Using Multicurrency

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Contents

Part 1 1

Introduction **1**

Chapter 1 3

About This Manual 3

Chapter 2 11

Overview of Multicurrency 11
- Introduction 12
- Purpose of Multicurrency 13
- Description of Multicurrency 14
- When to use Multicurrency 22
- Who should use Multicurrency 23
- Interaction with other Solution Series components 24
- Frequently Asked Questions 26
- Review of Questions Answered 28

Part 2 29

Setting up Multicurrency **29**

Chapter 3 31

Setting Up Multicurrency at the Organization Level 31
- Introduction 32
- Local and foreign currency 33
- Maintaining a history of foreign exchange transactions 35
- Currency option list 37
- Multicurrency HEDs 46
- Arrears and Multicurrency 48
- Multicurrency report requests 49
- Detailed Directions 50

Review of Questions Answered 63

Chapter 4 65

Setting Up Multicurrency at the Employee Level 65
Introduction 66
Overview of employee setup for Multicurrency 67
Establishing conversion types 68
Detailed Directions 78
Examples of specific situations 81
Review of Questions Answered 86

Chapter 5 87

Creating Multicurrency Time Entries 87
Introduction 88
Formatting Multicurrency time entries 89
Multicurrency time-entry editing 92
Recording Multicurrency payment and labor history 94
Detailed Directions 96
Review of Questions Answered 105

Part 3 107

Appendices 107

Appendix A 109

Report Quick Reference 109
Introduction 110

Appendix B 121

Option List Quick Reference 121
Introduction 122
Option List Quick Reference 123

Appendix C 125

Special Technical Features 125
Introduction 126

Multicurrency Records 127
Multicurrency Conversion Costing Fields 129
Compiling P4CALC/O4CALC 130
Payrun JCL 131

Appendix D **133**

Practice and Review Answers 133
Overview of Multicurrency 134
Setting Up Multicurrency at the Organization Level 135
Setting Up Multicurrency at the Employee Level 137
Creating Multicurrency Time Entries 138
Glossary of Terms 139
Index 169

PART 1

Introduction

In This Section

About This Manual 3
Overview of Multicurrency 11

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Multicurrency to perform your business tasks. This manual focuses on the setup, maintenance, and tasks associated with a Multicurrency organization on The Solution Series.

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 multinational organizations or any organization which must work with currencies other than the currency used by their home country. The staff members listed here will find it most useful:

- Administrative staff—Payroll, Benefits, and Human Resource personnel will find this manual useful for the day-to-day input and maintenance of employee data. System access is normally limited to the appropriate employee-level components.
- Management and supervisory staff—Payroll managers will find it helpful to read through the entire manual.
- Accounting staff
- Technical staff

Prerequisite skills

Those who use this manual should possess a variety of technical skills, depending on the roles they will play. The following minimum skills are recommended to take full advantage of the material in this manual:

- Basic understanding of Microsoft Windows NT or the UNIX operating systems
- Basic understanding of The Solution Series, in particular the payroll functionality

Additional documentation and training courses

The Payroll documentation contains all the information you need to set up, run, and troubleshoot Payroll Administration. The documentation is divided into the six manuals listed below. Each manual focuses on a particular aspect of Payroll Administration and will be of use to different audiences in your organization.

The Payroll documentation is organized in the order that you would need to set up the Payroll Administration before going live. They also follow the process that you would need to complete before running payroll. Contact Cyborg Systems, Inc. Customer Support if you would like a copy of this additional documentation.

The Payroll documentation is organized as follows:

Document	Description
Payroll Organization Setup	A reference and training guide for organization setup, including taxes, earnings and deductions, and an overview of payroll processing.
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions and basic employee data.
Payroll Time Entries and Adjustments	A reference and training guide for the creation of time entries and making pay adjustments.
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports.
Technical Administration	A reference guide of technical information needed by advanced users for running payroll processing.
Maintaining Payroll Tax Codes	A reference guide of Cyborg Tax Codes and their current status.

The following documentation and training courses are available from Cyborg Systems to help you understand Using Multicurrency.

Documentation

In addition to the Payroll documentation, these three documents pertain to particular aspects of Payroll Administration. This Multicurrency documentation is listed here:

Document	Description
Quarterly Wage Reporting	A single reference source for state quarterly wage reporting. All information needed to produce quarterly wage information is detailed for each state.
Year-End Processing Guide	Contains information and instructions for preparing and running the Cyborg Year-End Processor.
Using Multicurrency	A reference guide to the optional Multicurrency component for multinational organizations.

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

Training Courses

Related Course	Description
Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and pay run process control options are also covered.
Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees is also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the usage of reports to verify inputs and outputs from each payroll.
Technical Administration	Learn the technical information you need in order to run and troubleshoot payroll. This course explains the programs that comprise payroll and walks you through what you need to set up to run payroll.
Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.

Related Course	Description
Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.
Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.
Year-End Processing Refresher	This one-day refresher course is especially designed for those who need a brief review of year-end W-2/1099 processing requirements along with the current year update on Federal and processor changes. This course is designed to guide you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing.

If you wish to attend any of these courses, contact Cyborg Systems 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:

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 Where to get help
2	Overview of Multicurrency	Description of the Multicurrency component When to use Multicurrency Who should use Multicurrency Interaction with other Solution Series components Frequently asked questions

Read this chapter		To learn about
3	Setting Up Multicurrency at the Organization Level	Local and Foreign Currency Maintaining a history of foreign exchange transactions Conversion options Multicurrency HEDs Arrears and Multicurrency Multicurrency report requests
4	Setting Up Multicurrency at the Employee Level	Establishing conversion types Examples of specific situations
5	Creating Multicurrency Time Entries	Multicurrency time-entry formats Multicurrency time entry editing Multicurrency costing history

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 Multicurrency

In This Chapter

Introduction 12
Purpose of Multicurrency 13
Description of Multicurrency.....14
When to use Multicurrency 22
Who should use Multicurrency 23
Interaction with other Solution Series
components.....24
Frequently Asked Questions.....26
Review of Questions Answered.....28

Introduction

With our global economy increasing, many organizations have found the need to record and disburse funds in a variety of currencies. Combining Multicurrency with Payroll Administration components provides a flexible system for handling the requirements of multinational organizations and any other organizations, which use a variety of currencies to calculate an employee's pay.

This section provides a brief overview of Multicurrency available within The Solution Series.

☞ *This documentation describes Multicurrency and how to use Multicurrency forms, option lists, and reports. Some standard payroll forms include entries specific to Multicurrency. On these forms, only the Multicurrency-specific entries are described in this documentation. For all standard payroll information, refer to the Payroll Administration documentation.*

Questions answered

The following questions are answered in this section:

1. What are some ways in which Multicurrency can benefit an organization?
2. What makes Multicurrency a unique feature within Payroll Administration?
3. When should you set up Multicurrency?
4. What changes are required at the system level to operate Multicurrency?
5. What happens during Multicurrency processing?

Purpose of Multicurrency

Each organization has a different need regarding the use of multiple currencies. If you must convert currency from local to foreign or from foreign to local, Multicurrency will assist you.

Cyborg Systems, Inc. developed Multicurrency as a fully integrated Payroll Administration component, offering:

- Powerful calculation ability
- Independent stop facilities
- Variable decimal place capability
- Optional history records
- Date-driven currency tables and conversion records

What Multicurrency can do

Multicurrency allows you to:

- Hold payments and deductions by the contract currency
- Pay or deduct against the local currency
- Record monies paid outside the regular payroll
- Record monies to be remitted in foreign currency
- Maintain a history of exchange transactions for payments and deductions

With Multicurrency in place, you can also specify different exchange rates for a single currency. Although employees' salaries may change only once a year, exchange rates may vary from month to month; you can update them as needed.

Other situations in which you will find Multicurrency helpful include calculating expatriates' salaries, reimbursement of expenses incurred overseas, and remittances home for employees stationed overseas.

Description of Multicurrency

If you choose to use Multicurrency, The Solution Series allows you to take advantage of these functions:

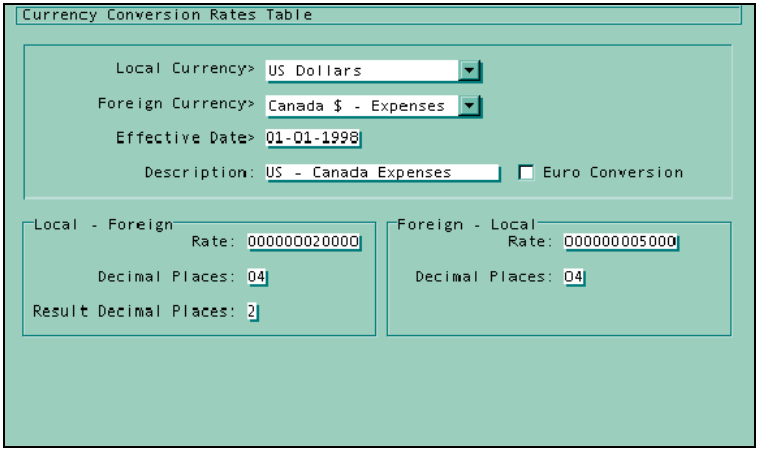
- You can hold payments and deductions in one currency and pay or deduct against another currency.

  For example, the gross-to-net is paid in the local currency, including taxes, which are always calculated in the local currency.

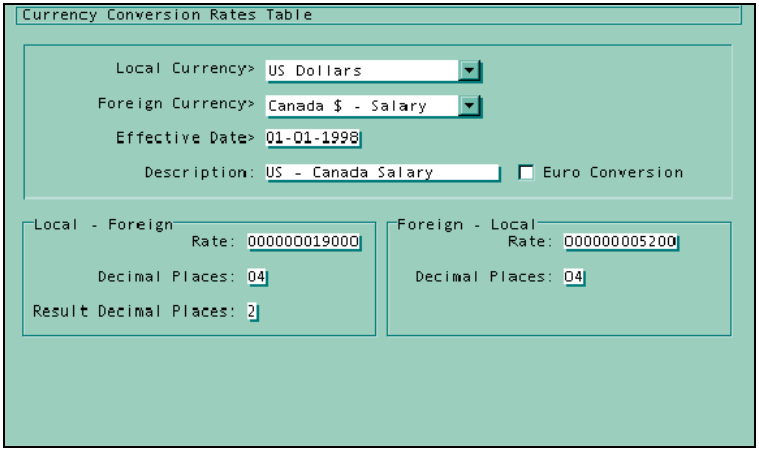
- You can convert currencies using more than one exchange rate.

  For example, an employee's salary is exchanged at a fixed rate, and expenses use a different, variable, rate.

The following sample form shows the local currency in US dollars that will be converted from Canadian dollars at an exchange rate chosen for expenses:



The next sample form shows the employee's salary to be converted from Canadian dollars to US dollars using this exchange rate:



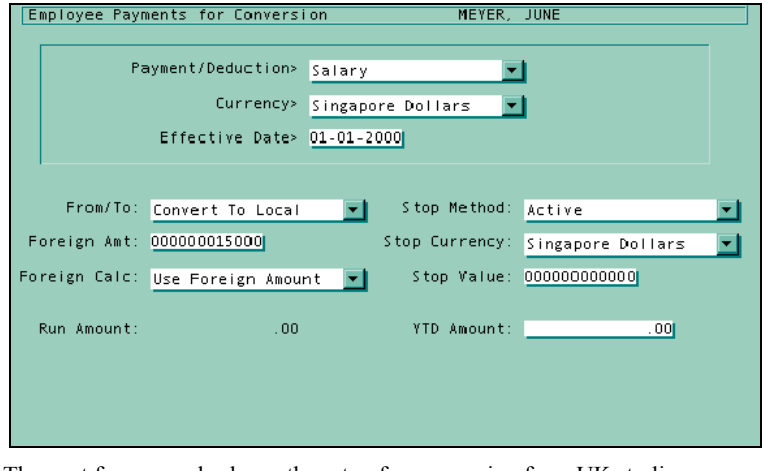
- You can apply multiple exchange rates against both payments and deductions.

  For example, a deduction taken for an employee's mortgage payment may use an entirely different exchange rate from any of the employee's payments.

- You can pay different employees in different currencies and from within one HED.

  For example, you have employees whose contracts require that their salaries are held in Singapore dollars and UK sterling, but they are all paid through one HED for salary.

The following form sample shows the setup for conversion from Singapore dollars:



The next form sample shows the setup for conversion from UK sterling:

Employee Payments for Conversion MOORE, SAMUEL

Payment/Deduction> Salary
Currency> UK Sterling
Effective Date> 01-01-2000

From/To: Convert To Local
Foreign Amt: 000000500000
Foreign Calc: Use Foreign Amount
Run Amount: .00

Stop Method: Active
Stop Currency: UK Sterling
Stop Value: 000000000000
YTD Amount: .00

- You can record and disburse amounts paid directly, outside of the payroll, such as allowances for employee taxes or fees paid by the organization.

  For example, an organization pays school fees for an employee, as shown in the following sample form:

Employee Payments for Conversion MOORE, SAMUEL

Payment/Deduction> School Fees
Currency> UK Sterling
Effective Date> 01-31-2000

From/To: Convert To Local
Foreign Amt: 000000015000
Foreign Calc: Use Foreign Amount
Run Amount: .00

Stop Method: Active
Stop Currency: UK Sterling
Stop Value: 000000000000
YTD Amount: .00

- You can record all amounts paid in foreign currencies and maintain a history of foreign exchange transactions using Labor records.

  An example is the payment of an employee's regular pay, as shown in the sample form below:

```
Payroll Labor Snapshot                                  MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
                        Salary-Auto/No           Split: 1  Split Auto and TE

 Location Information                     Change Date: 02-05-1992
                                        Master Number: 0001
 REGION         Western
 DEPARTMENT     Purchasing            Period-end Date: 02-02-1992
 SECTION        Paper Products           Payment Date: 02-08-1992
 GROUP          Wholesale
                                                 Type: 9L   - Normal Payment
 Local
     HED: 001

  Amount:          461.54
   Hours:           40.00

                                        Next Page        Options
```

The large-number function

Multicurrency includes a large-number function which allows the entry of large amounts that have a small value compared to the local currency.

For example, the payment of annual bonuses may require larger payments than usual. You can use the large-number form as shown in the following sample:

```
Time Entry Format 1 Large Numbers

    Employee  ----Regular---                                          S D
FC    Number   Hrs  Amount     HED YY MM-DD   PL3   PL4   PL5   PL6   Function  C C
13  01                 123456780 005
```

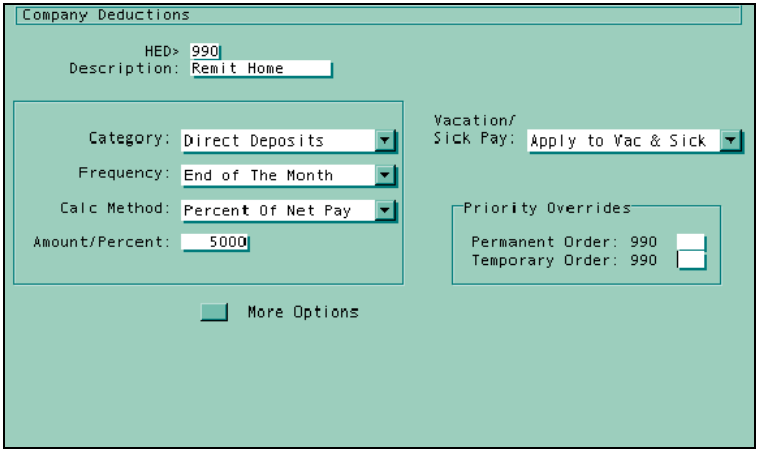
Flexibility

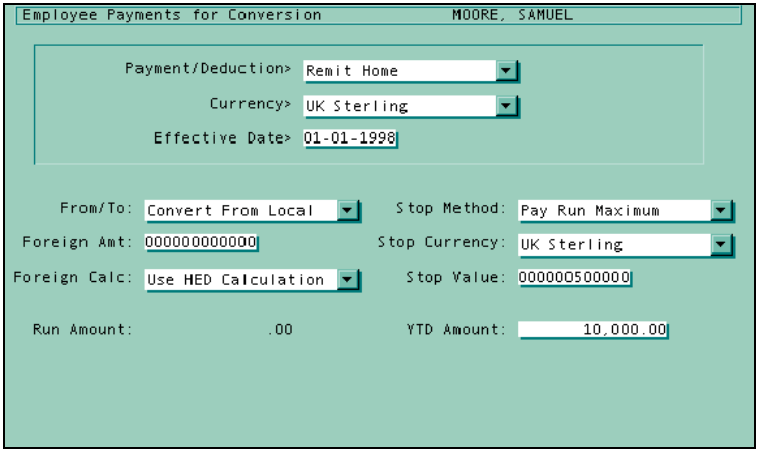
Cyborg Systems, Inc. supplies the Multicurrency option lists, and you update them with your own requirements. As currency conversion rates contain no fixed decimal places, the accuracy and flexibility you require are under your control.

You can specify deductions as either foreign currency amounts that are converted to your local currency, or as local currency amounts that are deducted as local currencies but are stored as converted values.

With Multicurrency, you still have the advantage of the normal earning and deduction calculations and the ability to split Net Pay by a percent or amount. Multicurrency also handles Reducing Balances, in both local and foreign currencies.

The following two sample forms illustrate the setup for an employee who is having 50 percent of his Net Pay calculated on HED 990 and then converted to UK sterling, subject to a payroll run limit of £5000.00:

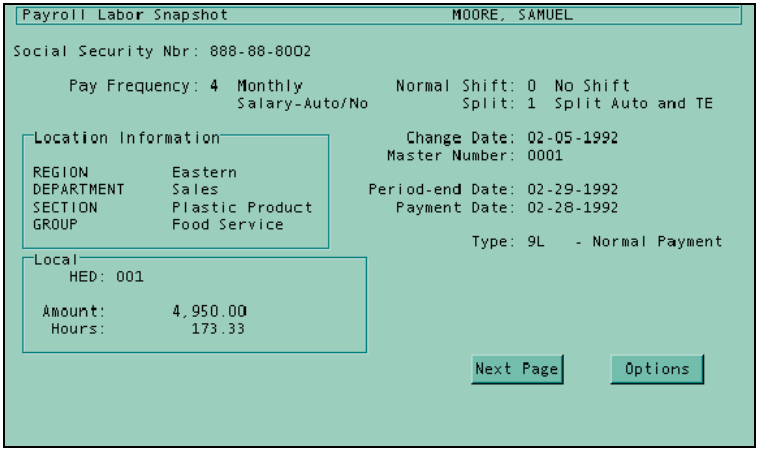




Multicurrency costing records

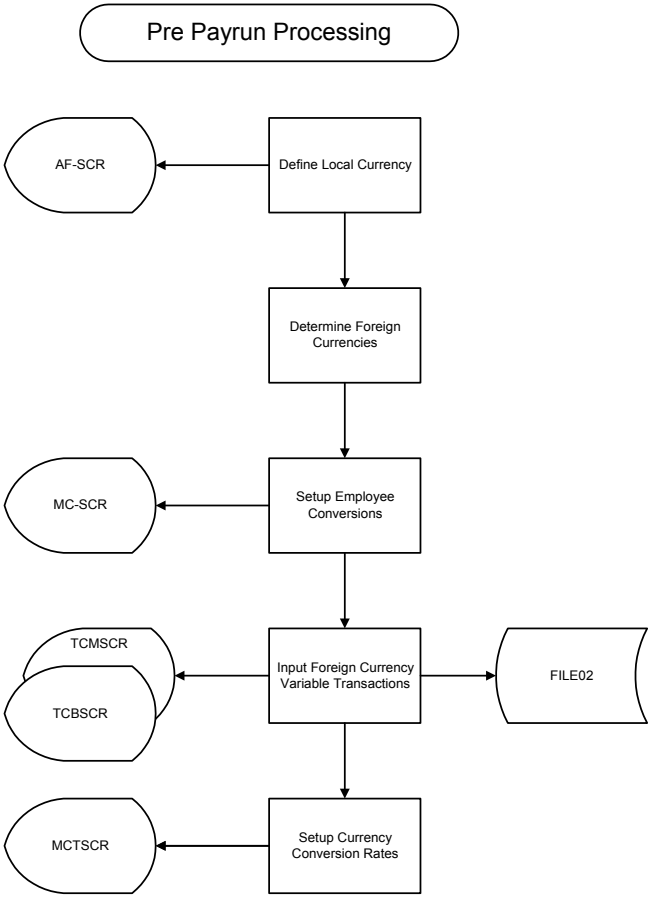
An additional option on the Company Options form (AF-SCR) produces Multicurrency costing records for deductions, in addition to those for earnings, containing the currency, conversion direction, exchange rate, and foreign currency amount, as shown in the following sample form.

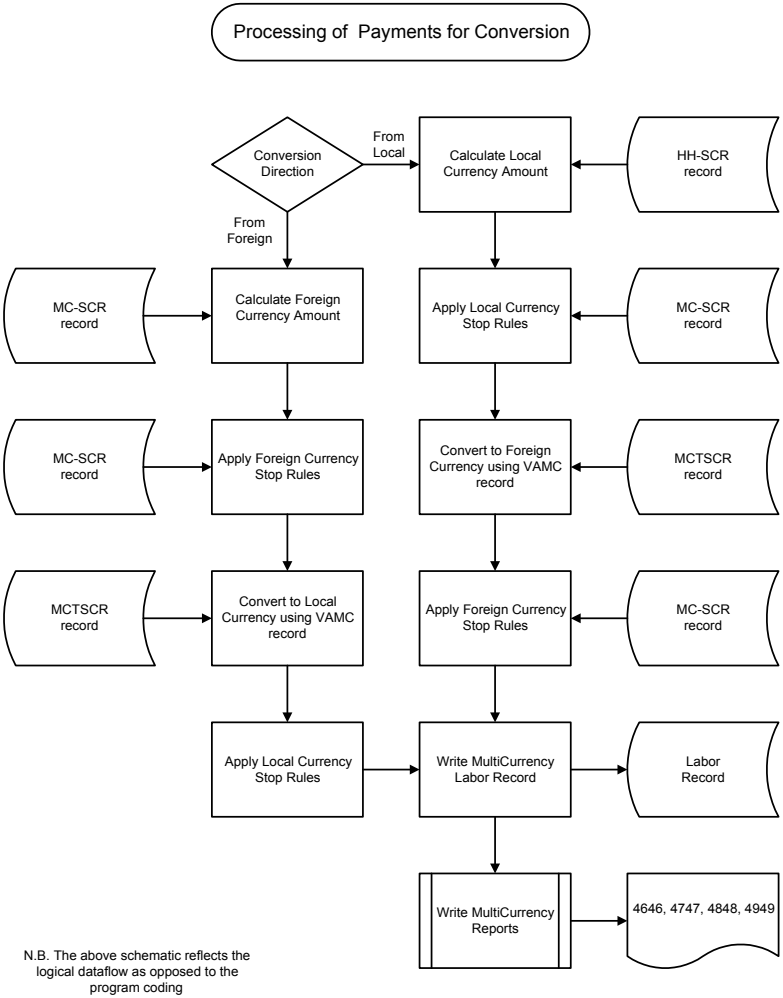
You can view Multicurrency costing records, as shown in the following sample:



The Multicurrency process

The following two diagrams demonstrate how Multicurrency operates within Payroll Administration.


Pre Payrun Processing
AF-SCR
Define Local Currency
Determine Foreign Currencies
MC-SCR
Setup Employee Conversions
TCMSCR
TCBSCR
Input Foreign Currency Variable Transactions
FILE02
MCTSCR
Setup Currency Conversion Rates



N.B. The above schematic reflects the logical dataflow as opposed to the program coding

When to use Multicurrency

Multicurrency is a stand-alone part of The Solution Series. You can add Multicurrency at any time or you can include it in your initial system installation.

First you identify the foreign currencies you will be using, and then you identify the earnings or deductions to be paid or withheld in foreign currency.

If you are presently operating under The Solution Series, you may already have set up these earnings and deductions.

Who should use Multicurrency

Whether you choose to add Multicurrency also depends upon the detail you want to record on employee pay slips. If you have employees working overseas, you will probably choose to add Multicurrency to your system.

