Grades To Benchmark Jobs Cross-Reference   Control Number> 9999

Salary Grade> S35
Geographic Index> All Locations
Benchmark Date> 01-01-1998
Variance: 50.00

Increase To Midpoint
Percent of Increase: .0400

Midpoint Formula
Points Tbl Ctrl Nbr:
Job Code:
Job Code Extent:
Constant: .00
Coefficient: .00

You can review the cross-reference entries online or on hard copy by using the following programs:

- Salary Grades/Benchmark Table form (TIISCR)
- Salary Grades To Benchmark Jobs Cross-Reference Records report (9I-RPT)

To regenerate the salary grade values based on a percent increase applied to the midpoint value of the old salary grade, use the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). Once the new midpoint value is determined, this program calculates the minimum and maximum values based on a variance percentage that you specify on the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR). Internal quartile or values are then proportionately calculated based on the Salary Grade table type (annual, per pay period, or hourly) and the number of quartiles or steps.

The Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) then generates a Salary Grade table record that contains the new calculated values and the new date. An audit report lists the new Salary Grade table records generated.

See also:

■ Setting up a salary grade percent increase ***(on page 238)***
For detailed directions on setting up a salary grade percent increase.

■ Viewing the salary grades to benchmark jobs cross-reference ***(on page 240)***
For detailed directions on viewing the salary grades to benchmark job cross-reference.

■ Regenerating salary grades by percent increase ***(on page 241)***
For detailed directions on regenerating salary grades by percent increase.

Automatic formula changes to salary grade midpoints

If you want to update multiple salary grades by applying an increase formula to the midpoint of your current salary grade and then recalculating the salary grade, two steps are required:

1. Set up the values to be used in the increase formula to be applied to the midpoint of your current salary grade
2. Regenerate the salary grade with the new range information

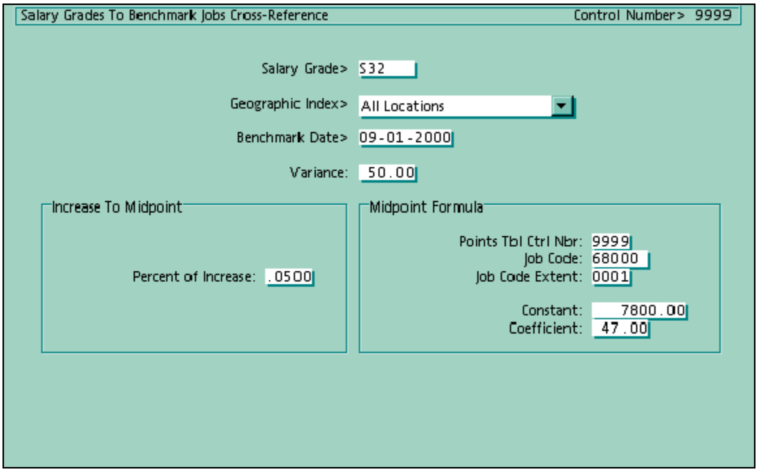
To set up the formula increase, use the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR) to create a table record for each salary grade to be recalculated. You must complete the first four text boxes and all the text boxes in the Midpoint Formula group box. The Benchmark Date text box on this table will be used as the effective date of the new Salary Grade table record when it is regenerated.

The formula for the midpoint increase is based on a constant, a coefficient, and the total points from a benchmark job, as shown in the following illustration:

```
CONSTANT + (TOTAL POINTS x COEFFICIENT) = NEW MIDPOINT
```

The Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR) allows the entry of the constant and the coefficient, which are customer-determined values for this formula. The system-generated total points are accessed from the Job Points Table form (TC-SCR).

In the following form example, salary grade S32 has been set up to calculate a formula increase to the midpoint of the current salary grade:


Salary Grades To Benchmark Jobs Cross-Reference   Control Number> 9999

Salary Grade> S32

Geographic Index> All Locations

Benchmark Date> 09-01-2000

Variance: 50.00

Increase To Midpoint

Percent of Increase: .0500

Midpoint Formula

Points Tbl Ctrl Nbr: 9999

Job Code: 68000

Job Code Extent: 0001

Constant: 7800.00

Coefficient: 47.00

This form example shows a formula increase that has a variance of 50 percent from the minimum to the maximum of the salary grade. The benchmark job code/job code extent is 68000-0001 and the total job points stored on the Job Points Table form (TC-SCR) for that job code/job code extent is 1500. The constant has been set at 7800.00 and the coefficient at 47.00. So the resulting formula for this increase is:

```
7800.00  +  (1500  x  47.00)  =  78,300.00 (new midpoint)
```

You can review the cross-reference entries online or on hard copy by using the following programs:

- Salary Grades/Benchmark Table form (TIISCR)
- Salary Grades To Benchmark Jobs Cross-Reference Records report (9I-RPT)

To regenerate the salary grade values based on an increase formula applied to the midpoint value of the old salary grade, use the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

Once the new midpoint value is determined, this program calculates the minimum and maximum values based on a variance percentage that you specify on the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR). Internal quartile or values are then proportionately calculated based on the Salary Grade table type (annual, per pay period, or hourly) and the number of quartiles or steps.

The Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) then generates a Salary Grade table record that contains the new calculated values and the new date. An audit report is produced listing the new Salary Grade table records generated.

Apply the Concept

Which method(s) of regenerating salary grades would be most effective in your organization, and why?

See also:

- ***Setting up a salary grade formula increase***

For detailed directions on setting up a salary grade formula increase.

- Regenerating salary grades by the formula increase ***(on page 246)***

For detailed directions on regenerating salary grades by the formula increase.

Updating employee salary information

Once the salary grades have been regenerated, the results must be applied to each employee record that is affected. Until this takes place, employee salary information continues to be compared with the prior salary grade values on all reports.

Regardless of whether the salary grades were updated manually or automatically, the Salary Information form (41-SCR) will calculate and display the updated information. However, the updated information you see on that form is not permanently stored on the employee record until this one additional task is performed.

Applying the results to the employee's salary grade values can be done automatically by a batch program that examines each employee record and determines if the employee's current salary grade has changed.

If the employee's salary grade has changed, the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) generates a new employee Salary Assignment/ Changes form (40-SCR). The record contains a change type that indicates that a table change has caused the creation of this record, and an effective date equal to the Salary Grade table date.

All salary data are propagated, as is, from the most current salary record. No employee salary increase or decrease results from the generation of this salary form. The employee's compa ratio, position in range, and red/green indicator values are recalculated using the new Salary Grade table record values.

The Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) produces an audit listing of all employee records for which a new salary assignment record was created.

Apply the concept

Once salary grades are regenerated, what additional task must be completed so that salary grade changes will be reflected at the employee level?

See also:

- Recalculating employee salary grade information ***(on page 247)***

For detailed directions on recalculating employee salary grade information.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice

In the Guided Practice for this section, you will set up a salary grade percent increase for salary grade 30 for 5.5 percent and then view the increase table online. You will then set up a salary grade formula increase for salary grade 34. Although report parameter explanations are included in several tasks for your convenience, you are not expected to run these reports as part of the Guided Practice.

Setting up a salary grade percent increase

To set up a salary grade percent increase using the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR), follow these steps:

1. Access the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Benchmark Jobs For Salary Admin

Note: *To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

For practice, access the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR).

2. Enter the Salary Grade

Type an up-to-six-character salary grade designation. The value in this text box must match an existing salary grade on one of the Salary Grade tables.

For practice, type '30'.

3. Select the Geographic Index

Select a geographic range value from the Geographic Range option list (HR66).

The geographic index further identifies the salary grade to which this record applies. If your organization uses only one geographic index value, select that value in this text box.

If multiple salary grade ranges are established for the same salary grade based on geographic index variations, you must establish matching Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR), one for each unique salary grade/geographic index.

For practice, select 'All Locations'.

4. Enter the Benchmark Date

Type the benchmark date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). The 21st of May, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box is the effective date that will be used on the recalculated Salary Grade table.

Note: *When recalculating Salary Grade tables, it may be necessary to differentiate Salary Grades To Benchmark Jobs Cross-Reference forms (TI-SCR) used by the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) from records used by the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) if the Salary Grade table records exist under the same Control Number. For example, you may be recalculating some Salary Grade table records by midpoint on the Salary Grade Ranges with Midpoint Formula report (5I-RPT) and others by percent increase on the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). It is suggested you use a different effective date, even if it differs by just one day, for example, '19980301' versus '19980302'.*

For practice, type a date that represents June 1 1998, for example, '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

5. Enter the Variance

Type an up-to-five-digit variance with two decimals. For example, enter 55.75 as '55.75' (or '5575').

This value is used to calculate the minimum and the maximum of the new salary grade. It is required if you are recalculating the Salary Grade tables using either the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) or the Recalculation Of Salary Grade Range By Percent Increase report (5R-RPT).

For practice, type '4000'.

6. Enter the Percent of Increase

Type an up-to-four-digit midpoint percentage of increase with four decimals. For example, enter 4.5 percent as '450' (or '.045').

This is the percent increase recalculation for a salary grade range value. This text box is required when recalculating Salary Grade tables using the Recalculation Of Salary Grade Range By Percent Increase report (5R-RPT).

For practice, type '550'.

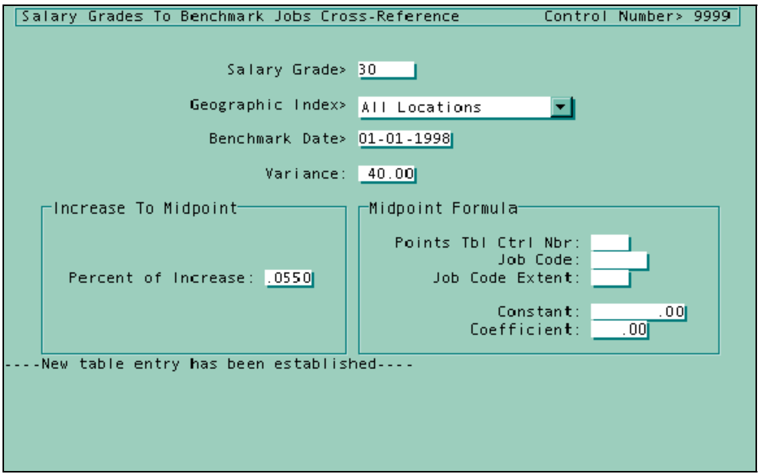
Note: The remaining text boxes on this form are used only for regeneration of the salary grades using the midpoint formula calculation. Leave them blank if you are using the percent increase calculation.

7. Click Save or press Enter

The variables for the salary grade midpoint percent calculation are established. These data may be used by the Recalculation Of Salary Grade Range By Percent Increase report (5R-RPT) to recalculate the salary grade ranges automatically.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Salary Grades To Benchmark Jobs Cross-Reference Control Number> 9999
Salary Grade> 30
Geographic Index> All Locations
Benchmark Date> 01-01-1998
Variance: 40.00
Increase To Midpoint
Percent of Increase: .0550
Midpoint Formula
Points Tbl Ctrl Nbr:
Job Code:
Job Code Extent:
Constant: .00
Coefficient: .00
----New table entry has been established----

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For an explanation of the use of this form to set up a percent midpoint increase.

Viewing the salary grades to benchmark jobs cross-reference

To view the salary grades to benchmark jobs cross-reference using the Salary Grades/Benchmark Table form (TIISCR), complete this step:

Access the Salary Grades/Benchmark Table form (TIISCR)

Access this form by making the following selection from the Navigator:

Component: HR Setup
Process: Setup HR Rules
Task: Benchmark Jobs For Salary Admin

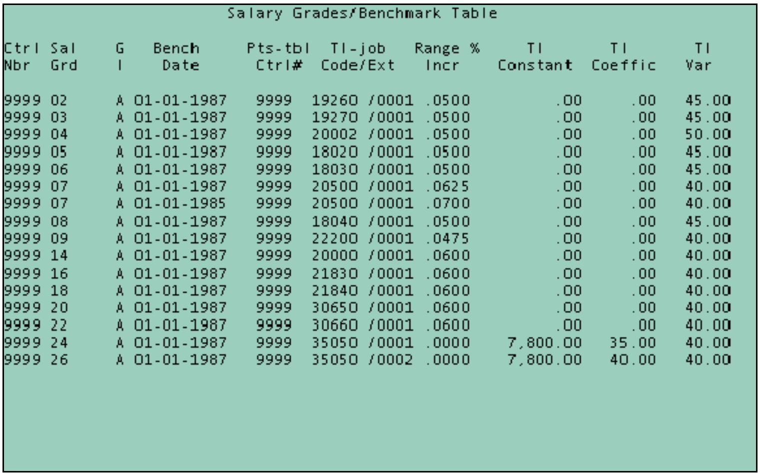
For practice, access the Salary Grades/Benchmark Table form (TIISCR).

The Salary Grades/Benchmark Table form (TIISCR) displays up to 16 table records on each form. Click Save or press Enter to see the next form of records.

A '---COMPLETE---' message appears when all the records on file have been viewed.

Maintenance may not be performed using this form—it is for viewing records in Display mode only.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Salary Grades/Benchmark Table

Ctrl Nbr	Sal Grd	G I	Bench Date	Pts-tbl Ctrl#	TI-job Code/Ext	Range % Incr	TI Constant	TI Coeffic	TI Var
9999	02	A	01-01-1987	9999	19260 /0001	.0500	.00	.00	45.00
9999	03	A	01-01-1987	9999	19270 /0001	.0500	.00	.00	45.00
9999	04	A	01-01-1987	9999	20002 /0001	.0500	.00	.00	50.00
9999	05	A	01-01-1987	9999	18020 /0001	.0500	.00	.00	45.00
9999	06	A	01-01-1987	9999	18030 /0001	.0500	.00	.00	45.00
9999	07	A	01-01-1987	9999	20500 /0001	.0625	.00	.00	40.00
9999	07	A	01-01-1985	9999	20500 /0001	.0700	.00	.00	40.00
9999	08	A	01-01-1987	9999	18040 /0001	.0500	.00	.00	45.00
9999	09	A	01-01-1987	9999	22200 /0001	.0475	.00	.00	40.00
9999	14	A	01-01-1987	9999	20000 /0001	.0600	.00	.00	40.00
9999	16	A	01-01-1987	9999	21830 /0001	.0600	.00	.00	40.00
9999	18	A	01-01-1987	9999	21840 /0001	.0600	.00	.00	40.00
9999	20	A	01-01-1987	9999	30650 /0001	.0600	.00	.00	40.00
9999	22	A	01-01-1987	9999	30660 /0001	.0600	.00	.00	40.00
9999	24	A	01-01-1987	9999	35050 /0001	.0000	7,800.00	35.00	40.00
9999	26	A	01-01-1987	9999	35050 /0002	.0000	7,800.00	40.00	40.00

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For a description of using this form to view cross-reference records.

Regenerating salary grades by percent increase

To regenerate salary grades by percent increase using the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT), complete the report schedule by entering the following report parameters:

Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the Effective Date

Type the effective date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This date is used to cross reference the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) on which the recalculated salary grade midpoint value is based.

Note: *When recalculating Salary Grade tables, it may be necessary to differentiate Salary Grades to Benchmark Jobs Cross-Reference forms (TI-SCR) used by the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) from records used by the Salary Grade Ranges with Midpoint Formula report (5I-RPT) if the Salary Grade table records exist under the same Control Number. For example, you may be recalculating some Salary Grade table records by midpoint on the Salary Grade Ranges with Midpoint Formula report (5I-RPT) and others by percent increase on the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). It is suggested you use a different effective date, even if it differs by just one day, for example, '19980301' versus '19980302'.*

2. Enter the TI/TB Control Nbr

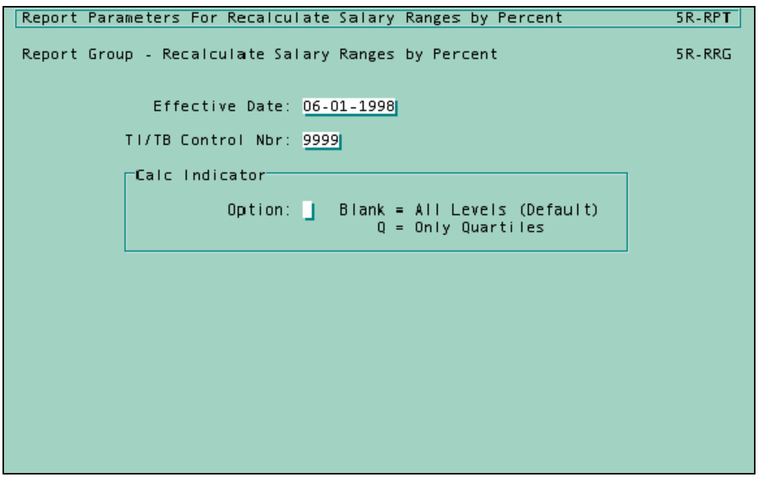
Type an up-to-four-character table Control Number to cross reference the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) to the Salary Grade tables for the recalculations.

3. Enter the Calc Indicator Option

Type a one-character calculation indicator option.

This option determines whether only quartiles or all the salary steps within a range are to be calculated. Leave this text box blank to calculate all the salary steps within a range. Type 'Q' in this text box to calculate only quartiles.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) regenerates salary grade values based on a percent increase applied to the midpoint value of the old salary grade. The report then generates a new Salary Grade table record with the newly calculated values and the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) benchmark date as the Salary Grade table date.

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For an explanation of the use of this program to regenerate salary grades.

Setting up a salary grade formula increase

To set up a salary grade formula increase using the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR), follow these steps:

1. Access the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR)

Access this form by making the following selection from the Navigator:

Component:	HR Setup
Process:	Setup HR Rules
Task:	Benchmark Jobs For Salary Admin

Note: *To avoid copying preexisting information, you may clear the form by choosing: **A**ctions **C**lear Fields.*

For practice, access the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR).

2. Enter the Salary Grade

Type an up-to-six-character salary grade designation. The value in this text box must match an existing salary grade on one of the Salary Grade tables.

For practice, type '34'.

3. Select the Geographic Index

Select a geographic range value from the Geographic Range option list (HR66).

The geographic index further identifies the salary grade to which this record applies. If your organization uses only one geographic index value, select that value in this text box.

If multiple salary grade ranges are established for the same salary grade based on geographic index variations, you must establish matching Salary Grades to Benchmark Jobs Cross-Reference forms (TI-SCR), one for each unique salary grade/geographic index.

For practice, select 'All Locations'.

4. Enter the Benchmark Date

Type the benchmark date in the format CCYYMMDD or MM-DD-CCYY (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). The 21st of May, 1998, for example, is entered as '19980521' or '05-21-1998' (US and Canada) or '19982105' or '21-05-1998' (elsewhere).

This text box is the effective date that will be used on the recalculated Salary Grade table.

Note: When recalculating Salary Grade tables, it may be necessary to differentiate Salary Grades to Benchmark Jobs Cross-Reference forms (TI-SCR) used by the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) from records used by the Salary Grade Ranges with Midpoint Formula report (5I-RPT) if the Salary Grade table records exist under the same Control Number. For example, you may be recalculating some Salary Grade table records by midpoint on the Salary Grade Ranges with Midpoint Formula report (5I-RPT) and others by percent increase on the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). It is suggested you use a different effective date, even if it differs by just one day, for example, '19980301' versus '19980302'.

For practice, type a date that represents June 2 1998, for example, '06-02-1998' (US and Canada) or '02-06-1998' (elsewhere).

5. Enter the Variance

Type an up-to-five-digit variance with two decimals. For example, enter 55 as '55.' (or '5500').

This value is used to calculate the minimum and the maximum of the new salary grade. It is required if you are recalculating the Salary Grade tables using either the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) or the Recalculation Of Salary Grade Range By Percent Increase report (5R-RPT).

For practice, type '5000'.

6. Enter the Points Tbl Ctrl Nbr

Type an up-to-four-position Control Number in this text box.

This is the Control Number of the Job Points Table form (TC-SCR) for the Job Code and Job Code Extent text boxes pointed to by this table record.

Note: If you are unsure of the Control Number value, access the Company-To-Rules Cross-Reference for HR form (AX-SCR) and view the value in Benchmark Jobs text box.

This text box is required if you are recalculating Salary Grade tables using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

For practice, type '9999'.

7. Enter the Job Code

Type an up-to-six-character job code in this text box.

This text box identifies the job used as the benchmark for this salary grade. This information is used to determine the total job points used in the midpoint formula for recalculating the Salary Grade tables.

The job code entered in this text box must match an existing job code/job code extent combination established on the Job Code Table form (TA-SCR). This text box is required if you are recalculating Salary Grade tables using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

For practice, type '68000'.

8. Enter the Job Code Extent

Type an up-to-four-character job code extent in this text box.

This value is an extension of the job code entered in the prior text box. The job code/job code extent value entered here must match an existing job code/job code extent established on the Job Code Table form (TA-SCR).

This text box is required if you are recalculating Salary Grade tables using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

☞ For practice, type '0001'.

9. Enter the Constant

Type an up-to-eight-digit constant with two decimals. For example, 5,900.50 is entered as '5,900.5' (or '590050').

This customer-defined value is used in the midpoint recalculation formula for salary grade values.

This text box is required if you are recalculating a Salary Grade table using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

For practice, type '780000'

10. Enter the Coefficient

Type an up-to-five-digit coefficient with two decimals. For example, 35.5 is entered as '35.5' (or '3550').

This customer-defined value is used in the midpoint recalculation formula for salary grade values.

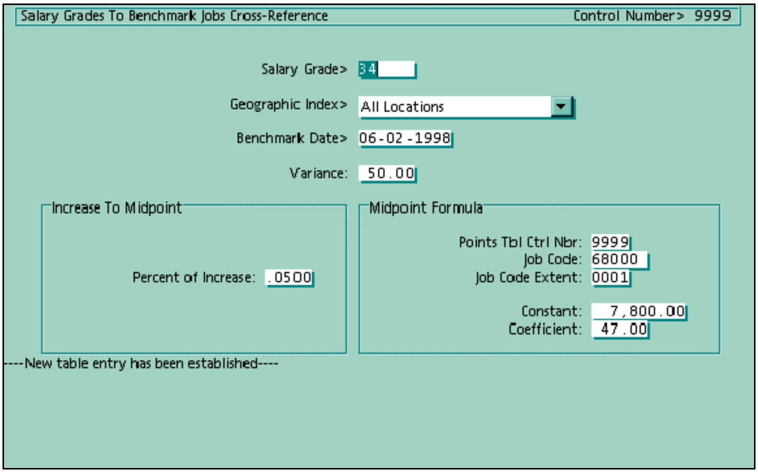
This text box is required if you are recalculating a Salary Grade table using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT).

For practice, type '4700'.

11. Click Save or press Enter

The variables for the salary grade midpoint percent calculation are established. These data may be used by the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) to automatically recalculate the salary grades.

For practice, click Save or press Enter.



See also:

- Salary grade regeneration methods and results ***(on page 232)***

For an explanation of the use of this form to set up a formula midpoint increase.

Regenerating salary grades by the formula increase

To regenerate salary grades by the formula increase using the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT), complete the report schedule by entering the following report parameters:

Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the Effective Date

Type the effective date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box represents the date to cross-reference to the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) on which the recalculated salary grade midpoint value is based.

Note: *When recalculating Salary Grade tables, it may be necessary to differentiate Salary Grades To Benchmark Jobs Cross-Reference forms (TI-SCR) used by the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) from records used by the Salary Grade Ranges with Midpoint Formula report (5I-RPT) if the Salary Grade table records exist under the same Control Number. For example, you may be recalculating some Salary Grade table records by midpoint on the Salary Grade Ranges with Midpoint Formula report (5I-RPT) and others by percent increase on the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). It is suggested you use a different effective date, even if it differs by just one day, for example, '19980301' versus '19980302'.*

2. Enter the TI/TB Control Nbr

Type an up-to-four-character table Control Number to cross reference the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR) to the Salary Grade tables for the recalculations.

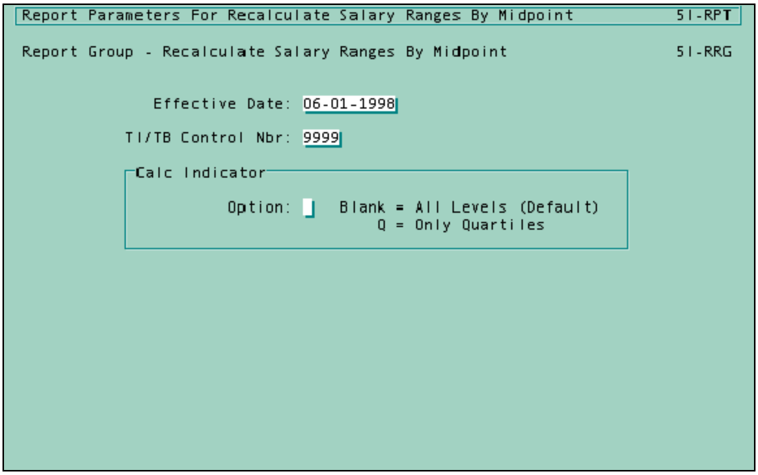
Note: If you are unsure about the Control Number value, access the Company-To-Rules Cross-Reference For HR form (AX-SCR) and view the value in Benchmark Jobs text box.

3. Enter the Calc Indicator Option

Type a one-character calculation indicator option.

This option determines whether only quartiles or all the salary steps within a range are to be calculated. Leave this text box blank to calculate all the salary steps within a range. Type 'Q' in this text box to calculate only quartiles.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) regenerates salary grade values based on a midpoint formula. The report then generates a new Salary Grade table record with the newly calculated values and the Salary Grades To Benchmark Jobs Cross-Reference form (TI-SCR) benchmark date as the Salary Grade table date.

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For an explanation of how to use this program to regenerate salary grades.

Recalculating employee salary grade information

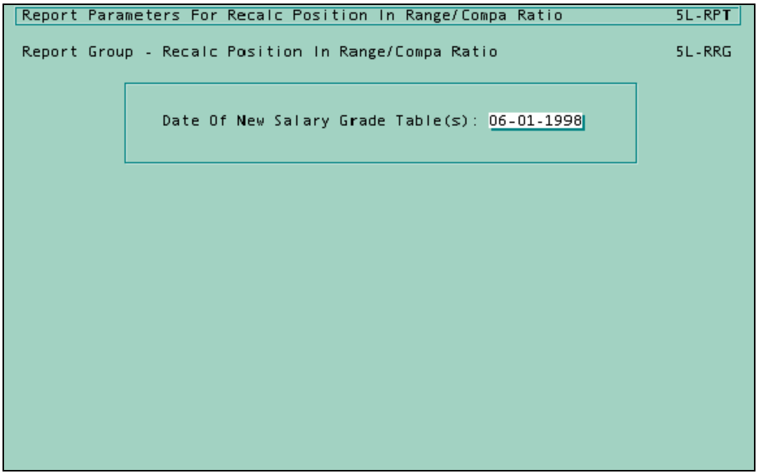
To recalculate employee salary grade information using the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT), complete the report schedule by entering the following report parameters:

Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

Enter the Date Of New Salary Grade Table(s)

Type the date of the new Salary Grade table(s) in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This date identifies the Salary Grade tables that will be recalculated for this report.

When completed, the report parameters may look similar to the example that follows:



Once it has been processed, the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) evaluates each employee record to determine if the employee is affected by a Salary Grade table record change. It produces an Audit Trail listing of all employee records for which a new salary segment was created.

If the Salary Grade table record pointed to by the employee's job code/job code extent has been recalculated, the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) will create a new Salary Assignment/Changes form (40-SCR) for the employee.

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For a description of using this program to recalculate employee salary grades.

Extended Practice

Note: You must have completed the Extended Practices in the prior sections to guarantee the successful completion of the Extended Practice that follows.

1. Access the Salary Information form (41-SCR) for employee 3023. What is his salary grade? What compa ratio and position in range are displayed? What are the values for the salary grade's minimum, midpoint, and maximum?

2. Set up the percent increase parameters for a salary grade percent increase as of June 1 of next year for Salary Grade 08. Indicate a variance of 50.00 and a 5 percent increase.

3. Recalculate the salary grade using the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). For parameters, enter an Effective Date of June 1 of next year, Control Number 9999, and leave the Option text box blank.

4. Process the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) using a date of June 1 of next year in the Date Of New Salary Grade Table(s) text box.

5. What changes occurred in the employee's compa ratio and position in range after the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) was processed? What are the values for the salary grade minimum, midpoint, and maximum? What caused these changes?

6. Display the Salary Assignment/Changes form (40-SCR) for the resulting table change entry for employee 3023 and verify that no amount changes have taken place.

Review of Questions Answered

1. Why regenerate salary grades?

2. What methods are available for updating salary grades?

3. What process needs to occur to reflect the results of the salary grade regeneration at the employee level?

PART 6

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This appendix provides a quick reference guide to Salary Administration reports covered in this manual.

Annual Budget (5C-RPT)

The Annual Budget report (5C-RPT) is the outcome of the data that were processed using the Salary Plan/Budget Turnaround List report. Its contents represent the approved final salary budget for the plan year.

Business Tasks

This report is used to complete the following business tasks:

- Monitor progress in the budgeting process
- Analyze the budgeted salary information
- Analyze individual employee projected salary increases
- Review the final annual budget

Report field details

- **Control Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Control Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Control Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Control Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Job Type**—Generic category that further identifies a job.
- **Job Title**—Description of a job.
- **Rating**—Value that identifies an employee's performance appraisal rating.
- **Salary Change**—Date and amount of the employee's most recent salary change.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, JOB-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year start date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan Number**—Select Salary Plan 1, 2, or 3 from the option list.

See also:

- Viewing the final annual salary budget ***(on page 148)***

For information on completing the parameters for this report.

Annual Budget (5C-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                 ANNUAL BUDGET REPORT        REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2               PLAN YEAR: 01-01-1998 PLAN: 1 5C-R                TIME 16:32 DATE 10-08-1997

------- CONTROLS --------                         EMPLOYEE     JOB
THREE  FOUR   FIVE   SIX    EMPLOYEE NAME           NUMBER     TYPE   JOB TITLE            RATING  SALARY CHANGE


3030   4040   5050   6060   GRIFFITH, BERNARD         3008      01    PURCHASING MANAGER           New Hire

BUDGET: 1  04-01-1998 6.50    3,250.00        53,250.08  H                               CURRENT: 06-01-1984     50,000.08


3030   4040   5050   6060   SWALTER, STEVEN Y         3005      02    ACCOUNTING CLERK            New Hire

BUDGET: 1  04-01-1998 7.50    1,374.36        19,696.56  H                               CURRENT: 07-22-1980     18,322.20


*CTRL-SIX      6060           4,624.36        72,946.64   TOTAL EMPLOYEES:     2
```

Compa Ratio - Range of Increase ((D9RPT)

This report is used to print the TD9SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Compa Ratio, Range Of Percentage of Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<80**—The range of percent of salary increase for an employee if the compa ratio is less than 80.
- **80-90**—The range of percent of salary increase for an employee if the compa ratio is between 80 and 90.
- **>90-100**—The range of percent of salary increase for an employee if the compa ratio is between 90 and 100.
- **>100-110**—The range of percent of salary increase for an employee if the compa ratio is between 100 and 110.
- **>110-120**—The range of percent of salary increase for an employee if the compa ratio is between 110 and 120.
- **>120**—The range of percent of salary increase for an employee if the compa ratio is greater than 120.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Compa Ratio - Range of Increase (9D9RPT) - Example

```
DIVISION     000  PRODUCTION MFTG ORGANIZATION    COMPA RATIO - RANGE OF INCREASE  9D9R                  TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL   TABLE      ------------------------- COMPA RATIO --------------------------
NUMBER  TABLE CODE   DATE    JPA :   <80    :  80-90   : >90-100 : >100-110 : >110-120 :   >120
                             ====+=========+=========+=========+==========+==========+===========
 9999     C  001 01-01-1925  1  :  10-12  :  9 -11  :  8 -10  :   6 - 8  :   4 - 6  :   2 - 4
                             ----+---------+---------+---------+----------+----------+-----------
                             2  :  8 -10  :  7 - 9  :  7 - 8  :   5 - 7  :   3 - 5  :   1 - 3
                             ----+---------+---------+---------+----------+----------+-----------
                             3  :  7 - 9  :  6 - 8  :  5 - 7  :   4 - 6  :   2 - 4  :     -
                             ----+---------+---------+---------+----------+----------+-----------
                             4  :  5 - 7  :  4 - 6  :  3 - 4  :   2 - 3  :     -    :     -
                             ----+---------+---------+---------+----------+----------+-----------
                             8  :  8 -10  :  7 - 9  :  7 - 8  :   6 - 7  :   5 - 6  :   1 - 3
                             ----+---------+---------+---------+----------+----------+-----------
```

Delete Obsolete Budget Records (5E-RPT)

The Delete Obsolete Budget Records report (5E-RPT) deletes all employee salary budget records that no longer have any use or meaning in the budgeting process.

Business Tasks

This report is used to complete the following business task:

- Delete obsolete employee salary budget records

Report field details

No report is generated by this program.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year start date in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan**—Enter Salary Plan 1, 2, or 3 from the option list.

See also:

- Deleting obsolete salary budget records ***(on page 147)***

For information on completing the parameters for this report.

Delete Obsolete Budget Records (5E-RPT) - Example

```
Delete Obsolete Budget Records report(5E-RPT) generates no output.
```

Employees by Rating and Range Categories (5F-RPT)

The Employees by Rating and Range Categories report (5F-RPT) categorizes all active employees by two measures—performance rating and position in range.

Business Tasks

This report is used to complete the following business tasks:

- Analyze employee performance appraisal results
- Monitor salary range penetration by control level

Report field details

- **Control Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Control Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Control Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Control Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Rating/Range Value**—Performance appraisal rating and range category descriptions.
- **Number Of Employees**—Total number of employees for each category.
- **Percentage**—Percentage of total employees in this Ctrl-3-thru-6 in this category (rating or position in range).
- **Range Category**—Position-in-range quartile description.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, JOB-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere).

See also:

- Ways of analyzing performance results ***(on page 221)***

For information about this report.

Employees by Rating and Range Categories (5F-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SUMMARY: EMPLOYEES BY RATING        REPT                FILE VERSION 00  PAGE    1
DIVISION     9999 PRODUCTION CTL 1-2              AND RANGE CATEGORIES            5F-R                TIME 16:32 DATE 10-08-1997

          -------- CONTROLS --------                                          NUMBER OF
          THREE   FOUR   FIVE   SIX          RATING / RANGE VALUE             EMPLOYEES      PERCENTAGE

          3030    4040   5050   6060         1 - OUTSTANDING                      1          4.55

                                             2 - ABOVE AVERAGE                    7         31.82

                                             3 - AVERAGE                          5         22.73

                                             4 - SATISFACTORY

                                             5 - NEEDS IMPROVEMENT

                                             8 - NOT RATED                        9         40.91

                                                                    TOTALS:      22        100.00

                                             RANGE CATEGORY

                                             FIRST QUARTILE                      11         50.00

                                             SECOND QUARTILE                      2          9.09

                                             THIRD QUARTILE                       3         13.64

                                             FOURTH QUARTILE                      6         27.27

                                                                    TOTALS:      22        100.00
```

Future Dated Salary Adjustments On File (3T-RPT)

The Future Dated Salary Adjustments On File report (3T-RPT) provides a listing of employees with a future-dated salary adjustment on file that will become actual on the effective date.

Business Tasks

This report is used to complete the following business tasks:

- Monitor salary changes
- Review future-dated salary adjustments

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Effective Date**—Effective date of the employee's salary change.
- **Change Type**—Value identifying the reason for the employee's salary change.
- **Hourly Rate**—Employee's hourly rate of pay.
- **Period Hours**—Number of normal hours in the employee's pay period.
- **Pay Freq**—Value identifying the interval at which the employee is paid.
- **Salary Per Period**—Employee's salary per pay period.
- **Annual Salary**—Employee's annual salary amount.
- **Annual Amt Change**—Amount of annual salary change from the prior salary to the most recent salary.
- **Percent Change**—Percent change between the prior salary and the current one.
- **Months Since**—Number of months between the prior salary effective date and the current one.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and EMPLOYEE-NAME.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere).

See also*:*

- Methods of entering salary changes ***(on page 185)***

For information about this report.

Future Dated Salary Adjustments On File (3T-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          FUTURE DATED SALARY ADJUSTMENTS    REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2          ON FILE STARTING WITH 10-08-1997   3T-R                   TIME 16:32 DATE 10-08-1997

                 EMPLOYEE   EFFECTIVE CHANGE HOURLY   PERIOD PAY    SALARY      ANNUAL         ANNUAL   PERCENT MONTHS COMPA
EMPLOYEE NAME    NUMBER       DATE     TYPE   RATE    HOURS  FREQ PER PERIOD    SALARY      AMT CHANGE  CHANGE SINCE  RATIO


CONTROLS:  THREE: 3030 FOUR: 4040 FIVE: 5050 SIX: 6060
SWALTER, STEVEN Y   3005   04-01-1998   P1    9.4695   40.00  1       378.78    19,696.56    1,374.36     7.50    12    .83


CONTROLS:  THREE: 3030 FOUR: 4040 FIVE: 5050 SIX: 6060
GRIFFITH, BERNARD   3008   04-01-1998   P1   25.6010   80.00  2     2,048.08    53,250.08    3,250.00     6.50    12   1.18


CONTROLS:  THREE: 3333 FOUR: 4444 FIVE: 5508 SIX: 6608
DANIELS, JEFFREY C. 3023   12-29-1997   I15  11.0578   40.00  1       442.31    23,000.00    1,381.00     6.39    12   1.07


CONTROLS:  THREE: 3388 FOUR: 4488 FIVE: 5508 SIX: 6608
REYNOLDS, BRENDA    2001   04-01-1998   P1    9.4145   40.00  1       376.58    19,582.16      932.16     5.00    12    .63
```

Job Performance Appraisal by Compa Ratio - Fixed Increase (9D2RPT)

This report is used to print the TD2SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Compa Ratio—Fixed Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<80**—The fixed amount of projected salary increase due to an employee when the compa ratio is less than 80.
- **80-90—**The fixed amount of projected salary increase due to an employee when the compa ratio is between 80 and 90.
- **>90-100**—The fixed amount of projected salary increase due to an employee when the compa ratio is between 90 and 100.
- **>100-110**—The fixed amount of projected salary increase due to an employee when the compa ratio is between 100 and 110.
- **>110-120**—The fixed amount of projected salary increase due to an employee when the compa ratio is between 110 and 120.
- **>120**—The fixed amount of projected salary increase due to an employee when the compa ratio is greater than 120.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID—**Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Compa Ration - Fixed Increase (9D2RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                 FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION     COMPA RATIO - FIXED INCREASE    9D2R                  TIME 16:34 DATE 01-19-2001
CONTROL APPRAISAL  TABLE      --------  ----------------- COMPA RATIO --------------------------
NUMBER TABLE CODE  DATE     JPA :   <80   :  80-90  : >90-100 : >100-110 : >110-120 :   >120
                            ====+=========+=========+=========+==========+==========+===========
 9999     C  001 01-01-1925  1  :  1.0000 :   .9500 :   .8500 :    .8000 :    .7000 :    .6000
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :   .9000 :   .8000 :   .7500 :    .7000 :    .5000 :    .4500
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :   .6000 :   .5000 :   .4500 :    .4000 :    .4000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :   .4000 :   .3500 :   .3000 :    .2500 :    .0000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :   .8000 :   .7000 :   .6000 :    .5000 :    .4000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Compa Ratio - Mths to Increase (9D3RPT)

This report is used to print the TD3SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Compa Ratio—Months to Increase entries

Report field details

- **Control Number**—Control Number associated with the table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<80**—The range of months until the salary increase due an employee would become effective if the compa ratio is less than 80.
- **80-90**—The range of months until the salary increase due an employee would become effective if the compa ratio is between 80 and 90.
- **>90-100**—The range of months until the salary increase due an employee would become effective if the compa ratio is between 90 and 100.
- **>100-110**—The range of months until the salary increase due an employee would become effective if the compa ratio is between 100 and 110.
- **>110-120**—The range of months until the salary increase due an employee would become effective if the compa ratio is between 110 and 120.
- **>120**—The range of months until the salary increase due an employee would become effective if the compa ratio is greater than 120.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Compa Ratio - Mths to Increase (9D3RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING                JOB PERFORMANCE APPRAISAL BY   REPT                 FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION     COMPA RATIO - MTHS TO INCREASE  9D3R                  TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL  TABLE       -------- ----------------- COMPA RATIO --------------------------
NUMBER  TABLE CODE  DATE    JPA :   <80   :  80-90  : >90-100 : >100-110 : >110-120 :   >120   :
                            ====+=========+=========+=========+==========+==========+===========
 9999   C  001   01-01-1925  1  :  6 - 6  :  9 - 9  :  12- 12 :   12- 12 :   12- 15 :   15- 15 :
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :  6 - 6  :  2 - 12 :  12- 12 :   12- 12 :   12- 15 :   15- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :  9 - 9  :  12- 12 :  12- 12 :   12- 15 :   15- 15 :   18- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :  9 - 9  :  12- 12 :  12- 15 :   15- 15 :   15- 18 :   18- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :  6 - 6  :  6 - 6  :  6 - 6  :   6 - 6  :   6 - 6  :   6 - 6  :
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Compa Ratio - Pct of Increase (9D1RPT)

This report is used to print the TD1SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Compa Ratio, Percentage of Increase Entries for each Job Code/Extent

Report field details

- **Control Number**—Control Number associated with the table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<80**—The percent of projected salary increase due to an employee when the compa ratio is less than 80.
- **80-90**—The percent of projected salary increase due to an employee when the compa ratio is between 80 and 90.
- **>90-100**—The percent of projected salary increase due to an employee when the compa ratio is between 90 and 100.
- **>100-110**—The percent of projected salary increase due to an employee when the compa ratio is between 100 and 110.
- **>110-120**—The percent of projected salary increase due to an employee when the compa ratio is between 110 and 120.
- **>120**—The percent of projected salary increase due to an employee when the compa ratio is greater than 120.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID—**Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Compa Ratio - Pct of Increase (9D1RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION     COMPA RATIO - PCT OF INCREASE   9D1R                 TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL  TABLE      -------- ----------------- COMPA RATIO --------------------------
NUMBER  TABLE CODE  DATE    JPA :   <80   :  80-90  : >90-100 : >100-110 : >110-120 :   >120
                            ====+=========+=========+=========+==========+==========+===========
 9999     C  001 01-01-1925  1  :  12.50  :  12.00  :  10.50  :    9.50  :    6.75  :    5.00
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :  11.00  :  10.00  :   9.00  :    8.00  :    6.25  :    4.25
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :   8.00  :   7.25  :   6.75  :    6.00  :    4.75  :    3.75
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :   5.00  :   4.50  :   3.50  :    3.00  :    2.50  :    1.00
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :   8.50  :   8.00  :   7.00  :    6.00  :    4.50  :    2.00
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Pos in Range - Fixed Increase (9D5RPT)

This report is used to print the TD5SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Position in Range—Fixed Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **0%**—The fixed amount of projected salary increase due to an employee when the position in range is 0 percent.
- **>0-25**—The fixed amount of projected salary increase due to an employee when the position in range is between 0 and 25 percent.
- **>25-50**—The fixed amount of projected salary increase due to an employee when the position in range is between 25 and 50 percent.
- **>50-75**—The fixed amount of projected salary increase due to an employee when the position in range is between 50 and 75 percent.
- **>75-100**—The fixed amount of projected salary increase due to an employee when the position in range is between 75 and 100 percent.
- **>100%**—The fixed amount of projected salary increase due to an employee when the position in range is greater than 100 percent.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Pos in Range - Fixed Increase (9D5RPT)

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                 FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION     POS IN RANGE - FIXED INCREASE   9D5R                  TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL  TABLE      -------- -------------- POSITION IN RANGE -----------------------
NUMBER  TABLE CODE  DATE    JPA :    0%   :  >0-25  : >25-50  :  >50-75  :  >75-100 :   >100%
                            ====+=========+=========+=========+==========+==========+===========
 9999     R  001 01-01-1925  1  :  1.0000 :   .9500 :   .8500 :    .8000 :    .7000 :    .6000
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :   .9000 :   .8000 :   .7500 :    .7000 :    .5000 :    .4500
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :   .6000 :   .5000 :   .4500 :    .4000 :    .4000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :   .4000 :   .3500 :   .3000 :    .2500 :    .0000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :   .8000 :   .7000 :   .6000 :    .5000 :    .4000 :    .0000
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Pos in Range - Mths to Increase (9D6RPT)

This report is used to print the TD6SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Position in Range—Months to Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **0%**—The range of months until the salary increase due an employee would become effective if the position in range is 0 percent.
- **>0-25**—The range of months until the salary increase due an employee would become effective if the position in range is between 0 and 25 percent.
- **>25-50**—The range of months until the salary increase due an employee would become effective if the position in range is between 25 and 50 percent.
- **>50-75**—The range of months until the salary increase due an employee would become effective if the position in range is between 50 and 75 percent.
- **>75-100**—The range of months until the salary increase due an employee would become effective if the position in range is between 75 and 100 percent.
- **>100%**—The range of months until the salary increase due an employee would become effective if the position in range is greater than 100 percent.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Pos in Range - Mths to Increase (9D6RPT)

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION    POS IN RANGE - MTHS TO INCREASE  9D6R                 TIME 16:34 DATE 01-19-2001
CONTROL APPRAISAL   TABLE      -------- -------------- POSITION IN RANGE -----------------------
NUMBER  TABLE CODE  DATE    JPA :    0%   :  >0-25  : >25-50  :  >50-75  :  >75-100 :   >100%
                            ====+=========+=========+=========+==========+==========+===========
 9999     R  001 01-01-1925  1  :  6 - 6  :  9 - 9  :  12- 12 :   12- 12 :   12- 15 :   15- 15 :
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :  6 - 6  :  2 - 12 :  12- 12 :   12- 12 :   12- 15 :   15- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :  9 - 9  :  12- 12 :  12- 12 :   12- 15 :   15- 15 :   18- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :  9 - 9  :  12- 12 :  12- 15 :   15- 15 :   15- 18 :   18- 18 :
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :  6 - 6  :  6 - 6  :  6 - 6  :   6 - 6  :   6 - 6  :   6 - 6  :
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Pos in Range - Pct of Increase (9D4RPT)

This report is used to print the TD4SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Position in Range—Percent of Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **0%**—The percent of projected salary increase due to an employee when the position in range is 0 percent.
- **>0-25**—The percent of projected salary increase due to an employee when the position in range is between 0 and 25 percent.
- **>25-50**—The percent of projected salary increase due to an employee when the position in range is between 25 and 50 percent.
- **>50-75**—The percent of projected salary increase due to an employee when the position in range is between 50 and 75 percent.
- **>75-100**—The percent of projected salary increase due to an employee when the position in range is between 75 and 100 percent.
- **>100%**—The percent of projected salary increase due to an employee when the position in range is greater than 100 percent.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Pos in Range - Pct of Increase (9D4RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING                JOB PERFORMANCE APPRAISAL BY   REPT                FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION     POS IN RANGE - PCT OF INCREASE  9D4R                 TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL  TABLE      -------- -------------- POSITION IN RANGE -----------------------
NUMBER  TABLE CODE  DATE    JPA :    0%   :  >0-25  : >25-50  :  >50-75  :  >75-100 :   >100%
                            ====+=========+=========+=========+==========+==========+===========
 9999     R  001 01-01-1925  1  :  12.50  :  12.00  :  10.50  :    9.50  :    6.75  :    5.00
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :  11.00  :  10.00  :   9.00  :    8.00  :    6.25  :    4.25
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :   8.00  :   7.25  :   6.75  :    6.00  :    4.75  :    3.75
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :   5.00  :   4.50  :   3.50  :    3.00  :    2.50  :    1.00
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :   8.50  :   8.00  :   7.00  :    6.00  :    4.50  :    2.00
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Pos in Range - Range Pct of Incr (9D0RPT)

The Job Performance Appraisal by Position in Range - Range Percent of Increase report (9D0RPT) is used to print the TD0SCR table records on a batch report. This report will not run if the As Of Date, Control Number, and Matrix ID are not entered.

Business Tasks

This report is used to complete the following business task:

- Review the Position in Range, Range of Percents of Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **Performance Appraisal**—The Performance Appraisal code identifies the rating to which the values being entered in the Results field apply.
- **0%**—The range of percents of salary increase for an employee if the position in range is 0 percent.
- **>0-25**—The range of percents of salary increase for an employee if the position in range is between 0 and 25 percent.
- **>25-50**—The range of percents of salary increase for an employee if the position in range is between 25 and 50 percent.
- **>50-75**—The range of percents of salary increase for an employee if the position in range is between 50 and 75 percent.
- **>75-100**—The range of percents of salary increase for an employee if the position in range is between 75 and 100 percent.
- **>100%**—The range of percents of salary increase for an employee if the position in range is greater than 100 percent.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Pos in Range - Range Pct of Incr (9D0RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                 FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION   POS IN RANGE - RANGE PCT OF INCR  9D0R                  TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL   TABLE       ----------------------- POSITION IN RANGE -----------------------
NUMBER  TABLE CODE   DATE   JPA :    0%    :  >0-25   : >25-50   :  >50-75   :  >75-100 :   >100%
                            ====+=========+=========+=========+==========+==========+===========
 9999     R  001 01-01-1925  1  :  10-12  :  09-11  :  08-10  :   06-8   :   04-6   :   02-4
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :  08-10  :  07-9   :  07-8   :   05-7   :   03-5   :   01-3
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :  07-9   :  06-8   :  05-7   :   04-6   :   02-4   :     -
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :  05-7   :  04-6   :  03-4   :   02-3   :     -    :     -
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :  08-10  :  07-9   :  07-8   :   06-7   :   05-6   :   01-3
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Time Since Increase - Fixed Amt (9D8RPT)

This report is used to print the TD8SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Time Since Last Increase, Fixed Amount Of Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<3 Mos.**—The fixed amount of projected salary increase due to an employee when it has been less than 3 months since the last increase.
- **03-06**—The fixed amount of projected salary increase due to an employee when it has been between three and six months since the last increase.
- **06-09**—The fixed amount of projected salary increase due to an employee when it has been between six and nine months since the last increase.
- **09-12**—The fixed amount of projected salary increase due to an employee when it has been between nine and 12 months since the last increase.
- **12-18**—The fixed amount of projected salary increase due to an employee when it has been between 12 and 18 months since the last increase.
- **>18**—The fixed amount of projected salary increase due to an employee when it has been more than 18 months since the last increase.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Time Since Increase - Fixed Amt (9D8RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING               JOB PERFORMANCE APPRAISAL BY    REPT                 FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION   TIME SINCE INCREASE - FIXED AMT   9D8R                  TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL   TABLE      ------------------ MONTHS SINCE LAST INCREASE --------------------
NUMBER  TABLE CODE   DATE   JPA : <3 MOS. :  03-06  :  06-09  :   09-12  :   12-18  :   >18
                            ====+=========+=========+=========+==========+==========+===========
 9999     T  001 01-01-1925  1  :     900 :   1,000 :   1,100 :    1,200 :    1,300 :    1,400
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :     800 :     900 :   1,000 :    1,100 :    1,200 :    1,300
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :     600 :     700 :     800 :      900 :    1,000 :    1,100
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :     200 :     300 :     400 :      500 :      600 :      700
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :     200 :     250 :     300 :      350 :      400 :      450
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal by Time Since Incr - Pct of Incr (9D7RPT)

This report is used to print the TD7SCR table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Time Since Last Percent of Increase entries

Report field details

- **Control Number**—Control Number associated with this table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **<3 Mos.**—The percent of projected salary increase due to an employee if it has been less than three months since the last increase.
- **03-06**—The percent of projected salary increase due to an employee if it has been between three and six months since the last increase.
- **06-09**—The percent of projected salary increase due to an employee if it has been between six and nine months since the last increase.
- **09-12**—The percent of projected salary increase due to an employee if it has been between nine and 12 months since the last increase.
- **12-18**—The percent of projected salary increase due to an employee if it has been between 12 and 18 months since the last increase.
- **>18 Mos.**—The percent of projected salary increase due to an employee if it has been more than 18 months since the last increase.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TD-TABLE-ID, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.
- **Matrix ID**—Enter the Matrix ID to specify the three-character table identifier of a table you want to print.

Job Performance Appraisal by Time Since Incr - Pct of Incr (9D7RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING              JOB PERFORMANCE APPRAISAL BY    REPT                  FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION    TIME SINCE INCR - PCT OF INCR   9D7R                   TIME 16:34 DATE 01-19-2001
CONTROL  APPRAISAL   TABLE      ----------------- MONTHS SINCE LAST INCREASE -------------------
NUMBER  TABLE CODE   DATE   JPA : <3 MOS. :  03-06  :  06-09  :   09-12  :   12-18  : >18 MOS.
                            ====+=========+=========+=========+==========+==========+===========
 9999     T  001 01-01-1925  1  :   5.00  :   6.75  :   9.50  :   10.50  :   12.00  :   12.50
                            ----+---------+---------+---------+----------+----------+-----------
                             2  :   4.25  :   6.25  :   8.00  :    9.00  :   10.00  :   11.00
                            ----+---------+---------+---------+----------+----------+-----------
                             3  :   3.75  :   4.75  :   6.00  :    6.75  :    7.25  :    8.00
                            ----+---------+---------+---------+----------+----------+-----------
                             4  :   1.00  :   2.50  :   3.00  :    3.50  :    4.50  :    5.00
                            ----+---------+---------+---------+----------+----------+-----------
                             8  :   2.00  :   4.50  :   6.00  :    7.00  :    8.00  :    8.50
                            ----+---------+---------+---------+----------+----------+-----------
```

Job Performance Appraisal Table Detail (9DDRPT)

The Job Performance Appraisal Table Detail report (9DDRPT) provides a printed copy of the Job Performance Appraisal tables on a batch report.

Business Tasks

This report is used to complete the following task:

- Review the pay-for-performance Salary Plan table records

Report field details

- **Control Number**—Control Number associated with the table.
- **Appraisal Table Code**—Matrix ID associated with the table entries.
- **Table Date**—The first effective date for the table entry.
- **JPA**—Job performance appraisal rating code.
- **First Entry**—Text box entries, dependent on table.
- **Second Entry**—Text box entries, dependent on table.
- **Third Entry**—Text box entries, dependent on table.
- **Fourth Entry**—Text box entries, dependent on table.
- **Fifth Entry**—Text box entries, dependent on table.
- **Sixth Entry**—Text box entries, dependent on table.
- **Access Screen**—Program name of table record.

Report sort order

As delivered, the sort order of this report is CONTROL-1-2, CONTROL-NUMBER, TD Table form (determined by TD-TABLE-TYPE and TD-TABLE-PREFIX), APPRAISAL-TABLE-CODE, PERFORM-APPRAISAL, and TD-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). You may specify this parameter and leave the Control Number text box blank to print all table records.
- **Control Number**—Enter the four-digit Control Number of the table set to be printed. You may specify this parameter and leave the As Of Date text box blank to print all table records in the table set, regardless of date.
- **Matrix ID**—Enter the three-character Matrix ID of the table set to be printed.

See also:

- Pay-for-performance salary plans and their uses ***(on page 59)***

For information about this report.

Job Performance Appraisal Table Detail (9DDRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING            JOB PERFORMANCE APPRAISAL TABLE  REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                 AS OF 01-01-98              9DDR                   TIME 15:18:39 DATE 10-09-97

CONTROL     APPRAISAL   TABLE            FIRST         SECOND        THIRD      FOURTH       FIFTH          SIXTH          ACCESS
NUMBER     TABLE CODE   DATE   JPA       ENTRY          ENTRY        ENTRY       ENTRY       ENTRY          ENTRY          SCREEN

 9999        C  398   01-01-98  1       12.50%        12.00%        10.50%        9.50%       6.75%       5.00%            TD1SCR
 9999        C  398   01-01-98  1        1.0000         .9500         .8500        .8000       .7000       .6000           TD2SCR
 9999        C  398   01-01-98  1  06-06 MONTHS  09-09 MONTHS  12-12 MONTHS  12-12 MONTHS  12-15 MONTHS  15-15 MONTHS     TD3SCR
 9999        R  398   01-01-98  1       12.50%         12.00%       10.50%        9.50%       6.75%       5.00%            TD4SCR
 9999        R  398   01-01-98  1        1.0000          .9500        .8500        .8000       .7000       .6000           TD5SCR
 9999        R  398   01-01-98  1  06-06 MONTHS  09-09 MONTHS  12-12 MONTHS  12-12 MONTHS  12-15 MONTHS  15-15 MONTHS     TD6SCR
 9999        T  398   01-01-98  1       5.00%          6.75%         9.50%       10.50%      12.00%      12.50%            TD7SCR
 9999        T  398   01-01-98  1      $900          $1,000        $1,100       $1,200      $1,300      $1,400             TD8SCR
 9999        C  398   01-01-98  1  10-12 PCNT    09-11 PCNT    08-10 PCNT    06-08 PCNT    04-06 PCNT    02-04 PCNT       TD9SCR
```

Mass Salary Update/Report (MSURPT)

An output report is produced each time the Mass Salary Update/Report program (MSURPT) is run, showing the results of the calculation for each employee.

Business Tasks

This report is used to complete the following business task:

- Review the results of a mass salary update

Report field details

- **Column Title**—Description.
- **OL3: / PL3:**—Organization Level 3 (HR or Payroll) value assigned to this employee.
- **OL4: / PL4:**—Organization Level 4 (HR or Payroll) value assigned to this employee.
- **OL5: / PL5:**—Organization Level 5 (HR or Payroll) value assigned to this employee.
- **OL6: / PL6:**—Organization Level 6 (HR or Payroll) value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier.
- **Employee Status**—Employee's activity status.
- **Previous Amount**—Salary or hourly rate of pay before update calculation.
- **New Amount**—Salary or hourly rate of pay after update calculation.

Report sort order

As delivered, the sort order of this report is CONTROL 1-2, and EMPLOYEE-NAME.

Parameter options and setup

- **Frequency**—Select all employees of a particular frequency, or leave blank.
- **Pay Type**—Select all employees of a particular pay type, or leave blank.
- **Union**—Select all employees of a particular union code, or leave blank.
- **OL3 / PL3**—Select the Organization Level 3 (HR or Payroll).
- **OL4 / PL4**—Select the Organization Level 4 (HR or Payroll).
- **Amount / Percent**—Type the salary or hourly rate increase, as a fixed amount or as a percentage.
- **Field**—Select the update field.
- **Key Separator**—Select the Key Separator to be used.
- **Effective Date**—Type the effective date to be used. Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Type of Change**—Select the type of change.

See also:

- Audit Report ***(on page 55)***

For information about this report.

- Completing the Mass Salary Update/Report parameters form ***(on page 74)***

For information on completing the parameters for this report.

Mass Salary Update/Report (MSURPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                  Mass Salary Update/Report    REPT                                  PAGE     1
DIVISION     7777 PRODUCTION CTL 1-2                      * Report Only *          MSUR                TIME 18:32 DATE 07-27-1999
-----  Control Levels ------    Employee Name                  Employee                                   Previous            New
OL3:    OL4:    OL5:    OL6:                                   Number        Employee Status                Amount         Amount
3030    4040    5050    6060    Abrams, Geoffrey               3003          01 Active-Salrd Reg FT  A    1,333.33       1,466.66
3030    4040    5050    6060    Adams, Richard                 1117          01 Active-Salrd Reg FT  A    1,592.56       1,751.82
3030    4040    5050    6060    Beachem, Judith                6009          01 Active-Salrd Reg FT  A    1,416.67       1,558.34
3030    4040    5050    6060    Betts, Barbara                 6003          01 Active-Salrd Reg FT   * Duplicate Salary Entry   *
3030    4040    5050    6060    Carter, Robert                 1005          01 Active-Hrly Reg FT   A      426.40         469.04
3030    4040    5050    6060    Collins, Anna Marie            1848          01 Active-Salrd Reg FT  A    1,652.40       1,817.64
3030    4040    5050    6060    DaSilva, Francesco             3014          01 Active-Salrd Reg FT  A      222.00         244.20
3030    4040    5050    6060    Francescutti, Steven           6005          01 Active-Salrd Reg FT  A      352.35         387.59
3030    4040    5050    6060    Ganesh, Raj                    3008          01 Active-Salrd Reg FT  A    1,923.08       2,115.39
3030    4040    5050    6060    Griffiths, Robert              6008          01 Active-Salrd Reg FT  A    1,923.08       2,115.39
```

Monetary Perquisite Information (3E-RPT)

The Monetary Perquisite Information report (3E-RPT) provides a listing of employees who have been awarded monetary perquisites.

Business Tasks

This report is used to complete the following task:

- Track monetary awards

Report field details

- **Perquisite HED Xref/Name**—The identifier for the Payroll earning by which the monetary perquisite is paid to the employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Perq Date Awarded**—Date on which the monetary perquisite was awarded to the employee.
- **Perq Amt Awarded**—Amount of the monetary perquisite to be paid each period.
- **Perq Start Field**—The date or amount that, when reached, starts the automatic earning.
- **Perq Stop Code**—The code representing the stop method for the automatic earning.
- **Perq Stop Field**—Specifies a date or amount that, when reached, stops the automatic earning.
- **Active Perq Switch**—Indicates that either a perquisite is active and still being paid (Y) or is inactive (N).

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, PERQ-HED-XREF, and EMPLOYEE-NAME-10.

Parameter options and setup

- **Employees To Include Option**—Enter 'A' to print only those employees with active perquisites. Leave this text box blank to print all employees with perquisites.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Monetary Perquisite Information (3E-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              MONETARY PERQUISITE       REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                  INFORMATION           3E-R                     TIME 16:32 DATE 10-08-1997

PERQUISITE HED                               EMPLOYEE      PERQ DATE   PERQ AMT  PERQ START  PERQ STOP  PERQ STOP  ACTIVE PERQ
XREF/NAME              EMPLOYEE NAME          NUMBER        AWARDED     AWARDED     FIELD       CODE      FIELD        SWITCH

035 Housing Allowance  GRIFFITH, BERNARD         3008      04-01-1998    255.00     980501        1       981101          Y
```

No Salary Adjustment For Last 12 Month Period (1Z-RPT)

The No Salary Adjustment For Last 12 Month Period report (1Z-RPT) lists employees who have not had a salary adjustment in more than 12 months. This report may be modified to include employees on leave of absence. The time span may be modified to 18 months.

Business Tasks

This report is used to complete the following business task:

- Track employees who have had no salary review in 12 months

Report field details

- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Value representing the employee's current activity status.
- **Current Salary**—Employee's current annual salary amount.
- **Effective Date**—Effective date of the employee's last salary change.
- **Change Type**—Value and description of the reason for the employee's salary change.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Scheduled Date**—Date the next salary review is to be performed.
- **Salary Review If Present Review Type**—Value and description of the type of salary review to be performed. A 'No Review On File' message prints if no review is scheduled.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and EMPLOYEE-NAME.

Parameter options and setup

There are no report parameters for this report.

See also:

- Identifying employees due for a salary review ***(see "Identifying employees due for a performance appraisal" on page 176)***

For information on completing the parameters for this report.

No Salary Adjustment For Last 12 Month Period (1Z-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING           NO SALARY ADJUSTMENTS ON FILE    REPT                               PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2             FOR LAST 12 MONTH PERIOD       1Z-R                 TIME 16:32 DATE 10-08-1997

                        EMPLOYEE      CURRENT    EFFECTIVE                          COMPA      SCHEDULED  SALARY REVIEW IF PRESENT
EMPLOYEE NAME           NUMBER   STAT  SALARY        DATE    CHANGE TYPE:           RATIO        DATE      REVIEW TYPE:

ADAMS, RICHARD          1117      01  38,221.44 06-01-1986 I20 Increase-Merit Progr   .85     01-01-1987 SA Sal Review Annual
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

ALSON, GEOFFERY        3003       01  31,999.92 02-19-1984 A02 New Hire               .71     ******* NO REVIEW ON FILE *******
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

AUSTIN, STEVEN          1234      05   8,926.84 12-01-1984 I15 Increase-Merit         .95     12-01-1985 SA Sal Review Annual
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

BEACHEM, JUDITH         6009      01  34,000.08 09-26-1983 A02 New Hire               .76     ******* NO REVIEW ON FILE *******
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

BETTS, J.T.             6003      01  32,000.00 02-19-1984 A02 New Hire               .71     ******* NO REVIEW ON FILE *******
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

COLLINS, ANNA MARIE     1848      01  39,657.60 10-01-1986 I40 Increase-Reclassfctn   .88     10-01-1986 SA Sal Review Annual
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

GRANT, KEITH L.         2014      01  19,760.00 03-15-1986 A02 New Hire              1.09     ******* NO REVIEW ON FILE *******
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

GRIFFITH, BERNARD       3008      01  50,000.08 06-01-1984 A02 New Hire              1.11     03-16-1998 SA Sal Review Annual
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060

GRIFFITHS, ROBERT       6008      01  50,000.08 06-01-1984 A02 New Hire              1.11     ******* NO REVIEW ON FILE *******
CONTROLS:  THREE-3030  FOUR-4040  FIVE-5050  SIX-6060
```

Over Maximum/Under Minimum (17-RPT)

The Over Maximum/Under Minimum report (17-RPT) lists employee salaries that are either above the maximum or below the minimum allowed within each employee's salary range.

Business Tasks

This report is used to complete the following business tasks:

- Monitor and analyze employee salary range penetration
- Determine whether to decrease/increase certain salary ranges for the coming fiscal year

Report field details

- **Control Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Control Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Control Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Control Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Pay Freq**—Value identifying the interval at which the employee is paid.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Status**—Value representing the employee's current activity status.
- **Last Salary Change Date**—Effective date of the last salary change.
- **Last Salary Change Type**—Value identifying the reason for the employee's salary change.
- **Last Salary Change Amount Chg**—Annual amount of salary change from the prior salary to the most recent salary.
- **Last Salary % Chg**—Percent change between the prior salary and the current one.
- **Rating Date**—Effective date of the performance appraisal.
- **Rate Type**—Value that identifies the type of performance appraisal that was performed.
- **Rating**—Performance appraisal rating value.
- **Range Penetr**—Difference between the employee salary and the minimum of the range, divided by the difference between the range's maximum and minimum.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-FOUR, RED/GREEN-INDICATOR, TB-SALARY-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

There are no report parameters for this report.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Over Maximum/Under Minimum (17-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING             COMPENSATION ACTIVITY MESSAGE:  REPT                              PAGE        2
DIVISION     9999 PRODUCTION CTL 1-2               OVER MAXIMUM/UNDER MINIMUM    17-R                 TIME 17:36 DATE 10-08-1997

    CONTROL LEVELS                         PAY   EMPLOYEE         **** LAST SALARY CHANGE ******  RATING   RATE RAT RANGE    COMPA
THREE FOUR FIVE SIX    EMPLOYEE NAME       FREQ  NUMBER   STATUS  DATE    TYPE  AMOUNT CHG  % CHG   DATE   TYPE ING PENETR   RATIO

3333  4444 5555 6666   BARTHOLOW III, JONAT 4      1113    01  01-01-1997 I15    5,100.00  12.78 01-01-1985 JA   2 126.67   1.34
R/G IND: A  SAL:    45,000.00     TITLE: ACCOUNTANT, CLASS II  GRADE  26  COMPA SAL:  $45,000.00   MIN:    26,000 MAX:    41,000


3333  4444 5555 6666   ANDERSEN, KARI       3      6004    01  03-22-1985 A02         .00    .00 03-22-1985           .00    .66
R/G IND: B  SAL:       650.00     TITLE: ACCOUNTING CLERK      GRADE  09  COMPA SAL:     $300.00   MIN:    367.71 MAX:    545.25


3333  4444 5555 6666   MARSH, PAUL J.       3      3004    01  03-22-1985 A02         .00    .00 03-22-1985           .00    .66
R/G IND: B  SAL:       650.00     TITLE: ACCOUNTING CLERK      GRADE  09  COMPA SAL:     $300.00   MIN:    367.71 MAX:    545.25


TOTAL A -  OVER MAXIMUM:             1

TOTAL B - BELOW MINIMUM:             2
```

Performance Appraisal Forms Not Returned By Expected Date (1Q-RPT)

The Performance Appraisal Forms Not Returned By Expected Date report (1Q-RPT) lists performance appraisal forms not returned by the expected date.

Business Tasks

This report is used to complete the following business tasks:

- Track employees who have passed their scheduled performance appraisal date and for whom no rating results have been recorded
- Record the date the form was actually returned

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Appraisal Scheduled Date—**Date the next performance appraisal is to be performed.
- **Appraisal Scheduled Type—**Value and description of the type of review to be performed.
- **Expected Return Date**—Date the performance appraisal form is due in the originating department.
- **Actual Return Date**—Date the salary review form was actually received in the originating department.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere).

See also:

- Tracking the return of performance appraisals ***(on page 176)***

*For information on completing the parameters for this repo*rt.

Performance Appraisal Forms Not Returned By Expected Date (1Q-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING           PERFORMANCE APPRAISAL FORMS        REPT                             PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2          NOT RETURNED BY EXPECTED DATE       1Q-R             TIME 17:56 DATE 10-08-1997

CTRL   CTRL  CTRL  CTRL                       EMPLOYEE   ------- APPRAISAL SCHEDULED --------  EXPECTED       ACTUAL
THREE  FOUR  FIVE  SIX      EMPLOYEE NAME     NUMBER      DATE    TYPE                        RETURN DATE    RETURN DATE

3030   4040  5050  6060  PITARO, JOSEPH C.    2011     03-25-1987  JD   Scheduled Appraisal    03-22-1987       -  -
REVIEWER: GRABOWSKI, STEVE                    DISTRIBUTION INFO: WH2-100                     DISTRIBUTION DATE: 03-15-1987

3030   4040  5050  6060  GRANT, KEITH L.      2014     03-12-1987  JD   Scheduled Appraisal    03-10-1987       -  -
REVIEWER: MORALES, RICARDO                    DISTRIBUTION INFO: PLT26-OFC                   DISTRIBUTION DATE: 03-03-1987

3030   4040  5050  6060  SWEENY, BARBARA      1115     01-01-1987  JA   Annual Appraisal         12-27-1986       -  -
REVIEWER: COOKE, JUDY                         DISTRIBUTION INFO: PLT24-OFC                   DISTRIBUTION DATE: 12-20-1986

3030   4040  5050  6060  JOHNSON, WALTER D    1255     01-01-1987  JA   Annual Appraisal         12-27-1986       -
REVIEWER: HENDERSON, TOM                      DISTRIBUTION INFO: BT-OPRL1                    DISTRIBUTION DATE: 12-19-1986

3030   4040  5050  6060  ADAMS, RICHARD       1117     01-01-1987  JA   Annual Appraisal         12-15-1986       -  -
REVIEWER: SHARPE, BILL                        DISTRIBUTION INFO: 2FLR-19                     DISTRIBUTION DATE: 12-01-1986

3030   4040  5050  6060  HAMMER, JAMES B.     1236     08-01-1985  JA   Annual Appraisal         08-20-1985       -  -
REVIEWER: SMITHE, ROSEMARY                    DISTRIBUTION INFO: 2ND-2891L                   DISTRIBUTION DATE: 07-20-1985

3030   4040  5050  6060  JONES, JERRY         1111     08-01-1985  JA   Annual Appraisal         08-15-1985       -
REVIEWER: CHERNAK, MARTHA                     DISTRIBUTION INFO: 12TH-3344                   DISTRIBUTION DATE: 07-20-1985

*CTRL-SIX      6060          7
```

Performance Appraisals Scheduled for Month of: XX (1R-RPT)

The Performance Appraisals Scheduled for Month of: XX report (1R-RPT) lists performance appraisals scheduled for a specified month and year.

Business Tasks

This report is used to complete the following business task:

- Track employees who have a performance appraisal due in the future

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Appraisal Scheduled Date**—Date the next performance appraisal is to be performed.
- **Appraisal Scheduled Type—**Value and description of the type of review to be performed.
- **Job Information Date**—Effective date of the job assigned to an employee.
- **Job Information Title**—Description of the job assigned to an employee.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX.

Parameter options and setup

- **Appraisals Scheduled Year**—Enter the year (YY) for which you want to list performance appraisals. Leave this text box blank to use the system year.
- **Appraisals Scheduled Month**—Enter the month (MM) for which you want to list performance appraisals. Leave this text box blank to use the system month.

See also:

- Identifying employees due for a performance appraisal ***(on page 176)***

For information completing the parameters for this report.

Performance Appraisals Scheduled for Month of: XX (1R-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING         DISTRIBUTION LIST OF PERFORMANCE        REPT                          PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2         APPRAISAL FORMS FOR: JANUARY 1998       1R-R              TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL                    EMPLOYEE          ---- APPRAISAL SCHEDULED ---- ------ JOB INFORMATION ---------
THREE FOUR FIVE SIX   EMPLOYEE NAME      NUMBER                DATE           TYPE          DATE            TITLE

 3030 4040 5050 6060  ADAMS, RICHARD     1117              01-01-1998   ANNUAL-APP     02-19-1984 PURCHASING MANAGER
REVIEWER:  887-8976           DISTRIBUTION INFO:   3 FLR   DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  JOHNSON, WALTER D  1255              01-01-1998   ANNUAL-APP     01-10-1984 ASSEMBLY LINE WORKER
REVIEWER:  400-3876           DISTRIBUTION INFO:   9 FLR   DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  SWEENY, BARBARA    1115              01-01-1998   ANNUAL-APP     11-16-1983 SHIPPING/RECEIVING
REVIEWER:  MILLER             DISTRIBUTION INFO:   BLDG B  DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  COMPTON, SUSAN A   1116              01-01-1998   ANNUAL-APP     09-21-1982 MAINTENANCE ENGINEER
REVIEWER:  JONES M            DISTRIBUTION INFO:   RM 306  DISTRIBUTION DATE:          EXPECTED RETURN DATE:

 3030 4040 5050 6060  WELKER, GEORGE W   1114              01-01-1998   ANNUAL-APP     05-15-1983 ACCOUNTANT, CLASS II
REVIEWER:  984-3879           DISTRIBUTION INFO:   RM 333  DISTRIBUTION DATE:          EXPECTED RETURN DATE:
```

Quartile Distribution by Appraisal Rating (1W-RPT)

The Quartile Distribution by Appraisal Rating report (1W-RPT) provides an analysis of the distribution of salaries within a salary grade range by appraisal rating. Statistics are given for the number and percentage of employees falling below the minimum, over the maximum, and within each quartile of the salary range.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the distribution of salaries within a salary grade range by appraisal rating
- Monitor the relationship between employee job assignments and the associated salary grade range penetration

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Grade Range Minimum**—Lowest amount of the salary grade range.
- **Grade Range Midpoint**—Amount equidistant between the salary grade minimum and maximum values.
- **Grade Range Maximum**—Highest amount of the salary grade range.
- **Rating**—Value representing a performance appraisal rating.
- **Below Minimum, First Quartile, Second Quartile, Third Quartile, Fourth Quartile, Above Maximum**—Count and percentage of employees falling into each point on the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE through -SIX, TB-SALARY-GRADE and JOB-CODE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). All employees with an active status as of this date, a salary segment, and a rating segment as of this date are selected for the report.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Quartile Distribution by Appraisal Rating (1W-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                 QUARTILE DISTRIBUTION        REPT                              PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   BY APPRAISAL RATING        1W-R                   TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL SALARY ----------- GRADE RANGE -----------         BELOW    FIRST     SECOND     THIRD     FOURTH     ABOVE
THREE FOUR FIVE SIX  GRADE    MINIMUM     MIDPOINT     MAXIMUM  RATING  MINIMUM  QUARTILE  QUARTILE  QUARTILE  QUARTILE   MAXIMUM

3030  4040 5050 6060 04        267.10         332.15      397.20   3                      1
                                                                             .00    100.00       .00       .00       .00       .00
```

Quartile Distribution by Job Code (1X-RPT)

The Quartile Distribution by Job Code report (1X-RPT) provides an analysis of the distribution of salaries within a salary grade range by job code. Statistics are given for the number and percentage of employees falling below the minimum, over the maximum, and within each quartile of the salary range.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the distribution of salaries within a salary grade range by job code
- Monitor the relationship between employee appraisal ratings and the associated salary grade range penetration

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Grade Range Minimum**—Lowest amount of the salary grade range.
- **Grade Range Midpoint**—Amount equidistant between the salary grade minimum and maximum values.
- **Grade Range Maximum**—Highest amount of the salary grade range.
- **Job Code**—Value representing a job.
- **Below Minimum, First Quartile, Second Quartile, Third Quartile, Fourth Quartile, Above Maximum**—Count and percentage of employees falling into each point on the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE through -SIX, TB-SALARY-GRADE and JOB-CODE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). All employees with an active status, a salary segment, and a rating segment as of this date are selected for the report.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Quartile Distribution by Job Code (1X-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              QUARTILE DISTRIBUTION        REPT                                 PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   BY JOB CODE             1X-R                   TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL SALARY ----------- GRADE RANGE -----------  JOB    BELOW    FIRST     SECOND    THIRD     FOURTH     ABOVE
THREE FOUR FIVE SIX  GRADE    MINIMUM      MIDPOINT     MAXIMUM  CODE   MINIMUM  QUARTILE  QUARTILE  QUARTILE  QUARTILE   MAXIMUM

3030  4040 5050 6060 04        267.10        332.15       397.20  20002        1         1
                                                                          50.00     50.00       .00       .00       .00       .00
```

Recalculate Employee Salary - Salary Grade Table Change (5L-RPT)

The Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) is used to evaluate each employee record to determine if the employee is affected by a salary range table record change. If the salary grade record pointed to by the employee's job code/job code extent has been recalculated, this report will create a new salary record for the employee. This report produces an audit listing of all employee records for which a new salary assignment record was created.

Business Tasks

This report is used to complete the following task:

- Recalculate employee salary grade information

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Salary Date**—Effective date of the new salary change record.
- **Change Type**—Value and description of the reason for the employee's salary change.
- **Compa Ratio**—Updated ratio of the employee's salary compared with the midpoint of the salary range.
- **Position In Range**—Updated difference between the employee salary and the minimum of the range, divided by the difference between the range's maximum and minimum.
- **Red/Green Indicator**—Indicator that reflects whether the salary is below, within, or above the salary range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, EMPLOYEE-NAME.

Parameter options and setup

- **Date Of New Salary**—Enter the date of the new salary grade table(s).
- **Grade Table(s)**—in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This date identifies the salary grade tables that will be recalculated for this report.

See also:

- Recalculating employee salary grade information ***(on page 247)***

For information on completing the parameters for this report.

Recalculate Employee Salary - Salary Grade Table Change (5L-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          POSITION IN RANGE / COMPA RATIO      REPT             FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2             RECALCULATION AUDIT TRAIL         5L-R                 TIME 21:41 DATE 10-09-1997

CTRL  CTRL  CTRL  CTRL                                EMPLOYEE      SALARY    SALARY    CHANGE    COMPA   POSITION        RED/GREEN
THREE FOUR  FIVE  SIX       EMPLOYEE NAME             NUMBER        GRADE      DATE      TYPE     RATIO   IN RANGE           IND

3030  4040  5050  6060      ADAMS, RICHARD             1117           30    06-01-1998    T01      .81        .00              B
3030  4040  5050  6060      ALSON, GEOFFERY            3003           30    06-01-1998    T01      .67        .00              B
3030  4040  5050  6060      BEACHEM, JUDITH            6009           30    06-01-1998    T01      .72        .00              B
3030  4040  5050  6060      BETTS, J.T.                6003           30    06-01-1998    T01      .67        .00              B
3030  4040  5050  6060      COLLINS, ANNA MARIE        1848           30    06-01-1998    T01      .84        .60              0
3030  4040  5050  6060      GRIFFITH, BERNARD          3008           30    06-01-1998    T01     1.12      86.49              0
3030  4040  5050  6060      GRIFFITHS, ROBERT          6008           30    06-01-1998    T01     1.05      65.95              0
3030  4040  5050  6060      TEACHEN, JUDITH            3009           30    06-01-1998    T01      .77        .00              B
3333  4444  5508  6608      DANIELS, JEFFREY C.        3023           08    06-01-1998    T01     1.02      55.30              0
3388  4488  5508  6608      BARNES, JOHNSON            2002           34    06-01-1998    T01     1.15      87.74              0
3388  4488  5508  6608      LANNON, PATRICE            2007           30    06-01-1998    T01      .93      29.30              0
3388  4488  5508  6608      LAUGHLIN, SANDRA T.        3011           30    06-01-1998    T01      .95      34.36              0
3388  4488  5508  6608      MOORE, SAMUEL              1002           34    06-01-1998    T01      .77        .00              B
3388  4488  5508  6608      MORITZ, KATHERINE C.       1007           30    06-01-1998    T01      .95      34.36              0
3388  4488  5508  6608      STENMAN, SAMANTHA          3017           30    06-01-1998    T01      .42        .00              B
```

Recalculation of Salary Grade Range by Percent Increase (5R-RPT)

The Recalculation of Salary Grade Range by Percent Increase report (5R-RPT) regenerates the salary grade values based on a percent increase applied to the midpoint value of the old salary grade. It then generates a salary grade table record that contains the new calculated values and the new date. An audit report lists the new salary grade table records generated.

Business Tasks

This report is used to complete the following business tasks:

- Regenerate salary grade values based on a percent increase
- Generate new salary grade table records with the newly calculated values

Report field details

- **Ctrl Nbr**—The Control Number assigned to the table entry.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Geographic Ind**—Indicates multiple locations for salary grade.
- **Table Date**—The first effective date for the table change.
- **Seq Nbr**—Number used to indicate a combination of two or more salary grade tables.
- **Freq Ind**—The pay frequency used to calculate the range amounts.
- **Variance Percent**—Percentage difference between the minimum and maximum of the salary grade; used to recalculate salary grade range values.
- **Minimum**—Lowest amount of the salary range.
- **First**—Value of the second span for a salary grade; it is one third the amount between the minimum and midpoint of the salary range if the range has seven points, or one half if the salary range has five points.
- **Second**—Value of the third span for a salary grade; it is two thirds of the amount between the minimum and midpoint of the salary range if the range has seven points.
- **Midpoint**—Amount equidistant between the salary grade minimum and maximum values.
- **Third**—Value of the fifth span for a salary grade; it is one third the amount between the midpoint and maximum of the salary range if the range has seven points, or one-half if the salary range has five points.
- **Fourth**—Value of the sixth span for a salary grade; it is two thirds of the amount between the midpoint and maximum of the salary range if the range has seven points.
- **Maximum**—Highest amount of the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CONTROL-NUMBER, SALARY GRADE.