Listed below are some examples of situations in which organizations find Multicurrency useful:

- Employees working abroad want to allocate some pay to be sent home each pay period.
- Employees want to have certain amounts, such as school fees, withheld and paid in a different currency than the currency in which they are paid.
- Employees receive a housing allowance in one currency and they need it to be paid in a different currency.
- Employees want their pay to be distributed among several bank accounts.

Interaction with other Solution Series components

Just as in Payroll Administration, the setup procedure for Multicurrency begins at the organization level and proceeds to the employee level.

Organization-level operations

Multicurrency setup begins with the establishment of earnings and deductions to be associated with foreign currency. You then customize your Multicurrency option lists, define the local currency, and specify whether you wish History and Labor Records to be written for your foreign currency deductions.

Employee-level operations

Once you have set up employee earnings and deductions to be associated with Multicurrency, you define the conversions. Earnings are usually converted from foreign to local, but deductions tend to be converted from the local currency to the currency of the location where the employee sends money home. These conditions vary between organizations and employees, and Multicurrency allows complete flexibility in these conversion definitions.

The Multiple Currency Time Entry form (TCMSCR) functions similarly to the standard time entry forms, accepting amounts for such items as pay, expenses, and bonuses. This form also allows the amount entered to be converted during payroll processing.

Pay slips may include details of any foreign currency conversions below the local equivalent line. Although this is not a standard Cyborg-supplied feature, you may include it as part of your consultancy. You may choose only one currency for a deduction at the employee level. If you provide a separate page for expenses, The Solution Series allows you to detail each payment made to each employee by currency. Organizations requiring more complex recording may choose to print separate pages of expenses and currencies.

You may specify that the amount to be converted will be calculated according to the options specified in the Employee Earnings and Deductions form (HH-SCR).

System-level operations

Few changes are required at the system level to operate Multicurrency.

If you wish, the system creates a Multicurrency costing record that stores details of the foreign currency payment or deduction in addition to the local currency details. In addition, the Run and Year-to-Date values are maintained on the Multicurrency costing record.

Reporting

Four reports specific to Multicurrency detail your foreign currency operations.

- The Foreign Currency by Employee report (4848) details foreign currency transactions for the current pay period for each employee.
- The All Currencies by Employee report (4949) details all current transactions for each employee.
- The Foreign Currency Schedule report (4646) details foreign currency transactions for deductions to be paid in the current pay period for each employee.
- The Multicurrency by Cost Center report (4747) summarizes all transactions by currency, earning or deduction, and organization levels.

Frequently Asked Questions

This section provides answers to some frequently asked questions about Multicurrency.

Can Multicurrency handle any currency and conversion rate?

Yes. The only limit is that the conversion rate cannot have more than 12 digits.

If I pay after a conversion rate has changed, what will happen?

The system would use the rate associated with the Period Date or the date on the time entry (if present). In this case the system would probably select the current rate.

Is the system Euro-compliant? If so, how do I enter rates?

Yes, the system is Euro-compliant. You should enter rates for Euro triangulation in accordance with the Euro Triangulation rules; in other words, using six digits.

Can Multicurrency handle multiple currencies?

Yes, including different rates for the same currency, such as Annual Fixed or Monthly Variable.

Will the system accept foreign exchange rates for conversion calculations?

Yes, the Multicurrency Costing Input form (TCGSCR) allows the input of the applicable exchange rate.

Can the system track foreign exchange rates and compute an average according to a selected time period?

No, Multicurrency does not have this capability.

Does the system allow at least two currencies for each employee?

There is no limit to the number of foreign currencies that may be associated with an employee.

Can Multicurrency maintain an exchange rate table for currency conversion?

Yes, the Currency Conversion Rates Table form (MCTSCR) is used for the maintenance of conversion rates.

Can Multicurrency generate payments to accounts in currencies other than the local currency?

Yes, the system allows for the calculation of monies to be paid outside of the payroll system in foreign currencies

Must I always enter both a From and To exchange rate, or can the system compute them?

You must always enter both rates, as there is no assumption within the Currency Conversion Rates Table form (MCTSCR) that one value would always be the reciprocal of the other.

Is the exchange rate picked up according to the effective date in the time entry?

Yes.

What is the explanation for the exchange rate shown in the All Currencies by Employee report (4949)?

This is the exchange rate actually used according to the date associated with the payment or deduction.

If an Employee Earnings and Deductions form (HH-SCR) is set up for foreign currency, but the Employee Payments for Conversion form (MC-SCR) is not, what will happen during the payroll run? How do I identify such cases?

A warning will be printed on the Audit Trail stating that the Employee Payments for Conversion form (MC-SCR) could not be found.

If an Employee Payments for Conversion form (MC-SCR) is set up for foreign currency, but the Employee Information form (EF-SCR) is not, what will happen during the payroll run? How do I identify such cases?

If the Employee Earnings and Deductions form (HH-SCR) has not been set up, the input of the Employee Payments for Conversion form (MC-SCR) will cause the Employee Earnings and Deductions form (HH-SCR) to be set up using the organization-level default values.

How do I load history and labor data for foreign currency?

Payment History is loaded using the Manual Payments, Manual Adjustments, and FICA/OASDI Total Pay Adjustments transactions. Labor records for Multicurrency HEDs may be input using the Multicurrency Costing Input form (TCGSCR).

Can I access a history of foreign currency transactions?

Yes, the system will maintain details of the foreign amount, currency and conversion rate on the labor records, which can the be accessed using the Payroll Labor Snapshot form (HL-SCR) or the reporting tools.

Review of Questions Answered

1. What are some ways in which Multicurrency can benefit an organization?

2. What makes Multicurrency a unique feature within Payroll Administration?

3. When should you set up Multicurrency?

4. What changes are required at the system level to operate Multicurrency?

5. What happens during Multicurrency processing?

PART 2

Setting up Multicurrency

In This Section

Setting Up Multicurrency at the Organization Level 31
Setting Up Multicurrency at the Employee Level.....65
Creating Multicurrency Time Entries 87

CHAPTER 3

Setting Up Multicurrency at the Organization Level

In This Chapter

Introduction 32
Local and foreign currency 33
Maintaining a history of foreign exchange transactions 35
Currency option list 37
Multicurrency HEDs.....46
Arrears and Multicurrency.....48
Multicurrency report requests 49
Detailed Directions 50
Review of Questions Answered.....63

Introduction

This section describes the tasks required to set up Multicurrency at the organization level using standard payroll forms, specific Multicurrency forms, and the option lists required to complete these forms.

Tasks

This section explains the following:

- How to identify currency exchange rate types
- How to request Multicurrency costing records
- How to identify local currency
- How to set up currency exchange rates
- How to define Multicurrency HEDs
- How to set up a Multicurrency HEDs option list
- How to create WL records for Multicurrency reports

Prerequisites

Before you can perform the tasks in this section, you must meet these prerequisites:

- The Solution Series must be installed and set up.
- You must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentation.
- You must understand the discussion in Overview of Multicurrency in this documentation.

The concepts in this section are based on the assumption that you have already set up your standard payroll system. A number of standard payroll forms include additional entries that apply to Multicurrency. The concepts in this section that require using standard Payroll forms cover only the entries that apply to Multicurrency. You must already be familiar with Payroll Administration to benefit from this section. If you are not, refer to the Payroll documentation until you have an understanding of Payroll Administration.

Questions answered

The following questions are answered in this section:

1. How do I determine the number of Multicurrency HEDs to set up?
2. What are the purposes of the Currency Code and Multicurrency HEDs option lists?
3. Does Multicurrency support arrears calculations?
4. How do I set up Multicurrency costing records?
5. How do I set up currency exchange rates?
6. How do I determine the different currency conversions that I will need?

Local and foreign currency

Before you can complete the Multicurrency setup procedure, you must determine the currencies you will be using and how you wish to record currency information.

The local currency is the currency in which a particular organization pays an employee, based upon the country in which the organization is located. You can have only one local currency per organization, but you can have multiple organizations, each with a different local currency.

Foreign currency is the currency into which, or from which, the local currency is converted.

This currency may be the currency of the country in which the employees resides permanently. You may be using more than one foreign currency, depending upon the number of countries in which your employees live.

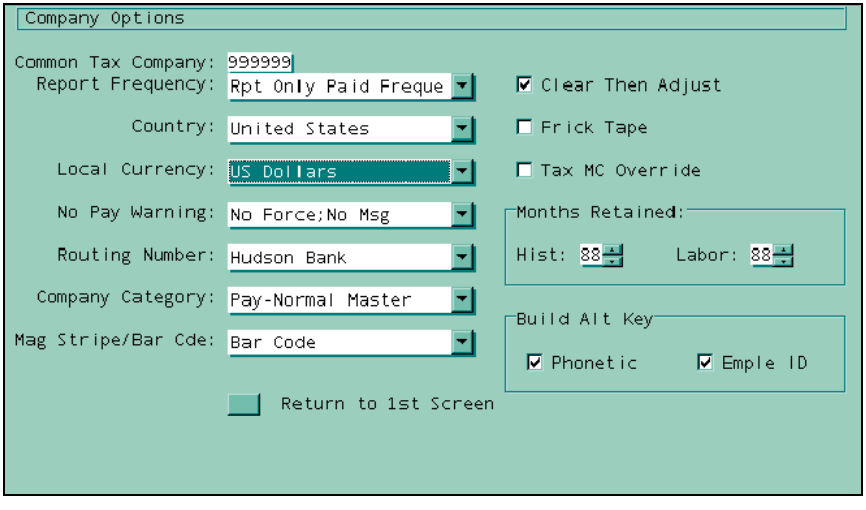
For example, if an employee is a Canadian resident working in the US, the local currency is US dollars, which you could convert to Canadian dollars for transfer of money home. In this case, Canadian dollars is the foreign currency.

You may also want to combine currencies when you convert employee payments. For example, an employee lives away from her home country, but her family stays in the home country. For this employee, you would convert to two currencies:

- One part of her net pay may remain in the local currency for her living expenses while she remains in the country of her current assignment.
- The other part of her earnings will be converted to the currency of her home country and will be deposited in the family's bank in that country.

Defining the local currency

The Company Options form (AF-SCR) contains a mandatory entry for Multicurrency. The option you choose in the Local Currency list box identifies the local currency to the system, as shown in the following sample:



You must specify the local currency to the system. Although you have already specified the country in which the organization operates, the system does not assume a currency associated with any particular country. Therefore, you must specify a currency for each organization.

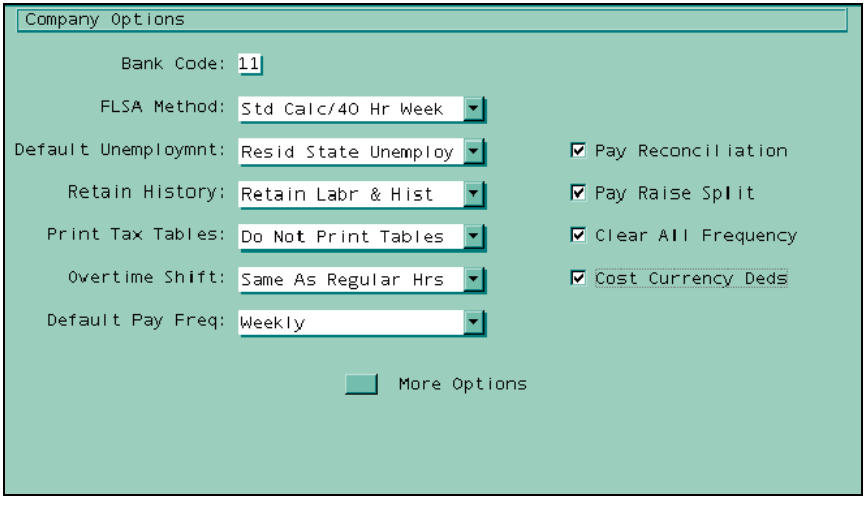
Apply the Concept

Based on your understanding of local and foreign currency as explained in this concept:
What is your organization's local currency?

To what foreign currencies do you expect to be converting?

Maintaining a history of foreign exchange transactions

You may want to maintain a history of your foreign exchanges. You can do this through the optional Cost Currency Deds list box on the Company Options form (AF-SCR), highlighted in the following example:



If you choose this option, you activate a G8 record, known as the Multicurrency costing record. This record allows the system to store deductions and direct deposits in multiple currencies against one HED and maintain a history of transactions for each exchange rate. This costing record for deductions is available only in Multicurrency.

You can view Multicurrency costing records on the Payroll/Labor Snapshot form (HL-SCR). The following example is a Payroll/Labor Snapshot created in Payroll Administration:

```
Payroll Labor Snapshot                          MEYER, JUNE

Social Security Nbr: 888-88-8001

     Pay Frequency: 1  Weekly           Normal Shift: 0  No Shift
                       Salary-Auto/No          Split: 1  Split Auto and TE

 Location Information                    Change Date: 01-31-2000
                                       Master Number: 0005
 REGION         Western
 DEPARTMENT     Purchasing           Period-end Date: 02-02-1992
 SECTION        Paper Products          Payment Date: 01-31-2000
 GROUP          Wholesale
                                                Type: ML   - Manual Check
 Local
     HED: 001

  Amount:         923.08
   Hours:          80.00

                                        Next Page      Options
```

The next example shows a Multicurrency costing record on the Payroll/Labor Snapshot form (HL-SCR) in its Multicurrency format:

```
Payroll Labor Snapshot                          MEYER, JUNE

Social Security Nbr: 888-88-8001

     Pay Frequency: 1  Weekly           Normal Shift: 0  No Shift
                       Salary-Auto/No          Split: 1  Split Auto and TE

 Location Information                    Change Date: 01-31-2000
                                       Master Number: 0005
 REGION         Western
 DEPARTMENT     Purchasing           Period-end Date: 02-02-1992
 SECTION        Paper Products          Payment Date: 01-31-2000
 GROUP          Wholesale
                                                Type: ML   - Manual Check
 Local
     HED: 001

  Amount:         923.08
   Hours:          80.00

                                        Next Page      Options
```

Currency option list

You may find it obvious that you need an entry in the Currency option list (PR69) for each currency, but you may want more than one entry for each currency. Because you may choose different exchange rates for different types of payments, you will set up a different exchange rate for each exchange rate type and add these exchange rates to the Currency option list (PR69).

For example, an employee works in Singapore and is paid in US dollars. His contract stipulates a fixed exchange rate, but his employer applies a variable exchange rate to the funds to be sent home to the US. In this scenario, the paying organization uses two exchange rates for the same currency and employee.

Organizations often use an annual exchange rate for salaries. This exchange rate is also known as the 'contractual exchange rate', and employers usually review it once a year.

For the funds paid directly to the employee in the above example, the organization applies a contractual exchange rate which it updates each year. For funds to be deposited in the employee's bank account at home, the organization applies a variable exchange rate, which is updated more often. Both exchange rates are applied against US dollars, so in this case, the organization uses two exchange rates for one currency. It sets up two entries in the Currency option list (PR69) for this currency:

- Contractual US dollars
- Variable US dollars

This important Multicurrency feature allows more than just exchanging currencies at the current rate. It offers flexibility in being able to set as many different rates as you need.

You may apply multiple exchange rates to deductions as well as payments. In another example, an employee working in Singapore is paid in British Sterling. The money her employer pays her is calculated with several exchange rates:

- Her salary is calculated at the annual contractual exchange rate.
- When the employee qualifies for a bonus, her employer applies a fixed exchange rate set by the organization.
- For travel expenses, the employer applies a variable exchange rate based on the rates in effect during the time she was traveling.
- The employee's personal deductions that are sent home, such as the mortgage payment sent directly to her bank, are calculated with a fourth exchange rate.

The organization would set up four exchange rate types to handle the pay for this employee:

- Contractual British Sterling
- Bonus British Sterling
- Expense British Sterling
- Direct deposit British Sterling

As part of a negotiated contract, an organization may pay some of the employee's obligations directly. For example, the organization pays school fees in Singapore for the children of both the US resident and the UK resident. The organization pays these fees as an additional incentive for employees working abroad. The fees are an extra part of the employees' contracts, not a part of their salaries. Therefore, the school fees are not a deduction, but a different form of payment. Fees such as these are usually an imputed item. In this situation, the employer uses a variable exchange rate to convert from the local currency for any 'home' tax purposes.

Payments such as educational fees and housing allowances may add extra reporting requirements in some cases. In the US, for example, such payments are considered 'imputed income' (taxed but not paid). The US government taxes most of these benefits, so they have to be reported as income subject to taxation.

For example, the US employee working in Singapore, whose children attend a US school, has their tuition paid through a Category 10/11 (Earn/Ded-Normal Tax or Earn/Ded-Default Tax) HED. The children's tuition is included in an employee's Taxable Pay amount but not included in the Gross Pay amount.

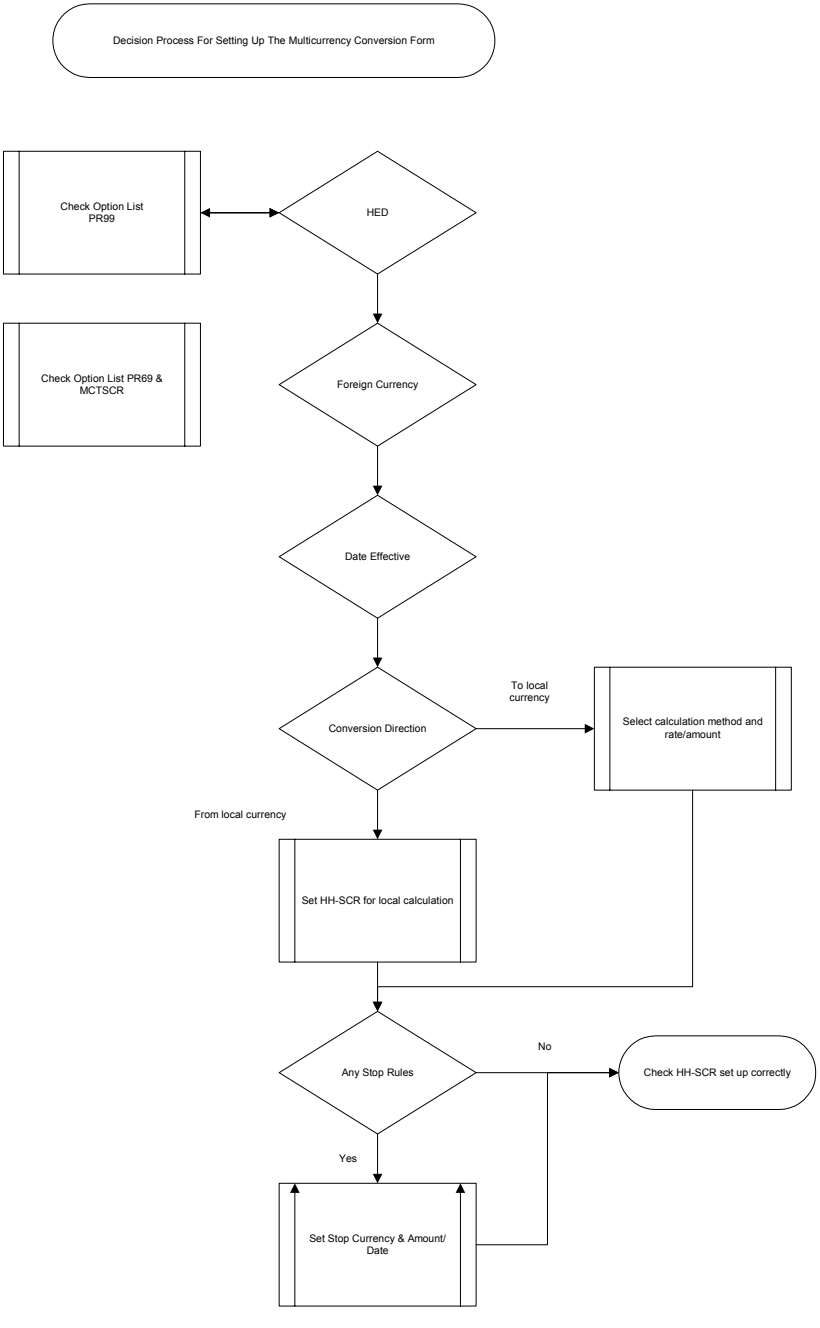
These payments are taxed in both currencies, Singapore dollars and US dollars, so the employee must report them to both governments. The US, which taxes at a higher rate than Singapore, credits the employee for the Singapore taxes. The employee is liable to the US for the difference between the two tax amounts.

Setting up exchange rate types

To set up exchange rate types, you must make some decisions:

- Identify all employee payment types, such as salary or expenses.
- Identify the local currency in which you will make these payments.
- Determine which types of employee payments must be converted to foreign currencies.
- Determine which foreign currencies to use for each type of payment.

The following diagram illustrates this decision process:


Decision Process For Setting Up The Multicurrency Conversion Form
Check Option List PR99
HED
Check Option List PR69 & MCTSCR
Foreign Currency
Date Effective
Conversion Direction
To local currency
Select calculation method and rate/amount
From local currency
Set HH-SCR for local calculation
Any Stop Rules
No
Check HH-SCR set up correctly
Yes
Set Stop Currency & Amount/ Date

Once you have made these decisions, you are ready to record the exchange rate for each type of payment for each type of currency.

When you pay employees, the exchange rate type that you choose tells the system where to look for the exchange rate for each type of payment for each type of currency.

Once you determine the exchange rate types you will need, you add them to the Currency Code Option List (PR69). This option list is a subset of the standard ISO currency table. You may add options as needed.

The following table shows the Currency Code Option List (PR69) as Cyborg delivers it to you:

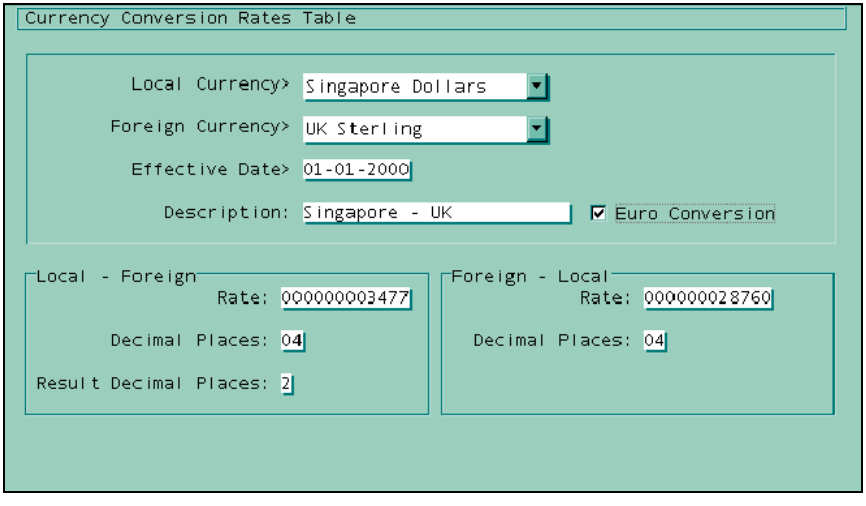
Currency Code	Description
#	None
ASD	Australian Dollars
CAD	Canadian Dollars
DM	German Marks
FFR	French Francs
HKD	Hong Kong Dollars
IDR	Indonesian Rupiah
INR	Indian Rupees
ITL	Italian Lira
MAR	Malaysian Ringits
SGD	Singapore Dollars
STD	UK Sterling
THB	Thai Bahts
TUL	Turkish Lira
USD	US Dollars
YEN	Japanese Yen

The Currency Conversion Rates Table

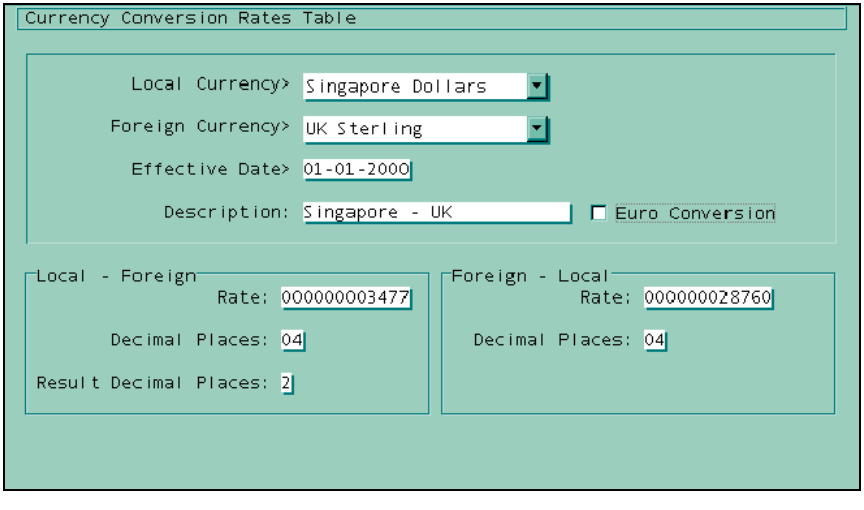
When converting one currency to another, the system looks at the exchange rate table that you set up through the Currency Conversion Rates Table form (MCTSCR).