Parameter options and setup

- **Effective Date**—Enter the effective date in the format MM-DD-CCYY or CCYYMMDD. This date is used to cross reference the Salary Grades To Benchmark Jobs Cross-Reference form on which the recalculated salary grade midpoint value is based.

See also:

- Regenerating salary grades by percent increase ***(on page 241)***

For information on completing the parameters for this report.

Recalculation of Salary Grade Range by Percent Increase (5R-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING             SALARY GRADE RECALCULATION       REPT                          PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2               BY PERCENT AUDIT TRAIL         5R-R              TIME 22:59 DATE 10-01-1997

CTRL  SALARY GEOGRAPHIC  TABLE     SEQ  FREQ  VARIANCE      ----------  SALARY QUARTILE RANGES   ----------
NBR   GRADE     IND        DATE    NBR  IND   PERCENT  MINIMUM     FIRST    SECOND     MIDPOINT     THIRD     FOURTH    MAXIMUM

9999   08        A     06-01-1998   0     1      .500    346.50    375.38   404.25       433.13    462.00      490.88     519.75
                       01-01-1925   0     1      .500    330.00    357.50   385.00       412.50    440.00      467.50     495.00

9999   30        A     06-01-1998   0            .400    39,563    43,519                47,475    51,432                 55,388
                       01-01-1925   0            .500    36,000    40,500                45,000    49,500                 54,000
```

Recalculation of Salary Grade Ranges with Midpoint Formula (5I-RPT)

The Recalculation of Salary Grade Ranges with Midpoint Formula report (5I-RPT) regenerates salary grade values based on a formula increase applied to the midpoint value of the old salary grade. The report then generates a new salary grade table record with the newly calculated values. An audit report is produced listing the new salary grade table records generated.

Business Tasks

This report is used to complete the following business tasks:

- Regenerate salary grade values based on a formula increase
- Generate new salary grade table records with the newly calculated values

Report field details

- **Ctrl Nbr**—The Control Number assigned to the table entry.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Geographic Ind**—Indicates multiple locations for salary grade.
- **Table Date**—The first effective date for the table change.
- **Seq Nbr**—Number used to indicate a combination of two or more salary grade tables.
- **Freq Ind**—The pay frequency used to calculate the range amounts.
- **Variance Percent**—Percentage difference between the minimum and maximum of the salary grade; used to recalculate salary grade range values.
- **Minimum**—Lowest amount of the salary range.
- **First**—Value of the second span for a salary grade; one third the amount between the minimum and midpoint of a seven-point salary range, or one half if the salary range has five points.
- **Second**—Value of the third span for a salary grade; two thirds of the amount between the minimum and midpoint of a seven-point salary range.
- **Midpoint**—Amount equidistant between the salary grade minimum and maximum values.
- **Third**—Value of the fifth span for a salary grade; one third the amount between the midpoint and maximum of a seven-point salary range, or one half if the salary range has five points.
- **Fourth**—Value of the sixth span for a salary grade; two thirds of the amount between the midpoint and maximum of a seven-point salary range.
- **Maximum**—Highest amount of the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CONTROL-NUMBER, SALARY GRADE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere) to include the table records in effect as of this date. Specify this parameter and leave the Control Number text box blank to include all table records in effect as of this date, regardless of Control Number.
- **Control Number**—Enter up to a four-character Control Number of the table set you want to include. Specify this parameter and leave the As Of Date text box blank to include all table records in the table set, regardless of date.

See also:

- Regenerating salary grades by the formula increase ***(on page 246)***

For information on completing the parameters for this report.

Recalculation of Salary Grade Ranges with Midpoint Formula (5I-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING             SALARY GRADE RECALCULATION        REPT                FILE VERSION 00  PAGE    1
DIVISION     9999 PRODUCTION CTL 1-2              BY MIDPOINT AUDIT TRAIL          5I-R                TIME 17:07 DATE 10-08-1997

CTRL  SALARY GEOGRAPHIC  TABLE      SEQ   FREQ  VARIANCE      ----------   SALARY QUARTILE RANGES   ----------
NBR   GRADE     IND        DATE     NBR   IND   PERCENT  MINIMUM     FIRST      SECOND    MIDPOINT    THIRD      FOURTH    MAXIMUM

9999  34         A     06-01-1998  0            .500    62,640     70,470                 78,300     86,130               93,960
                       01-01-1925  0            .500    60,000     67,500                 75,000     82,500               90,000
```

Salary Distribution by Job and Control Level (11-RPT)

The Salary Distribution by Job and Control Level report (11-RPT) displays an analysis (with supporting employee detail) of salary treatment by job assignment within the control levels.

Business Tasks

This report is used to complete the following business tasks:

- Analyze salaries by job assignment
- Analyze salary budget cost results

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Job Code**—Value representing a job.
- **Job Code Extension**—Extension of the job code allowing the same job code to be used to define a job that is the same except for a few attributes.
- **Job Title**—Description of the job assigned to an employee.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Table Type**—A value that identifies which type of salary grade table was used to create this salary grade.
- **Salary Range Information**—Level description and amount for each point on the salary grade range.
- **Employee Name**—Employee's legal name.
- **Sex**—Gender of the employee.
- **Date In Job**—Effective date of the employee job assignment.
- **Current Annual Salary**—Employee's annual salary amount.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Position In Range**—An automatically calculated difference between the employee salary and the minimum of the range, divided by the difference between the range's maximum and minimum.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, TA-JOB-CODE, TA-JOB-CODE-EXTENT, and EMPLOYEE-NAME-20.

Parameter options and setup

There are no report parameters for this report.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Salary Distribution by Job and Control Level (11-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                SALARY DISTRIBUTION              REPT                            PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2             BY JOB AND CONTROL LEVELS           11-R              TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CRTL
THREE FOUR FIVE SIX

3030  4040 5050 6060


 JOB   JOB CODE                   SALARY    TABLE  ------------------------  SALARY RANGE INFORMATION  ------------------------
 CODE  EXTENSION  JOB TITLE       GRADE    TYPE   MINIMUM    LEVEL 2     LEVEL 3    MIDPOINT    LEVEL 5     LEVEL 6     MAXIMUM
15405   0001    SHIPPING/RECEIVING  S10      C      3.8083     4.0622      4.3161      4.5700     4.8239      5.0778      5.3317

                                                               DATE      CURRENT       COMPA  POSITION
                                   EMPLOYEE NAME          SEX   IN JOB   ANNUAL SALARY   RATIO  IN RANGE

                                   MORRIS, ROBERT         M   08-01-1984    11,086.40    1.17     99.89
                                   PITARO, JOSEPH C.      M   02-15-1986     8,840.00     .93     28.99
                                   SWEENY, BARBARA        F   11-16-1983    10,201.88    1.07     71.98

                                                AVERAGE FOR ALL FEMALES:      10,201.88    1.07     71.98
                                                AVERAGE FOR ALL MALES:         9,963.20    1.05     64.44
                                                AVERAGE FOR ALL EMPLOYEES:    10,042.76    1.06     66.95
```

Salary Distribution by Performance/Time-In Job (1Y-RPT)

The Salary Distribution by Performance/Time-In Job report (1Y-RPT) provides an analysis (with supporting employee detail) of salary treatment by time in job within a performance appraisal.

Business Tasks

This report is used to complete the following task:

- Analyze compensation distribution by time in job
- Evaluate the frequency of performance appraisal based on time in job for individuals or departments

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Job Title**—Description of the job assigned to an employee.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Annual Salary**—Employee's current annual salary amount.
- **Time-In Job**—The job effective date subtracted from the system date. The result is in YYMMDD format.
- **Pct Chg**—Percent change between the prior salary and the current one.
- **Salary Effective**—Effective date of the last salary change.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, RATING-VALUE, and SALARY-GRADE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere).

See also*:*

- Ways of analyzing cost results ***(on page 216)***

For information about for this report.

Salary Distribution by Performance/Time-In Job (1Y-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              SALARY DISTRIBUTION BY        REPT                              PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2         PERFORMANCE APPRAISAL/TIME IN JOB   1Y-R                   TIME 16:32 DATE 10-08-1997

CTRL  CTRL CTRL CTRL                     EMPLOYEE                         SALARY COMPA       ANNUAL     TIME-IN  PCT   SALARY
THREE FOUR FIVE SIX   EMPLOYEE NAME      NUMBER    JOB TITLE              GRADE  RATIO       SALARY       JOB    CHG  EFFECTIVE

3030  4040 5050 6060  MORRIS, ROBERT     1005      SHIPPING/RECEIVING C    S10    1.17     11,086.40    131000   .00 08-01-1984
3030  4040 5050 6060  SULLIVAN, MIKE M.  3014      CLERK/TYPIST, SENIOR    04      .67     11,544.00    140304   .00 02-28-1984
3030  4040 5050 6060  SWALTER, STEVEN Y  3005      ACCOUNTING CLERK        09      .77     18,322.20    171010   .00 07-22-1980
3030  4040 5050 6060  SANDERS, STEVEN S  6005      ACCOUNTING CLERK        09      .77     18,322.20    171010   .00 07-22-1980
3030  4040 5050 6060  ALSON, GEOFFERY    3003      PURCHASING MANAGER     30       .71     31,999.92    140313   .00 02-19-1984
3030  4040 5050 6060  BETTS, J.T.        6003      PURCHASING MANAGER     30       .71     32,000.00    140313   .00 02-19-1984
3030  4040 5050 6060  BEACHEM, JUDITH    6009      PURCHASING MANAGER     30       .76     34,000.08    140806   .00 09-26-1983
3030  4040 5050 6060  TEACHEN, JUDITH    3009      PURCHASING MANAGER     30       .82     36,720.00    140806  8.00 10-01-1984
3030  4040 5050 6060  GRIFFITH, BERNARD  3008      PURCHASING MANAGER     30      1.11     50,000.08    140000   .00 06-01-1984
3030  4040 5050 6060  GRIFFITHS, ROBERT  6008      PURCHASING MANAGER     30      1.11     50,000.08    140000   .00 06-01-1984

     RATING VALUE   1       COUNT        10

3030  4040 5050 6060  JOHNSON, WALTER D  1255      ASSEMBLY LINE WORKER   S16     1.01      7,881.64    140422 20.07 06-01-1986
3030  4040 5050 6060  SWEENY, BARBARA    1115      SHIPPING/RECEIVING C   S10     1.07     10,201.88    140616 12.35 07-01-1986
3030  4040 5050 6060  JONES, JERRY       1111      ASSEMBLY LINE WORKER   S16     1.07     13,302.64    160500  8.00 08-01-1984
3030  4040 5050 6060  SHEA, JEFFERY B.   2016      LATHE MACHINE TOOL S   05      1.14     20,696.00    120121   .00 06-11-1986
3030  4040 5050 6060  HAMMER, JAMES B.   1236      ACCOUNTING CLERK       09       .89     21,172.84    141010  7.00 08-01-1986
3030  4040 5050 6060  ADAMS, RICHARD     1117      PURCHASING MANAGER     30       .85     38,221.44    140313 10.59 06-01-1986
3030  4040 5050 6060  COLLINS, ANNA MARIE 1848     PURCHASING MANAGER     30       .88     39,657.60    140806  8.00 10-01-1986

     RATING VALUE   2       COUNT         7
```

Salary Grades To Benchmark Jobs Cross-Reference Records (9I-RPT)

The Salary Grades To Benchmark Jobs Cross-Reference Records report (9I-RPT) displays the Salary Grades To Benchmark Jobs Cross-Reference table records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review cross-reference table records used to set up salary grade midpoint increase guidelines

Report field details

- **Control Number**—Control Number associated with the table record.
- **Salary Grade**—Value that identifies the salary grade to which all other values on the table record apply.
- **Geographic Index**—A value attached to the salary grade that represents a location and allows multiple salary ranges by location for one salary grade.
- **Benchmark Date**—Effective date of the table record.
- **Points Tabl Cntrl Nbr**—Control Number of the job points table record for the job code/job code extent pointed to by this cross-reference table record.
- **Job Cd/Extent**—Values that identify the job that is used as the benchmark for this table record salary grade to determine the total job points used in the midpoint formula for recalculating the salary range values.
- **Range/Pct Increase**—Percent increase used to recalculate the salary grade range values.
- **Constant**—Customer-defined value used in the midpoint recalculation formula for the salary grade range values.
- **Coefficient**—Customer-defined value used in the midpoint recalculation formula for the salary grade range values.
- **Variance Percent**—Percentage difference between the minimum and maximum of the salary grade; used to recalculate salary grade range values.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CONTROL-NUMBER, SALARY-GRADE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). You may specify this parameter and leave the Control Number text box blank to print all table records.
- **Control Number**—Enter the four-digit Control Number of the table set to be printed. You may specify this parameter and leave the As Of Date text box blank to print all table records in the table set, regardless of date.

See also:

- Salary grade regeneration methods and results ***(on page 232)***

For information about this report.

Salary Grades To Benchmark Jobs Cross-Reference Records (9I-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SALARY GRADES TO BENCHMARK JOBS   REPT             FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2         CROSS-REFERENCE AS OF 06-01-1998   9I-R                 TIME 17:22 DATE 10-08-1997

 CONTROL  SALARY                                 BENCHMARK  POINTS TBL                      RANGE/PCT                                 VARIANCE
 NUMBER   GRADE       GEOGRAPHIC INDEX             DATE     CNTRL NBR    JOB CD/EXTENT   INCREASE     CONSTANT   COEFFICIENT    PERCENT

  9999       02         A All Locations     01-01-1987    9999       19260    0001       .0500            .00          .00        45.00
  9999       03         A All Locations     01-01-1987    9999       19270    0001       .0500            .00          .00        45.00
  9999       04         A All Locations     01-01-1987    9999       20002    0001       .0500            .00          .00        50.00
  9999       05         A All Locations     01-01-1987    9999       18020    0001       .0500            .00          .00        45.00
  9999       06         A All Locations     01-01-1987    9999       18030    0001       .0500            .00          .00        45.00
  9999       07         A All Locations     01-01-1987    9999       20500    0001       .0625            .00          .00        40.00
  9999       08         A All Locations     01-01-1987    9999       18040    0001       .0500            .00          .00        45.00
  9999       09         A All Locations     01-01-1987    9999       22200    0001       .0475            .00          .00        40.00
  9999       14         A All Locations     01-01-1987    9999       20000    0001       .0600            .00          .00        40.00
  9999       16         A All Locations     01-01-1987    9999       21830    0001       .0600            .00          .00        40.00
  9999       18         A All Locations     01-01-1987    9999       21840    0001       .0600            .00          .00        40.00
  9999       20         A All Locations     01-01-1987    9999       30650    0001       .0600            .00          .00        40.00
  9999       22         A All Locations     01-01-1987    9999       30660    0001       .0600            .00          .00        40.00
  9999       24         A All Locations     01-01-1987    9999       35050    0001       .0000       7,800.00        35.00        40.00
  9999       26         A All Locations     01-01-1987    9999       35050    0002       .0000       7,800.00        40.00        40.00
  9999       27         A All Locations     01-01-1987    9999       34020    0001       .0600            .00          .00        40.00
  9999       28         A All Locations     01-01-1987    9999       30670    0001       .0600            .00          .00        40.00
  9999       30         A All Locations     01-01-1987    9999       47214    0001       .0000       7,800.00        40.00        40.00
  9999       34         A All Locations     01-01-1987    9999       68000    0001       .0000       7,800.00        47.00        50.00
  9999       L10        A All Locations     01-01-1987    9999       15405    0001       .0500            .00          .00        40.00
  9999       L16        A All Locations     01-01-1987    9999       17857    0001       .0525            .00          .00        50.00
  9999       S25        A All Locations     01-01-1987    9999       10500    0001       .0600            .00          .00        40.00
  9999       S27        A All Locations     01-01-1987    9999       10450    0001       .0450            .00          .00        50.00
  9999       S31        A All Locations     01-01-1987    9999       10650    0001       .0450            .00          .00        50.00
  9999       S35        A All Locations     01-01-1987    9999       10600    0001       .0450            .00          .00        50.00
```

Salary Increase Analysis (1V-RPT)

The Salary Increase Analysis report (1V-RPT) provides an analysis of the number and distribution of job appraisal ratings and the average percentage of salary change as classified by job appraisal rating.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the overall percentage of salary change for employees by job type and associated appraisal ratings
- Review rating trends related to compensation incentive programs

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Job Type**—Generic category that further identifies a job.
- **Job Type Description**—Description of the job type associated with an employee's job.
- **Rating 1-8**—Count and percentage of salary changes per performance rating. An employee may be counted more than once depending on the number of increases that fall within the date entered on the parameter form.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, JOB-TYPE, and SALARY-CHANGE-TYPE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). If you leave this text box blank, the system date is used.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Salary Increase Analysis (1V-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                SALARY INCREASE ANALYSIS        REPT                             PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                AS OF DATE 01-01-1997           1V-R                TIME 17:40 DATE 10-08-1997

CTRL  CTRL CTRL CTRL JOB
THREE FOUR FIVE SIX  TYPE  JOB TYPE DESCRIPTION       RATING: 1        2        3         4          5        7          8

3333  4444 5555 6666  01   Salaried Exempt                              1

                           PERCENT IN RATING:                .00    100.00       .00       .00        .00      .00       .00


                           MERIT INCREASES:                  .00    100.00       .00       .00        .00      .00       .00
```

Salary Plan Analysis by Control Level and Job Type (5A-RPT)

The Salary Plan Analysis by Control Level and Job Type report (5A-RPT) provides an analysis of the dollar effect of a salary plan budget (Plan/Actual Switch value) by control level and job type. The average increase percentage, total budgeted salaries, and number of employees are displayed.

Business Tasks

This report is used to complete the following business tasks:

- Analyze the salary expense resulting from a salary plan
- Accept or reject the salary plan based on salary budget comparisons

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Job Type**—Generic category that further identifies a job.
- **Total Salaries**—The sum of employee current annual salaries for the control levels and job type.
- **Average % Inc**—The total of percentage increases divided by the number of increases for the control levels and job type.
- **Total Budget Salaries**—If the increase number is equal to 1, the employee budgeted annual salary is added to the total amount. If the increase number is greater than 1, only the amount of the budgeted increase is added.
- **Total Headcount**—Number of employees included in the totals for the line.
- **Total Number Increases**—Number of increases on this line is totaled. If an employee is budgeted for two or more increases, this total is incremented by the actual number of increases budgeted for the plan year.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and JOB-TYPE.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year start date in the format MM-DD-CCYY or CCYYMMDD. (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere)
- **Salary Plan Number**—Select a salary plan number from the option list.

See also:

- Analyzing the budgeted salary information ***(on page 141)***

For information on completing the parameters for this report.

Salary Plan Analysis by Control Level and Job Type (5A-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING         ANALYSIS BY CONTROL LEVEL/JOB TYPE  REPT               FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                      SALARY PLAN: 1         5A-R                   TIME 16:32 DATE 10-08-1997

   CTRL   CTRL      CTRL  CTRL  JOB     TOTAL       AVERAGE           TOTAL            TOTAL       TOTAL NUMBER
   THREE  FOUR      FIVE  SIX   TYPE   SALARIES      % INC      BUDGET SALARIES    HEADCOUNT       INCREASES

   3030   4040      5050  6060   01    50,000.08      6.50          53,250.08          1              1

   3030   4040      5050  6060   02    18,322.20      7.50          19,696.56          1              1


*CTRL-SIX      6060                    68,322.28      7.00          72,946.64          2              2
```

Salary Plan Table (9H-RPT)

The Salary Plan Table report (9H-RPT) provides a printed copy of the Percent Increase tables on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review and analyze fixed-percentage salary plans

Report field details

- **Control Number**—Control Number associated with the Salary Plan table record.
- **Control Four**—Human Resource Organization Level 4 value associated with this Salary Plan table record.
- **Control Five**—Human Resource Organization Level 5 value associated with this Salary Plan table record.
- **Generic Job Type**—Generic category that further identifies a job.
- **Generic Job Description**—Description for the category associated with a job.
- **Salary Plan Type**—Value identifying the salary plan.
- **Salary Plan Description**—Description for the value identifying the salary plan.
- **Table Date**—Effective date of the Salary Plan table.
- **Budget Pct-Chge**—Percentage used to calculate the budgeted salary change for each employee to whom this Salary Plan table record applies.
- **Budgeted Headcount**—Number of employees expected to be affected by this Salary Plan table record.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CONTROL-NUMBER, CTRL-THREE, CTRL-FOUR, JOB-TYPE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). You may specify this parameter and leave the Control Number text box blank to print all table records.
- **Control Number**—Enter the four-digit Control Number of the table set to be printed. You may specify this parameter and leave the As Of Date text box blank to print all table records in the table set, regardless of date.
- **Table Record Type Option**—Enter the associated number of the table record type you want to print. You may run any combination of the TH tables in batch, for example, '34' or '234'.

See also:

- Across-the-board salary plans and their uses ***(on page 48)***

For information about this report.

Salary Plan Table (9H-RPT) - Example

CORPORATION 99 ACME MANUFACTURING SALARY PLAN TABLE REPT FILE VERSION 00 PAGE 1
DIVISION 9999 PRODUCTION CTL 1-2 AS OF 01-01-1998 9H-R TIME 17:02 DATE 10-08-1997

CONTROL NUMBER	CONTROL THREE	CONTROL FOUR	GENERIC JOB TYPE	DESCRIPTION	SALARY PLAN TYPE	DESCRIPTION	TABLE DATE	BUDGET PCT-CHGE	BUDGETED HEADCOUNT
9999			01	Salaried Exempt	1	Salary Plan 1	12-01-1986	6.00	0000022
9999			02	Salaried Non Exempt	1	Salary Plan 1	12-01-1986	6.25	0000017
9999			03	Hourly Non Union	1	Salary Plan 1	12-01-1986	7.25	0000003
9999			04	Hourly Union	1	Salary Plan 1	12-01-1986	7.00	0000022
9999			04	Hourly Union	2	Salary Plan 2	01-01-1998	10.00	0000000
9999		4488	01	Salaried Exempt	3	Salary Plan 3	01-01-1986	2.25	
9999		4488	02	Salaried Non Exempt	3	Salary Plan 3	01-01-1986	3.25	
9999		4488	04	Hourly Union	3	Salary Plan 3	01-01-1986	5.00	
9999	3030		01	Salaried Exempt	1	Salary Plan 1	01-01-1998	5.00	
9999	3030		01	Salaried Exempt	2	Salary Plan 2	01-01-1986	8.50	
9999	3030		02	Salaried Non Exempt	2	Salary Plan 2	01-01-1986	7.50	
9999	3030	4040	01	Salaried Exempt	3	Salary Plan 3	01-01-1986	5.50	0000009
9999	3030	4040	02	Salaried Non Exempt	3	Salary Plan 3	01-01-1986	5.00	0000010
9999	3030	4040	04	Hourly Union	3	Salary Plan 3	01-01-1986	4.50	0000012
9999	3333		01	Salaried Exempt	2	Salary Plan 2	01-01-1986	10.00	
9999	3333		02	Salaried Non Exempt	2	Salary Plan 2	01-01-1986	7.25	
9999	3388		01	Salaried Exempt	2	Salary Plan 2	01-01-1986	9.50	
9999	3388		02	Salaried Non Exempt	2	Salary Plan 2	01-01-1986	8.50	

Salary Plan to Actual Comparison (5J-RPT)

The Salary Plan to Actual Comparison report (5J-RPT) provides a comparison of salary plan budget data to actual salary increases awarded with effective dates that fall within the salary plan year.

Business Tasks

This report is used to complete the following business tasks:

- Compare salary budget to actual salary data
- Review corporate salary variance figures
- Analyze individual employee salary variances

Report field details

- **Control Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Control Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Control Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Control Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Job Title**—Description of the job assigned to an employee.
- **Rating**—Performance appraisal rating value.
- **Prior Year Salary Date**—Effective date of the employee's last salary change.
- **Prior Year Salary Annual**—Annual salary as of the employee's last salary change.
- **Current Activity Date**—Date of the employee's last major activity.
- **Current Activity Status**—Description of the result of the major activity entry.

Report sort order

As delivered, the sort order of this report is CONTROL-2, CTRL-THREE- through CTRL-SIX, JOB-TYPE, and EMPLOYEE-NAME-20.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year start date in the format MM-DD-CCYY or CCYYMMDD. (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan Number**—Select a salary plan number from the option list.

See also:

- Comparing salary plan to actual salary data ***(on page 224)***

For information on completing the parameters for this report.

Salary Plan to Actual Comparison (5J-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SALARY PLAN TO ACTUAL COMPARISON   REPT              FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2           PLAN YEAR: 01-01-1998  PLAN: 2    5J-R                  TIME 22:35 DATE 10-01-1997

----- CONTROLS -----                      EMPLOYEE                                  - PRIOR YEAR SALARY - --- CURRENT ACTIVITY ---
THREE FOUR FIVE SIX   EMPLOYEE NAME       NUMBER    JOB TITLE            RATING     DATE       ANNUAL      DATE     STATUS


3333  4444 5508 6608  DANIELS, JEFFREY C.  3023      DRILLING MACHINE TOO     1                    .00    04-13-1982 Active-Salrd

BUDGET: 1   12-29-1998  12.00   25,760.28      ACTUAL:               .00           .00     VARIANCE:    .00            .00



*CTRL-SIX      6608          25,760.28                               .00           .00                -1.00     -25,760.28
```

Salary Planning/Budgeting Turnaround List (5B-RPT)

The Salary Plan/Budget Turnaround List report (5B-RPT) lists all employees by department (or customer-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). This includes space to manually enter individual employee exceptions to the salary plan.

Business Tasks

This report is used to complete the following business tasks:

- Review and analyze the proposed salary increase for each employee
- Approve projected salary increases
- Write in exceptions or variances for individual employees

Report field details

- **Control Three**—Human Resource Organization Level 3 value assigned to an employee.
- **Control Four**—Human Resource Organization Level 4 value assigned to an employee.
- **Control Five**—Human Resource Organization Level 5 value assigned to an employee.
- **Control Six**—Human Resource Organization Level 6 value assigned to an employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Job Type**—Generic category that further identifies a job.
- **Job Title**—Description of the job assigned to an employee.
- **Rating**—Performance appraisal rating value.
- **Salary Change**—Reason for the salary change.
- **Employee Status**—Employee's activity status.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, JOB-TYPE, and EMPLOYEE-NAME.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year start date in the format MM-DD-CCYY or CCYYMMDD. (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan Number**—Select a salary plan number from the option list.

See also:

- Determining individual employee exceptions ***(on page 145)***

For information on completing the parameters for this report.

Salary Planning/Budgeting Turnaround List (5B-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SALARY PLAN/BUDGET TURNAROUND LIST   REPT              FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2            PLAN YEAR: 01-01-1998  PLAN: 1     5B-R                  TIME 16:32 DATE 10-08-1997

----- CONTROLS -----                      EMPLOYEE  JOB
THREE FOUR FIVE SIX  EMPLOYEE NAME         NUMBER   TYPE JOB TITLE             RATING SALARY-CHANGE     EMPLOYEE STATUS


3030  4040 5050 6060 GRIFFITH, BERNARD      3008     01  PURCHASING MANAGER       1    Sal Plan 1       Active-Salrd Reg FT

BUDGET: 1  04-01-1998 5.00    2,499.90     52,500.00  A  ADJUSTMENTS: _________________  CURRENT: 04-15-1997    50,000.00


3030  4040 5050 6060 SWALTER, STEVEN Y      3005     02  ACCOUNTING CLERK         2    Sal Plan 10      Active-Salrd Reg FT

BUDGET: 1  04-01-1998 6.50    1,190.80     19,513.00  A  ADJUSTMENTS: _________________  CURRENT: 04-16-1997    18,322.20
```

Salary Planning/Budget Programs [TD Tables] (5D-RPT)

The Salary Planning/Budget Programs [TD Tables] report (5D-RPT) automatically creates employee salary budget records from a pay-for-performance salary plan. This process creates multiple increases for one salary plan year based on company policy, the employee's performance appraisal rating value, and compa ratio (or position in range, whichever is applicable). An audit report is printed showing the salary budget records created or an error message if the record cannot be created.

Business Tasks

This report is used to complete the following business task:

- Automatically create employee salary budget records from a pay-for-performance salary plan

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Increase #**—Sequence of increase for the salary plan year.
- **Increase Type**—Value indicating reason for the increase.
- **Increase Date**—Effective date of the increase.
- **Percent Change**—Percent change between the prior salary and the current one.
- **Per Pay Period Amt**—Annual salary divided by number of pay periods.
- **Amt Change**—Amount difference between the prior annual salary and the current one.
- **Annual Salary**—Employee's current annual salary amount.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, EMPLOYEE-NAME.

Parameter options and setup

- **Salary Plan Year**—Enter the plan year date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan Number**—Select a salary plan number from the option list.
- **Logic Indicator Option**—Enter a value to represent the table records to be used to create the salary budget record.
- **Range Indicator Option**—Enter a value to indicate whether a maximum is to be applied to the resulting projected salary.

See also:

- Automatically creating salary budget records from a pay-for-performance salary plan ***(on page 123)***

For information on completing the parameters for this report.

Salary Planning/Budget Programs [TD Tables] (5D-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SALARY PLAN GENERATOR AUDIT TRAIL    REPT            FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                   YEAR: 01-01-1998            5D-R                TIME 14:09 DATE 10-10-1997

CTRL   CTRL  CTRL  CTRL                   EMPLOYEE      INCREASE  INCREASE  PERCENT    PER-PAY
THREE  FOUR  FIVE  SIX   EMPLOYEE NAME     NUMBER       #  TYPE     DATE    CHANGE    PERIOD-AMT     AMT-CHANGE   ANNUAL-SALARY


3030   4040  5050  6060  ADAMS, RICHARD      1117         1   A   02-01-1998   2.00     1,961.54      1,000.04      51,000.04
                                                          2   A   08-01-1998   2.00     2,000.77      1,019.98      52,020.02

                        ALSON, GEOFFERY      3003         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        AUSTIN, STEVE        1234         1   A   02-12-1998   2.00       980.77      1,000.04      51,000.04
                                                          2   A   08-12-1998   2.00     1,000.39      1,020.24      52,020.28

                        BEACHEM, JUDITH      6009         1   A   11-01-1998   4.25       751.80      1,593.60      39,093.60

                        BETTS, J.T.          6003         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        BLOOM, ALEXANDER     3001         1   A   07-01-1998   8.50       568.92      1,069.68      13,654.08

                        COLLINS, ANNA MARIE  1848         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        GRANT, KEITH L.      2014         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        GRIFFITHS, ROBERT    6008         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        HAMMER, JAMES B.     1236         * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                        JOHNSON, WALTER D    1255         * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                        JONES, JERRY         1111         * FUTURE DATED SALARY ON FILE: PLANS NOT CALCULATED
```

Salary Planning/Budget Programs [TH Tables] (5H-RPT)

The Salary Planning/Budget Programs [TH Tables] report (5H-RPT) creates employee salary budget records automatically from an across-the-board salary plan. This process creates one budgeted increase for the salary plan year on the one-year anniversary of the employee's last salary change. An audit report is printed showing the created salary budget records, or an error message if the record cannot be created.

Business Tasks

This report is used to complete the following task:

- Automatically create employee salary budget records from an across-the-board salary plan

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Increase #**—Sequence of increase for the salary plan year.
- **Increase Type**—Value indicating reason for the increase.
- **Increase Date**—Effective date of the increase.
- **Percent Change**—Percent change between the prior salary and the current one.
- **Per Pay Period Amt**—Annual salary divided by number of pay periods.
- **Amt Change**—Amount difference between the prior annual salary and the current one.
- **Annual Salary**—Employee's current annual salary amount.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, EMPLOYEE-NAME.

Parameter options and setup

- **TH Table Indicator Option**—Enter the TH table type to be used by this pass of the program to create salary budget records. You can use a combination of TH1, TH2, TH3, and TH4 records; however, each time this report is scheduled to run, only one type of TH record will be processed.
- **Salary Plan Number**—Select a salary plan number from the option list.
- **Salary Plan Start Date**—Enter the plan year start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

See also:

- Automatically creating salary budget records from an across-the-board salary plan ***(on page 121)***

For information on completing the parameters for this report.

Salary Planning/Budget Programs [TH Tables] (5H-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING          SALARY PLAN GENERATOR AUDIT TRAIL    REPT           FILE VERSION 00  PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2          YEAR: 01-01-98 PLAN: 1 TABLE: TH1    5H-R              TIME 14:03:03 DATE 10-10-97

CTRL   CTRL  CTRL  CTRL                     EMPLOYEE      INCREASE  INCREASE  PERCENT    PER-PAY
THREE  FOUR  FIVE  SIX   EMPLOYEE NAME       NUMBER       #  TYPE     DATE    CHANGE    PERIOD-AMT     AMT-CHANGE   ANNUAL SALARY

3030   4040  5050  6060  ADAMS, RICHARD       1117       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         ALSON, GEOFFERY      3003        1   A    01-01-1998   8.00      249.22         443.04       5,981.28

                         AUSTIN, STEVEN       1234       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         BEACHEM, JUDITH      6009       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         BETTS, J.T.          6003       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         COLLINS, ANNA MARIE  1848       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         GRANT, KEITH L.      2014       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         GRIFFITH, BERNARD    3008       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         GRIFFITHS, ROBERT    6008       * PROJECTED SALARY INCREASE DATE IS LESS THAN START OF PLAN YEAR

                         HAMMER, JAMES B.     1236       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         JOHNSON, WALTER D    1255       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         JONES, JERRY         1111       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         LYNDEN, ANNETTE C.   1378       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         MAGUIRE, HENRY S.    1578       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS

                         MORRIS, ROBERT       1005       * INSUFFICIENT DATA TO CALCULATE SALARY PLANS
```

Salary Review Authorization Form I (5O-RPT)

The Salary Review Authorization Form I report (5O-RPT) provides detailed and basic salary data on the employee as well as space to manually enter or automatically print proposed and actual increase amounts, effective dates, and so forth, for any employee who is scheduled to receive a merit increase within the month requested. This report prints one 8.5" x 11" form per employee.

Business Tasks

This report is used to complete the following business tasks:

- Initiate the salary review process
- Review salary history and statistics
- Record salary increase information
- Record salary increase authorization signatures
- Enter review information online

Report field details

- **Salary Change Type**—Value and description that explains how the proposed salary increase was determined.
- **Salary Effective Date**—Effective date of the proposed salary increase.
- **Increase Amount**—Annual amount of the proposed increase.
- **New Salary/Wage**—Proposed salary expressed as an annual, per pay period, or hourly amount based on the salary grade table associated with the employee's salary grade.
- **Percent Change**—Percentage difference between the current salary and the proposed salary amount.
- **New Compa Ratio**—Compa ratio of the proposed salary.
- **Appraisal Table**—The Matrix ID associated with the pay-for-performance.
- **Used**—Salary Plan table used to generate this report is printed here if one of the TD logic indicator options is used to run this report.
- **Suggested Date Range**—The recommended range of dates, calculated from the range of months found in the TD3 or TD6 table, is printed here if one of the TD options is used to run this report.
- **Suggested Range**—The recommended range of percentages found in the TD9 or TD0 table is printed here if the CR or RR logic indicator option is used to run this report.

Parameter options and setup

- **Effective Date**—Enter the effective date in the format MM-DD-CCYY or CCYYMMDD. The program will use the system date if the literal 'CCYYMMDD' is entered (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- **Salary Plan Year**—Enter the date of the first day in the salary plan year using the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This entry is required only if you have chosen to run the report using a logic indicator option of P1, P2, or P3.
- **Logic Indicator Option**—Enter a value to represent the table records or salary plans to be used to create the salary information.
- **Range Indicator Option**—Enter a value to indicate whether a maximum is to be applied to the resulting projected salary.

Technical considerations*:*

The following technical considerations must be reviewed prior to running this report:

- A change to the Appraisal Ratings option list (when using the 'M' option) requires a RECALC of the option list as well as a RELOAD of program 5OTABL.
- Any format changes made to the 5-DATA program may require a modification to, and RETYPE of, any of the following RTEDIT files: 5O-R0, 5O-R1, 5O-R2, 5O-R3, 5O-R4.

See also:

- Generating salary review authorization forms ***(on page 170)***

For information on completing the parameters for this report.

Salary Review Authorization Form I (5O-RPT) - Example

```
SALARY REVIEW WORKSHEET/AUTHORIZATION FORM I


     EMPLOYEE NAME:     MOORE, SAMUEL                         EMPLOYEE NUMBER: 1002
     JOB CODE/EXTENT:   68000  0001            JOB TITLE:     EXECUTIVE SALES MGR


     CONTROLS:  THREE:  3388  FOUR:  4488    FIVE:  5508  SIX:  6608
     SALARY GRADE:      34        MINIMUM:   60,000   MID:   75,000   MAXIMUM:  90,000
     CONVERTED SALARY:        60,000
     GEOGRAPHIC INDEX:  A
     GRADE FREQUENCY:   MONTHLY


                            CURRENT SALARY/WAGE DATA

     EFFECTIVE     SALARY                          COMPA   POSITION
        DATE     PER PERIOD   PAY FREQUENCY        RATIO   IN RANGE   PERFORMANCE RATING
     01-01-1997   5,000.00     4  MONTHLY            .08       .00    OUTSTANDING


       - - - - - - - - SALARY HISTORY - - - - - - -   - - - APPRAISAL HISTORY - - - -  --
        DATE     CHANGE TYPE       CHANGE AMT / PCT    DATE             RATING VALUE
     01-01-1997  INCREASE-PROMOT     10,000.00 20.00   01-01-1997       1 OUTSTANDING
     01-01-1996  NEW HIRE                  .00   .00



                                  PROPOSED:                AUTHORIZED:

     SALARY CHANGE TYPE:   P2  INC#1  TYPE:A              ___________________________
     SALARY EFFECTIVE DATE:       01-01-1998              ___________________________
     INCREASE AMOUNT:               6,000.00              ___________________________
     NEW SALARY/WAGE:               5,500.00              ___________________________
     PERCENT CHANGE:          10.00                       ___________________________
     NEW COMPA-RATIO:           .88                       ___________________________


     APPRAISAL TABLE USED:   C001
     SUGGESTED DATE RANGE:
     SUGGESTED RANGE:

     NEXT REVIEW DATE:                                    ____________________________
     NEXT REVIEW TYPE:                                    ____________________________

     REMARKS: ______________________________________________________________________________

              ______________________________________________________________________________

     _______________________________________________________________________________________

     AUTHORIZATION: ____________________________________   _________________________________

                    ____________________________________   _________________________________
```

Salary Review Authorization Form II (5P-RPT)

The Salary Review Authorization Form II report (5P-RPT) provides detailed and basic salary data on the employee as well as space to manually enter or automatically print proposed and actual increase amounts, effective dates, and so forth, for any employee who is scheduled to receive a merit increase within the month requested. This report prints two employee forms per landscape page.

Business Tasks

This report is used to complete the following business tasks:

- Initiate the salary review process
- Review salary history and statistics
- Record salary increase information
- Record salary increase authorization signatures
- Enter review information online

Report field details

- **Type**—Value that indicates how the proposed salary increase was determined.
- **Eff Date**—Effective date of the proposed salary increase.
- **Inc Amt**—Annual amount of the proposed increase.
- **New Sal**—Proposed salary expressed as an annual, per pay period, or hourly amount based on the salary grade table associated with the employee's salary grade.
- **Inc %**—Percentage difference between the current salary and the proposed salary amount.
- **Compa Ratio**—Compa ratio of the proposed salary.

Parameter options and setup

- **Effective Date**—Enter the effective date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). The program will use the system date if the literal 'CCYYMMDD' is entered.
- **Salary Plan Year—**Enter the date of the first day in the salary plan year using the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This entry is required only if you have chosen to run the report using a logic indicator option of P1, P2, or P3.
- **Logic Indicator Option—**Enter a value to represent the table records or salary plans to be used to create the salary information.
- **Range Indicator Option—**Enter a value to indicate whether a maximum is to be applied to the resulting projected salary.

Technical considerations:

Review the following technical considerations prior to running this report:

- A change to the Appraisal Ratings option list (when using the M option) requires a RECALC of the option list as well as a RELOAD of program 5PTABL.
- Any format changes made to the 5-DATA program may require a modification to, and RETYPE of, any of the following RTEDIT files: 5P-R0, 5P-R1, 5P-R2, 5P-R3, 5P-R4.

See also:

- Generating salary review authorization forms ***(on page 170)***

For information on completing the parameters for this report.

Salary Review Authorization Form II (5P-RPT) - Example

```
 SALARY REVIEW WORKSHEET/AUTHORIZATION FORM II
**********************************************************************************************************************************
NAME:   JORDAN, WILLIAM M.                EMPLOYEE NUMBER:  1022         ----------------------CONTROL LEVELS ---------------------
JOB CODE/EXTENT:  20002  0001             TITLE:  CLERK/TYPIST, SENIOR    THREE   3030   FOUR   4040   FIVE   5050   SIX   6060

                          CURRENT SALARY/WAGE DATA                                   SALARY GRADE FACTORS
EFFECTIVE                                     COMPA    POSITION    PERFORMANCE    CONVERTED      GEOGRAPHIC          GRADE
   DATE        SALARY  PAY FREQUENCY          RATIO    IN RANGE       RATING         SALARY         INDEX           FREQUENCY

01-01-1998   339.79   1    WEEKLY              .85       12.37     OUTSTANDING      339.79            A              WEEKLY

       SALARY   SALARY                ------------SALARY HISTORY ----------------------APPRAISAL HISTORY ------------------------
       GRADE    RANGES                DATE        TYPE             CHANGE AMT/PCT     DATE        RATING
       04       MIN…  326.53      01-01-1997  MERIT INCREASE     1,270.88   7.75  01-01-1997  OUTSTANDING               1
                MID…  400.00      01-01-1996  MERIT INCREASE     1,214.72   8.00
                MAX…  473.47      01-01-1995  MERIT INCREASE      1626.82  12.00
PROPOSED:   TYPE:  P2  EFF DT:1/1/98  INC AMT:     529.88   NEW SAL:      349.98    INC %:   3.00        COMPA-RATIO:    .87
AUTHORIZED: TYPE: ____ EFF DT: ______ INC AMT: _____________ NEW SAL: ______________ INC %: ________ NEXT REVIEW: __________ ____
SIGNATURES:    ____________________________  _____________________________  ______________________________  _______________________

**********************************************************************************************************************************
NAME:   MAGUIRE, JERRY S.                EMPLOYEE NUMBER:  1027         ----------------------CONTROL LEVELS ---------------------
JOB CODE/EXTENT:  20002  0001             TITLE:  CLERK/TYPIST, SENIOR    THREE   3030   FOUR   4040   FIVE   5050   SIX   6060

                          CURRENT SALARY/WAGE DATA                                   SALARY GRADE FACTORS
EFFECTIVE                                     COMPA    POSITION    PERFORMANCE    CONVERTED      GEORGRAPHIC         GRADE
   DATE        SALARY  PAY FREQUENCY          RATIO    IN RANGE       RATING         SALARY         INDEX           FREQUENCY

01-01-1998   292.84     1 WEEKLY              .88       19.78     STANDARD        292.84            A              WEEKLY

       SALARY   SALARY                ------------SALARY HISTORY ----------------------APPRAISAL HISTORY ------------------------
       GRADE    RANGES                DATE        TYPE             CHANGE AMT/PCT     DATE        RATING
       04       MIN…  326.53      11-01-1997  MERIT INCREASE     1,127.88   8.00  11-01-1997  STANDARD                  3
                MID…  400.00      11-01-1996  MERIT INCREASE     1,978.60  16.32
                MAX…  473.47      11-01-1995  MERIT INCREASE       577.20   5.00
PROPOSED:   TYPE:  P2  EFF DT:1/1/98  INC AMT:     761.28   NEW SAL:      307.48    INC %:   5.00        COMPA-RATIO:    .77
AUTHORIZED: TYPE: ____ EFF DT: ______ INC AMT: _____________ NEW SAL: ______________ INC %: ________ NEXT REVIEW: __________ ____
SIGNATURES:    ____________________________  _____________________________  ______________________________  _______________________
```

Salary Review Forms Not Returned By Date (18-RPT)

The Salary Review Forms Not Returned By Date report (18-RPT) lists all employees for whom salary review paperwork has not been returned by the expected return date.

Business Tasks

This report is used to complete the following business task:

- Track salary review forms not returned by the expected return date

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Review Scheduled Date**—Date the next salary review is to be performed.
- **Review Scheduled Type**—Value that defines the type of salary review to be performed.
- **Expected Return Date**—Date the salary review form is due back in the originating department.
- **Actual Return Date**—Date the salary review form was actually received back in the originating department.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-THREE, CTRL-FOUR, CTRL-FIVE, CTRL-SIX, and DATE-RETURN-EXPECTED.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). If this text box is left blank, the system date is used.

See also:

- Tracking the return of salary reviews ***(on page 172)***

For information on completing the parameters for this report.

Salary Review Forms Not Returned By Date (18-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                 SALARY REVIEW FORMS            REPT                            PAGE       1
DIVISION     9999 PRODUCTION CTL 1-2           NOT RETURNED BY EXPECTED DATE        18-R                 TIME 17:50 DATE 10-08-1997

   CTRL CTRL CTRL CTRL                              EMPLOYEE          ------- REVIEW SCHEDULED: -------   EXPECTED      ACTUAL
  THREE FOUR FIVE SIX     EMPLOYEE NAME             NUMBER              DATE            TYPE            RETURN DATE   RETURN DATE

   3030 4040 5050 6060     ADAMS, RICHARD           1117           01-01-1987  SA Sal Review Annual     12-15-1986      -  -
  REVIEWER:  SHARPE, BILL                         DISTRIBUTION INFO: 2FLR-19                          DISTRIBUTION DATE: 12-01-1986


   3030 4040 5050 6060     AUSTIN, STEVEN           1234           12-01-1986  SA Sal Review Annual     11-21-1986      -  -
  REVIEWER:  WINTER, ROGER                         DISTRIBUTION INFO: 11TH-3344                       DISTRIBUTION DATE: 11-01-1986


   3030 4040 5050 6060     HAMMER, JAMES B.         1236           08-01-1986  SA Sal Review Annual      08-01-1986      -  -
  REVIEWER:  WINTER, ROGER                         DISTRIBUTION INFO: 11TH-8815                       DISTRIBUTION DATE: 07-10-1985


   3030 4040 5050 6060     JOHNSON, WALTER D        1255           01-01-1987  SA Sal Review Annual      12-27-1986      -  -
  REVIEWER:  HENDERSON, TOM                        DISTRIBUTION INFO: BT-OPRL1                        DISTRIBUTION DATE: 12-19-1986


   3030 4040 5050 6060     JONES, JERRY             1111           08-01-1985  SA Sal Review Annual      08-10-1985      -  -
  REVIEWER:  SLOANE, WILLIAM                       DISTRIBUTION INFO: 8TH-2481                        DISTRIBUTION DATE: 07-15-1985


   3030 4040 5050 6060     LYNDEN, ANNETTE C.       1378           09-01-1987  SA Sal Review Annual      08-21-1987      -  -
  REVIEWER:  SLOANE, WILLIAM                       DISTRIBUTION INFO: 11TH-8989                       DISTRIBUTION DATE: 08-01-1987


   3030 4040 5050 6060     MORRIS, ROBERT           1005           08-01-1985  SA Sal Review Annual      07-14-1985      -  -
  REVIEWER:  THOMPSON, SANDRA                      DISTRIBUTION INFO:                                 DISTRIBUTION DATE: 07-21-1985
```

Scheduled Salary Reviews Within Selected Months (59-RPT)

The Scheduled Salary Reviews Within Selected Months report (59-RPT) lists all employees who are scheduled to receive salary reviews within the next month.

Business Tasks

This report is used to complete the following business task:

- Track employees due for a salary review in a specified month

Report field details

- **Ctrl Three**—Human Resource Organization Level 3 value assigned to this employee.
- **Ctrl Four**—Human Resource Organization Level 4 value assigned to this employee.
- **Ctrl Five**—Human Resource Organization Level 5 value assigned to this employee.
- **Ctrl Six**—Human Resource Organization Level 6 value assigned to this employee.
- **Employee Name**—Employee's legal name.
- **Employee Number**—Unique employee identifier, up to 10 characters in length.
- **Salary**—Current pay amount based on salary grade frequency.
- **Salary Chg Date**—Most recent salary change date.
- **Months Since**—Number of months since last salary change.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Rating Date**—Date of performance appraisal rating.
- **Rating Code**—Performance appraisal rating value.
- **Salary Grade**—A value associated with each salary grade and its range.
- **Salary Range**—Level description and amount for each point on the salary grade range.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, CTRL-3, CTRL-4, CTRL-5, CTRL-6, and EMPLOYEE-NAME.

Parameter options and setup

- **Effective Date**—Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) to mark the start of a one-month period.
- **Salary Plan Year**—Enter the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere) if budget records are specified in the Logic Indicator Option.
- **Logic Indicator Option**—Type an option to identify the logic to calculate the review date and amount of increase.
- **Range Indicator Option**—Type 'M' or leave the text box blank.

See also:

- What triggers a review? ***(on page 159)***

For information about this report.

Scheduled Salary Reviews Within Selected Months (59-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING           SALARY REVIEWS SCHEDULED        REPT                    FILE VERSION 00 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2            FOR MONTH OF MARCH             59-R                    TIME 20:48 DATE 11-07-1997

CTRL CTRL CTRL CTRL                          EMPLOYEE                    SALARY  MONTHS COMPA   RATING   RATE SALARY
THRE FOUR FIVE SIX   EMPLOYEE NAME           NUMBER        SALARY      CHG DATE SINCE  RATIO    DATE    CODE GRADE     SALARY RANGE

3030 4040 5050 6060  ALSON, GEOFFERY        3003          31,999.92  02-19-1984  000    .71  01-01-1925   8  30      MIN      36,000
                                                                                                                      MID      45,000
FREQUENCY: Semi Monthly                     PROJECTED:  ____________ 03-04-1998  168   ____                          MAX      54,000

3030 4040 5050 6060  SWALTER, STEVEN Y      3005             352.35  07-22-1980  000    .77  01-01-1925   8  09      MIN      367.71
                                                                                                                      MID      456.48
FREQUENCY: Weekly                           PROJECTED:  ____________ 03-07-1998  211   ____                          MAX      545.25

3333 4444 5555 6666  BLOOM, ALEXANDER       3001          37,999.92  04-01-1984  012   1.13  01-01-1925   8  26      MIN      26,000
                                                                                                                      MID      33,500
FREQUENCY: Semi Monthly                     PROJECTED:  ____________ 03-02-1998  167   ____                          MAX      41,000

3333 4444 5555 6666  MARSH, PAUL J.         3004             650.00  03-22-1985  000    .66  01-01-1925   8  09      MIN      367.71
                                                                                                                      MID      456.48
FREQUENCY: Semi Monthly                     PROJECTED:  ____________ 03-06-1998  155   ____                          MAX      545.25
```

Summary - Salary Analysis by Grade (14-RPT)

The Summary—Salary Analysis by Grade report (14-RPT) provides a statistical analysis of salary variance by job code within a salary grade for all active employees.

Business Tasks

This report is used to complete the following business tasks:

- Review salary totals and averages for each job assignment within the salary grade
- Analyze salary costs by job assignment

Report field details

- **Salary Grade**—A value associated with each salary grade and its range.
- **Geographic Index**—A value attached to the salary grade that represents a location and allows multiple salary ranges by location for one salary grade.
- **Job Code/Extent**—Value representing a job.
- **Job Title**—Description of a job.
- **Grade Midpoint**—Amount equidistant between the salary grade minimum and maximum values.
- **Converted Salary**—Salary expressed as an annual, per period, or hourly amount depending on the salary grade table type.
- **Compa Ratio**—Ratio of the employee's salary compared with the midpoint of the salary range.
- **Actual Salary**—Annual salary amount.
- **Total Employees**—Count of employees represented by the total figures.
- **Average Actual**—Total of the actual salary amounts divided by the number of employees.

Report sort order

As delivered, the sort order of this report is CONTROL-1, CONTROL-2, SALARY-GRADE, JOB-CODE, and JOB-CODE-EXTENT.

Parameter options and setup

There are no report parameters for this report.

See also:

- Ways of analyzing cost results ***(on page 216)***

For information about this report.

Summary - Salary Analysis by Grade (14-RPT) - Example

```
CORPORATION  99   ACME MANUFACTURING               SALARY ANALYSIS BY GRADE        REPT                            PAGE        1
DIVISION     9999 PRODUCTION CTL 1-2                                               14-R              TIME 17:02 DATE 10-08-1997

SALARY GEOGRAPHIC   JOB                                 GRADE         CONVERTED     COMPA        ACTUAL        TOTAL     AVERAGE
GRADE    INDEX   CODE/EXTENT      JOB TITLE             MIDPOINT         SALARY      RATIO       SALARY      EMPLOYEES    ACTUAL

24          A    35050 0001  ACCOUNTANT, CLASS II      31,000.00      25,000.00        .81     25,000.00

*TA-JOB-CODE-EXT 0001                                  25,000.00                       .81     25,000.00          1      25,000.00

*TA-JOB-CODE     35050                                 25,000.00                       .81     25,000.00          1      25,000.00

*SALARY-GRADE    24                                    25,000.00                       .81     25,000.00          1      25,000.00
```

TC Table Records (9C-RPT)

The TC Table Records report (9C-RPT) retains the results of the evaluation of relative worth of jobs with an organization by associating the resulting code and point data to the JOB-CODE and JOB-CODE-EXTENT previously established on the TA Table. The evaluation code categories provided on the TC Table are Knowledge, Resourceful, Responsibility, Work-Environment, and Other. The 9C-RPT prints these Tables records on a batch report.

Business Tasks

This report is used to complete the following business task:

- Review the Job Points Table Entries for each Job Code/Extent

Report field details

- **Cntl Nbr**—Control Number associated with this table.
- **Job Cd**—The job code value representing a job.
- **Extent**—Extension of the job code allowing the same job code to be used to define a job that is the same except for a few attributes
- **Table Date**—The first effective date for the table entry.
- **Seq Nbr**—The sequence number used to combine TC tables in the event you need more than five code and point categories.
- **Job Profile**—A percent rating for each of the five job evaluation categories to the TOTAL-JOB-POINTS. The percentage is correlated on a high-high, low-low basis with the importance of each category.
- **Knowledge Code**—The code received in the Knowledge category.
- **Knowledge Points**—The value associated with the point score received in the Knowledge category.
- **Resourceful Code**—The code received in the Resourceful category.
- **Resourceful Points**—The value associated with the point score received in the Resourceful category.
- **Responsibility Code**—The code received in the Responsibility category.
- **Responsibility Points**—The value associated with the point score received in the Responsibility category.
- **Work Environ Code**—The code received in the Work Environment category.
- **Work Environ Points**—The value associated with the point score received in the Work Environment category.
- **Other Code**—The code received in the Other category.
- **Other Points**—The value associated with the point score received in the Other category.
- **Total Job Pts**—The Total Job Points field in the system that is added to the sum of the five job evaluation points categories.
- **Date Last Evaluated**—The date this particular job was last assessed.

Report sort order

As delivered, the sort of the report is CONTROL 1-2, CONTROL-NUMBER, TC-JOB-CODE, TC-JOB-CODE-EXTENT, and TC-TABLE-DATE.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere). The system selects the Table records in effect as of this date. You may specify this parameter and leave the Control Number text box blank to print all Table records.
- **Control Number**—Enter the Control Number of the Table set you want to print. You may specify this parameter and leave the As Of Date text box blank to print all Table records in the Table set, regardless of date.

TC Table Records (9C-RPT) - Example

```
CORPORATION  10   ACME MANUFACTURING                       TC TABLE RECORDS        REPT                  FILE VERSION 00  PAGE     1
DIVISION     000  PRODUCTION MFTG ORGANIZATION             AS OF 01-01-2001        9C-R                   TIME 16:34 DATE 01-19-2001
CNTL                  TABLE    SEQ                      KNOWLEDGE  RESOURCEFUL RESPONSIBILITY WORK ENVIRON     OTHER     TOTAL  DATE LAST
NBR  JOB CD/EXTENT     DATE    NBR  JOB PROFILE     CODE/POINTS CODE/POINTS  CODE/POINTS    CODE/POINTS  CODE/POINTS JOB PTS EVALUATED
9999 10500    0001  01-01-1925  0  41-07-27-25-00 D-4A    0300 B-4C    0050 D-1A    0200    A-1E    0180                 00730 01-01-1984
9999 15405    0001  01-01-1925  0  22-04-33-41-00 A-2A    0050 A-1B    0010 B-1C    0075    A-5B    0090                 00225 01-01-1984
9999 17857    0001  01-01-1925  0  13-06-25-56-00 A-1B    0020 A-1B    0010 A-4C    0040    A-5B    0090                 00160 01-01-1984
9999 20002    0001  01-01-1925  0  30-27-17-03-23 A-4     0090 B-2     0080 C-1     0050    A-4     0010 A-1     0070    00300 01-01-1984
9999 20500    0001  01-01-1925  0  32-26-21-07-14 A-3     0110 B-3     0090 B-1     0075    C-1     0025 B-4     0050    00350 01-01-1984
9999 22200    0001  01-01-1925  0  35-24-25-05-11 A-1     0160 B-1     0110 A-4     0115    C-1     0025 B-4     0050    00460 01-01-1984
9999 35050    0001  01-01-1925  0  37-29-18-03-13 C-2     0300 D-3     0225 B-2     0140    C-2     0020 C-4     0100    00785 01-01-1984
9999 35050    0002  01-01-1925  0  38-25-20-02-15 C-3     0350 D-3     0225 C-1     0180    C-2     0020 D-1     0140    00915 01-01-1984
9999 47214    0001  01-01-1925  0  40-27-18-02-13 D-3     0450 E-1     0300 C-2     0200    C-2     0020 D-1     0140    01110 01-01-1984
9999 68000    0001  01-01-1925  0  37-23-27-01-12 E-4     0550 E-4     0350 E-5     0400    C-2     0020 E-3     0180    01500 01-01-1984
```

Writes Table Appraisal Values (5G-RPT)

The Writes Table Appraisal Values report (5G-RPT) adds a matrix identifier to the employee's Performance Appraisal Results form based on the Job Type displayed on the employee's Job Assignment/Changes form (05-SCR).

Business Tasks

This report is used to complete the following business task:

- Automatically add a matrix identifier to the employee's record

Report field details

No report is generated by this program.

Parameter options and setup

- **As Of Date**—Enter the As Of Date in MM-DD-YY (US and Canada) or DD-MM-YY format (elsewhere).

See also:

- Automatically generating the matrix ID on an employee performance appraisal for a pay-for-performance salary plan ***(on page 122)***

For information on completing the parameters for this report.

Writes Table Appraisal Values (5G-RPT) - Example