You set up the exchange rate types while setting up Multicurrency at the organization level. From then on, the system chooses an exchange rate for a particular currency at a particular time depending upon the exchange rate types you select when you pay your employees.

The Currency Conversion Rates Table form (MCTSCR) takes two formats. If you are using Euro triangulation, you click the Euro Conversion box and reload the form. The resulting form looks similar to the following sample:



If you are not using Euro triangulation, the Currency Conversion Rates Table form (MCTSCR) looks similar to this sample:



Be careful not to confuse 'exchange rate type' with 'exchange rate.' The table you set up holds the exchange rate for a certain period of time for each exchange rate type. You may wish, for example, to set up an annual exchange rate type for salaries and a monthly exchange rate type for expenses. You would set up a table for both annual and monthly exchange rate types for the exchange rate of the currency to which you are converting.

The Currency Conversion Rates Table form (MCTSCR) allows accuracy and flexibility. No fixed decimal places are required for the exchange rate types, except for the Result Decimal Places, which is currently limited to two. Use your preference when you set up these values.

Some organizations may even use daily conversions in some instances. You can update exchange rates at any time.

You may also have multiple currencies with the same exchange rate types. If your local currency is Hong Kong dollars and you have salaried employees with legal residences in the US, Canada and Australia, you would set up exchange rate types for each local currency country.

For example, an organization requires these exchange rate types:

- A negotiated rate for salaries, reviewed annually
- A fixed rate for bonuses, reviewed annually or semiannually
- A variable rate for expenses, reviewed monthly or weekly

This organization's Currency Conversion table would include these nine options:

US1 US negotiated rate

US2 US fixed rate

US3 US variable rate

CA1 Canadian negotiated rate

CA2 Canadian fixed rate

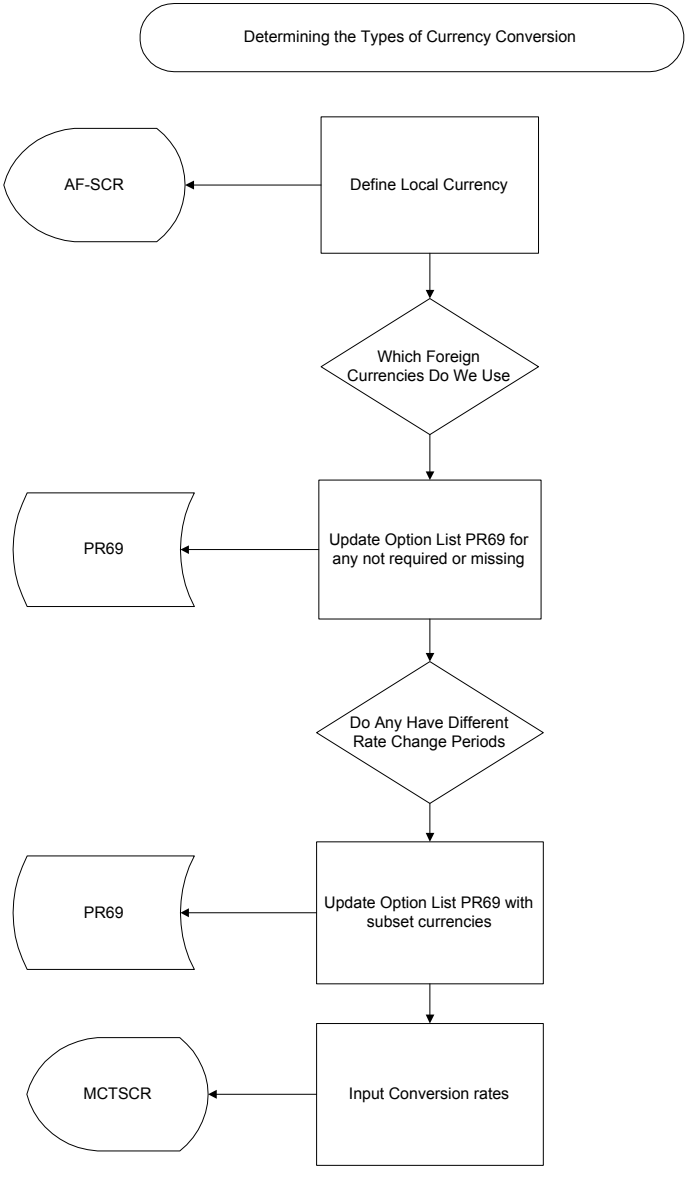
CA2 Canadian variable rate

AU1 Australian negotiated rate

AU2 Australian fixed rate

AU3 Australian variable rate

The following diagram illustrates the currency conversion setup process.


Determining the Types of Currency Conversion
AF-SCR
Define Local Currency
Which Foreign Currencies Do We Use
PR69
Update Option List PR69 for any not required or missing
Do Any Have Different Rate Change Periods
PR69
Update Option List PR69 with subset currencies
MCTSCR
Input Conversion rates

Apply the Concept

Based on your understanding of exchange rate types as explained in this concept, what is the difference between exchange rate type and exchange rate?

List the exchange rate types that suit your organization's needs.

Multicurrency HEDs

You may already have HEDs that you will use for Multicurrency payments. Consider whether you need to set up any new HEDs, or whether you will use HEDs that you set up previously. If you decide that you need to set up more HEDs, return to the Company Earnings and Deductions form (A8ISCR) and follow the procedure as you did when you set up your standard HEDs.

☞ *Refer to Defining Organization Earnings, Deductions and Accruals in the Payroll Organization Setup documentation for detailed information about completing the Company Earnings and Deductions form (A8ISCR).*

To decide how many HEDs you will need for Multicurrency, answer these questions:

- Do you want one HED for each currency (one HED for each currency, no split)?
- Do you want one HED to include all expenses (one HED that includes all expenses in all currencies)?
- Do you want to include different expenses in different HEDs, such as hotel in one HED and taxi fares in another (one HED for each expense, including all currencies for that expense)?
- Do you want to list expenses incurred in different countries separately (one HED per expense per currency)?

Note: Cyborg does not recommend the last option because it creates many different HEDs. Each time you set up a new organization, you must input all the HEDs. The effort of working with so many HEDs, and the necessity of often adding new ones, would make your system difficult to maintain.

Your choices in setting up these HEDs allow flexibility in applying them to different currencies for the same or for different employees. Applying different currencies against one HED is helpful for tracking an employee's expenses. For example, an employee visits Hong Kong, Indonesia, and Malaysia on one trip. You can reimburse all of his taxi receipts against one HED. The employee submits receipts for taxi fares in each of the three currencies, all on one expense report. The system calculates the reimbursement by looking at each exchange rate in effect during the time the employee made the trip.

The more HEDs you choose, the more detail you can have on the pay advice. You can generate a separate sheet, which breaks down the expenses. If you are using many HEDs, Cyborg recommends that you create the supplementary pay advice to list these details.

Multicurrency HEDs Option List

To use the HEDs you have established for Multicurrency, whether they are general HEDs that you already had set up or whether you include Multicurrency-specific HEDs, you add them to the Multicurrency HEDs option list (PR99). You create this option list to your specifications.

☞ *You will use the Multicurrency HEDs Option List (PR99) to submit the Multicurrency time entries discussed in Creating Multicurrency Time Entries.*

Apply the Concept

Based on your understanding of Multicurrency HEDs as explained in this concept, which option above will you use for determining the number of HEDs your organization will need for Multicurrency?

Arrears and Multicurrency

When you set up HEDs through the Company Earnings and Deductions form (A8ISCR), you set up the method for arrears calculation. The options you choose for the Arrears Rule, Recover Rule, and Recovery Amt entries establish how you want the system to handle all arrears when an employee lacks sufficient net pay to allow the entire deduction.

- The option you choose in the Arrears Rule entry determines whether a deduction will be ignored or partially taken when there is insufficient net pay.
- The Recover Rule option determines when the arrears will be recovered.
- The Recovery Amt option specifies the amount of any outstanding arrears that is to be deducted in any given payroll run.

Multicurrency supports all of the standard arrears types within Payroll Administration except:

- Take Part;Rem in Arr—Take a partial deduction now and place the remainder in arrears
- Take None;All Arrear—Deduct nothing now; place the full deduction amount in arrears

Multicurrency report requests

Multicurrency includes four reports specific to Multicurrency. As part of your Multicurrency organization-level setup, be sure to request each of these reports that you want to run. To set up report requests, use the Report Requests form (DD-SCR).

Most organizations use all four Multicurrency reports:

- Foreign Currency by Employee (4848)
- All Currencies by Employee (4949)
- Foreign Currency Schedule (4646)
- Multicurrency by Cost Center (4747)

Request the Multicurrency reports in the same way as standard Payroll Solution reports.

☞ *Refer to the* **Report Quick Reference** *(on page 109) for complete Multicurrency reporting instructions.*

☞ *Refer to the Payroll Reports and Balancing documentation for information on the Report Requests form (DD-SCR).*

Detailed Directions

Use Organization 999999 for all the tasks in this section.

Tasks

Editing the Currency Code option list 50
Creating Multicurrency costing records - optional 52
Identifying your local currency 53
Setting up currency exchange rates - Standard format 55
Setting up currency exchange rates - Euro format 57
Defining Multicurrency HEDs 59
Setting up the Multicurrency HEDs option list (PR99) 59
Creating WL records 61

Editing the Currency Code option list

For this task, you identify currencies to the system by editing the Currency Code Option List (PR69).

1. Access the Option List Edit utility (CSUPDT)

Access the Option List Edit utility by making the following selections from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Edit

2. Select the Currency Code option list (PR69)

Enter the option list name.

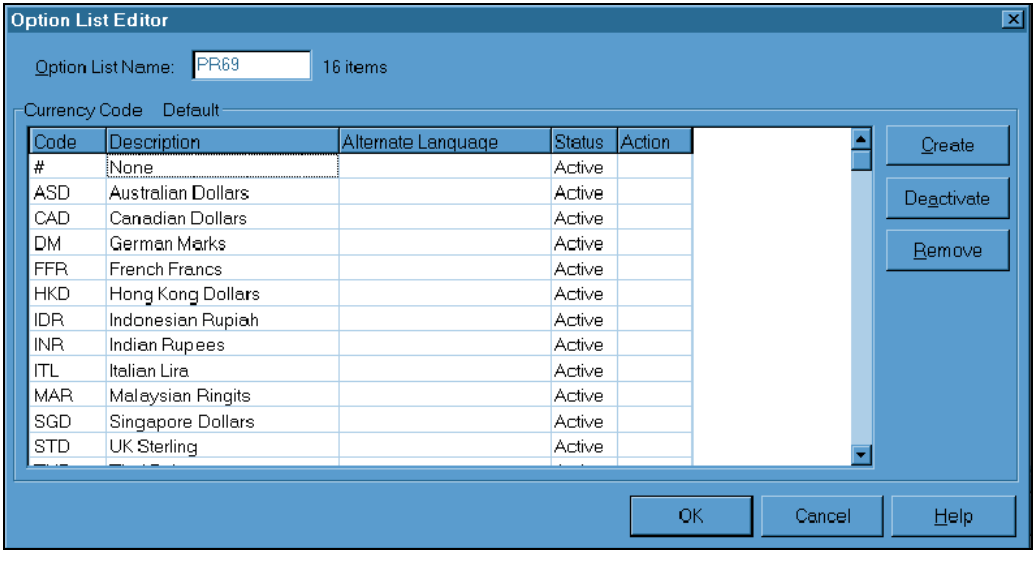
For practice, enter 'PR69'.

3. Find the Currency Code option list (PR69)

Click Find Now to access the Currency Code option list (PR69).

For practice, click 'Find Now'.

The delivered option list appears as follows:



4. Identify currencies

Determine the currencies your organization requires.

For practice, choose Mexican pesos.

5. Create the option

Click Create to add the currency to the option list.

For practice, click 'Create'.

6. Assign currency codes

Assign a currency code to the currency.

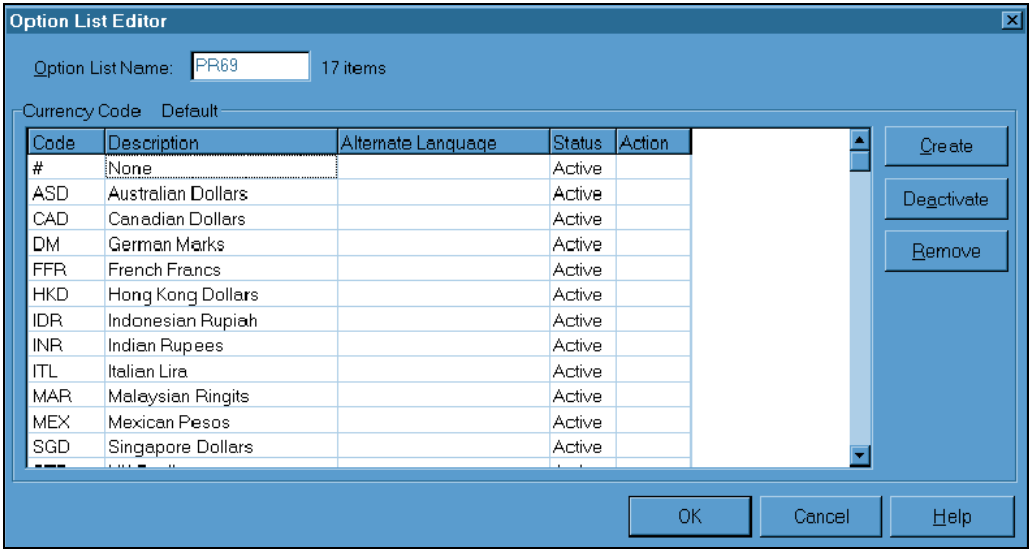
For practice, type 'MEX' for the code and 'Mexican Pesos' for the description.

7. Accept the entry

Click OK to accept the entry.

For practice, click OK.

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



☞ *Refer to the Optimizing System Features documentation for information about editing option lists.*

Creating Multicurrency costing records - optional

In this task, you specify whether deductions with a Multicurrency record attached will generate Multicurrency costing records. These records allow you to maintain a history of foreign exchange transactions.

1. Access the Company Options form (AF-SCR)

Access the Company Options form by making the following selections from the Navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Organization Options

For practice, access the Company Options form (AF-SCR).

The Company Options form (AF-SCR) has two panels. On the first panel is the Cost Currency Deds entry required by Multicurrency if you wish to generate Multicurrency costing records. The other entries are completed in the same way as for Payroll Administration.

2. Select the Cost Currency Deds option

If you wish to maintain Multicurrency costing records, select the Cost Currency Deds option on the first panel of the Company Options form (AF-SCR).

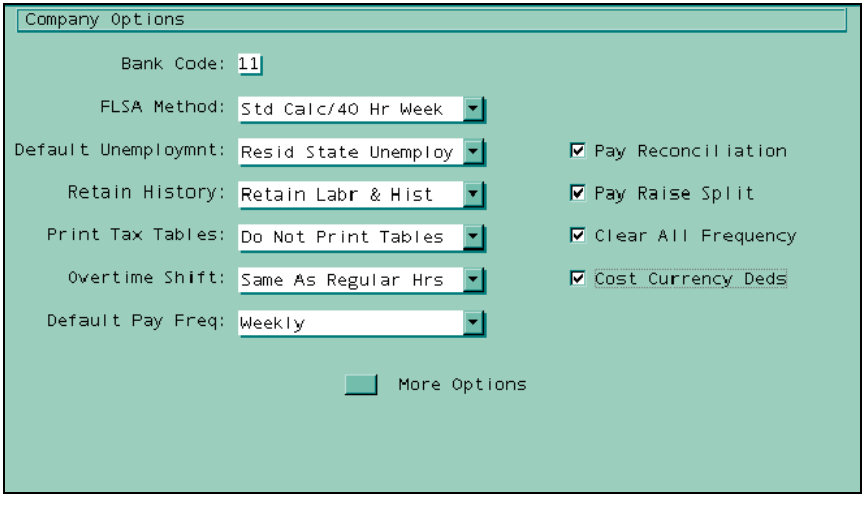
For practice, select the 'Cost Currency Deds' option.

3. Complete the rest of the entries

Select options for the remaining entries on this panel as you would for Payroll Administration.

Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for information about completing the standard entries on the Company Options form (AF-SCR).

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



4. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Identifying your local currency

In this task, you identify your local currency through the Company Options form (AF-SCR).

1. Access the Company Options form (AF-SCR)

Access the Company Options form (AF-SCR) by making the following selections from the Navigator:

Component: Payroll Setup and Processing
Process: Organization Setup
Task: Organization Options

For practice, access the Company Options form (AF-SCR).

The Company Options form (AF-SCR) has two panels. The second panel includes the Local Currency entry, required by Multicurrency. The other entries on this panel are completed in the same way as for Payroll Administration.

2. Select More Options

Click the More Options button on the first panel of the Company Options form (AF-SCR).

For practice, click More Options.

3. Select the local currency

Select the local currency option in the Local Currency entry.

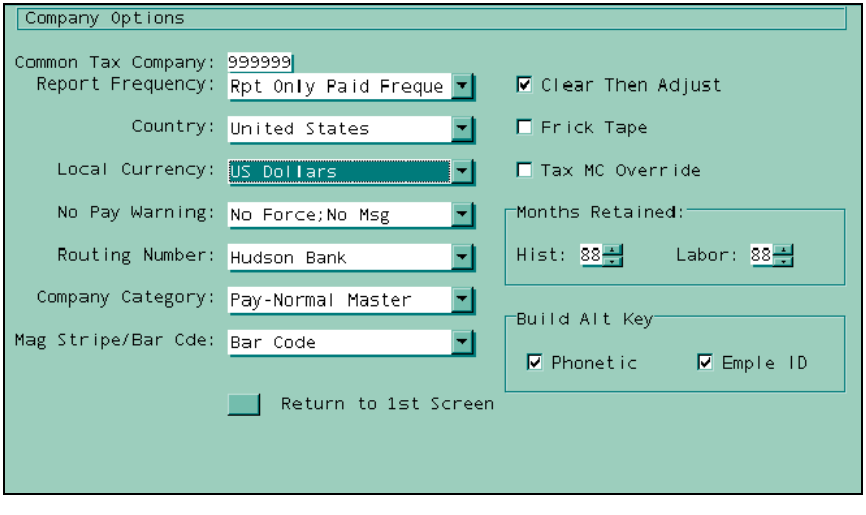
For practice, select 'US Dollars'.

4. Complete the rest of the entries

Select options for the remaining entries on this panel as you would for Payroll Administration.

☞ *Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for information about completed standard Payroll entries on the Company Options form (AF-SCR).*

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



5. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Setting up currency exchange rates - Standard format

In this task, you set up your currency conversion options by accessing the Currency Conversion Rates Table form (MCTSCR). You will set up conversion options both to and from your local currency.

1. Access the Currency Conversion Rates Table form (MCTSCR)

Access the currency Conversion Rates Table form (MCTSCR) by making the following selections from the Navigator:

Component: Payroll Setup Processing
Process: Multicurrency Setup
Task: Multicurrency Conversion Rates

For practice, access the Currency Conversion Rates Table form (MCTSCR).

The Currency Conversion Rates Table form (MCTSCR) defaults to standard conversion. The alternate version of this form accommodates Euro triangulation.

2. Select the Local Currency

Select the Local Currency.

For practice, select 'US Dollars'.

3. Select the Foreign Currency

Select the foreign currency.

For practice, select 'UK Sterling'.

4. Determine when you want the conversion to begin

Enter the date on which you want the conversion rate to take effect.

For practice, enter '01-01-2000'.

5. Identify the currencies you are converting from and to

Enter the From and To countries, separated by a space, a hyphen, and a space.

For practice, enter 'US - UK'.

6. Designate the local-to-foreign exchange rate

Enter the exchange rate. The system supplies the leading zeros.

For practice, enter '160'.

7. Designate the number of decimal places for the local-to-foreign conversion

Enter the number of decimal places to be used in the local-to-foreign conversion. The system supplies the leading zero.

For practice, enter '2'.

8. Designate the number of decimal places for the local-to-foreign result

Enter the number of decimal places.

For practice, enter '2'.

9. Designate the foreign-to-local conversion rate

Enter the foreign-to-local exchange rate. The system supplies the leading zeros.

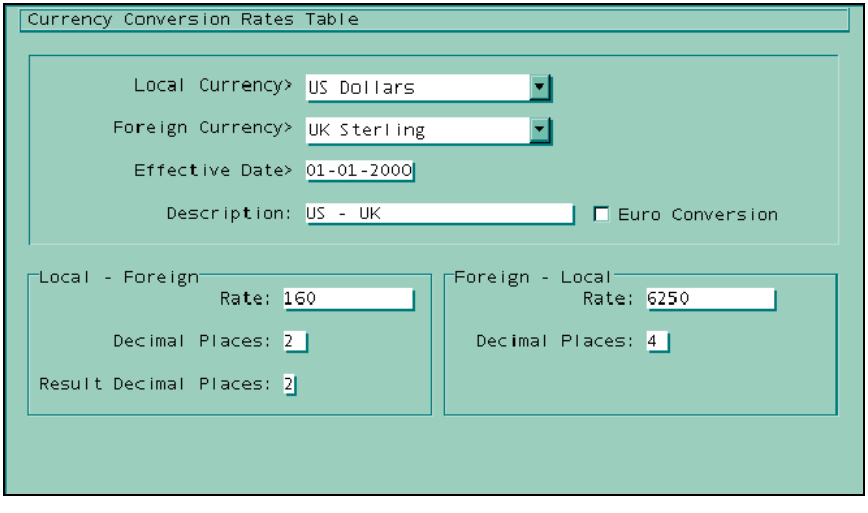
For practice, enter '6250'.

10. Designate the number of decimal places for the foreign-to-local conversion

Enter the number of decimal places to be used in the foreign-to-local conversion. The system supplies the leading zero.

For practice, enter '4'.

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



11. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Setting up currency exchange rates - Euro format

With this task, you set up your currency conversion options by accessing the Currency Conversion Rates Table form (MCTSCR). You will set up conversion options both to and from your local currency.

1.

Access the Currency Conversion Rates Table form (MCTSCR)

Access the currency Conversion Rates Table form (MCTSCR) by making the following selections from the Navigator:

Component: Payroll Setup Processing
Process: Multicurrency Setup
Task: Multicurrency Conversion Rates

For practice, access the Currency Conversion Rates Table form (MCTSCR).

If you are using Euro triangulation, you must use the Euro version of this form. The top half of the form is the same as the standard format. The bottom half of the form changes if you select Euro triangulation.

2. **Select Euro triangulation format**

Select the Euro Conversion option to the right of the Description entry. The form will reappear in its Euro format.

For practice, click the 'Euro Conversion' check box and press Enter.

3. **Select the Local Currency**

Select the local currency.

For practice, select 'German Marks'.

4. **Select the Foreign Currency**

Select the foreign currency.

For practice, select 'UK Sterling'.

5. **Determine when you want the conversion to begin**

Enter the date when you want the conversion rate to take effect.

For practice, type '01-01-2000'.

6. **Identify the currencies you are converting from and to**

Enter the From and To countries, separated by space, hyphen, space.

For practice, enter 'Germany - UK'.

7. **Designate the local-to-foreign exchange rate**

Enter the exchange rate. The system supplies the leading zeros.

For practice, enter '3477'.

8. Designate the number of decimal places for the local-to-foreign conversion

Enter the number of decimal places to be used in the local-to-foreign conversion Rate Decimal Places entry. The system supplies the leading zero.

For practice, enter '4'.

9. Designate the number of decimal places for the local-to-foreign result

Enter the number of decimal places in the Local Euro Rate Result Decimal Places entry.

For practice, enter '2'.

10. Designate the foreign-to-local conversion rate

Enter the foreign-to-local exchange rate in the Foreign Euro Rate entry. The system supplies the leading zeros.

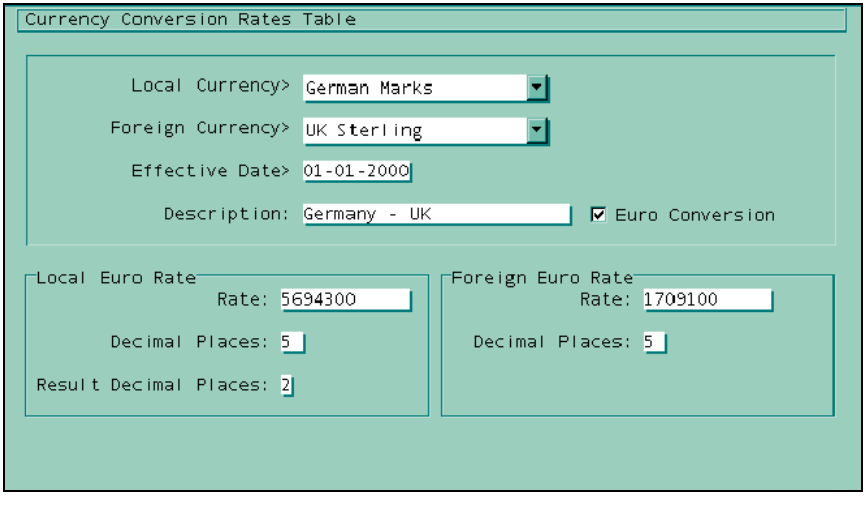
For practice, enter '28760'.

11. Designate the number of decimal places for the foreign-to-local conversion

Enter the number of decimal places to be used in the foreign-to-local conversion in the Foreign Euro Rate Decimal Places entry. The system supplies the leading zero.

For practice, enter '4'.

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



12. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Defining Multicurrency HEDs

In this task, you define the HEDs specific to Multicurrency through the Company Earnings and Deductions form (A8-SCR). You may have already defined your HEDs when you set up Payroll Administration at the organization level. If you have not defined your Multicurrency HEDs yet, do them now, just as you did when you set up your standard payroll HEDs.

Set up a Salary HED

Access the Company Earnings and Deductions form (A8-SCR) and set up a Salary HED.

For practice, set up HED 110 for Salary.

Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for detailed information about completing the Company Earnings and Deductions form (A8-SCR).

Setting up the Multicurrency HEDs option list (PR99)

In this task, you identify the Multicurrency HEDs to the system by editing the Multicurrency HEDs option list (PR99). Cyborg delivers an empty option list for you to complete.

1. Access the Option List Edit utility (CSUPDT)

Access the Option List Edit utility (CSUPDT) by making the following selections from the Navigator:

Component: Development Tools
Process: Option Lists
Task: Edit

2. Select the Multicurrency HEDs Option List (PR99)

Enter the option list name (PR99).

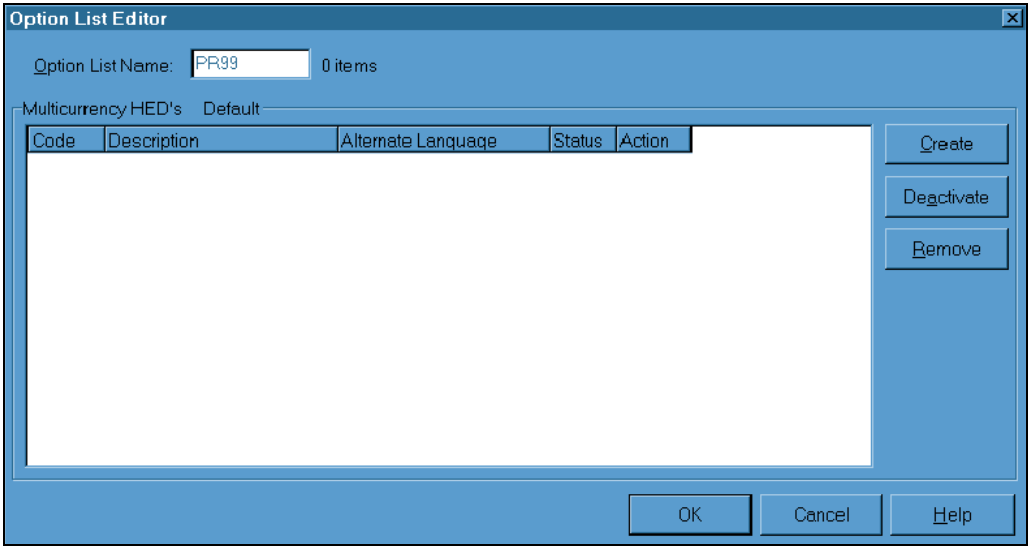
For practice, enter 'PR99'.

3. Find the Multicurrency HEDs option list (PR99)

Click Find Now to access the Multicurrency HEDs option list (PR99).

For practice, click 'Find Now'.

The delivered option list is empty, as shown here:



You will create the option list by adding the HED numbers and descriptions that you will use for Multicurrency.

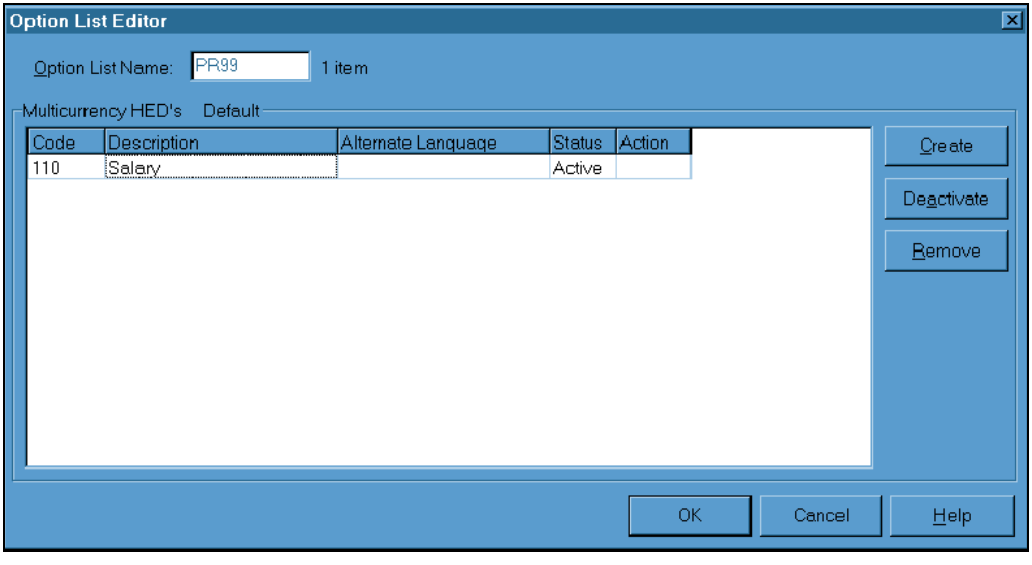
4. Edit the Multicurrency HEDs option list (PR99)

Enter the Code and Description for each HED that you plan to use for Multicurrency Payroll processing.

The Code is the HED number; use the same description you chose when you set up the HED.

For practice create the option for 'HED 110, Salary'.

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



☞ *Refer to the Optimizing System Features documentation for complete information about editing an option list.*

Creating WL records

Before generating any Multicurrency reports, you must establish a WL record, which is required by the Multicurrency reports. To create the WL record, you use the WL Record Maintenance form (WL-SCR).

1. Access the WL Record Maintenance form (WL-SCR)

Access the WL Record Maintenance form (WL-SCR) by making the following selections from the Navigator:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Select the table type

Choose a table type in the Table Type entry.

For practice, select 'Co Other Cyborg'.

3. Enter the table key

Enter the table key in the Table Key entry.

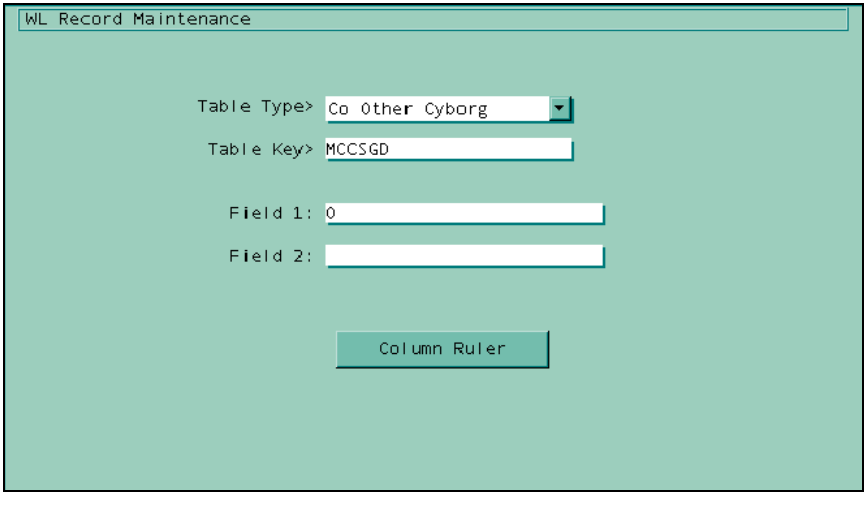
For practice, enter 'MCCSGD'.

4. Enter the Form 1 option

Enter an option in the Form 1 entry.

For practice, enter '0'.

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



5. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

For complete information about the WL Record Maintenance form (WL-SCR), refer to Activating Taxes in the Payroll Organization Setup documentation.

Review of Questions Answered

1. How do I determine the number of Multicurrency HEDs to set up?

2. What are the purposes of the Currency Code and Multicurrency HEDs option lists?

3. Does Multicurrency support arrears calculations?

4. How do I set up Multicurrency costing records?

5. How do I set up currency exchange rates?

6. How do I determine the different currency conversions that I will need?

CHAPTER 4

Setting Up Multicurrency at the Employee Level

In This Chapter

Introduction 66
Overview of employee setup for
Multicurrency 67
Establishing conversion types.....68
Detailed Directions 78
Examples of specific situations.....81
Review of Questions Answered.....86

Introduction

This section describes the tasks required to set up Multicurrency at the employee level using standard payroll forms, a specific Multicurrency form, and the option lists required to complete these forms.

Tasks

This section explains the following:

- How to set up payment and deduction amounts in multiple organizations.

Prerequisites

Before you can perform the tasks in this section, you must establish these prerequisites:

- The Solution Series must be installed.
- You must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentation.
- You must understand the concepts covered in Overview of Multicurrency.
- You must have completed Multicurrency organizational-level setup described in Setting Up Multicurrency at the Organization Level.

Questions answered

The following questions are answered in this section:

1. How do I set up employee payments for conversion to suit my organization's needs?
2. How do the Employee Earnings and Deductions (HH-SCR) and Direct Deposit Information (H9ISCR) forms operate differently with Multicurrency?

Overview of employee setup for Multicurrency

If you are already using Payroll Administration, you are working with HEDs. This section discusses the similarities and differences in the way HEDs operate within Multicurrency.

If you do have HEDs already established, you must make some changes in the way you deal with them. This section describes these changes.

In Multicurrency, the employee-level structure begins with the Employee Payments for Conversion form (MC-SCR). This form is specific to Multicurrency, and it overrides the settings established in the Employee Earnings and Deductions form (HH-SCR).

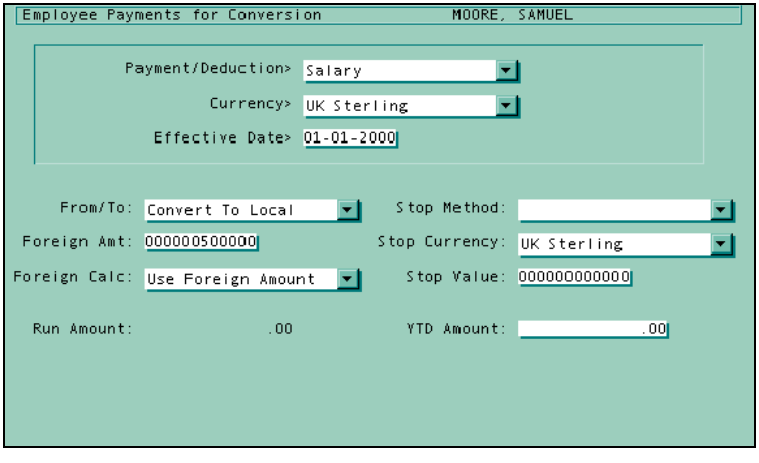
The Employee Payments for Conversion form (MC-SCR) also has a special relationship with the Direct Deposit Information form (H9ISCR).

Establishing conversion types

For each employee who is to have payments or deductions processed through Multicurrency, you must set up an Employee Payments For Conversion form (MC-SCR). This form directs two types of conversions:

- A local currency amount may be converted and stored as a foreign currency value.
- A foreign currency amount may to be converted to a local currency value.

A sample Employee Payments for Conversion form (MC-SCR) is shown here:



Determining HEDs for Multicurrency

The primary key on the Employee Payments for Conversion form is the HED number.

- You can set up more than one of these forms for an employee.
- You can set up multiple forms for one HED. This is commonly done for expenses when an employee is submitting expenses in several different currencies.

Note: Because the primary key for the Employee Payments for Conversion record is the HED number, you cannot have multiple HEDs on one record. The record is triggered by a time entry.

You may already have an expenses HED set up. Once you have set up a HED, you set up one Employee Payments for Conversion form (MC-SCR) for each currency you want to use for an employee.

To perform this setup, you must make these decisions:

- What currency are you referring to?
- On what date does this conversion take effect?
- Are you converting from a foreign currency to local, or a local currency to foreign?
- Where is the conversion, fixed amount, and so on? (If you are converting from local currency to foreign, the conversion takes the HED value.)
- Are there any stop rules, one-offs, or reducing balances?
- If you are using a monetary value, are you specifying it in terms of foreign currency or local currency?

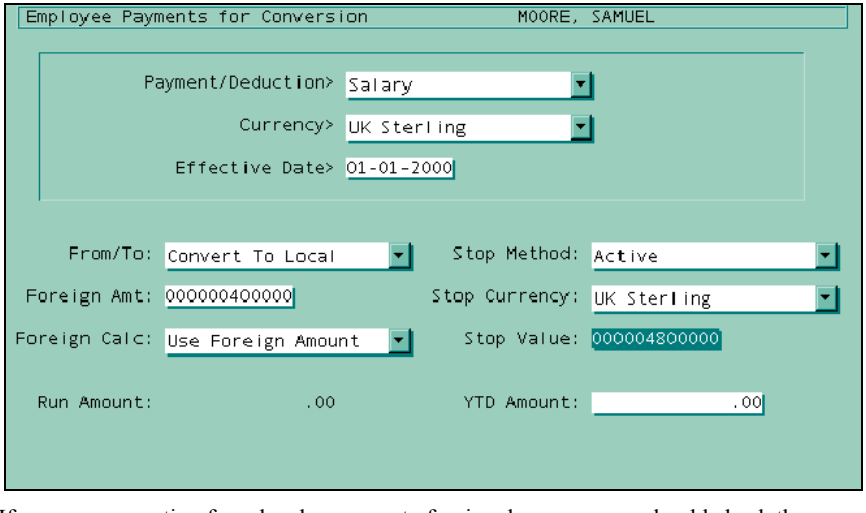
Multicurrency relationship to Payroll Administration

You must complete the Employee Payments for Conversion form (MC-SCR) if you wish to process currency conversions. The entries you make here create employee-level earning and deduction records.

You can set stop types and reasons against fixed elements, as with the standard system, but you can also link them to either a local or foreign currency. Stop types and reasons correspond to many of those already used on the Employee Earnings and Deductions form (HH-SCR), such as Date, YTD Amount, Maximum Amount, and so on.

The Employee Payments for Conversion form (MC-SCR) dynamically sets up the Employee Earnings and Deductions form (HH-SCR) for you when you are converting from either local to foreign currency or from foreign to local. The entry you make in the Stop Value entry on the Employee Payments for Conversion form (MC-SCR) overrides any value in the Employee Earnings and Deduction form (HH-SCR).

In the sample shown here, a maximum amount is entered:



If you are converting from local currency to foreign, however, you should check the employee's Employee Earnings and Deductions form (HH-SCR). The system uses the defaults for that particular HED, as set up at the organization level, to create the Employee Earnings and Deductions entries. Therefore it may use a fixed amount for the local

currency. If you do not want to use the organization-level default, you must adjust this amount manually.

Using Employee Payments for Conversion fields

The Key fields on the Employee Payments for Conversion form (MC-SCR) are Payment/Deduction, Currency, and Effective Date. These entries allow you to enter Multicurrency time-entry payments if required. For example, you could use a single 'Expenses' HED to record and pay all expenses, regardless of where and when the expenses were incurred.

For example, an employee is paid $1000 US, to be split three ways. You have three choices:

- You can submit the employee's expenses in different currencies, all against one HED, and convert each of those into local currency.
- You can use one expense HED and pay out in different currencies each pay period.
- By using a single payment/deduction (Expenses in this case), you can use multiple currencies and convert them all to the same currency under one HED.

Note: *Remember, you may create multiple Employee Payments for Conversion form (MC-SCR) for a single HED. Several different forms for different currencies may all be linked to a single HED.*

Determining payment or deduction

The Primary Key for the Employee Payments for Conversion form (MC-SCR) is the Payment/Deduction entry.

Payment sequence

The Effective Date is the Key entry in determining the sequence of payments.

Conversion direction

The mandatory From/To entry allows you to establish whether the conversion is to be from the foreign currency (for example, a bonus of $100) or to the foreign currency (for example, an employee wishes £100 to be deducted from his net). You must specify to the system which direction to go so that it can perform the currency conversion.

For example, an employee paid in Singapore dollars receives a bonus from the UK. The entry is £1000, so the option in the From/To entry is 'Foreign to Local.' This is commonly done in banks. The bonuses are calculated in sterling but paid in the local currency.

In the case of an employee working in Singapore who requests a direct deposit amount to be sent to the UK to pay his mortgage, the From/To option would be 'Local to Foreign'.

Note: *Once conversions have occurred, you may find converted amounts that are slightly different from the contract amounts. For example, an employee works in Singapore and according to her contract receives $1000 per month. She wants that $1000 to go into her account in the US, and she wants confirmation that she receives the entire $1000 per month.*

Because of rounding during the conversion, the employee might actually receive $999.99 instead of $1000. This may or may not occur every month if her organization updates

exchange rates monthly. With varying exchange rates, sometimes the conversion calculations may arrive at the precise contracted amount.

If this situation occurs, you can adjust the amount manually.

Specifying the foreign amount

The Foreign Amount entry shows the amount that is being held in the foreign currency. This entry accepts as many as 12 digits to allow for the wide variation in currency denominations and exchange rates.

When the conversion is from a foreign currency, the Foreign Amount entry can contain multiple entry types. For example, for the Fixed Amount, Hourly Rate, and Piece Work Rate (in other words, Daily Rate), the payroll processor reads the value in the Foreign Calc entry and treats the amount accordingly.

If you enter the amount as an hourly rate, the system assumes four decimal places; otherwise it assumes two decimal places. Because of this, the entry is unformatted for decimals, matching the Amount/Pct entry on the Employee Earnings and Deductions form (HH-SCR).

Some entries on the Employee Payments for Conversion form (MC-SCR) function similarly to entries on the Employee Earnings and Deduction form (HH-SCR). The Method Code entry functions similarly to the Foreign Calc entry, and the Amount/Pct entry functions similarly to the Foreign Amt.

☞ *Refer to Employee Earnings, Deductions, and Accruals in the Payroll Employee Setup documentation for more information about the Employee Earnings and Deductions form (HH-SCR).*

Foreign calculation method

The Foreign Calc option determines how the system will treat the amount you enter in the Foreign Amt entry.

You can enter either a fixed amount or a rate. You may choose either a fixed amount and the system will use the amount you enter, or you can use HED001, the contractual rate, and have the system convert it.

For example, you can record £100 in the Foreign Amt entry to be converted from UK sterling, or you can enter an hourly rate, which will be converted, from pounds to US dollars.

You may choose to use the HED calculation, the organization-level default.

The Foreign Calc entry is equivalent to the Accumulation Method Code in the Employee Earnings and Deductions form (HH-SCR). You may specify that an amount to be converted will be calculated according to the options specified in the Employee Earnings and Deductions form (HH-SCR). This option tells you how this payment or deduction will be made; as a rate, percentage of gross, percentage of net, and so on.

Here are some examples:

- An employee wants to remit of a certain percentage of net pay home. The employee chooses 50% of net pay. The Foreign Calculation option is 'Use the value from the HED.' In effect, the Foreign Calc option tells the system how to calculate the value.

- An organization pays an employee a relocation expense of 10% of an amount, which is salary plus overtime plus bonuses, excluding house and car allowances and expenses. You can still use standard features to perform this calculation. On the Employee Earnings and Deductions form (HH-SCR), you would specify that the HED is an accumulation. On the HED Accumulation Method form (MCALIM), you would set up the elements to be accumulated.

- An organization might pay an employee a percentage of basic pay plus overtime for a car allowance. No other payments will be included in this calculation.

Note: In this particular case the conversion is from local to foreign. Foreign to local would not apply. The actual amount is held within the Employee Payments for Conversion form(MC-SCR).

☞ *For information about how to use this calculation method in Payroll Administration, refer to the HED Accumulation Method Setup (MCASCR) and HED Accumulation Method Limits (MCALIM) forms in Employee Earnings, Deductions, and Accruals in the Payroll Employee Setup documentation.*

Stop method

The Stop Method, when used with Multicurrency, functions slightly differently than in Payroll Administration. The Stop Method gives you various options as to how and when to stop deducting.

For example, an employee might have a reducing balance, such as a loan for which payments are made weekly or monthly. The Stop Method can tell the system to stop deducting when the amount due reaches zero.

In another scenario, an employee takes out a loan in UK sterling and is paid in Singapore dollars. The available Stop Method choices are:

- Reduce the balance in the converted amount
- Reduce the balance in the pay amount
- Set a date to stop deducting
- Set a pay period to stop deducting
- Set a percentage, such as 10% of the employee's salary up to a certain amount in this bank account

You can also use the Stop Method for payments. For example, you could set up a relocation allowance of 5% of salary up to a certain amount or for a certain period of time. Whenever the accumulated amount of payments hits a maximum, the payments stop.

The Stop Method can also be a combination of a certain maximum during the year that continues if the maximum is not reached.

The entry in the Stop Method overrides the corresponding entry on the Employee Earnings and Deductions form (HH-SCR).

Two options for this entry apply only to Multicurrency:

- This Period Only—Generates a one-off payment or deduction
- Inactive—This Multicurrency conversion record is no longer active and is maintained on the system for recording purposes only

The option 'This Period Only' is equivalent to the one-time option available in the Employee Earnings and Deductions form (HH-SCR). For example, you arrange for a currency to be converted to X dollars one time only. Normally you would submit a one-time-only conversion through a time entry. You can use 'This Period Only' to allow the one-time process for a deduction.

Once you establish the Stop Method, it remains inactive until you want to use it. You can reset the Stop Method and Stop Value and run it again; then it defaults to Inactive.

For example, an employee wants a varying amount of money sent home or to an offshore bank account. The employee notifies you of the amount, and you activate this process. It runs one time, then defaults to Inactive.

You may also specify that the amount to be converted will be calculated according to options specified on the Employee Earnings and Deductions form (HH-SCR); for example the standard feature, Accumulation Method Code.

Multipurpose stop values

Stop Currency is a multipurpose entry. You can enter either a monetary value or a date (YYMMDD—US and Canada—or YYDDMM elsewhere).

The entry is the actual value you are working with. For example, if an employee is remitting money home, he might want to place a limit on it, such as a pay period maximum. You can specify this amount in local currency, such as $1000, or foreign, such as UK sterling. It does not matter in which direction you are calculating the conversion.

Tracking foreign currency payments and deductions

The Run Amount shows the foreign amount that has been paid or deducted in the previous payroll run. The system supplies this value. After a payroll run, you can see what was paid or deducted during that run.

No value shows in this entry until you have run a payroll. The system updates this value during each payroll run.

Maintaining year-to-date history records

Multicurrency supplies the value in the YTD Amount entry if you have requested this option. You will not see a value here until after you have run a payroll.

The Multicurrency Costing History Input form (TCGSCR) includes an update entry (Update MCC Year-to-Date) that tells the system to update the Employee Payments for Conversion form (MC-SCR) year-to-date amount (YTD Amount) entry. You would choose this option if you intend the history records to be part of the current tax year. If you are keeping history for a prior tax year, you would not update the year-to-date value.