```
Writes Table Appraisal Values report (5G-RPT) generates no output.
```

APPENDIX B

Option List Quick Reference

In This Appendix

Introduction

This section provides a quick reference guide to Salary Administration option lists covered in this manual.

The option lists and their description, associated form(s), and examples of the delivered options/descriptions are shown in option list name sequence. Option lists containing delivered options that must not be modified are indicated by an asterisk.

HR11 - Salary Change Type*

Budgeted Salary Information form (45-SCR)
Salary Assignment/Changes form (40-SCR)
Report Parameters form for Mass Salary Update/Report program (MSURPT)

This three-character value is used to indicate the type of future-budgeted increase.

Do not change or delete the delivered options in this option list.

Examples:

01	Salaried Exempt
03	Hourly Non Union
04	Hourly Union

HR12 - Job Type

Percent Increase Table forms

This two-character customer-defined value is used to indicate the job type associated with the table entry and matches the job type from an employee's Job Code Table form.

Examples:

A02	New Hire
I15	Increase-Merit
S06	Increased Hours

HR15 - Appraisal Types

Performance Appraisal Results form (49-SCR)

Schedule/Track Performance Appraisals form (50-SCR)

This two-character value defines the type of appraisal that has been or is scheduled to be performed.

Examples:

JA	Annual Appraisal
JD	Scheduled Appraisal
JE	Exit Appraisal

HR16 - Appraisal Ratings*

Performance Appraisal Results form (49-SCR)
Increase Matrices Table forms

This one-character value defines the performance rating that an employee is given. As used in Salary Administration, this is a calculation option list in which the rankings range from high to low. You may change the descriptions, but changing the rating order requires additional system modifications.

Examples:

1	1-Outstanding
2	2-Above Standard
3	3-Standard

This calculation option list contains Cyborg Scripting Language for each rating, identifying the maximum position in range attainable by an employee if he or she receives the performance rating specified. Values displayed are for reference purposes only and should be changed to reflect your operating rules.

Examples:

1	1-Outstanding.
1	MOVE :100.00 TO WORK-RANGE-MAX. CODE-SET-DONE.
2	2-Above Standard.
2	MOVE :080.00 TO WORK-RANGE-MAX. CODE-SET-DONE.

Technical considerations: When using the Maximum Indicator concept in Salary Administration report programs, you must modify the Cyborg Scripting Language for those ratings that have a maximum position in range different from your own. After the changes are entered, you must execute the Compile Calculation Codeset Code program for this option list. Then run the Compile a Source program for the TD Table Routine for 5O-RPT and 5P-RPT Reports subroutine (5OTABL), the TD Table Routine for 5D-RPT Report (5DTABL), and P-HR16.

HR17 - Promotability Assessment

Performance Appraisal Results form (49-SCR)

This one-character value defines a reviewer's evaluation of an employee's potential for promotability.

Examples:

1	Not Ready for Promot
2	Promotable/Dept
3	Promotable/Job family

HR19 - Relocation Willingness

Performance Appraisal Results form (49-SCR)

This one-character value defines an employee's willingness to relocate.

Examples:

1	Wants To Relocate
2	Willing To Relocate
3	Will Considr Reloctn

HR20 - Geographic Preferences

Performance Appraisal Results form (49-SCR)

This one-character value defines an employee's geographic preference for purposes of relocation.

Examples:

0	USA Anywhere
8	Hawaii
G	United Kingdom

HR24 - Perquisite/Company Property Type

Perquisites: Monetary form (27-SCR)

This two-character value identifies the perquisite awarded to, or the company's property in the possession of, an employee.

Examples:

12	Membershp, Club
19	Financial/Est Plan'g
A6	Diner's Club

HR34 - Salary Review Type*

Scheduled Salary Review Data form (43-SCR)

This two-character value identifies the type of salary review recorded.

Do not change the meaning of options that begin with C, P, R, or T.

Examples:

C$	Sys Gen Used TD2 Tbl
SA	Sal Review Annual
SE	Sal Review Exit

HR439 - Org Level Three

Location Assignment/Changes form (05CSCR)
Percent Increase Table forms
Report Parameters form for Mass Salary Update/Report program (MSURPT)

This four-character value is the table value used to match the OL3 text box value on an employee's Location Assignment/Changes form (05CSCR).

Examples:

3030	Region 3030
3333	Region 3333
3388	Region 3388

HR449 - Org Level Four

Location Assignment/Changes form (05CSCR)
Percent Increase Tables
Report Parameters form for Mass Salary Update/Report program (MSURPT)

This four-character customer-defined value is the table value used to match the OL4 text box value on an employee's Location Assignment/Changes form (05CSCR).

Examples:

4040	Department 4040
4444	Department 4444
4488	Department 4488

HR66 - Geographic Range

Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR)
Location Assignment/Changes form (05CSCR)

This one-character value allows establishment of multiple salary ranges for one salary grade, based on the need for different salary ranges by geographic location. If your organization uses only one geographic range, the same geographic index value is used for all your Salary Grade table entries.

The geographic range further identifies the salary grade to which a benchmark record applies. If multiple salary grade ranges are established for the same salary grade, multiple benchmark table records are created, one for each unique salary grade/geographic range.

Example:

A	All Locations

HR70 - Key Separator Value

Salary Assignment/Changes form (40-SCR)
Location Assignment/Changes form (05CSCR)
Job Assignment/Changes form (05-SCR)
Report Parameters form for Mass Salary Update/Report program (MSURPT)

This one-character value defines the separation of multiple occurrences of the same transaction key. If only one salary change is entered on a date, '1st Occurrence' must be selected.

If more than one salary change is effective on the same date, you must enter a key separator in descending sequence for each salary change. For example, the first change for the date must be entered with '1st Occurrence', (that is, a key separator of 9); the second must be '2nd Occurrence', (a key separator of 8), and so on.

Examples:

0	Tenth Occurrence
1	9th Occurrence
8	2nd Occurrence
9	1st Occurrence

PP29 - Pay Frequency

Salary Assignment/Changes form (40-SCR)
Employee Information form (EF-SCR)
Report Parameters form for Mass Salary Update/Report program (MSURPT)

This one-character defines the frequency of payment.

Examples:

1	Weekly
2	Bi Weekly
3	Semi Monthly
4	Monthly

PP429 - Union Code

Report Parameters form for Mass Salary Update/Report program (MSURPT)

This five-character user-defined option list describes the employee's appropriate Union code. You must enter these options and descriptions as necessary for your organization.

Examples:

#	(None)
629	AFL-C10

PP49 - HED Stop Code

Perquisites: Monetary form (27-SCR)

This one-character value identifies the ceiling or maximum amount of a perquisite or the time period over which a perquisite is to be paid.

Examples:

1	Date
9	Monthly Max
A	YTD Max

PR019 - Pay Level 3

Report Parameters form for Mass Salary Update/Report program (MSURPT)
Payroll Home Location/Pay Allocations form (GG-SCR)

This is a four-character user-defined option list to describe the location to which the employee's labor is to be charged. You must enter these codes and descriptions as necessary for your organization. Pay Level 3 is the third level of location identification for your organization.

For Time Entry:

This entry is used to enter an override Organization-level 3 number. Select an option id the employee worked any hours at an Organization-level 3 other than his normal location.

Note: *This entry can be used to block the creation of labor records. To do this, enter '****' (four asterisks).*

Examples:

****	Inhibit Labor
01	Midwest
02	Eastern
03	Western

PR029 - Control 4

Report Parameters form for Mass Salary Update/Report program (MSURPT)
Payroll Home Location/Pay Allocations form (GG-SCR)

This is a four-character user-defined option list to describe the location to which the employee's labor is to be charged. You must enter these codes and descriptions as necessary for your organization. Pay Level 4 is the fourth level of location identification for your organization.

For Time Entry:

This field is used to enter an override Organization-level 4 number. Select an option id the employee worked any hours at an Organization-level 4 other than his normal location.

Examples:

ADM	Administration
DIST	Distribution
MAIN	Maintenance
MANU	Manufacturing

SA01 - Plan/actual Switches*

Budgeted Salary Information form (45-SCR)
Percent Increase tables
Report parameters form for Salary Plan to Actual Comparison report (5J-RPT)
Report parameters form for Salary Plan Analysis By Control Level and Job Type report (5A-RPT)
Report parameters form for Salary Planning/Budgeting Turnaround List report (5B-RPT)
Report parameters form for Delete Obsolete Budget Records report (5E-RPT)
Report parameters form for Annual Budget Report (5C-RPT)

This one-character value identifies the salary plan to which this plan/budget record applies. Up to three plans can be created for an employee in any one plan year—usually to view a 'what if' situation. 'Actual' may be selected to trigger the conversion of a plan segment to an actual future increase.

Do not change or delete the delivered options in this option list.

Examples:

1	Salary Plan 1
2	Salary Plan 2
3	Salary Plan 3
A	Actual

SA029 - Bonus/Money Perq Hed

Bonus/Commission Information form (26-SCR)

Perquisites: Monetary form (27-SCR)

This three-character customer-defined value is intended for entering HED numbers used to pay a bonus or monetary perquisite. HED numbers should match those used to pay earnings in payroll, but the description may differ from that contained on the Company Earnings form.

Examples:

005	Bonus

023	Sales Commission
035	Housing Allowance

SA03 - Authorizing Location

Bonus/Commission Information form (26-SCR)

This four-character customer-defined value identifies the locations that authorize bonus amounts or monetary perquisites. Your own values should be added to this option list.

Examples:

ACCT	Accounting Dept

SA04 - Increase Type*

Budgeted Salary Information form (45-SCR)

This one-character value indicates whether this increase was generated (or entered) as a normal by-product of the salary planning/budget policy (Regular System Gen) or entered as an exception to the policy because an employee is a high or low performer.

Do not change or delete the delivered options in this option list.

Examples:

A	Regular System Gen
H	High Performer
L	Low Performer

SA05 - Budget Increase Number*

Budgeted Salary Information form (45-SCR)

This one-character value is assigned to an increase to represent the sequence in which the increase is to be applied during a salary plan year.

Do not change or delete the delivered options in this option list.

Examples:

1	Increase Number 1
2	Increase Number 2
3	Increase Number 3

SA06 - Number of Decimals*

Increase Matrices Table forms

This one-character value identifies the decimal point placement for all values entered in the following three forms:

- $ Incr By Rating/Compa Ratio form(TD2SCR)
- $ Incr by Rating/Pos in Range (TD5SCR)
- $ Incr by Rating/Time Since Last Incr (TD8SCR).

Do not change or delete the delivered options in this option list.

Examples:

0	None (Annual Amt)
2	Two (Pay Period Amt)

4 Four (Hourly Rate)

SA07 - Pay Code Description*

Report Parameters form for Mass Salary Update/Report program (MSURPT)

This one-character value indicates whether an employee is paid automatically or through time document entry. Within each of the given categories, the employee can be hourly or salaried.

Do not change the description of any existing PA only.

Examples:

1 Hourly-TE Required
2 Salary-TE Required
3 Salary TE/No OT Allw
4 Hourly Auto Paid

SA08 - Update Field Option*

Report Parameters form for Mass Salary Update/Report program (MSURPT)

This one-character field is used by the Mass Salary Update program (MSURPT) to determine which field of either the Salary Assignment/Changes form (40-SCR) or the Employee Pay Rate Or Salary form (H1-SCR) will be updated by the process.

Do not change or delete the delivered options in this option list.

Examples:

1 HR Annual Salary
2 HR Period Salary
3 HR Hourly Rate
4 PR Period Salary
5 PR Hourly Rate

APPENDIX C

Practice and Review Answers

In This Appendix

Implementing Salary Administration

Review of Questions Answered

1. What expertise must the implementation team possess?

   The team you assemble to implement Salary Administration should have expertise in the following areas:

   Human Resources*—The Human Resources (HR) specialist must understand all the HR processes that could affect an employee's compensation, including the hiring, transferring, and terminating of employees.*

   Compensation*—The Salary Administrator and Compensation specialist must thoroughly understand your salary plans and how you intend to administer compensation in your organization.*

   Payroll*—The Payroll specialist will establish any bonus and monetary perquisite earnings required for tracking the total compensation package.*

   Cyborg's Products*—Because Salary Administration is an integral component of the Human Resources Administration, it is imperative that team members understand how this component affects other areas of the system. Team members must know the current organization structure (Control Number) setup and be able to assign a Salary Administration Control Number.*

   Information Systems*—Some technical expertise is needed to design and modify forms and reports, modify calculation option lists, set up test and development environments, and set up job streams.*

2. How can the implementation process be phased?

   Consider using the following phases in your implementation of Salary Administration:

   Familiarization*—Review current processes and compensation policies and learn Salary Administration*

   Design*—Document and implement Salary Administration requirements, test salary plans, and customize system*

   Implementation*—Complete all the tasks needed to go live*

3. What does a salary plan analysis entail?

   To conduct a salary plan analysis, you must have a thorough knowledge of both your salary plan descriptions and Salary Administration. You must map your existing plans into the Salary Administration tables. This may require that you review the test data and plan examples that are delivered with the system.

   4. What are the security considerations?

   Salary Administration contains extremely sensitive data. As with any component, you must set up a security matrix to reflect user access to the system. You will need to work *with your Security Officer to implement the security matrix. The security matrix should be tested thoroughly during the implementation process.*

Setting Up Salary Plans

Apply the Concept

1. Describe your organization's current method of budgeting salary increases and indicate which Salary Administration Salary Plan Tables might be used to implement its automation.

   This answer will be specific to the organization. You may use across-the-board, pay-for-performance, or a combination to address your organization's unique salary budgeting needs.

2. Describe any unique circumstances or contract terms that might require your organization to use more than one Salary Plan Table for forecasting budget increases.

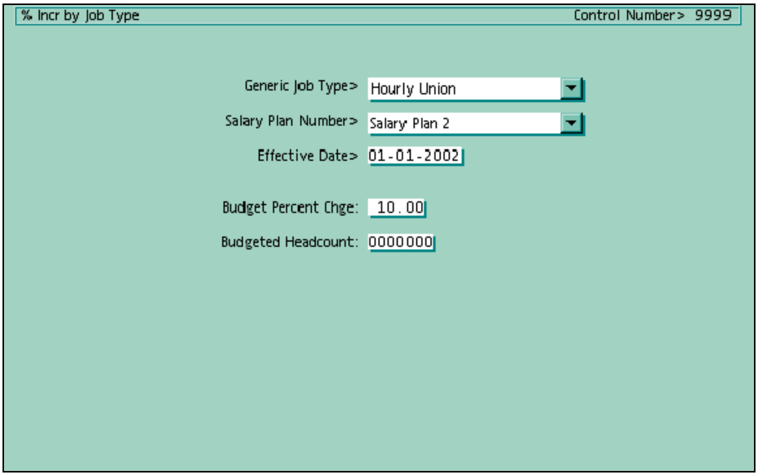
   This answer will be specific to the organization. You may have special groups of employees, such as union employees, whose salary increases are different from the remainder of your employee population. Some employee salary increases may be dictated by professional standing or salary step structure. In these cases, you may want to use different table records to address each employee group.

Extended Practice

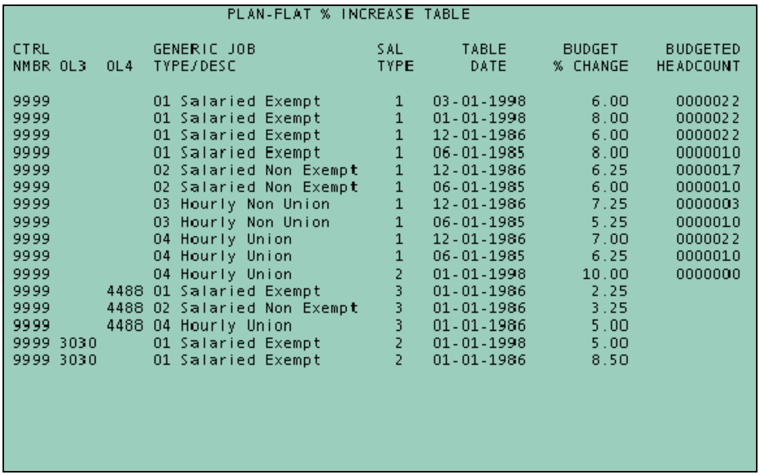
1. Set up an across-the-board salary plan that will allow your organization to give a 10 percent increase to all employees with a job type of Hourly/Union. Use a plan year start date of January 1 of next year and indicate that this is Salary Plan 2.

   Edit the % Incr by Job Type form (TH1SCR):

Component: Salary Administration
Process: Setup Across-the-Board Plans
Task: Increase By Job Type



2. View the completed salary plan in Display mode.



PLAN-FLAT % INCREASE TABLE

CTRL NMBR	OL3	OL4	GENERIC JOB TYPE/DESC	SAL TYPE	TABLE DATE	BUDGET % CHANGE	BUDGETED HEADCOUNT
9999			01 Salaried Exempt	1	03-01-1998	6.00	0000022
9999			01 Salaried Exempt	1	01-01-1998	8.00	0000022
9999			01 Salaried Exempt	1	12-01-1986	6.00	0000022
9999			01 Salaried Exempt	1	06-01-1985	8.00	0000010
9999			02 Salaried Non Exempt	1	12-01-1986	6.25	0000017
9999			02 Salaried Non Exempt	1	06-01-1985	6.00	0000010
9999			03 Hourly Non Union	1	12-01-1986	7.25	0000003
9999			03 Hourly Non Union	1	06-01-1985	5.25	0000010
9999			04 Hourly Union	1	12-01-1986	7.00	0000022
9999			04 Hourly Union	1	06-01-1985	6.25	0000010
9999			04 Hourly Union	2	01-01-1998	10.00	0000000
9999		4488	01 Salaried Exempt	3	01-01-1986	2.25	
9999		4488	02 Salaried Non Exempt	3	01-01-1986	3.25	
9999		4488	04 Hourly Union	3	01-01-1986	5.00	
9999	3030		01 Salaried Exempt	2	01-01-1998	5.00	
9999	3030		01 Salaried Exempt	2	01-01-1986	8.50	

Review of Questions Answered

1. What are salary plans?

A salary plan is a set of rules or guidelines used to budget for salary increases for the coming year.

2. How can an organization use salary plans?

   Salary plans are used to generate salary budgets that can be reviewed, modified, and ultimately approved for use. Budget salary amounts can be changed to actual amounts, allowing you to analyze budget to actual comparisons as the year progresses. You need to determine your increase policy—for example, automatic (percentage across the board), discretionary (by manager), or by performance (using a matrix of how much and when). You also need to decide whether to implement the same policy for all employees or implement different policies for different groups of employees. Even if you decide to implement the same policy for all employees, there may be some differences in timing, rates, percentages, and so on.

3. What types of salary plans can be set up using Salary Administration?

   There are several different ways to budget for salary changes using Salary Administration. These methods may be used interchangeably, based on your organization's needs:

   Manager's discretion*—Gives managers the option of specifying individual employee increases based on organization guidelines and timeframes.*

   Across-the-board percentage increases*—Provide guidelines for giving fixed percentage increases to employees.*

   Pay-for-performance increases*—Provide increase matrices for giving merit increases to employees based on their performance rating plus compa ratio, position in range, or time since last increase.*

4. How can a mass salary update be performed online?

   Open the Report Parameters For Mass Salary Update/Report form (MSURPT) by selecting the Mass Salary Update/Report group (MSURRG) from the Report Group Activities form (RGMSTR) and clicking the Parameters button.

   Complete the parameters form for the mass salary update, and select the Update option.

   Return to the Report Group Activities form (RGMSTR), select the Mass Salary Update/Report group (MSURRG), and click the Execute button.

   An audit report will be produced, which can be viewed using the Report Viewer, if you have it installed, SUBMIT/VIEW, or by running the standard JREPORT.BAT job stream.

5. How can a mass salary update be performed in 'What-if' report-only mode online?

   You would follow the same procedure as when running an update online, the only difference being that you would select Report Only on the parameters form instead of Update. You would then execute the program in the same manner as described in question 1.

Creating Annual Salary Budgets for Employees

Apply the Concept

1. Which employees in your organization might qualify for manually entered salary budget records, and why?

   This answer will be specific to your organization. Highly compensated employees may qualify for manually entered salary budget records. Your organization may also create salary budget records manually for employees who fall into groups that are too small to qualify for a salary budget plan of their own.

2. If your company plans to use the pay-for-performance method, what modifications would your company have to make to the Writes Table Appraisal Values program (5G-RPT) to generate the appropriate matrix ID on the employee performance appraisal record?

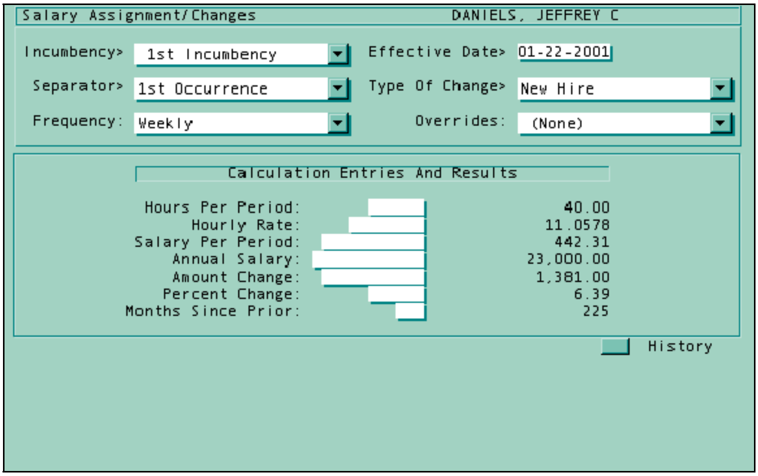
   As delivered, the Writes Table Appraisal Values program (5G-RPT) generates a matrix ID based on the job type found on an employee's Job Assignment/Changes form (05-SCR). As an alternative to job types, you can modify the program to generate the matrix ID based on some other text box or logic. You must at least specify in the coding of the program the names of the matrix IDs you have set up on the system. Refer your technical staff to line numbers 00260–00300 in the Writes Table Appraisal Values program (5G-RPT) for any coding changes required by your company.

Extended Practice

1. Add a Salary Assignment/Changes form (40-SCR) for employee 3023 using today's date. Give the employee an increase to 23,000 annually.

   Edit the Salary Assignment/Changes form (40-SCR):

   Component: Salary Administration
   Process: Perform and Process Reviews
   Task: Record Salary Increases


Salary Assignment/Changes DANIELS, JEFFREY C

Incumbency> 1st Incumbency
Effective Date> 01-22-2001
Separator> 1st Occurrence
Type Of Change> New Hire
Frequency: Weekly
Overrides: (None)

Calculation Entries And Results

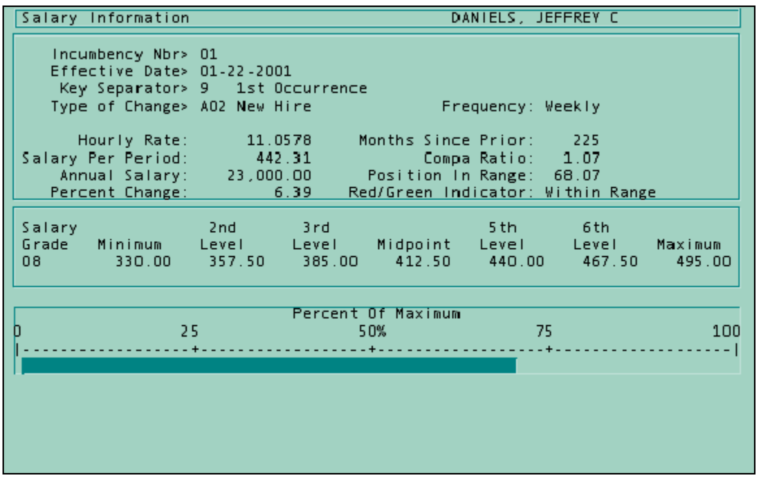
Hours Per Period:	40.00
Hourly Rate:	11.0578
Salary Per Period:	442.31
Annual Salary:	23,000.00
Amount Change:	1,381.00
Percent Change:	6.39
Months Since Prior:	225

History

2. View the Salary Information form (41-SCR) for the same employee and record the compa ratio and position in range as of today's increase.

Open the Salary Information form (41-SCR) for employee 3023:

Component: Salary Administration
Process: Perform and Process Reviews
Task: View Salary/Range Information


Salary Information DANIELS, JEFFREY C

Incumbency Nbr> 01
Effective Date> 01-22-2001
Key Separator> 9 1st Occurrence
Type of Change> A02 New Hire
Frequency: Weekly

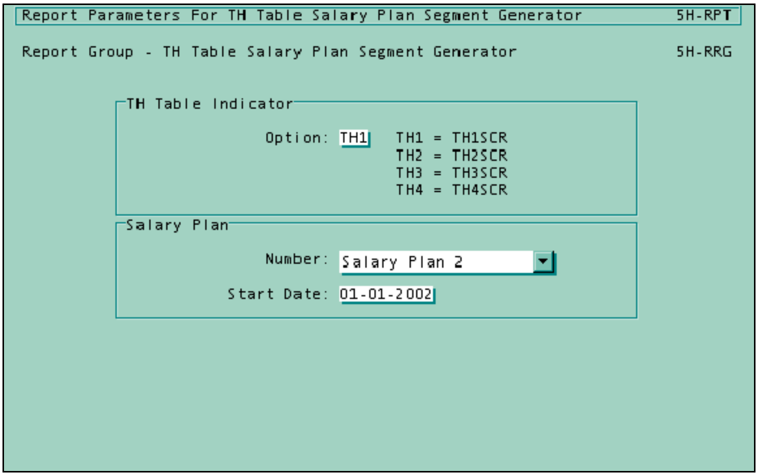
Hourly Rate:	11.0578	Months Since Prior:	225
Salary Per Period:	442.31	Compa Ratio:	1.07
Annual Salary:	23,000.00	Position In Range:	68.07
Percent Change:	6.39	Red/Green Indicator:	Within Range

Salary Grade	Minimum	2nd Level	3rd Level	Midpoint	5th Level	6th Level	Maximum
08	330.00	357.50	385.00	412.50	440.00	467.50	495.00

Percent Of Maximum
0 25 50% 75 100

The compa ratio is 1.07 and the position in range is 68.07.

3. Process the Salary Planning/Budget Programs [TH Tables] report (5H-RPT). In the report parameters, enter 'TH1' in the TH Table Indicator Option text box, select 'Salary Plan 2' in the Number text box, and enter a Salary Plan Start Date of January 1 of next year.

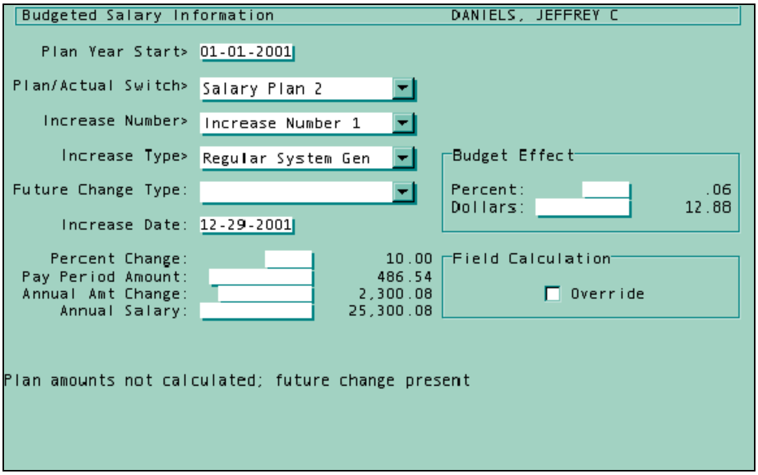


An audit report is produced.

4. View the Budgeted Salary Information form (45-SCR) for employee 3023. Note the new annual salary amount of 25,300.08 and the 10 percent increase on the one-year anniversary of the employee's last increase. Why the 10 percent increase? Why the increase on the one-year anniversary of the last increase? Note the effect on the budget. (Note: The effect will be different depending on the date that is used for the preceding steps.)

Open the Budgeted Salary Information form (45-SCR) for employee 3023:

Component: Salary Administration
Process: Produce the Annual Salary Budget
Task: Manually Override Auto Salary Budget



The employee received a ten percent increase because he is an hourly union employee who qualifies for the salary plan that was set up. When the Salary Planning/Budget Programs [TH Tables] report (5H-RPT) was run, a Budgeted Salary Information record was generated for him. The Salary Planning/Budget Programs [TH Tables] report (5H-RPT) creates one budgeted increase for the salary plan year for each employee effective on the one-year anniversary of the employee's last salary change. The budgetary effect is .06 percent and 12.88 for the example that was processed at the time this document was created.

Note: *Your amounts may be different because the results are date-dependent.*

Review of Questions Answered

1. What are the benefits of generating employee salary budgets?

   The planning and budgeting of salaries allows you to see the overall cost impact to your organization. Budget information will enable you to make decisions about how you want to administer salaries for the coming year as well as how projected salary expenditures might affect your total compensation costs.

2. How do salary plans relate to setting up employee salary budgets?

   Annual salary budgets are based on the rules you have set up in your salary plans. Each salary plan contains the amount or percentage of the increase, the employee selection criteria, and the timing of the increase. Each employee budget reflects the results of the specific plan criteria.

3. When should salary budgets be generated?

   Salary budgets may be created annually any time prior to the start of your next budget year. You will need to allow sufficient time for setting up the salary plans, generating the budget, and selecting the plan or plans that will compose your final annual salary budget. If multiple levels of approval are required before finalizing your budget, provide ample time for the turnaround of hard copy budgets.

4. What tools are available for creating salary budgets automatically?

   Salary budget records are created in two ways:

   ***Manually**, with entries to the Budgeted Salary Information form (45-SCR).*

   ***Automatically generated** by running the Salary Planning/Budget Programs [TD Tables] report (5D-RPT) or the Salary Planning/Budget Programs [TH Tables] report (5H-RPT).*

   Depending on the number of employees for whom you are creating budgets, and how much control you wish to exercise during the process, you can select either the manual or the automated method.

5. How is employee salary budget information displayed?

   The Budgeted Salary Information form (45-SCR) is used to store salary budget information and must be created and maintained for each employee for your budget process. This record defines the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

6. What role does the employee salary budget play in preparing for the generation of overall salary budget totals?

   After you have created the employee salary budget records, you will be able to analyze the projected salary budgets and select the plan(s) used in the creation of the final annual budget. Once all employee salary budget records are generated, reports will access this information to produce total salary budget information for the organization. These reports will also use employee salary budget information to make budgeted to actual comparisons.

Reviewing and Finalizing Your Annual Salary Budget

Apply the Concept

1. What policies or procedures does your organization use to determine whether an employee is an exception to the salary budget as a high or low performer? What delivered report would you use to indicate employee exceptions to the salary budget?

   The answer to this question will be specific to your organization. You can use the Salary Planning/Budgeting Turnaround List report (5B-RPT) as a means of obtaining feedback and making adjustments to the proposed salary budgets.

2. How could your organization use the final annual salary budget reports to monitor managerial adherence to budget guidelines for salary increases?

   The answer to this question will be specific to your organization. The Annual Budget report (5C-RPT) can be distributed at any time during the salary plan year to allow managers to compare projected salary increases against actual salary increases.

Extended Practice

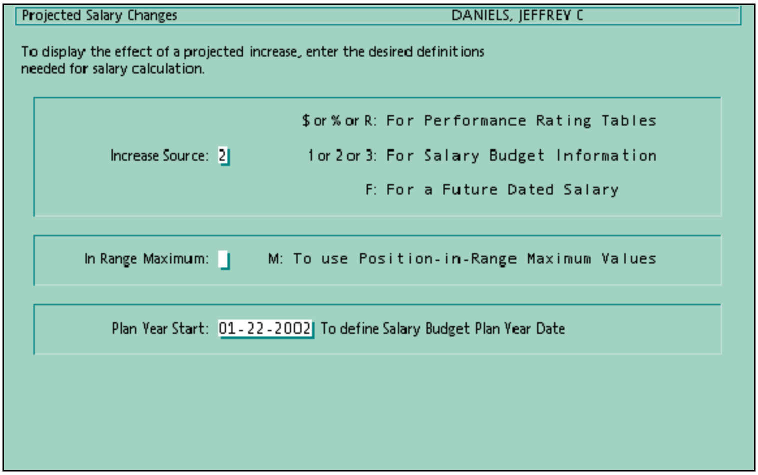
View the Projected Salary Changes form (42-SCR) for employee 3023 and note the projected compa ratio and position in range for the projected increase. Use an Increase Source of '2' and a Plan Year Start date of January 1 of next year.

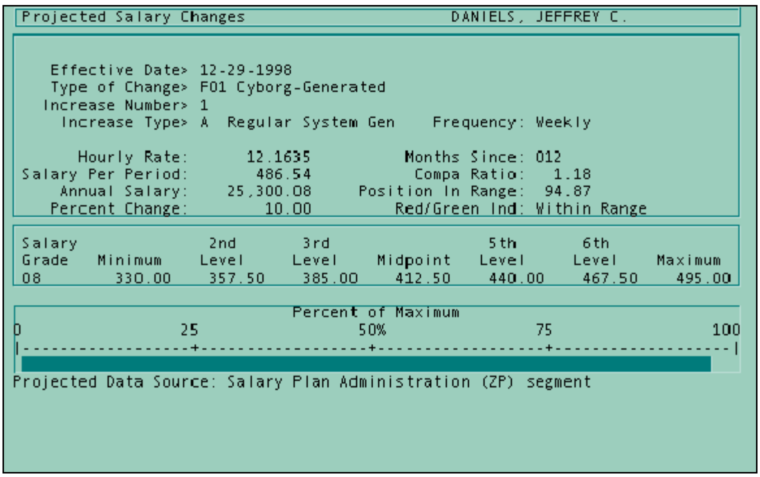
Make the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: View Projected Salary Changes

or

Component: Salary Administration
Process: Produce the Annual Salary Budget
Task: Analyze Employee Projected Increase





The compa ratio is now 1.18 and position in range is 94.87.

Review of Questions Answered

1. How can an organization use salary budget reporting?

   You may use salary budget reporting to do some individual employee analysis, group analysis, or both to determine the impact of salaries on the total budget. After you *complete the budget analysis using Cyborg's delivered salary budgeting reports and record any employee exceptions, you can select the salary plan that best meets your needs. You can then delete all other unnecessary employee budget records and possibly some of the salary plans. A final report of the approved salary budget can then be printed.*

2. What options are available for analyzing the salary budget?

   The Salary Plan Analysis by Control Level and Job Type report (5A-RPT) provides an analysis, by control level, of the salary expense resulting from a salary plan. It lists the average percent increase and the total annual budget year salary costs by control level and generic job type.

   The Salary Planning/Budgeting Turnaround List report (5B-RPT) lists all employees by department (or customer-defined budget group), their current salary data, and scheduled increase date(s) and amount(s). It includes space to write in individual employee exceptions to the salary plan.

3. How can variances or exceptions be made to the salary budget?

   If variances or exceptions must be recorded at the employee level, you can make these entries on the Budgeted Salary Information form (45-SCR). This form already contains the budget information for the employee. You may add a separate record showing that the employee is a high or low performer with an associated change in salary. The exception record, rather than the original budget record, is used for any future reporting or analysis.

4. What tool is available for automatically deleting unused employee budget records?

   To delete all the employee salary budget records that no longer have any use or meaning in the budgeting process, you may run the Delete Obsolete Budget Records report (5E-RPT).

Administering the Review Process

Apply the Concept

1. Describe your organization's current policy for employee reviews. For example, are your reviews tied to the timing of the proposed salary increases or do you periodically review individuals regardless of when proposed increases may take place? Based on your answer, would you perform both salary and performance reviews?

   This answer will be specific to your organization. Salary reviews may be handled as part of a salary review process or may be tied to a performance appraisal. When to perform the review is ultimately up to each organization. Company policy may dictate reviews on a quarterly, semiannual, or annual basis. Regardless of the type or timing of reviews you are performing, the system can help you administer and track them.

   During the review process, you can use the 'when' information created by the salary budget process to trigger reviews and the 'how much' information to provide increase information for approval. You can effectively administer the review process for each of the methods you used to project salary increases.

2. If your organization chose to use Cyborg-delivered reports for salary review authorization forms, which form would be most effective in supporting your review guidelines, and why?

   This answer will be specific to your organization. You may already have internal salary and performance review forms that meet the needs of the organization and can be used to record the outcome of the review. However, if you prefer a form that includes employee information already stored on the system, you may want to use the Cyborg-delivered review authorization forms. These forms include job, salary grade, salary and rating history, and current wage and salary information. Proposed salary increase information and an area for comments and signatures are also provided on the forms.

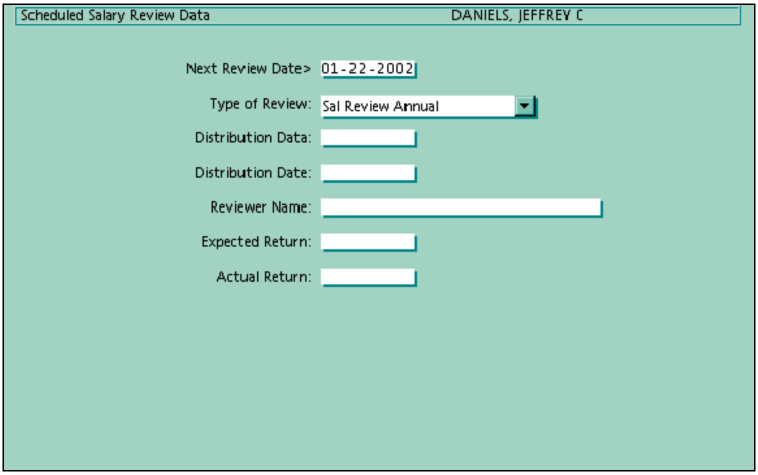
   Cyborg provides two review authorization forms, which differ only in their size and the format of the information: The Salary Review Authorization form I (5O-RPT) prints one 8.5" x 11" form per employee. The Salary Review Authorization form II (5P-RPT) prints two employee reports per11" x 14" page.

Extended Practice

1. Schedule an annual salary review for employee 3023 one year from today's date.

   Edit the Scheduled Salary Review Data form (43-SCR):

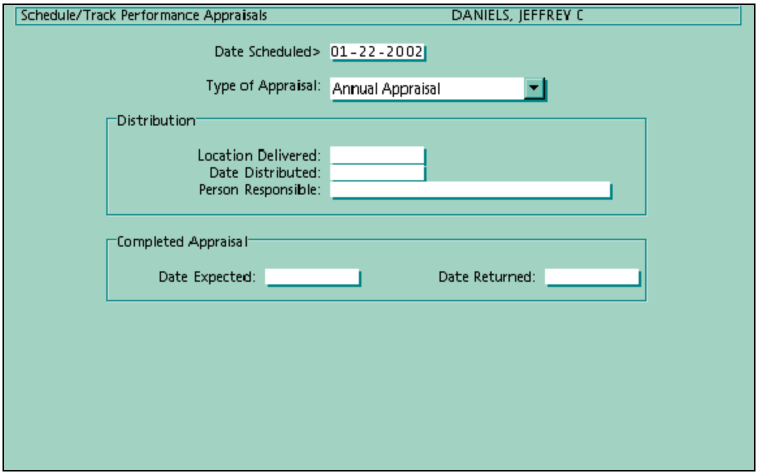
Component: Salary Administration
Process: Perform and Process Reviews
Task: Setup Salary Review Schedule



2. Schedule an annual performance review for employee 3023 one year from today's date.

   Open the Schedule/Track Performance Appraisals form (50-SCR) by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Setup Performance Appraisal Schedule



Review of Questions Answered

1. What is the review process?

   The review process is used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

2. How can scheduled review dates be monitored?

   You can view scheduled review dates online using the Scheduled Salary Review Data form (43-SCR) or the Schedule/Track Performance Appraisals form (50-SCR).

   Upcoming salary reviews are listed on the Scheduled Salary Reviews Within Selected Months report (59-RPT).

   Future performance appraisals are listed on the Performance Appraisals Scheduled for Month Of XX report (1R-RPT).

3. What options are available for automatically generating salary review forms?

   Cyborg provides two review authorization forms, which differ only in their size and the format of the information: The Salary Review Authorization Form I (5O-RPT) prints one 8.5" x 11" form per employee. The Salary Review Authorization Form II (5P-RPT) prints two employee forms per 11" x 14" page. The Personnel/Wage and Salary area can use either form, to initiate the salary review process and gather the appropriate *signatures. The form can be the document from which the review data are entered into the system.*

4. How can review forms be tracked after distribution?

   Each process stage associated with the salary review form can be tracked by completing the corresponding text boxes on the Scheduled Salary Review Data form (43-SCR). Forms not returned by the expected return date can be listed on the Salary Review forms Not Returned by Date report (18-RPT).

   Performance appraisals can be tracked by completing the Distribution and Completed Appraisal text boxes on the Schedule/Track Performance Appraisals form (50-SCR). Appraisals not returned by the expected date can be listed on the Performance Appraisal forms Not Returned by Expected Date report (1Q-RPT).

Entering the Results of the Review Process

Apply the Concept

1. Under what circumstances would your organization want to enter salary changes directly?

   This answer will be specific to your organization. If you used discretionary increases and recorded individual employee salary increases on the Salary Assignment/Changes form (40-SCR), each salary increase may be reviewed at this time. If the salary review indicates a change to the proposed salary increase, you may revise the existing future-dated salary increase record by using the form's override option.

   If you used either the across-the-board or pay-for-performance salary plan option and want to enter an employee's authorized salary change directly into the system, you may record the salary increase using the Salary Assignment/Changes form (40-SCR).

2. What benefit would there be to your organization to convert employee salary budget records to future-dated salary changes?

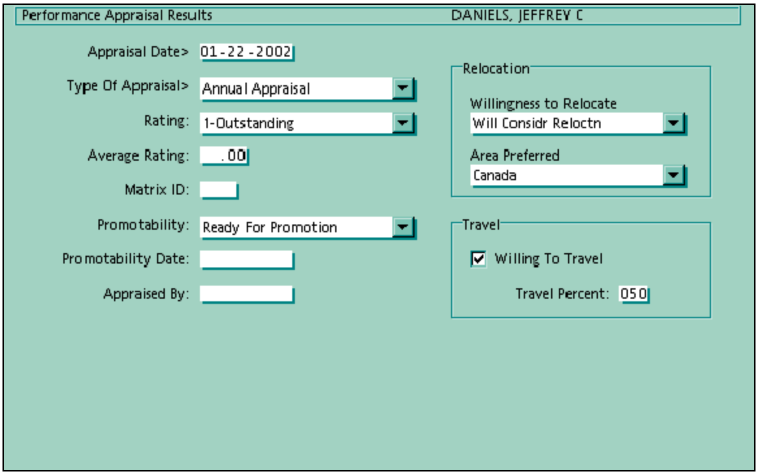
   Using the conversion method for creating a salary change from a budgeted salary record removes the possibility of keying errors. After you enter the required text boxes on the existing Budgeted Salary Information form (45-SCR) and execute the form, the system automatically recalculates all text boxes. The recalculated information is used to create a salary record, which will become effective on the date that was entered on the Budgeted Salary Information form (45-SCR).

Extended Practice

1. Record the annual performance appraisal results for employee 3023. Using a date that is one year from today's date, record a rating of '1-Outstanding' and then indicate the employee's promotability and relocation/travel preferences.

   Open the Performance Appraisal Results form (49-SCR) by making the following selection from the Navigator:

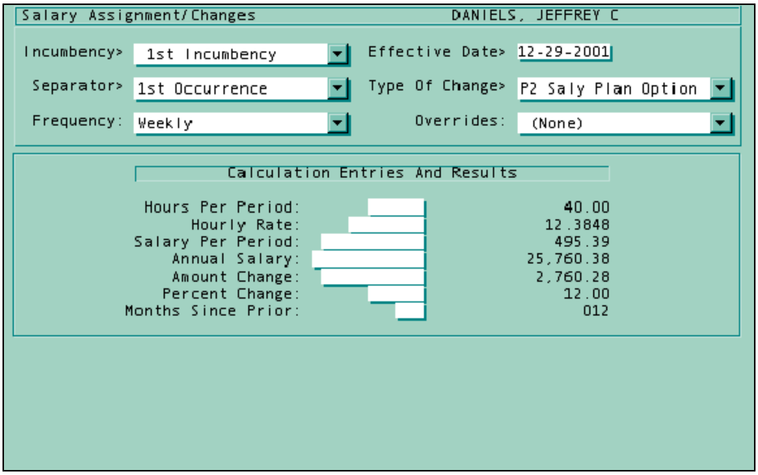
Component: Employee Development
Process: Track Performance Appraisals
Task: Performance Appraisal Results



2. Convert this employee's Regular System Generated budgeted salary increase into a future-dated salary increase. Use the same budgeted salary increase date and a 12 percent increase. What effective date and new annual salary are displayed on the resulting salary change record?

   Open the Salary Assignment/Changes form (40-SCR) by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Record Salary Increases

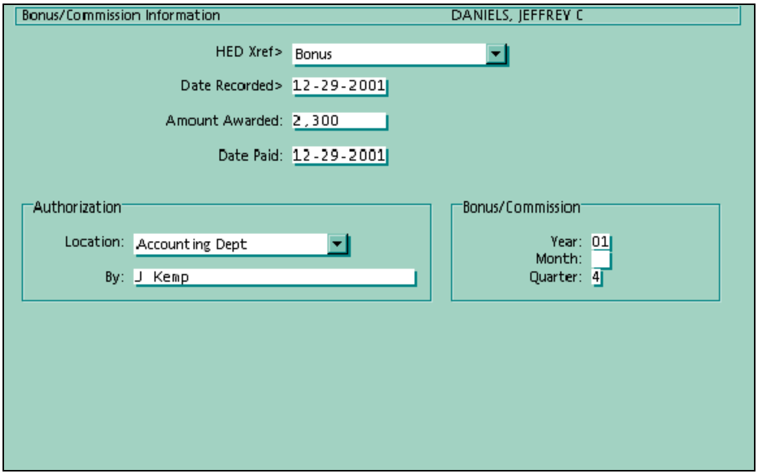


The displayed effective date is 12-29-2001 and the new annual salary is 25,760.38.

3. Record a bonus of 2,300.00 for employee 3023 using the Bonus/Commission Information form (26-SCR). Use the same date as the future-dated increase.

   Open this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Bonuses and Commissions



Review of Questions Answered

1. How are performance appraisals used in the salary budget process?

   The Performance Appraisal Results form (49-SCR) contains the Matrix ID text box used to link an employee record to specific pay-for-performance salary increase guideline matrices. You may enter a value in this text box or let it be generated by the Writes Table Appraisal Values report (5G-RPT) program during the next salary plan year's budget process.

   The new rating that results from the performance appraisal will be used by next year's pay-for-performance salary budget tables to generate a proposed increase.

2. What methods are available for recording salary increases?

   Salary changes that result from an employee review may be recorded manually by entering an actual salary change. As an alternative, you may convert the proposed salary increase information from an employee's salary budget record to an actual salary increase.

Analyzing the Results of the Review Process

Apply the Concept

1. Of the reports available for analyzing the cost and performance results of the review process, which ones will your organization schedule for regular review, and why?

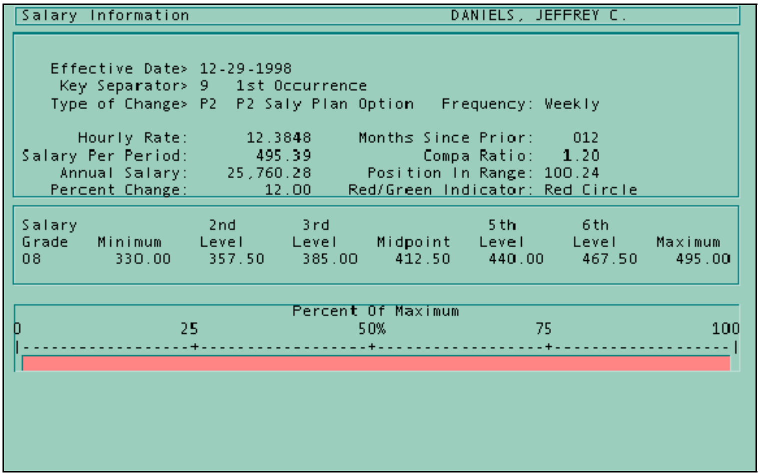
   This answer will be specific to your organization.The information that the system provides can specifically help you to analyze employee salary distribution by performance rating or by job. A summary salary analysis by salary grade is available. Any employee whose salary is over the maximum or under the minimum salary allowed by the salary grade can be reported as well. You may also want to monitor periods during which compensation incentive programs are in place, to learn whether employee job performance shows any improvement.

2. How will your organization use the comparison of salary plan to actual salary data?

   This answer will be specific to your organization. The Salary Plan to Actual Comparison report (5J-RPT) provides a comparison of salary budget data to actual salary increases with effective dates that fall within the salary plan year. This report displays an entry for each employee, indicating the salary variance figures. Depending on your needs, you can first view the corporate totals to see the total variance and then analyze the variances for individual employees. You may use this report to monitor compliance with the proposed salary budget and any variances that may affect the salary budget for the remainder of the salary plan year.

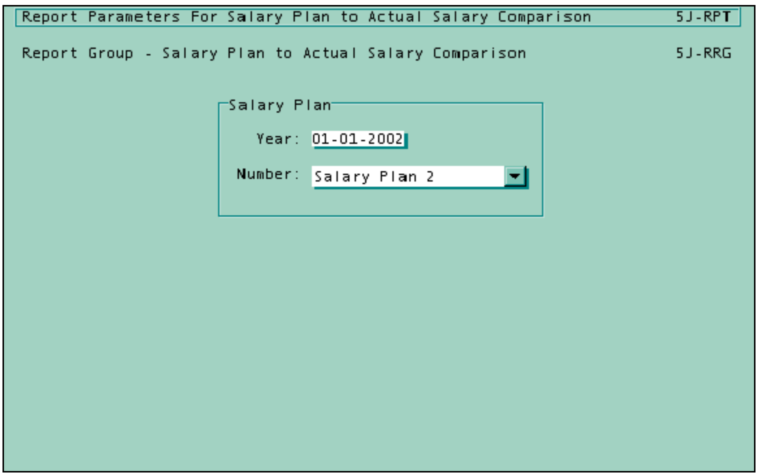
Extended Practice

1. Note the effect of employee 3023's future-dated salary increase on his salary's compa ratio and position in range using the Salary Information form (41-SCR). Is this employee's salary within the range?



The employee's salary is now above the range, showing a position in range of 100.24. The Red/Green Indicator now shows 'Red Circle'.

2. Process the Salary Plan to Actual Comparison report (5J-RPT). In the parameter record, use January 1 of next year as the salary plan year start date and select 'Salary Plan 2' as the salary plan number. Note the information displayed for employee 3023.



Depending on the date the report is run, the projected increase will display as an amount and the actual will be blank if the increase has not yet taken place. The actual will display if the effective date has been reached.

Review of Questions Answered

1. What methods are available for analyzing the results of the review process?

   To aid in this task, Salary Administration provides online and reporting support to allow you to analyze salaries and projected increases on an individual or group basis. You may view salary distribution by job and control level as well as by performance appraisal rating. You can also produce salary budget to actual salary comparisons on a scheduled or as-needed basis to help you monitor compliance with salary budget projections.

   You can schedule monthly, quarterly, or as-needed reporting to satisfy your corporation's analysis requirements. You can also view individual employee salary grade and performance information online.

2. What are the benefits of comparing salary budgets to actual salary increase amounts?

   Salary increase analysis allows you to monitor current employee compensation as compared with the corporation's proposed salary budget. You may even have a policy of monitoring and then updating the salary budget at specific points in the fiscal year. Use the Salary Plan to Actual Comparison report (5J-RPT) to monitor compliance with the proposed salary budget and any variances that may affect the salary budget for the remainder of the salary plan year.

Regenerating Salary Grades

Apply the Concept

1. Which method(s) of regenerating salary grades would be most effective in your organization, and why?

   This answer will be specific to your organization. You may change the salary grades manually or set up the parameters that will allow you to regenerate them automatically. You have three options:

   Manually enter salary grade tables with new effective dates.

   Establish a percent increase and regenerate the salary grades automatically.

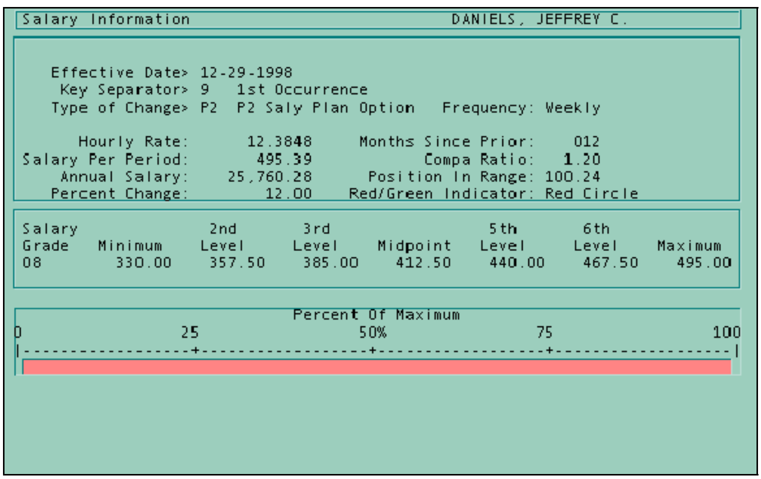
   Establish a formula increase and regenerate the salary grades automatically.

2. Once salary grades are regenerated, what additional task must be completed so that salary grade changes will be reflected at the employee level?

   Once the salary grades have been regenerated, the results must be applied to each employee record that is affected by processing the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT). Until this step is performed, employee salary information continues to be compared to the prior salary grade values.

Extended Practice

1. Access the Salary Information form (41-SCR) for employee 3023. What is his salary grade? What compa ratio and position in range are displayed? What are the values for the salary grade's minimum, midpoint, and maximum?


Salary Information DANIELS, JEFFREY C.

Effective Date> 12-29-1998
Key Separator> 9 1st Occurrence
Type of Change> P2 P2 Saly Plan Option Frequency: Weekly

Hourly Rate: 12.3848 Months Since Prior: 012
Salary Per Period: 495.39 Compa Ratio: 1.20
Annual Salary: 25,760.28 Position In Range: 100.24
Percent Change: 12.00 Red/Green Indicator: Red Circle

Salary Grade	Minimum	2nd Level	3rd Level	Midpoint	5th Level	6th Level	Maximum
08	330.00	357.50	385.00	412.50	440.00	467.50	495.00

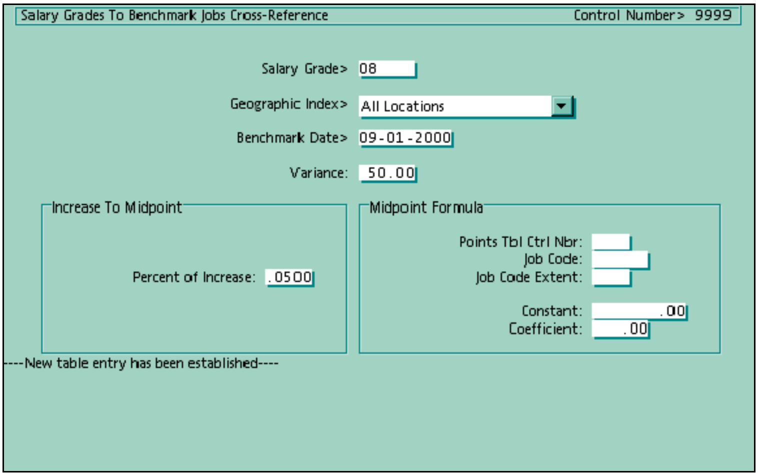
Percent Of Maximum
0 25 50% 75 100

The employee's salary grade is 08. The salary compa ratio is 1.20 and the position in range is 100.24. The minimum of the salary grade range is 330.00, the midpoint is 412.50, and the maximum is 495.00 (expressed as per pay period amounts).

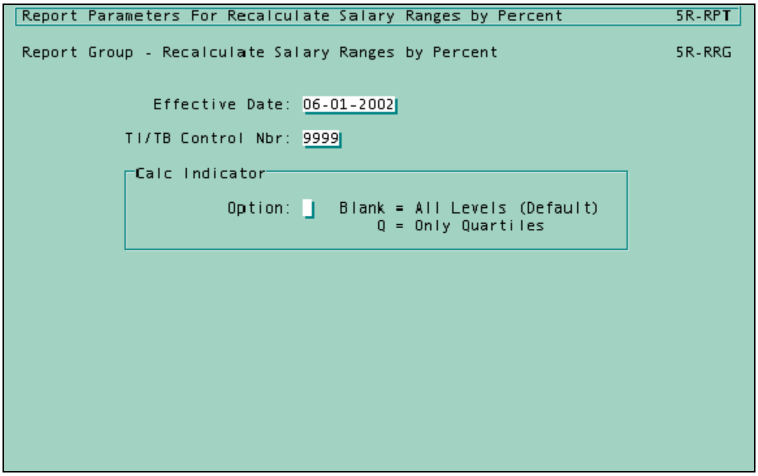
2. Set up the percent increase parameters for a salary grade percent increase as of June 1 of next year for Salary Grade 08. Indicate a variance of 50.00 and a 5 percent increase.

   Open the Salary Grades to Benchmark Jobs Cross-Reference form (TI-SCR) by making the following selection from the Navigator:

Component:	HR Setup
Process:	Setup HR Rules
Task:	Benchmark Jobs for Salary Admin

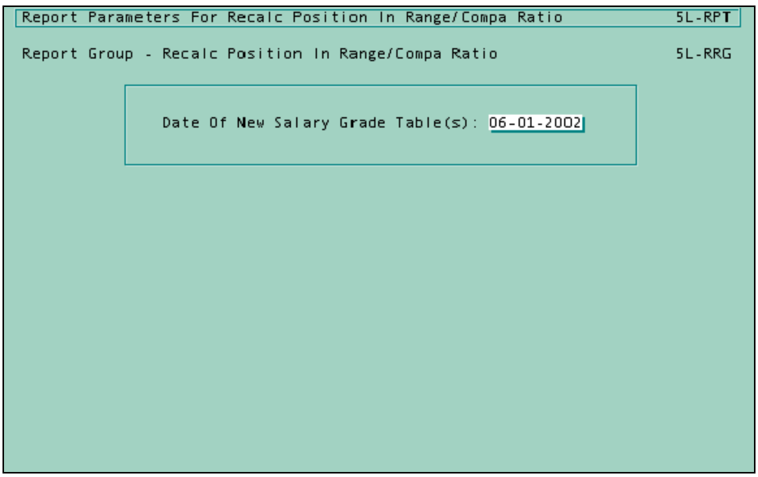


3. Recalculate the salary grade using the Recalculation of Salary Grade Range by Percent Increase report (5R-RPT). For parameters, enter an Effective Date of June 1 of next year, Control Number 9999, and leave the Option text box blank.

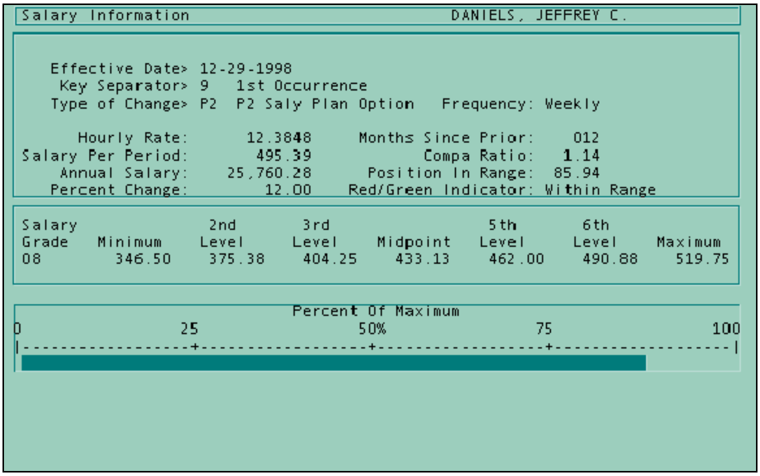


The program produces an audit listing.

4. Process the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) using a date of June 1 of next year in the Date Of New Salary Grade Table(s) text box:



5. What changes occurred in the employee's compa ratio and position in range after the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT) was processed? What are the values for the salary grade minimum, midpoint, and maximum? What caused these changes?


Salary Information DANIELS, JEFFREY C.

Effective Date> 12-29-1998
Key Separator> 9 1st Occurrence
Type of Change> P2 P2 Saly Plan Option Frequency: Weekly

Hourly Rate: 12.3848 Months Since Prior: 012
Salary Per Period: 495.39 Compa Ratio: 1.14
Annual Salary: 25,760.28 Position In Range: 85.94
Percent Change: 12.00 Red/Green Indicator: Within Range

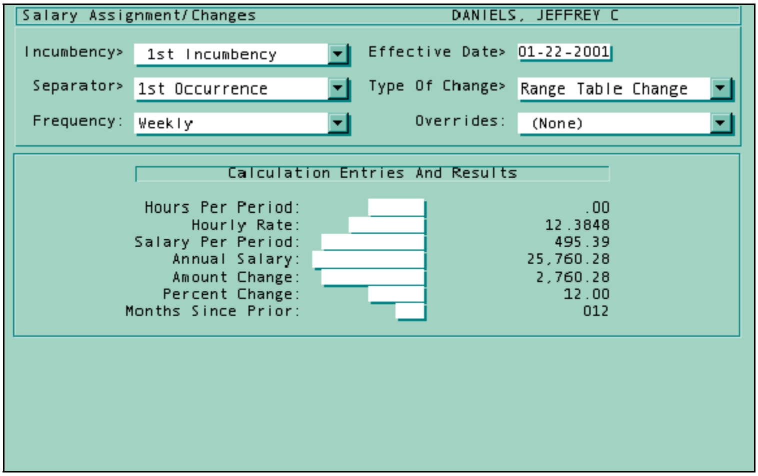
Salary Grade	Minimum	2nd Level	3rd Level	Midpoint	5th Level	6th Level	Maximum
08	346.50	375.38	404.25	433.13	462.00	490.88	519.75

Percent Of Maximum
0 25 50% 75 100

The salary compa ratio is 1.14 and the position in range is now 85.94. His salary is no longer over the maximum of the range. The minimum of the salary grade range is 346.50, the midpoint is 433.13, and the maximum is 519.75 (expressed as per pay period amounts). These permanent changes were caused by processing the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT).

6. Display the Salary Assignment/Changes form (40-SCR) for the resulting table change entry for employee 3023 and verify that no amount changes have taken place.
Open this form by making the following selection from the Navigator:

Component: Salary Administration
Process: Perform and Process Reviews
Task: Record Salary Increases



Review of Questions Answered

1. Why regenerate salary grades?

   Once the salary review process is completed and you have analyzed the outcome, the results may indicate that some employees are either above or below the assigned salary grade range. The current salary grade information may need to be updated in order to perform a more accurate salary analysis. You may also find it necessary to adjust your existing salary grades to account for changes in market value conditions.

   For example, once a year the salary grades may be reviewed by your corporation. You may find that only certain salary grades should be increased or that all salary grades should be increased by a percentage or a flat monetary amount.

2. What methods are available for updating salary grades?

   You may change the salary grades manually or set up the parameters that will allow you to regenerate them automatically. The three ways to recalculate salary grade ranges are:

   Manually enter salary grade tables with new effective dates

   Establish a percent increase and regenerate the salary grades automatically

   Establish a formula increase and regenerate the salary grades automatically

3. What process needs to occur to reflect the results of the salary grade regeneration at the employee level?

   Once the salary grades have been regenerated, the results must be permanently applied to each employee record that is affected by processing the Recalculate Employee Salary—Salary Grade Table Change report (5L-RPT). Until this step is performed, *employee salary information continues to be compared with the prior salary grade values on all reports.*

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 394).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories
Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types
Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing
Projecting the future cost of a benefits plan contribution for budget purposes.

Course
A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory
A course directory is a list of all available courses.

CPI
Characters **p**er **i**nch

Credited service
The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew
A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code
A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys
Provide direct query access to data within the system database.

CSL
Abbreviation for ***Cyborg Scripting Language*** (on page 391).

Cumulative data
Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor
A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined
Values that depend on an organization-specific definition--for example, option list.

CYB88X
An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language
Cyborg's fourth-generation programming language, previously called English Language.

Data extract
Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load
The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping
The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database
A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 393).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 393).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 393).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount
The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the 'Statutory Employee' box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series, (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin

A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR

Table Definition Record.

Template

A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password

A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination

The activity of an employee no longer being employed by the organization.

Test environment

A separate organization or system partition used only for testing.

Text box

A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier

The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry

The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file

A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation

The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout

The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip

A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal

Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer

Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code

The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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Using Training Administration

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PART 1

Introduction

In This Section

CHAPTER 1

About This Manual

Welcome

In response to the growing need for detailed employee training record keeping, Cyborg Systems, Inc. provides Training Administration, a practical addition to the system. Our approach has been to supplement the Human Resources Administration data with a flexible and easy-to-use system to record and analyze training information.

Training Administration is designed to aid organizations in the administration of employee training classes. Its features provide administrative support and allow for detailed record keeping of employee training history, class results, and skills/competencies acquired during training.

This manual has been designed as a reference document. It is also used in classroom training. You will find sufficient detail for self-study, before and after classroom training.

Who should use this manual?

This manual is intended for users who already have a working knowledge of Cyborg's products. The following users will find it most useful:

- Data Managers
  Data Managers will find it helpful to read Parts 1 and 2 of this manual for an overview of Training Administration and the steps that are necessary to implement it.

- End Users
  End users and data-entry personnel will find detailed directions throughout the manual outlining the specific steps necessary to carry out various tasks.

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. At a minimum, all users should have:

- Basic understanding of Microsoft Windows
- Attended training or have experience using Cyborg's products (the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions training class is recommended).

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems:

Documentation

Document	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course documentation covers the introductory concepts and tasks related to Cyborg's administrative solutions. It describes how to navigate through the software and explains the important concepts and functionality of the system.

If you do not have a copy of this document, you can obtain one from Customer Support.

Training Courses

Related Course	Description
eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions	This prerequisite course covers the introductory concepts and tasks related to your specific implementation of Cyborg's administration solutions.

If you wish to attend any of these courses, contact Customer Support or visit our website www.Cyborg.com for details of course dates and availability.

How this manual is organized

This manual has been organized to make it as easy to use as possible. The chapters are grouped accordingly into the following parts:

Part	Chapters	Description
1. Introducing Training Administration	1–2	These chapters provide an overview of the system and explain its interaction with other system components.
2. Setting Up Training Administration	3–6	These chapters explain the key concepts and detailed directions required to implement Training Administration.
3. Entering Employee Training Data	7–9	These chapters explain the key concepts and detailed directions required to establish employee training information.

Part	Chapters	Description
4. Processing Training Results	10–11	These chapters explain the key concepts and detailed directions required to process training results and evaluations and analyze training costs.
5. Appendices	A–B	Appendix A is a quick reference to Training Administration reports. Appendix B provides feedback on the practice and review at the end of each instructional chapter.

Following are descriptions of the chapters within the parts.

Part 1: Introduction

The chapters in Part 1 describe this manual and provide an overview of the features of Training Administration, and its interaction with other Human Resource and payroll components:

Read this chapter		To learn about
1	Introduction	How this manual is organized and how to make the most of using it
2	Overview of Training Administration	A high-level overview of Training Administration, including an introduction to its important features

Part 2: Setting Up Training Administration

The chapters in Part 2 explain the implementation and setup tasks that must be completed before you can begin using Training Administration:

Read this chapter		To learn about
3	Implementing Training Administration	How to implement Training Administration
4	Setting Up and Maintaining Training Courses	How to establish, maintain, and delete training courses
5	Setting Up and Maintaining Training Classes	How to establish, maintain, and review training class information
6	Setting Up and Maintaining Training Programs	How to set up, maintain, and delete training programs

Part 3: Entering Employee Training Data

The chapters in Part 3 explain how to enter the employee-level information for courses, classes, and programs:

Read this chapter		To learn about
7	Requesting Training for an Employee	How to identify the best course for an employee, check prerequisites, and request employee training
8	Registering an Employee for Training	How to check class availability, register an employee for a class, and confirm registrations
9	Canceling Registrations	How to cancel an employee class registration and program registration

Part 4: Processing Training Results

The chapters in Part 4 explain how to record and analyze training results and costs:

Read this chapter		To learn about
10	Processing Training Results and Evaluations	How to record, review, and analyze training results and evaluations
11	Completing and Analyzing Training Costs	How to establish employee costs and view course, class, and employee costs

Part 5: Appendices

The appendices in Part 5 contain the following quick reference information and review answers.

Read this appendix		To learn about
A	Report Quick Reference	A quick reference to Training Administration reports and their business uses
B	Practice and Review Answers	Detailed answers to the practices at the end of the chapters

How to use this manual

This manual has been designed as a reference manual as well as a training manual. It has been written to facilitate self-study before and after classroom training.

Table of contents

The manual has been carefully designed for ease of use. All our manuals are written to be task oriented to help you complete your business tasks using our software.

The table of contents lists all the tasks and their respective chapters.

Glossary of Terms

A Glossary of Terms section is provided to explain terms used in the documentation.

Index

An index is provided to help you locate specific information.

This document was designed to reduce your need for an index. You should find the table of contents sufficient.

Introductory chapters

It is important that you read the introductory chapters first. Chapter 1 ensures you get the most out of the information we have provided. Chapter 2 provides a high level overview. Read it to get the big picture before reading the detailed instructional chapters.

Instructional chapters

All chapters, other than the introductory chapters, are instructional chapters. They contain detailed instructions on how to complete the business tasks. Each instructional chapter has the following distinct sections:

Key Concepts

Always read the conceptual information first. This will help you understand why you have to perform certain tasks. It will also help you make decisions about your options and help you understand the importance of performing certain tasks. Exercises to help you apply the concept to a business task are included at the end of most concepts.

Apply the Concept

To be certain that you have understood the key concepts in a chapter, complete the Apply the Concept exercises provided. The answers to these exercises can be found in the appendices.

Detailed Directions

When you are ready to perform a task, review the Detailed Directions, which provide guidance, as well as the specific steps, to complete a task.

Guided Practice

The Guided Practice within the Detailed Directions offers you an opportunity to practice a task with step-by-step instructions. It takes you through the various steps, providing detailed examples so you can gain a comfort level with the task. Guided Practice is easy to locate.

For practice, type 'ABC Solutions'.

Note: *To successfully follow the Guided Practice, you must have completed all the previous Guided Practice exercises in the manual. The Guided Practice uses the test data installed with our software. For the Guided Practice exercises to work, this test data must not have been altered.*

All users who complete the Guided Practice must either have their own copies of the test data or have the test data restored for them.

Extended Practice

To be certain that you have understood the tasks in a chapter, complete the Extended Practice provided. The Extended Practice gives you the opportunity to complete one or more tasks without step-by-step guidance. The answers to these exercises can be found in the appendices.

Note: *To be able to complete the Extended Practice exercises in the manual, you must have completed all the previous exercises. You must also be using the test data delivered with the software. This test data must not have been altered.*

Review of Questions Answered

To be certain that you have understood all of the information in a chapter, complete the review questions provided at the end of a chapter. The answers to these questions can be found in the appendices.

Conventions used in this manual

The underlying page layout and design of this manual are meant to be as intuitive as possible for you. Our intent is to make it easy to navigate through the manual and concentrate on learning and doing.

Cross-references

Wherever appropriate, we provide cross-references to help you find additional information or further discussion of a specific topic.

☞ *Refer to a cross-reference to find more detail or more discussion on a given topic.*

Notes

Whenever there is important information you should be aware of, we provide a note.

Note: *You will find tips or quick techniques covered in notes.*

How to get additional help

If you can not find the answers to your questions in this manual, contact Customer Support, who will be able to answer specific questions and give you general advice on training.

Please visit our web site ***www.Cyborg.com*** (see "Cyborg Home - http://www.Cyborg.com") for the latest schedule of available courses and course descriptions.

Suggestions and feedback

We value your feedback on our performance support materials. Please forward any comments on this manual to Customer Support.

CHAPTER 2

Overview of Training Administration

In This Chapter

Introduction

This section provides an overview of Training Administration and the features it offers. It also provides a suggested list of steps for setting up internal and external training classes.

What is Training Administration?

Training Administration is an easy-to-use system designed to aid organizations in the administration of employee training classes. Training Administration features provide administrative support and allow for detailed record keeping of employee training history, class results, and skills/competencies acquired during training.

Training Administration provides a variety of query (online) reports to display accurate class and employee information. It also provides several batch reports to help you make decisions about employee training plans and class development.

Why use Training Administration?

Training Administration should be used if your organization needs to maintain greater control of, and more extensive record keeping for, employee training.

Keeping your administration requirements in mind, you can perform the following functions with system-provided facilities:

- Define courses
- Schedule classes (a course given on a certain date, at a specified location)
- Set up programs (a series of classes that the student must complete)
- View and analyze class results and costs

Training Administration features

The main features of Training Administration include the following:

- Course/Class/Program Setup
- Student Registration/Cancellation
- Training Required/Training History
- Class/Program Administration
- Cost Analysis/Charge Back
- Management Tools

These features are described in more detail on the next pages.

Course/Class/Program Setup

In Training Administration you set up your training courses with basic course information, including effective date, objectives, skills, costs, and prerequisites. Course information is dated, allowing you to keep track of any changes to the course over time. A Course Copy facility copies course information to a new date and eliminates the need to retype common course data.

A class is a course given on a specific date(s) at a specific location. When a class is scheduled, it assumes the attributes of the course, although you can override some data (such as minimum and maximum class size) at the class table level. Additional class details are recorded, including class times and locations.

A program is set up as a series of training classes. An employee must complete all the classes in the series to complete the program.

Details about providers (trainers) and class coordinators can also be defined and then recorded at the class level.

Student Registration/Cancellation

After scheduling classes in the system, you can register employees for the classes and cancel their registrations. The system automatically keeps track of the number of students registered and will not process a registration if the class is full. Students can then be wait-listed or enrolled in another class.

Employees can also be registered in, or canceled from, programs. An employee is registered in every class in the program that has seats available; otherwise, the employee is wait-listed for any classes that are full.

The system generates confirmation letters, class cancellation letters, and reminder notices to send to registered employees.

Training Required/Training History

Training is a very important part of an employee's development. Knowing this, Training Administration is designed to record when training is required for an employee, and it uses this data to alert you that there are potential future students for a class.

Once the class has been completed, class results can be recorded. Recognizing that this can be a laborious task for an administrator who must input many class results, an automatic process that scrolls from one employee to the next is included. A history of past training and class results is kept on file for analysis and reporting purposes.

Class/Program Administration

Before a class is held, an administrator typically has many tasks to perform, including sending students notices confirming class registration, monitoring class registrations to determine if another class should be scheduled, and producing class reminders before the class starts.

After the class is held, a separate set of tasks must be performed, including processing evaluations and results.

Cost Analysis/Charge Back

Costs can be defined at the course level, class level, and employee level. Employee costs might be recorded at the course or class level if they apply to every student who takes the class. Costs are differentiated by a Category that defines whether the cost is considered an operating, equipment, participant, or individual cost. To allow you to analyze the different types of costs, the system includes forms and reports that accumulate all the appropriate costs. You can then analyze total class costs and total employee costs.

Management Tools

Many organizations look at training as the means by which they develop their employees to meet the organization's short- or long-term staffing needs. Organizations must decide which courses to provide and when to schedule a class. This decision is usually based on the number of employees who need a certain type of training and when these employees are available.

Training Administration features help you make informed decisions about department staffing, scheduling employees for training, deciding whether new courses or classes need to be added, and so forth. A combination of queries and reports supports this need for information.

Interaction with other system components

In some cases, Training Administration can interact with other system components to provide additional information for decision making or calculations.

Skills and competencies

If you use the skills and competencies information in Training Administration, these values automatically populate the Skills and Competencies form (33-SCR) for students once the class has been successfully completed.

Optionally, if you do not use the skills and competencies information in Training Administration, you may manually record skills and competencies attained through the employee's training program on the Skills And Competencies form (33-SCR). This serves as a supplement to Training Administration's management tools and provides decision-making information regarding department staffing requirements.

Salary Information

The salary expense amount can be included in the total employee costs for a training class. Salary expense is calculated automatically.

The salary amount can be automatically calculated on a Training Administration form using information on the Salary Assignment/Changes form (40-SCR). The number of class hours is multiplied by the employee's hourly rate and the resulting expense amount is displayed in Display mode.

The salary expense amount can also be automatically calculated using HED 001 (Regular Pay) as displayed on the Employee Pay Rate Or Salary form (H1-SCR). The number of class hours is multiplied by the employee's hourly rate and the result is shown in Display mode.

Control Numbers

In Training Administration, the Control Number is two alphanumeric characters. Control Numbers are handled differently in Training Administration as compared with other system tables. Rather than displaying the Control Number as a text box in the body of each table form, the system automatically generates the Control Number from the entry on the Organization-To-Rules Cross-Reference For HR form (AX-SCR) and displays it in the form heading.

Navigator structures

In a graphical User Interface (GUI) version of the system, Training Administration features can be found in the Navigator under the Training Administration component icon.

How to get started - internal classes

This section describes 12 steps to help you start using Training Administration features for internal classes. Three additional steps are provided for optional use. For more information, refer to the documentation for the forms and reports.

1. (Required) Set up Control Number(s) on the Organization-To-Rules Cross-Reference For HR form (AX-SCR).
2. (Required) Set up the Training Administration option lists. There are 38 delivered sample option lists. Review each sample option list and set up production option lists to meet your requirements. Be sure to set up your courses in the Course Codes option list (TR33).
3. (Required) Set up Course Directory forms (10RSCR) to establish your training courses.
4. (Optional) Set up training course coordinators on the Coordinator Index form (14RSCR).
5. (Optional) Set up training course providers (trainers) on the Provider Index form (19RSCR).
6. (Required) Schedule classes using the Class Schedule form (13RSCR).
7. (Required) Register employees into the scheduled classes using the Class Registration/Cancellation form (20RSCR).
8. (Required) Once a training class has been held, record class results using the Process Class Results form (22RSCR). Skills will be automatically updated if the employee passes the class.
9. (Optional) Record the results of class evaluations on the Process Class Evaluation Results form (23RSCR).
10. (Required) Use the Training Results/History form (30RSCR) to view employee training history.
11. (Optional) Use the Training Required form (33RSCR) to record or view training required for employees.
12. (Optional) Record employee-level training costs on the Employee Training Class Costs form (34RSCR).
13. (Optional) Set up a program of classes on the Program Schedule form (15RSCR).
14. (Optional) Register employees into programs using the Program Registration/ Cancellation form (16RSCR).
15. (Optional) Cancel, copy, or transfer classes using the Class Maintenance Facility form (18RSCR).

How to get started - external classes

This section describes six steps to help you start using the Training Administration features for external classes. For more information, Refer to the documentation for the forms and reports.

1. (Required) Set up Control Number(s) on the Organization-To-Rules Cross-Reference For HR form (AX-SCR).
2. (Required) Set up the Training Administration option lists. There are 38 delivered sample option lists. Review each sample option list and set up production option lists to meet your requirements. Be sure to set up your courses in the Course Codes option list (TR33).
3. (Optional) Set up Course Directory forms (10RSCR) to establish your training courses.
4. (Required) Record the training results data on the Training Results/History form (30RSCR) with External in the Location text box.
5. (Optional) Record employee-level training costs on the Employee Training Class Costs form (34RSCR).
6. (Optional) Record skills and competencies on the Skills And Competencies form (33-SCR).

PART 2

Setting Up Training Administration

In This Section

CHAPTER 3

Implementing Training Administration

In This Chapter

Introduction

Before using the features of Training Administration that are discussed later in this manual, it is necessary to complete some basic implementation tasks.

Tasks

This chapter explains the following implementation tasks:

- Setting up Control Numbers for all production organizations
- Setting up Training Administration option lists

Prerequisites

The following task must be completed before you begin to implement Training Administration:

Organization details

Before any implementation data can be entered, you must ensure that your organization details have been set up on the system.

Questions answered

The following questions are answered in this chapter:

1. How are Control Numbers set up in Training Administration?
2. How are Training Administration option lists set up?

Control Numbers

A Control Number is used to define which table records will be used for each of your organizations. The two-character Training Administration Control Number is defined on the Organization-To-Rules Cross-Reference For HR form (AX-SCR) .

For example, in the delivered Training Administration test data, Control Number '99' is used for organization '999999'.

See also:

- Setting up Control Numbers for all production organizations ***(on page 35)***

For detailed directions on setting up Control Numbers.

Apply the Concept

Describe the two primary differences between the Control Numbers used in Training Administration and those used in other system tables.

Uses of Training Administration option lists

Thirty-eight sample option lists are delivered with Training Administration. You should review and, where necessary, edit these option lists to reflect your organization's requirements.

Nine of the option lists should not be modified because Training Administration needs them to function properly. They are:

- Cost Category (TR14)
- Course Results (TR09)
- Course Status (TR11)
- Register List Option (TR37)
- Registration Options (TR34)
- Registration Status (TR16)
- Salary Costs Method (TR29)
- Session Maintenance (TR35)
- Training Required Status (TR15)

Course/Class option lists			**Evaluation option lists**	
Level Required	TR01		Evaluation Category	TR39
Course Type	TR02		Evaluation 1	TR17
Course Objectives	TR03		Evaluation 2	TR18
Course Location	TR05		Evaluation 3	TR19
Course Results	TR09*		Evaluation 4	TR20
Training Area	TR10		Evaluation 5	TR21
Course Status	TR11*		Evaluation 6	TR22
Training Location	TR13		Evaluation 7	TR23
Cost Category	TR14*		Evaluation 8	TR24
Course Subjects	TR30		Evaluation 9	TR25
Training Cost Type	TR31		Evaluation 10	TR26
Course Prerequisite	TR32			
Course Codes	TR33			
Provider/Coordinator option lists			**Additional option lists**	
Provider Type	TR07		Absence Reason	TR12
Provider Course Category	TR08		Training Required Status	TR15*
Coordinator Index	TR27		Registration Status	TR16*

Course/Class option lists			**Evaluation option lists**	
Provider Index	TR38		Training Required Reason	TR28
			Salary Costs Method	TR29*
			Registration Options	TR34*
			Session Maintenance	TR35*
			Training Elective	TR36
			Register List Option	TR37*
			Program Schedules	TR40

*This option list should not be modified.

A description of each option list follows. The option lists have been divided into the following categories: course/class option lists, provider/coordinator option lists, evaluation option lists, and additional option lists.

Course/Class option lists

Level Required (TR01)

This one-character alphanumeric value defines the level of difficulty of the training course subject matter.

Examples:

2 Advanced
4 Introductory
6 Intermediate

Course Type (TR02)

This two-character alphanumeric value defines the kind of training that applies to the training course.

Examples:

01 CBT
P2 Lecture

Course Objectives (TR03)

This three-character alphanumeric value defines the objectives to be met by attending the training course.

Examples:

POL Understand Policy
SKG Gain General Skills

Course Location (TR05)

This three-character alphanumeric value defines the location of a training class, such as a training center.

Examples:

CHI Chicago Training Center
SYD Sydney Training Center

Course Results (TR09) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the final result after an employee attends a training course.

Examples:

C Completed
F Failed
I Incomplete
P Passed

Training Area (TR10)

This two-character alphanumeric value defines the section or department responsible for the training.

Examples:

02 Sales and Marketing
03 Corporate Services

Course Status (TR11) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the current availability of the training course. These options are automatically generated and displayed on the Class Schedule form (13RSCR).

Examples:

A Available
C Canceled
F Full

Training Location (TR13)

This two-character alphanumeric value defines the general location of the training class.

Examples:

01 Chicago
UK London

Cost Category (TR14) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the kind of cost to be associated with the training course. The delivered options (listed below) are used in various packaged reports in Training Administration. If this option list is modified, the appropriate packaged reports must also be modified to recognize any customizations.

Examples:

E Equipment
H Per Head
I Individual
M Miscellaneous
O Operating
P Participant

Course Subjects (TR30)

This three-character alphanumeric value defines the subject of a training course.

Examples:

002Marketing Theory
M01 Management Skills

Training Cost Type (TR31)

This two-character alphanumeric value defines the specific items associated with the cost category for the training course (these examples could be associated with a category of Equipment).

Examples:

01 Overhead Projector
04 Large Monitor rental

Course Prerequisite (TR32)

This six-character alphanumeric value defines the prerequisites needed to register for a training course.

Examples:

MGMT01 1 Year Mgmt Experience

Course Codes (TR33)

This six-character alphanumeric value defines training course titles.

Examples:

111111 Human Resource Mgmt
222222 Position Management

Provider/Coordinator option lists

Provider Type (TR07)

This two-character alphanumeric value defines the source of the training provider, usually an employee or external provider.

Examples:

EMEmployee
EX External

Provider Course Category (TR08)

This two-character alphanumeric value defines the training courses a provider is qualified to teach.

Examples:

A1 All
01 HR Management

Coordinator Index (TR27)

This five-character alphanumeric value uniquely identifies the training course coordinator who administers the course. Sample options in the Coordinator Index option list provide titles such as 'Management Classes', meaning the Coordinator of Management Classes. Your descriptions may be titles or actual names.

Examples:

11111 HR Classes
22222 Orientation Sessions

Provider Index (TR38)

This 10-character alphanumeric value defines the training course provider. Sample options in the Provider Index option list (TR38) provide titles such as 'Chicago Staffed', meaning the trainer is based in Chicago. Your descriptions may be titles or actual names.

Examples:

1 Chicago Staffed
2 New Orleans Staffed

Evaluation option lists

Evaluation Category

This four-character alphanumeric value defines up to 10 categories for training class evaluations. The first two positions of the value are the Control Number and the last two positions are numbered 01 through 10. Match the Control Number here and on the Organization-To-Rules Cross-Reference For HR form (AX-SCR) for each organization. This allows different organizations to have different categories.

Note: *It is not possible to have different categories within the same organization.*

Examples:

9901—Instructor
9902—Subject Matter
9903—Class Facilities
9904—Refreshment Service
9905—Audio-Visual
9906—Class Materials
9907—Presentation Quality
9908—Class Effectiveness
9909—Met Objectives?

9910—Registration Process

Each of the options in this option list can be tied to its own option list, which allows custom rankings within a category. See below for the option lists that are tied to each of these options.

Evaluation 1 (TR17)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9901.

Examples:

1 Excellent
2 Very Good
3 Fair
4 Poor

Evaluation 2 (TR18)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9902.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 3 (TR19)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9903.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 4 (TR20)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9904.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 5 (TR21)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9905.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 6 (TR22)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9906.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 7 (TR23)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9907.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 8 (TR24)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9908.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 9 (TR25)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9909.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Evaluation 10 (TR26)

This one-character alphanumeric value is tied to the Evaluation Category option list (TR39) value 9910.

See the ***Evaluation 1*** (see "Earned income credit" on page 349) option list for examples.

Additional option lists

Absence Reason (TR12)

This three-character alphanumeric value defines the reason for an employee's absence from a training class.

Examples:

002Death in Family
003Did not finish class

Training Required Status (TR15) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the reason the employee is required to attend a training class. These options are used to create the Training Required inquiry form (33RSCR). If options are added, the form logic may need changes or additions.

Examples:

C Employee Canceled
D Class Canceled
F Employee Failed
I Class Incomplete

Registration Status (TR16) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the status of an employee registration. These options are used to create the Training Required inquiry form (33RSCR).

Examples:

N No Status
R Registered
W Wait List

Training Required Reason (TR28)

This one-character alphanumeric value defines the reason training is required for the employee.

Examples:

T Training Plan

Salary Costs Method (TR29) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the method used to calculate the salary expense to be included in the employee's training class cost. These options are options used to calculate salary expense on the Employee Training Class Costs form (34RSCR).

Examples:

2 Use Salary Segment

Registration Options (TR34) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the training class registration options. These are the options generated by programs when creating/deleting segments.

Examples:

C Cancel Registration
D Delete Registration
R Register in Session

Session Maintenance (TR35) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines class maintenance options. These are the options generated by programs when creating/deleting segments.

Examples:

C Cancel Class
D Delete Class
P Copy Class
T Transfer Class
Y Class Canceled

Training Elective (TR36)

This one-character alphanumeric value defines the training elective options.

Examples:

E Elective
R Required

Register List Option (TR37) - (Do not delete or modify delivered options)

This one-character alphanumeric value defines the listing employee options. These options are internally determined and sorted by the system. They become the values used for selecting employees for queries.

Examples:

8 List register/wait
R List registered
W List wait listed

Program Schedules (TR40)

This five-character alphanumeric value defines training program titles.

Example:

11111 HR Mgmt Program

See also:

- Setting up Training Administration option lists ***(on page 37)***

For detailed directions on setting up Training Administration option lists.

Apply the Concept

How many different types of Training Administration option lists are there? Give a few examples of each type.

Apply the Concept

If your organization has five separate organizations but the training function is administered centrally using all the same tables and so forth, what value(s) would be entered on each Organization-to-Rules Cross-Reference For HR form (AX-SCR) in the Training Admin text box?

Detailed Directions

This section provides detailed instructions for the tasks discussed in this chapter.

Tasks

Setting up Control Numbers for all production organizations

To set up the Training Administration Control Numbers for all of your production organizations, follow these steps:

1. Determine what organization/Control Number combinations you want to use

Determine your organization/Control Number strategy.

2. Access the Organization To Rules Cross-Reference For HR form (AX-SCR)

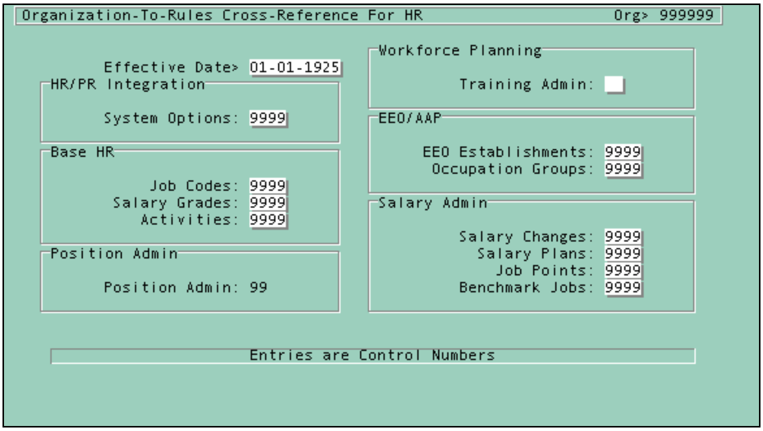
Make sure the appropriate organization is displayed in the status bar. This is the organization for which the Control Number is set up.

Access this form by making the following selection from the Navigator.

Component:	HR Setup
Process:	Setup HR Rules
Task:	Organization To Rules Cross-Reference

For practice, access the Organization-To-Rules Cross-Reference For HR form (AX-SCR).

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Organization-To-Rules Cross-Reference For HR Org> 999999

Effective Date> 01-01-1925

HR/PR Integration
System Options: 9999

Base HR
Job Codes: 9999
Salary Grades: 9999
Activities: 9999

Position Admin
Position Admin: 99

Workforce Planning
Training Admin:

EEO/AAP
EEO Establishments: 9999
Occupation Groups: 9999

Salary Admin
Salary Changes: 9999
Salary Plans: 9999
Job Points: 9999
Benchmark Jobs: 9999

Entries are Control Numbers

3. Enter the Training Administration Control Number

Type the two-character Training Administration Control Number in the Training Administration text box.

For practice, type '99' if the entry is not already present on the form.

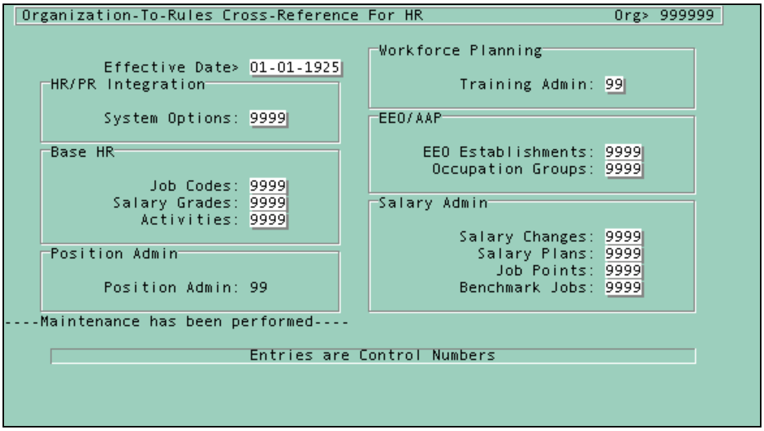
4. Click Save or press Enter

The Training Administration Control Number is set up for the organization displayed on the status bar and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Organization-To-Rules Cross-Reference For HR Org> 999999

Effective Date> 01-01-1925

HR/PR Integration
System Options: 9999

Base HR
Job Codes: 9999
Salary Grades: 9999
Activities: 9999

Position Admin
Position Admin: 99

Workforce Planning
Training Admin: 99

EEO/AAP
EEO Establishments: 9999
Occupation Groups: 9999

Salary Admin
Salary Changes: 9999
Salary Plans: 9999
Job Points: 9999
Benchmark Jobs: 9999

----Maintenance has been performed----

Entries are Control Numbers

Be sure to perform these steps for each organization that will be using Training Administration.

See also:

■ Control Numbers ***(on page 25)***

For an explanation of how Control Numbers are used.

Setting up Training Administration option lists

To set up the production option lists, follow these steps:

1. Determine options and descriptions for option lists

Review the option lists for values and descriptions you want to add (recall that some option lists should not be modified).

2. Access the Option List Editor (CSUPDT)

Access this form by making the following selection from the Navigator.

Component: Development Tools
Process: Option Lists
Task: Edit

For practice, access the Option List Editor (CSUPDT) dialog box.

3. Enter the Option List Name

Enter the name of the option list to be edited.

For practice, type 'TR33'.

4. Click the Find Now command button

The system displays the detailed information for the requested option list.

For practice, click the 'Find Now' command button.

5. Click the Create command button

A blank line will be inserted, allowing you to add the new code.

For practice, click the Create command button.

6. Enter the Code

Enter a unique code or value. The length of the code will depend on the particular option list with which you are working.

For practice, type 'SA0001'.

7. Enter the Description

Enter a description of up to 20 characters. This description will be displayed in the options provided by the list box.

For practice, type 'Salary Admin'.

8. Enter the Alternate Language

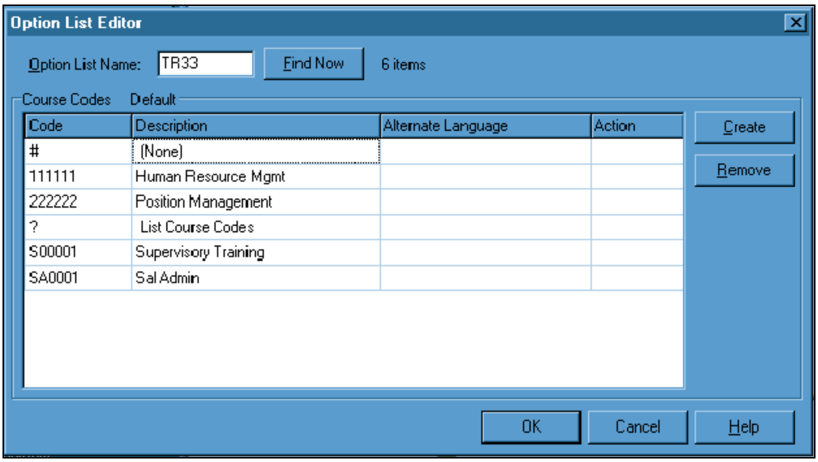
If an alternate language is being used, enter the description in that language.

For practice, leave this text box blank.

9. Click Save or press Enter

The Option List Editor dialog box is displayed with the description that has been added.

For practice, click Save or press Enter.



☞ *Be sure to perform these steps for all the Training Administration option lists that need customization.*

See also:

- Uses of Training Administration option lists ***(on page 26)***

For an explanation of Training Administration option lists.

Extended Practice

Add the following codes to the option lists below using the Option List Editor:

Option list	Code	Description
Provider Index (TR38)	CYBOR G	Cyborg Systems
Coordinator Index (TR27)	CYB	Cyborg Class Coord
Provider Course Category (TR39)	CY	All Cyborg Classes

Review of Questions Answered

1. How are Control Numbers set up in Training Administration?

2. How are Training Administration option lists set up?

CHAPTER 4

Setting Up and Maintaining Training Courses

In This Chapter

Introduction

To use Training Administration, you must set up the training courses that you want to administer. This task is essential because you can not schedule training classes and register your employees into them until you set up your courses. This is an initial setup task. There are, however, some ongoing main finance tasks as well.

Tasks

This section explains the following:

- Setting up training courses
- Entering course objectives (optional)
- Entering skills and competencies (optional)
- Entering course costs (optional)
- Entering course prerequisites (optional)
- Entering course development costs (optional)
- Changing course details
- Copying training courses (optional)
- Checking available courses
- Deleting courses
- Setting up training course coordinators (optional)
- Setting up training course providers (optional)

Prerequisites

Before you begin to enter course details, the following task must have been completed.

Training Administration implementation

Before any data are entered, you must ensure that all option lists are populated with information such as course details, prerequisites, and objectives.

☞ *Refer to* **Implementing Training Administration** *(on page 23) for details.*

Questions answered

The following questions are answered in this section:

1. What is a course?
2. What are training objectives and how are they used?
3. What types of costs can be recorded?
4. How are prerequisites and skills used?
5. How are coordinators and providers used?

What is a course?

A course is a separate unit of instruction in a subject. For example, 'Using The Solution Series: Administrative Solutions' is a course. This may be applied to a training course provided internally or externally.

See also:

- Setting Up Training Courses ***(on page 53)***

For detailed directions on setting up Training Courses.

Apply the Concept
Define the term *course.*

The differences between courses, classes, and programs

One of the differences between courses, classes, and programs is that a course is a separate unit of instruction in a subject. Course information is set up using the Course Directory form. Training course information is defined on six form panels. Each form panel is used to define a different type of course information.

A class is an occurrence of a course that is specific to a location and a date. For example, 'Using The Solution Series: Administrative Solutions' on Thursday, December 21, in Chicago is a class of the course 'Using The Solution Series: Administrative Solutions'. Class information is set up using the Class Schedule form.

Finally, a program is a series of classes. For example, 'The Cyborg Training Schedule for January-June 1999' is a program of the classes provided by Cyborg Systems. Program information is set up using the Program Schedule form.

See also:

- Setting Up Training Courses ***(on page 53)***

For detailed directions on setting up Training Courses.

Apply the Concept
Define the term *class.*

Apply the Concept
Define the term *program.*

Training objectives and their uses

The provider identifies a course objective for each course. The objective may be a skill, level of competency, and so forth. All courses set up on Training Administration can have training objectives associated with them. These can then be matched against an employee's training objective to find the best course for the employee to attend.

It is important to set up all courses with a full range of identified training objectives so that the staff can find the best course available for an employee.

The list of course objectives is displayed in the Course Objectives option list (TR03) on the Course Directory: Objectives form (10RSCR). Once the Course Objectives list boxes are populated, you will be able to search for a desired training objective without knowing the name of the training course.

The Objectives panel of the Course Directory form (10RSCR) allows you to input objectives to be met by students attending the course. These objectives are displayed on the Training Results/History form (30RSCR) for each employee who completes the course. Depending on how the employee did in the course, each objective may or may not have been met. For example, the employee may have met only four of the eight course objectives. Or, if the employee failed the course, no objectives were met.

See also:

- Entering course objectives (optional) ***(on page 56)***

For detailed directions on entering course objectives.

Types of costs

Costs are recorded at three levels within Training Administration: course, class, and employee. This is appropriate because costs are often incurred at these three levels. For example, the cost of books might be standard for all classes within a course and therefore would need to be recorded at the course level. Alternatively, the cost for a course instructor's fee might vary at the class level, since different instructors might charge different amounts. Finally, airfare and other costs of attending the class would be associated with an employee.

The system automatically totals all costs to determine a total cost for each level of each course given.

In addition to the three levels of cost, the system uses six categories to further define those costs. These are defined in the Cost Category option list (TR14) on the Course Directory: Costs form (10RSCR). The categories of 'Equipment', 'Individual', and 'Operating' are carried through to the class level. Categories of 'Per Head' and 'Participant' indicate employee-level costs.

The Course Development Costs form (11RSCR) is used to record and view the costs associated with the development of a training course. These are the one-time up-front costs associated with the course.

The Employee Training Class Costs form (34RSCR) is used to record costs associated with a specific employee taking an internal or external training class. Examples of these costs include airfare, lodging, prorated salary expenses, and so forth. For internally administered classes, employee-level costs that are the same for all class participants are recorded at the course or class level. These costs can be viewed in Display mode on a second form panel to give a complete picture of employee training costs.

The Course Directory form (10RSCR) must already be established for the course for which development costs are being recorded.

See also:

- Entering course costs (optional ***(see "Entering course costs (optional)" on page 59))***
For detailed directions on entering course costs.

- Entering course development costs (optional) ***(on page 62)***
For detailed directions on entering course development costs.

Apply the Concept
What three types of costs can be recorded in Training Administration?

Apply the Concept

List two examples of employee-level costs.

Prerequisites and skills and their relationship

Using the course Prerequisite panel to define skills and course-level requirements for a particular course is optional. A prerequisite may be prior course attendance, mastery of certain skills and abilities, level of experience, and so forth. Prerequisites are recorded on the Course Directory: Prerequisites form.

The Skills/Competencies panel of the Course Directory form (10RSCR) allow you to input skills that will be obtained by students who successfully complete a course. These skills will be populated onto the student's Skills And Competencies form (33-SCR) upon successful completion of the course, thus reducing the amount of data input necessary to maintain a current and accurate skills log for employees.

The achievement of certain skills (such as Claim Accounting, Procedure Writing, Project Presentation, Banking Regulations) as defined in the Skill Code option list (MP01) could be considered prerequisites for other courses. Because of this relationship between skills and prerequisites, it is important to populate the list of prerequisites with selected skills (as one source of prerequisite information) if you plan to use this form panel. When prerequisites for a student's participation in a course are checked at some point in the future, the Skills And Competencies form (33-SCR) can be viewed to see if any skill requirements have been met.

See also:

- Entering skills and competencies (optional) ***(on page 57)***
For detailed directions on entering skills and competencies.

- Entering course prerequisites (optional) ***(on page 61)***
For detailed directions on entering course prerequisites.

Apply the Concept
What are the prerequisites to setting up training course details?

Apply the Concept
List two examples of skills/competencies that can be defined on the system.

Copying common course information

The Course Copy Facility panel of the Course Directory form allows you to copy course information that has already been defined to a different Course/Effective Date. This is especially helpful if you are retaining a course history and the data on only one form panel is changing with the new effective date. You may also copy course information to a new or different course with the same date.

See also:

- **Copying training courses (optional)** ***(on page 65)***

For detailed directions on copying training courses.

Apply the Concept

Consider the way course information is currently managed/tracked in your organization and determine whether it will be useful for you to use all or some of the optional panels included on the Course Directory form. Which ones will be most beneficial to you?

Uses of coordinators and providers

Coordinators are set up on the Coordinator Index form (14RSCR) and are either employees or external persons who administer training classes. Sample options in the Coordinator Index option list (TR27) provide titles such as 'Management Classes', meaning the Coordinator of Management Classes. Your descriptions may be titles or actual names. Coordinators should be set up during implementation.

Providers are set up on the Provider Index form (19RSCR) and are instructional institutions, organizations, or persons who are available to teach training classes. Sample options in the Provider Index option list (TR38) provide titles such as 'Chicago Staffed', meaning the trainer is based in Chicago. Your descriptions may be titles or actual names. Providers should be set up during implementation.

Details about course providers and coordinators can be defined on forms and then recorded at the class level to help you capture all training-related data. Queries and reports provide administrative support and create management tools to determine instructors' schedules, courses taught, dates booked, and so forth, and to produce class confirmation letters that contain provider and coordinator information along with all other relevant class information.

See also:

- Setting up training course coordinators (optional) ***(on page 70)***
For detailed directions on setting up coordinators.

- Setting up training course providers (optional) ***(on page 72)***
For detailed directions on setting up providers.

Apply the Concept
When setting up a new training course coordinator who is an employee (versus an external coordinator), what , if anything, do you do differently when entering data on the Coordinator Index form?

Apply the Concept
Consider how your organization might use the Provider Index and Coordinator Index and describe how you might customize these option lists to meet your needs.

Detailed Directions

This section provides detailed instructions for the tasks discussed in this section.

Tasks

Setting up Training Courses

To set up training courses using the Course Directory form (10RSCR), follow these steps:

Note: *You must set up the titles of new courses in the Course Codes option list (TR33) before following this procedure.*

You may also need to add entries to the following option lists: Providers (TR38) , Course Subject (TR30), Course Level (TR01), Course Type (TR02), and Training Area (TR10).

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Select the Course

Select the appropriate training course.

As an alternative, select the List Course Options option in the Course Codes option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course code from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

4. Enter the Effective Date

Type the date the course becomes effective. The format for this text box must be entered as MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1997'.

5. Type a Description (optional)

If left blank, the description defaults to the course name.

For practice, leave this text box blank.

6. Enter Comments (optional)

This text box may be used for additional information about the course.

For practice, type 'This course is a Human Resource overview'.

7. Select a Subject (optional)

Select the subject of the course, for example, 'Marketing Theory'.

For practice, select 'HR Management'.

8. Select the Type (optional)

Select the type of course, for example, 'CBT' or 'Orientation'.

For practice, select 'Lecture'.

9. Select the Training Area (optional)

Select the area responsible for this course, for example, 'Customer Support'.

For practice, select 'Corporate Services'.

10. Select the Course Level (optional)

Select the level of difficulty of the training course subject matter.

For practice, select 'Introductory'.

11. Select the Provider (optional)

Select the provider (trainer) of the training course.

For practice, type 'Chicago Staffed'.

12. Enter the Training Units (optional)

Type the number of training units this course is to be assigned, using an nnn format with no decimals.

For practice, type '20'.

13. Enter the Duration (Hours) (optional)

Type the total hours for this course in nnn.n format.

For practice, type '24.0'.

14. Type the Minimum (number of students)

This entry must be less than or equal to the entry for the maximum number of students who may attend this course based on space availability and/or instructor preferences.

For practice, type '5'.

15. Type the Maximum (number of students)

This entry must be greater than or equal to the minimum number of students required for the course to be held.

For practice, type '10'.

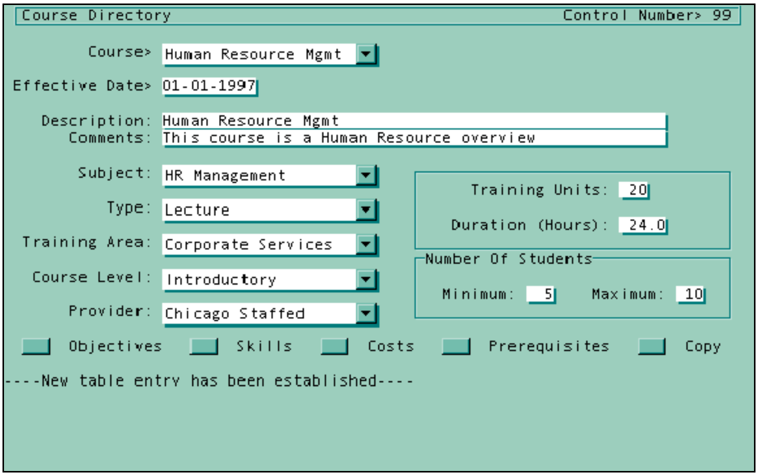
16. Click Save or press Enter

The training course record is created and the following message is displayed:

'—New table entry has been established—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- What is a course? ***(on page 45)***

For an explanation of what a course is.

- The differences between courses, classes, and programs ***(on page 46)***

For an explanation of the differences between course, classes and programs.

Entering course objectives (optional)

To set up course objectives, follow these steps:

Note: *You may skip steps 1 and 2 if you have just completed the setup of a new course and are still displaying the Course Directory form (10RSCR). You may need to set up options in the Course Objectives option list (TR03) before following this procedure.*

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Select a training course

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the Objectives panel

Click the Objectives command button to access the Objectives form panel. The Course list box and Effective Date text box are carried over from the Set Up form panel.

For practice, click the Objectives command button.

4. Select Objectives

Select up to eight course objectives.

For practice, select 'Gain General Skills' for Objective 1 and 'Org Structures' for Objective 2.

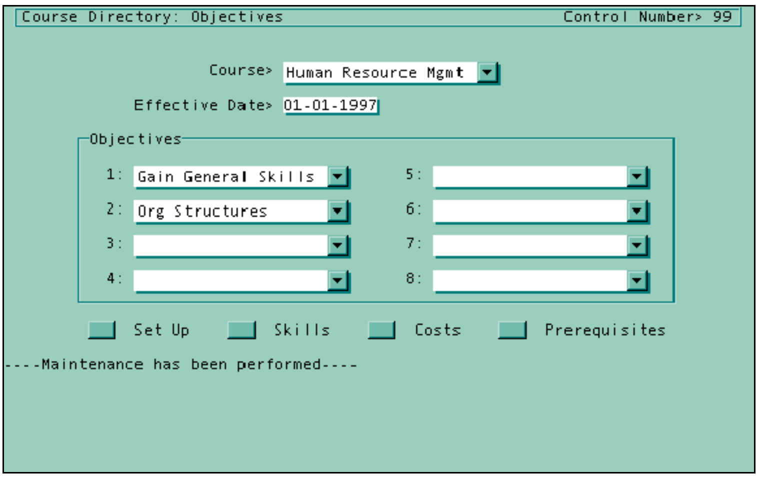
5. Click Save or press Enter

The following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Training objectives and their uses ***(on page 47)***

For an explanation of training objectives and their uses.

Entering skills and competencies (optional)

To enter skills and competencies for a course, follow these steps:

Note: You may skip steps 1 and 2 if you have just completed the setup of a new course and are still displaying the Course Directory: Objectives form (10RSCR).

You may need to review and set up additional skills and competencies in the Skill Code option list (MP01) before following this procedure.

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Setup and Maintain Courses
Task:	Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Select a training course

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the Skills/Competencies panel

Click the Skills command button to access the Skills/Competencies form panel. The Course list box and Effective Date text box are carried over from the Set Up form.

For practice, click the Skills command button.

4. Select the Skills/Competencies

Select a suitable entry. Up to five skills and the relevant proficiency level for each can be entered on this panel. If you want to define up to five additional skills and proficiency levels, select the Skills 6-10 command button in the upper right of the form.

For practice, select 'Human Resource Manag'.

5. Select the Proficiency

Select a proficiency level for each skill.

For practice, select 'Expert'.

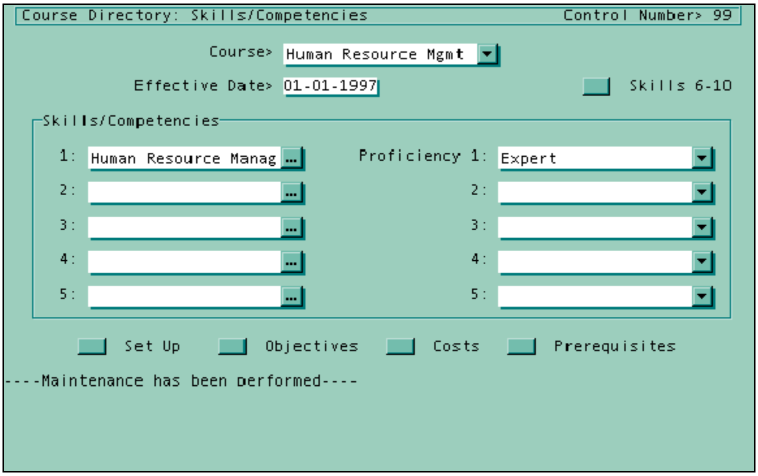
6. Click Save or press Enter

The following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Prerequisites and skills and their relationship ***(on page 50)***

For an explanation of perquisites and skills and their relationship.

Entering course costs (optional)

To enter course costs, follow the steps in this task.

Note: *You may skip steps 1 and 2 if you have just completed the setup of a new course and are still displaying the Course Directory: Skills /Competencies form (10RSCR).*

You may need to review and set up additional Cost Categories (TR14) and Training Cost Types (TR31) option list values before following this procedure.

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Select a training course

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the Costs panel

Click the Costs command button to access the Costs panel. The Course list box and Effective Date text box are carried over from the Set Up form panel.

For practice, click the Costs command button.

4. Select the Category

Select up to five cost categories (such as 'Equipment').

Note: *Categories of 'Equipment', 'Individual', or 'Operating' are carried through to class level. Categories of 'Per Head' and 'Participant' indicate employee-level costs.*

For practice, select a cost category of 'Equipment'.

5. Select the Type

Select up to five cost types, for example, 'Overhead Projector'.

For practice, select 'Large Monitor rental'.

6. Enter the amount

This text box is edited as --,---.99

Note: *The Category, Type, and Cost Amount on each line are tied together and define a cost description and amount.*

For practice, type '2,000.00'.

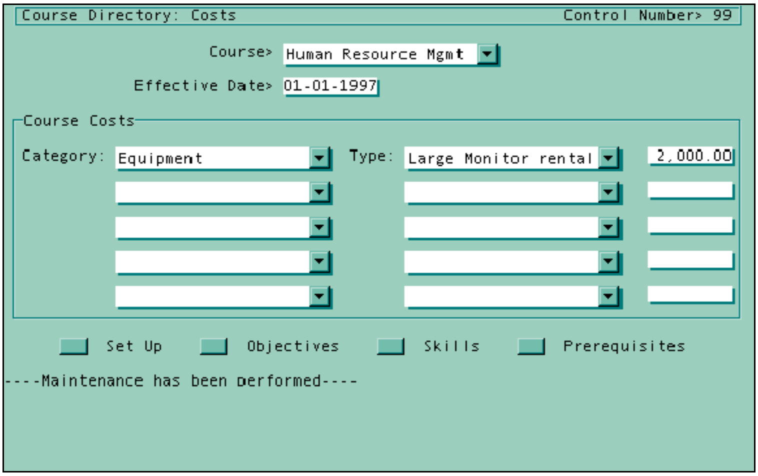
7. Click Save or press Enter

The following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Types of costs ***(on page 48)***

For an explanation of types of costs.

Entering course prerequisites (optional)

To set up course prerequisites, follow these steps:

Note: *You may skip steps 1 and 2 if you have just completed the setup of a new course and are still displaying the Course Directory: Costs form (10RSCR).*

You may need to review and set up additional prerequisites in the Course Pre-requisite option list (TR32) before following this procedure.

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Select a training course

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the Prerequisites panel

Click the Prerequisites command button to access the Prerequisites form panel. The Course list box and Effective Date text box are carried over from the Set Up form panel.

For practice, click the Prerequisites command button.

4. Select Prerequisites

Select up to six prerequisites, for example, 'Supervisory Course'.

For practice, select '1 Yr Mgmt Experience' for Prerequisite 1 and 'Supervisory Course' for Prerequisite 2.

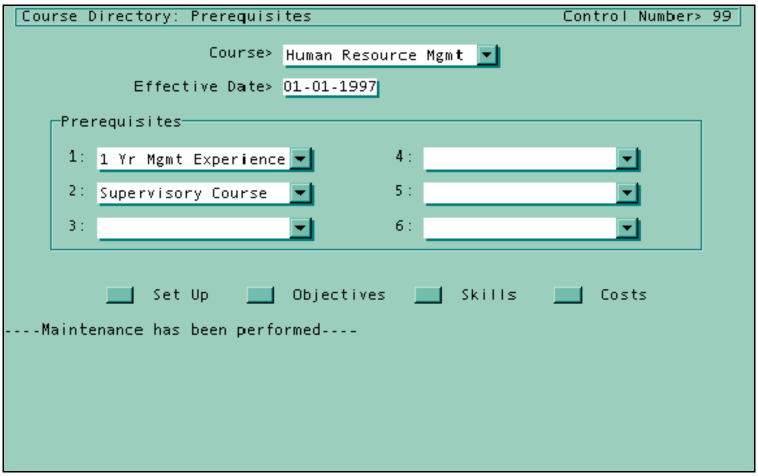
5. Click Save or press Enter

The following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Prerequisites and skills and their relationship ***(on page 50)***

For an explanation of perquisites and skills and their relationship.

Entering course development costs (optional)

To set up course development costs, follow these steps:

1. Access the Course Development Costs form (11RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Entering Development Costs

For practice, access the Course Development Costs form (11RSCR).

2. Select a Course

Select a course. As an alternative, select the List Course Options option in the Course list box and then click Save or press Enter to display a list of course options and their descriptions. Select a course code from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Enter the Effective Date

Type the date the cost was incurred in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '10-02-1997'(US and Canada) or '02-10-1997'(elsewhere).

4. Enter the Development Cost

Type the cost of developing the training course.

This text box is edited as -,---,---. For example, 5,000.00 is entered as '5000'.

For practice, type '7550'.

5. Enter Comments (optional)

Type free-form comments here.

For practice, type 'One-time cost for all facilities'.

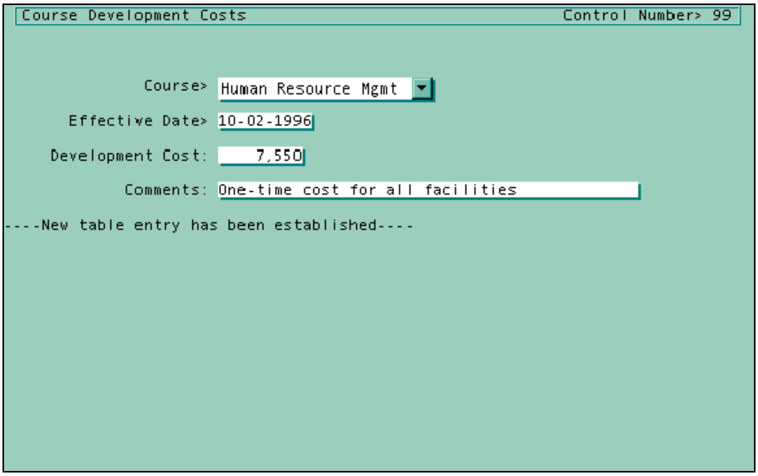
6. Click Save or press Enter

The following message is displayed:

'—New table entry has been established—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Course Development Costs Control Number> 99

Course> Human Resource Mgmt

Effective Date> 10-02-1996

Development Cost: 7,550

Comments: One-time cost for all facilities

----New table entry has been established----

See also:

- Types of costs ***(on page 48)***

For an explanation of types of costs.

Changing course details

To modify course details, follow these steps:

1. **Access the Course Directory form (10RSCR)**

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. **Select a training course**

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. **Select a text box to change**

Select the text box you need to change and enter the changed information.

For practice, change the Duration (Hours) text box to '16.0'.

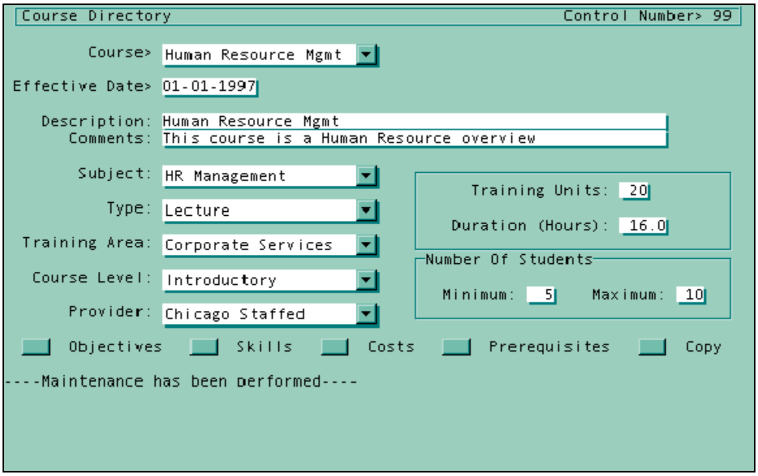
4. Click Save or press Enter

The modified record is created for the course details and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Copying training courses (optional)

Follow these steps to copy course information to a different Course/Effective Date:

Note: *You may need to set up the new course title in the Course Codes option list (TR33) before following this procedure.*

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. Select a training course

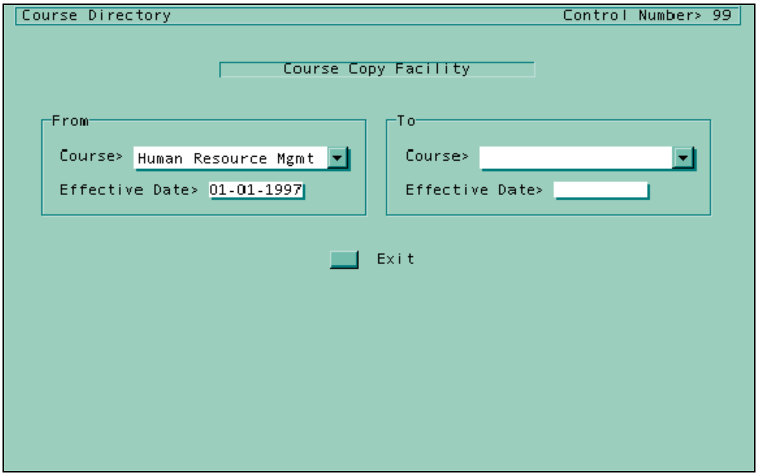
Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the Copy panel

Click the Copy command button to access the Course Copy Facility. The Course list box and Effective Date text box are displayed in the 'From' group box.

For practice, click the Copy command button.



4. Select the Course and/or Effective Date for the new course in the 'To' group box

Leave the course selection blank to copy the old course value to the new course with a different effective date, or select a new course and type its effective date (if different from the one in the From group box) to copy data to a new course.

For practice, select a new course, 'Position Management', and leave the Effective Date text box blank.

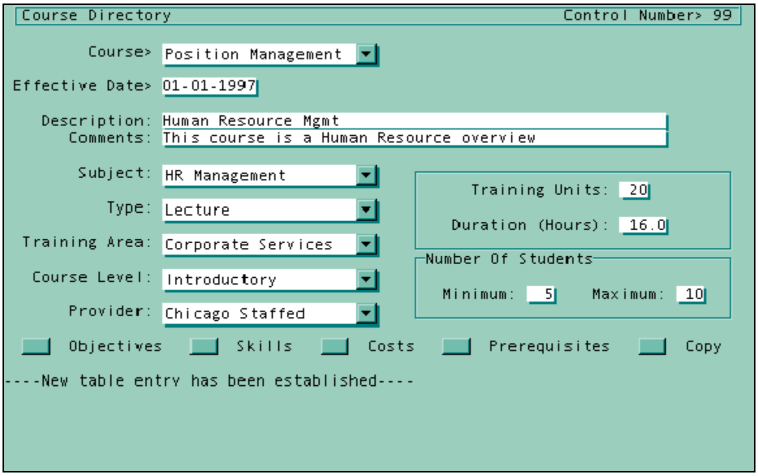
5. Click Save or press Enter

The course data are copied to the new course and/or effective date. The Set Up form is returned with the new course information and the following message is displayed:

'—New table entry has been established—'.
Modifications to other text boxes can now be made, if required.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Copying common course information ***(on page 51)***

For an explanation of copying common course information.

Checking available courses

To view available training courses using the Course Directory report (44RRPT), complete the report schedule by entering the following report parameters:

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the As Of Date (optional)

Type the 'As of Date' in the MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). Only current courses in effect as of this date are included on the report.

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Select the Course (optional)

Select the course to be printed.

Note: *If this list box is left blank, all courses are reported.*

For practice, leave this list box blank.

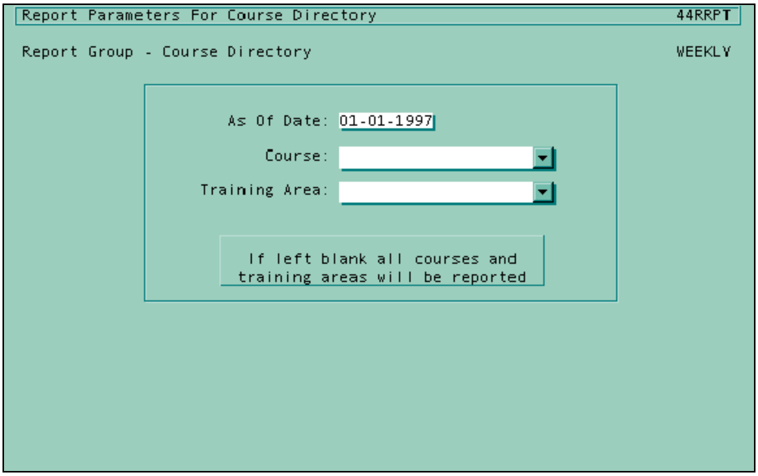
3. Select the Training Area (optional)

Select the training area to be printed.

Note: *If this list box is left blank, all training areas are reported.*

For practice, leave this list box blank.

When completed, the report parameters may look similar to the example that follows:



4. **Click Save or press Enter**

Once it has been processed, this report provides a printout of the information on the Course Directory table (10RSCR).

For practice, click Save or press Enter.

See also:

- **Course Directory report** ***(see "Report Quick Reference" on page 243)***

For an explanation of this report and its business uses.

Deleting courses

To delete a training course set up in error, follow these steps:

1. **Access the Course Directory form (10RSCR)**

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course

For practice, access the Course Directory form (10RSCR).

2. **Select a training course**

Access the selections list by clicking the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Position Management' dated '01-01-1997'.

3. Click Save or press Enter

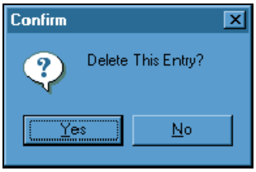
Click Save or press Enter to display the course.

For practice, click Save or press Enter.

4. Click the Del Entry button

Delete the entry by clicking on the Del Entry button on the toolbar.

A Confirm dialog box displays.



For practice, click the Del Entry button.

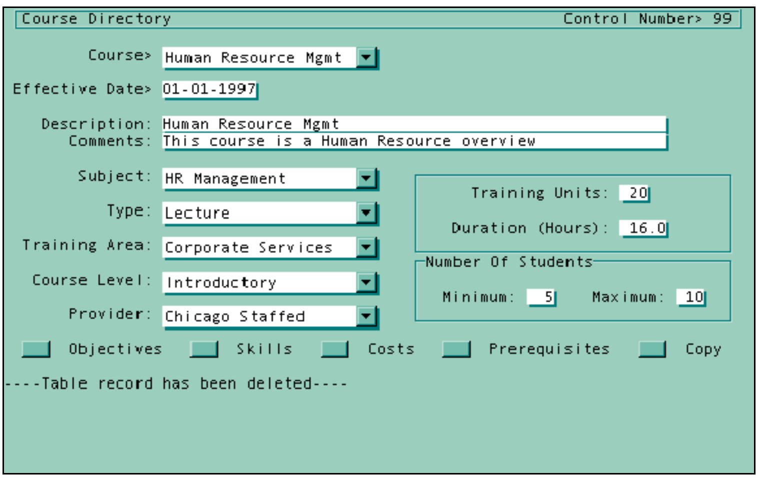
5. Click the Yes command button

Confirm the deletion by clicking on the **Y**es command button.

The message '—Table record has been deleted—' displays at the bottom of the form. The form displayed is the first form on the selections list.

For practice, click the Yes command button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Setting up training course coordinators (optional)

To set up training course coordinators (employees or external persons who administer training classes), follow these steps:

Note: *You may need to set up Coordinators in the Coordinator Index option list (TR27) before following this procedure.*

1. Access the Coordinator Index form (14RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course Coordinators

For practice, access the Coordinator Index form (14RSCR).

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Select a Coordinator

Select a training course coordinator.

For practice, select 'HR Classes'.

4. Enter an Address and ZIP Code (optional)

Type an address and ZIP code for the coordinator.

For practice, type a sample address and ZIP code.

5. Select a Type (optional)

Select the type of coordinator, for example, employee or external.

For practice, select 'Employee'.

6. Enter a Name (optional)

Type the coordinator's name. If this is an employee, this text box will be populated by the system.

For practice, leave this text box blank.

7. Enter an Organization (optional)

If the coordinator is an employee, type the employee's organization.

For practice, type '999999'.

8. Enter a Phone and Ext (optional)

Type the coordinator's phone number and extension. If this is an employee and this information is present on the employee's record, these text boxes will be populated by the system.

For practice, leave these text boxes blank.

9. Enter an Employee Nbr (optional)

If the coordinator is an employee, type the employee number.

For practice, type '1234'.

10. Enter a FAX (optional)

Type the coordinator's fax number.

For practice, leave this text box blank.

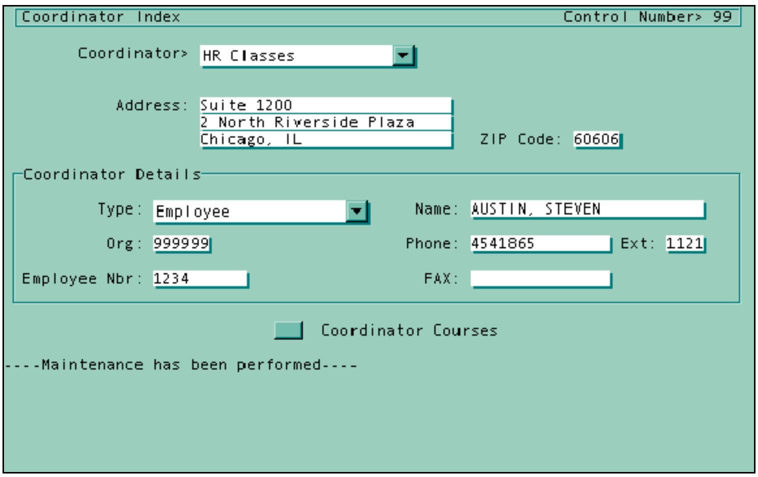
11. Click Save or press Enter

Click Save or press Enter to process the new Coordinator information. The coordinator information is set up and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



12. Click the Coordinator Courses command button (optional)

The Coordinator Courses panel is displayed. The Coordinator list box is carried over from the first form panel and does not need to be entered.

For practice, click Coordinator Courses.

13. Select Coordinator Courses (optional)

Using the option lists, select up to eight courses the coordinator can administer.

For practice, select 'Human Resource Mgmt'.

14. Select the Stop Date (optional)

Each coordinator course selected can have a stop date entered to indicate when the coordinator will no longer administer the course. Type the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, type '01-01-1998'.

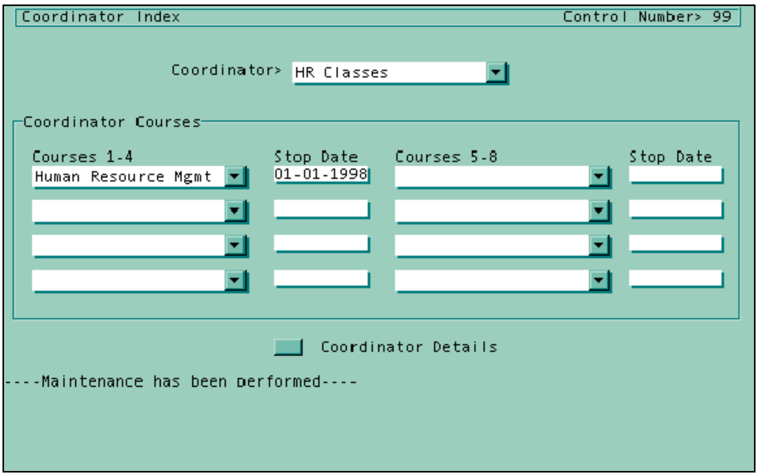
15. Click Save or press Enter

The coordinator course information is set up and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Uses of coordinators and providers ***(on page 52)***

For an explanation of the use of coordinators and providers.

Setting up training course providers (optional)

To set up training course providers (individuals or organizations who are available to teach training courses), follow these steps:

Note: You may need to set up the following option lists: Providers (TR38), Course Categories (TR14), and Provider Types (TR07) before following this procedure.

1. Access the Provider Index form (19RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Courses
Task: Setup/Maintain Course Providers

For practice, access the Provider Index form (19RSCR).

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Select a Provider

Select a training course provider.

For practice, select 'Chicago Staffed'.

4. Enter an Address and ZIP Code (optional)

Type an address and ZIP code for the provider.

For practice, type a sample address and ZIP code.

5. Select a Course Category (optional)

Select a course category to show what types of courses the provider can teach.

For practice, select 'HR Management'.

6. Select a Type (optional)

Select the type of provider, for example, 'Employee' or 'External'.

For practice, select 'Employee'.

7. Enter the Org (optional)

If the provider is an employee, type the employee's organization designation.

For practice, type '999999'.

8. Enter the Employee Nbr (optional)

If the provider is an employee, type the employee number.

For practice, type '1111'.

9. Enter the Contact (optional)

Type the name for the provider's contact.

For practice, leave this text box blank.

10. Enter the Phone (optional)

Type the phone number for the provider's contact.

For practice, leave this text box blank.

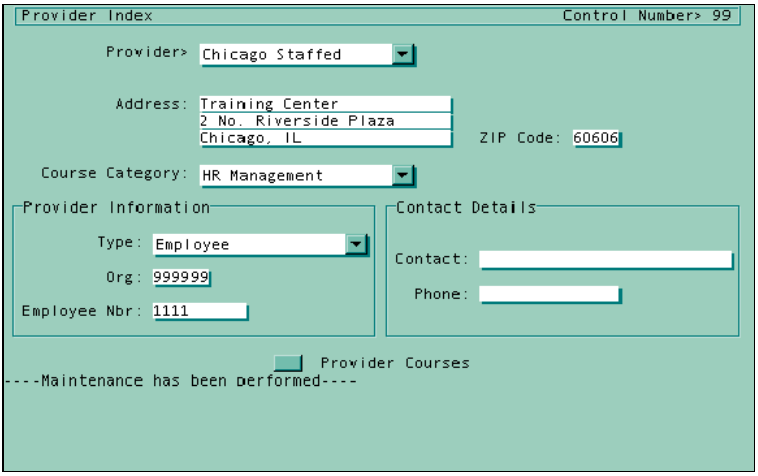
11. Click Save or press Enter

Click Save or press Enter to process the new provider information. The provider information is set up and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



12. Click the Provider Courses command button (optional)

The Eligible to Teach panel is displayed. The Provider list box is carried over from the first form panel and does not need to be entered.

For practice, click the Provider Courses command button.

13. Select Courses (optional)

Using the option lists, select up to eight courses the provider can teach.

For practice, select 'Human Resource Mgmt'.

14. Select the Stop Date (optional)

Each provider course selected can have a stop date entered to indicate when the provider will no longer teach the course. Type the date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

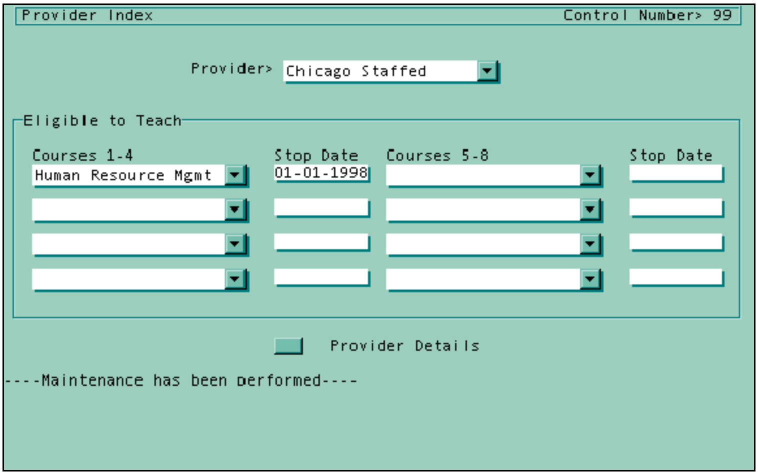
For practice, type '01-01-1998'.

15. Click Save or press Enter

The provider course information is set up and the following message is displayed:

'—Maintenance has been performed—'.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Uses of coordinators and providers ***(on page 52)***

For an explanation of the use of coordinators and providers.

Extended Practice

1. Add these additional codes to the option lists below using the Option List Editor (CSUPDT) dialog box:

Option List	**Code**	**Description**
Course Options (TR33)	FB001	Flex Benefits
Course Subjects (TR30)	FBC	Flex Benefit Concpts
Course Objectives (TR03)	GFK	Gain Flex Knowledge
Training Cost Type (TR31)	BF	Breaks/Refreshments

2. Set up a new course with these characteristics:

Text box	**Entry**
Course	Flex Benefits
Effective Date	September 1, 1996
Description	Provide overview of Flex Benefits administration.
Comments	Provides foundation for implementing Flex Benefits.
Subject	Flex Benefits Concpts
Type	Lecture
Training Area	IT Services
Course Level	Introductory
Provider	Cyborg Systems
Training Units	[Leave Blank]
Duration	16.0 Hours
Number of Students	Between 4 and 15

3. Select two appropriate course objectives for this courses from the option lists.

4. Select these skills and proficiency levels for Flex Benefits:

Skills/Competencies	**Proficiency**
Administration/manag	Above Average Knowld
Benefits Coordinator	Working Knowledge

5. Set up these course-related costs for Flex Benefits:

Category	**Type**	**Amount**
Participant	Class Fee	300.00
Operating	Breaks/Refreshments	50.00

6. Return to the Set Up panel and select the course 'Human Resource Management' dated '01-01-1994'. Copy this same course with a new effective date of February 1, 1997. When the Set Up form is returned, modify the Provider list box to an entry of 'Cyborg

Systems' and change the maximum number of students to '12'. Update the Instructor Fee cost to 1500.00 on the appropriate panel.

7. Set up a Course Development Costs form (11RSCR) for the Flex Benefits course, indicating a fee of 7500 for developing the course manual.

8. Set up a Flex Benefits course provider with these characteristics:

Text box	**Entry**
Provider	Cyborg Systems
Address, ZIP code	2 North Riverside Plaza, Chicago, IL 60606
Course Category	All Cyborg Classes
Type	External
Org	[Leave Blank]
Employee Nbr	[Leave Blank]
Contact	Smith, Sarah Jane
Phone	312/454-1865
Courses 1-4	HR Mgmt and Position Management courses
Stop Date	December 31, 1999 for both

9. Set up a Flex Benefits course coordinator with these characteristics:

Text box	**Entry**
Coordinator	Cyborg Class Coord
Address	1142 N. Rush Street, Commerce Plaza, Chicago, IL 60606
Type	Employee
Name	[Leave blank (self-populating)]
Org	999999
Phone	[Leave blank (self-populating)]
Employee Nbr	2008
FAX	[Leave blank]
Courses 1-4	HR Mgmt and Position Management courses
Stop Date	[Leave blank]

10. The contact listed for provider 'Cyborg Systems' just got married. Change the contact details to reflect a name change to 'Jones' and a new phone number of '312/252-6888'.

11. The Cyborg Class Coordinator just terminated her employment. The new Cyborg Class Coordinator is Employee '1006'. Make this change on the appropriate form.

Review of Questions Answered

1. What is a course?

2. What are training objectives and how are they used?

3. What types of costs can be recorded?

4. How are prerequisites and skills used?

5. How are coordinators and providers used?

C H A P T E R 5

Setting Up and Maintaining Training Classes

In This Chapter

Introduction

Training Administration facilitates the setting up and maintenance of training classes to be given on a specific date(s). The information that can be recorded includes class location, class dates, class times, trainer/coordinator information, and class costs.

The information discussed in this section is essential to using Training Administration.

Tasks

You may complete the following tasks to set up training classes. Only the first task is essential. The tasks have been divided into two categories, Set Up Training Classes and Maintain Training Classes.

Set Up Training Classes

The following are typical setup tasks that you may wish to perform:

- Setting up a training class
- Setting up class time and location
- Checking trainer schedules online
- Checking trainer schedules on paper
- Setting up the class trainer/coordinator
- Setting up class costs

Maintain Training Classes

The following are typical maintenance tasks that you may wish to perform:

- Changing class details
- Copying, canceling, and transferring a class
- Notifying students of a class cancellation
- Checking what classes have been set up - online
- Checking what classes have been set up - using a report

Prerequisites

Before you can begin to set up training classes, all the following tasks must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

☞ *Refer to* **Implementing Training Administration** *(on page 23) for more information.*

Training Courses

Before setting up training classes, it is important to enter all available training courses on the system and to set up objectives, prerequisites, and costs for each course.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43) for details on setting up and maintaining training courses.*

Questions answered

The following questions are answered in this section:

1. What is a class?
2. What four text boxes define a training class?
3. What tool can be used to display all available course options and courses?
4. What are the available class costing options?
5. What types of maintenance can be performed on classes?

Relationship between a training course and a class

A training course is a separate unit of instruction on a subject. Courses are established on the Course Directory form (10RSCR).

A class is a training course occurrence given on a specific date(s) at a specific location. Classes are established on the Class Schedule form (13RSCR). When a class is scheduled, it assumes the attributes of the course, although you can override some data (such as minimum and maximum class size) at the class-setup level.

For example, 'Using The Solution Series: Administrative Solutions' is a training course; when given on December 21 in Chicago, this is a class of this course.

Classes can only be scheduled for courses that have already been established.

Definition of a training class

The four text boxes required to define a training class are recorded on the Class Schedule form (13RSCR):

- Course
- Start Date
- Training Location
- Class sequence number

These text boxes are carried forward to many of the Training Administration class-level forms. All other information that may be entered on the Class Schedule form (13RSCR) is optional.

After entering the required text boxes, other text boxes on this form are copied from the Course Directory table (10RSCR) if they are available.

After scheduling a class, three other form panels become available and can be accessed by selecting the appropriate command buttons at the bottom of the form.

Prior to or after scheduling a training class, you may use the Training Schedule inquiry form (53RSCR) to display the upcoming schedule of training classes. You can display all upcoming classes, classes for a specific course, classes as of a specific date, classes at a specific training location, or any combination of these. Classes are always listed in ascending date order. Print the Training Schedule report (29RRPT) to provide a hard-copy listing of classes that have been scheduled for a training location. Each training location is reported separately.

See also:

- Setting up a training class ***(on page 90)***

For detailed directions on setting up a training class.

- Changing class details (optional) ***(on page 102)***

For detailed directions on changing class details.

- Checking what classes have been set up - online - optional ***(see "Checking what classes have been setup - online - optional" on page 107)***
- Checking what classes have been set up - using a report - optional

For detailed directions on verifying an existing training class.

- Training Schedule report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Apply the Concept

Describe how the use of delivered online inquiry forms such as the Individual Trainers Schedule inquiry form (55RSCR) and the Training Schedule inquiry form (53RSCR) can be helpful to you.

Uses of the Class text box

When training classes have the same course, start date, and training location values, the one-character Class sequence number text box on the Class Schedule form (13RSCR) is used to separate individual training classes. For example, you may enter a value of '1' for a particular class being offered on January 3 from 9:00 AM to 12:00 PM and a '2' for the same class being offered that afternoon from 1:00 PM to 4:00 PM.

See also:

- Setting up a training class ***(on page 90)***

For detailed directions on setting up a training class.

Using the Course/Class Selection menu

The Course/Class Selection menu is used to simplify the selection of training courses, especially if you are more familiar with the training course code than the course title.

When accessing a training course, select List Course Options in the Course option list to display a menu of available course options. Click Save or press Enter to display the options and description listing. Select a course code, then click Save or press Enter.

In addition, on all forms on which training class information is recorded, entering a question mark (?) on class forms in the Start Date text box after selecting a course will display a menu of classes from which you may make your selection.

See also:

- Setting up a training class ***(on page 90)***

For detailed directions on setting up a training class.

Uses of class time and location data

Class time and location can be set up on the Time And Location panel of the Class Schedule form (13RSCR). This is an optional panel. The location specified on this panel is different (usually more specific) than the course training location that is defined when setting up the training course (see ***Setting Up and Maintaining Training Courses*** (on page 43)). For example, a course training location could be defined as Chicago, and the Location value on the Time And Location form panel could be defined as the University of Chicago Training Center.

Other text boxes can be used to further define class time and location. Information that can be recorded includes:

- Day(s)
- Start Time
- End Time
- Room

For classes with multiple days and times, each class can have up to three of each of these descriptors set up.

See also:

- Setting up class time and location (optional) ***(on page 93)***

For detailed directions on setting up class time and location.

Scheduling class trainers/coordinators

Details about providers (trainers) and class coordinators (administrators) can be defined and then recorded at the class level. Use the Class Schedule form (13RSCR) to assign the trainers and coordinators for a specific class.

The Trainer Name is displayed in Display mode from the Provider Index table (19RSCR), if available. The Coordinator Name, Phone/Ext, and FAX are displayed in Display mode from the Coordinator Index table, if available. Otherwise, these text boxes remain blank.

Prior to scheduling a trainer for a class, you may use the Individual Trainers Schedule inquiry form (55RSCR) to display all the classes a trainer is scheduled to teach. Start and/or End Dates can be entered to limit the time period of classes displayed. Classes are always listed in ascending date order. You can also print the Individual Trainer Schedule report (38RRPT), which provides a hard-copy schedule of a trainer's upcoming classes. Each trainer is reported separately.

See also:

- Checking trainer schedules online - optional ***(on page 95)***
- Checking trainer schedules on paper - optional ***(on page 97)***

For detailed directions on checking trainer schedules.

- Setting up class time and location (optional) ***(on page 93)***

For detailed directions on setting up the class coordinator/trainer.

- Individual Trainer Schedule report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Apply the Concept

Describe the benefit to be realized by optionally printing hard-copy reports such as the Individual Trainer Schedule report (38RRPT) and Training Schedule report (29RRPT).

Class costing options

Class costs can be set up on the Class Costs panel of the Class Schedule form (13RSCR). This is an optional panel. Costs specified on this panel are different from those specified at the course level on the Course Directory form (10RSCR). For example, the cost of books might be standard for all classes within a course and therefore needs to be recorded at the course level. Alternatively, a course instructor fee might vary at the class level, since different instructors might charge different amounts. These costs could be recorded at the class level.

Costs can also be set up at the employee level using the Employee Training Class Costs form (34RSCR). For example, the cost of supplying an alternative vegetarian meal for an employee might be associated with an individual employee cost.

The Course Costs command button at the bottom of the Class Costs panel returns another panel that provides a summary of both the class and course costs. This panel can be used to compare and review costs at both levels.

Other methods of reviewing class costs include the Training Expenditure Charge-Back report (27RRPT), Training Expenditure Disbursement report (28RRPT), and Training Class Costs Summary inquiry form (35RSCR).

☞ *See Completing and Analyzing Training Costs for more information.*

See also:

- Setting up class costs (optional) ***(on page 100)***

For detailed directions on setting up class costs.

- Training Expenditure Charge-Back report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

- Training Expenditure Disbursement report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Apply the Concept

What types of specific class costs would you set for a new training course in your organization called 'Managing Diversity'? How would these costs differ from those established at the course level?

Types of class maintenance and their results

The Class Maintenance Facility form (18RSCR) is used to transfer, copy, and cancel training class information. A class must already exist for it to be canceled, transferred, or copied 'from'. For a class to be copied or transferred 'to' another date or location, it can not already exist. Each function is explained next.

Transferring a class

Transferring a class moves the class to a new date or location. All the currently registered and wait-listed employees are moved to the new class.

Copying a class

Copying a class copies all class-level information to a new date or location. Employee records are not changed.

Canceling a class

Canceling a class cancels any employee registrations for that class and removes any employees from the wait list for that class.

When a class is canceled, the Status text box value on the Class Schedule form (13RSCR) is changed to Canceled. For each employee enrolled or wait-listed in the class, the Class Registration/Cancellation form (20RSCR) record is deleted, as is the employee-level registration record.

A Training Required form (31RSCR) is created (or updated if it already exists) for each employee with a Status text box value of Class Canceled. The Class Cancellation report (31RRPT) is used to inform registered class participants that the entire class has been canceled.

See also:

- Copying, canceling, and transferring a class (optional) ***(on page 104)***
For detailed directions on class maintenance.

- Notifying students of a class cancellation ***(on page 105)***
For detailed directions on notifications for class cancellation.

- Class Cancellation report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Apply the Concept
Consider how you intend to use the Class Maintenance Facility form (18RSCR) in your organization. Who will be responsible for this task?

Detailed Directions

This section provides detailed instructions for the tasks discussed in this section.

Tasks

Setting up a training class

To set up a training class, follow these steps:

1. Access the Class Schedule form (13RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup or Maintain Class

For practice, access the Class Schedule form (13RSCR).

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Select the Course

Select the specific course. This selection is carried forward to this form's associated panels.

As an alternative, select the List Course Options option in the Course Codes option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course code from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

4. Type the Start Date

Type the course start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). This text box is carried forward to this form's associated panels.

For practice, type '01-01-1997'.

5. Select the Training Location

Select a specific training location from the drop-down list.

For practice, select 'Chicago'.

6. Type the Class

When training classes have the same course, start date, and training location values, the Class text box is used to separate individual training classes.

For practice, type '1'.

7. Type the End Date (optional)

Type the course end date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-03-1997' (US and Canada) or '03-01-1997'(elsewhere).

☞ *Steps 8 through 11 are optional. If these entries are not recorded, available information is transferred from the Course Directory form (10RSCR).*

8. Select the Training Area (optional)

Select the area responsible for the course from the drop-down list.

For practice, select 'Corporate Services'.

9. Enter the Duration (Hours) (optional)

Type the length of the class time in hours, with a five-character, one-decimal, numeric entry.

For practice, type '24.0'.

10. Enter the Minimum (optional)

Type a three-character numeric entry that is less than or equal to the entry for the maximum number of students who may attend this course based on space availability and/or instructor preferences.

For practice, type '5'.

11. Enter the Maximum (optional)

Type a three-character numeric entry that is greater than or equal to the entry for the minimum number of students required for the course to be held.

For practice, type '12'.

12. Select the Evaluation Required check box (optional)

Select this check box to have evaluation forms printed when the Class Evaluation report is run.

For practice, click the check box.

13. Enter Comments

Type any brief comments about the class in this text box.

For practice, type 'This class is an HR overview'.

14. Click Save or press Enter

The class is set up and the following message is displayed at the bottom of the form:

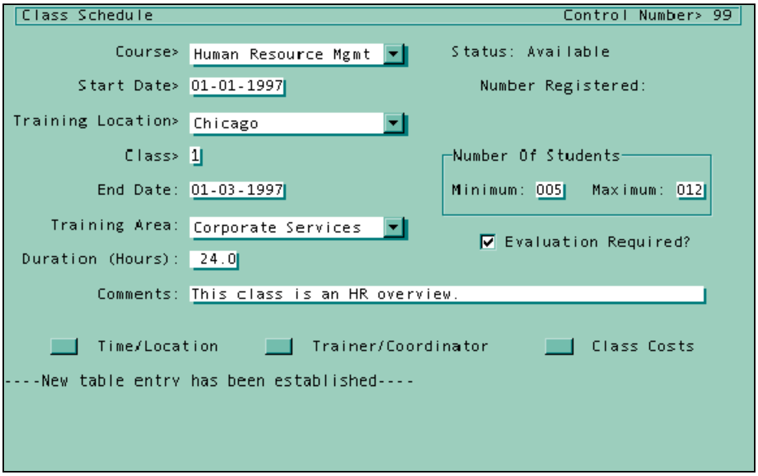
'—New table entry has been established—'.

The Status and Number Registered text boxes are displayed in Display mode at the top right of the form display. The Status is Canceled, Available (if seats are available), or Full (if no seats are available). These text boxes are displayed on every form panel connected to this form.

After scheduling a class, the other form panels are now available and can be accessed by selecting the appropriate command buttons at the bottom of this form.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

■ Definition of a training class ***(on page 83)***
For an explanation of a training class.

■ Uses of the Class text box ***(on page 84)***
For an explanation of the uses of the Class text box.

■ Using the Course/Class Selection menu ***(on page 85)***
For an explanation of the Course/Class Selection menu.

■ Class Evaluation report (24RRPT ***(see "Report Quick Reference" on page 243))***
For a description of this report and its business uses.

Setting up class time and location (optional)

To record time and location for a training class, follow these steps:

☞ *You may skip steps 1 and 2 if you have just completed the setup of a new class schedule and are still displaying the Class Schedule form (13RSCR).*

1. Access the Class Schedule form (13RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup or Maintain Class

For practice, access the Class Schedule form (13RSCR).

2. Select a training course

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Click the Time/Location command button

Select the Time/Location command button to access the Time and Location form panel. The Course, Start Date, Training Location, and Class sequence number text boxes are carried over from the Set Up form panel.

Up to three sets of each of the remaining text boxes on the form can be entered. This allows you to set up different start times and locations for different class dates. However, none of these remaining text boxes on this panel are required.

For practice, click the Time/Location command button.

4. Enter the Day(s) (optional)

This is a free-form text box to indicate the day(s) of the week on which the class is to be held, such as MW, M-Thurs, ALL.

For practice, type 'MTW'.

5. Enter the Start (optional)

Type the class start time in the format HH:MM. Use military time in this text box to indicate start times after noon.

For practice, type '09:00'.

6. Enter the End (optional)

Type the class end time in the format HH:MM. Use military time in this text box to indicate class end times after noon.

For practice, type '17:00' to indicate 5:00 P.M.

7. Enter the Room (optional)

Type a specific class room identifier in this text box.

For practice, type 'B'.

8. Select a Location (optional)

Select a specific location.

For practice, select 'Chicago Training Ctr'.

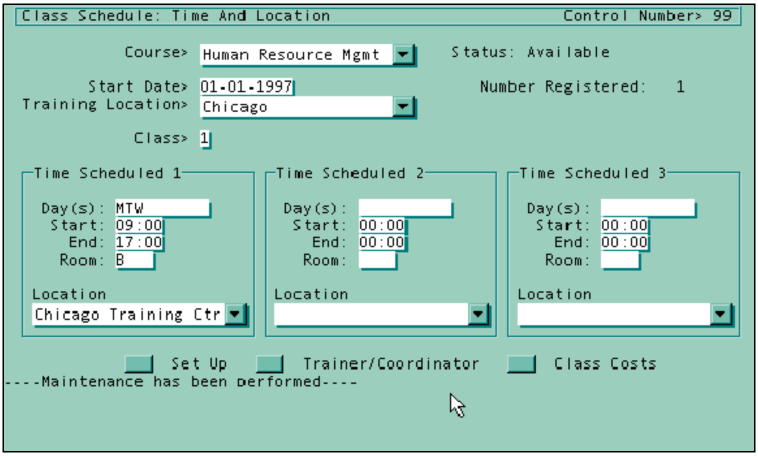
9. Click Save or press Enter

Time and location are scheduled and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Class Schedule: Time And Location   Control Number> 99

Course> Human Resource Mgmt   Status: Available

Start Date> 01-01-1997   Number Registered: 1

Training Location> Chicago

Class> 1

Time Scheduled 1
Day(s): MTW
Start: 09:00
End: 17:00
Room: B
Location
Chicago Training Ctr

Time Scheduled 2
Day(s):
Start: 00:00
End: 00:00
Room:
Location

Time Scheduled 3
Day(s):
Start: 00:00
End: 00:00
Room:
Location

Set Up   Trainer/Coordinator   Class Costs

----Maintenance has been performed----

See also:

- Uses of class time and location data ***(on page 86)***

For an explanation of the uses of class time and location data.

Checking trainer schedules online - optional

To view trainer schedules online, use the Individual Trainers Schedule inquiry form (55RSCR) .

1. Access the Individual Trainers Schedule form (55RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Check Training Schedules

For practice, access the Individual Trainers Schedule form (55RSCR).

2. Select the Trainer

Select an entry to represent the trainer.

For practice, select 'Chicago Staffed'.

3. Enter the Start (optional)

Type the start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). All classes with a start date equal to or later than this date will be listed.

If this text box is left blank, it defaults to the current date

For practice, type '01-01-1994'.

4. Enter the End (optional)

Type the end date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). All classes with a start date equal to or earlier than this date will be listed.

If this text box is left blank, all dates will be listed.

For practice, type '03-01-1997' (US and Canada) or '01-03-1997'(elsewhere).

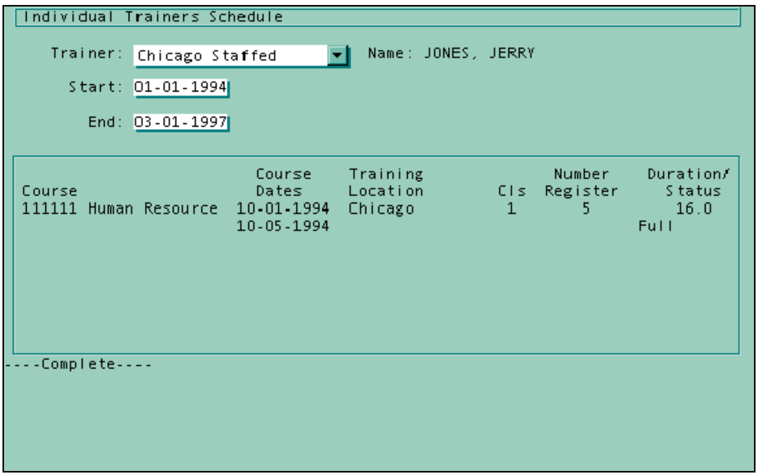
5. Click Save or press Enter

An individual trainer schedule is displayed on the form. The list shows all classes this trainer is scheduled to teach between the dates entered. When all the trainer schedule information has been reported, the following message is displayed:

'—Complete—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Scheduling class trainers/coordinators ***(on page 87)***

For an explanation of this scheduling class trainers/coordinators.

Checking trainer schedules on paper - optional

To check trainer schedules on a paper report using the Individual Trainer Schedule report (38RRPT) , complete the report schedule by entering the following report parameters:

Each trainer is reported separately. If the trainer is an employee, the employee's name is printed on the report. Totals are provided for duration in hours and number of participants. Canceled classes are not reported.

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the start date in the From text box in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere). Only current classes in effect as of this date are included on the report.

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Enter the To (date) (optional)

Type the end date in the To text box in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

Note: *If this text box is left blank, all classes equal to or later than the From date are reported. To report on classes from only one date, type the From date in both the From and To parameters.*

For practice, leave this text box blank.

3. Select the Trainer (optional)

Select the trainer.

Note: *If this list box is left blank, all trainers are reported.*

For practice, leave this list box blank.

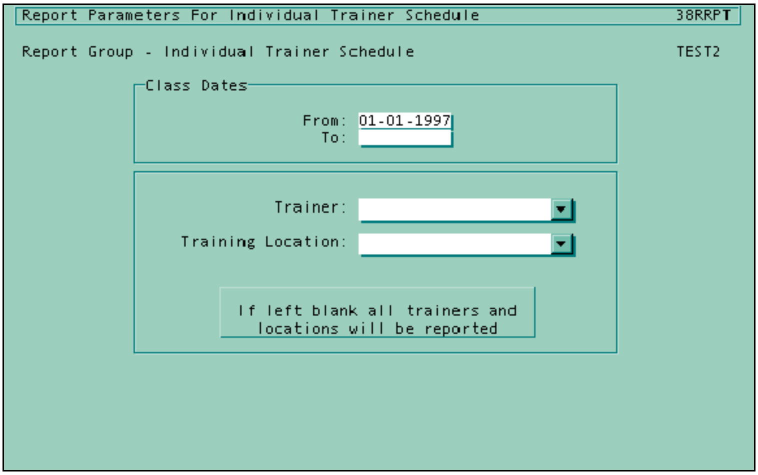
4. Select the Training Location (optional)

Select the training location.

Note: *If this list box is left blank, all training locations are reported.*

For practice, leave this list box blank.

When completed, the report parameters may look similar to the example that follows:


Report Parameters For Individual Trainer Schedule 38RRPT

Report Group - Individual Trainer Schedule TEST2

Class Dates

From: 01-01-1997
To:

Trainer:

Training Location:

If left blank all trainers and locations will be reported

5. Click Save or press Enter

Once it has been processed, this report provides a schedule of the trainer's upcoming classes.

For practice, click Save or press Enter.

See also:

- Scheduling class trainers/coordinators ***(on page 87)***

For an explanation of this scheduling class trainers/coordinators.

- Individual Trainer Schedule report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Setting up the class trainer/coordinator (optional)

To record a trainer/coordinator for a training class, follow these steps:

You may skip steps 1 and 2 if you have just completed the setup of a new class and are still displaying the Class Schedule form (13RSCR).

1. Access the Class Schedule form (13RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Setup and Maintain Classes
Task:	Setup or Maintain Class

For practice, access the Class Schedule form (13RSCR).

2. Select a training course

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Click the Trainer/Coordinator command button

Click the Trainer/Coordinator command button to access the Trainer/Coordinator form panel. The Course, Start Date, Training Location, and Class sequence number are carried over from the Set Up form panel. None of the remaining text boxes on this panel are required.

For practice, click the Trainer/Coordinator command button.

4. Select a Trainer

Select a trainer.

For practice, select 'Chicago Staffed'.

5. Enter the Days

This text box is used to track the number of trainer days for this specific class. It must be entered with one decimal.

For practice, type '3.0'.

6. Select a Coordinator

Select a coordinator.

For practice, select 'HR Classes'.

7. Click Save or press Enter

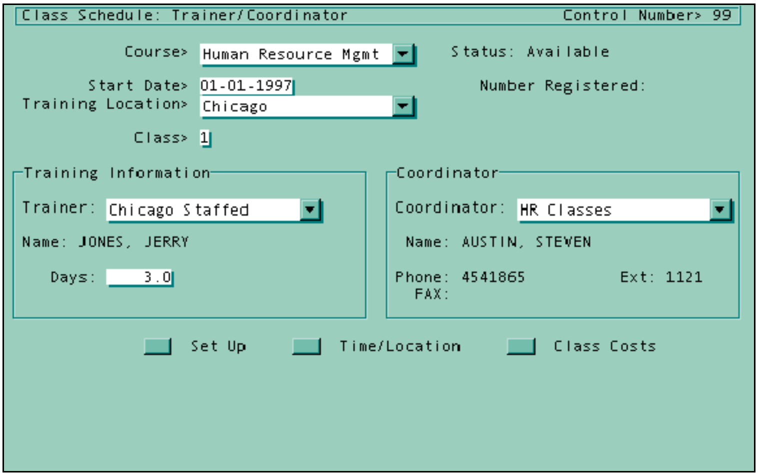
A trainer and coordinator are scheduled and the following message is displayed:

'—Maintenance has been performed—'.

The trainer Name is displayed in Display mode from the Provider Index form (19RSCR), if available. The coordinator Name, Phone, Ext, and FAX are displayed in Display mode from the Coordinator Index form (14RSCR), if available. Otherwise, these text boxes remain blank.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Scheduling class trainers/coordinators ***(on page 87)***

For an explanation of scheduling class trainers/coordinators.

Setting up class costs (optional)

To record class costs for a training class, follow these steps:

☞ *You may skip steps 1 and 2 if you have just completed the setup of a new class and are still displaying the Class Schedule: Trainer/Coordinator form (13RSCR).*

1. Access the Class Schedule form (13RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup or Maintain Class

For practice, access the Class Schedule form (13RSCR).

2. Select a training course

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Click the Class Costs command button

Click the Class Costs command button to access the Class Costs form panel. The Course, Start Date, Training Location, and Class sequence number are carried over from the Set Up form panel. None of the remaining text boxes on this panel are required.

For practice, click the Class Costs command button.

4. Select up to five Class Cost Categories

Cost categories are Equipment, Individual, Miscellaneous, Operating, Participant, and Per Head. Select each category from the Category option lists. A category is required if a Type or Cost Amount will be entered

Equipment, Individual, and Operating are typical class-level categories. Per Head and Participant indicate employee-level costs.

For practice, select 'Equipment'.

5. Select up to five associated Class Costs Types

Select each cost type. Examples of cost types are Overhead Projector and Large Monitor rental.

For practice, select 'Overhead Projector'.

6. Type up to five associated cost amounts

Type the associated cost using two decimal places. The Category, Type, and Cost Amount on each line are tied together and define a cost description and amount.

For practice, type '150.00'.

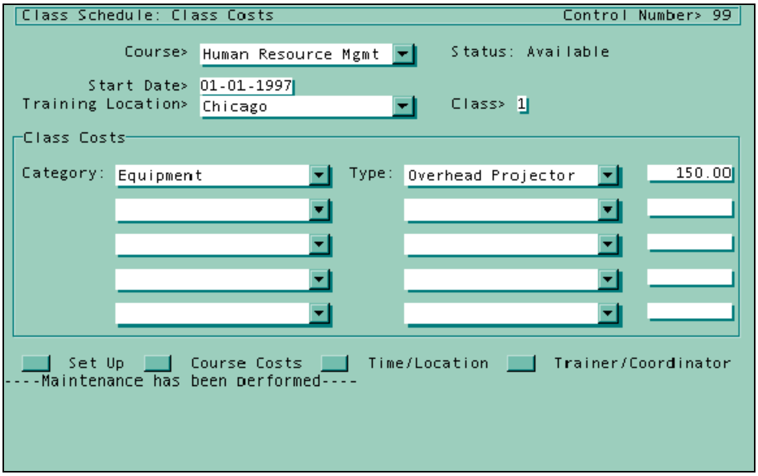
7. Click Save or press Enter

Class costs are set up and the following message is displayed:

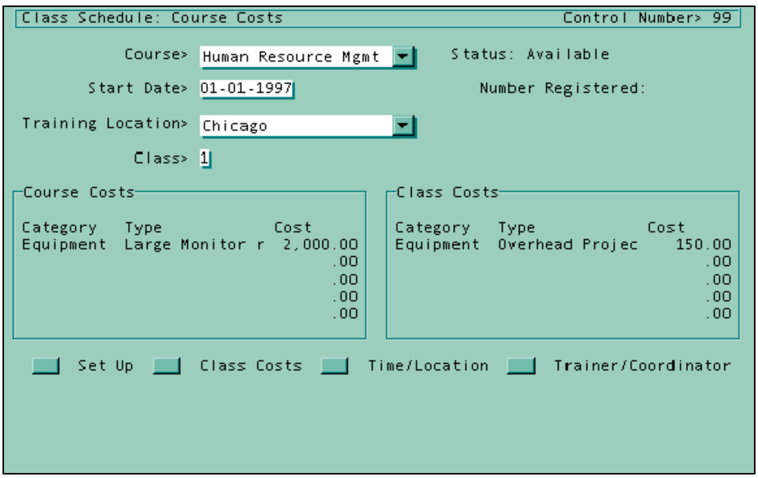
'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Clicking the Course Costs command button at the bottom of this form panel returns you to another form panel in Display mode that displays all costs recorded at the course and class levels as of the class start date.



See also:

- Class costing options ***(on page 88)***

For an explanation of class costing options.

Changing class details (optional)

To change class details, follow these steps:

1. Access the Class Schedule form (13RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup or Maintain Class

For practice, access the Class Schedule form (13RSCR).

2. Select a training course

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate training course.

For practice, click the Selections button on the toolbar and select 'Human Resource Mgmt' dated '01-01-1997'.

3. Access the text box(s) to change

Select the text box or text boxes you want to change and enter the new information.

For practice, change the Maximum Number Of Students to '010'.

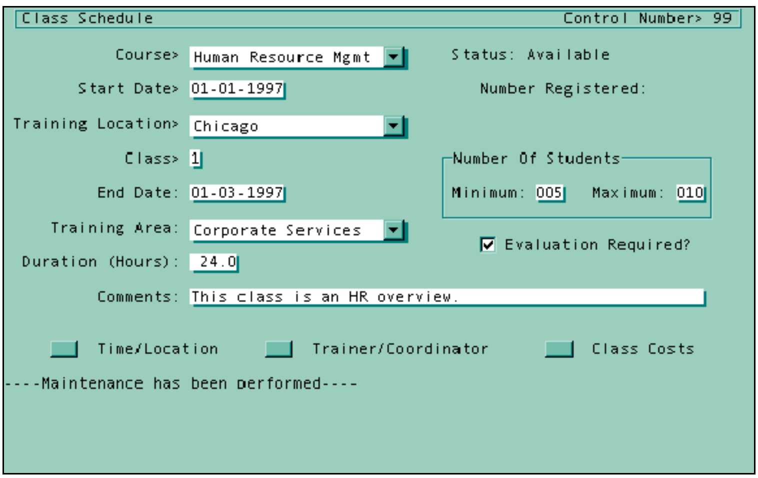
4. Click Save or press Enter

The record is changed and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



Class Schedule Control Number> 99
Course> Human Resource Mgmt Status: Available
Start Date> 01-01-1997 Number Registered:
Training Location> Chicago
Class> 1
Number Of Students
End Date: 01-03-1997 Minimum: 005 Maximum: 010
Training Area: Corporate Services
Evaluation Required?
Duration (Hours): 24.0
Comments: This class is an HR overview.
Time/Location Trainer/Coordinator Class Costs
----Maintenance has been performed----

Copying, canceling, and transferring a class (optional)

To copy, cancel, or transfer a class, follow these steps:

A class must already exist for it to be canceled, transferred, or copied from. For a class to be copied or transferred to, it can not already exist.

1. Access the Class Maintenance Facility form (18RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Setup and Maintain Classes
Task:	Copy, Cancel or Transfer a Class

For practice, access the Class Maintenance Facility form (18RSCR).

2. Select the Course

Select the appropriate course

As an alternative, select the List Course Options option in the Course Codes option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course code from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Enter the Start Date

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

After selecting a course, you can enter a question mark (?) in the Start Date text box and then press Enter to access the Course/Class selections. You can then select a course/class from this menu and return to this form. The Start Date, Training Location, and Class sequence number text boxes will be automatically filled in.

For practice, type '01-01-1997'.

4. Select the Training Location

Select the location.

For practice, select 'Chicago'.

5. Enter the Class

Type the sequence number associated with the training class in the Class text box.

For practice, type '1'.

6. Click the Cancel, Transfer, or Copy option button

Click the action to be taken on the existing class.

For practice, click the Copy option button.

7. If transferring or copying, enter data in at least one of these text boxes: New Date, New Location, and New Class

The New Date text box is the new date for the training class. The New Location text box is the new location for the training class. The New Class text box value identifies multiple training classes on the same date.

Any text box that is left blank defaults to the current information for the class.

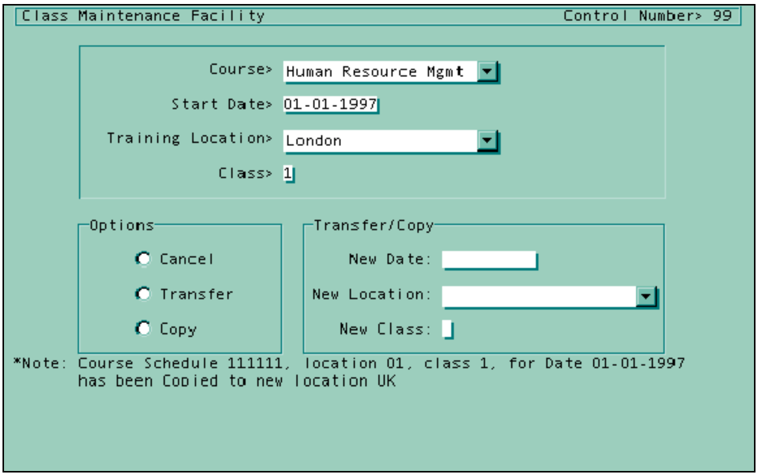
For practice, select 'London' in the New Location list box.

8. Click Save or press Enter

An informative message is displayed after the class has been successfully copied, canceled, or transferred. When the form is executed, the class is displayed with its new information.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Types of class maintenance and their results ***(on page 89)***

For an explanation of the types of class maintenance and their results.

Notifying students of a class cancellation

To produce a list of enrolled students when an entire class has been canceled using the Class Cancellation report (31RRPT) , complete the report schedule by entering the following report parameters:

☞ *This report is run after the Class Maintenance Facility form (18RSCR) is processed to cancel the whole class. Each employee is reported separately. There are no totals reported. Terminated employees are not reported.*

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Select the Course (required)

Select the course on which to report.

For practice, select 'Human Resource Mgmt'.

2. Enter the Class Start Date (required)

Enter the class start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1997'.

3. Select the Training Location (required)

Select the training location.

For practice, type 'Chicago'.

4. Enter the Class (required)

Type the class sequence number in the Class text box.

For practice, type '1'.

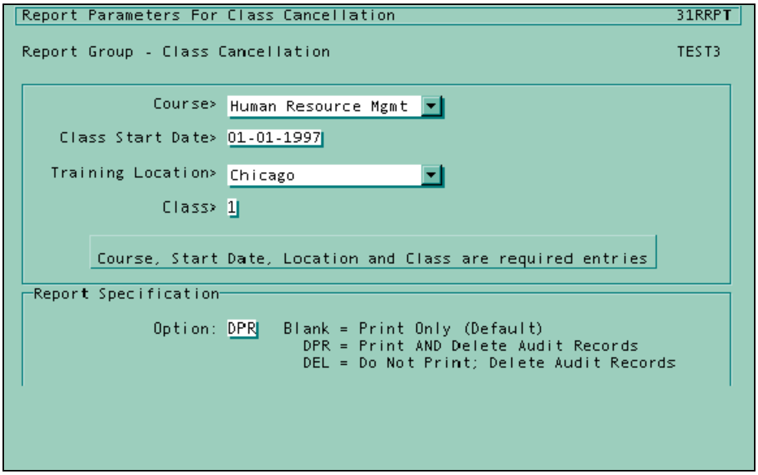
5. Enter the Report Specification Option

Type 'DPR' (to print the report and delete the registration records for the class) or 'DEL' (to delete the registration records for the class without printing the report).

Leave this text box blank to produce the report only.

For practice, type 'DPR'.

When completed, the report parameters may look similar to the example that follows:



6. Click Save or press Enter

Once it has been processed, this report produces a form to inform registered class participants that their class has been canceled.

For practice, click Save or press Enter.

See also:

■ Types of class maintenance and their results ***(on page 89)***
For an explanation of the types of class maintenance and their results.

■ Class Cancellation report (31RRPT ***(see "Report Quick Reference" on page 243))***
For a description of this report and its business uses.

Checking what classes have been setup - online - optional

You can display all upcoming classes, classes for a specific course, classes as of a specific date, classes at a specific training location, or any combination of these. Follow these steps to review available classes online using the Training Schedule form (53RSCR):

1. Access the Training Schedule form (53RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Check What Classes are Setup

For practice, access the Training Schedule form (53RSCR).

2. Select the Course (required)

Select the training course.

As an alternative, select the List Course Options option in the Course Codes option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course code from the list, then click Save or press Enter.

If this list box is left blank, all courses are selected.

For practice, select 'Human Resource Mgmt'.

3. Type a Start Date (optional)

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

After selecting a course, you can enter a question mark (?) in the Start Date text box and then press Enter to access the Course/Class selections. You can then select a course/class from this menu and return to this form. The Start Date and Training Location text boxes will be filled in automatically.

If this date is left blank, the current date is used.

For practice, select '01-01-1997'.

4. Select a Training Location (optional)

Select a training location.

If this list box is left blank, all locations are displayed.

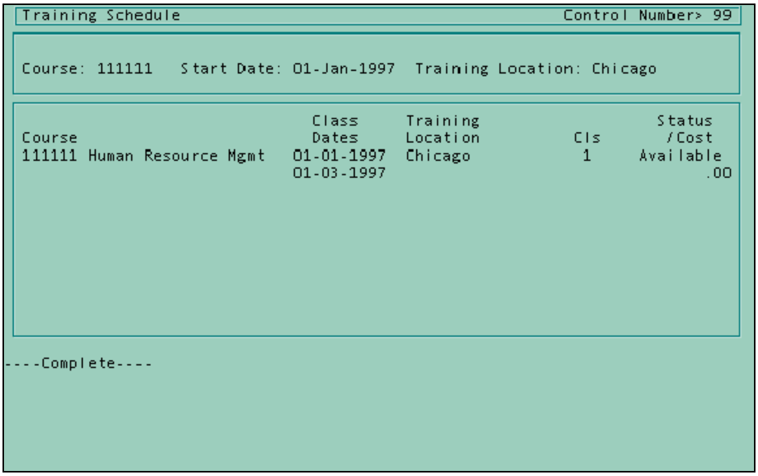
For practice, select 'Chicago'.

5. Click Save or press Enter

A schedule of upcoming training classes is displayed on the form.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