The sample form below shows the Multicurrency Costing Input form (TCGSCR) with the Update MCC Year-to-Date entry:

```
Multi Currency Costing History Input          MEYER, JUNE

     ----Regular----          Date                                  S  D
FC  Hours    Rt/Amt   HED    YY MM-DD   PL3  PL4  PL5  PL6   Function   C  C
14          10000    005    00 03-31                                  

    Foreign Currency: CAD

Conversion Direction: F

       Exchange Rate: 2.0000

      Foreign Amount: 200.00          ☑ Update MCC Y-T-D
```

☞ *For information about the Multicurrency Costing Input form (TCGSCR), refer to* **Creating Multicurrency Time Entries** *(see "Creating standard Multicurrency time entries" on page 96).*

Recognizing differences in employee-level HED setup

The Employee Payments for Conversion form (MC-SCR) works closely with two forms from Payroll Administration—the Employee Earnings and Deductions form (HH-SCR) and the Direct Deposit Information form (H9ISCR).

This form updates the Employee Earnings and Deductions (HH-SCR) and Direct Deposit Information (H9ISCR) forms. Both standard forms contain the Multicurrency indicator, a check box that shows that an Employee Payments for Conversion record is associated with a particular HED. The system populates this check box for you for a particular HED when you submit an Employee Payments for Conversion form (MC-SCR) for that employee. HEDs that do not show this indicator are not used for Multicurrency payments and deductions.

Employee-level earnings and deductions

You establish the employee-level earnings and deductions that you will need for Multicurrency by completing the Employee Earnings and Deductions form (HH-SCR).

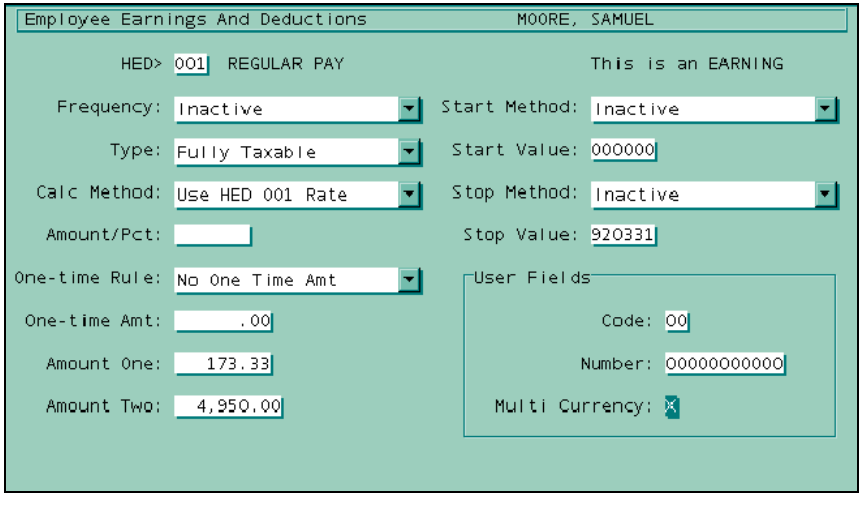
The Employee Earnings and Deductions form (HH-SCR) is used to add or change information about an employee's earnings and deductions. If you leave the Frequency, Type, Calc Method, or Amount/Pct entries blank, the system automatically enters the default information from the Company Earnings and Company Deductions form (A8-SCR).

Any earnings that require a time entry to be paid are automatically established (with the organization-level defaults) during the first payroll run in which the employee is paid the earning. Automatic earnings, accruals, and all deductions must be established before paying the employee. You may also add an HED to the employee record by entering an adjustment.

An Employee Payments for Conversion form (MC-SCR) is active with each HED. The entries on this form override the entries on the Employee Earnings and Deductions form (HH-SCR). No stop value will be processed from the Employee Earnings and Deductions form (HH-SCR). Only those allowed in the Employee Payments for Conversion form (MC-SCR) are valid.

If you have not set up an Employee Earnings and Deductions form (HH-SCR), the Employee Payments for Conversion form (MC-SCR) sets one up for you. Because Multicurrency uses the organization level defaults, you may wish to change some of the values on the Employee Earnings and Deductions form (HH-SCR). If you are using a fixed-amount HED for example, you will have to override this amount manually.

The following Employee Earnings And Deductions form (HH-SCR) is shown before a fixed-amount HED has been adjusted. Note that the Multicurrency indicator is selected:



In the following sample, the Employee Earnings And Deductions form (HH-SCR) is shown after the fixed-amount HED has been adjusted:

Employee Earnings And Deductions MOORE, SAMUEL

HED> 001 REGULAR PAY This is an EARNING

Frequency: Inactiwe
Start Method: Inactive
Type: Fully Taxable
Start Value: 000000
Calc Method: Use HED 001 Rate
Stop Method: Inactive
Amount/Pct:
Stop Value: 920331
One-time Rule: No One Time Amt
One-time Amt: .00
Amount One: 173.33
Amount Two: 4,950.00

User Fields
Code: 00
Number: 00000000000
Multi Currency: X

☞ *Refer to Employee Earnings, Deductions, and Accruals in the Payroll Employee Setup documentation for more information about the Employee Earnings and Deductions form (HH-SCR).*

Direct deposits

The Direct Deposit Information form (H9ISCR) includes information that is specific to Multicurrency. This form indicates whether an HED has a Multicurrency transaction associated with it.

The Direct Deposit Information form (H9ISCR) is used for both entry and inquiry functions. You use this form to establish direct deposit for an employee. You must use this form instead of the Employee Earnings and Deductions form (HH-SCR) for direct deposit earnings and deductions at the employee level. The entries on this form are the same as those on the Employee Earnings and Deductions form (HH-SCR), but they are used differently.

Employees may exercise their option to have all, part, or none of their net pay converted from the local currency to a foreign currency and sent to their home location through a direct deposit.

Note: *Because the system accepts only one Direct Deposit Information form (H9ISCR) for each HED, it does not allow you to split one foreign currency against multiple local currencies within one HED. In such a case, you would have to have three Direct Deposit Information forms, each for a different HED.*

The direct deposit deduction entered in the HED entry must be a Direct Deposit (53) Category (option list PP01) at the organization level, as shown in the following sample (if not, the form is rejected):

Direct Deposit Information MOORE, SAMUEL

HED> 999 NET PAY

Frequency: Inactive

Arrears: Take Part;Rem In Arr

Calc Method: No Deduction

Amount/Percent: 0000100

Employee Bank: Hudson Bank

Account Type: Checking Account

Account Number: 53-000876-77

Start: Inactive

Start Value: 000000

Stop: Inactive

Stop Value: 000000

Deposit Status

- (•) Direct Deposit
- ( ) No Direct Deposit

Multi Currency: [X]

☞ *Refer to Employee Earnings, Deductions, and Accruals in the Payroll Employee Setup documentation for more information about the Direct Deposit Information form (H9ISCR).*

Apply the Concept

Based on your understanding of establishing conversion types as explained in this concept, what are some of the conversion types that apply to your organization?

Detailed Directions

Use Organization 999999 for all the tasks in this section.

Tasks

Setting up foreign currency payment and deduction amounts and percentages in a currency other than the local currency 78

Setting up foreign currency payment and deduction amounts and percentages in a currency other than the local currency

You establish pay and deduction amounts and percentages in a currency other than the local currency through the Employee Payments for Conversion form (MC-SCR).

1. Access the Employee Payments for Conversion form (MC-SCR)

Access the Employee Payments for Conversion form by making the following selections from the Navigator:

Component: Employee Payroll
Process: Maintain multicurrency payroll details
Task: Payments for multicurrency conversion

For practice, access the Employee Payments For Conversion form (MC-SCR) for employee 1001.

2. Choose the type of payment or deduction

In the Payment/Deduction entry, select a payment or deduction type from the Multicurrency HEDs option list (PR99).

For practice, select 'Salary'.

3. Select the currency in which the payment or deduction is to be made

In the Currency entry, select the currency to which you are converting from the Currency Code option list (PR69).

For practice, select 'Singapore Dollars'.

4. Identify when this payment or deduction is to take effect

Enter the effective date, in MMDDYYYY format (US and Canada) or DDMMYYYY format (elsewhere), in the Effective Date entry. You can make future-dated entries for Payroll Administration to process at the appropriate time.

For practice, type '01-01-2000'.

5. Select the conversion type

In the From/To entry, select the conversion type from option list PR96. This is a required entry.

For practice, select 'Convert To Local'.

6. Select the amount in foreign currency that you wish to convert

Record the amount with two decimal places in the Foreign Amt entry. The system supplies the leading zeros.

For practice, type '15000'.

7. Specify the calculation method

In the Foreign Calc entry, select the calculation method from option list PR98.

For practice, select 'Use Foreign Amount'.

8. Activate the stop method

In the Stop Method entry, select the appropriate option from option list PR97.

For practice, select 'Active'.

9. Specify the stop currency

In the Stop Currency entry, select the currency to which you are converting from option list PR69.

For practice, select 'Singapore Dollars'.

10. Specify the stop value

Record the stop value with two decimal places in the Stop Value entry.

For practice, type '00'.

11. Run Amount

Multicurrency supplies the value in the Run Amount entry. You will not see a value here until after you have run a payroll.

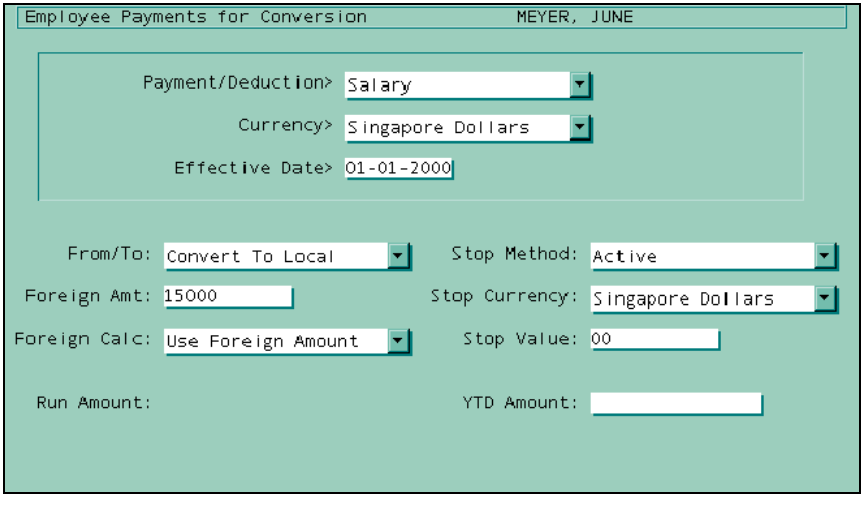
There is no value to record in this entry.

12. YTD Amount

Multicurrency supplies the value in the YTD Amount entry if you have requested this option. You will not see a value here until after you have run a payroll.

There is no value to enter in this entry.

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



13. Press Enter

Press Enter to accept your entries.

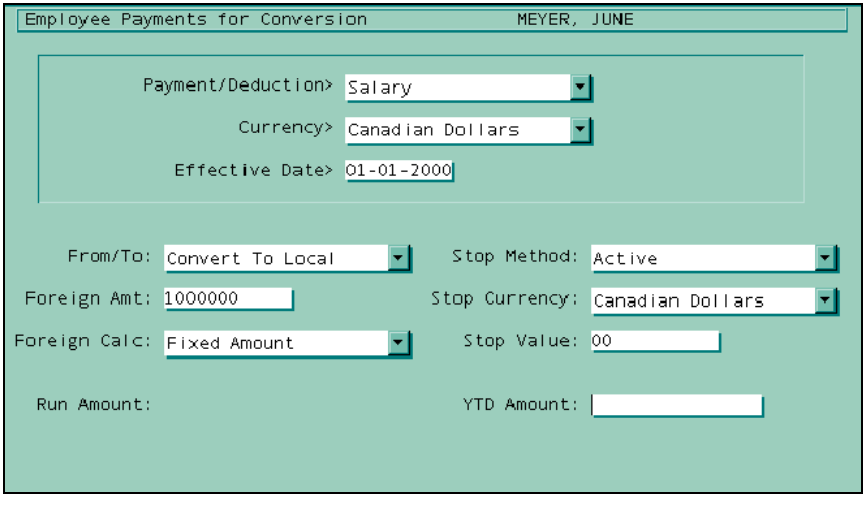
For practice, press 'Enter'.

Examples of specific situations

This section provides examples of some common Multicurrency scenarios.

Foreign currency salary paid locally

In this example, the employee's contract specifies the amount in Canadian Dollars. The Employee Payments for Conversion form (MC-SCR) would look similar to this example:



The resulting pay advice shows the Canadian dollar amount converted to $5,000 at the time of payment as shown below:

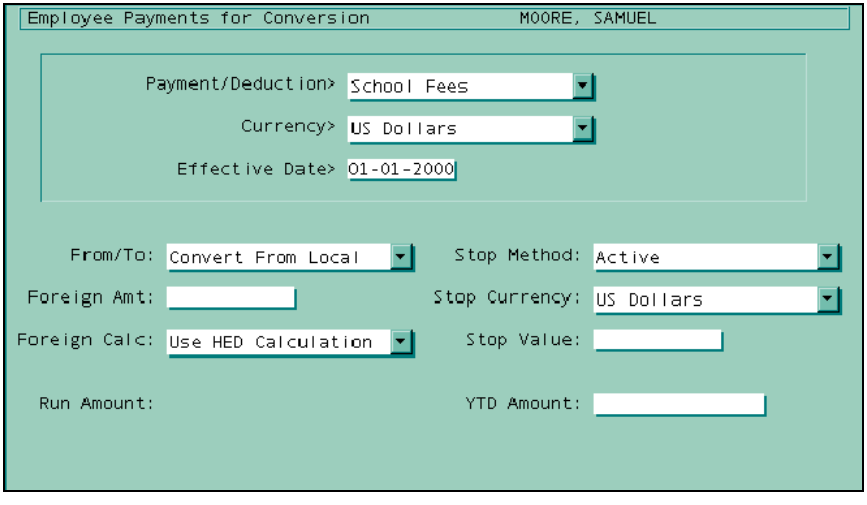
```
1001        MEYER, JUNE              004-83-2002 04/30/00  H
               04/30/00   8463.94                                  04/30/00
 REGULAR PAY  173.33 8,463.94  67,711.52 FICA-OASDI      524.76   4,198.11
 EXPENSES              410.00   1,231.00 FEDERAL M-04  1,530.82  12,246.56
 @ CAD        500.00                     FICA-HI         122.73     981.82
 @ STG        100.00                     STATE ILM-04    243.92   1,951.36
 TOTAL PAY    173.33  8,463.94  67,711.52 NET PAY      6,451.71  49,564.67
            ACME CORPORATION
            MIDWEST DIVISION
            75 N. PRAIRIE AVE.
            3RD FLOOR                                                    1
            CHICAGO, IL 60606
                        *** SIX THOUSAND FOUR HUNDRED FIFTY-ONE AND 71/100
                                 04/30/00     ***645171
```

School fees paid in one country and taxed by another

For an employee with school fees paid in the UK but reported in Singapore (not taxed, but local currency) but maintained because these fees are taxed in the US (foreign currency), you would use a special HED Category, 'Earn/Ded-Normal Tax'.

In this typical example, an organization would want to report earnings, which would not be considered part of an employee's gross pay. These earnings would be a cost to the organization, but would not be included in the gross-to-net calculation. The taxability of such earnings would depend on the rules of the employee's home location and work location.

You would set up the Employee Payments for Conversion form (MC-SCR) as shown in the following example:



Fixed amount to be remitted home

In this example, an employee wishes the organization to deduct the sterling equivalent of 10% of net pay, subject to a monthly maximum of £500.

You would set up the Employee Payments for Conversion form (MC-SCR) this way:

Employee Payments for Conversion MOORE, SAMUEL

Payment/Deduction> Remit Home
Currency> UK Sterling
Effective Date> 01-01-2000

From/To: Convert From Local
Foreign Amt: 000000000000
Foreign Calc:
Run Amount:

Stop Method: Pay Run Maximum
Stop Currency: UK Sterling
Stop Value: 50000
YTD Amount:

Because the calculation begins in the local currency, you would define the calculation rules on the Direct Deposit Information form (H9ISCR), even though the stop calculation is in foreign currency. This form also holds the employee's bank account details.

Direct Deposit Information MOORE, SAMUEL

HED> 990 NET PAY

Frequency: End Of The Month
Arrears: Skip Arrears/HED 999
Calc Method: Percent Of Net Pay
Amount/Percent: 1000
Employee Bank: Hudson Bank
Account Type: Savings Account
Account Number: 111342144 00F

Start: Inactive
Start Value: 000000
Stop: Inactive
Stop Value: 000000

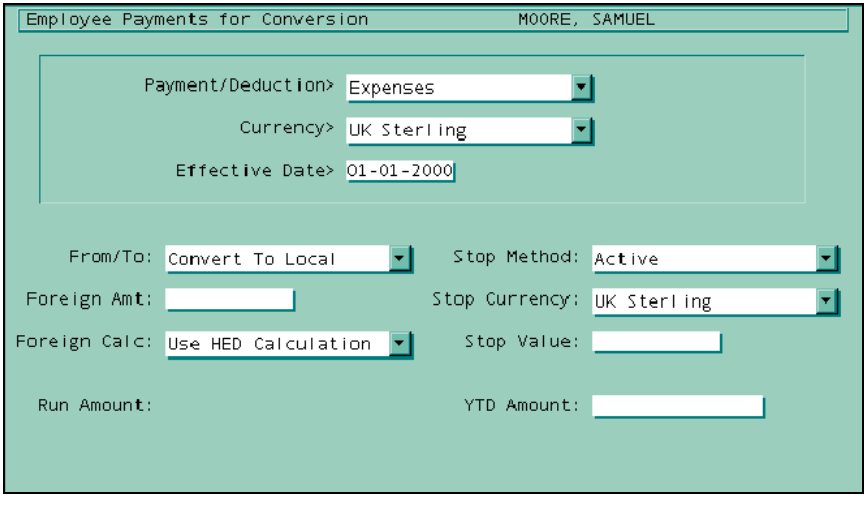
Deposit Status
Direct Deposit
No Direct Deposit

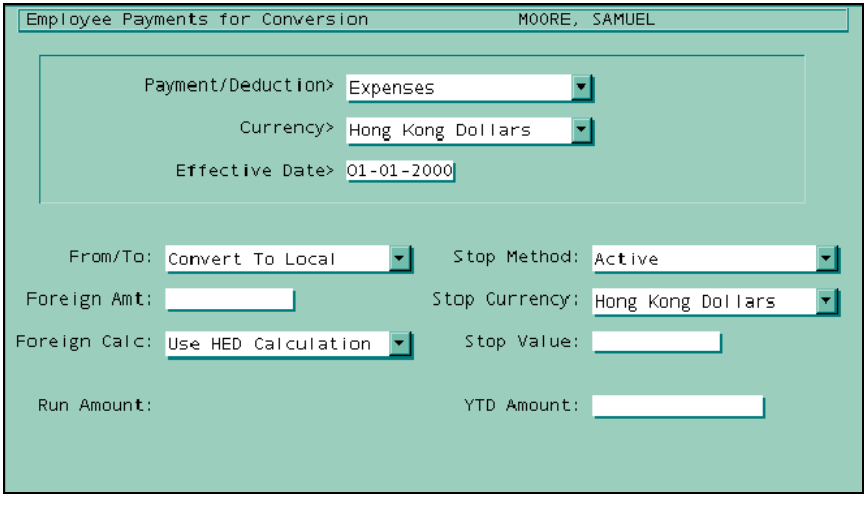
Multi Currency: X

Submitting expenses in more than one currency

This example shows the setup for an employee submitting expenses in a number of currencies, all of which are to be paid on a single HED.

You can see in the following Employee Payments for Conversion form (MC-SCR) samples that the employee has two records set up for HED 200, the Expenses HED:





In these examples, the expenses incurred in pounds sterling and Hong Kong Dollars would be converted to US dollars and combined into HED 200 (expenses) as shown in the following sample Multiple Currency Time Entry form (TCMSCR):

```
Multiple Currency Time Entry                    MOORE, SAMUEL

     Hours/                          Date   Curr                          D
FC   Units    Amount      HED    YY MMDD   Code  PL3   PL4   PL5   PL6    C
1             5000        200              STD
1             553322      200              HKD

Enter: FC of "x9" for negative amounts
```

The Payroll Audit Trail would show these transactions as in the following sample:

```
1   01        00000000050000000000000002000000        01DIST 109    A$FCSTD
1   01        00000005533220000000000002000000        01DIST 109    A$FCHKD
```

The resulting pay advice would show a single payment to HED 200 (Expenses) for the combined time entry, as shown in the following example:

```
1002       MOORE, SAMUEL              004-83-2002 04/30/00  H
              04/30/00      8463.94                          04/30/00
 REGULAR PAY  4,950.00 8,463.94  67,711.52 FICA-OASDI    306.90   4,198.11
 EXPENSES       873.96 1,231.00          FEDERAL M-04  1,530.82  12,246.56
 @ HKD        5,533.22                   FICA-HI         122.73     981.82
 @ STD        500.00                     STATE ILM-04    243.92   1,951.36
 TOTAL PAY    4,950.00  8,463.94  67,711.52 NET PAY    7,133.53  49,564.67
            ACME CORPORATION
            MIDWEST DIVISION
            75 N. PRAIRIE AVE.
            3RD FLOOR
            CHICAGO, IL 60606
                     *** SEVEN THOUSAND ONE HUNDRED THIRTY-THREE AND 53/100
                                 04/30/00     ***713353
```

Review of Questions Answered

1. How do I set up employee payments for conversion to suit my organization's needs?

2. How do the Employee Earnings and Deductions (HH-SCR) and Direct Deposit Information (H9ISCR) forms operate differently with Multicurrency?

CHAPTER 5

Creating Multicurrency Time Entries

In This Chapter

Introduction 88
Formatting Multicurrency time entries 89
Multicurrency time-entry editing 92
Recording Multicurrency payment and labor history 94
Detailed Directions 96
Review of Questions Answered 105

Introduction

This section discusses the forms used to submit time entries to Multicurrency. You will also learn how to correct Multicurrency time entries and view Multicurrency Payment History and Labor records.

Tasks

This section explains the following:

- How to create standard Multicurrency time entries
- How to create large-number Multicurrency time entries
- How to edit Multicurrency time entries
- How to set up Multicurrency Payment History and Labor records
- How to view Multicurrency Payment History and Labor records

Prerequisites

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

- The Solution Series must be installed.
- You must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentation.
- You must be familiar with Payroll Administration time-entry forms.
- You must understand the concepts covered in Overview of Multicurrency
- You must have completed Multicurrency organization-level setup described in Setting Up Multicurrency at the Organization Level and the employee-level setup described in Setting Up Multicurrency at the Employee Level.

Questions answered

The following questions are answered in this section:

1. What are the differences between Multicurrency time-entry and time-entry-edit forms and Payroll Administration time-entry and time-entry-edit forms?
2. How does Multicurrency handle the large numbers that may be associated with foreign currencies?
3. When should the Multicurrency Costing Input form (TCGSCR) be used?

Formatting Multicurrency time entries

Multicurrency uses forms that in general are similar to Payroll Administration Format 1 time-entry forms. Both Multicurrency time-entry forms use a different option list for the Function Code entry.

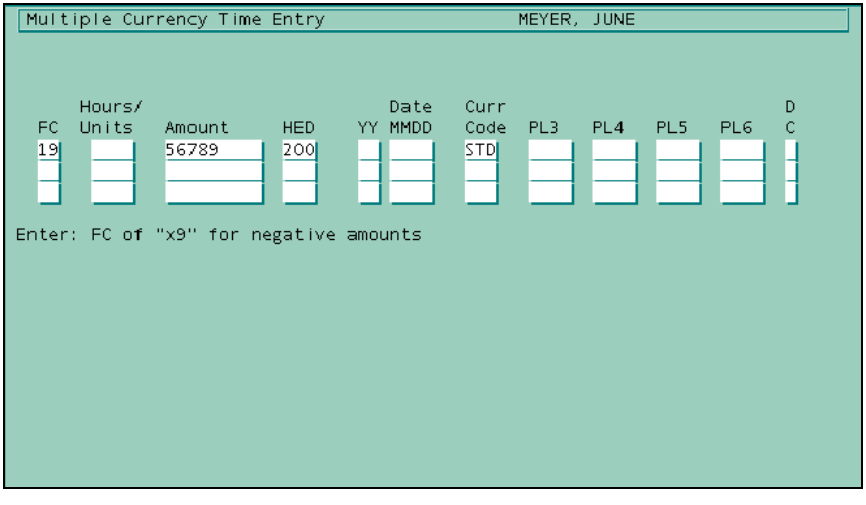
Using the Multiple Currency Time Entry form

When you wish to make time entries that require you to input the currency (when there is more than one currency identified with the employee's HED), you use the Multiple Currency Time Entry form (TCMSCR). When there is a relationship of one HED to one currency, there is no need to identify the currency. You must input the currency only when you have more than one currency per HED.