```
Training Schedule                                        Control Number> 99

Course: 111111   Start Date: 01-Jan-1997  Training Location: Chicago

                                Class      Training                    Status
Course                          Dates      Location          Cls        /Cost
111111 Human Resource Mgmt    01-01-1997  Chicago             1      Available
                              01-03-1997                                   .00

----Complete----
```

See also:

- Definition of a training class ***(on page 83)***

For an explanation of a training class.

Checking what classes have been set up - using a report - optional

To check the training schedule on a paper report using the Training Schedule report (29RRPT) , complete the report schedule by entering the following report parameters:

☞ *Each Training Location is reported separately. There are no totals reported. Canceled classes are not reported.*

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the class start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If this text box is left blank, the system date is used.

For practice, type '01-01-1997'.

2. Enter the To (date) (optional)

Type the class end date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If this text box is left blank, all classes equal to or later than the From date are reported.

To report on classes from only one date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

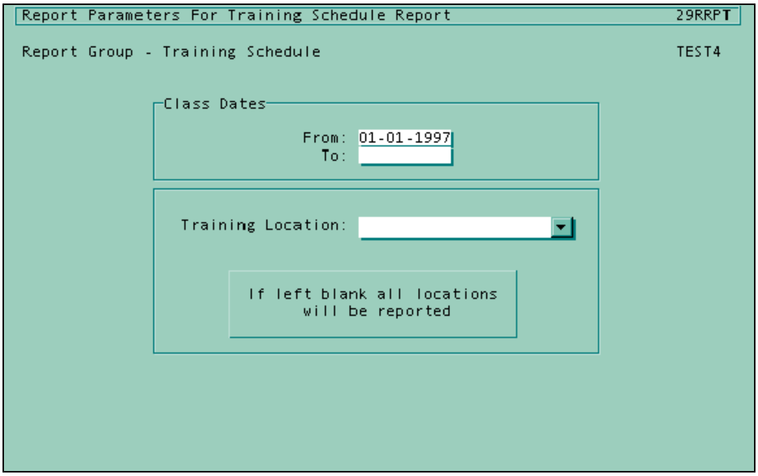
3. Select the Training Location (required)

Select the training location.

If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

When completed, the report parameters may look similar to the example that follows:



4. Click Save or press Enter

Once it has been processed, this report provides a schedule of classes that have been scheduled for a training location.

For practice, click Save or press Enter.

See also:

- Definition of a training class ***(on page 83)***
For an explanation of a training class.

- Training Schedule report (29RRPT ***(see "Report Quick Reference" on page 243))***
For a description of this report and its business uses.

Extended Practice

1. Set up a training class with the following characteristics:

   - Course of 'Flex Benefits'
   - Start Date of 'January 14, 1997'
   - Training Location of 'Chicago'
   - Class '1'
   - End Date of 'January 15, 1997'
   - Select 'Evaluation Required'

The remaining text boxes on this panel will populate from the Course Directory form (10RSCR).

Time and Location

- Days Scheduled of Tuesday and Wednesday
- First day, 9:00 AM to 5:00 PM; Second day, 8:30 AM to 4:00 PM
- Location is Chicago Training Center, Room C

Trainer/Coordinator

- Trainer is Cyborg Systems
- Days = 2
- Coordinator is Cyborg Class Coordinator

Class Costs

- Class Cost for Lunch and Refreshments is 6.00 per head

2. Copy the class you just established to another class on April 1-2, 1997, in New Orleans.

3. Change this New Orleans class in the following manner:

   - Minimum Number of Students is now 5.
   - Classes will be held in Room 3C of the New Orleans Training Center.
   - Wednesday's session is scheduled to end at 5:00 PM.

4. Use the Training Schedule form (53RSCR) to check that the two classes added in this practice session have actually been set up on the file correctly.

Review of Questions Answered

1. What is a class?

2. What four text boxes define a training class?

3. What tool can be used to display all available course options and courses?

4. What are the available class costing options?

5. What types of maintenance can be performed on classes?

CHAPTER 6

Setting Up and Maintaining Training Programs

In This Chapter

Introduction

Training Administration facilitates the setting up and maintenance of training classes to be given on a specific date(s). The information that can be recorded includes class location, class dates, class times, trainer/coordinator information, and class costs.

The information discussed in this section is essential to using Training Administration.

Tasks

You may complete the following tasks to set up training classes. Only the first task is essential. The tasks have been divided into two categories, Set Up Training Classes and Maintain Training Classes.

Prerequisites

Before you can begin to set up training classes, all the following tasks must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

☞ *Refer to* **Implementing Training Administration** *(on page 23) for more information.*

Training Courses

Before setting up training classes, it is important to enter all available training courses on the system and to set up objectives, prerequisites, and costs for each course.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43) for details on setting up and maintaining training courses.*

Training Classes

Before setting up training programs, it is important to enter all available training classes on the system and to set up the Time/Location, Trainer/Coordinator, and Class Costs for each class.

☞ *Refer to* **Setting Up and Maintaining Training Classe** *(see "Setting Up and Maintaining Training Classes" on page 79)s for details on setting up and maintaining training classes.*

Questions answered

The following questions are answered in this section:

1. What is a class?
2. What four text boxes define a training class?
3. What tool can be used to display all available course options and courses?
4. What are the available class costing options?
5. What types of maintenance can be performed on classes?

Makeup of training programs

A training program is composed of a series of up to 15 training classes that must be successfully completed by an employee. Training programs are set up on the Program Schedule form (15RSCR) and include the following types of information:

- Program Name
- Effective Date
- Description of program
- Up to 15 training classes

Students are registered into classes and programs, but never into courses. All classes within the training program must be set up previously on the Class Schedule form (13RSCR).

See also:

- Setting up a training program ***(on page 117)***

For detailed directions on setting up a training program.

- Modifying a training program ***(on page 119)***

For detailed directions on changing a training program.

- Deleting a training program ***(on page 121)***

For detailed directions on deleting a training program.

☞ *Refer to* **Setting Up and Maintaining Training Classes** *(on page 79)* *for more information on training classes.*

When to use a training program

A training program is used when a series of classes logically fit together in some way and when the classes must all be completed by a group of your employees.

For example, a training program could be set up to include four introductory classes to HR Management. An employee would have to complete all four classes successfully to complete the training program.

Apply the Concept
Consider whether your company would need to set up training programs. How would this help your employees? How would it help management?

Detailed Directions

This section provides detailed instructions for the tasks discussed in this section.

Tasks

Setting up a training program

To set up a training program, follow these steps:

1. Access the Program Schedule form (15RSCR)

Access this form by making the following selection from the Navigator:

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup/Maintain A Program

For practice, access the Program Schedule form (15RSCR).

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Select the Program

Select the Program.

For practice, select 'HR Mgmt Program'.

4. Enter the Effective Date

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere). Subsequent student enrollments must match this date.

For practice, type '08-01-1994' (US and Canada) or '01-08-1994'(elsewhere).

5. Enter a Description

Type an up-to-50-character description of the training program.

For practice, type 'This program is comprised of HR Mgmt classes'.

6. Select the Scheduled Classes

Assign up to 15 scheduled classes to the program.

Assign classes 1 through 5 on this panel and 6 through 10 and 11 through 15 on other form panels. After assigning Classes on the first panel, use the command buttons that display at the bottom of the form to access the other panels.

For practice, select 'Human Resource Mgmt' in the first Scheduled Classes text box.

7. Enter the Start

Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, after selecting a course, type a question mark (?) in the Start text box and then press Enter to access the Course/Class selections. Then select a course/class from this menu and return to this form. The Start, Training Location, and Class text boxes will be filled in automatically.

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere) in the first Start text box.

8. Select the Training Location

Select the location at which the training will be held.

For practice, select 'Chicago' in the first Training Location text box.

9. Enter the Class

Type the class sequence number for the training class.

For practice, type '1' in the first Class text box.

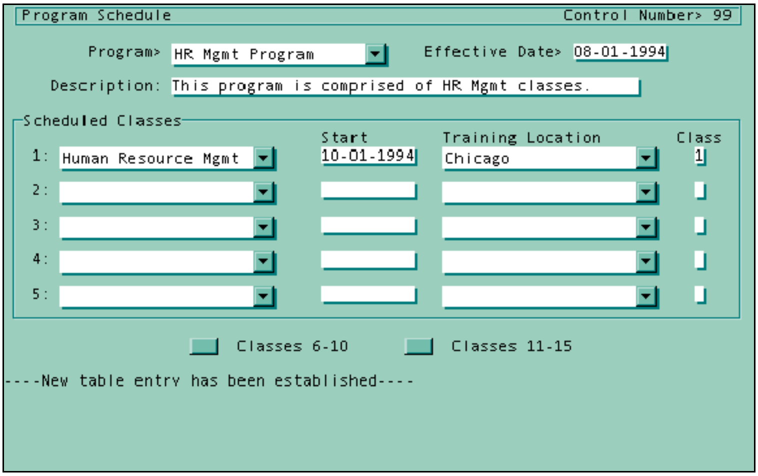
10. Click Save or press Enter

The program is set up and the following message is displayed at the bottom of the form:

'—New table entry has been established—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Makeup of training programs ***(on page 115)***

For an explanation of the makeup of training programs.

Modifying a training program

You can modify training programs by adding more classes to your programs (up to 15). To add classes, follow these steps:

1. Access the Program Schedule form (15RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup/Maintain A Program

For practice, access the Program Schedule form (15RSCR).

2. Select a program

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate program.

For practice, click the Selections button on the toolbar and then select 'HR Mgmt Program' with an Effective date of '08-01-1994'(US and Canada) or'01-08-1994'(elsewhere).

3. Add a training class to the program

Assign a training class to the program by selecting a class from the next available scheduled classes list box.

For practice, select 'Position Management' in the second Scheduled Classes list box.

4. Enter the Start

Type the start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, after selecting a course, type a question mark (?) in the Start text box and then press Enter to access the Course/Class selections. Then select a course/class from this menu and return to this form. The Start, Training Location, and Class text boxes will be automatically filled in.

For practice, type '09-10-1994'(US and Canada) or '10-09-1994'(elsewhere) in the second Start text box.

5. Select the Training Location

Select the location for the added class.

For practice, select 'Chicago' in the second Training Location text box.

6. Enter the Class

Type the sequence number for the added training class.

For practice, type '2' in the second Class text box.

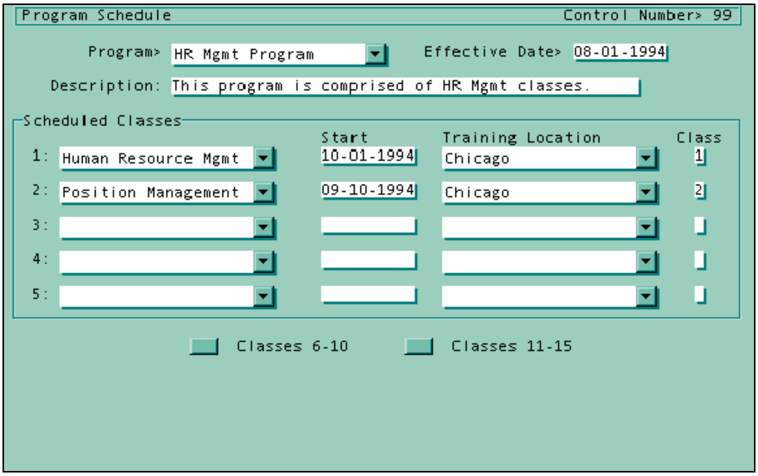
7. Click Save or press Enter

The training program is modified and the following message is displayed:

'—Maintenance has been performed—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Makeup of training programs ***(on page 115)***

For an explanation of the makeup of training programs.

Deleting a training program

To delete a training program, follow these steps:

1. Access the Program Schedule form (15RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Setup/Maintain A Program

For practice, access the Program Schedule form (15RSCR).

2. Select the program to be deleted

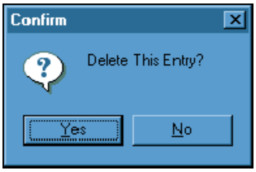
Access the selections list by clicking on the Selections button on the toolbar. Then double-click the program to be deleted.

For practice, click the Selections button on the toolbar and then select 'HR Mgmt Program' dated '08-01-1994'(US and Canada) or '01-08-1994'(elsewhere).

3. Click the Del Entry button

Delete the entry by clicking on the Del Entry button on the toolbar.

A Confirm dialog box displays.



For practice, click the Del Entry button.

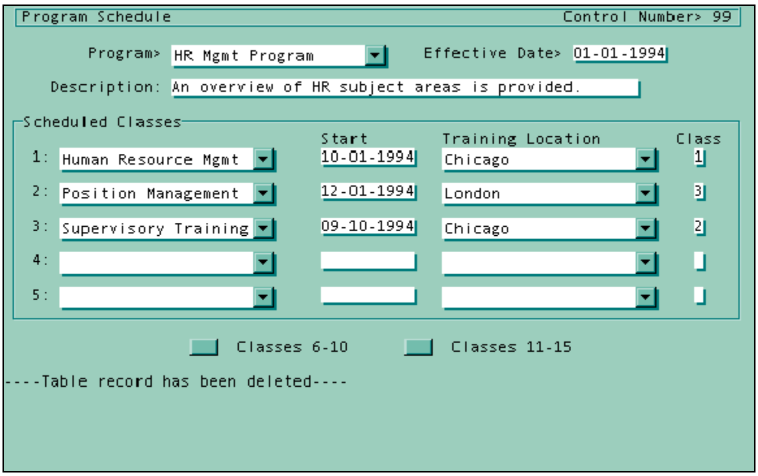
4. Click the Yes command button

Confirm the deletion by clicking on the **Y**es command button.

The message '—Table record has been deleted—' displays at the bottom of the form. The form displayed is the first form on the selections list.

For practice, click the Yes command button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Makeup of training programs ***(on page 115)***

For an explanation of the makeup of training programs.

Extended Practice

1. Set up a training class with the following characteristics:

   - Course of 'Flex Benefits'
   - Start Date of 'January 14, 1997'
   - Training Location of 'Chicago'
   - End Date of 'January 15, 1997'
   - Select 'Evaluation Required'

   The remaining text boxes on this panel will populate from the Course Directory form (10RSCR).

   Time and Location

   - Days Scheduled of Tuesday and Wednesday
   - First day, 9:00 AM to 5:00 PM; Second day, 8:30 AM to 4:00 PM
   - Location is Chicago Training Center, Room C

   Trainer/Coordinator

   - Trainer is Cyborg Systems
   - Days = 2
   - Coordinator is Cyborg Class Coordinator

   Class Costs

   - Class Cost for Lunch and Refreshments is 6.00 per head

2. Copy the class you just established to another class on April 1-2, 1997, in New Orleans.

3. Change this New Orleans class in the following manner:

   - Minimum Number of Students is now 5.
   - Classes will be held in Room 3C of the New Orleans Training Center.
   - Wednesday's session is scheduled to end at 5:00 PM.

4. Use the Training Schedule form (53RSCR) to check that the two classes added in this practice session have actually been set up on the file correctly.

Review of Questions Answered

1. What is a class?

2. What four text boxes define a training class?

3. What tool can be used to display all available course options and courses?

4. What are the available class costing options?

5. What types of maintenance can be performed on classes?

PART 3

Entering Employee Training Data

In This Section

CHAPTER 7

Requesting Training for an Employee

In This Chapter

Introduction

Training Administration facilitates the entry of requests for employee training (required or elective) and the administration of those requests. This optional feature is designed to enable a training administrator or manager to identify the best course available for an employee to take when a training request is made on the employee's behalf. For example, a line manager may authorize training that meets certain objectives, but may not know what specific courses are available. Likewise, prerequisites for a particular course may not be fully known at the time of the request.

An authorized request can go to a training administrator who reviews it, identifies the course or courses that fit the objectives specified, checks to see if the prerequisites have been met, records the need for the employee to take the courses(s), and ultimately registers the employee for it.

In some organizations, employees can request certain types of elective training directly with a training administrator. Such training is not required for the job and may not need to have supervisory approval. Again, a training administrator can take such requests, match the employee's need to the type of courses available, determine that the prerequisites have been met, record the elective training desired, and complete the actual registration.

☞ *If logging training requests is not required in your organization, read only the section called 'Methods of checking training requests' and then read* **Registering an Employee for Training** *(on page 151).*

Tasks

You can complete the following tasks to process a training request for an employee:

- Identifying the most suitable course for an employee
- Checking the prerequisites for a training course on line by course
- Checking the prerequisites for a training course - using your chosen method
- Entering a request for training
- Checking training requests - online by course
- Checking training requests - online by class
- Checking training requests - on a report by course
- Checking training requests - on a report by employee

Prerequisites - Requesting Training for an Employee

Before you request training for an employee, the following task must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

☞ *Refer to* **Implementing Training Administration** *(on page 23) for more information.*

Training Courses

Before requesting training for an employee, it is important that all available training courses have been entered on the system and that the objectives, prerequisites, and costs for each course have been set up.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43),* **Setting Up and Maintaining Training Classes** *(on page 79), and* **Setting Up and Maintaining Training Programs** *(on page 113) for details on setting up and maintaining training courses, classes, and programs.*

See also:

- Types of course prerequisites and their uses ***(on page 132)***

For an explanation of types of course prerequisites and their uses.

Employee details

Before you can process their training requests, all employees for whom you have training requests must be set up as employees on the system.

☞ *Refer to the Using Human Resources Administration documentation for information about setting up an employee record.*

Questions answered

The following questions are answered in this Section:

1. When should the Training Request Facility be used?
2. How are training objectives used to identify suitable training courses?
3. What are course prerequisites and how are they used?
4. What methods of checking training requests are available?

Uses of the Training Request Facility

It is not essential to enter training requests. If training requests are not entered first, it means that registering an employee for a training class becomes the initial entry task. The Objective To Course Match form (56RSCR) (also known as the Training Request Facility) is, however, very useful if, in your organization, a training administrator is relied upon to help determine the best course fit for an employee based on certain criteria, and then record the needed training before actually processing the registration.

For example, if line managers initiate training requests on behalf of their employees, they need to either identify the type of course they wish an employee to attend or state the objectives they hope the employee will achieve. A training administrator may need to match these stated objectives to available courses and/or check that prerequisites are met before actually recording the employee's required training. The use of the Objective To Course Match form (56RSCR) (also known as the Training Request Facility) is simply a more structured approach to matching training needs with courses that will meet those needs and/or facilitating the prerequisite determination before recording the training requirement for an employee.

See also:

- Identifying the most suitable course for an employee (optional) ***(on page 136)***

For detailed directions on choosing courses for an employee.

Apply the Concept

Consider the way employee training is managed in your organization and determine whether it would be useful for you to use the Objective To Course Match form (56RSCR) (also known as the Training Request Facility).

Use of course objectives to identify suitable training courses

To enable staff to find the best course available for an employee, training objectives are matched with course objectives. For this process to be effective, it is important that all courses are set up with a full range of identified training objectives.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43) for more information on setting up training course objectives.*

The list of training objectives that have been identified for the available courses is displayed in the Objective list box on the Objective To Course Match form (56RSCR). Selecting a training objective from this form allows the system to search for the appropriate training course that satisfies the training objective. This is the only way to search for suitable training course(s) without knowing the name of the training course you wish the employee to attend.

Therefore, when setting up the training objectives, it is important to define them as clearly as possible to avoid confusion. It may be worthwhile to describe the training objectives for each training course in a number of different ways to ensure that people searching for a desired training objective can find what they are looking for.

If you do not want to use training objectives to define suitable training courses, it is not possible to use the Objective To Course Match form (Training Request Facility) (56RSCR).

See also:

- Identifying the most suitable course for an employee (optional) ***(on page 136)***
For detailed directions on choosing courses for an employee.

Apply the Concept
Assume one of the courses your organization offers to employees is 'Using Word for Windows'. What training objectives would you set up for this course?

Types of course prerequisites and their uses

Using the course prerequisite feature to control training requests and training registrations is optional.

Types of prerequisites

A prerequisite may be attendance of another course, the mastery of certain skills and abilities, or anything that is measurable, such as length of experience.

Options for checking that prerequisites are met

If your organization has decided to use the course prerequisite feature, it will be necessary—once a training request has been made or before a training registration has been processed—to check that the employee satisfies the prerequisites.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43) for more information on use of the prerequisite feature.*

The system will not automatically check to see that an employee satisfies the specified prerequisites. Checking, therefore, will be a manual task. Because a prerequisite is user-definable, it will be up to your organization to determine how best to check that prerequisites are met before finalizing a training request or a training registration.

Some examples of prerequisite information that can be maintained include the following:

Type of Prerequisite	**Where information is held on *The Solution Series/ST***
Education qualification	Formal Education form (30-SCR)
Attendance of a course	Training Scheduled/Taken form (31-SCR) Training Results/History form (30RSCR)
Qualification	Formal Education form (30-SCR) Skills And Competencies form (33-SCR) Certificates, Licenses And Permits form (28-SCR) Professional Association Memberships form (29-SCR)
Level of Experience	Skills And Competencies form (33-SCR)
Skill	Skills And Competencies form (33-SCR)

When to check that prerequisites have been met

Your organization will need to make a decision about when the prerequisites are checked. You may wish to check them as soon as a training request is received or just before a registration is processed.

See also:

- Checking the prerequisites for a training course - online by course - optional ***(on page 138)***
- Checking the prerequisites for a training course - using your chosen method ***(on page 139)***

For detailed directions on checking course prerequisites.

Entering training requests

The Training Required form (31RSCR) is used to record an employee's need for a training course. The information on this form can be entered or deleted manually, or is maintained automatically by the system for internal training classes under the following circumstances:

- Created/deleted by the Class Registration form (20RSCR) when a registration is canceled.
- Created by the Training Results/History form (30RSCR) when an employee has failed a class.
- After an employee successfully completes a training class, the training-required record is automatically deleted from the system.

The Registration Status display on the form shows 'Registered' or 'No Status', which is based on a system examination of the employee-level registration record to determine if a Course Number match is found. If a match is found, a status of 'Registered' is displayed. If no match is found, 'No Status' is displayed.

See also:

- Entering a request for training ***(on page 139)***

For detailed directions on entering training requests.

Methods of checking training requests

A number of facilities allow you to check that training has been requested and entered in Training Administration. You must choose which method is the best one for you. The options are:

Selection Option	**Format**	**Form/Report**
By training course	Online list of employees	Training Required inquiry form (33RSCR)
By training course	Hard copy report of employees	Training Courses Needed By Course report (47RRPT)
By class	Online list of employees	Class Registration/ Cancellation form (20RSCR)
By employee	Hard copy report of courses	Training Courses Needed By Employee report (48RRPT)

The first two options are the most popular. However, the third option is useful if, after checking the requests, you want to process them and register the employee using the Class Registration/Cancellation form (20RSCR).

☞ *Refer to* **Registering an Employee for Training** *(on page 151) for more details on the Class Registration/Cancellation form (20RSCR).*

The last option could be useful if, for example, you need further authorization from the employee's line manager before processing the request. This report could be distributed to the appropriate line managers for checking and approval.

See also:

- Checking training requests - online by course ***(on page 141)***
- Checking training requests - online by class ***(on page 142)***
- Checking training requests - on a report by course ***(on page 144)***
- Checking training requests - on a report by employee ***(on page 146)***

For detailed directions on entering training requests.

Apply the Concept

Consider how you intend to use the Objective To Course Match form (56RSCR) (also known as the Training Request Facility) in your organization. Who will check training requests? Which facility would be most useful for checking training requests?

Detailed Directions

This section provides detailed instructions for the tasks discussed in this Section.

Tasks

Identifying the most suitable course for an employee (optional)

To find a course that matches a training objective, follow these steps:

1. Access the Objective To Course Match form (56RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Enter Employee Training Data
Task: View Suitable Courses for Employee

For practice, access the Objective To Course Match form (56RSCR).

2. Select the Objective

Select the training objective to be achieved. If the training objective is not listed, then no courses are available with that training objective identified.

For practice, select 'Gain General Skills'.

3. Enter the time period over which you are searching for appropriate training

- Type the start and end dates in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).
- Either of the date text boxes can be left blank.
- If the start date is left blank, today's date is used as the default. If the end date is left blank, all courses satisfying the training objective will be listed.

For practice, leave the date text boxes blank.

4. Click Save or press Enter

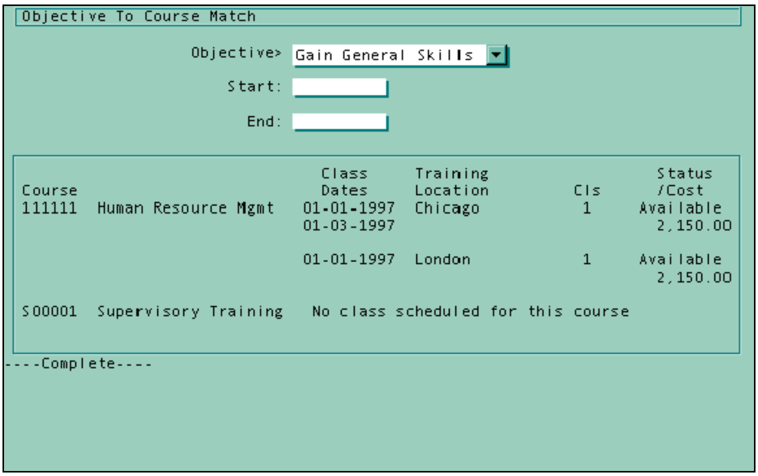
All courses that have objectives recorded on the Course Directory form (10RSCR) that match the objective entered here will be displayed at the bottom of the form. All scheduled classes for each selected course will be displayed for the time period entered. The Cost includes all Cost Categories of Equipment, Operating, and Miscellaneous.

The word '—Complete—' is displayed at the end of the list.

If the list of courses is too long to fit on the form, press Enter to scroll through the remainder of the list.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Uses of the Training Request Facility ***(on page 130)***

For an explanation of the uses of the Training Request Facility.

- Use of course objectives to identify suitable training courses ***(on page 131)***

For an explanation of the use of course objectives to identify suitable training courses.

Checking the prerequisites for a training course - online by course - optional

To identify course prerequisites online using the Course Directory form (10RSCR), follow these steps:

1. Access the Course Directory form (10RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Enter Employee Training Data
Task: Check Course Prerequisite

For practice, access the Course Directory form (10RSCR).

2. Select a training course

Access the selections list by clicking on the Selections button on the toolbar. Then double-click the appropriate training course.

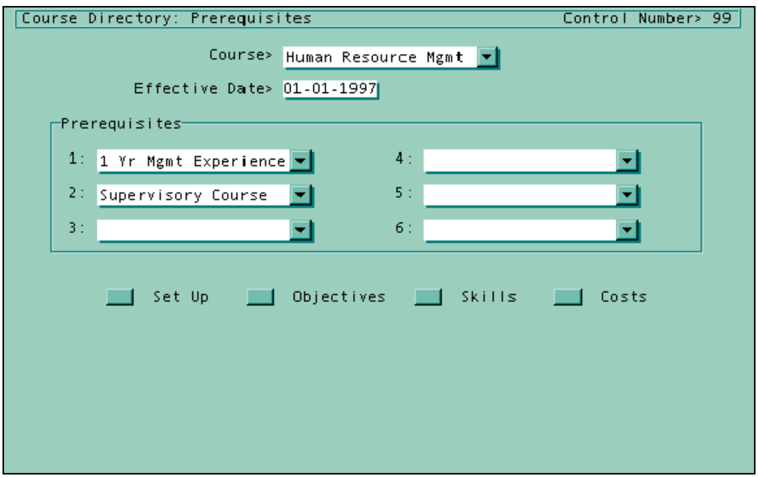
For practice, click the Selections button on the toolbar and then select 'Human Resource Mgmt' dated '01-01-1997'.

3. Click the Prerequisites command button

Once the correct course details are displayed, click the Prerequisites command button at the bottom of the form. The Prerequisites panel is displayed.

For practice, click the Prerequisites command button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Types of course prerequisites and their uses ***(on page 132)***

For an explanation of this identifier.

Checking the prerequisites for a training course - using your chosen method

The action you take to check that the employee meets the prerequisites of the course will depend on the type of prerequisites set. The following are three examples of the types of prerequisites and how to check them.

Type of prerequisite	Where information is held on the system
Education qualification	Formal Education form (30-SCR)
Course attendance	Training Scheduled/Taken form (31-SCR) Training Results/History form (30RSCR)
Qualification	Formal Education form (30-SCR) Skills And Competencies form (33-SCR) Certificates, Licenses, And Permits form (28-SCR) Professional Association Memberships form (29-SCR)
Level of experience	Skills And Competencies form (33-SCR)
Skill	Skills And Competencies form (33-SCR)

Refer to the conceptual information about course prerequisites and their uses to determine how your organization is going to check prerequisites.

Entering a request for training

To request training for an employee, use the Training Required form (31RSCR) and follow these steps:

1. Access the Training Required form (31RSCR) for the specified employee

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Enter Employee Training Data
Task: Enter A Request for Training

For practice, access the Training Required form (31RSCR) for employee '2005'.

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Select the Type (optional)

Select the type of requirement, for example, required or elective.

For practice, select 'Elective'.

4. Enter the Date Required

Type the date by which the training is required, or the scheduled date of the course, if known. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '03-01-1997'(US and Canada) or '01-03-1997'(elsewhere).

5. Select the Reason

Select the reason for the training request, for example, Acquire competency.

For practice, select 'Training plan'.

6. Leave the Status list box blank

The Status list box on this form is used to identify any unusual statuses for a training request. The status definitions are as follows:

Status	Meaning
None	A normal request
Class Canceled	The class has been canceled
Class Incomplete	The employee failed to complete the course
Employee Canceled	The employee registration has been canceled
Employee Failed	The employee failed the course

These statuses are maintained by the system automatically, except for the 'Class Incomplete' status, which requires manual entry.

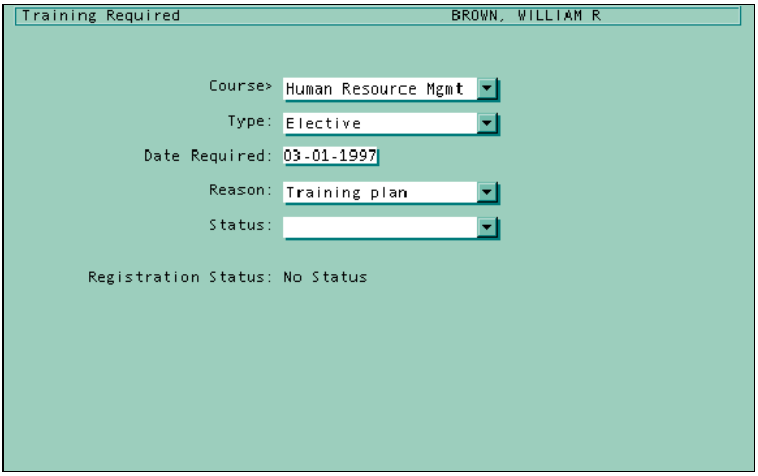
For practice, leave this list box blank.

7. Click Save or press Enter

The training request is created. If a Course Number match is found, a registration status of 'Registered' is displayed. If no Course Number match is found, 'No Status' is displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Entering training requests ***(on page 134)***

For an explanation of entering training requests.

Checking training requests - online by course

To view training requests online by course using the Training Required inquiry form (33RSCR), follow these steps:

1. Access the Training Required inquiry form (33RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Enter Employee Training Data
Task: Check Training Required

For practice, access the Training Required inquiry form (33RSCR).

2. Select the Course

Select the course for which you wish to check training requests.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list.

For practice, select 'Human Resource Mgmt'.

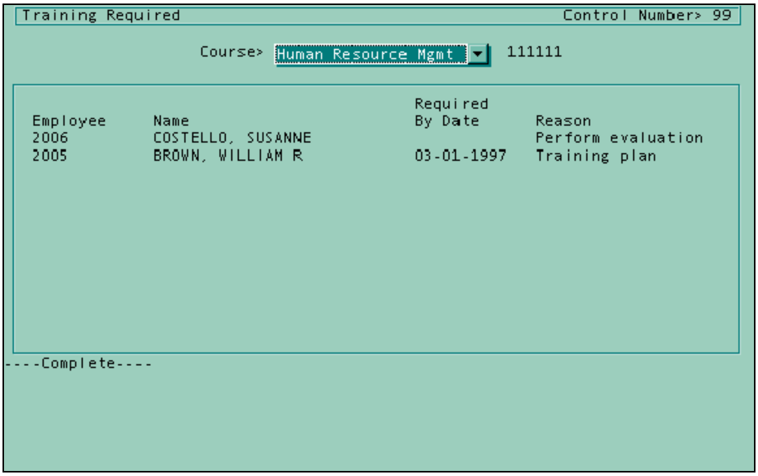
3. Click Save or press Enter

The training requests on file for the course are displayed. The following message is displayed when all the training required has been reported:

'—Complete—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Training Required Control Number> 99

Course> Human Resource Mgmt 111111

Employee	Name	Required By Date	Reason
2006	COSTELLO, SUSANNE		Perform evaluation
2005	BROWN, WILLIAM R	03-01-1997	Training plan

----Complete----

See also:

- Methods of checking training requests ***(on page 135)***

For an explanation of this identifier.

Checking training requests - online by class

To view training requests online by class using the Class Registration/Cancellation form (20RSCR), follow these steps:

1. Access the Class Registration/Cancellation form (20RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Register an Employee for Training
Task: Register Employees for Classes

For practice, access the Class Registration/Cancellation form (20RSCR).

2. Select the Course

Select the course you wish to check.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Enter the Start Date

Type the start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, after selecting a course, enter a question mark (?) in the Start text box and then press Enter to access the Course/Class selections. Then select a course/class and return to this form. The Start Date, Training Location, and Class text boxes will be automatically filled in.

For practice, type '01-01-1997'.

4. Select the Training Location

Select the location.

For practice, select 'Chicago'.

5. Enter the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, type '1'.

6. Enter the Employee (optional)

If you are using this form to register or cancel a class for a particular employee, type the employee number in the Employee text box.

This text box can be left blank when inquiring about training requests received.

For practice, leave this text box blank.

7. Select the Type

Select an option that indicates whether the student has taken this course as a requirement or as an elective choice. This list box can be left blank when inquiring about training requests received.

For practice, leave this list box blank.

8. Enter the Confirmed (date)

If you are using this form to register an employee in a class, and the registration has been confirmed, type the confirmation date in the Confirmed text box in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

This text box can be left blank when inquiring about training requests received.

For practice, leave this text box blank.

9. Select one of the Options

Select one of the option buttons to register or cancel the class for the employee. If you accidentally select either the Register or Cancel option button and only want to update the form data, select the No Option option button.

Make no selection when inquiring about training requests received.

For practice, make no choice in this group box.

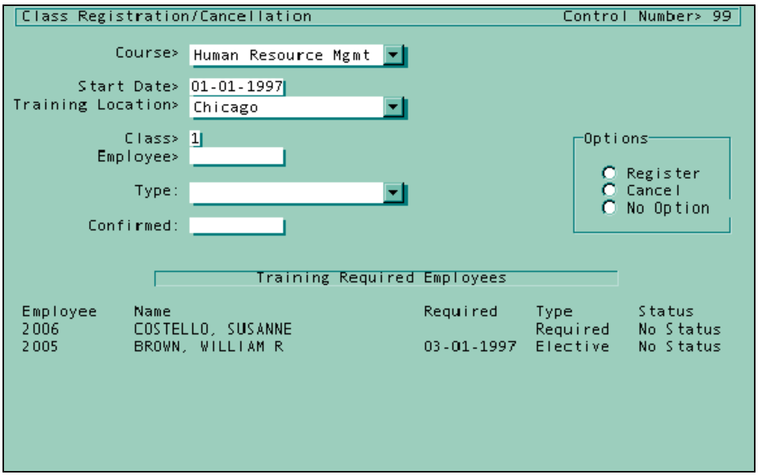
10. Click Save or press Enter

A list of employees who have requested the selected training course is displayed at the bottom of the form. Click Save or press Enter to see additional entries on the list.

If employees have been wait-listed for the course, their names will be displayed because they take precedence over those who require training.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Methods of checking training requests ***(on page 135)***

For an explanation of the methods of checking training requests.

Checking training requests - on a report by course

To view training requests by course on a hard-copy report using the Training Courses Needed by Course report (47RRPT) , complete the report schedule by entering the following report parameters:

☞ *Each course is reported separately. No totals are reported. Terminated employees are not reported.*

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the start date of the period for which you want to report. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Enter the To (date) (optional)

Type the end date of the period for which you want to report. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, all employees with training required on a date equal to or later than the From date are reported.*

To report on training required for a specific date, type the From date in both the From and To text boxes.

For practice, leave this text box blank.

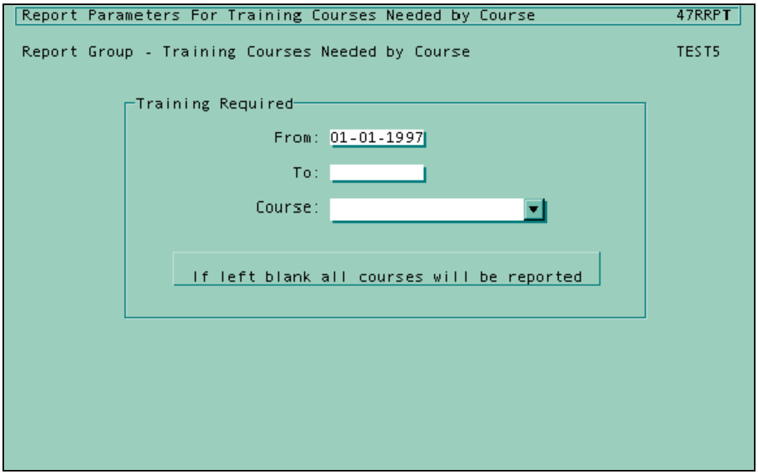
3. Select the Course (optional)

If you require a specific course to be reported on, select the course.

Note: *If this list box is left blank, all courses are reported.*

For practice, leave this list box blank.

When completed, the report parameters may look similar to the example that follows:



4. Click Save or press Enter

Once it has been processed, this report provides, by course, a list of courses that employees need to take.

For practice, click Save or press Enter.

See also:

- Methods of checking training requests ***(on page 135)***

For an explanation the methods of checking training requests.

Checking training requests - on a report by employee

To view training requests by employee on a hard-copy report, use the Training Courses Needed By Employee report (48RRPT) .

Each employee is reported separately. No totals are reported. Terminated employees are not reported.

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the start date of the period for which you want to report. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, the system date is used.

For practice, type '01-01-1997'.

2. Enter the To (date) (optional)

Type the end date of the period for which you want to report. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, all employees with training required on a date equal to or later than the From date are reported.

To report on training required for a specific date, type the From date in both the From and To text boxes.

For practice, leave this text box blank.

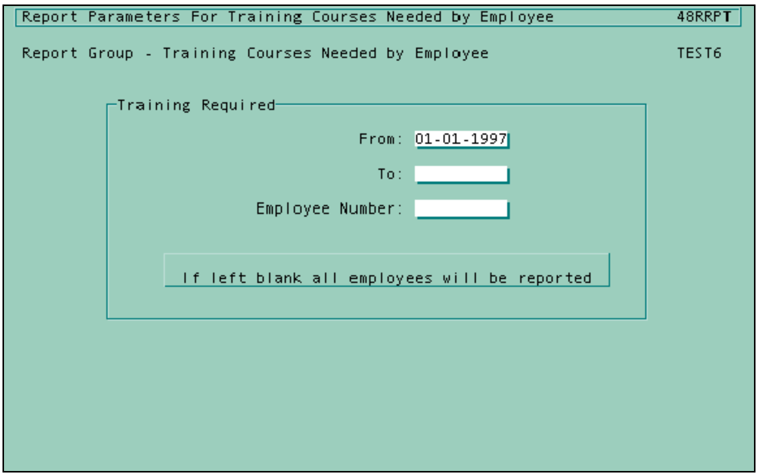
3. Enter the Employee Number (optional)

To report on a specific employee, type the employee number.

Note: If this text box is left blank, all employees are reported.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



4. Click Save or press Enter

Once it has been processed, this report provides, by employee, a listing of training courses that employees need to take.

For practice, click Save or press Enter.

See also:

- Methods of checking training requests ***(on page 135)***

For an explanation of the methods of checking training requests.

Extended Practice

1. Identify the best course for Jeanette Isley in organization 999999 based on the details below. Once you have identified the suitable training course, check that she has satisfied any prerequisites, and then enter the training request.

   Facts: Jeanette Isley, Employee 1432, has expressed a desire to learn more about organization structure and managing positions. She already has earned an MBA and has talked to her manager about pursuing an opportunity soon to be available in the HR area that requires knowledge of organizational planning, position tracking, and succession planning. Her manager asked you to review this request and determine what course might be appropriate for Jeanette and also determine whether a class is scheduled before December 31, 1997. Enter the training request for this elective course.

2. Verify that the training request for Jeanette appears on the Training Required inquiry form (31RSCR).

Review of Questions Answered

1. When should the Training Request Facility be used?

2. How are training objectives used to identify suitable training courses?

3. What are course prerequisites and how are they used?

4. What methods of checking training requests are available?

C H A P T E R 8

Registering an Employee for Training

In This Chapter

Introduction

Training Administration facilitates the registration of employees for available classes. If a class is full, the employee is added to a waiting list for the next available class.

You can check employee registrations for a class or course, check class availability, and check the employees who are registered for a class.

Tasks

The tasks in this Section are divided into two functions: registering employees for training classes and registering employees for training programs.

Registering employees for training classes

- Checking class availability
- Registering employees for training classes
- Checking class registrations online
- Checking class registrations on a report
- Checking employee registrations online
- Checking employee registrations on a report
- Confirming class registrations - using confirmation letters
- Confirming class registrations - using a report reminder

Registering employees for training programs

- Registering employees for training programs
- Checking program registrations online
- Checking program registrations on a report

Prerequisites

Before you can register employees for training, the following tasks must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

Training Courses, Classes, and Programs

Before registering an employee for training, it is important to enter all available training courses and classes on the system and to set up the objectives, prerequisites, and costs for each course and class.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43),* **Setting Up and Maintaining Training Classes** *(on page 79), and* **Setting Up and Maintaining Training Programs** *(on page 113) for details on setting up and maintaining training courses, classes, and programs.*

Employee details

All employees who are being registered for training must have been set up as employees on the system.

☞ *Refer to the Using Human Resources Administration for information about setting up an employee record.*

Questions answered

The following questions are answered in this Section:

1. How are course and class availability checked?
2. How are training programs administered?
3. What is the waiting list process?
4. How are employee registrations confirmed?

Options for checking class availability

Before registering employees for training classes, it makes sense to determine which classes are available. There are several options for identifying the training courses and classes that are available for employee training. It is possible to review the class costs, time, location, and the number of students permitted to attend a particular class.

It is also possible to review which trainer is responsible for a particular class. This will also identify whether the trainer is internal or external while simultaneously identifying the number of students registered for a class. This functionality allows you to ensure that an employee who is a provider is not registered for two classes at the same time.

See also:

- Checking class availability ***(on page 160)***

For detailed directions on checking class availability.

Options for checking class registrations

There is a facility that enables staff to check the employee registrations for all classes or a particular class. This facility can determine which employees are registered, wait-listed, or both. With this facility it is possible to withdraw an employee from a scheduled class.

See also:

- Class Listing report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Apply the Concept
Consider which options for checking class registrations will be used in your organization. Who will be responsible for this task?

The administration of training programs

Organizations may set up training programs consisting of up to 15 classes. Each class must then be taken by an employee to successfully complete the program.

You may enroll an employee in a program or cancel an employee's registration in a program.

You may list all employees who are registered for a specified program.

You may future-date the starting dates of possible training programs. Future-dated programs may be established and you may enroll employees in them at any time.

The Program Registration/Cancellation form (16RSCR) is used to enroll an employee in a program or cancel an employee's registration in a program.

When an employee is enrolled in a program, the system attempts to register the employee in each of the classes in the program, which are set up on the Program Schedule form (15RSCR). If a class is full, the employee is automatically wait-listed for that class.

When an employee is canceled from a program, the system cancels the employee's registration from all classes that have not been completed.

The class-level processing performed by this form is similar to the processing performed by the Class Registration/Cancellation form (20RSCR). This includes updating the number of seats filled, wait-listing, generating registration numbers, creating or deleting the employee-level registration, and so forth.

See also:

- Registering employees for training programs ***(see "Registering employees for training classes" on page 161)***

For detailed directions on program registration.

- Checking program registrations online ***(on page 177)***
- Checking program registrations on a report ***(on page 178)***

For detailed directions on checking program registrations.

- Student Program Status report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

The waiting list process

When an employee is registered for a class, the status of the class might be full. When a class is full, the employee may be wait-listed.

It may not be appropriate to wait-list every employee who registers for a class that is full. For example, an employee may withdraw from a class on very short notice. To simply enroll the next employee waiting for the class may cause problems if the employee does not work locally or is on vacation.

See also:

- Registering employees for training programs ***(see "Registering employees for training classes" on page 161)***

For detailed directions on class registration.

Options for checking employee registrations

You may inquire on the class or classes within a program in which individual employees are registered, wait-listed, or both.

You may set start and/or end dates for this inquiry. You might use this facility, for example, if an employee is on extended sick leave and you need to cancel the employee's registration on future-dated classes.

See also:

- ***Checking registrations for a training class***
For detailed directions on checking training registrations.

- ***Checking an employee's class registration***
For detailed directions on checking an employee's class registration.

- Employee Training Schedule report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Registration confirmation

Confirmation of an employee being registered in a training class is produced by the use of a report that generates a confirmation letter for the employee.

The confirmation letter details the training class attributes, for example, the class location and dates.

See also:

- Confirming class registrations - using confirmation letters ***(on page 172)***
- Confirming class registrations - using report reminders ***(see "Confirming class registrations - using a report reminder" on page 174)***

For detailed directions on confirming class registrations.

- Class Confirmation report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

- Class Reminder report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Detailed Directions

This section provides detailed instructions for the tasks discussed in this Section.

Tasks

Checking class availability

To check training class availability, follow these steps:

1. Access the Training Schedule inquiry form (53RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Setup and Maintain Classes
Task: Check What Classes are Setup

For practice, access the Training Schedule inquiry form (53RSCR).

2. Select the Course (optional)

Select the course.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

If this list box is left blank, all the courses are displayed.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date (optional)

Type the date to start listing upcoming courses in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If this text box is left blank, the current date is used.

Alternatively, after selecting a course, type a question mark (?) in the Start text box and then press Enter to access the Course/Class selections. Then select a course/class and return to this form. The Start, Training Location, and Class text boxes will be automatically filled in.

For practice, type '01-01-1997'.

4. Select the Training Location (optional)

Select a training location, for example, Sydney.

If this list box is left blank, all locations are reported.

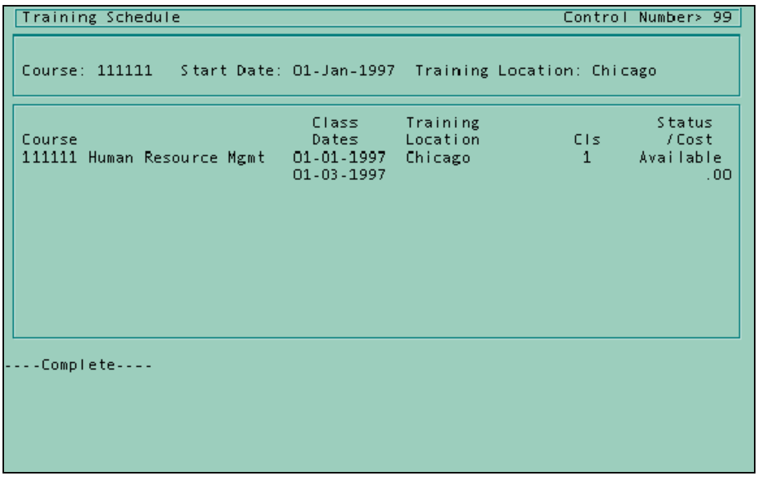
For practice, select 'Chicago'.

5. Click Save or press Enter

The upcoming training schedule information is displayed on the form.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Options for checking class availability ***(on page 154)***

For an explanation of this identifier.

Registering employees for training classes

To register an employee for a training class, follow these steps:

1. Access the Class Registration/Cancellation form (20RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Register an Employee for Training
Task: Register Employees for Classes

For practice, access the Class Registration/Cancellation form (20RSCR).

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Enter the Start Date

Type the start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Type a question mark (?) in this text box to access the Course/Class selections. Select a course/class and click Save or press Enter to return to the form. The Start Date, Training Location, and Class text boxes are automatically propagated on this form.

For practice, type '01-01-1997'.

4. Select the Training Location

Select the training location, for example, Sydney.

For practice, select 'Chicago'.

5. Select the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, select '1'.

6. Enter the Employee (number)

Type the employee number of the person you want to register into the training class.

For practice, type '2010'.

7. Select a Type (optional)

Indicate if the training is Elective or Required.

For practice, select 'Elective'.

8. Type a Confirmed (date) (optional)

Type the registration confirmation date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, leave this text box blank.

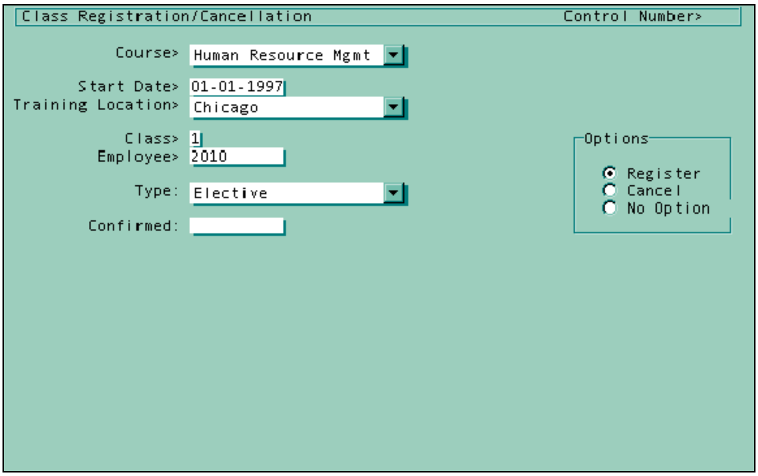
9. Select one of the Options

Select one of the option buttons to register or cancel the class for the employee. If you accidentally select either the Register or Cancel option button and only want to update the form data, select the No Option option button.

This text box can be left blank when inquiring about training requests received.

For practice, click the Register option button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



10. Click Save or press Enter

The employee is registered for the class and the following message is displayed:

'*Note: Employee registered into class'

Whenever an employee is registered or canceled, employees who are wait-listed are displayed at the bottom of the form. If no employees are wait-listed, employees with training required are displayed.

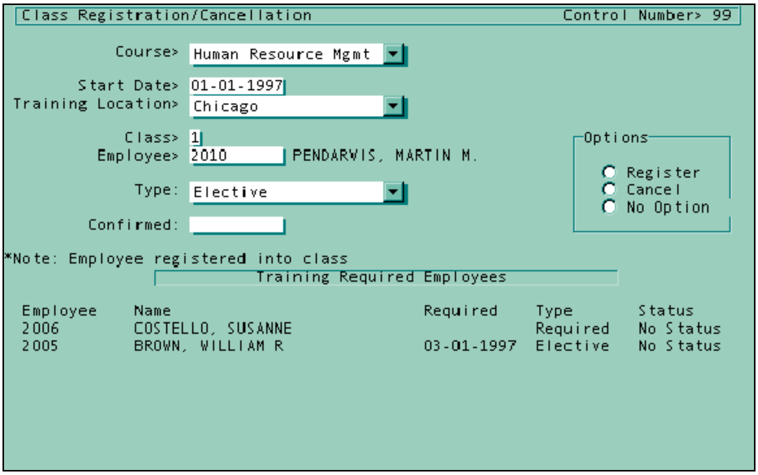
If the class is full and the employee can not be registered, three options are displayed along with a 'Class is full' message:

Option	Result
Wait List Employee	Adds employee to wait list.

Option	Result
Register in Another Class	Use the menu displayed to enroll employee in a different class.
Register Next Employee	Register or cancel a registration for another employee; Start Date, Training Location, and Class text boxes remain on the form.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Class Registration/Cancellation   Control Number> 99

Course> Human Resource Mgmt

Start Date> 01-01-1997

Training Location> Chicago

Class> 1

Employee> 2010 PENDARVIS, MARTIN M.

Type: Elective

Confirmed:

Options
- Register
- Cancel
- No Option

*Note: Employee registered into class

Training Required Employees

Employee	Name	Required	Type	Status
2006	COSTELLO, SUSANNE		Required	No Status
2005	BROWN, WILLIAM R	03-01-1997	Elective	No Status

See also:

- The waiting list process ***(on page 157)***

For an explanation the waiting list process.

Checking class registrations online

Use the Class Listing inquiry form (50RSCR) to display a listing of all employees registered or wait-listed for a training class.

1. Access the Class Listing form (50RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Register an Employee for Training
Task: Check Registration for a Class

For practice, access the Class Listing inquiry form (50RSCR).

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date

Type the start date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Type a question mark (?) in this text box to access the Course/Class selections. Select a course/class and then click Save or press Enter to return to the form. The Start Date, Training Location, and Class text boxes are automatically propagated on this form.

For practice, type '01-01-1997'.

4. Select the Training Location

Select the training location, for example, Sydney.

For practice, select 'Chicago'.

5. Select the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, select '1'.

6. Select one of the Options

Select the Registered option button to list registered employees.

Select the Wait Listed option button to list wait-listed employees.

Select the Both option button to list both registered and wait-listed employees.

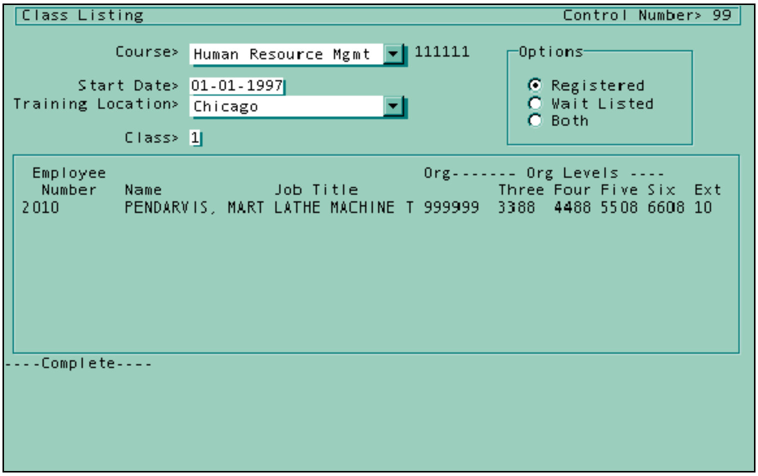
For practice, click the Registered option button.

7. Click Save or press Enter

The registered and/or wait-listed employees are displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Class Listing Control Number> 99

Course> Human Resource Mgmt 111111
Start Date> 01-01-1997
Training Location> Chicago
Class> 1

Options
Registered
Wait Listed
Both

Employee Number	Name	Job Title	Org-------	Org Levels ---- Three	Four	Five	Six	Ext
2010	PENDARVIS, MART	LATHE MACHINE T	999999	3388	4488	5508	6608	10

----Complete----

See also:

- Options for checking class registrations ***(see "Options for checking employee registrations" on page 158)***

For an explanation of the options for checking class registrations.

Checking class registrations on a report

To produce a listing of all employees registered for a training class using the Class Listing report (32RRPT) , complete the report schedule by entering the following report parameters:

Each class is reported separately. The total number of participants for each class is reported. Terminated employees and canceled classes are not reported.

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, all classes with dates equal to or later than the From date are reported.

To report on classes from only one date, type the From date in both the From date and To date parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

Select the title of the course

If this list box is left blank, all courses are reported.

For practice, leave this list box blank.

4. Select the Training Location (required)

Select the location of the course.

If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

5. Enter Class (optional)

Type the class sequence number in Class text box.

If this text box is left blank, all classes are reported.

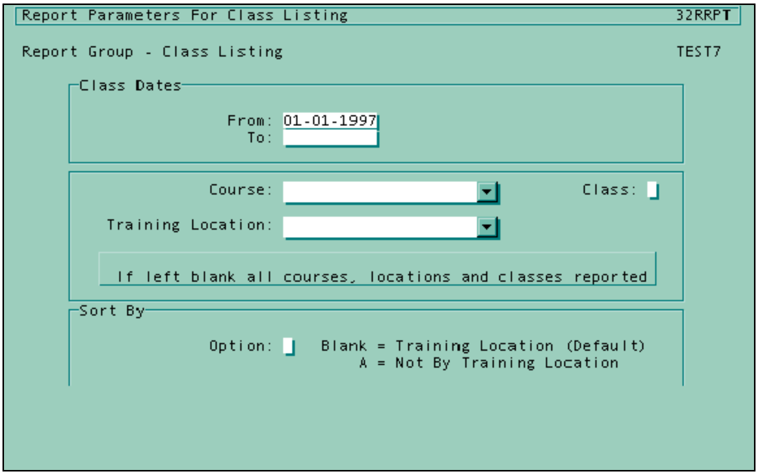
For practice, leave this text box blank.

6. Enter the Sort By Option (optional)

Leave the Option text box blank to accept the system default, which will sort by training location. If you want to show all employees regardless of training location, type 'A' in this text box.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



7. Click Save or press Enter

Once it has been processed, this report provides a listing of all employees registered for a class.

For practice, Click Save or press Enter.

See also:

- Options for checking class registrations ***(see "Options for checking employee registrations" on page 158)***

For an explanation of the options for checking class registrations.

- Class Listing report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Checking employee registrations online

Use the Employee Class Status inquiry form (57RSCR) to display a list of classes for which an employee is registered or wait-listed.

1. Access the Employee Class Status inquiry form (57RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Register an Employee for Training
Task: Check Employees Class Registration

For practice, access the Employee Class Status inquiry form (57RSCR).

2. Enter the Employee

Type the employee number of the employee for whom you want to display classes.

For practice, type '2010'.

3. Enter the Start (optional)

Type the start date for the classes in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If this text box is left blank, the system date is used.

All classes with a Start Date equal to or later than this date will be selected.

For practice, type '01-01-1997'.

4. Enter the Stop (optional)

Type the stop date for the classes in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

If this text box is left blank, all future classes are displayed.

All classes with a Stop Date equal to or earlier than this date will be selected.

For practice, leave this text box blank.

5. Select one of the Options

Select the Registered option button to list classes for which the employee is registered.

Select the Wait Listed option button to list classes for which the employee is wait-listed.

Select the Both option button to list both registered and wait-listed classes.

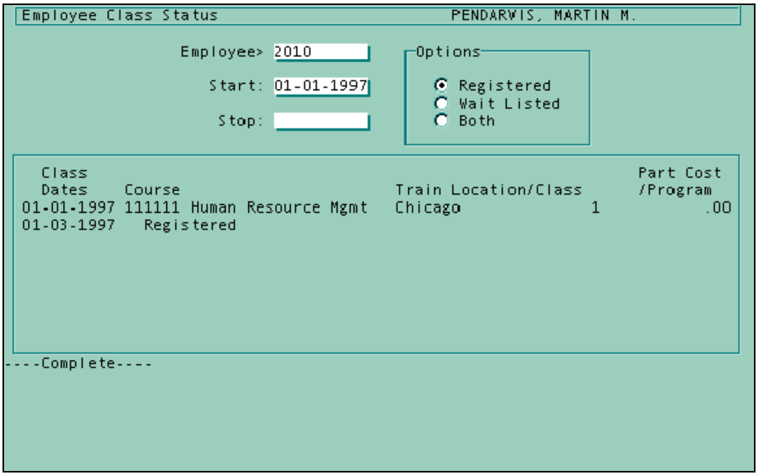
For practice, click the Registered option button.

6. Click Save or press Enter

The classes for which the employee is registered and/or wait-listed are displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Options for checking class availability ***(on page 154)***

For an explanation of the options for checking class availability.

Checking employee registrations on a report

To produce a list of all the classes for which an employee is scheduled using the Employee Training Schedule report (20RRPT) , complete the report schedule by entering the following report parameters:

Each employee's training schedule is printed on a different page. There are no totals for this report. Terminated employees are not included.

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, the system date is used.

For practice, type '01-01-1997'.

2. Enter the To (date) (required)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, all classes with dates equal to or later than the From date are reported.

To report on classes from only one date, type the From date in both the From date and To date parameters.

For practice, leave this text box blank.

3. Select the Training Location (required)

Select the training location.

Note: If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

4. Enter an Employee Number (optional)

Type an employee number if a only a specific employee is to be included on the report.

Note: If this text box is left blank, all employees are reported.

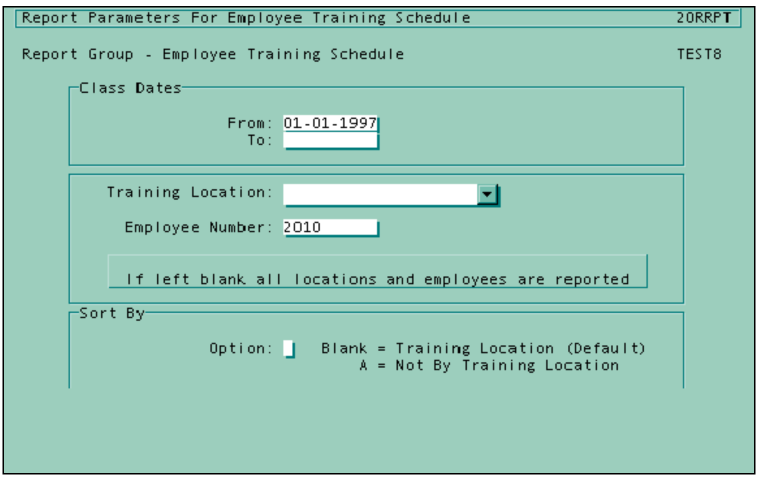
For practice, type '2010'.

5. Enter the Sort By Option

Leave the Option text box blank to accept the system default, which will sort by training location. If you want to show all employees regardless of training location, type 'A' in this text box.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



6. Click Save or press Enter

Once it has been processed, this report provides a list of all the classes for which this employee is registered.

For practice, click Save or press Enter.

See also:

- Options for checking class registrations ***(see "Options for checking employee registrations" on page 158)***

For an explanation of options for checking class registrations.

- Employee Training Schedule report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Confirming class registrations - using confirmation letters

To produce a confirmation letter for each employee registered for the training class using the Class Confirmation report (23RRPT) , complete the report schedule by entering the following report parameters:

Each class is printed on a different page. There are no totals for this report. No reporting is done on canceled classes. Terminated employees are not reported.

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Enter the To (date) (required)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, all classes with dates equal to or later than the From date are reported.*

To report on classes from only one date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

Select the course.

Note: *If this list box is left blank, all courses are reported.*

For practice, leave this list box blank.

4. Select the Training Location (required)

Select the training location.

Note: *If this list box is left blank, all training locations are reported.*

For practice, leave this list box blank.

5. Enter the Class (optional)

Type the class sequence number.

Note: *If this text box is left blank, all classes are reported.*

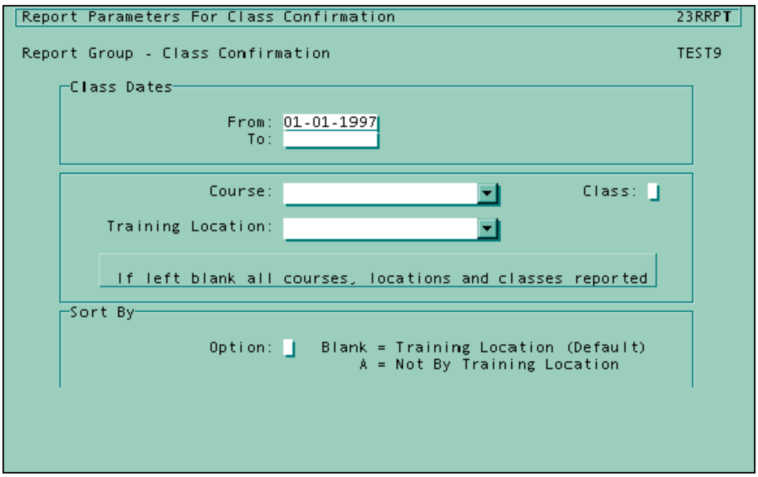
For practice, leave this text box blank.

6. Enter the Sort By Option (optional)

Leave the Option text box blank to accept the system default, which will sort by training location. If you want to show all employees regardless of training location, type 'A' in this text box.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



7. Click Save or press Enter

Once it has been processed, this report provides a confirmation letter for each employee registered to attend the training class.

For practice, click Save or press Enter.

See also:

- Registration confirmation ***(on page 159)***
For an explanation of registration confirmation.

- Class Confirmation report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Confirming class registrations - using a report reminder

To produce a letter to employees reminding them they are registered for a training class using the Class Reminder report (25RRPT), complete the report schedule by entering the following report parameters:

☞ *If an employee is registered for a class, a reminder is printed. Each employee reminder is printed on a separate page. No totals are printed on this report. Terminated employees and canceled classes are not included.*

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1997'.

2. Enter the To (date) (required)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, all classes with dates equal to or later than the From date are reported.*

To report on classes from only one date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

Select the course.

Note: *If this list box is left blank, all courses are reported.*

For practice, leave this text box blank.

4. Select the Training Location (optional)

Select the training location.

Note: *If this list box is left blank, all training locations are reported.*

For practice, leave this list box blank.

5. Enter the Class (optional)

Type the Class sequence number.

Note: *If this text box is left blank, all classes are reported.*

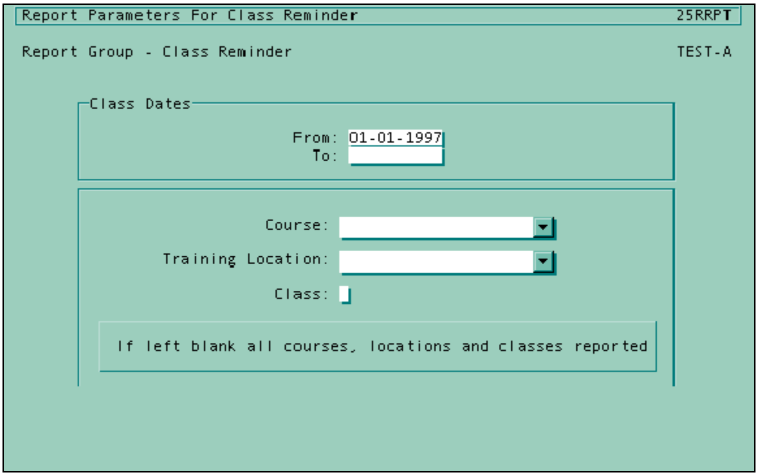
For practice, leave this text box blank.

6. Enter the Sort By Option

Leave the Option text box blank to accept the system default, which will sort by training location. If you want to show all employees regardless of training location, type 'A' in this text box.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



7. Click Save or press Enter

Once it has been processed, this report provides a reminder letter to employees that they have been registered to attend a training class.

For practice, click Save or press Enter.

See also:

- Registration confirmation ***(on page 159)***
For an explanation of registration confirmation.

- Class Reminder report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Registering employees for training programs

Use the Program Registration/Cancellation form (16RSCR) to register employees for training programs.

1. Access the Program/Registration Cancellation form (16RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Register an Employee for Training
Task:	Register Employees for a Program

For practice, access the Program Registration/Cancellation form (16RSCR).

2. Select the Program

Select the Program title.

For practice, select 'HR Mgmt Program'.

3. Enter the Effective Date

Type the Effective Date of the program. This entry must match the date on the Program Schedule form (15RSCR).

For practice, type '01-01-1994'.

4. Enter the Employee Number

Type the employee number of the person to be registered in the training program.

For practice, type '1112'.

5. Select the Register option button

Select the Register option button to register the employee in the training program.

The description of the program and the name of the employee are displayed in Display mode after the above text boxes have been entered.

For practice, click 'Register'.

6. Click Save or press Enter

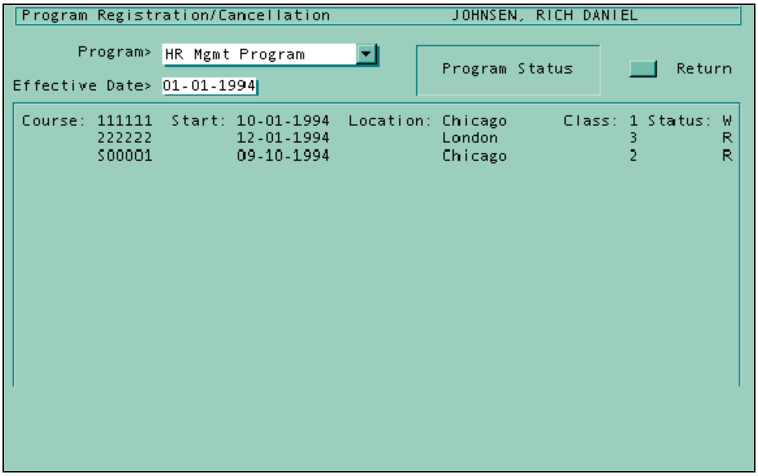
The employee is registered into, wait-listed for, or canceled from the program and from each of the training classes that make up the program.

In addition, a program status form panel is displayed that lists the classes for which the employee has been registered or wait-listed as a result of being registered for the training program.

Click the Return command button to return to the first form panel.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Program Registration/Cancellation JOHNSEN, RICH DANIEL

Program> HR Mgmt Program
Effective Date> 01-01-1994
Program Status
Return

Course:		Start:	Location:		Class:	Status:
	111111	10-01-1994	Chicago		1	W
	222222	12-01-1994	London		3	R
	S00001	09-10-1994	Chicago		2	R

See also:

■ The administration of training programs ***(on page 156)***
For an explanation of training program administration.

Checking program registrations online

Use the Program Inquiry form (52RSCR) to display a listing of employees registered or wait-listed for programs.

1. Access the Program Inquiry form (52RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Register an Employee for Training
Task: Check Registrations for a Program

For practice, access the Program Inquiry form (52RSCR).

2. Select the Program

Select the Program on which to report.

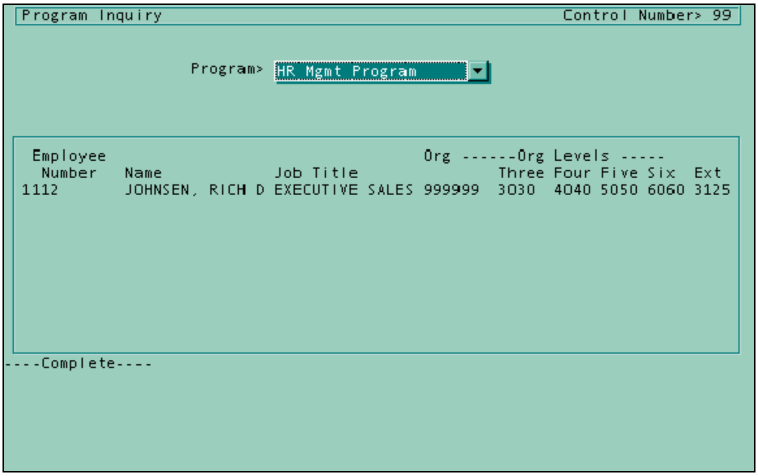
For practice, select the 'HR Mgmt Program'.

3. Click Save or press Enter

A list of registered or wait-listed employees is displayed. A '—Complete—' message is displayed when the whole program listing has been displayed.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- The administration of training programs ***(on page 156)***

For an explanation of the administration of training programs.

Checking program registrations on a report

To produce a listing of all employees registered for each training program using the Student Program Status report (26RRPT) , complete the report schedule by entering the following report parameters:

Each program is reported separately. No totals are printed on this report. Terminated employees and canceled classes are not included.

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Select the Program (required)

Select the program.

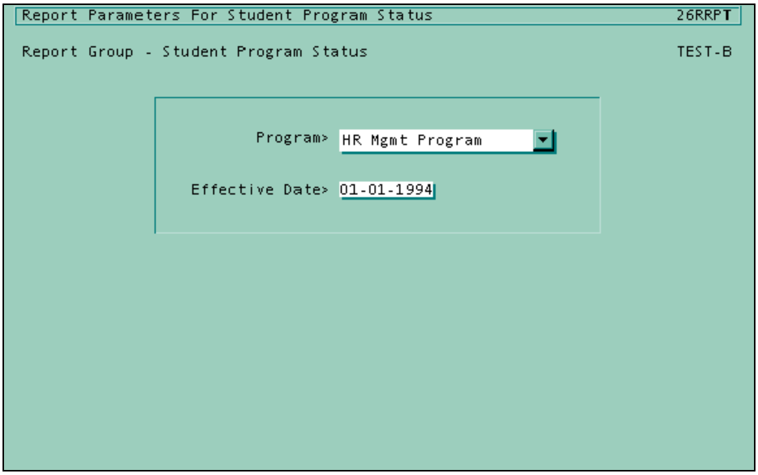
For practice, type 'Hr Mgmt Program'.

2. Enter the Effective Date (required)

Type the program effective date in MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, type '01-01-1994'.

When completed, the report parameters may look similar to the example that follows:



3. Click Save or press Enter

Once it has been processed, this report lists, by program, all employees registered in the program and their class status.

For practice, click Save or press Enter.

See also:

- The administration of training programs ***(on page 156)***
For an explanation of the administration of training programs.

- Student Program Status report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Extended Practice

1. Register these employees for the Flex Benefits class in Chicago on January 14, 1997:

   - 1114
   - 1234
   - 2012
   - 3011

2. Register these employees for the Basic Mgmt Program in Chicago that became effective September 1, 1994 (and which you established in the Extended Practice in Section 6):

   - 1113
   - 1115
   - 1116

3. Display a listing of all employees currently registered and/or wait-listed for the Flex Benefits class scheduled for January 14, 1997, in Chicago.

4. Display a listing of all employees currently registered for the Basic Mgmt Program described in question 2 above.

5. Use the Employee Class Status inquiry form (57RSCR) to display all classes for which Employees 1234 and 1113 are registered and/or wait-listed as of September 1, 1994. What happens if you leave the date text boxes blank?

6. Look at the Class Schedule form (13RSCR) for these classes and determine whether the class is full or if space is available and also note how many students are currently registered:

   - Class 111111 in Chicago on October 1, 1994
   - Class 222222 in London on December 1, 1994
   - Class FB001 in Chicago on January 14, 1997
   - Class FB001 in New Orleans on April 1, 1997

Review of Questions Answered

1. How are course availability and class availability checked?

2. How are training programs administered?

3. What is the waiting list process?

4. How are employee registrations confirmed?

CHAPTER 9

Canceling Registrations

In This Chapter

Introduction

Training Administration facilitates canceling class and program registrations after they have been established. This is an optional feature that must be done only when circumstances dictate that registration information be canceled.

☞ *If you do not need to cancel registration information, skip this Section and read* **Processing Training Results and Evaluations** *(on page 195).*

Tasks

You can complete the following tasks to cancel registrations:

- Canceling a class registration
- Canceling a program registration

Prerequisites - Canceling Registrations

Before you can cancel registrations, all the following tasks must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

☞ *Refer to* **Implementing Training Administration** *(on page 23) for more information.*

Training courses

Before requesting training for an employee, it is important to enter all available training courses on the system and to set up the objectives, prerequisites, and costs for each course.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43),* **Setting Up and Maintaining Training Classes** *(on page 79), and* **Setting Up and Maintaining Training Programs** *(on page 113) for details on setting up and maintaining training courses, classes, and programs.*

Employee registrations

Before you can cancel registrations you must have already registered the employees for training classes or programs.

☞ *Refer to* **Registering an Employee for Training** *(on page 151) for details on registering employees for training classes and programs.*

Questions answered

The following questions are answered in this section:

1. How are employee class cancellations processed?
2. How are employee program cancellations processed?

Employee class cancellation processing

When an employee is canceled from attending a training class, the Number Registered and Status (if applicable) are updated accordingly on the Class Schedule form (13RSCR). A Training Required form (31RSCR) is also created for the canceled course with a Status value of Employee Canceled. If this form already exists for the employee for that course, the Status is updated in the same manner.

☞ *Refer to* **Setting Up and Maintaining Training Classes** *(on page 79) for more information on the Class Schedule form (13RSCR).*

☞ *Refer to* **Requesting Training for an Employee** *(on page 127) for more information on the Training Required form (31RSCR).*

See also:

- ***Canceling a class registration***

For detailed directions on canceling a class registration.

Apply the Concept
Canceling employee registrations is an optional system feature. Describe the advantages your organization would derive from using this functionality.

Employee program cancellation processing

When an employee is canceled from a training program, the employee is canceled from all classes in the training program. The Number Registered and Status (if applicable) are updated accordingly on the Class Schedule form (13RSCR) for each class.

☞ *Refer to* **Setting Up and Maintaining Training Classes** *(on page 79) for more information on the Class Schedule form (13RSCR).*

See also:

- ***Canceling a program registration***

For detailed directions on canceling a program registration.

Apply the Concept
Describe the primary difference between canceling an employee's registration from three separate classes that are not part of a program, and canceling an employee's registration in a program that is composed of the same three classes.

Detailed Directions

This section provides detailed instructions for the tasks discussed in this Section.

Tasks

Canceling a class registration

To cancel a class registration, follow these steps:

1. Access the Class Registration/Cancellation form (20RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Cancel Registrations
Task: Cancel a Class Registration

For practice, access the Class Registration/Cancellation form (20RSCR).

2. Click the Selections button

Access the selections list by clicking on the Selections button on the toolbar.

For practice, click the Selections button on the toolbar.

3. Select the class/employee you want to cancel

Double-click the class/employee you want to cancel.

The class information and employee number are returned to the form.

For practice, double-click the Human Resource Mgmt class dated '06-01-1998' (US and Canada) or '01-06-1998' (elsewhere).

4. Click the Cancel option button

Click the Cancel option button from the Options group box.

For practice, click the Cancel option button.

5. Click Save or press Enter

The employee is canceled from the training class and the following message is displayed:

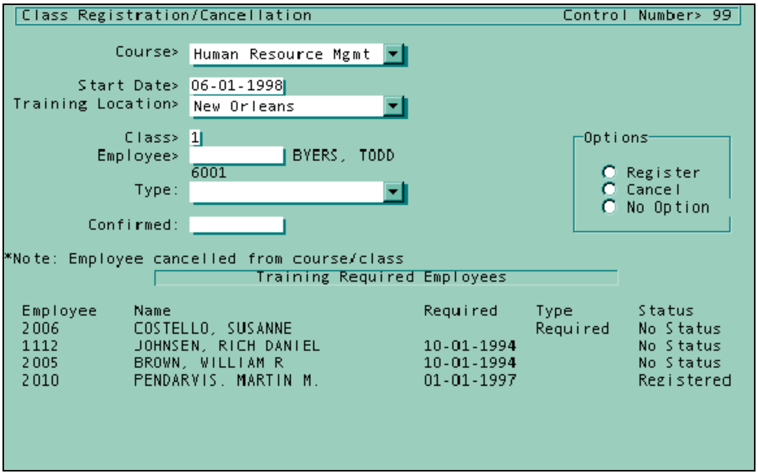
'*Note: Employee canceled from course/class'.

The names of employees who have training required or who are wait-listed are displayed at the bottom of the form.

Refer to **Registering an Employee for Training** *(on page 151) for more information on training required and the wait listing process.*

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Class Registration/Cancellation Control Number> 99

Course> Human Resource Mgmt

Start Date> 06-01-1998

Training Location> New Orleans

Class> 1

Employee> 6001 BYERS, TODD

Type:

Confirmed:

Options
- Register
- Cancel
- No Option

*Note: Employee cancelled from course/class

Training Required Employees

Employee	Name	Required	Type Required	Status
2006	COSTELLO, SUSANNE			No Status
1112	JOHNSEN, RICH DANIEL	10-01-1994		No Status
2005	BROWN, WILLIAM R	10-01-1994		No Status
2010	PENDARVIS, MARTIN M.	01-01-1997		Registered

See also:

- Employee class cancellation processing ***(on page 185)***

For an explanation of employee class cancellation processing.

Canceling a program registration

To cancel a program registration, follow these steps:

1. Access the Program Registration/Cancellation form (16RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Cancel Registrations
Task:	Cancel a Program Registration

For practice, access the Program Registration/Cancellation form (16RSCR).

2. Click the Selections button

Access the selections list by clicking on the Selections button on the toolbar.

For practice, click the Selections button on the toolbar.

3. Select the program from which you want to cancel the employee

Double-click the program from which you want to cancel the employee.

The program information is returned to the form.

For practice, double-click the 'HR Mgmt Program' effective '01-01-1994'.

4. Enter the Employee Number

Enter the employee number of the person you want to cancel from the program.

For practice, type '1112'.

5. Click the Cancel option button

Click the Cancel option button from the Options group box.

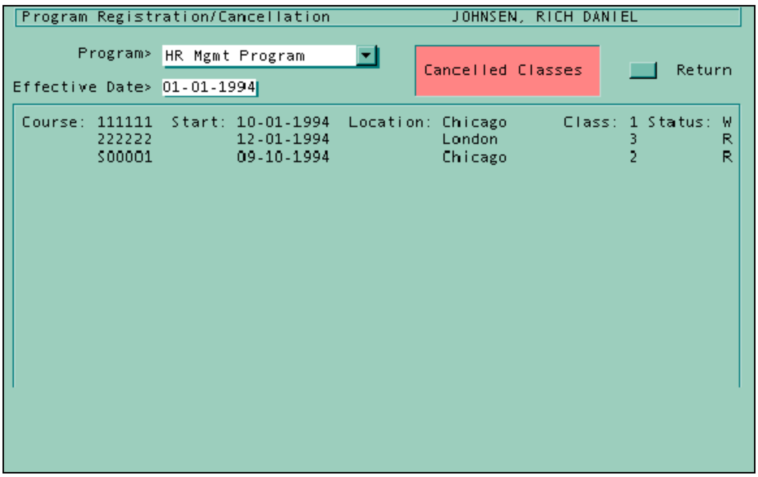
For practice, click the Cancel option button.

6. Click Save or press Enter

The employee is canceled from the training program and all classes in that program that the employee has not yet completed. A form is displayed listing the employee's canceled classes.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Employee program cancellation processing ***(on page 186)***

For an explanation of employee program cancellation processing.

Extended Practice

1. Access the Class Schedule form (13RSCR) and make note of the Status and Number Registered values for the HR Management class in Chicago on October 1, 1994.

2. Cancel employee 2004 from this HR Management class. What is the display at the bottom of the form (following the cancellation) telling you?

3. Return to the Class Schedule form (13RSCR) for this class and note how the Status and Number Registered values have changed.

4. Access the Training Required form (31RSCR) for employees 2004, and identify the processing that has occurred as a result of the cancellation.

5. Now that there is an opening in the class, register the first wait-listed employee: 1113.

6. Open the Class Registration/Cancellation form (20RSCR) and click the Selections button on the toolbar to list the classes that employee 1116 is registered for as a result of registering her in the Basic Mgmt Program in Chicago that became effective September 1, 1994. (She was registered in this program as part of the Extended Practice in Chapter 8.)

7. Cancel employee 1116 from the Basic Mgmt Program.

Review of Questions Answered

1. How are employee class cancellations processed?

2. How are employee program cancellations processed?

PART 4

Processing Training Results

In This Section

CHAPTER 10

Processing Training Results and Evaluations

In This Chapter

Introduction

Training Administration facilitates the entry of training results after a training class is completed, including employee class results and employee class evaluations. Entering training results accurately will allow you to view and analyze these results and improve your training programs and classes.

☞ *Skip this Section and read* **Completing and Analyzing Training Costs** *(on page 221) if your organization does not want to record training class results or evaluations.*

Tasks

You can complete the following tasks to enter training results and evaluations:

- Entering class results
- Viewing class results - online by class
- Viewing class results - on a report by class
- Viewing class results - online by employee
- Viewing class results - on a report by class
- Viewing class results - on a report by class results outstanding
- Collecting class evaluations
- Entering class evaluations

Prerequisites

Before you can enter training class results and evaluations, all the following tasks must have been completed.

Organization details

Before any data can be entered, you must ensure that your organization details have been set up.

☞ *Refer to* **Implementing Training Administration** *(on page 23)for more information.*

Training courses

Before entering training results, it is important to enter all available training courses on the system and to set up the objectives, prerequisites, and costs for each course.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43),* **Setting Up and Maintaining Training Classes** *(on page 79), and* **Setting Up and Maintaining Training Programs** *(on page 113) for details on setting up and maintaining training courses, classes, and programs.*

Employees registered

Before entering training results, it is important that all of the appropriate employees are registered into the training class(es) for which you want to enter results, and that the class has been held.

☞ *Refer to* **Registering an Employee for Training** *(on page 151) for details on registering employees for training classes and programs.*

Questions answered

The following questions are answered in this Section:

1. How are training class results processed?
2. What options are available when processing training class results?
3. What are the methods of viewing training class results?
4. How are training class evaluations processed?
5. What options are available when processing class evaluation results?

Class results processing

The following training class results processing occurs for each registered employee:

Class attended and passed

After an employee has attended a class and passed, and this is indicated on the Process Class Results form (22RSCR) for the employee, the following processing occurs:

- The employee's Training Required form (31RSCR) for the class is deleted.
- The employee's Training Results/History form (30RSCR) is updated with the results.
- The employee's Skills And Competencies form (33-SCR) is updated with the skills attained by taking the class.

Class attended and failed

After an employee has attended a class and failed, and this is indicated on the Process Class Results form (22RSCR) for the employee, the following processing occurs:

- The employee's Training Required form (31RSCR) for the class is marked with a failed indicator.
- The employee's Training Results/History form (30RSCR) is updated with the results.
- The employee's Skills And Competencies form (33-SCR) is not updated.

Class not attended or wait-listed employee did not get into class

A wait-listed employee who did not attend a class (because it was full, for example) would have a Training Results/History form (30RSCR) without the Class Attended box checked. So, if the class was not attended (by a registered or wait-listed employee) and the box is not checked, the following processing occurs:

- The Class Registration/Cancellation form (20RSCR) is deleted.
- A Training Required form (31RSCR) is created for the employee if the form does not exist.

It is possible that wait-listed employees might attend a class at the last minute because of a cancellation or extra spaces added to the class. Because of that possibility, the Process Class Results form (22RSCR) will process wait-listed employees as well, even though they were never officially registered. If the employee attends and passes the class, the following processing occurs:

- The employee's Training Required form (31RSCR) for the class is deleted.
- The employee's Training Results/History form (30RSCR) is updated with the results.
- The employee's Skills And Competencies form (33-SCR) is updated with the skills attained by taking the class.

See also:

- Entering class results ***(on page 203)***

For detailed directions on entering class results.

Class results options

There are two options available for recording class results. They are explained in the following sections.

Class results for selected registered employees

Training class results are entered on the Process Class Results form (22RSCR) for registered and wait-listed employees after a class has been held. Class results can be entered for individual employees by employee number.

Class results for all registered employees

Leave the employee number blank and click the Next command button on the Process Class Results form (22RSCR) to automatically scroll through and enter class results for all employees registered for a training class.

Class objectives

Class objectives are a very important component of entering class results. The objectives listed on the Process Class Results form (22RSCR) for a class are set up on the Course Directory form (10RSCR).

If an employee has taken and passed a class, you can check off the objectives that were met individually or select the All Objectives Met check box to select all objectives.

If an employee fails a class, you can not check any objectives (Reject).

See also:

- Entering class results ***(on page 203)***

For detailed directions on entering class results.

Apply the Concept
Define 'training class results' and identify the form used to record them.

Methods of viewing training class results

A number of facilities allow you to view training class results entered onto Training Administration. You must choose which method(s) is best for you. The options are as follows:

Selection option	Format	Form/Report
By class	Online	Class Results inquiry form (51RSCR)
By class	Hard copy	Class Results report (33RRPT)
By employee	Online	Training Results/History form (30RSCR)
By employee	Hard copy	Employee Training History report (21RRPT)
By training location	Hard copy	Class Results Outstanding report (45RRPT)

You have the option to record evaluation results without tying them to specific employees. You may also tie the results to the specific employee who did the rating.

See also:

- Viewing class results - online by class ***(on page 206)***
- Viewing class results - on a report by class ***(on page 208)***
- Viewing class results - online by employee ***(on page 210)***
- Viewing class results - on a report by employee ***(on page 211)***
- Viewing class results - on a report by class results outstanding ***(on page 213)***

For detailed directions on viewing class results.

- Class Results report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

- Employee Training History report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

- Class Results Outstanding report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Class evaluation results processing

The Process Class Evaluation Results form (23RSCR) is used to enter the results of evaluation forms filled out by class participants. These evaluation forms are printed by the Class Evaluation report (24RRPT). Up to 10 evaluation categories can have rating values recorded.

☞ *The Evaluation Required check boxes on the Class Schedule form (13RSCR) must be selected in order to produce the Class Evaluation report (24RRPT).*

See also:

- Collecting class evaluations ***(on page 215)***
For detailed directions on collecting class evaluation results.

- Entering class evaluations ***(on page 217)***
For detailed directions on entering class evaluation results.

- Class Evaluation report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Apply the Concept

Define 'class evaluation results' and identify the form used to record them.

Class evaluation results options

Options for class evaluation results include up to 10 evaluation categories, explained in the following section.

Evaluation categories

Up to 10 evaluation categories can be set up in the Evaluation Category option list (TR39), numbered 01 through 10. These evaluation categories are the ones listed on the Process Class Evaluation Results form (23RSCR) and are unique to the Control Number or organization (not the class).

Note: *All organizations sharing the same Control Number for Training Administration tables share the same evaluation categories in option list TR39. Option lists TR17–TR26 are universal.*

Each evaluation category is tied to one of the rating value option lists (TR17–TR26). Each of the rating value options lists contain the values of Excellent, Very Good, Fair, and Poor. Example: the Evaluation Category option list value of Instructor is tied to the Evaluation 1 option list (TR17); the Evaluation Category option list value of Subject matter is tied to the Evaluation 2 option list (TR18), and so forth. Each of these option lists can also be set up to match the corresponding evaluation category.

Each of your Control Numbers can have its own evaluation category and rating value setup. Test Control Number 99 has been delivered with sample data for each of these option lists. Review these option lists and set up your own evaluation category and rating values for your Control Number(s).

See also:

- Entering class evaluations ***(on page 217)***
For detailed directions on entering class evaluation results.

Apply the Concept
Processing training results and evaluations is an optional feature of Training Administration. Consider how your organization currently records similar data (if at all), and describe how using this feature can improve training-related record keeping.

Detailed Directions

This section provides detailed instructions for the tasks discussed in this Section.

Note: *Results can be recorded only after a training class has been held.*

Tasks

Entering class results

To enter employee class results, follow these steps:

1. Access the Process Class Results form (22RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: Enter Class Results

For practice, access the Process Class Results form (22RSCR).

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date

The start date must be entered in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, you can enter a question mark (?) in this text box and then press Enter to access the Course/Class selections. You can then select a course and return to this form. The Start Date, Training Location, and Class text boxes will be automatically filled in.

For practice, type '01-01-1997'.

4. Select the Training Location

Select the location, for example, Sydney.

For practice, select 'Chicago'.

5. Type the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, type '1'.

6. Type the Employee (optional)

Leave this text box blank to start the automatic process to enter class results for all employees registered for the class. Type an employee number to enter class results for an individual employee.

For practice, type '2010'.

7. Click Save or press Enter

A second form panel is displayed to enter class results for the employee. The class Start Date, Course, Location, and Class values are carried over from the first form panel. The Type and Train Units values are carried over from the Class Schedule form (13RSCR) if the information is available.

For practice, click Save or press Enter.

Note: If you do not have all the results back for this employee and you wish to skip this form for now, click the Bypass command button to go to the next employee.

8. Select a Type (optional)

If not carried over from the Class Schedule form (13RSCR), select a training type, for example, Elective.

For practice, select 'Elective' if this list box is not already filled.

9. Enter the Train Units (optional)

If not carried over from the Class Schedule form (13RSCR), type the number of training units.

For practice, this text box is already filled.

10. Select the School (optional)

Select the school if this class was taken externally.

For practice, leave this text box blank.

11. Enter the Major (optional)

Type the Major grade if appropriate.

For practice, type 'A'.

12. Select the Class Attended check box

Select the class attended check box after the employee has attended the training class.

For practice, select the Class Attended check box.

13. Enter the Minor (optional)

Type the minor grade if appropriate. You may use plus (+) and minus (-) signs in this text box.

For practice, type '+'.

14. Select the Result

Select the class result, for example, Passed or Failed.

For practice, select 'Passed'.

15. Enter the Absence Days (optional)

Type the number of days absent.

For practice, leave this text box blank.

16. Select the Absence Reason (optional)

Select the reason the employee was absent from class.

For practice, leave this text box blank.

17. Select the All Objectives Met check box(optional)

To indicate that all class objectives were met by the employee, select the All Objectives Met check box.

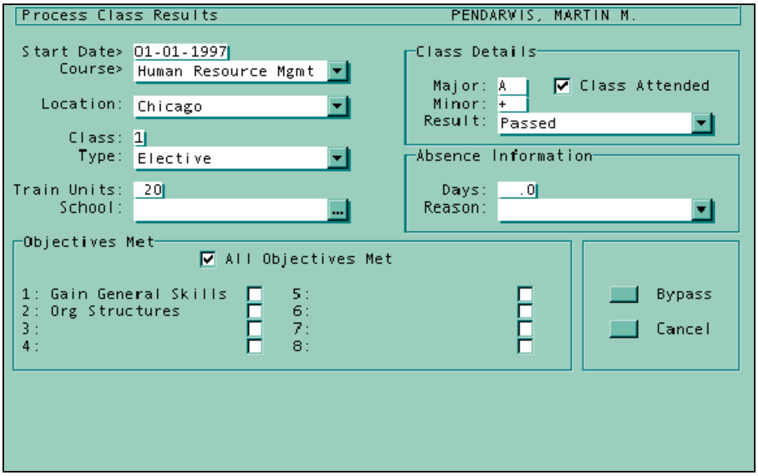
For practice, select the All Objectives Met check box.

18. Select the specific Objectives Met check boxes

If all objectives were not met, select only those check boxes for which the objectives were met.

For practice, leave the boxes blank.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



19. Click Save or press Enter

The next employee's record is displayed. Record the results and continue repeating this step until all results have been recorded.

You may also click the Bypass command button to skip an employee or click the Cancel command button to return to the first panel.

When all results have been recorded, the following message is displayed:

'*Note: The Session Result process is complete'.

For practice, click Save or press Enter.

See also:

- Class evaluation results processing ***(on page 201)***
For an explanation of class results processing.

- Class evaluation results options ***(on page 202)***
For an explanation of class results options.

Viewing class results - online by class

To view training results online by class, use the Class Results inquiry form (51RSCR).

1. Access the Class Results inquiry form (51RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: View Class Results

For practice, access the Class Results inquiry form (51RSCR).

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date

The start date must be entered in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, you can enter a question mark (?) in this text box and then press Enter to access the Course/Class selections. You can then select a course and return to this form. The Start Date, Training Location, and Class text boxes will be automatically filled in.

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

4. Select the Training Location

Select the training location, for example, Sydney.

For practice, select 'Chicago'.

5. Type the Class

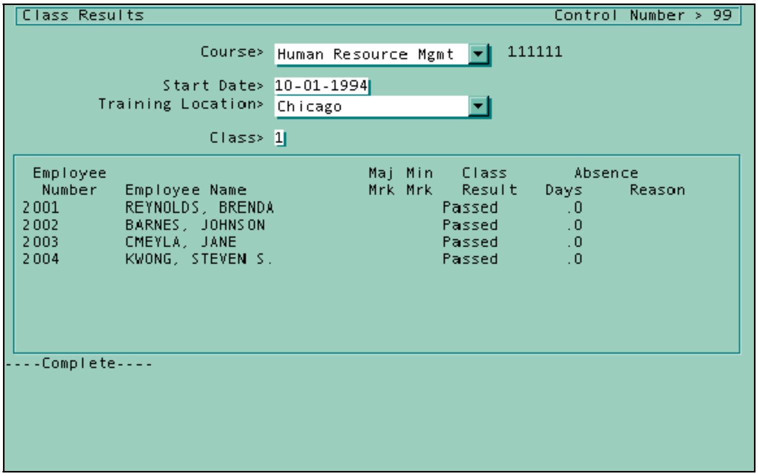
This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, type '1'.

6. Click Save or press Enter

The training results on file for the class are displayed on the form.

For practice, click Save or press Enter.



See also:

- Methods of viewing training class results ***(on page 200)***

For an explanation of the methods of viewing training class results.

Viewing class results - on a report by class

To view training results by class on a hard-copy report using the Class Results report (33RRPT) , complete the report schedule by entering the following report parameters:

Each Class is reported separately. The total number of employees for each class is reported. Terminated employees and canceled classes are not reported.

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, training results on dates equal to or later than the From date are reported.*

To report on training results for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Training Location (optional)

To report on a specific training location, select the location.

Note: If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

4. Select the Course (optional)

To report on a specific training course, select the course here.

Note: If this list box is left blank, all training courses are reported.

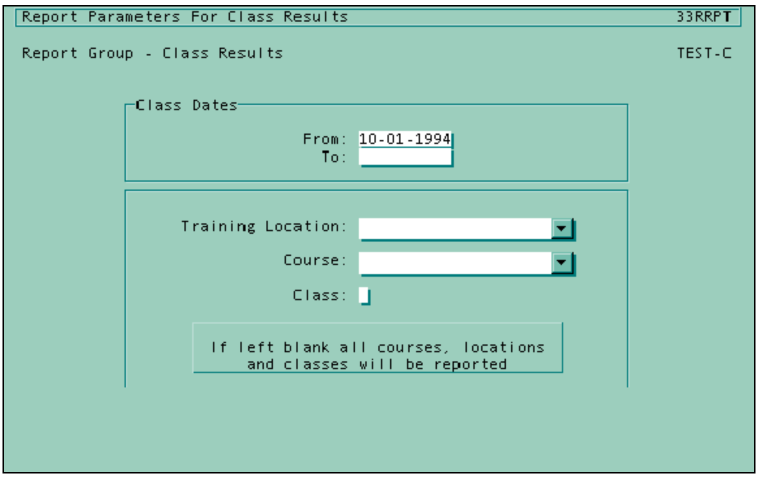
For practice, leave this list box blank.

5. Enter the Class (optional)

To report on a specific class, type the class sequence here. If this text box is left blank, all training classes are reported.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



6. Click Save or press Enter

Once it has been processed, this report produces a list of employee class performances.

For practice, click Save or press Enter.

See also:

- Methods of viewing training class results ***(on page 200)***

For an explanation of the methods of viewing training class results.

- Class Results report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Viewing class results - online by employee

To view training results online by employee, use the Training Results/History form (30RSCR).

If class results are processed by the Process Class Results form (22RSCR), this form is automatically updated with the information.

1. Access the Training Results/History form (30RSCR)

Access this form by making the following selection from the Navigator.

Component:	Training Administration
Process:	Process Results and Analyzing Costs
Task:	View Training Results/History

For practice, access the Training Results/History form (30RSCR) for employee 2001.

2. Click the Selections button

Click the Selections button on the toolbar to display of list of classes for this employee.

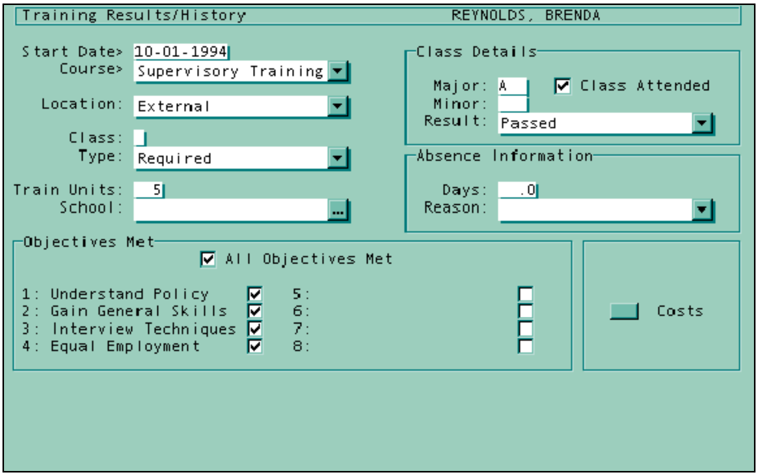
For practice, click the Selections button on the toolbar.

3. Select the class for which you want results

Double-click the class for which you want results. The selected class results are displayed. Selecting the Costs button brings up the Employee Training Class Costs form (34RSCR).

For practice, select the 'Supervisory Training' class.

If you completed the Guided Practice, the resulting screen should look similar to the example that follows:



See also:

- Methods of viewing training class results ***(on page 200)***

For an explanation of the methods of viewing training class results.

Viewing class results - on a report by employee

To view training results by employee on a hard-copy report using the Employee Training History report (21RRPT) , complete the report schedule by entering the following report parameters:

Each employee's training history is printed on a different page. There are no totals for this report. Terminated employees are not included.

Note: *Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.*

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, select '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, training results on dates equal to or later than the From date are reported.*

To report on training results for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Training Location (optional)

Select the location of the training.

Note: *If this list box is left blank, all training locations are reported.*

For practice, leave this list box blank.

4. Enter the Employee Number (optional)

To report on a specific employee, enter the Employee Number.

Note: *If this text box is left blank, all employees are reported.*

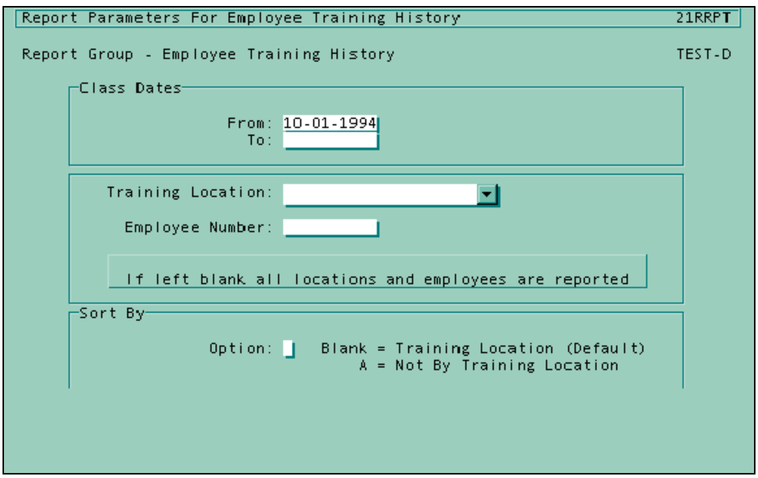
For practice, leave this text box blank.

5. Enter the Sort By Option

Leave the option text box blank to accept the system default, which will sort by training location. If you want to show all employees regardless of training location, type 'A' in this text box.

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



6. Click Save or press Enter

Once it has been processed, this report lists employee training history and the results of each training class.

For practice, click Save or press Enter.

See also:

- Methods of viewing training class results ***(on page 200)***
For an explanation of the methods of viewing training class results.

- Employee Training History report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Viewing class results - on a report by class results outstanding

To view training results outstanding on a hard-copy report using the Class Results Outstanding report (45RRPT) , complete the report schedule by entering the following report parameters:

☞ *Each Training Location is reported separately. No totals are reported. Terminated employees and canceled classes are not reported.*

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, the system date is used.

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, training results on dates equal to or later than the From date are reported.

To report on training results for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

To report on a specific training course, select the course.

Note: If this list box is left blank, all training courses are reported.

For practice, leave this list box blank.

4. Enter the Class (optional)

To report on a specific class, type the class sequence number.

Note: *If this text box is left blank, all training classes are reported.*

For practice, leave this text box blank.

5. Select the Training Location (optional)

To report on a specific training location, select the location.

Note: *If this list box is left blank, all training locations are reported.*

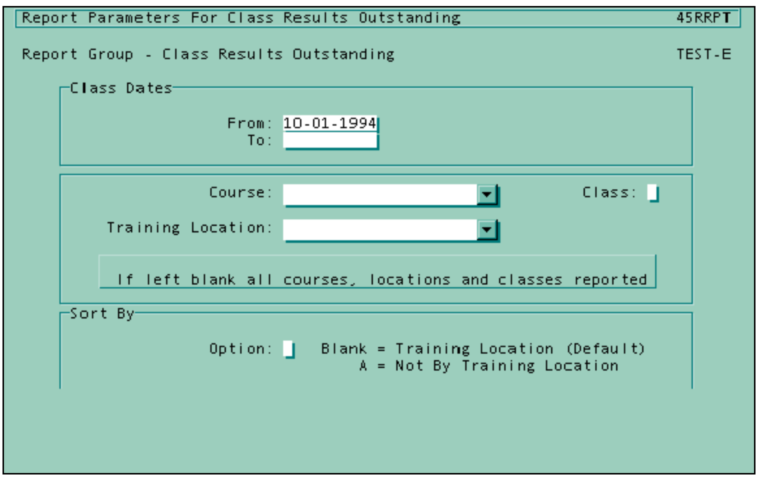
For practice, leave this list box blank.

6. Enter the Sort By Option (optional)

Note: *Leave the Option text box blank to accept the default sort, which is by training location. If you want to show all employees regardless of training location, type 'A' in the Option text box.*

For practice, leave this text box blank.

When completed, the report parameters may look similar to the example that follows:



7. Click Save or press Enter

Once it has been processed, this report provides a listing of class participants who have no outcome recorded.

For practice, click Save or press Enter.

See also:

- Methods of viewing training class results ***(on page 200)***

For an explanation of this identifier.

- Class Results Outstanding report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Collecting class evaluations

To generate evaluation forms using the Class Evaluation report (24RRPT), complete the report schedule by entering the following report parameters:

Each evaluation form is printed on a separate page. No totals are printed on this report. Terminated employees and canceled classes are not included.

The Evaluation Required text box on the Class Schedule form (13RSCR) must be checked for this report to generate evaluation forms.

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, the system date is used.

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, training results on dates equal to or later than the From date are reported.

To report on training results for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

To report on a specific training course, select the course.

Note: If this list box is left blank, all training courses are reported.

For practice, leave this list box blank.

4. Select the Training Location (optional)

To report on a specific training location, select the location.

Note: If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

5. Enter the Class (optional)

To report on a specific class, type the class sequence number.

Note: If this text box is left blank, all training classes are reported.

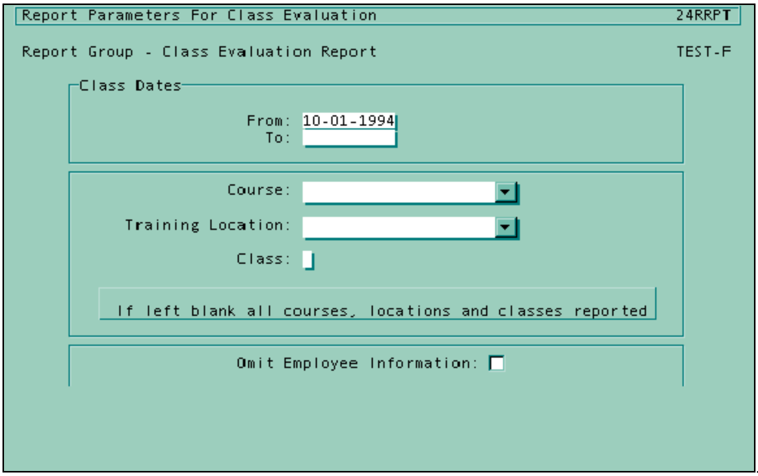
For practice, leave this text box blank.

6. Select the Omit Employee Information check box (optional)

In its delivered format, the system includes employee information on the evaluation forms. Select the Omit Employee Information check box to omit the employee information.

For practice, do not select this check box.

When completed, the report parameters may look similar to the example that follows:



7. Click Save or press Enter

Once it has been processed, this report provides an evaluation form for class participants to fill out upon completion of the training class. This form can be used as a source document when completing the Process Class Evaluation Results form (23RSCR).

For practice, click Save or press Enter.

See also:

- Class evaluation results processing ***(on page 201)***
For an explanation of Class evaluation results processing.

- Class Evaluation report ***(see "Report Quick Reference" on page 243)***
For a description of this report and its business uses.

Entering class evaluations

Use the Process Class Evaluation Results form (23RSCR) to record the results of evaluation forms filled out by class participants.

Note: *You may need to add your own evaluation categories to the Evaluation Category option list (TR39) prior to following these steps.*

1. Access the Process Class Evaluation Results form (23RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: Enter Class Evaluations

For practice, access the Process Class Evaluation Results form (23RSCR).

2. Select the Course

Select the appropriate course.

As an alternative, select the List Course options option in the Course option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date

The start date must be entered in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Alternatively, you can enter a question mark (?) in this text box and then press Enter to access the Course/Class selections. You can then select a course and return to this form. The Start Date, Training Location, and Class text box will be automatically filled in.

For practice, type '10-01-1994' (US and Canada) or '01-10-1994' (elsewhere).

4. Select the Training Location

Select the location, for example, Sydney.

For practice, select 'Chicago'.

5. Type the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, type '1'.

6. Type the Employee (optional)

Leave this text box blank to record class evaluations without tying them to a specific employee. Enter an employee number to tie the evaluation to a specific employee.

For practice, type '2001'.

7. Select Evaluations

Select the appropriate evaluation results in up to 10 evaluation categories. Five evaluation categories are on the first form panel and five are on the second form panel.

Click the More Categories command button to reach the second form panel. The Original Entry command button returns you to the first form panel and the New Entry command button starts the process over.

For practice, select some evaluation results.

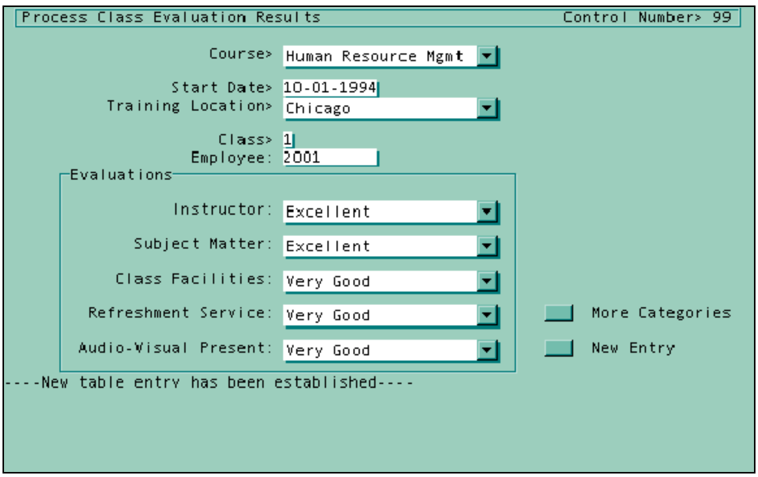
8. Click Save or press Enter

The employee class evaluation results are recorded and the following message is displayed:

'—New table entry has been established—'.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Class evaluation results processing ***(on page 201)***

For an explanation of class evaluation results processing.

- Class evaluation results options ***(on page 202)***

For an explanation of class evaluation results options.

Extended Practice

1. Access the Process Class Results form (22RSCR) for the Flex Benefits class in Chicago on January 14, 1997. Record results for all employees who attended the class:

Employee number	Training class results
1114	Employee passed the class, missed no days, and met all objectives.
1234	Employee passed this elective class but missed a half day because of a work conflict. All objectives were met.
2012	Missed one and a half days of class because of a death in family. This class should be recorded as Incomplete.
3011	Employee failed the class even though no class time was missed.

2. View the training results just recorded online by class by accessing the appropriate form.

3. View the Training Required inquiry form (33RSCR) for employee 3011. Explain the processing that has occurred.

4. Process the class evaluation results by employee for the two employees who successfully completed the class and met all objectives: 1114 and 1234. Both employees gave Excellent ratings to most categories, but Employee 1114 rated the Refreshment Service as Fair and Employee 1234 rated the Class Facilities as Very Good. Both felt all objectives had been met.

Review of Questions Answered

1. How are training class results processed?

2. What options are available when processing training class results?

3. What are the methods of viewing training class results?

4. How are training class evaluations processed?

5. What options are available when processing class evaluation results?

CHAPTER 11

Completing and Analyzing Training Costs

In This Chapter

Introduction

Training Administration facilitates viewing and analyzing the costs incurred developing and providing training classes. As described earlier, costs can be recorded at the course, class, and employee levels. This is an optional feature designed for organizations that want to track these costs and make decisions based on how much is being spent to develop and conduct training classes.

Tasks

The following tasks are associated with analyzing training class costs:

- Entering employee training class costs
- Viewing costs using the Employee Training Class Costs form
- Viewing costs using the Training Class Costs Summary form
- Viewing class costs by provider
- Viewing training costs to charge back to employees

Prerequisites

Before you can begin to analyze costs, the following tasks must have been completed.

Training Courses and classes

Before analyzing training costs, it is important to enter all available training courses and classes on the system and to set up the costs for each one.

☞ *Refer to* **Setting Up and Maintaining Training Courses** *(on page 43),* **Setting Up and Maintaining Training Classes** *(on page 79), and* **Setting Up and Maintaining Training Programs** *(on page 113)* *for details on setting up and maintaining training courses, classes, and programs.*

Questions answered

The following questions are answered in this chapter:

1. What are the cost categories?
2. What are the different types of costs?
3. What are the options when recording costs?

Cost Categories

There are various categories for costs. These are defined in option list TR14 on the Course Directory–Costs form (10RSCR).

As seen earlier, certain costs associated with the course level are set up on the Course Directory form (10RSCR), and certain costs associated with the class level are set up on the Class Schedule form (13RSCR). These include cost categories of Equipment, Operating, Participant, Per Head, and Miscellaneous. Costs established at the course level are carried through to the class level. In addition, training costs pertaining to a *specific employee* can be established on the Employee Training Class Costs form (34RSCR) and include costs for an employee to attend training like individual airfare and lodging, as well as prorated salary expense.

In all, three different employee-level cost categories are available: Participant, Per Head, and Individual. Employee-level costs that are the same for all class participants can be recorded at the course or class level as Participant or Per Head costs. Examples: Course fees of a certain dollar amount that apply to every Participant are typically recorded at the course level. A Per Head charge for lunch or breaks and refreshments for each person attending a particular training class gets recorded at the class level. If, however, you need to record additional costs associated with a specific employee, these are considered Individual costs and are recorded on the Employee Training Class Costs form (34RSCR).

All employee-level costs categorized as Participant, Per Head, and Individual display on the Total Costs panel of the Employee Training Class Costs form (34RSCR) as viewed for a specific employee. The total of all cost categories can be viewed on the Training Class Costs Summary form (35RSCR).

Apply the Concept

How would using the optional Analyzing Training Costs feature be helpful to your organization?

Types of costs

For each cost category, a cost type must be entered. Examples of cost types include Airfare and Room Rental.

Costing options

Class costs can be set up on the Class Costs panel of the Class Schedule form (13RSCR). This is an optional panel. Costs specified on this panel are different from those specified at the course level on the Course Directory form (10RSCR). For example, the cost of books might be standard for all classes within a course and therefore would need to be recorded at course level.

Alternatively, the cost for a course instructor fee might vary at the class level, since different instructors might charge different amounts. These costs could be recorded at the class level.

Costs can also be set up and viewed at the employee level using the Employee Training Class Costs Form (34RSCR). For example, the cost for supplying an alternative vegetarian meal for an employee might be associated with an individual employee cost. Other examples of individual employee costs are air fare, lodging, and prorated salary expense.

The salary expense amount can be included in the total employee costs for the training class. Three methods are available for calculating the salary expense amount:

- Entered Salary—Salary expense amount is entered manually in the Salary text box.
- Use HED 001—Salary amount is calculated using HED 001 (Regular Pay); the employee's hourly rate is multiplied by the number of class hours and is displayed in the Salary text box in Display mode.
- Use Salary Segment—Salary amount is calculated using the Salary Assignment/Changes form (40-SCR); the employee's hourly rate is multiplied by the number of class hours and is displayed in the Salary text box in Display mode.

The salary expense is then included in the total value for all class costs.

Other methods of viewing class costs include:

- Training Expenditure Charge-Back report (27RRPT)
- Training Expenditure Disbursement report (28RRPT)
- Training Class Costs Summary form (35RSCR)

See also:

- Entering employee training class costs ***(on page 227)***

For detailed directions on entering class costs.

- Viewing costs using the Employee Training Class Costs form ***(on page 230)***
- Viewing costs using the Training Class Costs Summary form ***(on page 232)***

For detailed directions on viewing costs.

- Viewing class costs by provider ***(on page 234)***

For detailed directions on viewing costs by provider.

- Viewing training class costs to charge back to employees ***(on page 235)***

For detailed directions on viewing charge-back costs.

Apply the Concept

Describe the tools available in Training Administration to help organizations view and analyze costs.

Detailed Directions

This section provides detailed instructions for the tasks discussed in this chapter.

Tasks

Entering employee training class costs

To enter training class costs associated with an individual employee, use the Employee Training Class Costs form. (34RSCR)

1. Access the Employee Training Class Costs form (34RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: Enter Employee Class Costs

For practice, access the Employee Training Class Costs form (34RSCR) for employee 2010.

2. Click the Clear button

To avoid copying pre-existing information, click the Clear button on the toolbar to clear the text boxes on the form.

For practice, click the Clear button on the toolbar.

3. Type the Start Date

The start date must be entered in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

For practice, type '01-01-1997'.

4. Select the Course

Select the appropriate course.

As an alternative, select the List Course Options option in the Course option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

5. Select the Location

Select the location, for example, Sydney.

For practice, select 'Chicago'.

6. Type the Class

This will normally be '1' unless there are multiple occurrences of the same course on the same day.

For practice, type '1'.

7. Select up to five Categories

Select the cost categories. Categories of Individual, Per Head, and Participant indicate employee-level costs. A Category value must be entered if a Type or Cost Amount will be entered.

For practice, select 'Individual' in categories 1 and 2.

8. Select up to five associated Types

Examples of cost types are Overhead Projector and Large Monitor rental.

For practice, select 'Lodging' in type 1 and 'Airfare' in type 2.

9. Enter up to five associated Amounts

Enter the associated cost using two decimal places. The Category, Type, and Cost Amount on each line are tied together and define a cost description and amount.

For practice, type '150.00' in cost 1 and '185.00' in cost 2.

10. Select a Method (optional)

Select the method used to determine the salary expense. This salary expense amount can be included in the total employee costs for the training class.

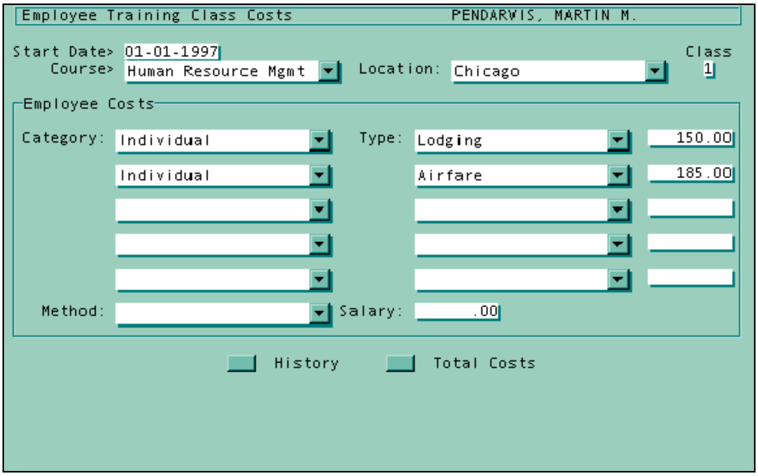
For practice, select 'Use HED 001'.

11. Enter the Salary (optional)

If the method code above is set to 'Entered Salary', enter the salary amount here. Otherwise, leave this text box blank.

For practice, leave this text box blank.

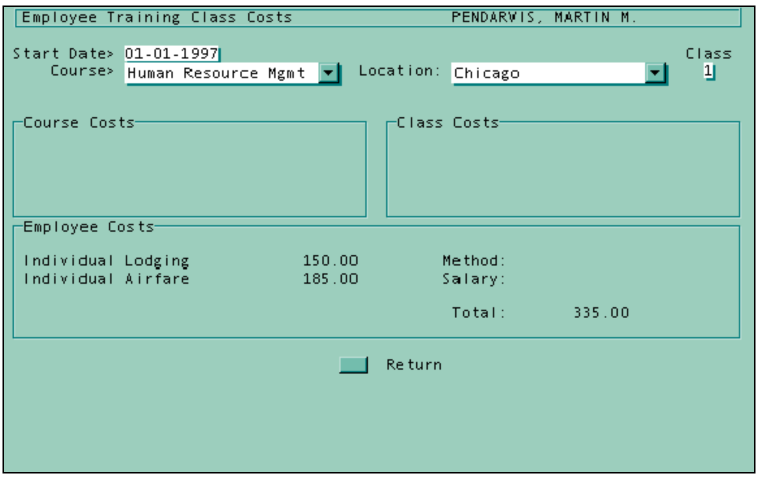
If you completed the Guided Practice, the resulting form should look similar to the example that follows:



12. Click the Total Costs command button

Employee-level costs can be viewed by selecting the Total Costs command button at the bottom of the form. The total value for all costs (including salary expense) is displayed in the bottom right corner of the Total Costs panel of this form. Any course or class costs associated with the employee will be displayed.

For practice, click the Total Costs command button.



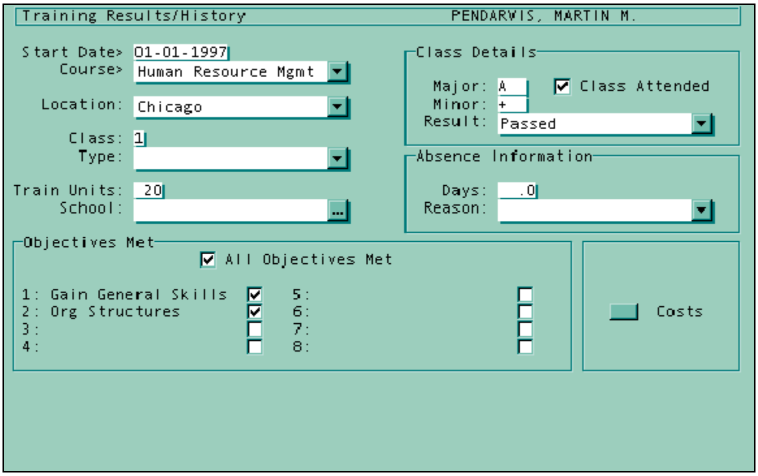
Select the Return command button to return to the entry form panel.

13. Click the History command button

You may click the History button at the bottom of the form to see the Training Results/History form (30RSCR) for this employee.

For practice, click the History command button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Training Results/History PENDARVIS, MARTIN M.
Start Date> 01-01-1997
Course> Human Resource Mgmt
Location: Chicago
Class: 1
Type:
Train Units: 20
School:
Class Details
Major: A
Minor: +
Result: Passed
Class Attended
Absence Information
Days: .0
Reason:
Objectives Met
All Objectives Met
1: Gain General Skills
2: Org Structures
3:
4:
5:
6:
7:
8:
Costs

14. Click Save or press Enter

Employee training costs are set up.

For practice, click Save or press Enter.

See also:

- Costing options ***(on page 225)***

For an explanation of costing options.

Viewing costs using the Employee Training Class Costs form

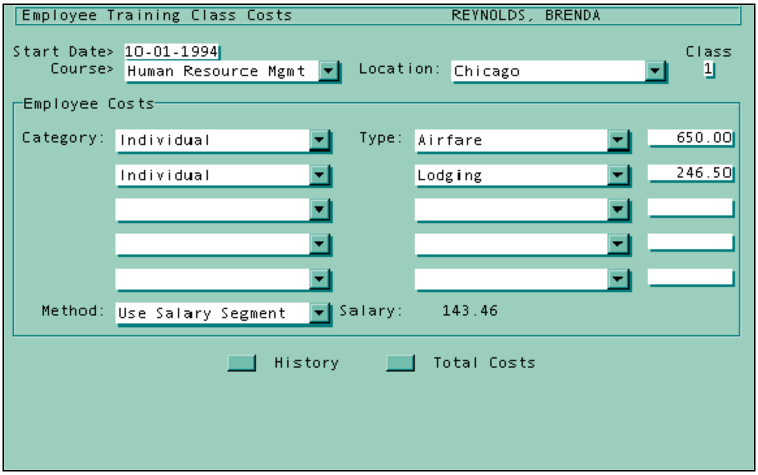
To display costs associated with a specific employee taking an internal or external training class, use the Employee Training Class Costs form (34RSCR).

1. Access the Employee Training Class Costs form

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: Enter Employee Class Costs

For practice, access the Employee Training Class Costs form (34RSCR) for employee 2001.



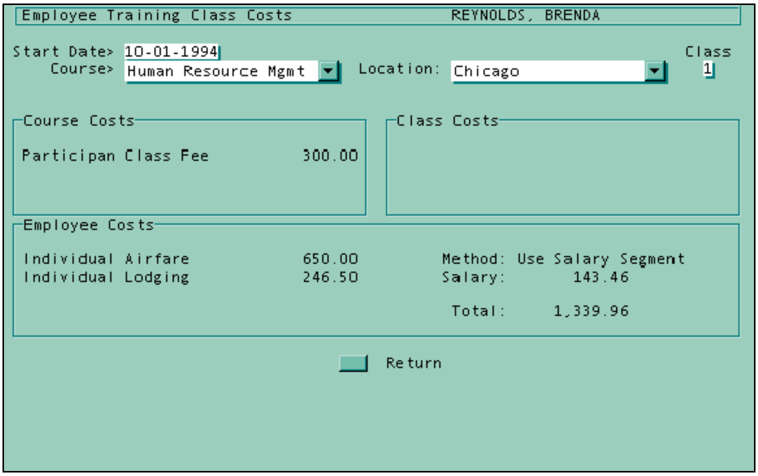
2. Click the Total Costs command button

Click the Total Costs command button to access the Total Costs form panel.

The total value for all course-, class-, and employee-level costs (including salary expense) is displayed in the bottom right corner of the form. Select the Return command button to return to the entry form panel.

For practice, click the Total Costs command button.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:


Employee Training Class Costs REYNOLDS, BRENDA

Start Date> 10-01-1994 Class
Course> Human Resource Mgmt Location: Chicago 1

Course Costs
Participan Class Fee 300.00

Class Costs

Employee Costs
Individual Airfare 650.00 Method: Use Salary Segment
Individual Lodging 246.50 Salary: 143.46
Total: 1,339.96

Return

See also:

- Costing options ***(on page 225)***

For an explanation of costing options.

Viewing costs using the Training Class Costs Summary form

To view training costs, use the Training Class Costs Summary form (35RSCR).

1. Access the Training Class Costs Summary form (35RSCR)

Access this form by making the following selection from the Navigator.

Component: Training Administration
Process: Process Results and Analyzing Costs
Task: View Class Costs Summary

For practice, access the Training Class Cost Summary form (35RSCR).

2. Select the Course

Select the appropriate training course.

As an alternative, select the List Course Options option in the Course option list (TR33) and then click Save or press Enter to display a list of course options and their descriptions. Select a course from the list, then click Save or press Enter.

For practice, select 'Human Resource Mgmt'.

3. Type the Start Date

The Start Date must be entered in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

After selecting a Course, you can enter a question mark (?) in the Start Date text box and then press Enter to access the Course/Class selections. You can then select a course/class and return to this form. The Start Date and Training Location text boxes will be filled in automatically.

For practice, type '10-01-1994'(US and Canada) or '01-10-1994'(elsewhere).

4. Select the Training Location

Select a specific training location.

For practice, select 'Chicago'.

5. Type the Class

Type the Class sequence number associated with the training class.

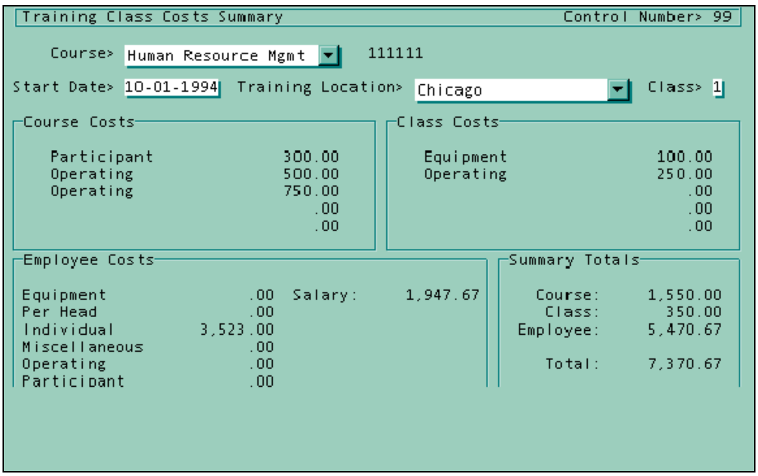
For practice, type '1'.

6. Click Save or press Enter

Course-, class-, and employee-level costs are displayed with a summary also included.

For practice, click Save or press Enter.

If you completed the Guided Practice, the resulting form should look similar to the example that follows:



See also:

- Costing options ***(on page 225)***

For an explanation of this identifier.

Viewing class costs by provider

To view training costs by provider using the Training Expenditure Disbursement report (28RRPT), complete the report schedule by entering the following report parameters:

☞ *The class cost is defined as the total of all costs with a cost category of Equipment, Operating, Miscellaneous, or Per Head multiplied by the number of class participants. Each provider is reported separately. The total costs for each provider are printed. Terminated employees and canceled classes are not reported.*

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, the system date is used.

For practice, type '01-01-1994'.

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: If this text box is left blank, training results for dates equal to or later than the From date are reported.

To report on classes for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Training Location (optional)

To report on a specific training location, select the training location.

Note: If this list box is left blank, all training locations are reported.

For practice, leave this list box blank.

4. Select the Provider (optional)

To report on a specific provider, select the provider.

Note: If this list box is left blank, all providers are reported.

For practice, leave this list box blank.

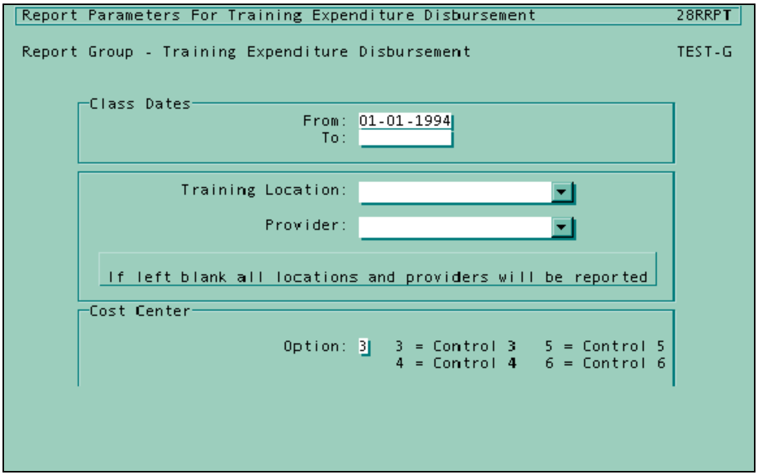
5. Enter the Cost Center Option

Enter the payroll level to be used as the cost center.

Type '3' for Control 3, '4' for Control 4, '5' for Control 5, or '6' for Control 6.

For practice, type '3'.

When completed, the report parameters may look similar to the example that follows:



6. Click Save or press Enter

Once it has been processed, this report summarizes the class costs by provider .

For practice, click Save or press Enter.

See also:

- Costing options ***(on page 225)***

For an explanation of costing options.

- Training Expenditure Disbursement report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Viewing training class costs to charge back to employees

To view training costs to charge back to employees using the Training Expenditure Charge-Back report (27RRPT), complete the report schedule by entering the following report parameters:

This report provides a total cost for each employee. Terminated employees and canceled classes are not included.

Note: Refer to the Using The Solution Series: Administrative Solutions documentation for procedural help in setting up a report group, adding a report to it, and entering the report parameters.

1. Enter the From (date) (optional)

Type the date the class starts in the From text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, the system date is used.*

For practice, type '01-01-1994'.

2. Enter the To (date) (optional)

Type the date the class stops in the To text box. Type the date in the format MM-DD-CCYY or CCYYMMDD (US and Canada) or DD-MM-CCYY or CCYYDDMM (elsewhere).

Note: *If this text box is left blank, classes on dates equal to or later than the From date are reported.*

To report on classes for a specific date, type the From date in both the From and To parameters.

For practice, leave this text box blank.

3. Select the Course (optional)

To report on a specific course, select the course.

Note: *If this list box is left blank, all courses are reported.*

For practice, leave this list box blank.

4. Select the Location (optional)

To report on a specific training location, select the training location.

Note: *If this list box is left blank, all training locations are reported.*

For practice, leave this list box blank.

5. Enter the Class (optional)

To report on a specific class, type the class sequence number.

Note: *If this text box is left blank, all training classes are reported.*

For practice, leave this text box blank.

6. Enter the Emp Nbr (optional)

To report on a specific employee, type the employee number.

Note: *If this text box is left blank, all employees are reported.*

For practice, leave this text box blank.

7. Enter the Cost Category Option (optional)

Type 'P' for participant costs or 'I' for individual costs.

Note: *If this text box is left blank, both categories are reported.*

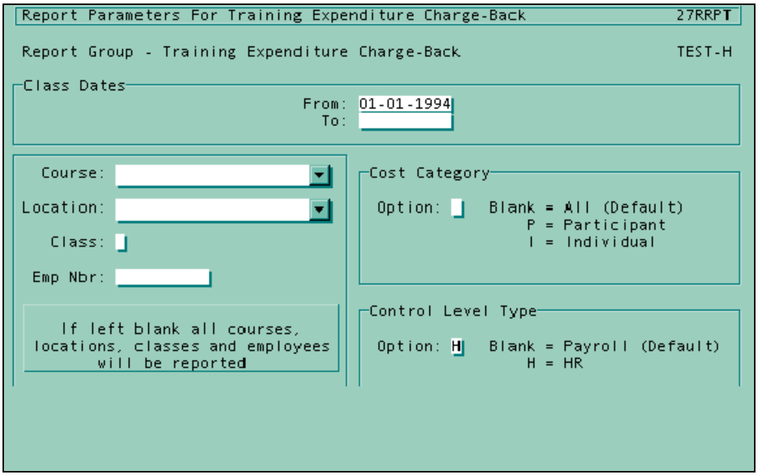
For practice, leave this text box blank.

8. Enter the Control Level Type Option

To report on HR organization levels, type 'H'. If HR organization levels are used, the Location % column on the report will be zero-filled.

Note: *To report on payroll levels, leave this text box blank.*

For practice, type 'H'.



9. Click Save or press Enter

Once it has been processed, this report lists class training costs that you may want to charge back to the employee.

For practice, click Save or press Enter.

See also:

- Costing options ***(on page 225)***

For an explanation of costing options.

- Training Expenditure Charge-Back report ***(see "Report Quick Reference" on page 243)***

For a description of this report and its business uses.

Extended Practice

1. George Welker's manager wants to track all costs associated with George's participation in the Flex Benefits class he is taking on January 14, 1997, including salary expense for the two days of training. Access the appropriate form to record these individual employee-level costs:

   - Air fare: 475.00
   - Lodging: 2 nights at 115.00 each
   - Salary: Allow George's salary segment to determine the amount of salary expense to be included in these costs.

2. Explain how the salary figure that appears was calculated. How can you verify that it is correct?

3. Click the Total Costs command button. What types of cost categories are included in the 'Total' that is displayed?

4. Return to the first panel and click the History command button. Review the information that displays. Click the Costs command button on this form. Where does it take you?

5. Check the Costs panel of the Course Directory for Flex Benefits. Are any of the costs listed there not reflected on the Employee Training Class Costs form (34RSCR)? If yes, can you explain why this is so?

Review of Questions Answered

1. What are the cost categories?

2. What are the different types of costs?

3. What are the options when recording costs?

PART 5

Appendices

In This Section

APPENDIX A

Report Quick Reference

In This Appendix

Introduction

This section provides a quick reference guide to Training Administration reports covered in this section.

Class Cancellation (31RRPT)

The Class Cancellation report (31RRPT) informs registered class participants that their class has been canceled. Reported information includes:

- Training Location
- Course
- Course Description
- Class
- Trainer
- Class Dates
- Class Times
- Prerequisites
- Coordinator Information

See also:

- Notifying students of a class cancellation ***(on page 105)***

To learn about informing registered class participants that the entire class has been canceled.

Class Cancellation (31RRPT)

```
CORPORATION  99   ACME MANUFACTURING                  Class Cancellation       REPT                                    PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                           31RR                  TIME 17:27:21 DATE 12-17-2002
Employee Name:     ALSON, GEOFFERY
Employee Number:   3003
Control 3:  Region 3030
Control 4:  Department 4040
Control 5:  Section 5050
Control 6:  Group 6060
    Please note that the following class has been canceled.
    The arrangements concerning this were:
Course:             SA0001
Description:        Salary Admin
Training Location:  Chicago
Class:              1
Class Dates:        19-Dec-1996 / 20-Dec-1996
Day(s):             Thurs                        Friday
Start:              09:00                        09:00
End:                17:00                        17:00
Location:           Chicago Training Ctr         Chicago Training Ctr
Room:               C                            C
Trainer:            Cyborg Systems
Coordinator:        MERTZ, LYNNE C.
Phone:              4507923                      Ext:  303
Fax Number:
Training Area:      Corporate Services
Prerequisites:
    Please refer to the training schedule for replacement classes.
```

Class Confirmation (23RRPT)

The Class Confirmation report (23RRPT) prints a confirmation letter for each employee registered to attend the training class. Each letter is printed on a separate page. Canceled classes are not included. Reported information includes:

- Controls 3-6
- Employee Name
- Employee Number
- Course
- Training Location
- Class
- Class Dates
- Time Schedule
- Prerequisites
- Date Registered
- Coordinator Information
- Trainer
- Coordinator Phone/Fax number
- Training Area

See also:

- Confirming class registrations - using confirmation letters ***(on page 172)***

To learn about printing a confirmation letter for each employee registered for the training class.

Class Confirmation (23RRPT)

```
CORPORATION  99   ACME MANUFACTURING                     Class Confirmation              REPT                                 PAGE     5
DIVISION     9999 PRODUCTION CTL 1-2                                                     23RR           TIME 18:02:12 DATE 12-17-2002
                                                         From: 01-Jan-1997  To:
Employee Name:     BROWN, WILLIAM R
Employee Number:     2005
Control 3:  Region 3388
Control 4:  Department 4488
Control 5:  Section 5508
Control 6:  Group 6608
    Please note that the employee stated above has been registered to attend the following class.
    The arrangements concerning this are:
Date Registered:   06-Dec-1996
Course:            111111                       Description:  Human Resource Mgmt
Training Location: Chicago
Class:             1
Class Dates:       01-Jan-1997 / 03-Jan-1997
Day(s):            MTW
Start:             09:00
End:               17:00
Location:          Chicago Training Ctr
Room:              B
Trainer:           JONES, JERRY
Coordinator:       AUSTIN, STEVEN
Phone:             4541865                     Ext: 1121
Fax Number:
Training Area:     Corporate Services
Pre-requisites:    1 Yr Mgmt Experience    Supervisory Course
    If you have any problems or questions and especially if you are unable to attend this class,
    please do not hesitate to contact the coordinator.
```

Class Evaluation (24RRPT)

The Class Evaluation report (24RRPT) prints an evaluation form for participants to fill out upon completion of the training class. This form can be used as a source document when entering the Process Class Results form (22RRPT).

This evaluation form is printed for employees registered for a class who have the Evaluation Required check box selected on the Class Schedule form (13RRPT). If desired, this evaluation form can be printed without including any employee information to allow anonymous evaluations.

Each evaluation form is printed on a separate page and canceled classes are not included. Reported information includes:

- Employee Name
- Employee Number
- Course
- Course Description
- Training Location
- Class
- Class Dates/Times
- Time Scheduled
- Coordinator Name
- Coordinator Phone

See also:

- Collecting class evaluations ***(on page 215)***

To learn about generating evaluation forms for students to complete.

Class Evaluation (24RRPT)

```
CORPORATION  99   ACME MANUFACTURING              Class Evaluation                REPT                                      PAGE     10
DIVISION     9999 PRODUCTION CTL 1-2                                              24RR                  TIME 19:37:05 DATE 12-17-2002
                                                  From: 01-Jan-2002  To:
Employee Name:
Employee Number:
Course:             111111
Description:        Human Resource Mgmt
Training Location:  Chicago
Class:              1
Class Dates:        01-Jan-2003 / 03-Jan-2003
Day(s):             MTW
Start:              09:00
End:                17:00
Location:           Chicago Training Ctr
Room:               B
Trainer:            JONES, JERRY
Coordinator:        AUSTIN, STEVEN
Phone:              4541865                        Ext: 1121
Fax Number:
Training Area:      Corporate Services
Please circle appropriate rating:
  Instructor:               1-Excellent         2-Very Good           3-Fair                 4-Poor
  Subject Matter:           1-Excellent         2-Very Good           3-Fair                 4-Poor
  Class Facilities:         1-Excellent         2-Very Good           3-Fair                 4-Poor
  Refreshment Service:      1-Excellent         2-Very Good           3-Fair                 4-Poor
  Audio-Visual Present:     1-Excellent         2-Very Good           3-Fair                 4-Poor
  Class Materials:          1-Excellent         2-Very Good           3-Fair                 4-Poor
  Presentation Quality:     1-Excellent         2-Very Good           3-Fair                 4-Poor
  Class Effectiveness:      1-Excellent         2-Very Good           3-Fair                 4-Poor
  Met Objectives?:          1-Yes, All          2-None met            3-Most met             4-Very few
  Registration Process:     1-Excellent         2-Very Good           3-Fair                 4-Poor
Comments:
Please return this form to the Coordinator within two working days of your course completion.
```

Class Listing (32RRPT)

The Class Listing report (32RRPT) prints a listing of all employees registered for a training class. Each class is reported separately. The total number of participants for each class is reported. Reported information includes:

- Training Location
- Course
- Course Description
- Trainer Information
- Class/Class Dates
- Employee Name
- Employee Number
- Job Title
- Controls 3-6
- Work Phone/Extension

See also:

- Checking employee registrations on a report ***(on page 170)***

To learn about producing a list of all employees registered or wait-listed for a training class.

Class Listing (32RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                    Class Listing                  REPT                                 PAGE     2
DIVISION     9999 PRODUCTION CTL 1-2                                                   32RR          TIME 17:48:07 DATE 12-17-2002
                                                        From: 01-Jan-2002  To:
Course:              FB001                              Description:  Flex Benefits
Training Location:   Chicago
Class:               1
Class Dates:         14-Jan-2003 / 15-Jan-2003
Trainer:             Cyborg Systems
Training Area:       IT Services
Employees:
Employee                                                                  Controls
 Number     Employee Name           Job Title                     3     4     5     6       Work Phone      Extension
1114        WELKER, GEORGE W        ACCOUNTANT, CLASS II          3333  4444  5555  6666    312-4541865     3222
1234        AUSTIN, STEVEN          ASSEMBLY LINE WORKER          3030  4040  5050  6060    312-4541865     1121
2012        WARD, CHESTERON         ASSISTANT STATIONARY ENGINEER 3333  4444  5050  6060    312-4441680     1929
3001        BLOOM, ALEXANDER        ACCOUNTANT, CLASS II          3333  4444  5555  6666
3011        LAUGHLIN, SANDRA T.     PURCHASING MANAGER            3388  4488  5508  6060
   NUMBER OF EMPLOYEES:        5
```

Class Reminder (25RRPT)

The Class Reminder report (25RRPT) prints a letter to employees reminding them that they are registered to attend a training class. Each reminder letter is printed on a separate page. Information included on the letter includes:

- Controls 3-6
- Employee Name
- Employee Number
- Course
- Course Description
- Training Location
- Class
- Class Dates
- Time Scheduled
- Prerequisites
- Coordinator Information
- Trainer Information

See also:

- Confirming class registrations - using a report reminder ***(on page 174)***

To learn about using report reminders to confirm class registrations.

Class Reminder (25RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                          Class Reminder               REPT                             PAGE     4
DIVISION     9999 PRODUCTION CTL 1-2                                                       25RR           TIME 18:51:25 DATE 12-17-2002
                                                              From: 01-Jan-2002  To:
Employee Name:    BLOOM, ALEXANDER
Employee Number:    3001
Control 3:  Region 3333
Control 4:  Department 4444
Control 5:  Section 5555
Control 6:  Group 6666
    Please note that your registration has been confirmed for the following class.
    The arrangements concerning this are:
Course:             FB001
Description:        Flex Benefits
Training Location:  Chicago
Class:              1
Class Dates:        14-Jan-2003 / 15-Jan-2003
Day(s):             Tues                        Wed
Start:              09:00                    08:30
End:                17:00                    16:00
Location:           Chicago Training Ctr     Chicago Training Ctr
Room:               C                        C
Trainer:            Cyborg Systems
Coordinator:        MERTZ, LYNNE C.
Phone:              4507923                  Ext:  303
Fax Number:
Training Area:      IT Services
Prerequisites:
    If you have any concerns regarding attendance or the class in general,
    please do not hesitate to contact the Coordinator.
```

Class Results (33RRPT)

The Class Results report (33RRPT) prints a summary of employee class performances. Each class is reported separately as is the total number of employees for each class. Reported information includes:

- Training Location
- Course
- Course Description
- Trainer
- Class/Class Dates
- Employee Name/Employee Number
- Mark (Major/Minor)
- Result
- Objectives Not Met
- Absence Information

See also:

- Viewing class results - on a report by class ***(on page 208)***
- Viewing class results - on a report by employee ***(on page 211)***

To learn about viewing training results by class on a report.

Class Results (33RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                           Class Results              REPT                                PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                      33RR            TIME 19:04:46 DATE 12-17-2002
                                                               From: 01-Oct-2002  To:
Course:             111111
Description:        Human Resource Mgmt
Training Location:  Chicago
Class:              1
Class Dates:        01-Oct-02/05-Oct-02
Trainer:            Chicago Staffed
Training Area:      Corporate Services
Employee                                  Mark                                                         Absence
Number     Name                       Maj    Min    Result              Objectives not Met        Days     Reason
2001       REYNOLDS, BRENDA                                           Overview of HR
                                                                      HR Legislative Issu
                                                                      Understand Policy
2002       BARNES, JOHNSON                                            Overview of HR
                                                                      HR Legislative Issu
                                                                      Understand Policy
2003       CMEYLA, JANE                                               Overview of HR
                                                                      HR Legislative Issu
                                                                      Understand Policy
1113       BARTHOLOW III, JONATHAN
1115       SWEENY, BARBARA
                                    Number of Employees:         5
```

Class Results Outstanding (45RRPT)

The Class Results Outstanding report (45RRPT) prints a listing of class participants who have no results recorded for training classes. Each training location is reported separately. Reported information includes:

- Training Location
- Class Dates
- Class
- Course
- Course Description
- Provider
- Employee Number
- Employee Name

See also:

- Viewing class results - on a report by class results outstanding ***(on page 213)***

To learn about viewing training results outstanding on a hard copy report.

Class Results Outstanding (45RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                    Class Results Outstanding     REPT                                PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                  45RR             TIME 19:12:39 DATE 12-17-2002
                                                        From: 01-Jan-2001  To:
Training Location:  Chicago
Class Dates                Cls Course      Description              Provider                 Employee Number    Employee Name
14-Jan-2001 / 15-Jan-2001  1   FB001       Flex Benefits            Cyborg Systems    2012               WARD, CHESTERON
                                                                                      3001               BLOOM, ALEXANDER
01-Jan-2001 / 03-Jan-2001  1   111111      Human Resource Mgmt      JONES, JERRY      2010               PENDARVIS, MARTIN M.
01-Oct-2001 / 05-Oct-2001  1   111111      Human Resource Mgmt      JONES, JERRY      1113               BARTHOLOW III, JONATHAN
                                                                                      1115               SWEENY, BARBARA
                                                                                      2001               REYNOLDS, BRENDA
                                                                                      2002               BARNES, JOHNSON
                                                                                      2003               CMEYLA, JANE
```

Course Directory (44RRPT)

The Course Directory report (44RRPT) provides, by course, a printout of the information set up on the Course Directory form (10RSCR). Each course is reported separately. No totals are reported. Reported information includes:

- Course
- Course Description
- Course Costs
- Student Costs
- Minimum Students
- Maximum Students
- Type
- Duration (hours)
- Course Level
- Prerequisites
- Objectives
- Skills/Competencies
- Proficiencies
- Training Area

See also:

- Checking available courses ***(on page 67)***

To learn about viewing available training courses.

Course Directory (44RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                Course Directory                REPT                             PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                                                44RR           TIME 15:34:16 DATE 12-17-2002
                                                    As of: 01-Jan-2002
Course:                111111
Description:           Human Resource Mgmt
Effective Date:        01-Jan-1999
Training Area:         Corporate Services
Course Cost:           2,000.00
Student Cost:               .00
Min Students:          5
Max Students:          10
Type:                  Lecture
Duration (Hours):      16.0
Training Units:        20
Course Level:          Introductory
Comments:              This course provides a Human Resource overview
Provider:              Chicago Staffed
  --- Prerequisites ---          ---- Objectives ----           - Skills/Competencies -        -- Proficiencies --
  1 Yr Mgmt Experience           Gain General Skills            Human Resource Manag              Expert
  Supervisory Course             Org Structures
```

Current Class Registration Status (30RRPT)

The Current Class Registration Status report (30RRPT) prints the registration status of current classes. Each training location is reported separately. Reported information includes:

- Training Location
- Course
- Course Description
- Course Type
- Class Duration (Hours)
- Class Cost
- Class Dates
- Class
- Number of Participants Registered

Class costs are the total of all course and class costs with a cost category of Equipment, Operating, and Miscellaneous.

Current Class Registration Status (30RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING             Current Class Registration Status REPT                                 PAGE     9
DIVISION     9999 PRODUCTION CTL 1-2             From: 01-Jan-1994 To:            30RR            TIME 19:44:46 DATE 12-17-1996
Training Location: Chicago
                                    Class   Duration    Class                                                 Number of Participants
Course Description           Course Type    Hours       Costs      Class Dates           Class            Min    Max    Register
111111 Human Resource Mgmt   Lecture        24.0        2,150.00   01-Jan-97/03-Jan-97   1                005    010    002
111111 Human Resource Mgmt   Lecture        16.0        1,600.00   01-Oct-94/05-Oct-94   1                002    005    005
222222 Position Management   Lecture        16.0        1,445.00   10-Sep-94/15-Sep-94   2                003    004    000
FB001  Flex Benefits         Lecture        16.0           50.00   14-Jan-97/15-Jan-97   1                004    015    005
S00001 Supervisory Training  Lecture/Lab    16.0          250.00   10-Sep-94/15-Sep-94   2                003    004    002
```

Employee Training History (21RRPT)

The Employee Training History report (21RRPT) lists employee training history and training class results. Each employee's training history is printed on a separate page. Reported information includes:

- Controls 3-6
- Employee Name
- Employee Number
- Training Location
- Course
- Course Description
- Class Dates
- Trainer
- Result
- Type

See also:

- Viewing class results - on a report by employee ***(on page 211)***

To learn about viewing training results by employee on a report.

- Employee Training History (21RRPT) - Example ***(on page 265)***

For more information about this report.

Employee Training History (21RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                       Employee Training History      REPT                              PAGE     5
DIVISION     9999 PRODUCTION CTL 1-2                                                      21RR           TIME 19:07:21 DATE 12-17-1996
                                                           From: 01-Oct-1994  To:
Employee Name:    BROWN, WILLIAM R
Employee Number:    2005
Control 3:  Region 3388
Control 4:  Department 4488
Control 5:  Section 5508
Control 6:  Group 6608
Training Location:  Chicago
Course      Description       Class Dates                 Trainer          Result       Type
111111  Human Resource Mgmt   01-Jan-1997 /03-Jan-1997    JONES, JERRY     Passed       Required
```

Employee Training Schedule (20RRPT)

The Employee Training Schedule report (20RRPT) lists all classes an employee is scheduled to attend. Each employee's training schedule is printed on a separate page of the report. Reported information includes:

- Controls 3-6
- Employee Name
- Employee Number
- Training Location
- Course
- Class
- Class Dates
- Training Information
- Coordinator Phone

See also:

- Checking employee registrations on a report ***(on page 170)***

To learn about viewing a report listing all the classes for which an employee is scheduled.

- Employee Training Schedule (20RRPT) - Example ***(on page 267)***

For more information about this report.

Employee Training Schedule (20RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                    Employee Training Schedule       REPT                            PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                     20RR           TIME 17:56:07 DATE 12-17-1996
                                                        From: 01-Jan-1997  To:
Employee Name:      PENDARVIS, MARTIN M.
Employee Number:  2010
Control 3:  Region 3388
Control 4:  Department 4488
Control 5:  Section 5508
Control 6:  Group 6608
Course   Description            Training Location    Class            Class Dates                    Trainer          Phone
111111   Human Resource Mgmt    Chicago              1                01-Jan-1997 / 03-Jan-1997     JONES, JERRY
```

Individual Trainer Schedule (38RRPT)

The Individual Trainer Schedule report (38RRPT) provides a schedule of a trainer's upcoming classes. Each trainer is reported separately. Totals are printed for duration in hours and number of participants. Reported information includes:

- Training Location
- Course
- Course Description
- Class Dates
- Duration (hours)
- Number of Participants

See also:

- Checking trainer schedules on paper - optional ***(on page 97)***

To learn about viewing a schedule report of a trainer's upcoming classes.

- Individual Trainer Schedule (38RRPT) - Example ***(on page 269)***

For more information about this report.

Individual Trainer Schedule (38RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                Individual Trainer Schedule       REPT                            PAGE     5
DIVISION     9999 PRODUCTION CTL 1-2                                                  38RR            TIME 16:52:29 DATE 12-17-1996
                                                    From: 01-Jan-1997  To:
Trainer:  Cyborg Systems
                                                               Training         Duration      Number of
Course  Description                 Class Dates                 Location         Class         (Hrs)            Participants
FB001   Flex Benefits               01-Apr-1997 /               New Orleans      1             16.0
FB001   Flex Benefits               14-Jan-1997 / 15-Jan-1997   Chicago          1             16.0             5
                                                                                 Totals:       32.0             5
```

Staff Training Schedule (22RRPT)

The Staff Training Schedule report (22RRPT) lists a schedule of class training by control level. This report includes the employee-level costs incurred from the training (cost categories of Participant [P] and Individual [I]). Cost totals are provided by staff location and each staff location is reported separately. Canceled classes are not included. Reported information includes:

- Staff Location
- Employee Name
- Employee Number
- Course
- Course Description
- Class
- Class Dates
- Trainer Information
- Cost

See also:

- Staff Training Schedule (22RRPT) - Example ***(on page 271)***

For more information about this report.

Staff Training Schedule (22RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                      Staff Training Schedule      REPT                             PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                                                   22RR           TIME 19:49:45 DATE 12-17-1996
                                                          From: 01-Jan-1994  To:
Staff Location:     Region 3388
Employee
  Number    Employee Name         Course Start/End Dates  Course  Course Description     Class        Trainer           Cost
3011        LAUGHLIN, SANDRA T.   14-Jan-1997 /15-Jan-1997 FB001   Flex Benefits         1            Cyborg Systems    306.00
2005        BROWN, WILLIAM R      01-Jan-1997 /03-Jan-1997 111111  Human Resource Mgmt   1            JONES, JERRY         .00
                                                                                                      Total Cost:       306.00
```

Student Program Status (26RRPT)

The Student Program Status report (26RRPT) lists, by program, all employees registered in the training program with class status information. Each program is reported separately. Reported information includes:

- Training Location
- Program
- Program Effective Date
- Employee Name
- Employee Number
- Course
- Course Description
- Start Date
- Class
- Class Status

See also:

- Checking program registrations on a report ***(on page 178)***

To learn about viewing a report of all employees registered for each training program.

- Student Program Status (26RRPT) - Example ***(on page 273)***

For more information about this report.

Student Program Status (26RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                       Student Program Status       REPT                              PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                    26RR          TIME 19:01:31 DATE 12-17-1996
Program:     Basic Mgmt Program     Program Effective Date:   01-Sep-1994
Employee
 Number      Employee Name                 Course  Course Description        Start Date      Training Location   Class   Class Status
1113         BARTHOLOW III, JONATHAN       111111  Human Resource Mgmt       01-Oct-1994     Chicago             1
                                           S00001  Supervisory Training      10-Sep-1994     Chicago             2
1115         SWEENY, BARBARA               111111  Human Resource Mgmt       01-Oct-1994     Chicago             1
                                           S00001  Supervisory Training      10-Sep-1994     Chicago             2
```

Training Courses Needed by Course (47RRPT)

The Training Courses Needed by Course report (47RRPT) provides, by course, a listing of training courses that employees have requested. Each course is reported separately. No totals are reported. Terminated employees are not reported. Information reported includes:

- Course
- Course Description
- Employee Number
- Employee Name
- Training Required by
- Reason
- Status
- Registration Status

See also:

- Checking training requests - online by course ***(on page 141)***

To learn about viewing training requests by course on a hard-copy report.

- Training Courses Needed by Course (47RRPT) - Example ***(on page 275)***

For more information about this report.

Training Courses Needed by Course (47RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                    Training Courses Needed              REPT                                   PAGE      1
DIVISION     9999 PRODUCTION CTL 1-2                           by Course                 47RR            TIME 17:41:37 DATE 12-17-1996
                                                        From: 01-Jan-1997  To:
Course:       222222
Description:  Position Management
Employee                                          Training                                                       Registration
Number       Employee Name                        Required by     Reason                      Status             Status
1432         ISLEY, JEANETTE J.                   31-Dec-1997     Acquire competency
```

Training Courses Needed by Employee (48RRPT)

The Training Courses Needed by Employee report (48RRPT) provides, by employee, a listing of requests for training for that employee. Information reported includes all data entered on the Training Required form. Each employee is reported separately. No totals are reported. Terminated employees are not reported.

- Course
- Course Description
- Employee Number
- Employee Name
- Training Required By
- Reason
- Status
- Registration Status

See also:

- Checking training requests - on a report by employee ***(on page 146)***

To learn about viewing training requests by employee on a report.

- Training Courses Needed by Employee (48RRPT) - Example ***(on page 277)***

For more information about this report.

Training Courses Needed by Employee (48RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                 Training Courses Needed            REPT                               PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                       by Employee                  48RR          TIME 17:44:51 DATE 12-17-1996
                                                     From: 01-Jan-1997  To:
Employee Number:    1432
Employee Name:    ISLEY, JEANETTE J.
                                    Training                                                                 Registration
Course   Description                Required by      Reason                      Status                      Status
222222   Position Management        31-Dec-1997      Acquire competency
```

Training Expenditure Charge-Back (27RRPT)

The Training Expenditure Charge-Back report (27RRPT) lists class training costs that can be charged back to the employee. You can specify what cost types are to be included. Payroll levels and splits are also listed. If desired, you can print Human Resource organization levels.

A total cost to charge back can be printed for each employee. Reported information includes:

- Controls 3-6 (Payroll or HR)
- Location %
- Training Location
- Course Description
- Class/Class Dates
- Participants
- Expenditures/Costs
- Registration Status

See also:

- Viewing training class costs to charge back to employees ***(on page 235)***

To learn about viewing training costs to charge back to employees.

- Training Expenditure Charge-Back (27RRPT) - Example ***(on page 279)***

For more information about this report.

Training Expenditure Charge-Back (27RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              Training Expenditure Charge-Back    REPT                              PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                  27RR            TIME 19:23:18 DATE 12-17-1996
                                                  From: 01-Jan-1994  To:
Course:             111111
Description:        Human Resource Mgmt
Class Dates:        01-Jan-1997 / 03-Jan-1997
Training Location:  Chicago
Class:              1
Employee                                --- Control Levels ---
Number       Employee Name              Three Four  Five  Six      Loc %    Expenditures        Cost
2005         BROWN, WILLIAM R           3388  4488  5508  6608     .00      Lodging             150.00
                                                                            Airfare             185.00
                                                                            Employee Total:     335.00
2010         PENDARVIS, MARTIN M.       3388  4488  5508  6608     .00      Airfare             560.00
                                                                            Employee Total:     560.00
                                                                            Class Total:        895.00
```

Training Expenditure Disbursement (28RRPT)

The Training Expenditure Disbursement report (28RRPT) summarizes class costs by provider. The class costs reported here are defined as those with a category of Equipment, Operating, Miscellaneous, or Per Head multiplied by the number of class participants. Each provider is reported separately and the total costs for each provider is printed. Reported information includes:

- Training Location
- Course
- Course Description
- Class
- Class Dates
- Employee Number
- Employee Name
- Class Cost
- Cost Center

See also:

- Viewing class costs by provider ***(on page 234)***

To learn about viewing training costs by provider.

- Training Expenditure Disbursement (28RRPT) - Example ***(on page 281)***

For more information about this report.

Training Expenditure Disbursement (28RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              Training Expenditure Disbursement    REPT                              PAGE     9
DIVISION     9999 PRODUCTION CTL 1-2              From: 01-Oct-1994 To                 28RR          TIME 19:16:33 DATE 12-17-1996
Training Location: Chicago
                                                                            Cost    Registered   Employees
    Course  Description          Class Dates             Class Cost   CLS   Center  Number       Name
    111111  Human Resource Mgmt  01-Jan-97/03-Jan-97      2,150.00     1            2005         BROWN, WILLIAM R
                                                                                    2010         PENDARVIS, MARTIN M.
Total Disbursement for Provider Chicago Staffed           2,150.00
    111111  Human Resource Mgmt  01-Oct-94/05-Oct-94      1,600.00     1            2001         REYNOLDS, BRENDA
                                                                                    2002         BARNES, JOHNSON
                                                                                    2003         CMEYLA, JANE
                                                                            01      1113         BARTHOLOW III, JONATHAN
                                                                            01      1115         SWEENY, BARBARA
Total Disbursement for Provider AMA                       1,600.00
    FB001   Flex Benefits        14-Jan-97/15-Jan-97         50.00     1    01      1114         WELKER, GEORGE W
                                                                            01      1234         AUSTIN, STEVEN
                                                                                    2012         WARD, CHESTERON
                                                                                    3001         BLOOM, ALEXANDER
                                                                                    3011         LAUGHLIN, SANDRA T.
Total Disbursement for Provider Cyborg Systems               50.00
```

Training Location Activity (34RRPT)

The Training Location Activity report (34RRPT) prints a listing of scheduled classes by training location. Totals are provided for each training location. Reported information includes:

- Training Location
- Course
- Course Description
- Class
- Class Dates
- Trainer
- Duration (hours)
- Number of Participants
- Training Hours

See also:

- Training Location Activity (34RRPT) - Example ***(on page 283)***

For more information about this report.

Training Location Activity (34RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING                 Training Location Activity        REPT                                  PAGE     9
DIVISION     9999 PRODUCTION CTL 1-2                 From: 01-Jan-1994 To             34RR           TIME 19:53:51 DATE 12-17-1996
Training Location: Chicago
                                                                                       Duration                    Training
    Class Dates         Course  Class  Course Description         Trainer              Hours     Participants      Hours
01-Jan-97/03-Jan-97     111111  1    Human Resource Mgmt          JONES, JERRY         24.0      002               48.0
01-Oct-94/05-Oct-94     111111  1    Human Resource Mgmt          JONES, JERRY         16.0      005               80.0
10-Sep-94/15-Sep-94     222222  2    Position Management          JONES, JERRY         16.0      000                 .0
14-Jan-97/15-Jan-97     FB001   1    Flex Benefits                Cyborg Systems       16.0      005               80.0
10-Sep-94/15-Sep-94     S00001  2    Supervisory Training                              16.0      002               32.0
                                                        Total Duration Hours:      88.0   Total Training Hours:240.0
```

Training Schedule (29RRPT)

The Training Schedule report (29RRPT) prints a schedule of classes that have been scheduled for a training location. Each training location is reported separately. Reported information includes:

- Training Location
- Course
- Course Description
- Class Duration (Hours)
- Participant Cost
- Class Dates
- Class
- Comments

Participant Cost is the total of course and class costs with a cost category of Participant, Individual, and Per Head.

See also:

- Checking what classes have been set up - using a report - optional

To learn about checking the training schedule on a report.

- Training Schedule (29RRPT) - Example ***(on page 285)***

For more information about this report.

Training Schedule (29RRPT) - Example