You can use the Multiple Currency Time Entry form (TCMSCR) for any type of variable data input; for example, expenses or overtime.

Note: *Before submitting Multicurrency time entries, you must set up the Employee Payments for Conversion form (MC-SCR) for that employee. Unlike Payroll Administration, Multicurrency requires a currency/HED and does not default to the organization-level values.*

A sample Multiple Currency Time Entry form (TCMSCR) is shown here.



Entering large numbers

You may use the Large Number Time Entry form (TCBSCR) as an alternative to the Multicurrency Time Entry form (TCMSCR) when there is no requirement to enter the Currency Code or you need to enter multiple employees on the same form. Use this form to input large numbers.

For example, an annual bonus, because it is a one-time, larger payment than usual, may require this form. Payroll Administration restricts input to a maximum of 99,000.00. The denominations in some currencies may also require frequent use of this form.

You can enter information for more than one employee at a time through this form. It allows the input of a nine-digit value in the Amount entry, instead of seven as allowed in Payroll Administration, and a four-digit Hours entry value instead of six. The Function Code 2 entry identifies this form as large number format; therefore, it is restricted to '3' for positive amounts and '9' for negative ones.

The Large Number Time Entry form (TCBSCR) includes the Hours entry. The system treats any value that you record in this entry as a notional value only. Use this optional entry at your discretion.

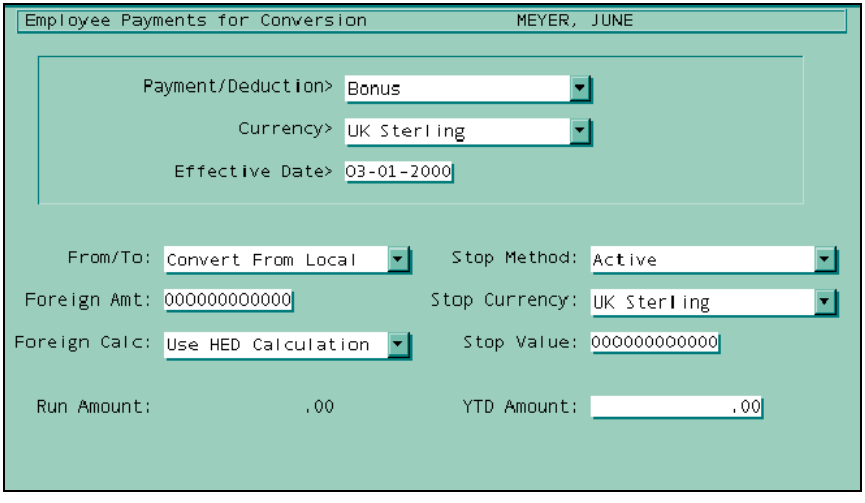
Note: *You may use the Large Number Time Entry form (TCBSCR) for any type of time entry; you are not limited to the input of Foreign Currency time entries. Organizations not using Multicurrency can also use this form.*

A sample Large Number Time Entry form (TCBSCR) is shown here. In this example the organization is paying a bonus (HED 005) of $150,000.00 to employee 1001and an $80,000.00 bonus to employee 1002.

Time Entry Format 1 Large Numbers

FC	Employee Number	----Regular--- Hrs	Amount	HED	YY	MM-DD	PL3	PL4	PL5	PL6	Function	S C	D C
13	1001		15000000	005									
13	1002		8000000	005									

In this example, the HED for Multicurrency conversion has not been set up. If the organization required the value to be recorded in, for example, UK Sterling, you could have set up the Multicurrency conversion record as shown on the following Employee Payments for Conversion form (MC-SCR):



Apply the Concept

Based on your understanding of Multicurrency time entry formats as explained in this concept, which format(s) are most suitable for your organization?

Multicurrency time-entry editing

Multicurrency includes an edit form that functions similarly to its Payroll Administration counterpart, the Format 1 Time Entry Edit form (TC1SCR).

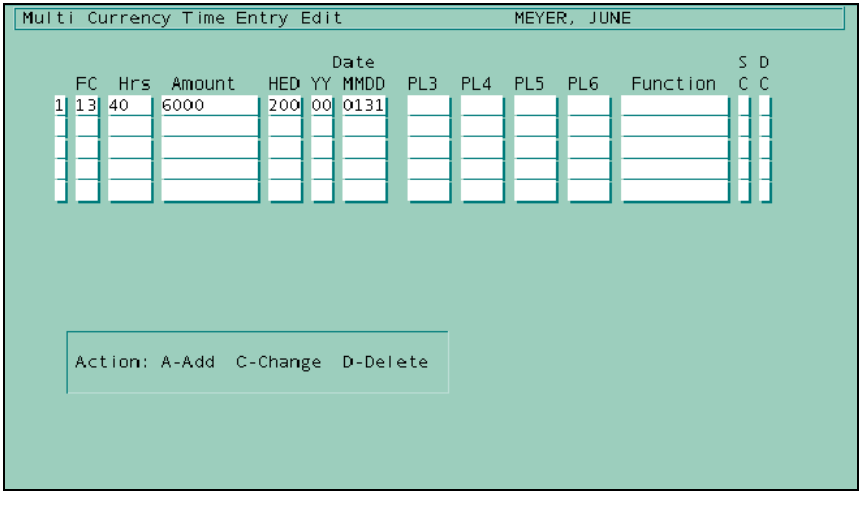
Using the Multicurrency Time Entry Edit form

The Multicurrency Time Entry Edit form (TCMEDT) is used to edit Multicurrency time entries that were created through the Large Number Time Entry form (TCBSCR). This edit form is restricted to time entries with '13' or '19' in the Function Code. Different panels are displayed according to the Function Code value.

Note: *Use the Multicurrency Time Entry Edit form (TCMEDT) to edit time entries created through the Large Number Time Entry form (TCBSCR) only. To edit regular Multicurrency time entries, use the standard Time Entry Edit Format 1 form (TC1EDT).*

When you access the Multicurrency Time Entry Edit form (TCMEDT), it lists all time entries for the selected employee. If no entries for the employee exist, a blank form is displayed.

The following sample form shows time entries for employee 1001.



Apply the Concept

Based on your understanding of Multicurrency time-entry editing as explained in this concept, which time-entry-edit form are you most likely to use for editing your Multicurrency time entries?

Recording Multicurrency payment and labor history

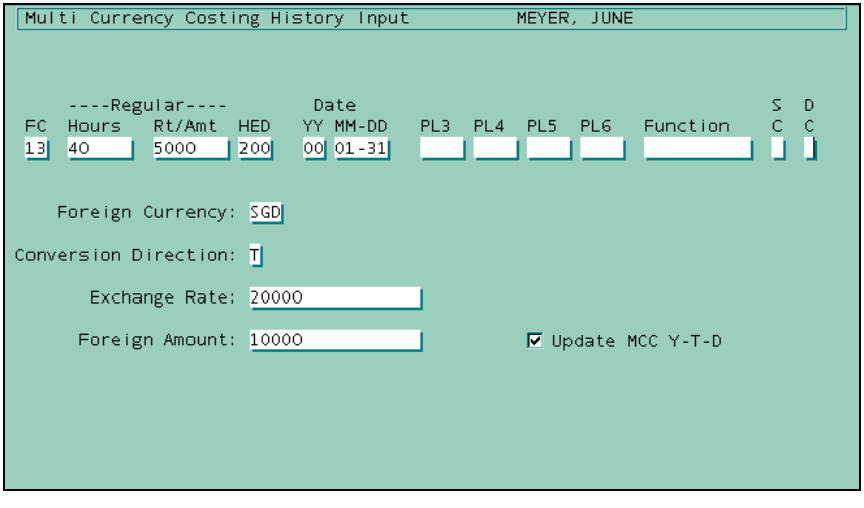
If you wish, you may track Multicurrency payment and labor history.

Using the Multicurrency Costing History Input form

The optional Multicurrency Costing History Input form (TCGSCR) includes a time-entry section and a currency/conversion/exchange rate section for establishing Multicurrency history.

This form includes an update entry (Update MCC Year-to-Date) that tells the system to update the Employee Payments for Conversion form (MC-SCR) year-to-date amount (YTD Amount). You would choose this option if the history record is to be kept for the current tax year. If you are keeping history for a prior tax year, you will not update the year-to-date value.

A sample Multicurrency Costing History Input form (TCGSCR) is shown here:



Viewing Multicurrency Payroll and Labor history

If you are using Multicurrency, the Payroll/Labor Snapshot form (HL-SCR) displays foreign currency information. Located at the bottom of the form are two boxes, one for local currency and one for foreign currency. The data in these boxes designates the currency, in which direction you made the conversion, the amount, hours, exchange rate, and foreign amount.

The Payroll/Labor Snapshot form (HL-SCR) is also used in Payroll Administration.

A sample form is shown here:

```
Payroll Labor Snapshot                          MOORE, SAMUEL

Social Security Nbr: 888-88-8002

      Pay Frequency: 4  Monthly          Normal Shift: 0  No Shift
                        Salary-Auto/No          Split: 1  Split Auto and TE

 Location Information                     Change Date: 02-05-1992
                                        Master Number: 0001
 REGION          Eastern
 DEPARTMENT      Sales                 Period-end Date: 02-29-1992
 SECTION         Plastic Product          Payment Date: 02-28-1992
 GROUP           Food Service
                                                 Type: 9L   - Normal Payment
 Local
     HED: 001

  Amount:        4,950.00
   Hours:          173.33

                                        [Next Page]   [Options]
```

Apply the Concept

Based on your understanding of maintaining Multicurrency payment and labor history as explained in this concept, will you be using this Multicurrency history feature? Why or why not?

Detailed Directions

Use Organization 999999 for all the tasks in this section.

Tasks

Creating standard Multicurrency time entries 96
Creating large-number Multicurrency time entries 97
Correcting Multicurrency time entries 99
Setting Up Multicurrency History and Labor records 101
Viewing Multicurrency Payroll History and Labor records 103

Creating standard Multicurrency time entries

For standard Multicurrency time entries, use the Multicurrency Time Entry form (TCMSCR). This form allows you to specify multiple currencies and apply a particular currency to a particular expense.

1. Access the Multicurrency Time Entry form (TCMSCR)

Access the Multicurrency Time Entry form (TCMSCR) by making the following selections from the Navigator:

Component: Employee Payroll
Process: Multicurrency Timecards
Task: Multicurrency Time Entries

For practice, access the Multicurrency Time Entry form (TCMSCR) for Employee 1001.

Only the entries specific to Multicurrency are discussed here.

2. Enter the function code

Record the function code in the FC entry.

For practice, type '1'.

3. Enter the rate or amount

Record the rate or amount in the Amount entry.

For practice, type '5000'.

4. Identify the HED number

Record the earning number in the HED entry.

For practice, type '200'.

5. Enter the currency code

Record the currency code in the Curr Code entry.

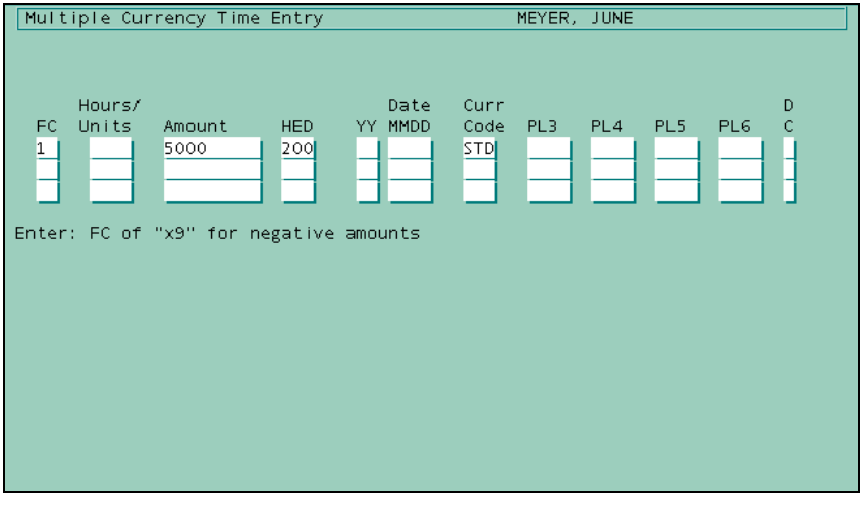
For practice, type 'STD'.

6. Complete the rest of the entries

Make entries in the remainder of the entries in the same way as for related time-entry forms in Payroll Administration.

For practice, leave the rest of the entries blank.

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



7. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Refer to Time Entry Forms in the Payroll Time Entries and Adjustments documentation for information about standard time entry entries found on the Multicurrency Time Entry form (TCMSCR).

Creating large-number Multicurrency time entries

The denominations in some currencies require larger numbers than those accepted by the Multicurrency Time Entry form (TCMSCR). For this task, you will use the Large Number Time Entry form (TCBSCR) to create a time entry.

1. Access the Large Number Time Entry form (TCBSCR)

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

Component: Employee Payroll
Process: Multicurrency Timecards
Task: Entering Large Number Time Entries

For practice, access the Large Number Time Entry form (TCBSCR).

2. Enter the function code

Record the function code in the FC entry.

For practice, type '1'.

3. Enter the employee number

Record the employee number in the Employee Number entry.

For practice, enter '1001'.

4. Enter the regular hours (optional)

Information in the Regular Hours entry is for information only.

For practice, enter '1000'.

5. Enter the regular amount

Record the regular amount in the Regular Amount entry.

For practice, type '15000000'.

6. Enter the earning number

Record the earning number in the HED entry.

For practice, type '200'.

7. Enter the year

Record the last two digits of the year in the Date: YY entry.

For practice, type '00'.

8. Enter the month and day

Record the month and day in the Date: MM-DD entry.

For practice, type '0301'.

9. Complete the rest of the entries

Complete the remainder of the entries in the same way as for related time-entry forms in Payroll Administration.

For practice, leave the rest of the entries blank.

If you completed the Guided Practice, the resulting form should look like the following example.

Time Entry Format 1 Large Numbers

FC	Employee Number	----Regular--- Hrs	Amount	HED	YY	MM-DD	PL3	PL4	PL5	PL6	Function	S C	D C
1	1001	1000	15000000	200	00	0301							

10. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Refer to Time Entry Forms in the Payroll Time Entries and Adjustments documentation for information about standard time entry entries found on the Large Number Time Entry form (TCBSCR).

Correcting Multicurrency time entries

In this task, you will use the Multicurrency Time Entry Edit form (TCMEDT) to correct the time entry created using the Large Number Time Entry form (TCBSCR) in Task 2.

Remember that the Multicurrency Time Entry Edit form (TCMEDT) is used to correct time entries created through the Large Number Time Entry form (TCBSCR) only. When you need to edit time entries created through the Multicurrency Time Entry form (TCMSCR), use the standard Time Entry Edit Format 1 form (TC1SCR).

1. Access the Multicurrency Time Entry Edit form (TCMEDT)

Access this form by making the following selections from the navigator:

Component: Employee Payroll
Process: Multicurrency Timecards
Task: Correct Multicurrency Time Entries

For practice, access the Time Entry Edit form (TC1EDT) for Employee 1001.

Note: Remember that you use this form to edit only time entries with '13' or '19' in the Function Code.

2. Select an action code

Record the action code in the Action Code entry.

For practice, type '1'.

3. Select the function code

Type '13' or '19' in the FC entry.

For practice, type '13'.

4. Enter the hours

Record the number of hours in the Hrs entry.

For practice, type '40'.

5. Enter the amount

Record the amount in the Amount entry.

For practice, type '6000'.

6. Select the earning number

Record the earning number in the HED entry.

For practice, type '200'.

7. Enter the year

Record the last two digits of the year in the Date: YY entry.

For practice, type '00'.

8. Enter the month and day

Type the two-digit month and day values in the Date: MMDD entry.

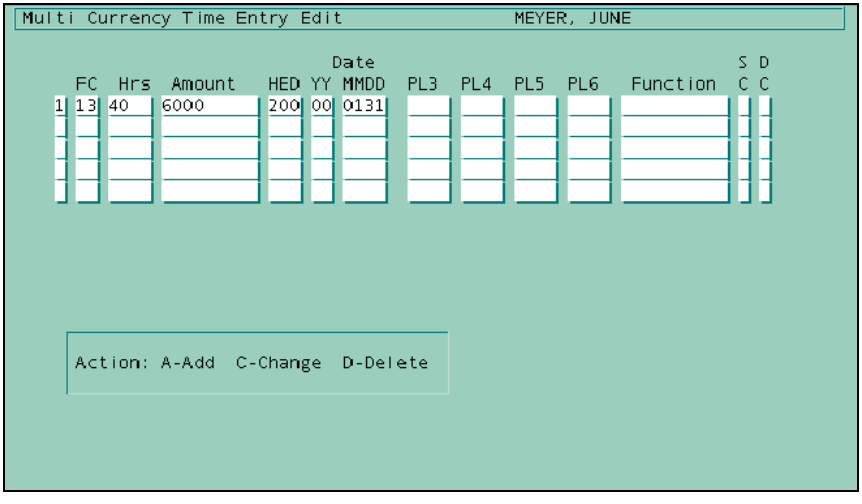
For practice, type '0131'.

9. Complete the rest of the entries

Complete the remainder of the entries in the same way as for related time-entry forms in Payroll Administration.

For practice, leave the rest of the entries blank.

If you completed the Guided Practice, the resulting form should look similar to the following example.



10. Press Enter

Press Enter to accept your entries.

For practice, press Enter.

Refer to Viewing and Correcting Time Entries in the Payroll Time Entries and Adjustments documentation for information about standard time entry entries found on the Multicurrency Time Entry Edit form (TCMSCR).

Setting Up Multicurrency History and Labor records

To create Payment History and Labor records for Multicurrency time entries, use the Multicurrency Costing History Input form (TCGSCR).

This form is designed for setting up adjustment and costing records, not for pay. It maintains a history of the foreign amounts in the system.

1. Access the Multicurrency Costing History Input form (TCGSCR)

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

Component: Employee Payroll
Process: Multicurrency Timecards
Task: Entering Multicurrency Labor and History Time Entries

For practice, access the form for Employee 1001.

2. Enter the function code

Record the function code in the FC entry.

For practice, type '13'.

3. Enter the regular hours

Record the hours in the Regular: Hours entry.

For practice, type '40'.

4. Enter the regular rate or amount

Record the rate or amount in the Regular: Rt/Amt entry.

For practice, type a rate, '5000'.

5. Enter the earning number

Record the earning number in the HED entry.

For practice, type '200'.

6. Enter the year

Record the last two digits of the year in the Date: YY entry.

For practice, type '00'.

7. Enter the month and day

Record the two-digit values for the month and day in the Date: MM-DD entry.

For practice, type '01-31'.

8. Complete the rest of the entries

Complete the remainder of the entries in the same way as for related time-entry forms in Payroll Administration.

For practice, leave the rest of the entries on the first line of the form blank.

9. Enter the foreign currency

Record the foreign currency in the Foreign Currency entry.

For practice, type 'SGD' for Singapore Dollars.

10. Enter the direction for conversion

Choose the direction which you are converting from and to in the Conversion Direction entry.

For practice, enter 'T' for Convert To Local.

11. Enter the exchange rate

Record the exchange rate value with two decimal places in the Exchange Rate entry.

For practice, type '20000'.

12. Enter the foreign amount

Enter the amount in foreign currency with two decimal places in the Foreign Amount entry.

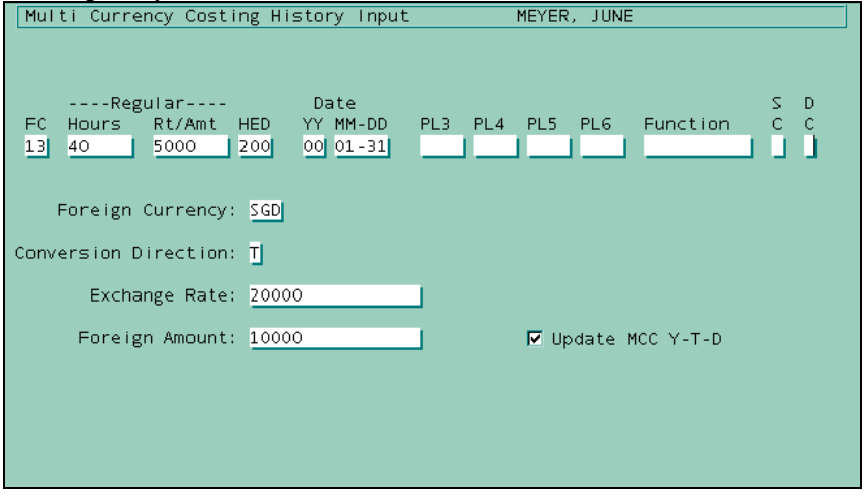
For practice, type '10000'.

13. Choose whether to update Multicurrency year-to-date amounts

If you are updating year-to-date, click the Update MCC Y-T-D entry.

For practice, click the check box.

If you completed the Guided Practice, the resulting form should look similar to the following example.



Viewing Multicurrency Payroll History and Labor records

The Payroll Labor Snapshot (HL-SCR) form includes currency information. It supplies a deduction record, or costing record, showing local amounts and the foreign currency and exchange rate.

Once you have run a payroll, you can view these records. The Payroll Labor Snapshot form (HL-SCR) is a standard form within Payroll Administration.

Request this form as you would in Payroll Administration.

1. Access the Payroll Labor Snapshot form (HL-SCR)

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

Component: Employee Payroll
Process: Multicurrency Timecards
Task: Viewing Labor and History Records

For practice, access the form for Employee 1001.

2. History and labor record with foreign exchange

The Payroll Labor Snapshot form (HL-SCR) with foreign exchange should look similar to the following sample:

```
Payroll Labor Snapshot                          MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
                        Salary-Auto/No           Split: 1  Split Auto and TE

 Location Information                     Change Date: 01-31-2000
                                        Master Number: 0005
 REGION         Western
 DEPARTMENT     Purchasing            Period-end Date: 02-02-1992
 SECTION        Paper Products           Payment Date: 01-31-2000
 GROUP          Wholesale
                                                 Type: ML   - Manual Check
 Local
     HED: 001

  Amount:          923.08
   Hours:           80.00

                                          Next Page        Options
```

3. History and Labor record without foreign exchange

The Payroll Labor Snapshot form (HL-SCR) without foreign exchange should look similar to the following sample:

```
Payroll Labor Snapshot                          MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
                        Salary-Auto/No           Split: 1  Split Auto and TE

 Location Information                     Change Date: 01-31-2000
                                        Master Number: 0005
 REGION         Western
 DEPARTMENT     Purchasing            Period-end Date: 02-02-1992
 SECTION        Paper Products           Payment Date: 01-31-2000
 GROUP          Wholesale
                                                 Type: ML   - Manual Check
 Local
     HED: 001

  Amount:          923.08
   Hours:           80.00

                                          Next Page        Options
```

☞ *Refer to Employee Payments in the Payroll Employee Setup documentation for complete information about the Payroll Labor Snapshot form (HL-SCR).*

Review of Questions Answered

1. What are the differences between Multicurrency time-entry and time-entry-edit forms and Payroll Administration time-entry and time-entry-edit forms?

2. How does Multicurrency handle the large numbers that may be associated with foreign currencies?

3. When should the Multicurrency Costing Input form (TCGSCR) be used?

PART 3

Appendices

In This Section

Report Quick Reference.....109
Option List Quick Reference 121
Special Technical Features 125
Practice and Review Answers.....133

APPENDIX A

Report Quick Reference

In This Appendix

Introduction 110
Foreign Currency by Employee (4848) 112
All Currencies by Employee (4949) 114
Foreign Currency Schedule (4646) 116
Multicurrency by Cost Center (4747) 118

Introduction

This appendix provides a quick reference guide to the Multicurrency reports covered in this documentation.

Foreign Currency by Employee (4848)

Business Task

This report is used to complete the following business task:

- Track the foreign currency transactions for the current pay period for each employee.

Report field details

- **HED NBR**—The HED number.*
- **HED Description**—Description of the earning or deduction as entered in the Earnings and Deductions form (HH-SCR).*
- **HED Hours**—Number of hours being paid.
- **Foreign Currency CUR**—The foreign currency being used.
- **Foreign Currency Amount**—The amount in foreign currency for the particular HED for this pay period.
- **Foreign Currency Rate**—The conversion rate being used, according to conversion from or to the local currency, and edited according to the number of decimal places.
- **Local Currency Amount**—The amount of local currency for the particular HED for this pay period.*

* These values will be printed on the first line only when there is more than one foreign currency active for a HED in that payroll run.

Report sort order

As delivered, the sort order of this report is Employee Number within Control 6 within Control 5 within Control 4 within Control 3.

Parameter options and setup

- **Data Types Other record**—Print every payroll run.
- **To-Date Amounts Current**—Print every run.

Foreign Currency by Employee (4848) Example

```
CORPORATION  9A   CYBORG SYSTEMS INC              FOREIGN CURRENCY                 REPT PERIOD 31/12/1996 FILE VERSION 06 PAGE     1
 DIVISION     0001 CYBORG CANADA                      BY EMPLOYEE                  4848 PERIOD 00/00/0000 TIME 12:30 DATE 25/02/1999
     REGION      :   01    DEPARTMENT  : MANU    SECTION     :  109    GROUP       :    A
     Scotland              Sales                 Pre-sales             Prototyping
     EMPLOYEE NUMBER: 01
     EMPLOYEE NAME  : PERRIN, REGINALD
 ------------HED------------   ---------FOREIGN CURRENCY----------      LOCAL CURRENCY
 NBR   DESCRIPTION    HOURS    CUR         AMOUNT          RATE            AMOUNT
 001 NORMAL PAY        5.00    USD     25,000.00        2.00000            50,000.00
 005 ADDITIONAL                USD      3,000.00        2.00000             6,000.00
 200 Foreign Expense           STG        443.00         3.2000             1,417.60
 990 Ex. Pay US$               USD     17,500.00          .5000            35,000.00
```

All Currencies by Employee (4949)

Business Task

This report is used to complete the following business task:

- Track all transactions in the current pay period for each employee.

Report field details

- **HED NBR**—The HED number.*
- **HED Description**—Description of the earning or deduction as entered in the Earnings and Deductions form (HH-SCR).*
- **HED Hours**—Number of hours being paid.
- **Foreign Currency CUR**—The foreign currency being used.
- **Foreign Currency Amount**—The amount in foreign currency for the particular HED for this pay period.
- **Conversion Rate**—The conversion rate being used, depending on direction, edited according to number of decimal places.
- **Local Currency Amount**—The amount of local currency for the particular HED for this pay period.*

* These values will be printed on the first line only when there is more than one foreign currency active for a HED in a payroll run.

Report sort order

As delivered, the sort order of this report is employee number within Control 3 - 6.

Parameter options and setup

Data Types Other Record	Print every payroll run.
To Date Amounts Current	Print every run.

All Currencies by Employee (4949) Example

```
CORPORATION  9A   CYBORG SYSTEMS INC              ALL CURRENCIES                 REPT PERIOD 31/12/1996 FILE VERSION 06 PAGE     1
 DIVISION     0001 CYBORG CANADA                      BY EMPLOYEE                 4949 PERIOD 00/00/0000 TIME 12:30 DATE 25/02/1999
     REGION      :   01    DEPARTMENT  : MANU    SECTION     :  109    GROUP       :    A
     Scotland              Sales                 Pre-sales             Prototyping
     EMPLOYEE NUMBER: 01
     EMPLOYEE NAME  : PERRIN, REGINALD
 ------------HED------------   ---------FOREIGN CURRENCY----------      LOCAL CURRENCY
 NBR   DESCRIPTION    HOURS    CUR         AMOUNT          RATE            AMOUNT
 001 NORMAL PAY        5.00    USD     25,000.00        2.00000            50,000.00
 005 ADDITIONAL                USD      3,000.00        2.00000             6,000.00
 200 Foreign Expense           STG        443.00         3.2000             1,417.60
 TAX Taxes                     CAD                                         10,000.00
 990 Ex. Pay US$               USD     17,500.00          .5000            35,000.00
 999 NET PAY                   CAD                                         12,417.60
```

Foreign Currency Schedule (4646)

Business Task

This report is used to complete the following business task:

- Detail the foreign currency transactions for deduction HEDs to be remitted in the current pay period for each employee.

Report field details

- **Employee Number**—The employee's Social Security number.
- **Employee Name**—The employee's last name and first name initial.
- **Bank Name**—The employee's bank name from option list PR07.*
- **Bank Code**—The code for the bank name.
- **Account Number**—The employee's account number.
- **Amount**—The amount to be deposited for the employee for this pay period.

* If there is no option list record, 'NO NAME' is printed.

* If the HED is not set up as a Direct Deposit HED, 'NO BANK' is printed.

Report sort order

As delivered, the sort order of this report is by employee number within Bank Code within Currency. Foreign currency is totaled at change of Bank Code and Currency.

Parameter options and setup

- **Data Types Company Level**—Print every payroll run.
- **To Date Amounts Current**—Print every payroll run.

Foreign Currency Schedule (4646) Example

```
CORPORATION  9A   CYBORG SYSTEMS INC          FOREIGN CURRENCY SCHEDULE           REPT PERIOD 31/12/1996 FILE VERSION 06 PAGE     1
 DIVISION     0001 CYBORG CANADA                UK Sterling                        4646 PERIOD 00/00/0000 TIME 14:24 DATE 25/02/1999
 EMPLOYEE     EMPLOYEE NAME                     BANK NAME         BANK CODE  ACCOUNT NUMBER       AMOUNT
 010          SMITH, JOHN                   Barclays Cheapside    11111      12345678901234          500.00
 *BANK CODE       11111
                                                                                                    500.00
 01           JONES, WINSTON                                      NO BANK    00000000000000          100.00
 *BANK CODE       NO BANK
                                                                                                    100.00
 *CURRENCY        STG
```

Multicurrency by Cost Center (4747)

Business Task

This report is used to complete the following business task:

- This report summarizes all transactions by Currency, HED and Control 3 through Control 6.

Report field details

- **REGI**—The Control 3.
- **DEPA**—The Control 4.
- **SECT**—The Control 5.
- **GROU**—The Control 6.
- **HED**—The HED number.
- **DESCRIPTION**—Description of the earning or deduction as entered in the Earnings and Deductions form (HH-SCR).
- **CURR**—The currency code.
- **RATE**—The currency conversion rate being used.
- **HOURS**—Number of hours being paid for a particular HED.
- **Foreign Currency**—The amount of foreign currency for the particular HED for this pay period.
- **Local Currency**—The amount of local currency for the particular HED for this pay period.

Report sort order

As delivered, the sort order of this report is Currency within HED Number within Control 6 within Control 5 within Control 4 within Control 3. Totals are printed at change of Currency, HED and Controls 3 through 6.

Parameter options and setup

- **Data Types Company Level**—Print every payroll run.
- **Data Types Labor Record**—Print every payroll run.
- **To-Date Amounts Current**—Print every payroll run.

Multicurrency by Cost Center (4747) Example

```
CORPORATION  95   CYBORG SYSTEMS INC             ALL CURRENCIES                  REPT PERIOD 31/12/1996 FILE VERSION 06 PAGE     1
 DIVISION     0001 CYBORG ASIA                    BY COST CENTER                   4747 PERIOD 00/00/0000 TIME 17:00 DATE 26/02/1999

 REGI DEPA SECT GROU HED DESCRIPTION        CURR          RATE              HOURS          FOREIGN              LOCAL
                                                                                           CURRENCY           CURRENCY
   01 DIST  109    A 001 NORMAL PAY          SGD                                .00                .00          23,452.00
   01 DIST  109    A 005 ADDITIONAL          SGD                                .00                .00           6,000.00
   01 DIST  109    A 009 TAXED NO C          SGD                                .00                .00           9,000.00
   01 DIST  109    A 010 NO TAX NO           SGD                                .00                .00             210.00
   01 DIST  109    A 999 NET PAY             SGD                                .00                .00          35,287.00
   01 MANU  109    A 001 NORMAL PAY          USD         1.7320               5.00         119,485.71         206,949.25
   01 MANU  109    A 003 OVERTIME            SGD                              15.00                .00          15,814.29
   01 MANU  109    A 005 ADDITIONAL          USD         1.7320                .00         123,000.00         213,036.00
   01 MANU  109    A 009 TAXED NO C          SGD                                .00                .00           1,500.00
   01 MANU  109    A 010 NO TAX NO           SGD                                .00                .00              35.00
   01 MANU  109    A 200 Foreign Ex          STG         2.8760                .00           1,111.11           7,044.43
   01 MANU  109    A 250 School Fee          STG         2.8760                .00             500.00           1,438.00
   01 MANU  109    A 505 SAVINGS             SGD                                .00                .00              70.00
   01 MANU  109    A 600 SAVINGS             SGD                                .00                .00              70.00
   01 MANU  109    A 800 Foreign Lo          STG         2.8760                .00             100.00             287.60
   01 MANU  109    A 990 Ex. Pay US          STG         2.8760                .00             500.00           1,438.02
   01 MANU  109    A 999 NET PAY             SGD                                .00                .00         398,706.35
   01 SALE  109      001 NORMAL PAY          SGD                                .00                .00             200.00
   01 SALE  109      999 NET PAY             SGD                                .00                .00             200.00
```

APPENDIX B

Option List Quick Reference

In This Appendix

Introduction 122
Option List Quick Reference 123

Introduction

This section provides a quick reference guide to Multicurrency option lists covered in this documentation. Multicurrency includes two specific option lists—Currency Codes (PR69) and Multicurrency HEDs (PR99).

Also listed in this section are several Payroll Administration option lists with additions for Multicurrency processing.

☞ *Refer to the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about option lists.*

Option List Quick Reference

The following option lists are used with Multicurrency.

Currency Codes (PR69)

The Currency Codes Option List arrives with the following options. You may edit this list as needed.

- None (#)
- Australian Dollars (ASD)
- Canadian Dollars (CAD)
- German Marks (DM)
- French Francs (FFR)
- Hong Kong Dollars (HKD)
- Indonesian Rupiah (IDR)
- Indian Rupees (INR)
- Italian Lira (ITL)
- Malaysian Ringits (MAR)
- Singapore Dollars (SGD)
- UK Sterling (STD)
- Thai Bahts (THB)
- Turkish Lira (TUL)
- US Dollars (USD)
- Japanese Yen (YEN)

☞ *Refer to* **Setting Up Multicurrency at the Organization Level** *(see "Setting Up Multicurrency at the Organization Level" on page 31) for complete information about the Currency Codes option list.*

Foreign Calculations (PR98)

Payroll Administration includes these Foreign Calculations options that are specific to Multicurrency Payroll processing.

- Use HED 001 Foreign Rate (00)
- Use Foreign Rate (01)
- Use Foreign Amount (02)
- Use Negative Foreign Amount (32)
- Use HED calculation (99)

From/To (PR96)

Payroll Administration includes these From/To options that are specific to Multicurrency Payroll processing:

- Convert From Local Currency (F)
- Convert To Local Currency (T)

HED Categories (PP01)

Payroll Administration includes this HED Category option that is specific to Multicurrency Payroll processing.

- Taxed But Not Paid (10)

Multicurrency HEDs (PR99)

The Multicurrency HEDs option list is delivered unpopulated. You add the HEDs that you will use for calculating Multicurrency earnings and deductions. The setup procedure for these HEDs is the same as for HEDs used in Payroll Administration.

☞ *Refer to* **Setting Up Multicurrency at the Organization Level** *(on page 31) for complete information about the Multicurrency HEDs option list.*

Stop Codes (PR97)

Payroll Administration includes these Stop Code options that are specific to Multicurrency Payroll processing.

- Active (0)
- Date (1)
- Reducing Balance (7)
- Pay Run Maximum (8)
- Annual Maximum (A)
- Inactive (I)
- Became Inactive Last Pay Run (S)
- This Pay Period Only (T)

Timecard Card Codes (PR19)

Payroll Administration includes these Timecard Card Code options that are specific to Multicurrency Payroll processing.

- Positive Amount (3)
- Negative Amount (9)

APPENDIX C

Special Technical Features

In This Appendix

Introduction 126
Multicurrency Records 127
Multicurrency Conversion Costing Fields 129
Compiling P4CALC/O4CALC 130
Payrun JCL 131

Introduction

The information in this section describes the technical features required for setting up Multicurrency. This information is intended for technical personnel who provide user support.

Multicurrency Records

This section describes the special Multicurrency records that you may create.

HED Foreign Currency Detail record

The Employee Payments for Conversion form creates HED Foreign Currency Detail records (HFCDRs). These records are also known as MC-SCR records.

You may use HFCDRs in a stand-alone mode or you may update them during a payroll run through a time entry. The primary key is the HED number; the secondary key is the Foreign Currency Code.

If an HFCDR is deleted, you must check to see whether there are other HFCDRs for the same HED. If there are no other HFCDRs for that HED, the HED-HFCDR-FLAG must be blanked out.

HED Foreign Currency Detail record layout

The L segment ID- LU0 format is shown here with the HFCDR blanked out:

```
          1         2         3         4         5         6
0123456789012345678901234567890123456789012345678901234567890123456789 0
Laabbbcccddddddeffffffffffffgghiiijjjjjjjjjjjjkkkkkkkkkkkkllllllllllll
```

where:

Field		Len.	Dsp.	Type	Description
a	L segment code	003	000	LUO	
b	Pay/deduction type	003	003	N 0dp	
c	Currency Code	003	006	A/N	Option list PR69
d	Effective Date	006	009	Date	
e	From/To	001	015	A	Option list PR96
f	Fixed Amount/PW/Rate	012	016	N 2dp	
g	Calculation Type (M/C)	002	028	A/N	Option list PR98
h	Stop Code	001	030	A/N	Option list PR97
I	Stop Currency	003	031	A/N	Option list PR69
j	Stop Amount	012	034	N	
k	Run Value	012	046	N 2dp	
l	YTD Value	012	058	N2dp	

Multicurrency Conversion record

The Multicurrency conversion record allows you to record and set up a foreign currency payment or deduction. You may use this record in a stand-alone mode, or you may update it during a payroll run through a time entry.

The primary key for the Multicurrency Conversion record is the HED, and the secondary key is the Foreign Currency Code. These keys allow the payment or deduction of multiple Function Codes against a single HED. The record stores the Amount/Rate values, details of the payroll run, and the Year to Date values.

Currency Conversion Table Record Layout

Table ID 'VAMC' is shown below:

```
         1         2         3         4         5         6
1234567890123456789012345678901234567890123456789012345678901234567890
xxxxaaabbbccccc         ddddddddddddeeffffffffffffgghhhhhhhhhhhhhhh
```

where:

Field		Len.	Dsp.	Type	Description
a	Table Id (VAMC)	004	001	A/N	
b	Local Currency Code	003	005	A/N	Option list PR69
b	Foreign Currency Code	003	008	A/N	Option list PR69
c	Effective Date	006	011	Date	
d	Rate To Local Currency	012	024	N 0 dp	
e	Decimal Places of Rate	002	036	N 0 dp	
f	Rate From Local Currency	012	038	N 0 dp	
g	Decimal Places of Rate	002	050	N 0 dp	
h	Decimal Places of Result	001	052	N 0 dp	
i	Description	025	053	A/N	

Multicurrency Conversion Costing Fields

The additional L-segment fields shown below are required for retrieving the new data stored in the costing records relating to the Multicurrency conversion.

Field		Len.	Dsp.	Type	Description
a	L segment code	003	000	LG8	
b	Currency Code	003	003	A/N	Option list PR69
c	From/To	001	006	A	Option list PR96
d	Exchange Rate	012	007	N 2dp	
e	Foreign Amount	012	019	N 2 dp	
f	Edited Exchange Rate	013	031	N 0 dp	
g	Decimal Places	001	044	N	

Compiling P4CALC/O4CALC

Pull machine parameters

When you extract P4CALC/O4CALC, you must make sure that the Pull machine parameters contain 'CY' which will allow the programs to access the VAMC tables on FILE01.

The following are the machine parameters for pulling a NT P4CALC:

```
P4CALC      |ISEV@PCY    4       MICRO-FOCUS.
```

Payrun JCL

ASSIGN/SET must be present for FILE01

Check that the P4CALC job step in the payroll run JCL contains an assignment for FILE01. If this assignment is missing, error messages will appear on the Audit Trail indicating that the VAMC records were not found.

The following is an example of a P4CALC job step:

```
SET P20IN=J:\ST30\DAT\P20IN.xtr[B]
SET P20OUT=J:\ST30\DAT\P20OUT[B]
SET P40OUT1=J:\ST30\DAT\P40OUT1[B]
SET FILE01=J:\ST30\DAT\FILE01
SET P05RDR=J:\ST30\DAT\P05RDR
SET P05IN=J:\ST30\DAT\P05TMP[B]
ECHO H2 > J:\ST30\DAT\P05RDR
ECHO P4 >> J:\ST30\DAT\P05RDR
```

APPENDIX D

Practice and Review Answers

In This Appendix

Overview of Multicurrency 134
Setting Up Multicurrency at the Organization Level 135
Setting Up Multicurrency at the Employee Level.....137
Creating Multicurrency Time Entries 138

Overview of Multicurrency

The exercises in this section are based on Organization 999999.

Questions answered

1. What are some ways in which Multicurrency can benefit your organization?

   Benefits of using Multicurrency include the ability to record payments in a number of currencies, record payments made outside of the payroll, pay or deduct against the local currency, and maintain a history of foreign exchange transactions.

2. What makes Multicurrency a unique feature within Payroll Administration?

   Multicurrency can convert local currency amounts to a foreign currency and foreign currency amounts to local. A large number function allows the input of large denomination currencies and large, one-time payments. A history feature allows you to maintain a history of exchange transactions for both payments and deductions.

3. When should you set up Multicurrency?

   You can set up Multicurrency while you perform your initial Payroll Administration setup or at any future time that you desire.

4. What changes are required at the system level to operate Multicurrency?

   The only major difference at the system level when running Multicurrency is whether or not you choose to create Multicurrency costing records.

5. What happens during Multicurrency processing?

   During Multicurrency processing, the payroll system determines the conversion direction, calculates the local or foreign currency amount, applies either the local or foreign currency stop rules, performs the conversion (either local to foreign or foreign to local), applies either the foreign or local currency stop rules, writes Multicurrency labor records, and writes the Multicurrency reports.

Setting Up Multicurrency at the Organization Level

Questions answered

1. How do I determine the number of Multicurrency HEDs to set up?

   The number of HEDs you will need for Multicurrency processing depends primarily upon the way in which you want to track expenses. For example, you may prefer to apply several currencies to one HED, as in the case of employees whose travel takes them to several different countries in one trip. Such travel would require several expenses for each currency. You might find it best to combine all lodging expenses in one HED, all ground transportation expenses in another HED, all meal expenses in a third HED, and so on.

2 What are the purposes of the Currency Code and Multicurrency HEDs option lists?

   These two option lists are specific to Multicurrency. The Currency Code option list (PR69) contains an option for each currency and comes populated with a number of different currencies. The Multicurrency HEDs option list arrives empty; you add the HEDs you will need for tracking Multicurrency expenses and deductions.

3. Does Multicurrency support arrears calculations?

   When you set up HEDs through the Company Earnings and Deductions form (A8-SCR), you set up the method for arrears calculation for Multicurrency processing just as you would for standard Payroll Solution processing. Multicurrency supports all of the standard arrears types within Payroll Administration except 'Take Part;Rem in Arr' and 'Take None;All Arrear'.

4. How do I set up Multicurrency costing records?

   You activate Multicurrency costing records by selecting the Cost Currency Deds option on the Company Options form (AF-SCR).

5. How do I set up currency exchange rates?

   Organizations may use a variety of exchange rates for different types of payments and expenses. For example, an employee's contracted salary may be a fixed rate based on the exchange rate at a certain time of year, such as January 1. For travel expenses, the same organization might use a variable exchange rate that is updated more frequently. To set up exchange rates, you determine at what intervals you should update these rates to suit the various payments and expenses used in your organization.

6. How do I determine the different currency conversions that I will need?

   To determine currency conversions, you identify all employee payment types, identify the local currency in which you will make these payments, determine which types of employee payments must be converted to foreign currencies, and determine which foreign currencies to use for each type of payment. You record the exchange rate for each type of payment for each type of currency.

Setting Up Multicurrency at the Employee Level

Questions answered

1. How do I set up employee payments for conversion to suit my organization's needs?

   You must consider your organization's needs before submitting the Employee Payments for Conversion form (MC-SCR), including: the currency; the date the conversion takes effect; the conversion direction (foreign to local, or local to foreign); whether or not there any stop rules, one-offs, or reducing balances; and whether you are specifying any monetary values in terms of foreign currency or local currency.

2. How do the Employee Earnings and Deductions (HH-SCR) and Direct Deposit Information (H9ISCR) forms operate differently with Multicurrency?

   Both of these standard Payroll Administration forms contain the Multicurrency indicator which shows that an Employee Payments for Conversion record is associated with a particular HED. If you have not set up an Employee Earnings and Deductions form (HH-SCR), the Employee Payments for Conversion form (MC-SCR) sets one up for you. Any defaults are taken from the organization level, and you may wish to manually override them. The direct deposit deduction entered in the HED field of the Direct Deposit Information form (H9ISCR) must be a Direct Deposit (53) Category at the organization level.

Creating Multicurrency Time Entries

Questions answered

1. What are the differences between Multicurrency time-entry and time-entry-edit forms and Payroll Administration time-entry and time-entry-edit forms?

   The Multiple Currency Time Entry form (TCMSCR) allows you to input the currency when more than one currency is identified with the employee's HED.

   The Multicurrency Time Entry Edit form (TCMEDT) is used to correct time entries created using the Large Number Time Entry form (TCBSCR) only.

2. How does Multicurrency handle the large numbers that may be associated with foreign currencies?

   The Large Number Time Entry form (TCBSCR) accepts a nine-digit value in the Amount entry, instead of the seven allowed in Payroll Administration.

3. When should the Multicurrency Costing Input form (TCGSCR) be used?

   You would use the Multicurrency Costing Input form (TCGSCR) only if you wish to track Multicurrency payment and labor history.

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 148).

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 145).

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 147).

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 147).

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 147).

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

Index

.