```
CORPORATION  99   ACME MANUFACTURING              Training Schedule         REPT                                  PAGE     7
DIVISION     9999 PRODUCTION CTL 1-2              From: 01-Jan-1997 To:      29RR                    TIME 17:36:21 DATE 12-17-1996
Training Location: Chicago
                                             Class          Participant  Class
Course   Description          Course Type   Duration Hrs   Cost         Dates                Class   Comments
111111   Human Resource Mgmt   Lecture       24.0              .00       01-Jan-97/03-Jan-97   1      This class is an HR overview.
FB001    Flex Benefits         Lecture       16.0           306.00       14-Jan-97/15-Jan-97   1      Provides foundation for impl
                                                                                                      ementing Flex Benefits.
```

APPENDIX B

Practice and Review Answers

In This Appendix

Introduction

This appendix provides answers for the Apply the Concept practices, as well as the Extended Practice and Review of Questions Answered that are included at the end of each instructional chapter.

Implementing Training Administration

Apply the Concept

1. Describe the two primary differences between the Control Numbers as used in Training Administration and those used on other system tables.

   a) Entry on the Organization-To-Rules Cross-Reference For HR form (AX-SCR) is only two alphanumeric characters versus four.

   b) Rather than displaying the Control Number as a text box in the body of each table form, the Training Administration forms automatically generate the Control Number (from the Organization-To-Rules Cross-Reference For HR form (AX-SCR)) and display it in the form heading.

2. How many different types of Training Administration option lists are there? Give a few examples of each type.

   There are four types of Training Administration option lists:

   a) Course/Class option lists

   Examples: Level Required (TR01), Course Objectives (TR03), Course Results(TR09), Training Location (TR13), Course Subjects (TR30)

   b) Provider/Coordinator option lists

   Examples: Provider Index (TR38), Provider Type (TR07), Coordinator Index (TR27)

   c) Evaluation option lists

   Examples: Evaluation Category (TR39), Evaluation 1(TR17), Evaluation 2 (TR18)

   d) Additional option lists

   Examples: Registration Status (TR16), Training Required Reason (TR28), Registration Options (TR34)

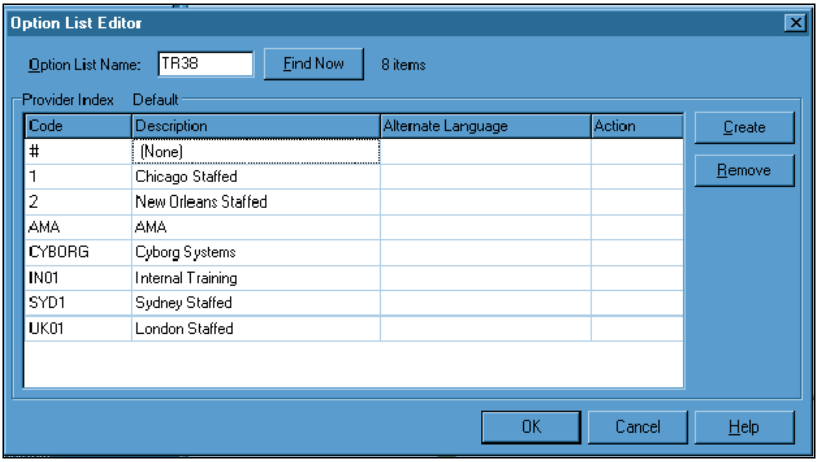
3. If your organization has five separate organizations but the training function is administered centrally using all the same tables and so forth, what value(s) would be entered on each organization's Organization-to-Rules Cross-Reference For HR form (AX-SCR) in the Training Admin text box?

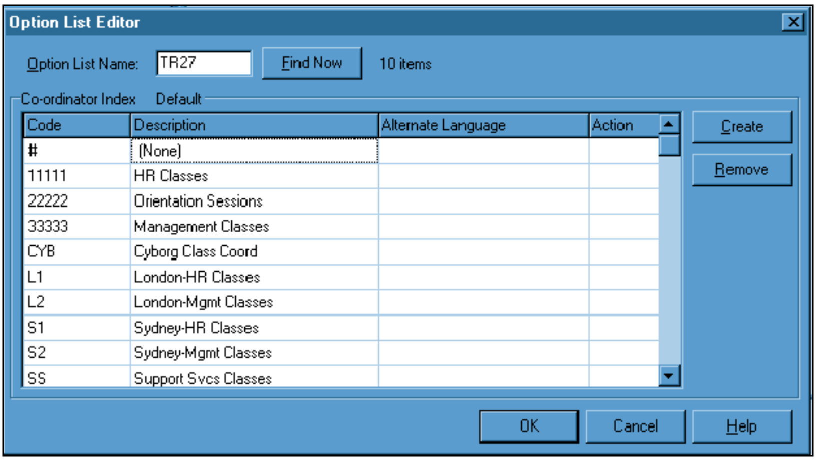
   Just one Control Number would be used, with each organization pointing to that same value.

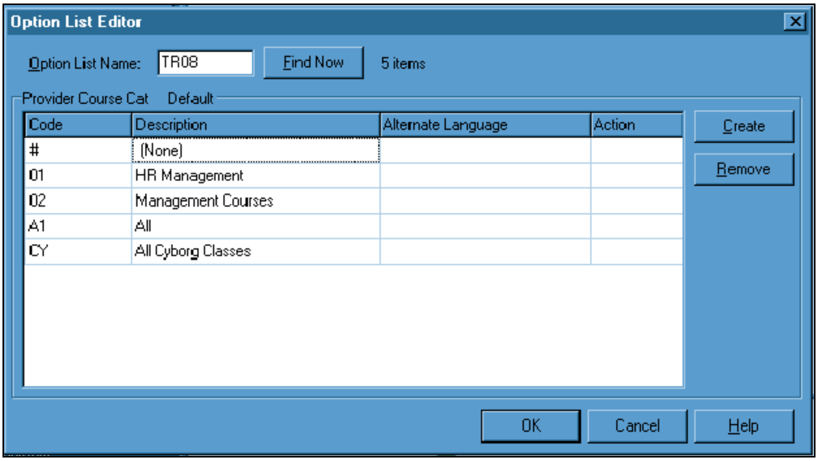
Extended Practice

Add the following codes to the option lists below using the Option List Editor (CSUPDT):

Option List	Code	Description
Provider Index (TR38)	CYBORG	Cyborg Systems
Coordinator Index (TR27)	CYB	Cyborg Class Coord
Provider Course Category (TR08)	CY	All Cyborg Classes







Review of Questions Answered

1. How are Control Numbers set up in Training Administration?

   The two-character Training Administration Control Number is defined on the Organization-To-Rules Cross-Reference for HR form (AX-SCR). Type the two-character Training Administration Control Number in the Training Admin text box. Rather than displaying the Control Number as a text box in the body of each table form, the Training Administration forms automatically display it the form heading.

2. How are Training Administration option lists set up?

   Using the Option List Editor (CSUPDT), production option lists can be modified to meet your company's requirements. Review the 38 sample option lists that are delivered with Training Administration and, except for a few option lists that should not be modified (as indicated in this chapter), modify the others to reflect the values unique to your organization.

Setting Up and Maintaining Training Courses

Apply the Concept

1. Define the term *course.*

   A course is a separate unit of instruction in a subject. For example, 'Using The Solution Series: Administrative Solutions' is a course. This may be applied to a training course provided internally or externally.

2. Define the term class.

   A class is an occurrence of a course that is specific to a location and a date. For example, 'Using The Solution Series: Administrative Solutions' on Thursday, December 21, in Chicago is a class of the course 'Using The Solution Series: Administrative Solutions'.

3. Define the term *program.*

   A program is a series of classes. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

4. What three types of costs can be recorded in Training Administration?

   Costs are recorded at three different levels within Training Administration: course, class, and employee. In addition to the different levels of cost, there are various categories to further define those costs. These are defined in Cost Category option list (TR14) on the Course Directory: Costs form (10RSCR). The categories of 'Equipment', 'Individual', and 'Operating' are carried through to the class level. Categories of 'Per Head' and 'Participant' indicate employee-level costs.

5. List two examples of employee-level costs.

   Categories of 'Per Head' and 'Participant' indicate employee-level costs.

6. What are the prerequisites to setting up training course details?

   Before any data are entered, you must ensure that all option lists are populated with course details, prerequisites, and objectives.

7. List two examples of skills/competencies that can be defined on the system.

   The achievement of certain skills (such as Claim Accounting, Procedure Writing, Project Presentation, Banking Regulations) can be defined in the Skills option list (MP01).

8. Consider the way course information is currently managed/tracked in your organization and determine whether it will be useful for you to use all or some of the optional panels included on the Course Directory form (10RSCR). Which ones will be most beneficial to you?

Your answer will be specific to your organization.

9. When setting up a new training course coordinator who is an employee (versus an external coordinator), what if anything do you do differently, when entering data on the Coordinator Index form (14RSCR)?

   By entering the employee's organization and Employee Number where indicated, the employee coordinator's name (as well as phone number and extension, assuming these text boxes were entered on the system) will be filled in automatically after clicking Save. If the coordinator is external, you must enter this information if you wish to view it online.

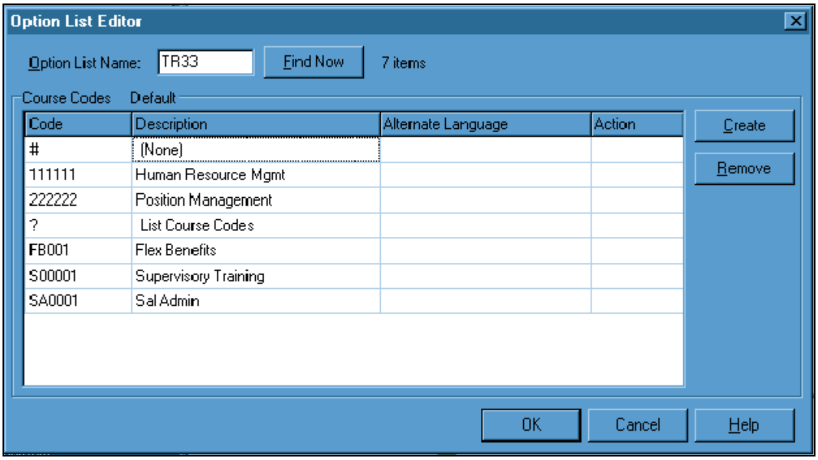
10. Consider how your organization might use the Provider Index and Coordinator Index and describe how you might customize these option lists to meet your needs.

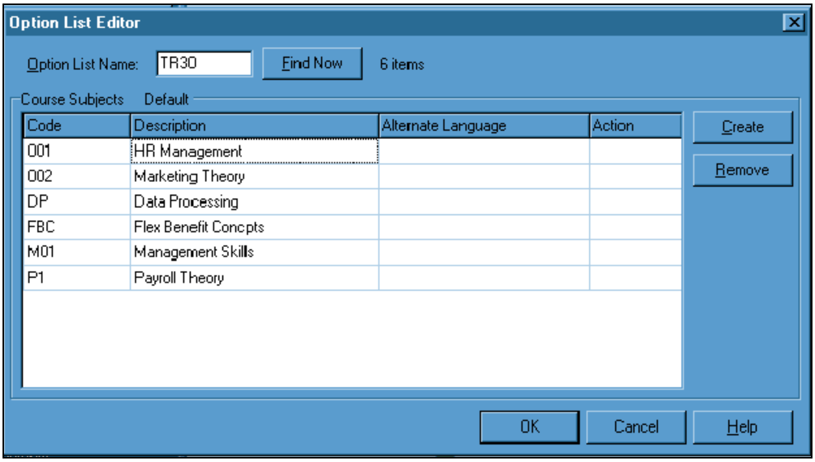
    Your answer will be specific to your organization.

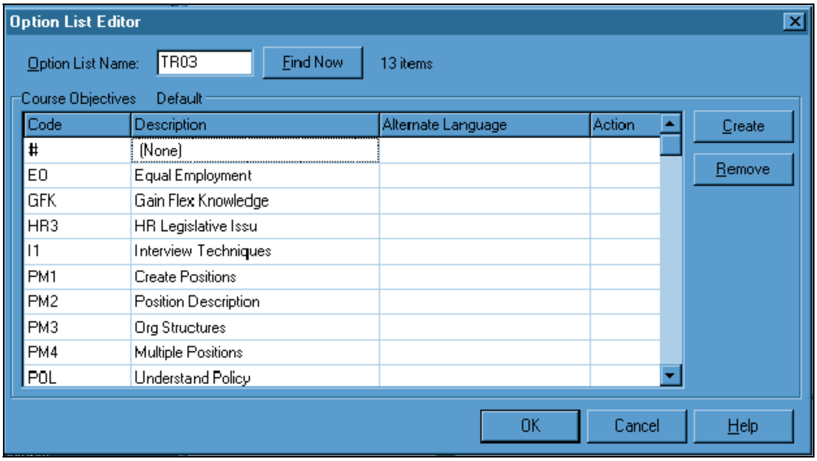
Extended Practice

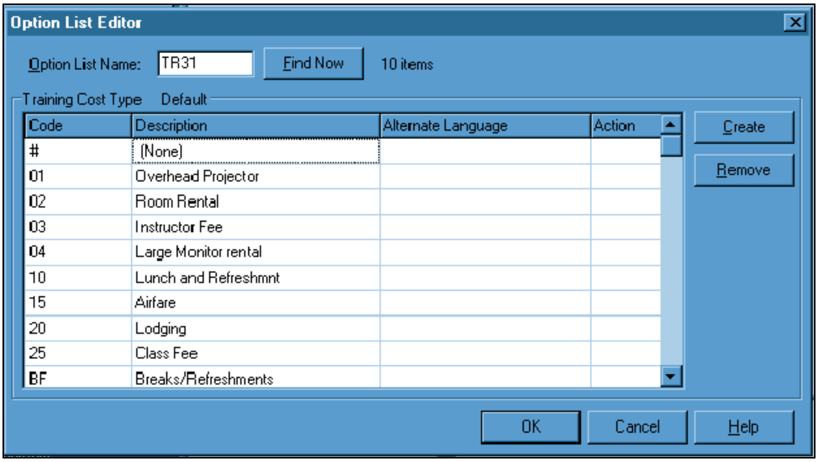
1. Add these additional Options to the option lists listed using the Option List Editor (CSUPDT):

Option List	**Code**	**Description**
Course Options (TR33)	FB001	Flex Benefits
Course Subjects (TR30)	FBC	Flex Benefit Concpts
Course Objectives (TR03)	GFK	Gain Flex Knowledge
Training Cost Type (TR31)	BF	Breaks/Refreshments


Option List Editor
Option List Name:
TR33
Find Now
7 items
Course Codes
Default
Code
Description
Alternate Language
Action
#
(None)
111111
Human Resource Mgmt
222222
Position Management
?
List Course Codes
FB001
Flex Benefits
S00001
Supervisory Training
SA0001
Sal Admin
Create
Remove
OK
Cancel
Help


Option List Editor
Option List Name:
TR30
Find Now
6 items
Course Subjects
Default
Code
Description
Alternate Language
Action
001
HR Management
002
Marketing Theory
DP
Data Processing
FBC
Flex Benefit Concpts
M01
Management Skills
P1
Payroll Theory
Create
Remove
OK
Cancel
Help

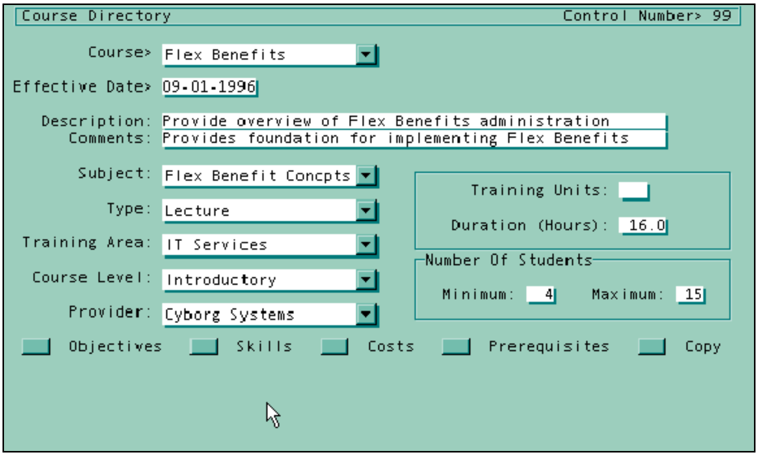




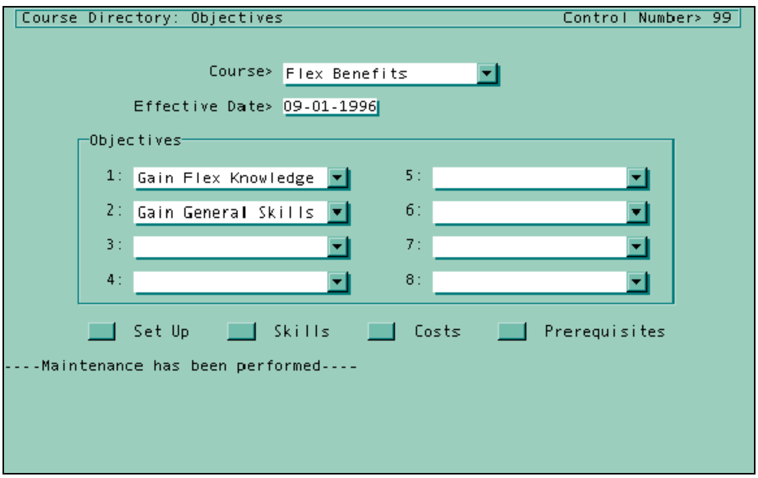
2. Set up a new course with these characteristics:

Text box	Entry
Course	Flex Benefits
Effective Date	September 1, 1996
Description	Provides an overview of Flex Benefits administration.
Comments	Provides a foundation for implementing Flex Benefits.
Subject	Flex Benefits Concpts

Text box	Entry
Type	Lecture
Training Area	IT Services
Course Level	Introductory
Provider	Cyborg Systems
Training Units	Leave Blank
Duration	16.0 Hours
Number of Students	Between 4 and 15

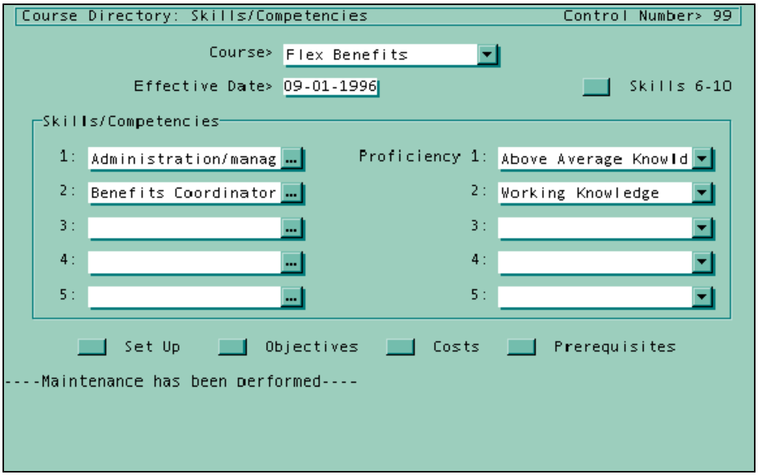


3. Select two appropriate course objectives for this course from the option lists.



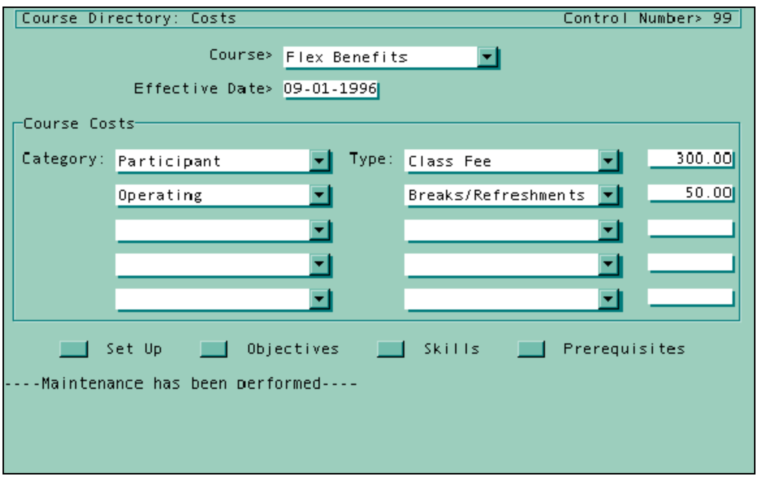
4. Select these skills and proficiency levels for Flex Benefits:

Skills/Competencies	Proficiency
Administration/manag	Above Average Knowld
Benefits Coordinator	Working Knowledge

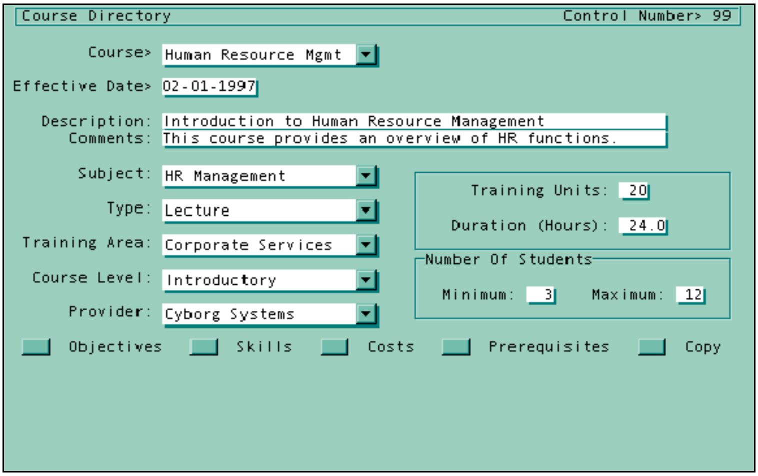


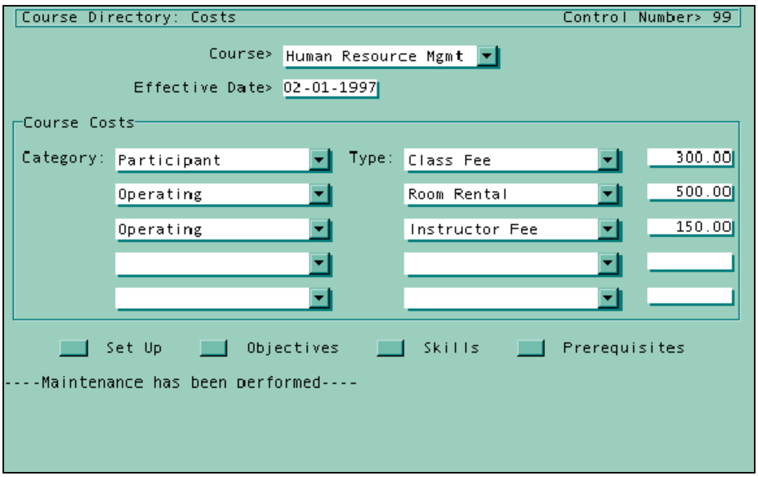
5. Set up these course-related costs for Flex Benefits:

Category	Type	Amount
Participant	Class Fee	300.00
Operating	Breaks/Refreshments	50.00



6. Return to the Set Up panel and select the course 'Human Resource Management' dated '01-01-1994'. Copy this same course with a new effective date of February 1, 1997. When the Set Up form is returned, modify the Provider list box to an entry of 'Cyborg Systems' and change the maximum number of students to '12'. Update the Instructor Fee cost to 1500.00 on the appropriate panel.

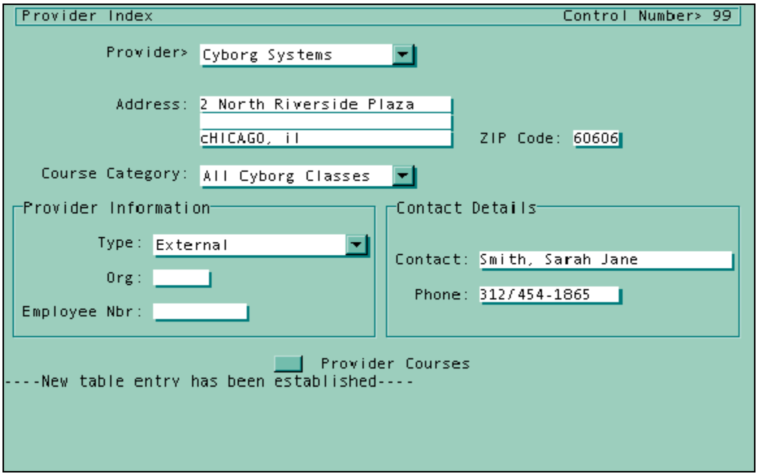


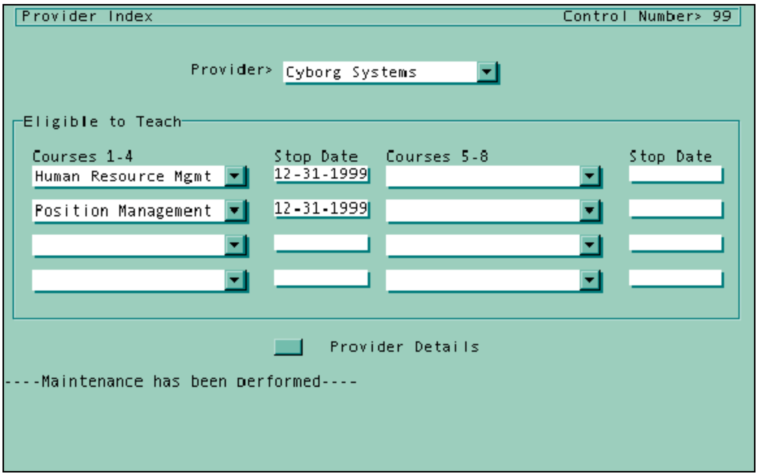


7. Set up a Course Development Costs form (11RSCR) for the Flex Benefits course, indicating a fee of 7500 for developing the course manual.

8. Set up a Flex Benefits course provider with these characteristics:

Text box	Entry
Provider	Cyborg Systems
Address, ZIP code	2 North Riverside Plaza, Chicago, IL 60606
Course Category	All Cyborg Classes
Type	External
Org	Leave Blank
Employee Nbr	Leave Blank
Contact	Smith, Sarah Jane
Phone	312/454-1865
Courses 1-4	HR Mgmt and Position Management courses
Stop Date	December 31, 1999 for both

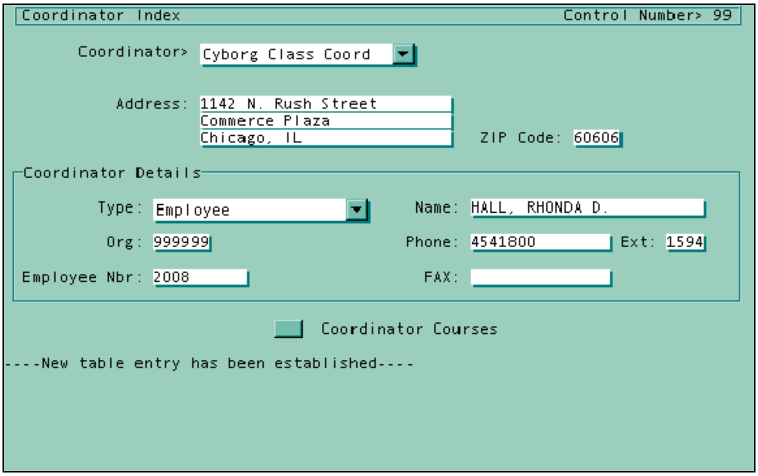


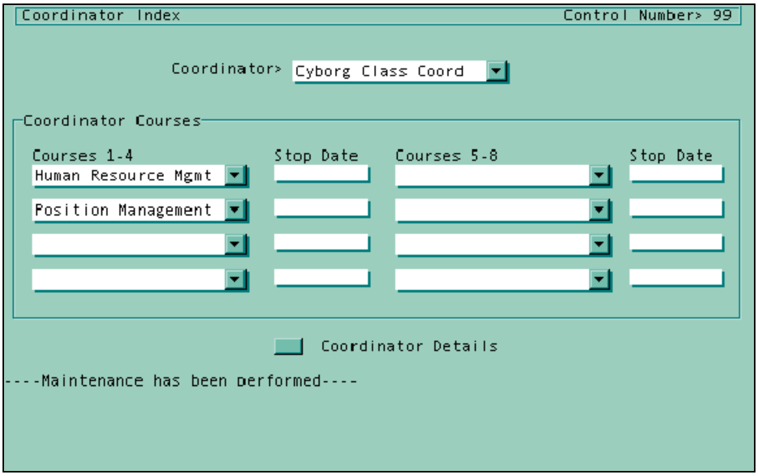


9. Set up a Flex Benefits course coordinator with these characteristics:

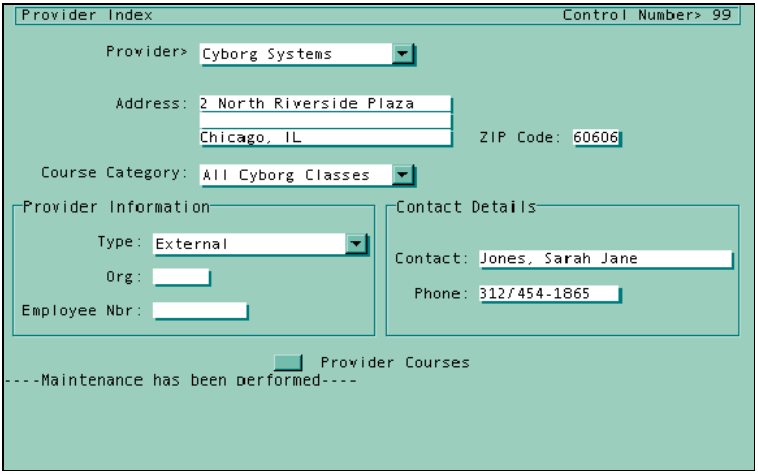
Text box	Entry
Coordinator	Cyborg Class Coord
Address	1142 N. Rush Street, Commerce Plaza, Chicago, IL 60606
Type	Employee
Name	Leave blank (self-populating)

Text box	Entry
Org	999999
Phone	Leave blank (self-populating)
Employee Nbr	2008
FAX	Leave blank
Courses 1-4	HR Mgmt and Position Management courses
Stop Date	Leave blank

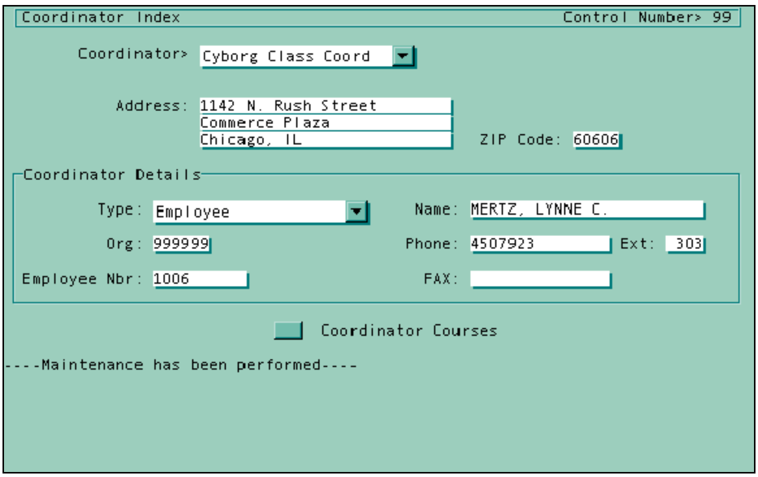




10. The contact listed for provider 'Cyborg Systems' just got married. Change the contact details to reflect a name change to 'Jones' and a new phone number of '312/252-6888'.



11. The Cyborg Class Coordinator just terminated her employment. The new Cyborg Class Coordinator is Employee '1006'. Make this change on the appropriate form.



Review of Questions Answered

1. What is a course?

   A course is a separate unit of instruction in a subject. For example, 'Introduction to Using The Solution Series: Administrative Solutions' is a course. This may be applied to a training course provided internally or externally.

2. What are training objectives and how are they used?

   The provider identifies an objective for each course. It may be a skill, a level of competency, and so forth. All courses set up on Training Administration can have training objectives associated with them. These can then be matched against an employee's training objective to find the best course for the employee to attend. The Course Objectives option list (TR33) can be modified to reflect a full range of course objectives your organization wishes to establish. These are tied to the different courses via the Objectives panel of the Course Directory form (10RSCR). Establishing course objectives is optional. However, doing so allows you to match these training objectives against an employee's personal developmental training objectives to find the best course for the employee to attend.

3. What types of costs can be recorded?

   Course-, class-, and employee-level costs can be recorded. Use the Course Directory form (10RSCR) Costs panel to enter course costs. Up to five cost categories and cost types can be entered from the drop-down lists available. The category, type, and cost amount on each line are tied together and define a cost description and amount. Defining course cost information is an optional step.

5. How are prerequisites and skills used?

   A prerequisite may be attendance at a particular course, proven mastery of certain skills and abilities, level of experience and so forth. Using the Prerequisites panel of the Course Directory form (10RSCR) to define skills and course-level requirements for a particular course is optional. If you use this panel, it is important to populate the Course Prerequisites option list (TR32) and to understand the relationship between prerequisites and skills as defined in this chapter.

6. How are coordinators and providers used?

   Details about course providers and coordinators can be defined in forms and then recorded at the class level to help organizations capture all training-related data. Queries and reports are available to provide administrative support and create management tools that determine instructors' schedules, courses taught, dates booked, and so forth, and that produce class confirmation letters containing provider and coordinator information along with all other relevant class information.

Setting Up and Maintaining Training Classes

Apply the Concept

1. Describe how the use of delivered online query forms such as the Individual Trainer Schedule inquiry form (55RSCR) and the Training Schedule inquiry form (53RSCR) can be helpful to you.

   These queries allow you to quickly view online all classes a trainer is scheduled to teach and to display an online view of upcoming training classes. You can display all upcoming classes, classes for a specific course, classes as of a specific date, classes at a specific training location, or any combination of these.

2. Describe the benefit to be realized by optionally printing hard-copy reports such as the Individual Trainer Schedule report (38RRPT) and Training Schedule report (29RRPT).

   These are the hard-copy versions of the two queries identified in question 1. The Individual Trainer Schedule report (38RRPT) provides a printed schedule of a trainer's upcoming classes. Data included are training location, course, course description, class dates, duration in hours, and number of participants. The Training Schedule report (29RRPT) lists all classes that have been scheduled for a training location. Report Scheduler parameters allow flexibility in selecting options to control what and how data are captured on the reports. Hard-copy reports are especially helpful to give to individuals who need this information but who do not have access to the system.

3. What types of specific class costs would you set for a new training course in your organization called 'Managing Diversity'? How would these costs differ from those established at the course level?

   Your answer will be specific to your organization.

4. Consider how you intend to use the Class Maintenance Facility form (18RSCR) in your organization. Who will be responsible for this task?

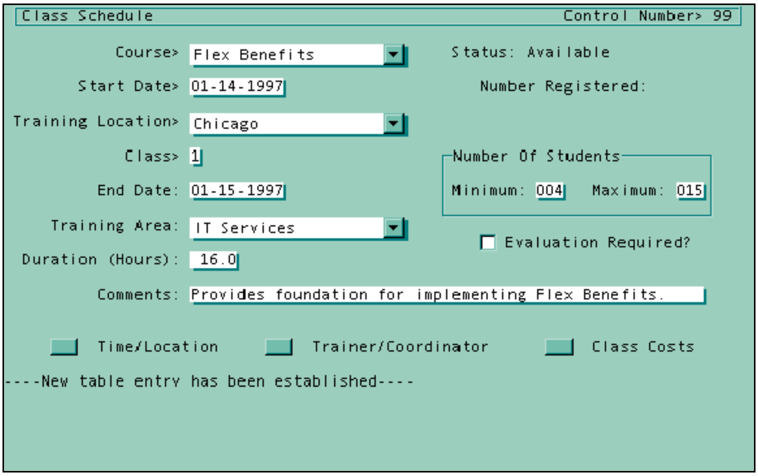
   Your answer will be specific to your organization.

Extended Practice

1. Set up a training class with the following characteristics:

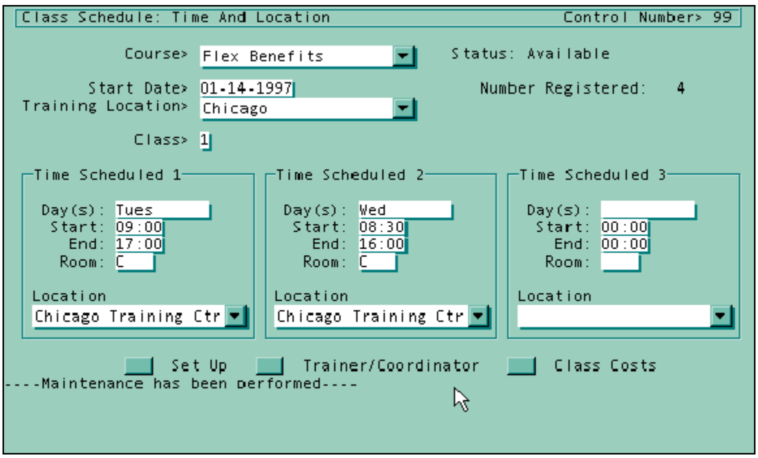
   - Course of 'Flex Benefits'
   - Start Date of '01-14-1997'
   - Training Location of 'Chicago'
   - Class '1'
   - End Date of '01-15-1997'
   - Select 'Evaluation Required'

   The remaining text boxes on this panel will populate from the Course Directory form (10RSCR).



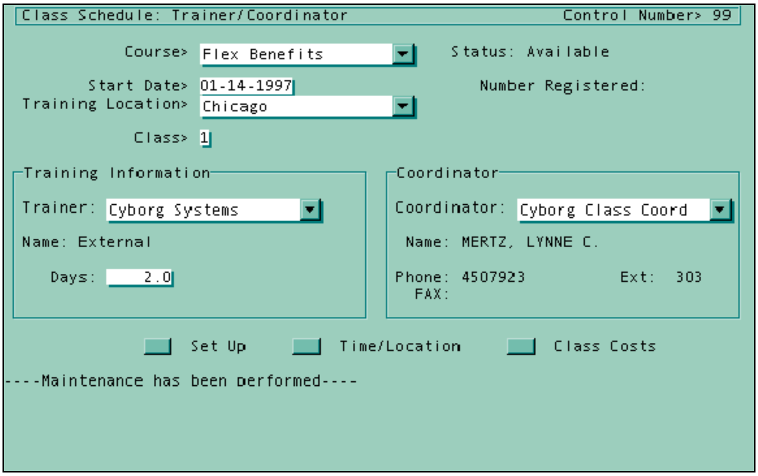
Time and Location

- Days Scheduled of Tuesday and Wednesday
- First day 9:00-5:00; Second day 8:30-4:00
- Location is Chicago Training Center, Room C

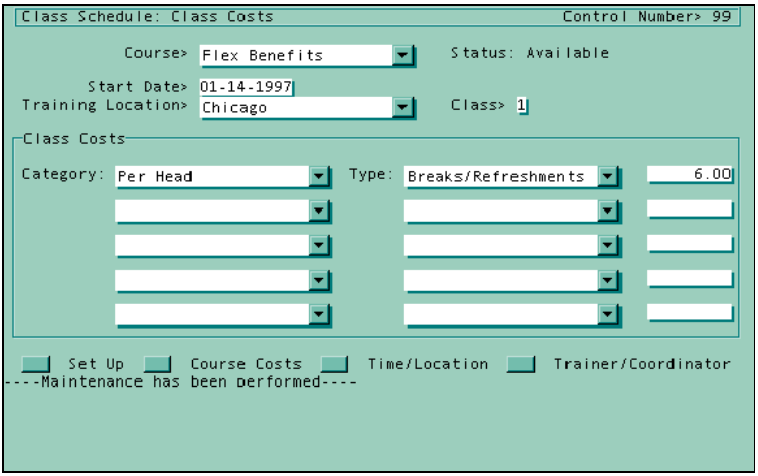


Trainer/Coordinator

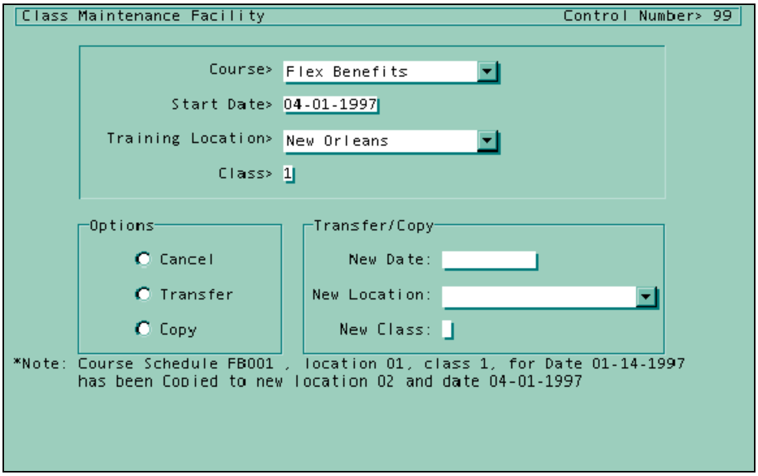
- Trainer is Cyborg Systems
- Days = 2
- Coordinator is Cyborg Class Coordinator



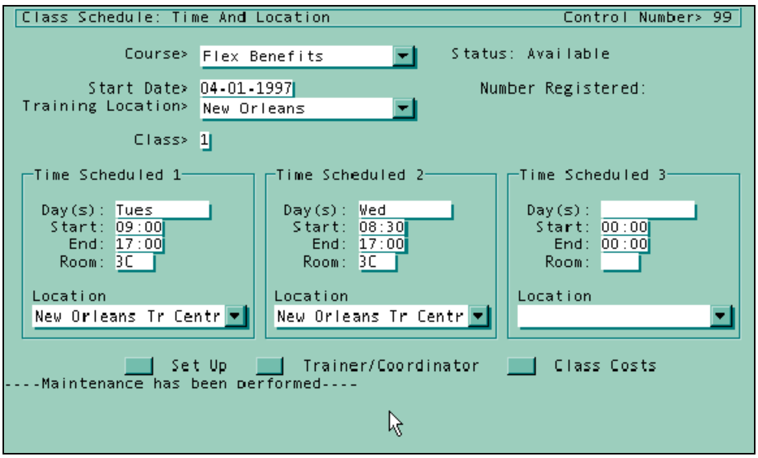
- Class Costs
- Class Cost for Breaks/Refreshments is 6.00 per head.



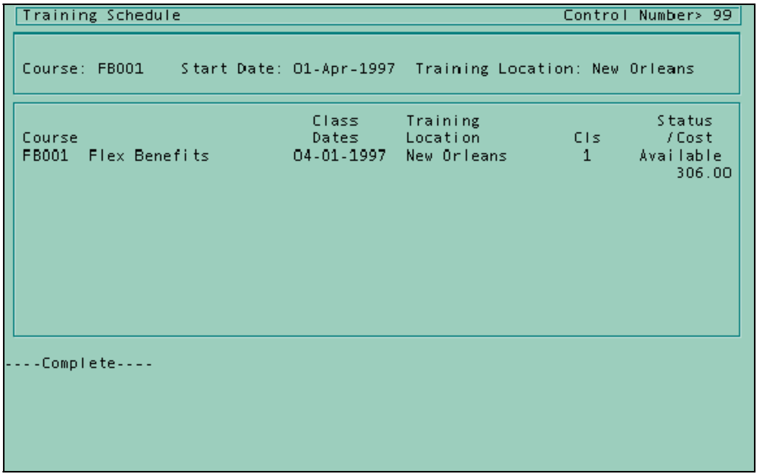
2. Copy the class you just established to another class on April 1-2, 1997, in New Orleans.



3. Change this New Orleans class in the following manner:
   - Minimum Number of Students is now 5.
   - Classes will be held in Room 3C of the New Orleans Training Center.
   - Wednesday's session is scheduled to end at 5:00 PM.



4. Use the Training Schedule form (53RSCR) to check that the two classes added in this practice session have actually been set up on the file correctly.



Review of Questions Answered

1. What is a class?

   A class is an occurrence of a course that is specific to a location and a date. For example, 'Introduction to Using The Solution Series: Administrative Solutions' on Thursday, December 21, in Chicago is a class of the course 'Introduction to Using The Solution Series: Administrative Solutions'.

2. What four text boxes define a training class?

   The four required text boxes that define a training class are Course, Start Date, Training Location, and Class.

3. What tool can be used to display all available course options and courses?

   The List Course/Class Options selection in the drop-down box of the Course Options option list (TR33) can be used to access the Course Selection Menu to see a full display of all available course options and courses. You can select a course from this menu and return to your initial form to complete your entry of class details.

4. What are the available class costing options?

   Class costs can be set up on the Class Costs panel of the Class Schedule form (13RSCR). This is an optional panel. Costs specified on this panel are different from those specified at the course level on the Course Directory form (10RSCR). While costs that are standard for all classes within a course are recorded at the course level, costs (such as instructor fees for different instructors) might vary at the class level and are recorded here. Costs can also be set up at the employee level using the Employee Training Class Costs form (34RSCR).

5. What types of maintenance can be performed on classes?

The Class Maintenance Facility form (18RSCR) can be used to transfer, copy, and cancel training class information.

Transferring a class moves the class to a new date or location. All currently registered and wait-listed employees are moved to the new class.

Copying a class copies all class information to a new date or location. Employee records are not changed.

Canceling a class cancels any employee registrations for that class and removes any employees from the wait list for that class.

Setting Up and Maintaining Training Programs

Apply the Concept

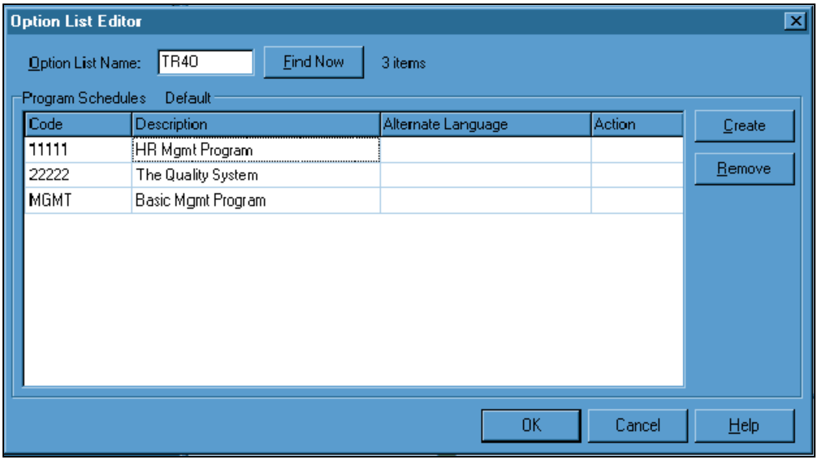
1. Consider if your company would need to set up training programs. How would this help your employees? How would it help management?

   Your answer will be specific to your organization.

Extended Practice

1. You have determined you need to set up a new training program for your employees. Using the Option List Editor (CSUPDT), add a code to the Program Schedules option list TR40:

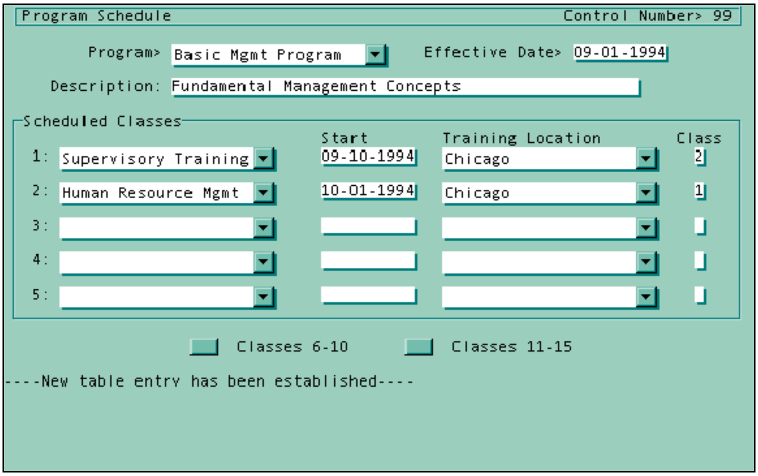
   MGMT Basic Mgmt Program



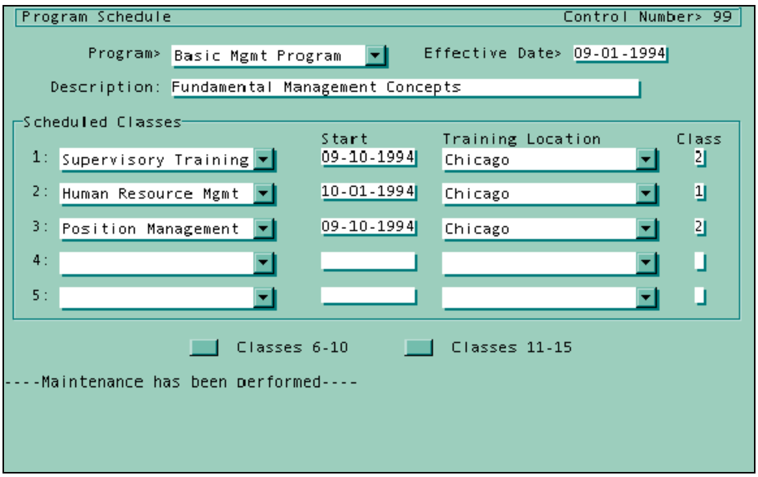
2. Using an effective date of September 1, 1994, set up a program called 'Basic Mgmt Program' to include these classes:

Supervisory Training	09/10/1994	Chicago Class 2
Human Resource Mgmt	10/01/1994	Chicago Class 1

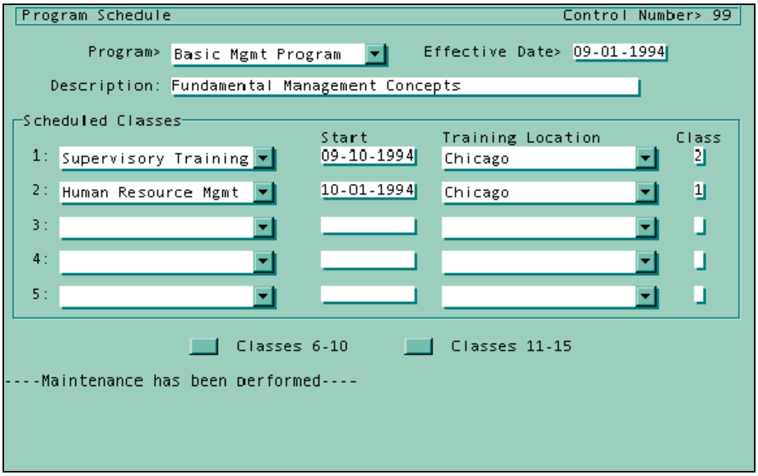
   This Basic Management program will be expanded as needed in the future.



3. Your company needs to add another class to the above program:
Position Management 09/10/1994 Chicago Class 2



4. You have just been told to delete a class from the above program. Delete the Position Management class that you added in step 2 above.



Review of Questions Answered

1. What are training programs and how are they used?

   A training program is composed of a series of up to 15 training classes that must be successfully completed by an employee or group of employees.

2. When are training programs used?

   Training programs are used when a series of classes logically fit together in some way and it has been decided that all component classes of the overall program are required by certain employees or groups of employees. An employee would have to complete each component to actually complete the training program itself.

Requesting Training for an Employee

Apply the Concept

1. Consider the way employee training is managed in your organization and determine whether it would be useful for you to use the Objective To Course Match form (56RSCR) (also known as the Training Request Facility).

   Your answer will be specific to your organization.

2. Assume one of the courses your organization offers to employees is 'Using Word for Windows'. What training objectives would you set up for this course?

   Your answer will be specific to your organization.

3. What prerequisites would you set for a training course in your organization called 'Advanced Word for Windows'? How do you plan to record and check these prerequisites using the full functionality of the system?

   Your answer will be specific to your organization.

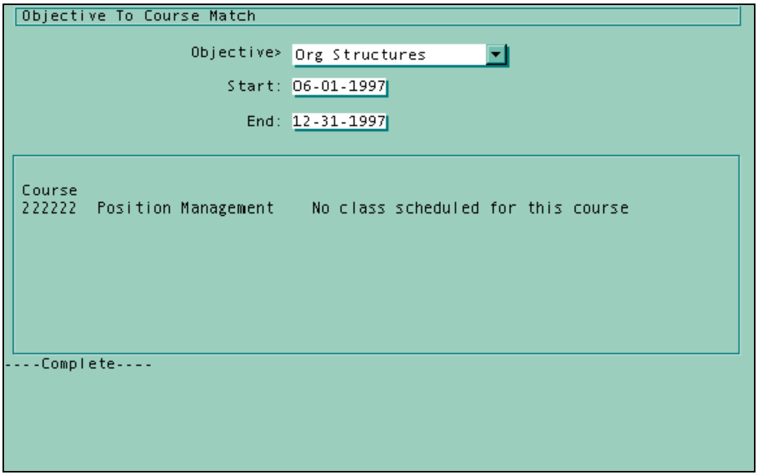
4. Consider how you intend to use the Objective To Course Match form (56RSCR) (also known as the Training Request Facility) in your organization. Who will check training requests? Which facility would be most useful for checking training requests?

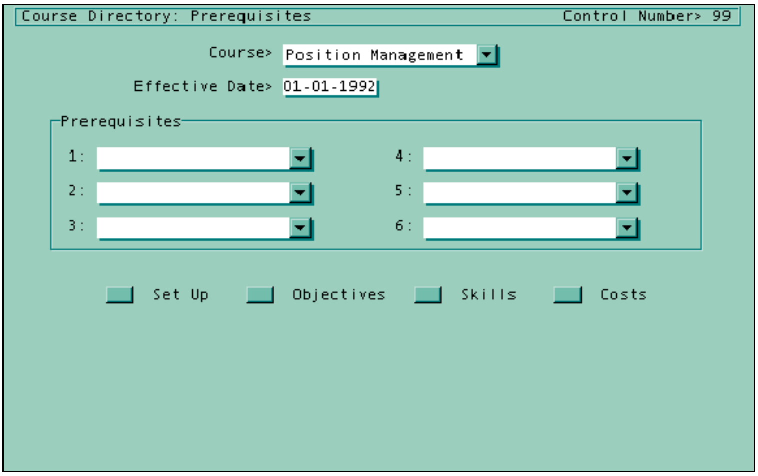
   Your answer will be specific to your organization.

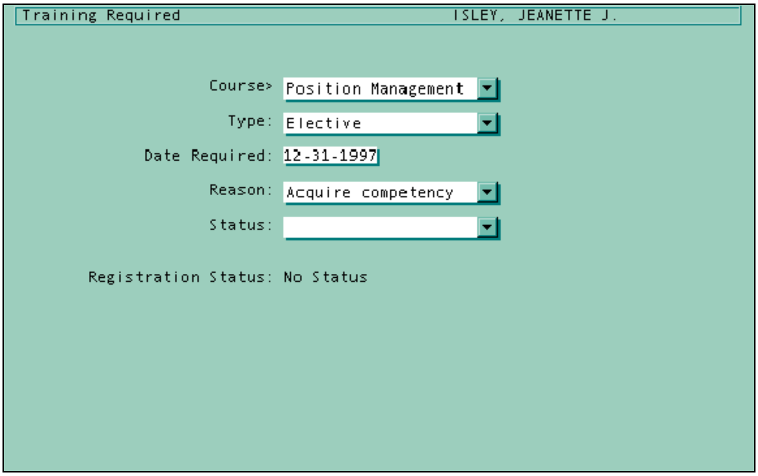
Extended Practice

1. Identify the best course for Jeanette Isley in organization 999999 based on the details below. Once you have identified the suitable training course, check that she has satisfied any prerequisites and then enter the training request.

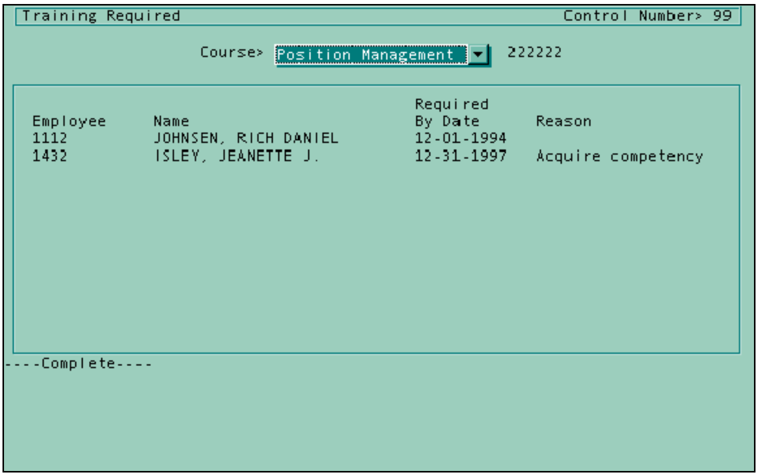
   Facts: Jeanette Isley, Employee 1432, has expressed a desire to learn more about organization structure and managing positions. She already has earned an MBA and has talked to her manager about pursuing an opportunity soon to be available in the HR area that requires knowledge of organizational planning, position tracking, and succession planning. Her manager asked you to review this request and determine what course might be appropriate for Jeanette and also determine whether a class is scheduled before December 31, 1997. Enter the training request for this elective course.


Objective To Course Match
Objective> Org Structures
Start: 06-01-1997
End: 12-31-1997
Course
222222 Position Management No class scheduled for this course
----Complete----


Course Directory: Prerequisites
Control Number> 99
Course> Position Management
Effective Date> 01-01-1992
Prerequisites
1:
2:
3:
4:
5:
6:
Set Up
Objectives
Skills
Costs



2. Verify that the training request for Jeanette appears on the Training Required inquiry form (33RSCR).



Review of Questions Answered

1. When should the Training Request Facility be used?

   This optional feature is used in organizations that do not want the people (such as line managers) who are authorized to request training for employees to actually complete/administer the registration process. Instead, a training administrator would review the requests and register the employee for the appropriate class(es). If training requests are not entered first, it means that registering an employee for a training class becomes the initial entry task.

2. How are training objectives used to identify suitable training courses?

   To enable staff to find the best course available for an employee, training objectives are matched with course objectives. The list of training objectives that have been identified for the available courses are displayed in the Objective text box on the Objective To Course Match form (56RSCR). Selecting a training objective from this option list allows the system to search for the appropriate training course that satisfies the training objective established for the employee. This is the only way to search for the suitable training course(s) without knowing the name of the training course you wish the employee to attend. IMPORTANT: You cannot use the Objective To Course Match form (56RSCR) (also known as the Training Request Facility) if you do not use training objectives to define suitable training courses. And, if you do use training objectives, it is important to clearly define them to avoid confusion and make the entire process more effective.

3. What are course prerequisites and how are they used?

   A prerequisite may be attendance at a particular course, proven mastery of certain skills and abilities, or anything else that is measurable, such as length of experience. If your organization uses the course prerequisite feature, it will be necessary to manually check to see that an employee satisfied the prerequisites once a training request or training registration is received. The organization will have to determine how best and when to check prerequisites.

4. What methods of checking training requests are available?

   Four facilities can check training requests that have been entered onto Training Administration:

Method	Type of facility	Name of facility
By training course	Online list of employees	Training Required inquiry form (33RSCR)
By training course	Hard-copy report of employees	Training Courses Needed by Course report (47RRPT)
By class	Online list of employees	Class Registration/ Cancellation form (20RSCR)
By employee	Hard-copy report of courses	Training Courses Needed by Employee report (48RRPT)

Registering an Employee for Training

Apply the Concept

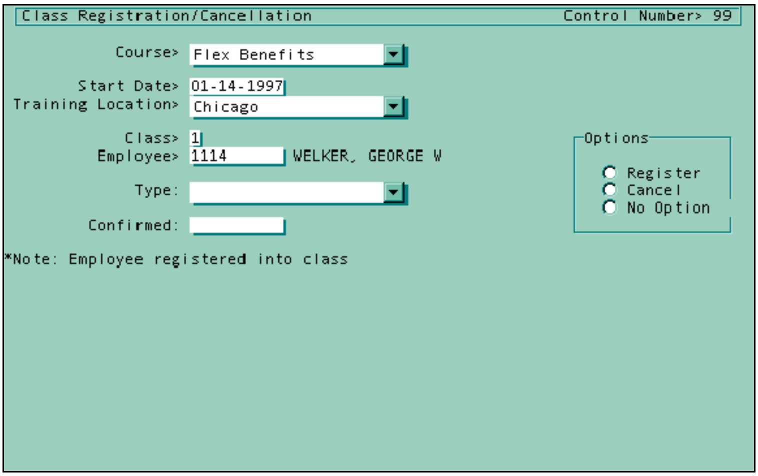
1. Consider which options for checking class registrations will be used in your organization. Who will be responsible for this task?

   Your answer will be specific to your organization.

Extended Practice

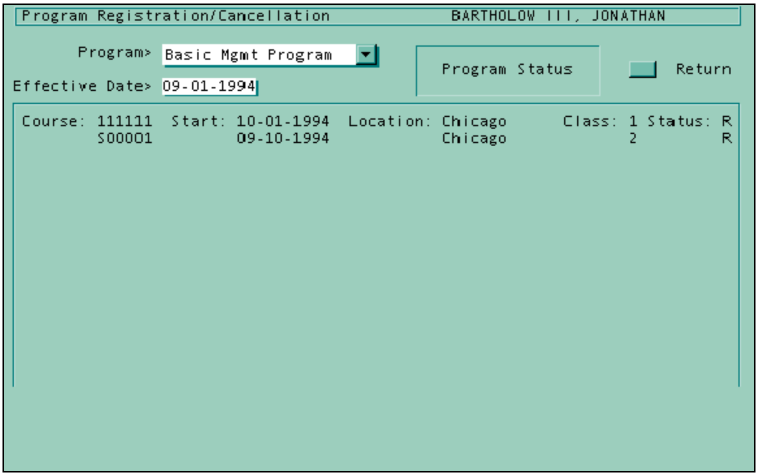
1. Register these employees for the Flex Benefits class in Chicago on January 14, 1997:
   - 1114
   - 1234
   - 2012
   - 3011

   The form will look the same for the other three employees.

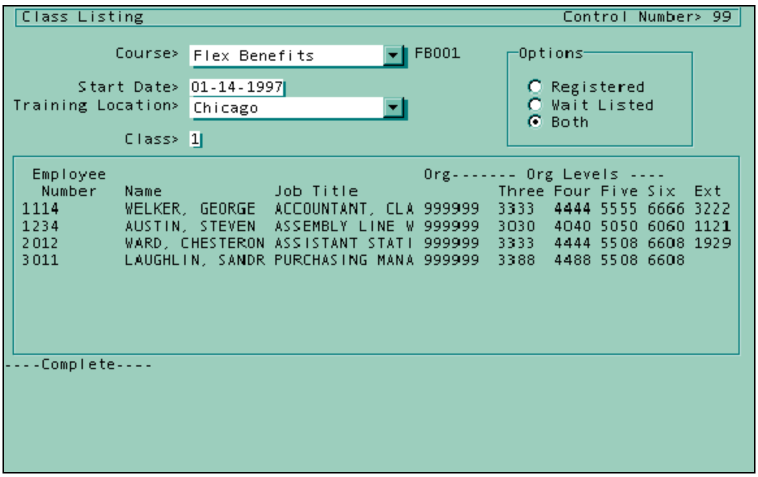


2. Register these employees for the Basic Mgmt Program in Chicago that became effective September 1, 1994 (and which you established in the Extended Practice in Chapter 6):
   - 1113
   - 1115
   - 1116

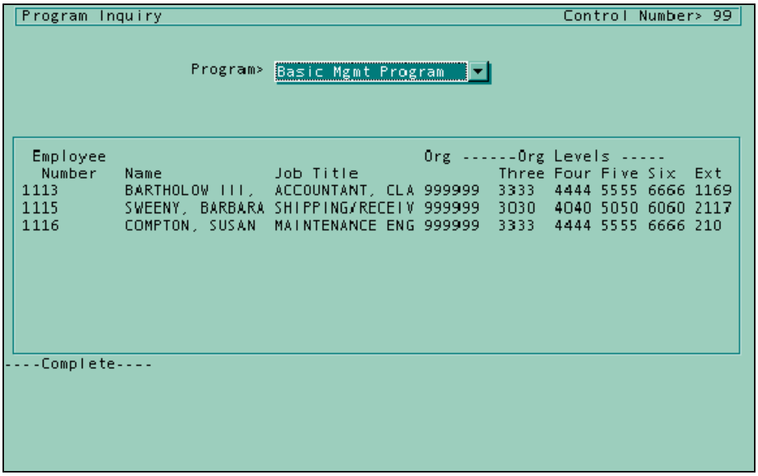
   The form will look the same for the other two employees.



3. Display a listing of all employees currently registered and/or wait-listed for the Flex Benefits class scheduled for January 14, 1997, in Chicago.



4. Display a listing of all employees currently registered for the Basic Mgmt Program described in question 2 above.

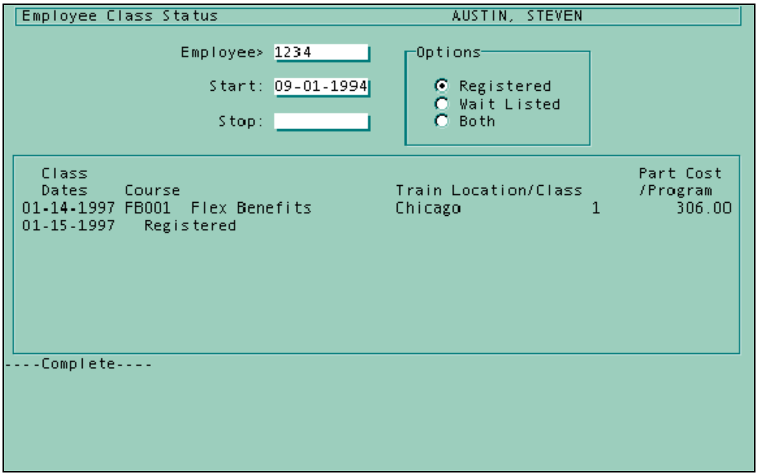

Program Inquiry   Control Number> 99

Program> Basic Mgmt Program

Employee Number	Name	Job Title	Org	Org Levels Three	Four	Five	Six	Ext
1113	BARTHOLOW III,	ACCOUNTANT, CLA	999999	3333	4444	5555	6666	1169
1115	SWEENY, BARBARA	SHIPPING/RECEIV	999999	3030	4040	5050	6060	2117
1116	COMPTON, SUSAN	MAINTENANCE ENG	999999	3333	4444	5555	6666	210

----Complete----

5. Use the Employee Class Status inquiry form (57RSCR) to display all classes for which Employees 1234 and 1113 are registered and/or wait-listed as of September 1, 1994. What happens if you leave the date text boxes blank?

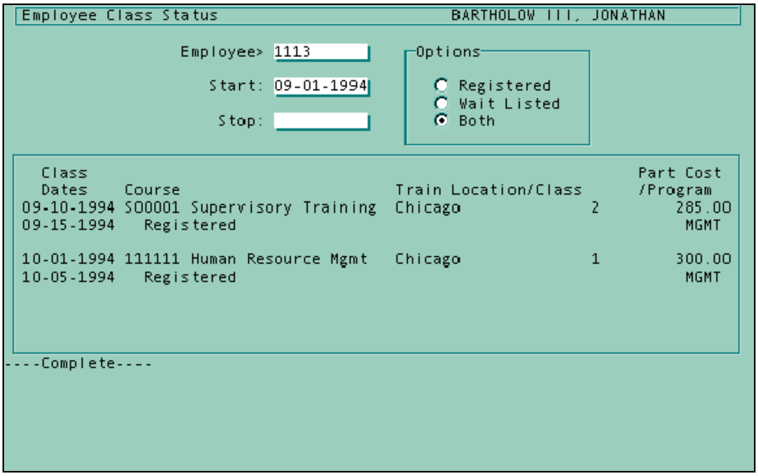

Employee Class Status   AUSTIN, STEVEN

Employee> 1234
Start: 09-01-1994
Stop:

Options
Registered
Wait Listed
Both

Class Dates	Course		Train Location/Class		Part Cost /Program
01-14-1997	FB001	Flex Benefits	Chicago	1	306.00
01-15-1997		Registered			

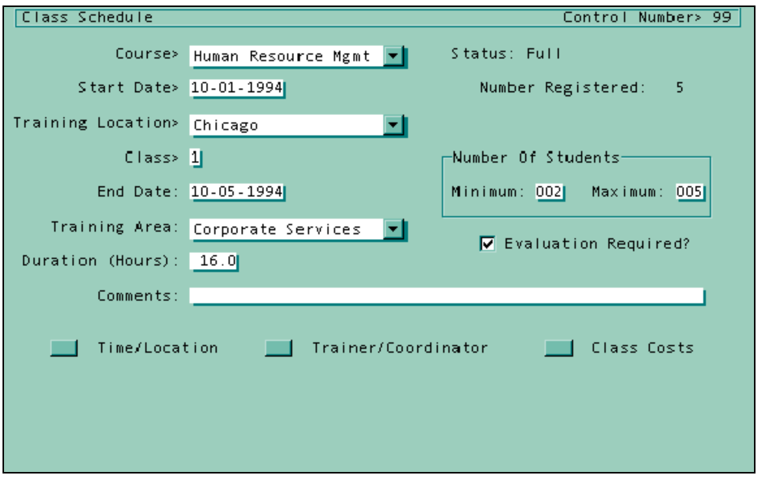
----Complete----



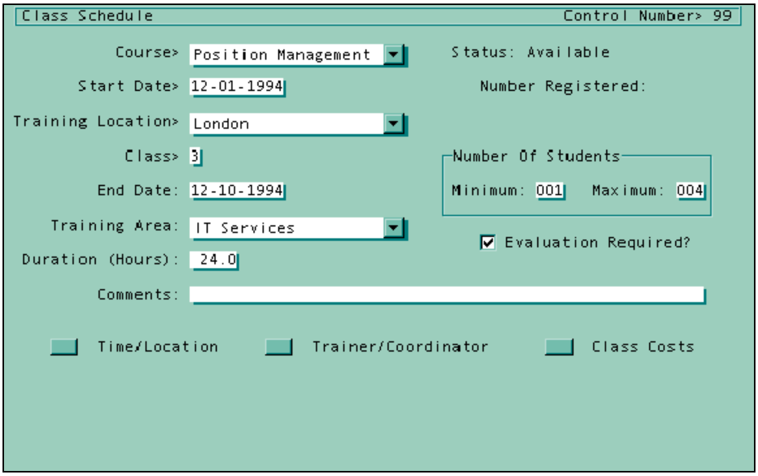
If the start date text box is left blank, the current date is used. All classes on dates equal to or later than that date are displayed. If the stop date is left blank, all future-dated classes are displayed.

6. Look at the Class Schedule form (13RSCR) for these classes and determine whether the class is full or if space is available, and also note how many students are currently registered:

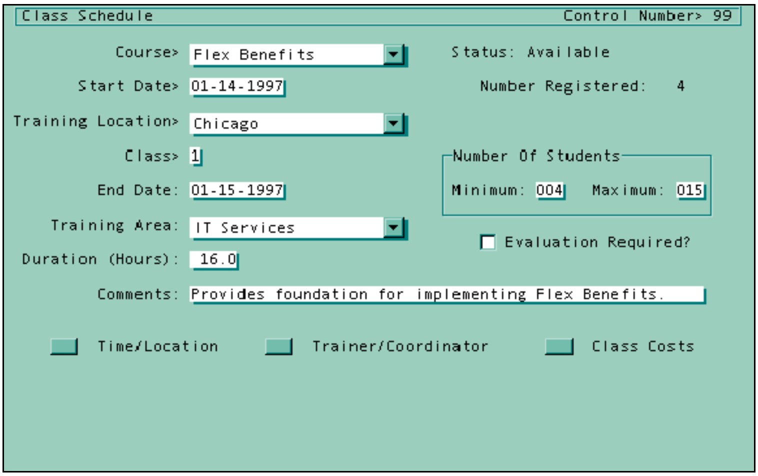
- Class 111111 in Chicago on October 1, 1994



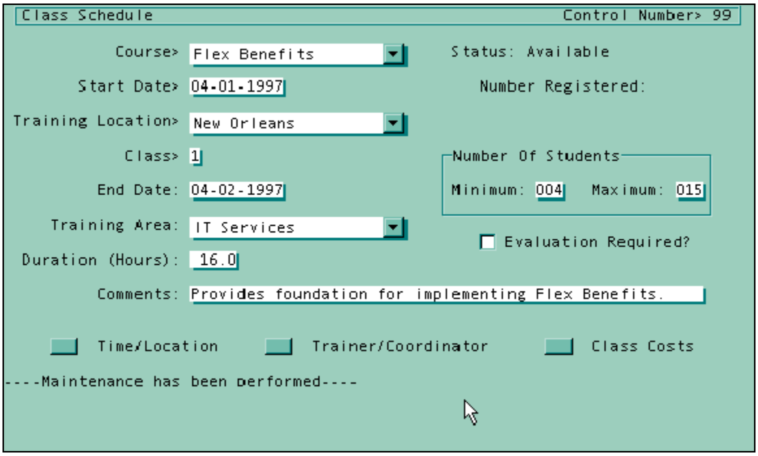
- Class 222222 in London on December 1, 1994



- Class FB001 in Chicago on January 14, 1997



- Class FB001 in New Orleans on April 1, 1997



Review of Questions Answered

1. How are course availability and class availability checked?

   There are a number of options for identifying availability for training courses or classes and for determining those employees who are registered and/or wait-listed. These options include the following:

   a) Training Schedule form (53RSCR)

   This form is used to display the upcoming schedule of training classes including Course, Class Dates, Training Location/Class Status (Available, Full, Canceled), and Class Costs.

   b) Class Schedule form (13RSCR)

   This form automatically updates the display of Status (Available, Full, Canceled) and Number Registered each time a student is registered in or canceled from a class. It also displays the minimum and maximum number of students established for a class.

   c) Class Listing form (50RSCR)

   This form is used to display a listing of employees registered or wait-listed for a scheduled training class.

   d) Program Inquiry form (52RSCR)

   This form is used to display a listing of employees registered or wait-listed for a training program.

   Paper reports are also available depending on the specific type of information you are seeking.

2. How are training programs administered?

Organizations may set up training programs that consist of up to 15 different component classes, all of which must be taken by an employee(s) to successfully complete the program. Facilities are available in the system that provide management tools to assist in effective administration of this task. It is even possible to future date new training programs and begin enrolling students prior to the start date.

3. What is the waiting list process?

   When registering an employee for a class that has a status of Full, there is a system option available to put that employee on a waiting list. Or, the employee could be registered for another class if one is available. Display forms such as the Class Listing form (50RSCR) and the Program Inquiry form (52RSCR) allow you to display the wait-listed employees in addition to, or instead of, those who already have been registered.

4. How are employee registrations confirmed?

   Confirming class registrations by producing a letter for the registered employee(s) is possible using the Class Confirmation report (23RRPT) and following the instructions included in this chapter. This confirmation letter details the training class attributes such as class location, time, and date(s). Another report, the Class Reminder report (25RRPT), is also available.

Canceling Registrations

Apply the Concept

1. Canceling employee registrations is an optional system feature. Describe the advantages your organization would derive from using this functionality.

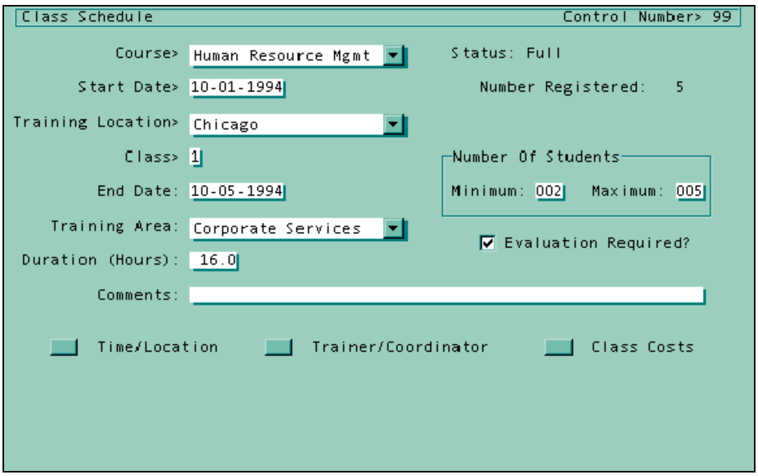
   Your answer will be specific to your organization.

2. Describe the primary difference between canceling an employee's registration from three separate classes that are not part of a program, and canceling an employee's registration in a program that is composed of the same three classes.

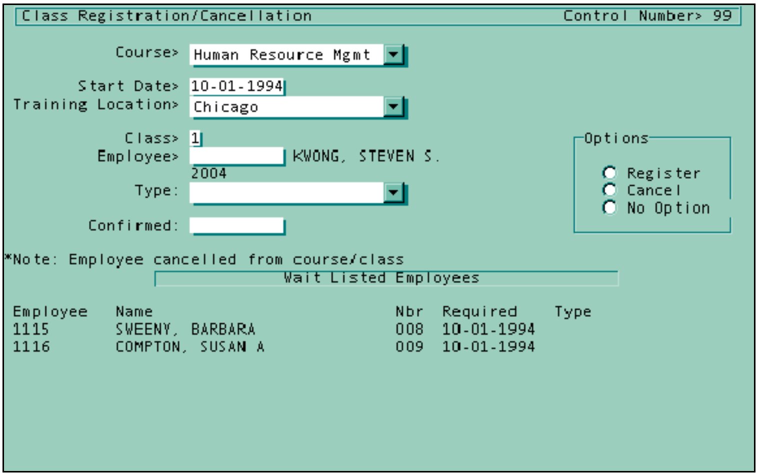
   When canceling three class registrations for the same employee using the Class Registration/Cancellation form (20RSCR), three separate cancellation entries need to be processed. If that same employee is registered instead for a program that is composed of the same three classes, canceling the program using the Program Registration/Cancellation form (16RSCR) automatically cancels the employee from all classes within that particular program.

Extended Practice

1. Access the Class Schedule form (13RSCR) and make note of the Status and Number Registered values for the Human Resource Management class in Chicago on October 1, 1994.

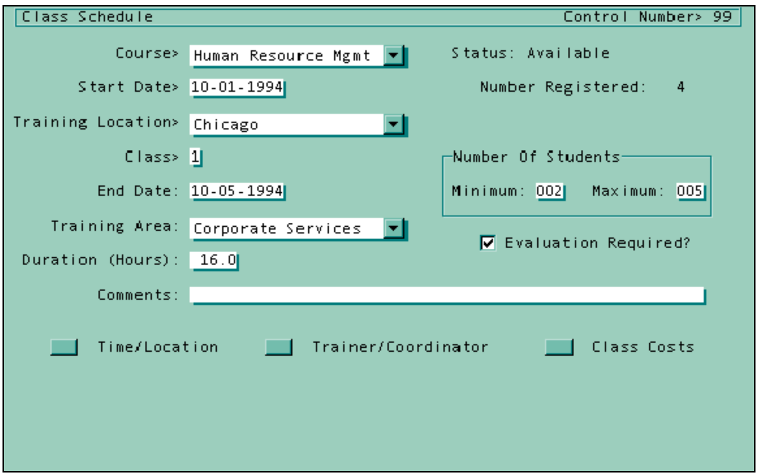


2. Cancel employee 2004 from this Human Resource Management class. What is the display at the bottom of the form (following the cancellation) telling you?



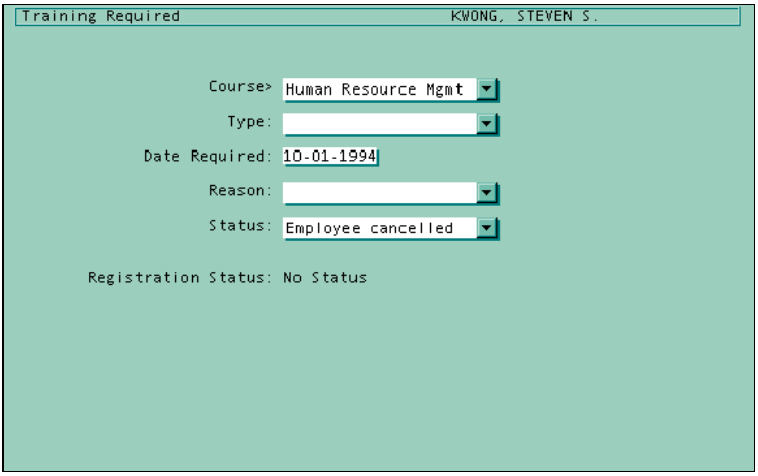
The message indicates a confirmation of the class cancellation and displays the wait-listed employees.

3. Return to the Class Schedule form (13RSCR) for this class and note how the Status and Number Registered values have changed.



The number registered is reduced to 4 and the class status is 'Available'.

4. Access the Training Required form (31RSCR) for employee 2004, and identify the processing that has occurred as a result of the cancellation.


Training Required KWONG, STEVEN S.

Course> Human Resource Mgmt

Type:

Date Required: 10-01-1994

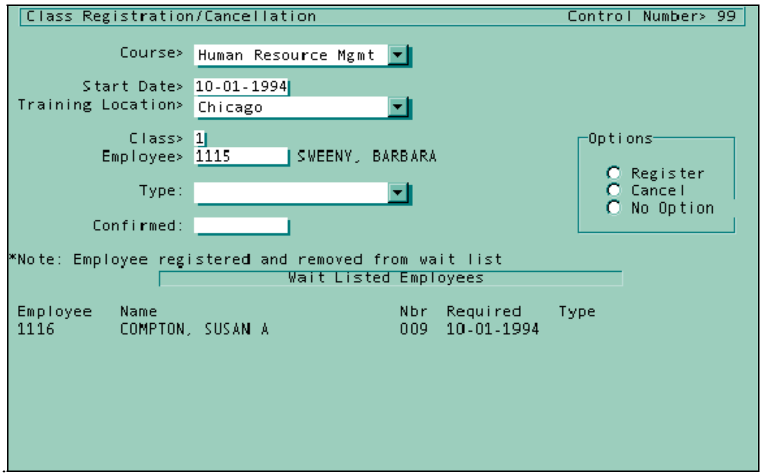
Reason:

Status: Employee cancelled

Registration Status: No Status

This form is created or updated by the Class Registration/Cancellation form (20RSCR) when a registration is canceled.

5. Now that there is an opening in the class, register the first wait-listed employee 1113.


Class Registration/Cancellation Control Number> 99

Course> Human Resource Mgmt

Start Date> 10-01-1994

Training Location> Chicago

Class> 1

Employee> 1115 SWEENY, BARBARA

Type:

Confirmed:

Options

Register

Cancel

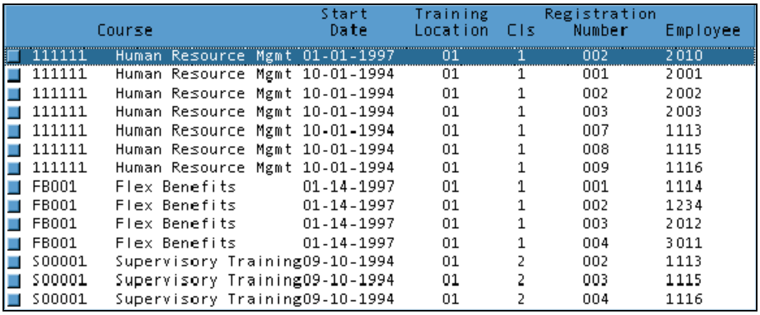
No Option

*Note: Employee registered and removed from wait list

Wait Listed Employees

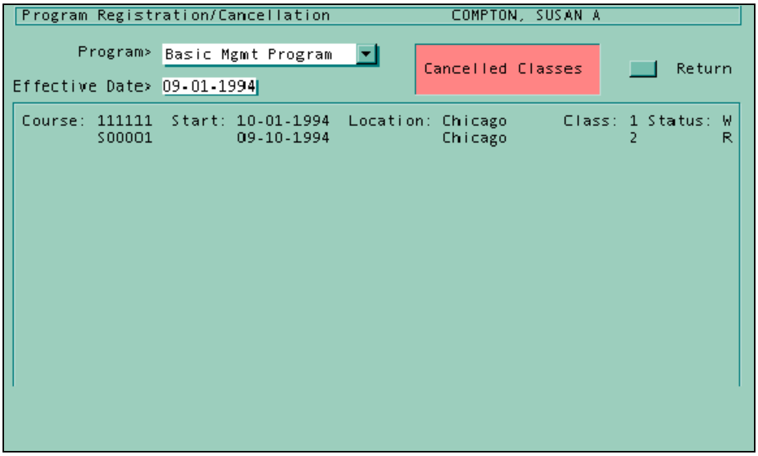
Employee	Name	Nbr	Required	Type
1116	COMPTON, SUSAN A	009	10-01-1994	

6. Open the Class Registration/Cancellation form (20RSCR) and click on the Selections button on the toolbar to list the classes that employee 1116 is registered for as a result of registering her in the Basic Mgmt Program in Chicago that became effective September 1, 1994. (She was registered in this program as part of the Extended Practice in Chapter 8.)



	Course		Start Date	Training Location	Cls	Registration Number	Employee
	111111	Human Resource Mgmt	01-01-1997	01	1	002	2010
	111111	Human Resource Mgmt	10-01-1994	01	1	001	2001
	111111	Human Resource Mgmt	10-01-1994	01	1	002	2002
	111111	Human Resource Mgmt	10-01-1994	01	1	003	2003
	111111	Human Resource Mgmt	10-01-1994	01	1	007	1113
	111111	Human Resource Mgmt	10-01-1994	01	1	008	1115
	111111	Human Resource Mgmt	10-01-1994	01	1	009	1116
	FB001	Flex Benefits	01-14-1997	01	1	001	1114
	FB001	Flex Benefits	01-14-1997	01	1	002	1234
	FB001	Flex Benefits	01-14-1997	01	1	003	2012
	FB001	Flex Benefits	01-14-1997	01	1	004	3011
	S00001	Supervisory Training	09-10-1994	01	2	002	1113
	S00001	Supervisory Training	09-10-1994	01	2	003	1115
	S00001	Supervisory Training	09-10-1994	01	2	004	1116

7. Cancel employee 1116 from the Basic Mgmt Program.



Review of Questions Answered

1. How are employee class cancellations processed?

   Employee class cancellations are processed using the Class Registration/ Cancellation form (20RSCR) the same form used to register the employee for the class. When this is done, both the table-level and the employee-level class registration records are deleted. The Class Schedule form (13RSCR) text boxes of Status and Number Registered are automatically updated, and a Training Required form (31RSCR) is created with a Status value of Employee Canceled. If that form already exists for the employee, the Status value is updated in the same manner.

2. How are employee program cancellations processed?

   Once an employee's registration for a particular program is canceled, the employee is automatically canceled from all classes within that training program. The Program Registration/Cancellation form (16RSCR) is used to actually process the cancellation.

After Enter is pressed, a form panel is returned that displays a full listing (in Display mode) of all the employee's canceled classes within the program. The Class Schedule form (13RSCR) is automatically updated to reflect the revised Status (Available, Full, or Canceled) and/or Number Registered (actual number of employees registered after the cancellations were processed). This functionality ensures the integrity of training program data (and classes within that program) as well as individual employee training records.

Processing Training Results and Evaluations

Apply the Concept

1. Define training class results and identify the form used to record them.

   Training class results are the class details (such as class attendance and class results), absence information, and objectives met check boxes that are recorded on the second panel of the Process Class Results form (22RSCR).

2. Define class evaluation results and identify the form used to record them.

   Class evaluation results are the results entered on evaluation forms filled out by class participants upon completion of a class and recorded on the Process Class Evaluation Results form (23RSCR). Up to 10 evaluation categories can have rating values recorded.

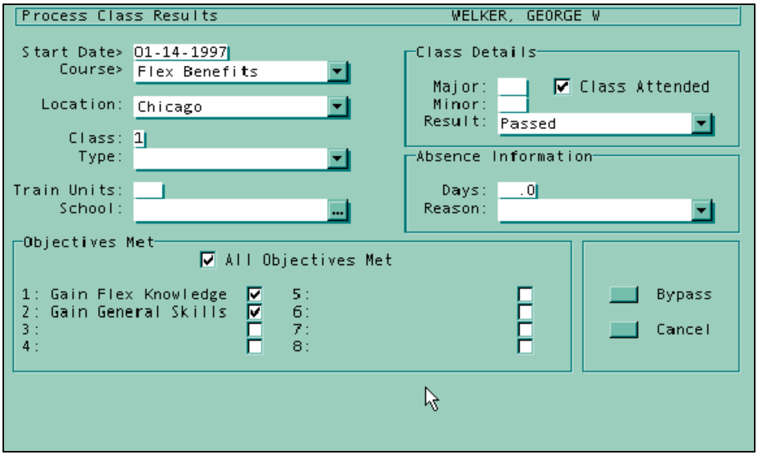
3. Processing training results and evaluations is an optional feature of Training Administration. Consider how your organization currently records similar data (if at all) and describe how using this feature can improve training-related record keeping.

   Your answer will be specific to your organization.

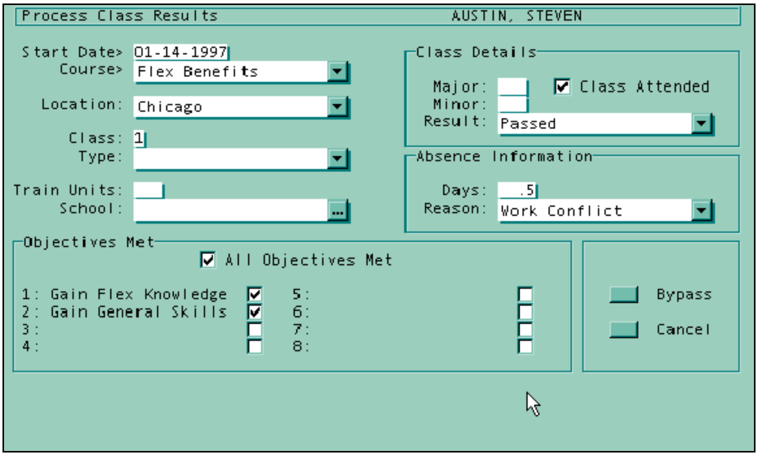
Extended Practice

1. Access the Process Class Results form (22RSCR) for the Flex Benefits class in Chicago on January 14, 1997. Record results for all employees who attended the class:

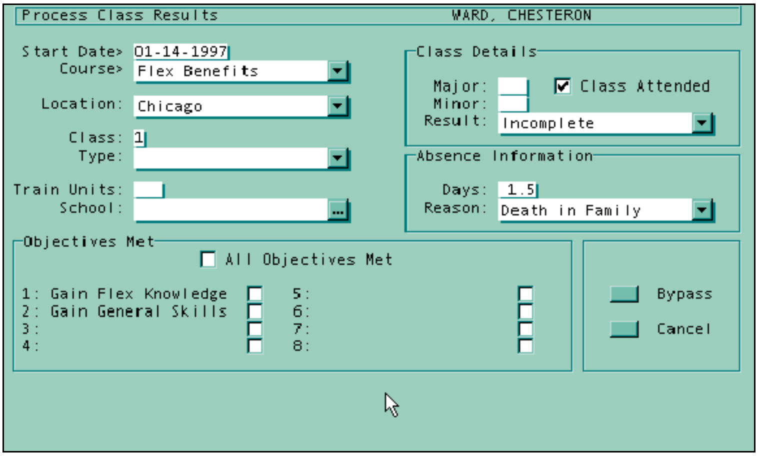
Employee Number	Training Class Results
1114	Employee passed the class, missed no days, and met all objectives.
1234	Employee passed this elective class but missed a half day because of a work conflict. All objectives were met.
2012	Employee missed one and a half days of the class because of a death in family. This class should be recorded as Incomplete.
3001	Class results are missing. Bypass this employee.
3011	Employee failed the class even though no class time was missed.

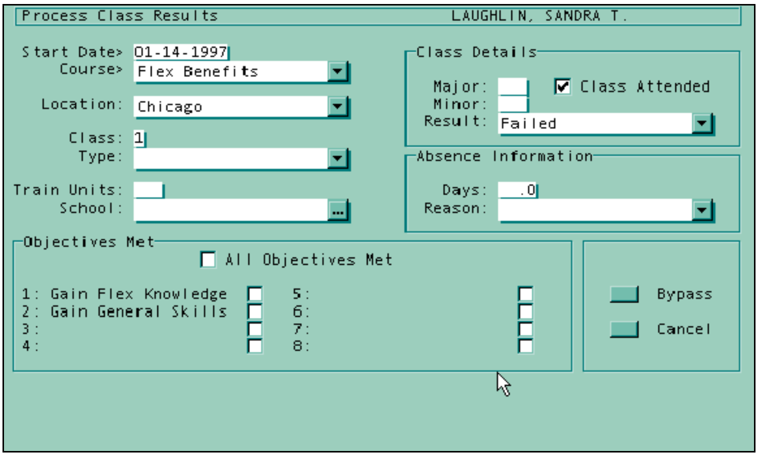


Process Class Results
WELKER, GEORGE W
Start Date> 01-14-1997
Course> Flex Benefits
Location: Chicago
Class: 1
Type:
Train Units:
School:
Class Details
Major:
Minor:
Class Attended
Result: Passed
Absence Information
Days: .0
Reason:
Objectives Met
All Objectives Met
1: Gain Flex Knowledge
2: Gain General Skills
3:
4:
5:
6:
7:
8:
Bypass
Cancel

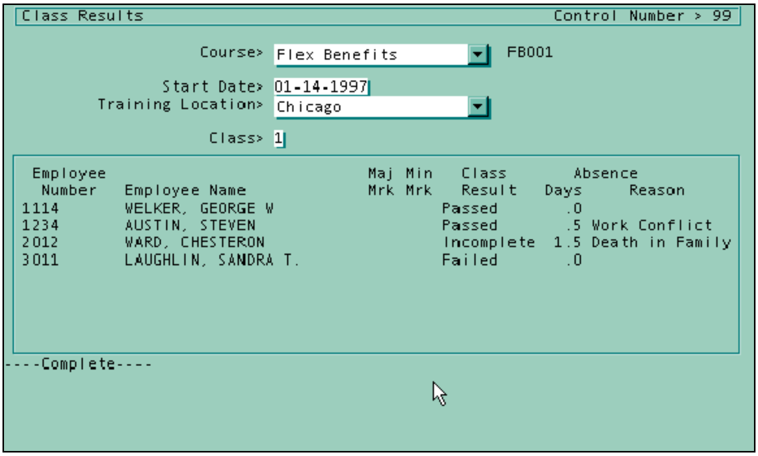


Process Class Results
AUSTIN, STEVEN
Start Date> 01-14-1997
Course> Flex Benefits
Location: Chicago
Class: 1
Type:
Train Units:
School:
Class Details
Major:
Minor:
Class Attended
Result: Passed
Absence Information
Days: .5
Reason: Work Conflict
Objectives Met
All Objectives Met
1: Gain Flex Knowledge
2: Gain General Skills
3:
4:
5:
6:
7:
8:
Bypass
Cancel





2. View the training results just recorded online by class by accessing the appropriate form.



Class Results Control Number > 99

Course> Flex Benefits FB001

Start Date> 01-14-1997

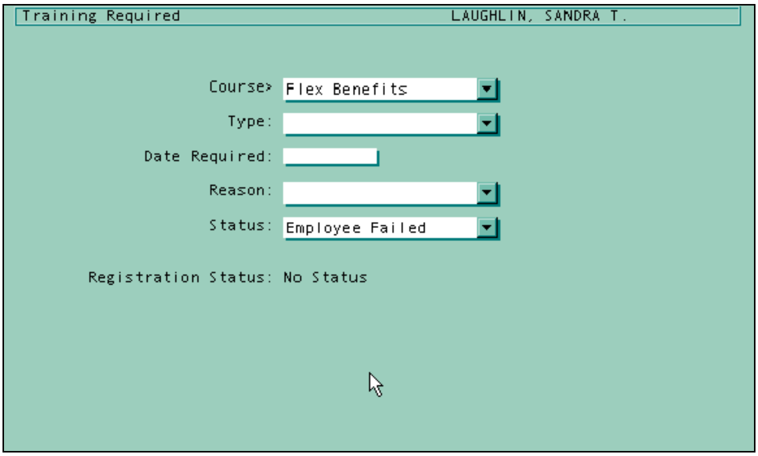
Training Location> Chicago

Class> 1

Employee Number	Employee Name	Maj Mrk	Min Mrk	Class Result	Absence Days	Reason
1114	WELKER, GEORGE W			Passed	.0	
1234	AUSTIN, STEVEN			Passed	.5	Work Conflict
2012	WARD, CHESTERON			Incomplete	1.5	Death in Family
3011	LAUGHLIN, SANDRA T.			Failed	.0	

----Complete----

3. View the Training Required form (31RSCR) for employee 3011. Explain the processing that has occurred.



Training Required LAUGHLIN, SANDRA T.

Course> Flex Benefits

Type:

Date Required:

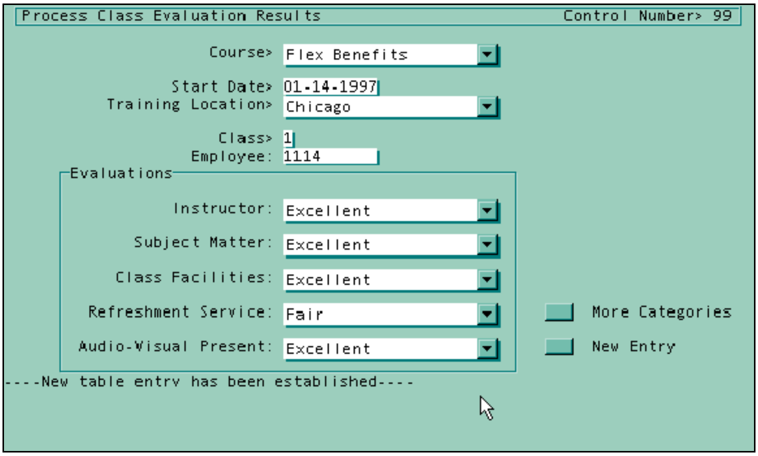
Reason:

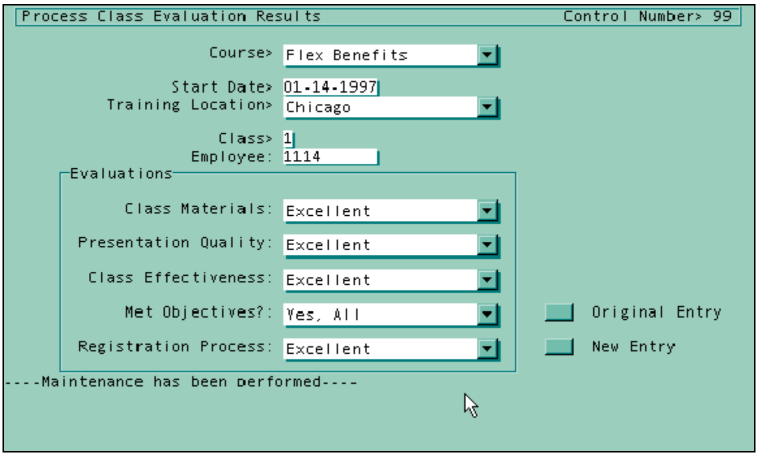
Status: Employee Failed

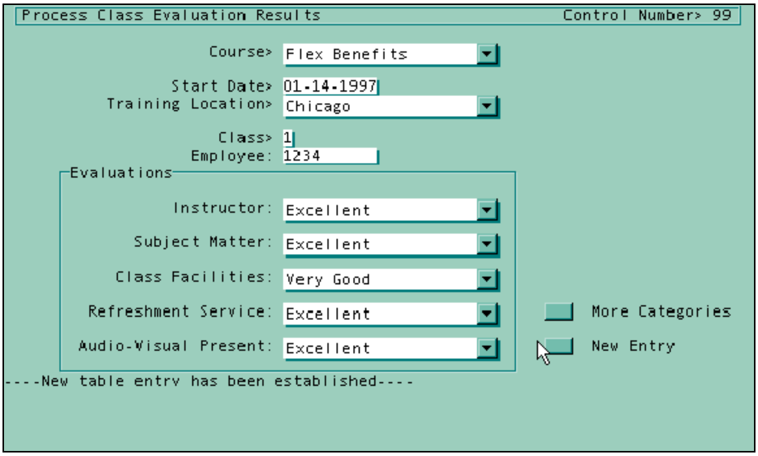
Registration Status: No Status

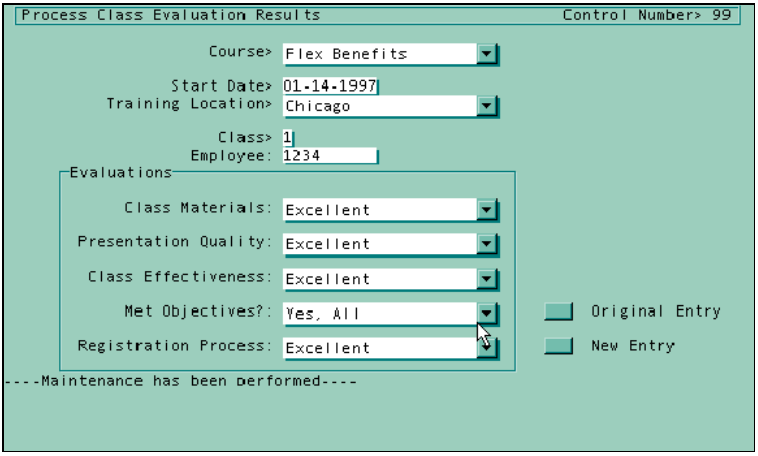
This form is either created or updated by the Training Results/History form (30RSCR) when an employee has failed a class.

4. Process the class evaluation results by employee for the two employees who successfully completed the class and met all objectives: 1114 and 1234. Both employees gave Excellent ratings to most categories, but Employee 1114 rated the Refreshment Service as Fair and Employee 1234 rated the Class Facilities as Very Good. Both felt all objectives had been met.


Process Class Evaluation Results
Control Number> 99
Course> Flex Benefits
Start Date> 01-14-1997
Training Location> Chicago
Class> 1
Employee: 1114
Evaluations
Instructor: Excellent
Subject Matter: Excellent
Class Facilities: Excellent
Refreshment Service: Fair
Audio-Visual Present: Excellent
More Categories
New Entry
----New table entry has been established----


Process Class Evaluation Results
Control Number> 99
Course> Flex Benefits
Start Date> 01-14-1997
Training Location> Chicago
Class> 1
Employee: 1114
Evaluations
Class Materials: Excellent
Presentation Quality: Excellent
Class Effectiveness: Excellent
Met Objectives?: Yes, All
Registration Process: Excellent
Original Entry
New Entry
----Maintenance has been performed----





Review of Questions Answered

1. How are training class results processed?

After training results are entered using the Process Class Results form(22RSCR), the actual processing depends on the following:

If the class was attended and passed: (1) The employee's Training Required form (31RSCR) for the class is deleted; (2) the employee's Training Results/History form (30RSCR) is updated; (3) the employee's Skills And Competencies form (33-SCR) is updated with the skills attained as recorded on the Skills panel of the Course Directory form (10RSCR) ; and (4) class results are updated on the Class Results form (51RSCR).

If the class was attended and failed: (1) The Training Required form (31RSCR) is marked with a Failed indicator and retained since the employee still needs to take the class; (2) the employee's Training Results/History form (30RSCR) is updated; and (3) *class results (showing Failed) are updated as viewed on the Class Results form (51RSCR).*

If the employee did not attend or was wait-listed but did not get into the class: (1) A Training Required form (31RSCR) is created for the employee if it did not previously exist; and (2) the employee level registration record is deleted.

2. What options are available when processing training class results?

   Class results can be entered for a selected registered and/or wait-listed employee by entering the employee number on the first panel of the Process Class Results form (22RSCR).

   By leaving the employee number blank, an automatic process to record class results for all employees registered for the class can be started. Use the Next button on the second panel of the of the Process Class Results form (22RSCR) to automatically scroll through each registered and wait-listed employee to record class results.

   If an employee has passed a class for which objectives have been established, you can select and check off the objectives that have been met or indicate that all objectives have been met.

   The Cancel option button is available to back out of the recording class results process and return to the first form panel.

3. What are the methods of viewing training class results?

   A number of options are available as listed below:

By class	*Online list*	*51RSCR*
By class	*Hard copy*	*33RRPT*
By employee	*Online list*	*30RSCR*
By employee	*Hard copy*	*21RRPT*
By training location	*Hard copy*	*45RRPT*

4. How are training class evaluations processed?

   Evaluation forms for class participants to fill out can be produced by the Class Evaluation report (24RRPT) if the Evaluation Required text box on the Class Schedule form (13RSCR) was checked. The Process Class Evaluation Results form (23RSCR) is then used to enter/record these results as filled out by class participants.

5. What options are available when processing class evaluation results?

   Class evaluations can be recorded without tying each evaluation to a specific employee, or by tying each evaluation to the employee who performed the evaluation.

   Up to 10 evaluation categories are available; these are unique to the organization, not to the class itself.

Completing and Analyzing Training Costs

Apply the Concept

1. How would using the optional Analyzing Training Costs feature be helpful to your organization?

   Your answer will be specific to your organization. However, it should include mention of how this feature facilitates viewing and analyzing the costs incurred with developing and delivering training classes. These, in turn, can be used to track related costs and make decisions based on how much is being spent to develop and conduct the various types of classes. In other words, this is another feature of the system that helps management make informed decisions about the future direction of the training function within an organization.

2. Describe the tools available in Training Administration to help organizations view and analyze costs.

   The Training Class Costs Summary form (35RSCR) displays a detailed breakdown of all costs associated with a training class (course, class, and employee costs). It also provides summary totals for all class types and total costs for all three costing options.

   The Training Expenditure Charge-Back report (27RRPT) lists class training costs that an organization may wish to charge back to employees.

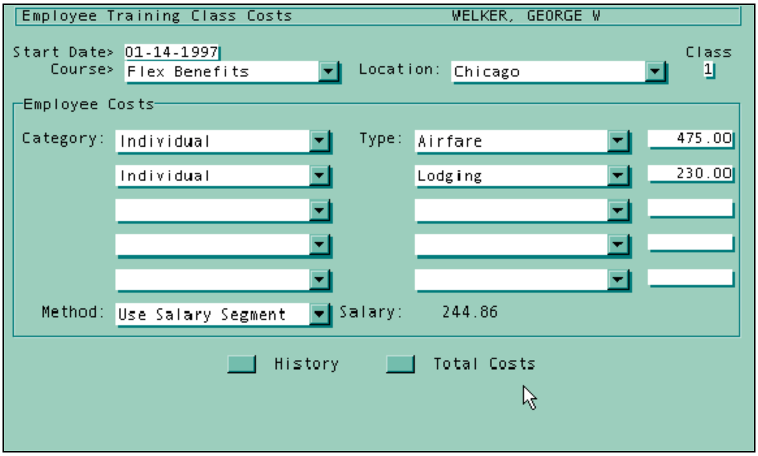
   The Training Expenditure Disbursement report (28RRPT) summarizes, by provider, class cost—defined as the total of all costs with a cost category of Equipment, Operating, Miscellaneous, or Per Head multiplied by the number of class participants.

   In addition, the Employee Training Class Costs form (34RSCR) provides an inquiry view of all employee-level costs by selecting the Total Costs button at the bottom of the form. Costs included on this panel have category Options of Individual, Participant, and Per Head.

Extended Practice

1. George Welker's manager wants to track all costs associated with George's participation in the Flex Benefits class he is taking on January 14, 1997, including salary expense for the two days of training. Access the appropriate form to record these individual employee-level costs:

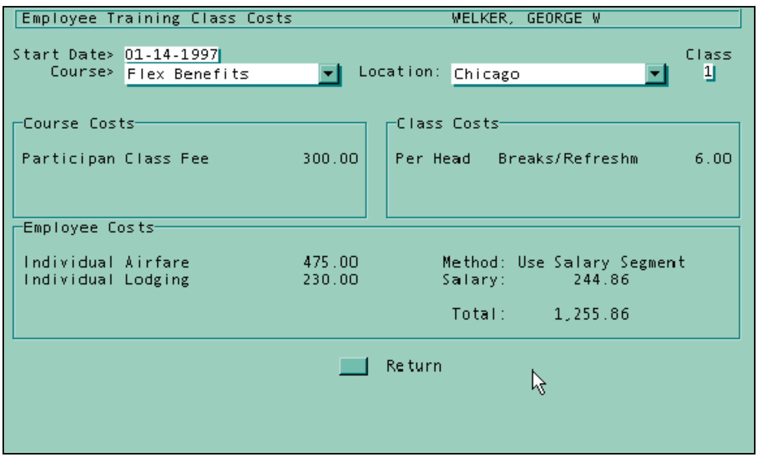
   Airfare: 475.00
   Lodging: 2 nights at 115.00 each
   Salary: Allow George's salary segment to determine the amount of salary expense to be included in these costs.



2. Explain how the salary figure that appears was calculated. How can you verify that it is correct?

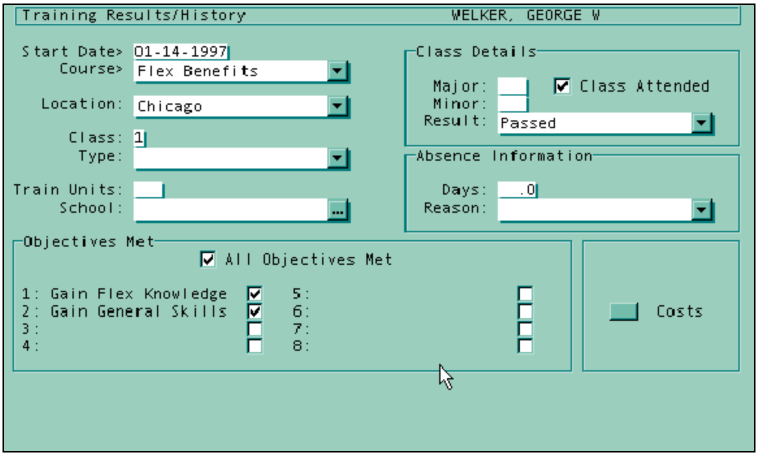
   Class hours are shown as 16 on the Class Schedule form (13RSCR). The method used to calculate this employee's prorated salary for the length of the class is taken from his salary segment on the Salary Assignment/Changes form (40-SCR). His hourly rate is listed as 15.3040. This rate times 16 hours equals 244.86, which is what displays in the Salary.

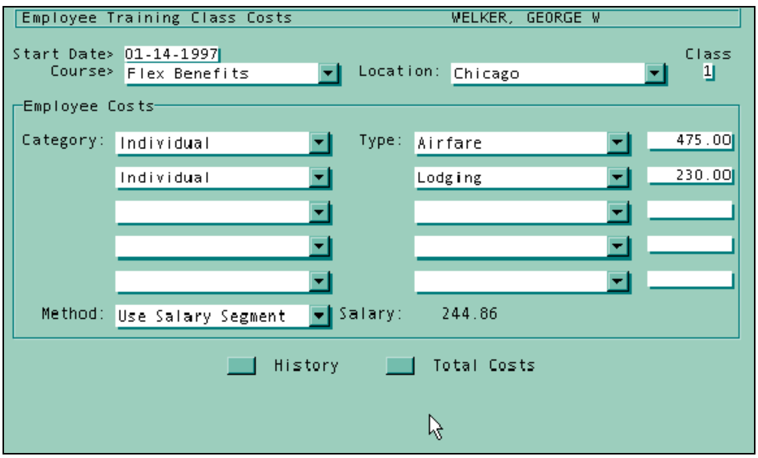
3. Click the Total Costs command button. What types of cost categories are included in the 'Total' that is displayed?



Only the cost categories of Individual, Per Head, and Participant will display on this employee-level class cost form (34RSCR). For this employee, only the categories of Participant and Individual are included in the total.

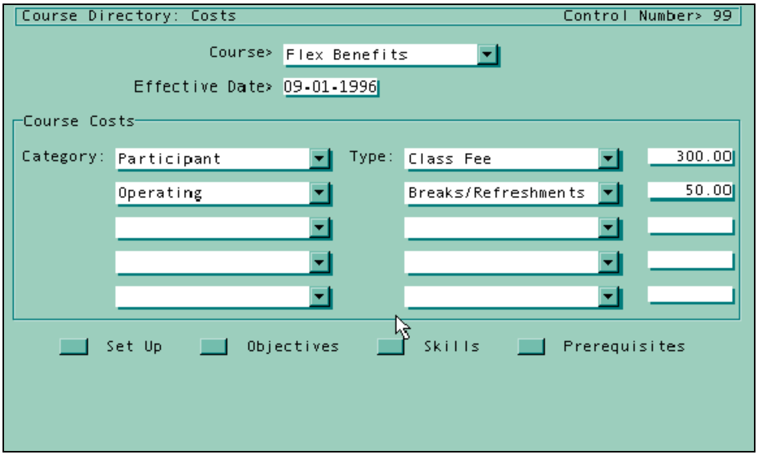
4. Return to the first panel and click on the History command button. Review the information that displays. Click on the Costs command button on this form. Where does it take you?





The History command button takes you to the Training Results/History form (30RSCR) for this class for this employee; clicking on Costs command button returns you to the Employee Training Class Costs form (34RSCR).

5. Check the Costs panel of the Course Directory form (10RSCR) for Flex Benefits. Are any of the costs listed there not reflected on the Employee Training Class Costs form (34RSCR)? If yes, can you explain why this is so?



Only the Operating costs associated with Breaks and Refreshments are not included at the employee level. Only the cost categories of Individual, Per Head, and Participant that can be associated with a specific employee will appear on the Employee Training Class Costs form (34RSCR).

Review of Questions Answered

1. What are the cost categories?

   As delivered, the system uses six cost categories: Equipment, Individual, Operating, Miscellaneous, Per Head, and Participant, as defined in the Cost Category option list (TR14). The categories of Individual, Per Head, and Participant indicate employee-level costs, while the others indicate either course- or class-level costs.

2. What are the different types of costs?

   For each cost category, a cost type must be entered as defined in the Cost Category option list (TR14). Examples include instructor fee, class fee, room and equipment rentals, lunch and refreshments, airfare, and lodging.

3. What are the options when recording costs?

   Costs may be set up at the course level using the optional Course Costs panel of the Course Directory form (10RSCR). Examples include cost of books and course fees, which might be standard for all classes within a course and therefore are set up at the course level.

   Costs may also be established at the class level using the optional Class Costs panel of the Class Schedule form (13RSCR). For example, different instructors may charge different fees for teaching the same course, so these costs differ at the class level.

   Last, costs associated with a specific employee can be set up using the Employee Training Class Costs form (34RSCR). Examples of employee-level costs are airfare, *lodging, and prorated salary expense based on the number of instructional hours for the class.*

Glossary of Terms

.EXE
A binary file containing a program in machine language that is ready to be executed.

.INI
A file that contains the parameters (values) used by the .exe file (program).

360-degree appraisal
Appraisals that include evaluations from an employee's managers and supervisors, peers, subordinates, and even customers, clients, and suppliers.

Absence data
Employee-level absence information that is entered on the absences forms.

Absence point
User-defined number that may be assigned for a particular absence and that can be totaled over time to determine if an employee is within the accepted number of absences for a time period.

Absence type
A classification of an employee absence, such as 'jury duty' or 'sick'. Employee absences are recorded by date and absence type.

Account timeout
The period of time that elapses before a user's account becomes invalid because of inactivity.

Accumulator id
A three-position, alphanumeric identifier for a benefits accumulator.

Acrobat
A suite of programs developed by Adobe Systems, Inc. For creating and distributing electronic documents. Programs in the suite allow you to create a portable document format (PDF) file for a document. You can then distribute the PDF file electronically to people who view the document with their freely distributed acrobat reader. People viewing a PDF file (or document) with the Acrobat Reader see the document with the exact layout intended by the author.

Action button
An action button performs an action such as saving the information you entered or telling the system you finished reviewing a page. An action button consists of an icon (or button) accompanied by underlined text (link text). For example, at various places throughout eCyborg Interactive Workforce you may see an action button displaying a check mark accompanied by the underlined text 'save changes'. You can click either the text or the button to save your changes to the page.

Activity code
Describes the clock transaction (ring) activity, such as clock start or meal end.

Activity types
With the time and attendance solution, you can set up the system so that an employee or group of employees may clock in and out for up to eight different activities: clock-in (1), break 1 start (2), break 1 end (3), meal start (4), meal end (5), break 2 start (6), break 2 end (7), and clock end (8).

Actuarial valuation
An examination of a pension plan to determine if contributions are being accumulated at a rate sufficient to pay the promised pensions.

Administration home page
The administration page that displays when a user logs on using his or her administrator user ID and password. The administration page displays links to individual administrator pages (eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration).

Administrative User ID
User ID created by an administrator with the role of eCyborg Interactive Workforce administrator. This ID

differs from the employee user ID generated for the administrator.

Aggregate tax method
Method of calculating taxes in which year-to-date income is used to project annual wages (using prorating), on which taxes are calculated. With this method, the amount of tax withheld can vary from pay period to pay period. This method is useful in preventing a salesperson from being over withheld as the result of fluctuations in commission over various pay periods. It is activated on the payroll solution by selecting aggregate/cumula tax (9) from the Withholding Method (PR09) option list on the Employee Tax Record Maintenance form. It is also referred to as cumulative tax calculation method.

Annualization
Process of calculating the annual amount of pay based on the number of pay periods and pay period amounts. Calculated by multiplying the number of pay periods in the year by the current taxable wages in the pay period.

Annualization factor
The factor that is used to multiply current pay period wages to determine annual wages. For example, a monthly pay frequency has an annualization factor of 12. The Payroll Solution typically calculates income taxes on the basis of annual wages. The annualization factor is entered by selecting an option from the Annualization (PP33) option list on the Company Pay Frequencies form for each pay frequency.

Annuitant
Someone entitled to receive or currently receiving payments from an annuity.

Annuity
A contract providing an income for a specific period of time.

Applicant
A person who is applying for a job or position in your organization. Internal applicants come from within your organization while external applicants come from outside of your organization.

Appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-outstanding to 5-unsatisfactory.

ASCII
American **S**tandard **C**ode for **I**nformation **I**nterchange. The basis of character sets used in almost all present-day computers; US-ASCII uses only seven bits to convey some control codes, space, numbers, most basic punctuation, and unaccented letters a-z and A-Z.

Ask Me wizard
A natural language, full-text search facility within the online help. This allows users to type in a question, the wizard interprets the question, and displays related topics.

As-of reporting
Ability to report on data for a specified date or date range.

Audit record
A snapshot of information entered on a form. Audit records are stored on the employee database and are displayed on audit reports in an is/was reporting format. Adjustments and time entries are stored as audit records and are extracted for a payroll run in which they update the employee's record.

Audit report
A report that is available after the running of a program; it lists created records as well as error messages for records that could not be created.

Audit trail
A report of changes made to your employee database, such as the Payroll Audit Trail (0101) report.

Authorized absence
Absences that are generally considered as paid time away from regularly scheduled work.

Automatic plan
A plan that has been defined with a default option and default pre- or posttax indicator (also known as core/default plan).

Average deferral percentage
Percentage used in nondiscrimination and compliance testing mandated by US law. The calculation is defined as the contribution divided by the compensation.

Average rating
A rating used for performance appraisal systems with categories weighted by relative importance, where the average score reflects the weighted scores.

Back
Takes the user back to the previous page.

Badge
Time and Attendance Administration can be set up to use two different types of badge readers. The type of badge your organization uses, is determined by your third party badge reader software. The two types of badges are magnetic badges and bar code badges.

Badge error
Occurs when a badge is used to create a clock transaction (ring) and an employee has not been assigned to the badge.

Badge number
Up to ten-character ID stored on employee badges and clock transactions (rings) that tie clock transactions (rings) to an employee on the ***Employee Database*** (on page 350).

Banner
Banner forms separate groupings on forms produced from the Federal, State/Local, and Employee Queues.

Batch
A group of transactions submitted to the batch payroll processing system. Also, a collection of time entries that corresponds to an employee group, such as department.

Batch control record
Precedes all transactions separated by group; used to identify the company to which the transactions in that group apply. By entering anticipated totals for dollars and hours on the batch control record, you may verify your totals against those accumulated by the system.

Batch layout facility
A program that produces a segment layout for loading forms via batch. This was formerly known as BATCHL.

Batch number
An alphanumeric field on the batch control record containing a user-defined value used to identify a unique group of time entries or transactions.

Batch processing
A processing method that runs in the background and requires limited intervention.

Benchmark job
A standard or point of reference for determining total job points.

Beneficiary
A person named by the participant in an insurance or pension plan to receive any benefit provided by the plan if the participant dies.

Benefits control number
A four-position, alphanumeric identifier that specifies which tables are accessed for an organization.

Benefits statement
Report that indicates the coverage and cost of each benefits plan in which an employee participates.

Big option list
A large option list that includes a search facility. This was formerly known as a big codeset.

Bridge loan
A loan made to assist a relocated employee in purchasing a new residence before the sale of their old residence is complete.

Browser
Software application used to locate and display web pages. Modern browsers give users access to graphics, text, and multimedia information, including sound and video.

Budget plan year
A twelve-month period over which a salary budget is effective.

Budget scenario
The result of creating one or more salary plans in order to see the effect of different increase policies on the budget.

Budget setting
The process of analyzing and selecting an organization's salary budget for the coming plan year.

Cafeteria plan
A specific type of flexible benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with flexible benefits plan.

Calculation option list
An option list that contains calculation formula. This was formerly known as a calculation codeset.

Candidate
A person who is applying for a job or position in your organization and is under consideration.

Career planning
Providing career incentives such as advancement and additional education and training for individual employees in order to meet projected organizational needs.

Carrier record
A carrier record supplies information from one application area to another application.

Case-sensitive
A program that distinguishes between uppercase (capital) and lowercase (small) letters. A case-sensitive program that expects you to enter all commands in uppercase will not respond correctly if you enter one or more characters in lowercase.

Catalog
A file (with the extension of .cat) that contains all the information necessary for Impromptu to access and retrieve information from a relational database. The catalog provides a business view of the data, as well as information about what database to access, where the database is stored, and how the tables in the catalog are joined in the datamart.

Category code
General term used to refer to the option selected from category (PP01 and PP02) option lists on the company earnings and company deductions forms. It is used to indicate the type of earning or deduction.

CE/H
Abbreviation for considered earnings/hours.

Change control facility
A facility for updating and comparing your system control repository. This was formerly known as MAINTI/MAINTO.

Check box
A standard windows control that displays a yes/no setting, either checked (yes) or unchecked (no).

Check digit
Unique identifier that is generated by the TBLCHK program and used by the system to check the table relationship records.

Checklist
A list of tasks to be performed in sequence. The checklist displays within the navigator area. Checklists link tasks and other checklists together to perform work flow functions. Users can display a checklist by selecting a checklist icon within the tasks in the navigator.

eCyborg Interactive Workforce specific—a list of tasks/pages generally displayed in a chart with hot spots (links) for the checklist items. The user clicks the link to access the page.

Checklist item
An item appearing within the navigator when a checklist is being displayed. Checklist items include tasks, dialogs and even other checklists.

Checklist item status
Defines the status of a checklist item. These can be:

- Available to perform
- Required
- Not available
- Already completed

Checklist margin
The area of the navigator that displays the checklist item status when a checklist is being displayed.

Checkmark
If in the done column of a eCyborg Interactive Workforce checklist, indicates that an item on a checklist is complete. Can also indicate OK, finished, submit, and so forth.

Class
A class is an occurrence of a course that is specific to a location and a date, that is being administered using Training Administration. For example, 'eCyborg: Using the Web Client′ on Thursday, December 21, in Chicago is a class of the course 'eCyborg: Using the Web Client'.

Class evaluation results
These are the results as entered on the evaluation forms filled out by the class participants upon completion of the class. These results are recorded on the class evaluation results form.

Client data file
File containing information replicated from the System Control Repository. Used by client workstations to improve response time, since editing can be performed locally. May be located on each client workstation or may be located on a server and be shared by multiple client workstations on the network. Formerly known as the Client Control File.

Clock in and out
Also referred to as swipe/swiping the clock. When an employee uses their badge to record an activity time, they must pass their badge through the badge reader. This action can be referred to as clocking in and out.

Clock transaction
Record containing the information needed to create time entries for payroll processing. Clock transaction (ring) information includes date, time, and badge number. A clock transaction (ring) is created when a badge is swiped through a clock.

Clock transaction warning
Occurs when a clock transaction (ring) time falls outside of an employee's schedule warning times.

Closing costs
The costs associated with the purchase of a new house.

CLP
Abbreviation for certificates, licenses, and permits.

Codeset
A list of valid code values and associated descriptions from which you may select an appropriate entry. This is now known as an option list.

Coefficient
Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Combined register (2222) report
A report that provides a detailed printout of all earnings, hours, taxes, and deductions for all the payments and adjustments made on a payroll run. It is Report Generator 2222.

Command button
A standard windows control that initiates a command of sets an option (previously known as push button).

Common tax organization
A method of setting up taxation in an organization in which all necessary tax specification records are contained in a single organization. The common tax organization often handles tax specification records more efficiently, since it avoids duplication of the federal tax records and of any state or local records used by multiple companies.

Communication event
A letter or email that can be triggered automatically or manually within the system. Communication events are set up by the system administrator and usually include data from a form or record.

Compa ratio
The ratio of a given salary compared with the midpoint of the salary range. The formula is the salary divided by the midpoint.

Competency
A requisite capacity to perform a single or set of skills or activities.

Complement limit
A 'complement limit' is the maximum number of complement units that can be assigned to a position at any one time.

Complement position
A 'complement position' is a position that is included in complement control.

Complement unit
A 'complement unit' is the type of unit used to measure the value of a position, for example, headcount, fte or hours.

Compliance
Conformity in fulfilling legal requirements.

Component
The first level of functional organization on the navigator or menu, such as employee resourcing or employee development.

Component icon
An icon that denotes the current component. There are a number of components within the system. Each component appears as an icon on the navigator.

Component plan
Any plan included under the flex master plan or grouped together under a group master.

Condition
Predefined criteria that can be added to a report's filter.

Considered earnings
An employee's paid earnings that are to be accumulated, based on plan rules, for use in determining credited service or calculations of final benefits amounts.

Considered earnings/hours (CE/H) accumulators
Used only in benefits plans to accumulate the earnings and hours an employee has acquired toward eligibility for a deferred plan. Accumulators may be retained on a monthly, quarterly, or annual basis.

Considered hours paid
Actual number of hours for which an employee was paid and that are to be accumulated based on plan rules.

Considered hours worked
Actual number of hours an employee worked. These hours are to be accumulated based on plan rules for use in determining credited service for a plan participant (or for a non-participant if eligibility has been met).

Consolidated reporting
Option that enables packaged reports to be processed for all organizations (consolidated).

Customer-defined value used in the formula to calculate a new salary grade midpoint value.

Context-sensitive help
Information about an object and its current condition. It answers the question 'what is this?'

Contribution type
The type of contribution being made to a benefits plan. The system allows for the deduction and accumulation of up to five different contributions per plan: basic employee pretax, basic employee posttax, supplemental employee pretax, supplemental post-tax, and organization.

Control 1-2
A company or group of employees (now known as an organization).

Control levels
A hierarchy of values used to determine the breakdown of an organization for reporting purposes. The values are user-defined.

Control number
An alphanumeric designation assigned to a table to define the table records that will be used for each organization.

Conversion
A method for transferring data from either a manual or automated system into the system.

Co-ordinator
A coordinator is an instructional institution, organization or person who administers training courses.

Core plan
One of the plans that make up the minimum benefits in which all eligible employees are required to enroll—for

example, medical and life. Employees who fail to return enrollment forms with their benefit choices may be automatically enrolled in the core plans (also known as default plans).

Cost categories

Cost categories are classifications or divisions used to separate costs for training into broad groupings, for example, equipment or operating costs.

Cost types

Cost types are used to further define training costs. For example, the category of equipment could be further broken down into the cost type of overhead projector and monitor rental.

Costing

Projecting the future cost of a benefits plan contribution for budget purposes.

Course

A course is a separate unit of instruction in a subject being administered using the training administration solution. For example, 'eCyborg: Using the Web Client′ is a course. This may be applied to a training course provided internally or externally.

Course directory

A course directory is a list of all available courses.

CPI

Characters **p**er **i**nch

Credited service

The number of years of employment for which an employee is given credit for use in determining final benefits amounts.

Crew

A group of employees who rotate from one schedule assignment (shift) to another, following a rotation pattern.

Crew code

A unique, one-character, alphanumeric identifier of a crew.

Cross-reference keys

Provide direct query access to data within the system database.

CSL

Abbreviation for ***Cyborg Scripting Language*** (on page 347).

Cumulative data

Also called 'to-date data'. includes payroll earning, deduction, net pay, taxable wage, and tax to-date figures for employees.

Cursor

A special symbol, usually a solid rectangle or a blinking underline character, that signifies where the next character will be displayed on the screen. To type in different areas of the screen, you need to move the cursor. You can use the arrow keys or a mouse to move the cursor.

Customer-defined

Values that depend on an organization-specific definition--for example, option list.

CYB88X

An English Language root program used to set the production version switch to on or off, in addition to other automatic settings.

Cyborg Scripting Language

Cyborg's fourth-generation programming language, previously called English Language.

Data extract

Method for extracting information from The Solution Series for the purpose of subsequently loading it into eCyborg Interactive Workforce databases.

Data load

The process of moving data from one system or media to another. It encompasses data mapping, data extraction and conversion, and the actual loading of the data. Also the method of loading data extracted from The Solution Series into eCyborg Interactive Workforce databases using programming scripts.

Data mapping

The process of identifying, comparing, and matching data (field to field) to be converted from one system or media to another.

Database

A collection of information organized so that a computer program can quickly search for and select

specific pieces of data. Think of a database as an electronic filing system.

Datamart
Relational tables with a defined structure that have been designed to automatically accept full datamart extract data seamlessly.

Deduct credits by plan
A method of distributing flexible benefit credits. The total monetary value for credits is prorated based on the employee's pay frequency. Credits are given to employees as earnings added to their pay; the cost of individual employee plans are collected through payroll deductions and listed on the employee's payment stub.

Deduct credits by plan method
A method of distributing flexible benefit credits. Credits are given to employees as earnings added to their pay; the individual employee plan costs are then collected through payroll deductions.

Deduction
An amount subtracted from available net pay. Deductions can be involuntary (child support or maintenance) or voluntary (pension plans).

Deduction cycle
A predetermined schedule for taking voluntary deductions, based on the defined frequency.

De-enrollment
The process of shutting off plan benefits for an employee for reasons other than a separation activity.

Deferred compensation
Any benefit that is not immediately payable to an employee, but is instead deferred to a later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plan.

Deferred plan
Any benefits plan in which benefits are not immediately payable to an employee, but are deferred to some later date. This term refers to retirement vehicles, including all defined benefit, defined contribution, stock, and thrift/savings plans.

Delimiter
A character that tells the system where an item of data ends and another starts.

Dependent
An individual who relies or depends on another for his or her support.

Dependent number
A unique number in the eCyborg Interactive Workforce database that identifies an employee's spouse and his or her other dependents.

Detail page
A page in eCyborg Interactive Workforce that displays detailed information. Summary pages contain links to the detail for each record.

Dialog box
A secondary window that appears on the screen to present information or request input. Dialog boxes are generally temporary—they disappear after you enter the requested information.

Disability insurance tax
A tax required by some us states to be funded by employee-paid contributions to pay all or part of the cost of disability insurance coverage. On the Payroll Solution, us state disability insurance tax records are established as Type 4 taxes.

Disciplinary action
Action taken against an employee for violation of an organization policy or procedure.

Discretionary increase
A salary increase amount or percentage determined by a manager according to the guidelines established by the organization.

Display
Make data or images display on a computer monitor.

Display box
An area on a form in which data is displayed (formally known as an inquiry field).

Disposable income
For garnishment purposes in the us, an employee's earnings minus deductions required by state or federal law.

Distributed location
A customer location where data changes are replicated and may be distributed. A DL is identified to the system by a unique 5-position alphanumeric node ID.

Distribution
The process of passing data from a source DL to one or more target DLs.

Distribution rules
A set of parameters that determine how data will be distributed from one DL to another. These are defined at each DL by the owner using the distribution rules screens. Distribution rules are stored in tables that are not replicated (thus, they cannot be distributed).

DL
Abbreviation for ***distributed location*** (on page 349).

Double-click
Click a mouse button twice in rapid succession.

Drop-down list
A drop-down list is a view of the acceptable entry options available for a text box.

Drop-down list box
A standard windows control that displays a current setting but can be opened to display a list of choices. The user selects a choice by double clicking on the choice. The user can type into the field, and the system moves the list of choices to the last letter typed.

Dynamic SQL
Statements created by a program that must be interpreted and converted to executable sql statements at run time.

Earned income credit
A refundable amount that reduces the tax owed by certain low-income individuals in the us who meet adjusted gross income levels.

Earning
Money paid in return for work performed or services rendered. In Payroll Administration, earnings are separated by earning numbers into various categories such as regular pay, overtime pay, shift pay, bonuses, and so forth.

Earnings category
Used to categorize similar earnings. For example, all the overtime earnings can be grouped into category 01, all the shift differentials/premiums into category 06, and so forth.

EBCDIC
Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode; binary code for alphabetic and numeric characters developed by IBM for its computers.

eCyborg Interactive Workforce Home
Button on every page that returns the user to the eCyborg Interactive Workforce Home Page.

eCyborg Interactive Workforce Home page
Home page that displays each time employees log on to eCyborg Interactive Workforce after completing the new user tasks on the New User Home page.

Effective date
Date on which an event takes place, for example, an enrollment or benefits plan change.

EIC
Abbrevation for ***earned income credit*** (on page 349).

EL
Abbreviation for English Language, now called CSL (Cyborg Scripting Language).

Electronic Performance Support system
Online tools that help users perform their job quickly and efficiently. EPSS can include online help, computer-based training (CBT), electronic manuals, wizards, and so on.

Email
Literally 'electronic mail'. This is a message that is sent to one or more people within or outside of your organization by an automated email software package.

Employee cancellation
An employee cancellation occurs when an employee is canceled from attending a training class or training program.

Employee Database
The file that contains organization and employee records. This is File02. It was formerly known as the Master File.

Employee Database record
The complete record for an employee. It may be composed of multiple physical records.

English Language
Former name of Cyborg's fourth-generation programming language, now called Cyborg Scripting Language.

Enrollment form
A customer-defined form used by employees to record their benefits elections and any associated dependent and/or beneficiary information.

Entitlement accrual
An accumulation of hours for an employee benefit, such as sick leave or vacation time, commonly known as an accrual.

Entity
Each Organization Unit, Job, Position, and Incumbent is an entity. Together they are entities.

Entry field
An area on a screen or browser page where the user can input information.

Entry form
An entry form is a form used to enter data.

Environment
The host platform and workstations where your Cyborg system resides, and any communication protocols. Also, a work space dedicated to a specific processing type. For example: development, test, and production.

EPSS
Abbreviation for ***Electronic Performance Support system*** (on page 349).

Establishment Reporting
Establishment Reporting occurs when an employer with several business locations chooses to file wage reports, broken down by location or unit, to the Social Security Administration. Each unit is identified by a four-character code, called an Establishment Number. The employer obtains approval from the SSA to use Establishment Reporting. Establishment Reporting does not apply to 1099s.

Event
The combination of a trigger (changes made to system data) and an action (the creation of an email or letter). Events always consist of these two component halves.

Excused absence
Absences from regularly scheduled work that can be considered as either paid or unpaid time off.

Extract file
A data file generated to be used by another system or application.

Federal Insurance Contributions Act
The United States Federal Insurance Contributions Act imposes two taxes on both employers and employees. Tax is withheld from an employee's wages to finance the Old-Age, Survivor's, and Disability Insurance (OASDI) social security program and the Hospital Insurance (HI) medicare program. Employers are then required to match the amounts withheld from employees. On the Payroll Solution, employee information for FICA-OASDI social security tax is entered on tax record 101 and FICA-HI Medicare tax on tax record 103.

FICA
Abbreviation for Federal Insurance Contributions Act.

Field
A data item on the database. This is usually displayed on a form as a text box.

eCyborg Interactive Workforce specific—A space allocated for a particular item of information. A tax form, for example, contains a number of fields: one for your name, one for your Social Security number, one for your income, and so on. Every field has a name (also called a field label).

Filter
Device used by report to select certain rows of information from the database, thus limiting the amount of data from the database to be viewed in the report.

Finished
Users click Finished when they have completed all information on a checklist or other *ESS* page.

Flat rate tax
A US local tax that is calculated as a standard percentage rate and that is calculated in the same way for all employees (that is, factors such as marital status do not enter into the calculation). For many such local taxes, Cyborg does not provide tax specification information on the Tax Authority File. Instead, you need to enter a Tax Specification Record for the tax on a Tax Specification Information form, indicating the tax rate in the Flat Rate text box.

Flex credits
Units granted to an employee in order to purchase benefits under a Flexible Benefits Program.

Flex Master Plan
Defines your Flexible Benefits Program and ties component plans together as a group. Employees are enrolled in the Master Plan and then select the benefit plans in which they wish to participate—for example, medical, dental, and life. Flex master plans are set up in Benefits Administration and used by eCyborg Interactive Benefits to display benefit plans to users for initial and open enrollment.

Flex plan
A benefit plan where, in addition to a core of basic benefits (if applicable), the organization/company allocates to each employee a credit for purchasing additional benefits tailored to their individual needs. Flexible benefit plans may include a flexible spending account.

Flexible Benefits Plan
A specific type of benefit plan that allows employees to select their benefits from a number of benefit plans. This term may be used interchangeably with cafeteria plan.

Flexible Benefits Program
A benefits program in which an organization may allocate to each employee a pool of credits or a monetary amount that is to be used to purchase benefits tailored to individual needs.

Flexible Spending Arrangement
A benefits welfare plan set up as an account in an employee's name that is used to reimburse the employee for certain personal expenses. In the United States, these accounts are provided by employers as a way for employees to pre-fund dependent care, legal services, or medical expenses with pretax currency.

Folder
Logical organization device for the content of a Cognos catalog.

Form
A window of information that appears within The Solution Series, including text boxes and other controls. This was formerly known as a screen.

Form area
An area of the window that contains a form.

Form Builder
A tool provided by Cyborg Systems for use with The Solution Series for designing forms.

Formal education
Education that is obtained from a college or university.

Forward
Displays the next page.

FSA
Abbreviation for Flexible Spending Arrangement.

FTE
Abbreviation for Full Time Equivalent.

FTP
File **T**ransfer **P**rotocol. A means of allowing a user on one computer to transfer files to and from another computer over a network

Full Time Equivalent
The ratio of total working time to the time that represents full time employment for a single employee. For example, an FTE of 0.5 means working half of the time that represents full time employment.

Funeral days
Absences from regularly scheduled work due to a funeral, which at the discretion of the organization, can

be considered as authorized or unauthorized, paid or unpaid time off.

Gap analysis
Comparison of a current state of being with a desired state of being. For example, you could perform a skill or competency gap analysis on individual employees or on the workforce as a whole, comparing the existing state of skills and competencies with the required state or level of skills and competencies.

Garnishment
A legal procedure authorizing a deduction from an employee's earnings to satisfy a legal requirement.

General ledger interface
A file that provides a balanced payroll journal for the period. This file contains journal entries for labor expenses, withheld deductions, income, disability, UI, and other withheld taxes, net pay, and company-paid taxes. The interface may also be produced on paper.

Go to details
Displays a new page with detailed information. Used on summary pages.

Graphical User Interface
The Solution Series provides integrated human resource and payroll functionality via the Microsoft Windows Graphical User Interface. These are the elements that display on your screen.

Grievance
A formal complaint made by an employee against the organization usually because of an unsatisfactory working condition or other work-related dispute.

Gross wages
The total of all earnings paid to an employee.

It is stored in the Total Pay (field 119 of the US Tax Authority File) field of the employee's US FICA tax record 101 (FICA-OASDI). This figure appears on the Combined Register (2222) report as Total Pay. It does not appear on US W-2 forms.

Group box
A standard Windows control that groups a set of controls.

Group plan
Defines any number of benefit plans tied together as a group. Group plans are used to define common eligibility and to cluster plans for reporting purposes.

GUI
Abbreviation for Graphical User Interface.

Handicap
Having a physical or mental disability that substantially limits activities especially in relation to employment or education.

Health and safety profile
Data on the employee record that includes information such as the employee's blood type, language, physician, emergency contacts, and any disabilities.

HED
Acronym for Hours, Earnings, and Deductions. Each earning or deduction must be established in The Solution Series with a unique identifying three-digit code. HEDs are used to record pay, hours worked, and deduction amounts and arrears for each employee.

Help
Hot spot on an eCyborg Interactive Workforce page that displays step-by-step directions for completing the page.

History record
Part of an employee's payment history; a snapshot of a check paid to an employee or an adjustment made to an HED or tax.

Holiday days
The time off that all employees are entitled to based on the decision of the organization or government regulation.

Home page
The main page of a Web site that generally serves as an index or table of contents to other documents stored as pages on the site.

HTML
Abbreviation for **HyperText Markup Language,** the authoring language used to create documents on the World Wide Web. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.

Import facility
A tool delivered with The Solution Series that moves data from an external source to any organization or employee form.

Import record
A line in a spreadsheet or delimited file that contains employee or company data.

Inactive plan
A benefits plan that no longer allows employee enrollment.

Inactive tax record
An employee tax record that is no longer in effect for a given employee. Neither wages nor taxes are accumulated for the particular tax record. However, any wages and/or taxes already accumulated remain until clearing is performed. Such clearing is usually performed in preparing the Employee Database for a new year. The inactive records can be deleted at this time. The process of making a tax inactive is called deactivating.

Incumbent
An incumbent is an employee linked with a specific position. The linking of an employee with a Position is an incumbency. An employee may be linked to more than one position; in other words, an employee with multiple incumbencies. A position to which more than one employee is linked has multiple incumbents.

Information-level security
These records grant access to employee and table data via specific password records.

Initial Administrator
Only user whose user ID and password are created during installation. The initial administrator always has authority to all administrative functions: eCyborg Interactive Workforce, Human Resources Administration, Benefits Administration, and Payroll Administration, and can assign administrative roles to others by creating administrative user IDs and passwords.

Initial passwords
Password generated by eCyborg Interactive Workforce for each user ID extracted from The Solution Series. Users must create a user-defined password when they log on to eCyborg Interactive Workforce for the first time.

InitialAdmin
See Initial Administrator.

Inquiry form
A inquiry form is a form used to view data already entered.

Instructional text
Any paragraph(s) on the page that explain the function of the page or fields to the user.

Internal candidate
An employee of your organization who is applying for another job or position in your organization.

Internet
A global network connecting millions of computers.

Intranet
A network belonging to an organization, usually a corporation accessible only by the organization's members, employees, or others with authorization and used to share information.

Investment funds
Different options or accounts available to employees for allocating their contributions, usually applicable to thrift/savings plans.

IPEDS
Integrated Postsecondary Education Data System.

Job assignment
A job associated with a particular employee.

Job code
A designation for a job assignment.

Job streams
A generic reference, Job Control Language, for your operating system's command language.

Alternately: Jobstreams

Job type
A generic category that further defines a particular job.

Jury duty
This is compulsory service on court appointed juries. Employers are required by law to excuse jury duty

related absences. They are not, however, required by law to pay the employee during this time away from the job.

Label
Text that describes the information the user enters into the field.

Labor record
A record containing the hours, amounts, associated charge-to control levels, and function assigned on the employee's Payroll Home Location/Pay Allocations form.

Leave of absence
Occurs when an employee leaves the organization for a period of time, usually temporary, for personal reasons such as medical leave.

Log off
Logs the user off the system. When referring to the Log Off button, use initial caps.

Logical Employee Model
A collection of default employee information that is used to create a model. Logical Employee Model templates are used when hiring new employees to save time and ensure that critical information is established consistently and correctly. These were formally known as LMODELs.

LPI
Lines **p**er **i**nch

Mailing address
An address, other than your legal residence address, to which you have your mail sent.

Maintenance payroll run
A maintenance payroll run automatically updates organization and employee records, but it does not process time entries or generate payments, pay slips, or deposit advices. It is also used to create payment history records.

Major activity
Event that causes a change in an employee's employment status, such as a new hire, termination, or rehire.

Mandatory field
A field that requires the user to enter information before the user can exit the screen or page.

Map file
Stores the predefined relationships between an import file and a form.

Mass time entry creation
Creating time entries for a group of employees through one program execution, such as for a paid holiday.

Master File (0202) report
A Cyborg report that produces a formatted display of the data in an employee's current batch Employee Database record. This includes the wages and taxes accumulated for the employee, covering current, month-to-date, quarter-to-date, and year-to-date information for individual tax codes. It is report generator 0202.

Matrix ID
Unique identifier for each pay-for-performance matrix.

Menu
A list of choices; the choices are generally links that take the user to another screen or page.

Menu bar item
A menu that appears on the menu bar.

Message area
An area of the window that contains messages or selection lists relevant to the current form. The Message Area can be turned on or off.

Method code
One of many specific routines (usually delivered by Cyborg and identified by a two-character code) used to calculate earnings and deductions.

Midpoint
The middle of the span of currency from the minimum to the maximum of the employee salary grade.

Minimart
Relational tables you create so you can insert data from your Subset data extractions.

Monetary perquisites
A privilege or profit that an employee is entitled to that is incidental to regular wages or salary.

Moving expenses
The expenses incurred by an employee due to moving from one location to another for employment purposes.

Multiple master
A file compression technique that duplicates the current employee Permanent Master Record as many times as there are payments to that employee during one pay period. These multiple masters are detail records reflecting the amounts for the payment being made (current), and the adjusted MTD, QTD, and YTD totals. The system uses multiple master records to create history records showing the current payment figures only.

Navigation bar
In eCyborg Interactive Workforce the Navigation bar shows the name of the page you are using, for example, 'Mailing Address'. The top line of the Navigation bar shows the path you took from the Home page to reach the present page. Links on the Navigation bar let you return to the home page or log off the system.

Navigator
Left pane of the work area which forms the main method of moving through the forms. From the Navigator users select the component, process, and task in which they are interested.

Net credit method
A method allocating flex credits. An employee's cost of benefits is calculated as either a net cash earning or a net deduction from the employee's pay. The net amount is the difference, either plus or minus, between the credits allocated to the employee and the cost of his or her flex benefits choices.

New hire
Process of hiring a new employee for your organization.

New user
A user of eCyborg Interactive Workforce who has not yet completed reviewing and updating their personal information on the New User Home page.

New User Home page
Home page that displays for new users of eCyborg Interactive Workforce until they complete reviewing and updating their personal information.

Node
A Distributed Location.

Node ID
A unique 5-position identifier for a node. The naming convention is defined by the user.

Number registered
This is the number of employees registered for a training class. It is updated and displayed on the Class Schedule form.

Object
Each System Control Repository record type is assigned an object code. A single record type can have several object codes assigned to allow limited display.

Object key
A field that allows you to specify the System Control Repository record group you want to display. The value of this field is dependent on the type of information you want to display.

Obsolete plan
A benefits plan that will no longer be used.

Off cycle
An off-cycle payroll run is an additional payroll for the period just completed. An off-cycle payroll run is commonly used to process nonstandard payments, such as bonuses. It is sometimes referred to as an additional or bonus payroll run.

Online
Turned on and connected, for example, printers are on-line when they are ready to receive data from the computer. Users are considered on-line when they are connected to a computer service through a modem. That is, they are actually on the line.

Open enrollment
A period of time during which employees can enroll in or change their benefit choices for the upcoming year, generally in October or November.

Operator ID
A four-character code that identifies the user to the system.

Option
An item in the option list for a field. This was formerly known as a codeset item.

eCyborg Interactive Benefits and Benefits Administration specific—In Benefits, the plan coverage that an employee selects, such as single or family coverage.

Option button
A standard Windows control that allows you to select from a fixed set of mutually exclusive options (previously known as radio button).

Option list
An option list is a list of options that are available within a Text box. This was formerly known as a Codeset.

eCyborg Interactive Workforce specific—Options available in The Solution Series that the eCyborg Interactive Workforce administrator loads in to eCyborg Interactive Workforce. The options are then available in the drop-down list boxes in eCyborg Interactive Workforce.

Organization
A group of employees who are employed in a common structure, governed by the same set of rules or policies, and eligible for the same earnings and deductions For example, your organization may be structured into parts that represent employee groups such as active, union, retirees, applicants, and so forth.

Formerly known as a company or Control 1-2.

Organization Level 3
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Organization Level 4
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 5
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Level 6
A customer-defined value used to determine the breakdown of an Organization for Human Resource reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Organization Number
A six-character user-defined code that represents an organization; the highest level of the organizational structure in Payroll Administration.

Formerly known as a Control 1-2.

Organization Unit
An organization unit ('Org Unit') is a grouping of Positions within an organization (for example, Accounts Department).

Organization Validation table
A table that validates that an organization is valid and payments can be made.

Organization-specific tax setup
A method of implementing Tax Specification Records in which each organization involved in tax processing contains all the specification records required to process taxes for its employees, as opposed to a common tax organization.

Override file
A file used to maintain COBOL or Report Generator changes to the system.

Packaged reporting
A processing mode in which a job is scheduled to be run at a certain time.

Paid absence
Employee absence that will be paid by the organization. A time entry will be created for this absence.

Parallel run
The process of executing the same programs simultaneously on two separate systems to obtain the same or similar results.

Parameter form
A form that is displayed when certain programs are called from the Navigator or menus. The form facilitates entering parameters for the program.

Password
A secret series of characters, generally user defined, that enables you to access a computer, a software application, or a file. On multi-user systems, each user must enter his or her password before the computer will respond to commands.

In eCyborg Interactive Workforce, the password ensures that unauthorized users cannot access user-specific information.

Password aging
The period of time that elapses before a user-defined password expires and the user must change his or her password.

Pay allocation
A means of allocating, on a percentage basis, employee labor hours and amounts to multiple sets of control levels 3 through 6 and function to accurately reflect employees whose labor must be charged to more than one area within an organization.

Pay document
A pay slip or deposit advice with its associated pay stub.

Pay frequency
The interval at which a group of employees is paid. Examples are weekly and semimonthly. Also referred to as a payroll period.

Pay schedule
A predetermined schedule for a calendar year, identifying period-end and payment dates for each pay frequency.

Pay stub
A preprinted form, corresponding to a check or deposit advice that lists all earning, gross pay, taxes, deduction, and net pay information for an employee.

Pay-for-performance matrix
Chart representation of the variables that result from the combination of salary increase information, how much to give and when.

Payment history record
A record documenting the detail information for a payment or adjustment. Multiple payment history records may be generated for an employee, reflecting multiple adjustments or payments. These records include all earning, deduction, and tax information included in the payment or adjustment.

Payroll home location
The location where the employee is normally assigned to work and where labor distribution information is charged. An employee's home location comprises specific Payroll Levels and is always assigned Allocation Number 01 on the Payroll Home Location/Pay Allocations form. The Function field may also be used as part of a home location, depending on your specific requirements.

Payroll Level 3
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so forth, as defined by you.

Payroll Level 4
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 5
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll Level 6
A customer-defined value used to determine the breakdown of an organization for Payroll reporting or selection purposes. This control level may be translated to a division, plant site, section, and so on, as defined by you.

Payroll period
A defined period of time for which an employer pays wages to employees.

Payroll Process Control
A series of forms used during the Payroll Process to determine the type of run (payroll run or maintenance run). Allows you to specify the pay frequencies to be paid and which reports are to be produced.

Payroll run
Updates organization and employee records, processes time entries, calculates employee pay, generates pay documents and payroll reports, including the Combined Register. It also produces a variety of special interface outputs.

PCL
Printer **C**ontrol **L**anguage

PDF
A file format that captures formatting information from a variety of desktop publishing applications, making it possible to have formatted documents appear on the screen and be printed. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.

Peer-group appraisal
Appraisal that uses performance evaluations completed by an individual employee's co-workers or project team members.

Pending de-enrollment segment
Plans for which an employee is enrolled, but has lost eligibility, as listed on the Pending Plan Enrollment/De-Enrollment form.

Pending eligibility segment
Plans for which an employee is eligible but not enrolled, as listed on the Pending Plan Enrollment/De-Enrollment form.

Performance appraisal
A periodic assessment and ranking of an employee's skills and accomplishments.

Performance appraisal rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance rating
A method of ranking the performance of an employee during a given period using options ranging from 1-Outstanding to 5-Unsatisfactory.

Performance-related pay
Monetary payments made to employees based on how well an employee has fulfilled job expectations.

Perquisites
Property or privileges extended to an employee.

Personal days
Authorized absences that are generally considered as paid time away from regularly scheduled work, but can be either paid or unpaid.

Phonetic keys
The keys you use to access employee data using the phonetic spelling of an employee's last name.

Pixel
The smallest rectangular area of an image on a screen.

Plan deactivation
A process that makes a plan inactive and prevents future employee enrollment.

Plan ID
A three-position, alphanumeric identifier for a plan in the system.

Plan shutdown
The process of de-enrolling an employee from all benefits plans because of a separation activity.

Plan year
The 12-month period over which a salary budget is effective.

eCyborg Interactive Workforce specific—The calendar, policy, or fiscal year in which the records of a Benefits plan are maintained.

Policy tables
Highest level tables that are used to record the generic (or master) rules for an organization or group of employees. These included your organization's rules relating to working time procedures, such as clocking in and out, docking for lateness, and overtime. Each

policy consists of a Policy Master table and one or more Policy Activities table.

Pop-up menu
A menu that appears when you use the second mouse button within the system. This menu contains context sensitive commands and options that relate to the object you have clicked on.

Portable document format
See PDF.

Position
A specific role with an organization—for example, Accounts Manager.

Alternative definition: to place an object in a specified location.

Position Administration Control Number
Two-character alphanumeric value that tells Position Administration which tables to use for a specific company.

Position complement
A 'Position complement' is the value of a Position. The organization complement is the total value of all Positions included in the complement.

Position in range
The difference between a given salary and the minimum of the salary range, divided by the difference between the range's maximum and minimum, and expressed as a percentage.

Posttax
A contribution made after taxes have been withheld from earnings.

Premium
The amount of money an organization agrees to pay an insurance company for a policy or annuity, or the amount contributed by an employee to the employer to cover the employee's portion of the total premium.

Prenotification
Informing a bank or credit union that an employee will be using direct deposit with them in the future. Cyborg recommends that you fill out the Direct Deposit Information form two pay periods in advance of the first deposit date. This ensures that a prenotification record is provided to the bank or credit union in a timely manner.

Pretax
A contribution made before taxes have been withheld from earnings.

Primary account
The account set up in eCyborg Interactive Workforce to receive an employee's pay or reimbursement checks. After deductions and deposits to additional (secondary) accounts, the remainder of pay is deposited into the primary account.

Process
A subset of a component that logically groups tasks on the Navigator or menu. For example, the process 'Maintain Employee Details' contains tasks such as 'Basic Employee Information' and 'Personal Information'.

Alternate definition: An action that brings about a result.

Process bar
The graphical representation of a process on the navigator. Each process bar is within a Component.

Program
A program is a series of classes being administered using Training Administration. For example, 'The Cyborg Training Schedule for January-June 1996' may be a program consisting of eight different classes.

Alternative definition: a form or other program within the system, accessed directly from the Command dialog box. For example, form EF-SCR is a program.

Protected amount
The amount of disposable income protected from garnishment in the US This amount may vary from state to state.

Prototype HED
An HED defined on a benefits form for use in recording employee/organization contributions when an employee is enrolled in a benefits plan. This allows the setup and maintenance of payroll deductions using Benefits Administration.

Provider
A provider is an instructional institution, organization, or person who is available to teach training courses.

Push button
A button on the interface which appears depressed when clicked on (now known as command button).

Quartile
Points that represent the division of a salary grade range into four equal parts.

Query alternate keys
The keys you use to access the employee master record in an order other than by primary key.

Query primary keys
The keys you use to direct your QUERY program to a record type.

Quick Hire
The process of hiring an employee by entering one two-panel form with the required data elements rather than entering a series of forms.

Radio button
A button on a form that selects an option, the radio buttons that make a field are mutually exclusive (now known as an option button).

Recall
Return a laid-off employee to active status, usually with no affect to benefits.

Reciprocal taxation
Reciprocal tax withholding refers to agreements made between US states and (or) localities regarding income tax calculation and reporting for compensation paid to an employee who lives in one state or locality and works in another.

Record
A complete set of fields, such as the fields that make up a tax form or a name and address record.

Alternate definition: To set down for preservation in writing or other permanent form.

Recruitment
Process of finding and hiring new employees who meet the needs of your organization.

Recycle File
P05IN; A file that contains employee data and pay document information required for payment reconciliation. It also contains time entries to be processed and paid at a later date. This file is used to pass data to the next payroll or maintenance run.

Registration
Registration is the act of enrolling an employee in a class.

Registration number
A three-digit registration number is assigned to employees for tracking purposes when they register for a training class. This enables the order in which the employees registered to be viewed.

Rehire
The process of hiring a former employee of your organization. Typically, a break in service is incurred and benefits must start over (usually requiring a new adjusted seniority date if used in benefits tracking).

Reimbursement account
The account into which employee's travel and other expense type reimbursement checks are directly deposited.

Reinstatement
The process of returning a former employee to active status within a certain time period (such as 90 days), thus qualifying the employee to have certain benefits restored to the original hire date.

Reject time
The point at which an error condition will occur. An error condition must be manually corrected/approved and approved before a time entry can be generated by the system.

Relocation
The process of moving an employee from one organization to another geographic location, whether the move be domestic or international. This process also applies to applicants who are being relocated as part of the hire process.

Remaining net pay
The 'bucket' of money that is left after all employee deductions and taxes have been taken from the employee's gross pay. This 'bucket' of money can then be used for multiple deposits if the enterprise sets up multiple deposit HEDs.

Replication
The automatic process of writing changes made in the Employee Database and option lists and tables in the System Control Repository to the Replication Holding File (FILE08).

Replication Application
English Language program (DSAPLY) that reads records from the Replication Packet File (FILE20) produced by the Replication Reception program (DSRECV) and updates the System Control Repository and Employee Database accordingly.

Replication Distribution
Two COBOL programs that work together to distribute and receive updates. The Replication Distribution Program (DSTRIB reads either the Replication Holding File (FILE08) or a Replication Packet File (FILE20), selects data applicable to a specific DL and writes all necessary data to a new output-only Replication Packet File (FILE21). The resulting FILE21 will be processed on the remote DL via the DSRECV Replication Reception program.

Replication Holding File
FILE08. This file contains additions, changes, and deletions to the System Control and the Employee Database. Data is distributed from and written to this file, based on the data distribution rules configured for the target DL by the source DL.

Replication Packet File
(FILE21/20). This file contains data changes and is created specifically to update a target DL. This information may include Company/Employee data, tables and option lists, and time entry and adjustment records.

Report
The term report refers to a report produced on paper.

Report Generator
A program that produces the batch payroll and the batch payroll reports.

Report Group
A series of packaged reports that are created using the Report Group Activities form and are run together.

Report Group Scheduler
This is the program that allows you to schedule reports. This was formerly known as the Report Scheduler.

Report parameters
Specific guidelines for determining the information to be processed by a given report or program.

Requisition
A formal request to fill a vacancy or vacancies.

Requisition candidate
A candidate for a vacancy represented on a requisition.

Requisition limit
A total unit value of a requisition.

Requisition unit
The value of a requisition expressed as an FTE, hours, salary or headcount.

Retirement
Occurs when an employee retires from the organization.

Return
The activity of an employee returning as an employee to active status, usually following a leave of absence.

Alternative definition: key on keyboard used to perform a carriage return, can also be known as Enter.

Review process
A method used by an organization to evaluate an employee's salary or performance in a standard, timely manner.

Roll-up reporting
Option that enables packaged reports to be processed within organizations (roll-up).

Rotation pattern
A way of describing the working pattern for a group of employees (crew) who regularly work different shifts.

A crew is a group of employees who together regularly work the same schedules according to a rotation pattern.

Safety standards
Legally-mandated workplace safety standards.

Salary budget record
Defines, for each employee, the budgeted increase amount, percentage, and effective date for a specific salary plan year, and the prorated effect of this increase on the budget in terms of amounts and percentages for each employee.

Salary grade
A range of salary amounts associated with a particular job.

Salary grade range
A range of salary amounts associated with the salary grade for a particular job.

Salary plan
A set of rules or guidelines used to budget for salary increases for the coming year.

Salary plan year
A 12-month period over which a salary plan is effective.

Salary range
The span of salary amounts from the minimum to the maximum of the employee salary grade.

Salary review
A periodic evaluation of an employee's compensation.

Salary review authorization form
Hard copy format of the employee criteria necessary to review and approve proposed salary increases.

SAT file
The Solution Series form appearance table. Simple text file that reflects the form's layout.

Save Changes
Saves the page (form) the user completed. (When you click 'Save Changes', eCyborg Interactive Workforce saves the information on the page whether or not the user made changes.)

Schedule Activities table
Identifies activity types for each point in a work day where the process of clocking in and out should be dealt with. Each Schedule activity also contains time parameters that will be used to calculate whether an employee will be docked or credited time.

Schedule assignments
Also referred to as a schedule. This term refers to the details of the Schedule Master tables to which an employee is assigned. These details include the date the assignment took place, the Schedule Number and Sub-Schedule Number, and (if applicable), the crew to which the employee is assigned.

Schedule error
Occurs when a clock transaction (ring) time falls outside of an employee's schedule reject times.

Schedule Master table
Used to set up your organization's Time and attendance rules (such as HEDs and the minimum number of hours an employee must work before a meal deduction is made). A Schedule Master table is associated with a Calendar Routine, earnings Code, and Shift Premium table by entering the appropriate identifier.

Schedule number
A unique three-character alphanumeric identifier used to partially identify a schedule table.

Screen
Now known as a form.

Scroll bar
When information on a page takes up more than one screen of your monitor, the system adds scroll bars to the right side of the screen. On the scroll bar:

- Click the up arrow to move line by line to the top of the page
- Click the down arrow to move line by line to move to the bottom of the page
- Click the double arrows to move several lines up or down the page

Click and drag the bar in the scroll area to manually move up or down the page.

Search argument
The value from an employee's master record used to search benefits tables to apply plan rules to specific groups of employees.

Search type
The definition of a field from an employee's master record to use as the search argument.

Secondary account(s)
Additional account or accounts at financial institutions that employees set up in eCyborg Interactive Workforce receive a portion of their pay. A primary account must be defined before an employee can set up additional accounts.

Security Officer
The assigned employee who is responsible for the setting up and monitoring of the security your Cyborg system.

Self-adjusting taxes
Taxes for which the system automatically recalculates the tax on a cumulative year-to-date basis on each payroll run.

In the U. S. these include FICA taxes: Social Security (tax record 101) and Medicare (tax record 103). The purpose of this calculation is to avoid any differences (of pennies) in FICA tax paid versus FICA tax due at year-end due to rounding on a pay period basis. In addition, certain state disability taxes and employee-paid state unemployment insurance taxes also self-adjust.

Sequential Master File
P20IN; The batch processing version of the Employee Database. This file contains organization and employee data, tax tables, and the object code for programs.

Service interruption
A period of time during which an employee did not maintain an active working status in the organization.

Service method
A calculation option list that determines the method for calculating credited service.

Session
When users log onto a software application, they begin a session. When they log off, they end the session.

Alternate definition: The period of time during which a class is held.

Shift
An employee schedule assignment for a given day. For a rotation pattern, this is a Sub-Schedule Number.

Alternative definition: key on keyboard, typically used to describe key combinations for a shortcut key.

Shift premium
A premium (or differential) added to an employee's regular earnings, overtime earnings, or both. It is represented by a shift code or HED Number.

Shortcut menu
A menu that appears when you right-click within The Solution Series 4. This menu contains context-sensitive commands and options that relate to the object (form, Navigator, and so on) on which you have clicked.

Sick days
The time off that an employee is allowed to take due to illness as a result of an employment contract or organizational policy.

Solution View
An online utility that provides the tools for creating new forms, fields, and report programs without the direct use of Cyborg Scripting Language.

Source DL
The node that owns the data being distributed. Depending on the rules established, the same DL can alternate from source to target.

Special assessment
Extraordinary or temporary taxes, such as additional employer-paid or employee-paid contributions to state unemployment programs or to mandatory health insurance programs.

Spinbox
A control on the interface composed of a text box and increment and decrement buttons that allow you to adjust a value from a limited range of possible values.

Spreadsheet application
Software for recording ledger entries, creating worksheets, graphing data, and other accounting functions.

Standalone Time and Attendance
Customers who are using the Cyborg's Time and Attendance Administration but not the Cyborg's Payroll Administration.

Static data
Includes organization and employee information, such as name and salary.

Static SQL
Data Definition Language (DDL) and Data Manipulation Language (DML) statements embedded in application programs.

Status bar
The bar that appears at the bottom of The Solution Series window. The Status Bar displays useful information, such as your current session number, the currently displayed organization and employee, and so forth.

Statutory employee
Any of the four categories of workers who are independent contractors under common law and are treated by statute as employees. These include:
(1) a driver who distributes beverages (other than milk) or meat, vegetables, fruits, or bakery products; or who picks up or delivers laundry or dry cleaning, if the driver is your agent or is paid by commission.
(2) certain types of full-time insurance sales reps
(3) an individual who works at home on materials supplied by you that must be returned to you
(4) certain full-time traveling or city salespeople.

Social Security and Medicare (FICA) taxes may or may not be withheld. Income taxes are not withheld from a statutory employee. A statutory employee will receive a W-2 with the ‘Statutory Employee’ box checked.

Sub-schedule number
A two-digit numeric text box used to further identify a schedule table.

Succession planning
Finding and developing employees for placement into identified key positions that are expected to become vacant sometime in the future.

Summary page
To help you see information at a glance, eCyborg Interactive Workforce uses summary pages. The summary page displays a short view of detailed information. For example, all your emergency contacts appear on a summary page. You delete the contact or proceed to the detail for the contact from the summary page.

Summary plan
A customer-owned description of a benefits plan.

Supplemental wages
Wages that are separate from regular earnings may be classified as supplemental wages and taxed using the default method. The default method means using a set percentage specified by the tax authority. Examples of such earnings are bonuses and commissions.

Surplus
A 'surplus' is an exceeded complement position.

System administrator
An individual responsible for maintaining a multi-user computer system, including a local-area network (LAN). Typical duties include:

- Adding and configuring new workstations
- Setting up user accounts
- Installing system-wide software
- Performing procedures to prevent the spread of viruses
- Allocating mass storage space

System Control Repository
This is the file that contains system definitions for The Solution Series*,* (FILE01).This was formerly known as the Control File.

System Generator
A type of Report Generator that performs system functions, such as defining data elements and system messages.

Table
Contains an organization's rules and policies and controls what actions take place at the employee level.

Alternative definition: means of displaying information in columns and rows.

Table Definition Record
Table containing data about the Position Administration table records, including the location of keys to associated tables.

Target DL
The node that receives the data being distributed. Depending on the rules established, the same DL can alternate from target to source.

Task
The lowest level of organization on the Navigator or menu, generally equivalent to a form. checklist, or dialog.

Task icon
An icon denoting a task. Task icons describe the type of task, including Forms, Checklists, Dialogs and others.

Tax authority
A government agency to which an employer and employee has statutory tax obligations. The tax authorities for which you handle taxes exist at the federal, state/province, and local levels.

Tax Authority File
A Cyborg-supplied file that contains all the tax-specific information needed to calculate taxes for tax authorities. This includes wage-bracket tables for different marital statuses and information relating to allowances and standard deductions. The sources for the contents of this file are tax specifications published by the various tax authorities.

Tax code
The three-character to seven-character Cyborg-supplied reference code that identifies a tax and that serves as the link between the Tax Specification Record and the employee tax record.

Tax Maintenance File
One of the two Cyborg-supplied tax files. A Tax Maintenance File is a file issued by Cyborg in conjunction with a Tax Update Bulletin (TUB). It contains all the tax specifications that are being updated in the bulletin, in the form of tax specification transactions. These transactions are typically used as input to the batch maintenance run in which tax updates are applied.

Tax specification
Each tax authority publishes tax specification information that specifies how each tax must be administered. This information specifies how employers should calculate taxes and how taxes should be withheld from employees (if withholding applies). The tax specifications can be in the form of tax formulas and (or) tax tables.

Tax Specification record
A record on your Employee Database that contains the tax specifications for a tax. The record contains all the information, as obtained from the governmental authority, needed to calculate tax amounts for the tax. The record may contain more than one tax; for example, US state Tax Specification records contain information for both state income tax and state unemployment insurance. Once a Tax Specification record is activated, tax specification information from the Cyborg-supplied tax files can be loaded onto the record on your Employee Database.

Tax table
A set of information required to calculate a tax, for a specific set of employee parameters. Tax tables are stored and maintained in Tax Specification records. A table typically includes wage and bracket information and data relating to allowances, such as personal exemptions and to standard deductions. There can be several tables relating to marital and resident status in a given Tax Specification record.

Tax type
This term refers to various categories of taxes, for example, income, National Insurance, unemployment, disability, Social Security (FICA-OASDI), and Medicare (FICA-HI).

Taxability
The term refers to whether an hours, earnings, and deductions amount is to be included in taxable wages to be accumulated for a specific tax. If the hours, earnings, and deductions amount is excludable, then the amount is not included in taxable wages. If the hours, earnings, and deductions amount is taxable, then the amount is included in taxable wages. The term fully excludable or fully taxable implies that more than one type of tax is being referenced, for example, state income tax and state unemployment insurance in the US.

Taxable wage base
The taxable wage base represents the maximum amount of an employee's wages on which tax is levied and after which there is no liability. A wage base in the US

typically is in effect for FICA, unemployment taxes, and disability.

Tax-related Regulatory Bulletin
A TUB contains the updates to tax specifications supplied by Cyborg, consisting of a bulletin document, a tax file that contains the updated tax specifications, and a printed listing of tax specification transactions with the updates.

TDR
Table Definition Record.

Template
A basis from which to create a custom item. For example, you can use an existing Cyborg report as a template for your custom report.

Temporary password
A set of alphanumeric characters used with a user ID to limit access to a software application. The system requires that users replace their temporary password with a user-defined password within a certain number of days.

Termination
The activity of an employee no longer being employed by the organization.

Test environment
A separate organization or system partition used only for testing.

Text box
A control on the interface in which text can be entered and edited (formerly known as a field).

Text qualifier
The character surrounding an item between delimiters. All values between the qualifier are data items and are not scanned for a delimiter. This allows a delimiter character, such as a comma, to be a valid data item. Example:

"item 1","item 2","item 3, 4 and 5"

This string contains three data items:

Item 1

Item 2

Item 3, 4 and 5

Although the third item contains a comma, it is ignored as a delimiter because it is between the text qualifier of speech/quotation marks (").

Time entry
The form in which you enter the hours worked for an employee. This was formerly known as a Time Card.

Time entry extract file
A file of time entries external to the Time and Attendance Solution that is used to feed to payroll.

Time entry validation
The Time Entry Validation/Creation program identifies and assigns an activity, for example Clock In (1), to each clock transaction (ring) when performing the validation function. Each clock transaction must be assigned to an activity, in order for time entry hours to be calculated for an employee, for a particular shift. This program validates clock transactions (rings) and generates time entries.

Timeout
The period of time that elapses before a user's eCyborg Interactive Workforce account becomes invalid because of inactivity.

ToolTip
A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

Top-down appraisal
Appraisal made by a supervisor or manager of an employee's capabilities. Such an appraisal is generally based on the supervisor's or manager's day-to-day observation of an employee's work performance and will usually include an appraisal interview with the employee.

Trainer
Trainers are set up on the Provider Index Form. They are instructional institutions, organizations or persons who are available to teach a training class.

Trainer code
The trainer code is a four-character value that represents a trainer. This value resides in Option List TR38.

Training area
The training area is recorded on the Class Schedule Form. It is typically defined as the section of the organization to which the training applies, such as manufacturing.

Training class results
These are the class details and absence information recorded on the Process Class Results form. Details recorded include the objectives met when taking a training class.

Training class status
The status value is updated and displayed on the Class Schedule Form. It tracks whether the training class is canceled, full or available.

Training course code
The training course code is a six-character value that represents a training course. This value resides in Option List TR33 and is associated with a course title.

Training plan
A plan of training courses that an employee will attend in the future to achieve the necessary skills to perform a job.

Training reason
The reason for training is used to identify why a training request has been made. For example, the purpose of the training to act as a refresher, to acquire new skills, and so forth.

Training request
A training request is a request for an employee to attend a specific course or class. A formal request for training is not essential. This step could be omitted and the employee could be registered directly in the course of his or her choice.

Transfer
Process of moving an employee from one organization to another organization, such as moving an applicant from the applicant organization to the active employee organization.

Alternative definition: to move data or files from one computer to another

Trend analysis
Reporting or statistics that indicate the rate of change in costs and other elements of a benefits plan.

Trigger
A set of conditions that must occur for an email or letter communication event to start. This can involve the creation, deletion, or modification of forms or checklists within the system.

Tuition reimbursement
Remuneration made to employees for tuition expenses.

Type of training request
The type of training request indicated whether the employee was required to attend the training or whether he or she asked to attend the training.

Unauthorized absence
Absences that are generally not considered paid time away from regularly scheduled work.

Underlined text
In browser applications, text that provides a link to another screen or page.

Unemployment insurance tax
A tax required by some US states to be funded by employee-paid contributions to pay all or part of the cost of unemployment insurance coverage. On the Payroll Solution, state unemployment insurance tax records are established as Type 2 taxes.

Unpaid absence
Employee absence that will not be paid by the organization. A time entry will not be created for this absence.

Upward appraisal
Appraisal that calls for evaluations by those who work under the direction of the employee being evaluated.

URL
Acronym for uniform resource locator. A standard way of specifying the location of an object, typically a web page, on the Internet. URLs are the form of address used on the World-Wide Web. They are used in HTML documents to specify the target of a hyperlink which is often another HTML document (possibly stored on another computer).

User class
Cognos Impromptu assigns security according to configured user profiles. These security profiles are configured by your Impromptu administrator.

User code
A set of characters (up to eighteen alphanumeric characters) that, along with the password, identify the user to the system as a valid user user when they log on.

The user code is case-sensitive (upper case, lower case) and must be entered using the correct case.

User defined password
A set of alphanumeric characters created by users that allows them to view and update information in a software application.

User ID
A set of characters that identify you to the software application. The application contains a list of authorized users by user ID. When you attempt to log on, the system checks the list of authorized users to determine whether you have authority to use the application.

User profile
Used for security purposes to determine what you can and cannot do while you are using the system, and which parts of the system you can access. A user profile is created and maintained for you by a Security Officer. Each user of the system will have a user profile.

Vacancy
An open position that needs to be filled, or an unfilled complement position

Vacation days
The time off that an employee is entitled to as a result of an employment contract or due to length of service.

Validation
The process where the Time Entry Validation program identifies and assigns an activity to a clock transaction (ring) when performing the validation function.

Variant forms
Method of displaying country-specific variation of Cyborg-delivered forms.

Waive
The act of choosing not to enroll in an optional benefits plan.

Warning time
Used to set a period of time after which an employee will appear on the exception report for a particular activity. A Warning condition will allow the creation of a time entry. A Reject condition will not. This is part of the Time and Attendance Administration.

Welfare benefit plan group
First level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare benefit plan subgroup
Second level of the logical organization of welfare benefit plans in eCyborg Interactive Workforce.

Welfare plan
Any insurance or other benefit plan that provides immediate benefits to a participant—for example, medical insurance.

What-if mode
Method for processing a report that allows viewing of information without updating of employee records.

Window
A standard Windows object that displays information. A window is a separately controllable area of the form that typically has a rectangular border.

Wizard
A form if user assistance that automates a task through a dialog with the user.

Work area
The Solution Series screen. It includes the menus, toolbars, Navigator, forms area, message area, and status bar.

Work instructions
Specific tasks to be completed during the migration of data and files from test to production.

Work restrictions
Restrictions that prevent an employee from participating in specific workplace functions.

Worker's compensation
Legislation in the US that provides compensation to employees who suffer work-related injuries.

Workforce competency
The capacity of the overall workforce to perform required functions and sets of activities.

XHTML
Extensible HyperText Markup Language, used by the help pages for eCyborg.

Year End Master File
P20OUT file from the final payroll run of the year

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