.EXE 139
.INI 139

3

360-degree appraisal 139

4

4646 report (Foreign Currency Schedule) 116
4747 report (Multicurrency by Cost Center) ... 118
4848 report (Foreign Currency by Employee). 112
4949 report (All Currencies By Employee) 114

A

About This Manual 3
Absence data 139
Absence point 139
Absence type 139
Account timeout 139
Accumulator id 139
Acrobat 139
Action button 139
Activity code 139
Activity types 139
Actuarial valuation 139
Administration home page 139
Administrative User ID 139
Aggregate tax method 140
All Currencies by Employee (4949) 114
All Currencies by Employee (4949) Example. 115
All Currencies By Employee report (4949) 114
sample 115
Annualization 140
Annualization factor 140
Annuitant 140
Annuity 140
Appendices 107
Applicant 140
Appraisal rating 140
Arrears and Multicurrency 48
arrears calculation 48
ASCII 140
Ask Me wizard 140
As-of reporting 140
ASSIGN/SET must be present for FILE01 131
Audit record 140
Audit report 140
Audit trail 140
Authorized absence 140
Automatic plan 140
Average deferral percentage 141
Average rating 141

B

Back 141
Badge 141
Badge error 141
Badge number 141
Banner 141
Batch 141
Batch control record 141
Batch layout facility 141
Batch number 141
Batch processing 141
Benchmark job 141
Beneficiary 141
Benefits control number 141
Benefits statement 141
Big option list 141
Bridge loan 141
Browser 141
Budget plan year 141

Budget scenario 142
Budget setting 142

C

Cafeteria plan 142
Calculation option list 142
Candidate 142
Career planning 142
Carrier record 142
Case-sensitive 142
Catalog 142
Category code 142
CE/H 142
Change control facility 142
Check box 142
Check digit 142
Checklist 142
Checklist item 142
Checklist item status 142
Checklist margin 143
Checkmark 143
Class 143
Class evaluation results 143
Client data file 143
Clock in and out 143
Clock transaction 143
Clock transaction warning 143
Closing costs 143
CLP 143
Codeset 143
Coefficient 143
Combined register (2222) report 143
Command button 143
Common tax organization 143
Communication event 143
Compa ratio 143
Competency 143
Compiling P4CALC/O4CALC 130
Complement limit 144
Complement position 144
Complement unit 144
Compliance 144
Component 144
Component icon 144
Component plan 144
Condition 144
Considered earnings 144
Considered earnings/hours (CE/H) accumulators 144
Considered hours paid 144
Considered hours worked 144
Consolidated reporting 144
Context-sensitive help 144
Contribution type 144
Control 1-2 144
Control levels 144
Control number 144
Conversion 144
Conversion direction 70
conversion options
  currency code option list 38
  currency conversion rates table 41
Co-ordinator 144
Core plan 144
Correcting Multicurrency time entries 99
Cost categories 145
Cost types 145
Costing 145
Course 145
Course directory 145
CPI 145
Creating large-number Multicurrency time entries 97
Creating Multicurrency costing records - optional 52
Creating Multicurrency Time Entries 87, 138
Creating standard Multicurrency time entries 74, 96
Creating WL records 61
Credited service 145
Crew 145
Crew code 145
Cross-reference keys 145
CSL 145
Cumulative data 145
currency
  foreign 33

local 33
Currency Codes (PR69) 123
Currency Conversion Table Record Layout 128
Currency option list 37
Cursor 145
Customer-defined 145
CYB88X 145
Cyborg Scripting Language 145

D

Data extract 145
Data load 145
Data mapping 145
Database 145
Datamart 146
Deduct credits by plan 146
Deduct credits by plan method 146
Deduction 146
Deduction cycle 146
De-enrollment 146
Deferred compensation 146
Deferred plan 146
Defining Multicurrency HEDs 59
Defining the local currency 34
Delimiter 146
Dependent 146
Dependent number 146
Description of Multicurrency 14
Detail page 146
Detailed Directions 50, 78, 96
Determining HEDs for Multicurrency 68
Determining payment or deduction 70
Dialog box 146
Direct deposits 76
Disability insurance tax 146
Disciplinary action 146
Discretionary increase 146
Display 146
Display box 146
Disposable income 146
Distributed location 147
Distribution 147
Distribution rules 147
DL 147
Double-click 147
Drop-down list 147
Drop-down list box 147
Dynamic SQL 147

E

Earned income credit 147
Earning 147
Earnings category 147
EBCDIC 147
eCyborg Interactive Workforce Home 147
eCyborg Interactive Workforce Home page 147
Editing the Currency Code option list 50
Effective date 147
EIC 147
EL 147
Electronic Performance Support system . 147, 148
Email 147
Employee cancellation 147
Employee Database 141, 148
Employee Database record 148
Employee Earnings and Deductions form (HH-SCR) 74
employee payments for conversion fields 70
Employee Payments For Conversion form (MC-SCR) 68
accessing 78
completed example of 78
fields 70
Employee-level earnings and deductions 74
Employee-level operations 24
English Language 148
Enrollment form 148
Entering large numbers 89
Entitlement accrual 148
Entity 148
Entry field 148
Entry form 148
Environment 148
EPSS 148
Establishing conversion types 68

Establishment Reporting 148
Event 148
Examples of specific situations 81
exchange rate types
setting up 38
Excused absence 148
Extract file 148

F

Federal Insurance Contributions Act 148
FICA 148
Field 148
Filter 148
Finished 149
Fixed amount to be remitted home 82
Flat rate tax 149
Flex credits 149
Flex Master Plan 149
Flex plan 149
Flexibility 17
Flexible Benefits Plan 149
Flexible Benefits Program 149
Flexible Spending Arrangement 149
Folder 149
Foreign calculation method 71
Foreign Calculations (PR98) 123
foreign currency 33
Foreign Currency by Employee (4848) 112
Foreign Currency by Employee (4848) Example 113
Foreign Currency by Employee report (4848) 112
sample 113
Foreign currency salary paid locally 81
Foreign Currency Schedule (4646) 116
Foreign Currency Schedule (4646) Example .. 117
Foreign Currency Schedule report (4646) 116
sample 117
foreign exchange transactions
maintaining history of 35
Form 149
Form area 149
Form Builder 149
Formal education 149
Formatting Multicurrency time entries 89
Forward 149
Frequently Asked Questions 26
From/To (PR96) 123
FSA 149
FTE 149
FTP 149
Full Time Equivalent 149
Funeral days 149

G

G8 record 35
Gap analysis 150
Garnishment 150
General ledger interface 150
Go to details 150
Graphical User Interface 150
Grievance 150
Gross wages 150
Group box 150
Group plan 150
GUI 150

H

Handicap 150
Health and safety profile 150
HED 150
HED Categories (PP01) 124
HED Foreign Currency Detail record 127
HED Foreign Currency Detail record layout ...127
HEDs
for Multicurrency 68
Help 150
HH-SCR (Employee Earnings and Deductions form) 74
History record 150
HL-SCR (Payroll/Labor Snapshot form) 94
Holiday days 150
Home page 150
HTML 150

I

Identifying your local currency 53

Import facility 151
Import record 151
Inactive plan 151
Inactive tax record 151
Incumbent 151
Information-level security 151
Initial Administrator 151
Initial passwords 151
InitialAdmin 151
Inquiry form 151
Instructional text 151
Interaction with other Solution Series components 24
Internal candidate 151
Internet 151
Intranet 151
Introduction 1, 12, 32, 66, 88, 110, 122, 126
Investment funds 151
IPEDS 151

J

Job assignment 151
Job code 151
Job streams 151
Job type 151
Jury duty 151

L

Label 152
Labor record 152
Large Number Time Cntry form (TCBSCR)
  sample 96
large number time entries 96
Large Number Time Entry form (TCBSCR) 89
Leave of absence 152
Local and foreign currency 33
local currency 33
  defining 34
Log off 152
Logical Employee Model 152
LPI 152

M

Mailing address 152
Maintaining a history of foreign exchange
  transactions 35
Maintaining year-to-date history records 73
Maintenance payroll run 152
Major activity 152
Mandatory field 152
Map file 152
Mass time entry creation 152
Master File (0202) report 152
Matrix ID 152
MC-SCR (Employee Payments For Conversion form
  completed example of 78
MC-SCR (Employee Payments For Conversion form) 68
  accessing 78
Menu 152
Menu bar item 152
Message area 152
Method code 152
Midpoint 152
Minimart 152
Monetary perquisites 153
Moving expenses 153
Multicurrency
  arrears calculation 48
  costing record 35
  report requests 49
Multicurrency by Cost Center (4747) 118
Multicurrency by Cost Center (4747) Example 119
Multicurrency by Cost Center report (4747) ... 118
  sample 119
Multicurrency Conversion Costing Fields 129
Multicurrency Conversion record 128
Multicurrency Costing History Input form
  (TCGSCR) 94
  sample 96
Multicurrency costing records 18
Multicurrency employee-level setup
  conversion types 68
  foreign currency amounts and percentages 78

foreign currency salary paid locally 81
overview 67
school fees paid in one country, taxed by another 81
Multicurrency HEDs 46
employee-level setup 74
option list 46
Multicurrency HEDs (PR99) 124
Multicurrency HEDs Option List 46
Multicurrency History and Labor record with foreign exchange 96
Multicurrency history and labor records
setting up 96
viewing 96
Multicurrency mployee-level setup
fixed amount to be remitted home 82
Multicurrency Payroll component
capabilities 13
costing records 18
description of 14
determining HEDs for 68
employee-level operations 24
flexibility 17
frequently asked questions 26
interaction with other Solution Series components 24
large-number function 17
organization-level operations 24
process 19
purpose of 13
relationship to standard Payroll Solution 69
reporting 24
system-level operations 24
when to use 22
who should use 23
Multicurrency Records 127
Multicurrency relationship to Payroll Administration 69
Multicurrency report requests 49
Multicurrency time entries
creating 96
editing 96
large number format 96
setting up history and labor records 96
Multicurrency Time Entry Edit form (TCMEDT) 92
Multicurrency Time Entry form
sample (TCMSCR 96
Multicurrency time-entry editing 92
Multiple Currency Time Entry form (TCMEDT)
sample 96
Multiple Currency Time Entry form (TCMSCR) 89
Multiple master 153
Multipurpose stop values 73

N

Navigation bar 153
Navigator 153
Net credit method 153
New hire 153
New user 153
New User Home page 153
Node 153
Node ID 153
Number registered 153

O

Object 153
Object key 153
Obsolete plan 153
Off cycle 153
Online 153
Open enrollment 153
Operator ID 154
Option 154
Option button 154
Option list 154
Option List Quick Reference 121, 123
option lists
currency codes (PR69) 123
foreign calculations (PR98) 123
from/to (PR96) 123
HED categories (PP01) 124
multicurrency HEDs (PR99) 124
stop codes (PR97) 124
timecard card codes (PR19) 124
Organization 154

Organization Level 3 154
Organization Level 4 154
Organization Level 5 154
Organization Level 6 154
Organization Number 154
Organization Unit 154
Organization Validation table..... 154
organizational Multicurrency setup
creating WL records..... 61
how to
edit Currency Code option list 50
how to create Multicurrency costing records . 52
how to define Multicurrency HEDs 59
how to identify your local currency 53
how to set up currency exchange rates..... 55, 57
how to set up the Multicurrency HEDs option list
..... 59
Organization-level operations..... 24
Organization-specific tax setup 154
Override file 154
Overview of employee setup for Multicurrency 67
Overview of Multicurrency 11, 134

P

Packaged reporting 154
Paid absence 154
Parallel run 155
Parameter form 155
Password..... 155
Password aging..... 155
Pay allocation 155
Pay document 155
Pay frequency 155
Pay schedule 155
Pay stub 155
Pay-for-performance matrix 155
Payment history record..... 155
Payment sequence 70
Payroll home location..... 155
Payroll Level 3 155
Payroll Level 4 155
Payroll Level 5 155
Payroll Level 6 155
Payroll period..... 156
Payroll Process Control..... 156
Payroll run..... 156
Payroll/Labor Snapshot form (HL-SCR..... 94
Payrun JCL..... 131
PCL 156
PDF 156
Peer-group appraisal..... 156
Pending de-enrollment segment 156
Pending eligibility segment..... 156
Performance appraisal 156
Performance appraisal rating..... 156
Performance rating 156
Performance-related pay 156
Perquisites 156
Personal days..... 156
Phonetic keys 156
Pixel 156
Plan deactivation 156
Plan ID 156
Plan shutdown 156
Plan year..... 156
Policy tables 156
Pop-up menu 157
Portable document format 157
Position..... 157
Position Administration Control Number 157
Position complement..... 157
Position in range..... 157
Posttax..... 157
Practice and Review Answers 133
Premium 157
Prenotification 157
Prerequisites 32, 66, 88
Pretax 157
Primary account 157
Process 157
Process bar 157
Program..... 157
Protected amount..... 157
Prototype HED 157
Provider..... 158
Pull machine parameters 130

Purpose of Multicurrency 13
Push button 158

Q

Quartile 158
Query alternate keys 158
Query primary keys 158
Questions answered .12, 32, 66, 88, 134, 135, 137, 138
Quick Hire 158

R

Radio button 158
Recall 158
Reciprocal taxation 158
Recognizing differences in employee-level HED setup 74
Record 158
Recording Multicurrency payment and labor history 94
Recruitment 158
Recycle File 158
Registration 158
Registration number 158
Rehire 158
Reimbursement account 158
Reinstatement 158
Reject time 158
Relocation 158
Remaining net pay 159
Replication 159
Replication Application 159
Replication Distribution 159
Replication Holding File 159
Replication Packet File 159
Report 159
Report Generator 159
Report Group 159
Report Group Scheduler 159
Report parameters 159
Report Quick Reference 49, 109
Reporting 24
Reports
All Currencies by Employee (4949) 114
Foreign Currency by Employee (4848) 112
Foreign Currency Schedule (4646) 116
Multicurrency by Cost Center (4747) 118
Requisition 159
Requisition candidate 159
Requisition limit 159
Requisition unit 159
Retirement 159
Return 159
Review of Questions Answered 28, 63, 86, 105
Review process 159
Roll-up reporting 159
Rotation pattern 159

S

Safety standards 160
Salary budget record 160
Salary grade 160
Salary grade range 160
Salary plan 160
Salary plan year 160
Salary range 160
Salary review 160
Salary review authorization form 160
SAT file 160
Save Changes 160
Schedule Activities table 160
Schedule assignments 160
Schedule error 160
Schedule Master table 160
Schedule number 160
School fees paid in one country and taxed by another 81
Screen 160
Scroll bar 160
Search argument 161
Search type 161
Secondary account(s) 161
Security Officer 161
Self-adjusting taxes 161
Sequential Master File 161
Service interruption 161

Service method 161
Session 161
Setting up currency exchange rates - Euro format57
Setting up currency exchange rates - Standard format 55
Setting up exchange rate types 38
Setting up foreign currency payment and deduction amounts and percentages in a currency other than the local currency 78
Setting up Multicurrency 29
Setting Up Multicurrency at the Employee Level 65, 137
Setting Up Multicurrency at the Organization Level 31, 123, 124, 135
Setting Up Multicurrency History and Labor records 101
Setting up the Multicurrency HEDs option list (PR99) 59
Shift 161
Shift premium 161
Shortcut menu 161
Sick days 161
Solution View 161
Source DL 161
Special assessment 161
Special Technical Features 125
Specifying the foreign amount 71
Spinbox 161
Spreadsheet application 161
Standalone Time and Attendance 162
Static data 162
Static SQL 162
Status bar 162
Statutory employee 162
Stop Codes (PR97) 124
Stop method 72
Submitting expenses in more than one currency83
Sub-schedule number 162
Succession planning 162
Summary page 162
Summary plan 162
Supplemental wages 162
Surplus 162
System administrator 162
System Control Repository 162
System Generator 162
System-level operations 24

T

Table 162
Table Definition Record 162
Target DL 163
Task 163
Task icon 163
Tasks 32, 66, 88
Tax authority 163
Tax Authority File 163
Tax code 163
Tax Maintenance File 163
Tax specification 163
Tax Specification record 163
Tax table 163
Tax type 163
Taxability 163
Taxable wage base 163
Tax-related Regulatory Bulletin 164
TC1EDT (Time Entry Edit Format 1 form) 92
TCBSCR (Large Number Time Entry form sample 96
TCBSCR (Large Number Time Entry form)..... 89
TCGSCR (Multicurrency Costing History Input form) 94
sample 96
TCMEDT (Multicurrency Time Entry Edit form)92
TCMEDT (Multiple Currency Time Entry form) sample 96
TCMSCR (Multiple Currency Time entry form)89
TDR 164
Template 164
Temporary password 164
Termination 164
Test environment 164
Text box 164
Text qualifier 164
The Currency Conversion Rates Table 41
The Direct Deposit Information form (H9-SCR 76

The large-number function 17
The Multicurrency process 19
Time entry 164
Time Entry Edit Format 1 form, (TC1EDT) 92
Time entry extract file 164
Time entry validation 164
Timecard Card Codes (PR19) 124
Timeout 164
ToolTip 164
Top-down appraisal 164
Tracking foreign currency payments and deductions 73
Trainer 164
Trainer code 164
Training area 165
Training class results 165
Training class status 165
Training course code 165
Training plan 165
Training reason 165
Training request 165
Transfer 165
Trend analysis 165
Trigger 165
Tuition reimbursement 165
Type of training request 165

U

Unauthorized absence 165
Underlined text 165
Unemployment insurance tax 165
Unpaid absence 165
Upward appraisal 165
URL 165
User class 166
User code 166
User defined password 166
User ID 166
User profile 166
Using Employee Payments for Conversion fields70
Using the Multicurrency Costing History Input form 94
Using the Multicurrency Time Entry Edit form 92
Using the Multiple Currency Time Entry form..89

V

Vacancy 166
Vacation days 166
Validation 166
Variant forms 166
Viewing Multicurrency Payroll and Labor history 94
Viewing Multicurrency Payroll History and Labor records 103

W

Waive 166
Warning time 166
Welfare benefit plan group 166
Welfare benefit plan subgroup 166
Welfare plan 166
What Multicurrency can do 13
What-if mode 166
When to use Multicurrency 22
Who should use Multicurrency 23
Window 166
Wizard 166
WL Record Maintenance form sample 61
WL Record Maintenance form (WL-SCR) 61
WL-SCR (WL Record Maintenance form) 61
Work area 166
Work instructions 166
Work restrictions 166
Worker's compensation 167
Workforce competency 167

X

XHTML 167

Y

Year End Master File 167

Payroll Employee Setup

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual 3

Chapter 2 9

Chapter 2 Payroll Employee Setup Overview 9
- Introduction 10
- Employee information 11
- Employee earnings and deductions 12
- Employee taxes 14
- Employee payments 15
- Logical Employee Model templates 16
- Employee payroll events 17

Part 2 19

Part 2 Employee Setup and Maintenance 19

Chapter 3 21

Chapter 3 Employee Maintenance 21
- Introduction - Employee Maintenance 22
- Basic employee information changes 23
- Additional basic employee information 26

Pay allocations and the Payroll Home Location/Pay Allocations form 29
Payroll Levels---understanding organization hierarchy 33
Employee Name And Address form 34
Employee Information (optional) form 35
Employee information---transferring records 36
Reports used for employee maintenance 39
Detailed Directions 40
Extended Practice 44
Review of Questions Answered 45

Chapter 4 47

Chapter 4 Employee Earnings, Deductions, and Accruals 47
Introduction 48
Employee earnings and deductions assignment 49
Employee pay rate or salary 50
Employee earnings and deductions - adding and changing 53
Employee HED mass updates 63
Direct deposit HEDs at the employee level 66
Earning and deduction inquiries 67
Negative pay 70
Entitlement accruals setup 71
Reports used for earnings, deductions, and accruals 72
Detailed Directions 73
Extended Practice 88
Review of Questions Answered 89

Chapter 5 91

Chapter 5 Employee Taxes 91
Introduction 92
Employee tax records 93
Employee tax record setup 95
Employee tax record deletion 104
Employee tax accumulation displays 105
Tax accumulation fields 107
Tax accumulation display details 108
Reports used for employee taxes 114
Detailed Directions 115
Extended Practice 120
Review of Questions Answered 121

Chapter 6 123

Chapter 6 Employee Setup for a New Hire **123**
Introduction 124
New hire basics 125
Logical Employee Model templates 126
Set Up A New Employee form 134
Employee terminations 138
Employee rehires 139
Leaves of absence 140
Employee record deletion 141
Reports used for adding new employees 142
Detailed Directions 143
Extended Practice 151
Review of Questions Answered 152

Chapter 7 153

Chapter 7 Employee Payments **153**
Introduction 154
Payment methods 155
Negative Net Pay 156
Direct deposit setup 157
Electronic Funds Transfer for a garnishment 160
Payment History, Labor, and Multiple Master Records 162
Payment History and Labor Records display 164
Payment document inquiries 168
Payment reversals 170
Retroactive payments 171
Online pay calculations 174
Online check and pay advice printing 179
Interface File 31 for online check printing 180
File 31 record layouts 181
Reports used for employee payments 186
Detailed Directions 189
Extended Practice 199
Review of Questions Answered 200

Part 3 201

Part 3 Appendices 201

Appendix A 203

Appendix A Practice and Review Answers **203**
Employee Maintenance 204
Employee Earnings, Deductions, and Accruals 206
Employee Taxes 208
Employee Setup for a New Hire 209
Employee Payments 212

Glossary of Terms 217

Index 247

PART 1

Introduction

In This Section

About This Manual 3
Payroll Employee Setup Overview 9

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Payroll Administration to perform your business tasks. This manual focuses on the setup, maintenance, and tasks associated with establishing employees on the system.

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:

- Administrative staff: Payroll, Benefits, and Human Resource personnel will find this manual useful for the day-to-day input and maintenance of employee data. System access is normally limited to the appropriate employee-level modules.
- Management and supervisory staff: Payroll managers will find it helpful to read through the entire manual.
- Accounting staff
- Technical staff

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 the system
- Understanding of the concepts described in the Payroll Organization Setup documentation

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand the information you need to set up, run, and troubleshoot Payroll Administration.

Documentation

Document	Description
Payroll Organization Setup	Reference and procedural information to establish organization information in Payroll Administration
Payroll Time Entries and Adjustments	A reference and training guide for creating time entries and making pay adjustments
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports
Maintaining Payroll Tax Codes	A reference manual containing information required to apply tax related regulatory bulletins
Using the Quarterly Processor	Reference guides for setting up and generating state and territory quarterly wage information
Year-End Processing Guide	A reference and training guide for setting up and running Cyborg's Year-End Processor

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

Training Courses

Related Course	Description
Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and pay run process control options are also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the usage of reports to verify inputs and outputs from each payroll.

Related Course	Description
Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.
Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.
Year-End Processing	This comprehensive course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.

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 Payroll Administration by providing an overview of the system and explaining its interaction with other components of the system.
2. Employee Setup and Maintenance	3–7	These chapters provide an explanation of the concepts and detailed directions needed to set up and maintain employee payroll information.
3. Appendices	A	This appendix provides answers to the review sections 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 the Payroll Solution:

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 Where to get help
2.	Payroll Employee Setup Overview	The basic concepts covered in this manual

Part 2: Employee Setup and Maintenance

The chapters in Part 2 provide an explanation of the concepts and detailed directions needed to set up and maintain employee payroll information:

Read this chapter		To learn about
3.	Employee Maintenance	Entering employee payroll information Viewing employee payroll information
4.	Employee Earnings, Deductions, and Accruals	Establishing employee earnings and deductions Updating HEDs for individual and multiple employees Establishing direct deposit HEDs Viewing employee HED information
5.	Employee Taxes	Setting up employee taxes Removing tax codes from an employee's record Viewing employee tax information
6.	Employee Setup for a New Hire	Method used to add new employees How to use a Logical Employee Model Transferring employee information Deleting an employee record
7.	Employee Payments	Establishing employee pay rate or salary Establishing direct deposit Processing manual payments, retroactive payments, and payment reversals Calculating payments online Printing payment documents

Part 3: Appendices

The appendix in Part 3 contains practice and review answers:

Read this chapter		To learn about
A	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

Payroll Employee Setup Overview

In This Chapter

Introduction 10
Employee information 11
Employee earnings and deductions.....12
Employee taxes.....14
Employee payments.....15
Logical Employee Model templates 16
Employee payroll events.....17

Introduction

Maintaining employee information within Payroll Administration involves many tasks. You must provide a name and address, establish a pay rate or salary, and determine which taxes are to be deducted. You also establish a payroll home location for the employee, which determines where time worked and dollars paid are charged within the organization. If you use general ledger or cost accounting systems, you also establish any required additional pay allocation and labor-distribution information. Certain payroll events, such as employee transfers, terminations, and rehires, must also be recorded. This section provides a brief overview of employee-level payroll events.

Employee information

Routine employee maintenance includes any change to static employee information, such as a mailing address or a method of payment, in the employee's record, which changes only occasionally. The forms and fields discussed in this section are employee-related, but similarities exist between these forms and organization-level forms. On some employee forms, fields may already be filled in with default information established at the organization level.

Basic employee information

Several forms are used to establish, modify, and view basic employee information in Payroll Administration:

- The Employee Information form (EF-SCR) is used to add an applicant or a new employee to the Employee Database using a Logical Employee Model, and to change existing employee information. Use this form when you wish to modify the employee's pay frequency, payment type, and other common information. You can also terminate, rehire, or suspend an employee's pay for a specified period of time using this form.
- The Additional Employee/Payroll Information form (EG-SCR) is used to add or modify additional employee and payroll information, such as shift, split type, union, and worker's compensation information.
- The Employee Name And Address form (FF-SCR) is an optional form used to view and record additional addresses for an employee, such as a mailing address for checks. You can record up to 270 different names and addresses, such as emergency contact information, beneficiary information, and spouse/dependent information. The View Employee Names/Addresses form (FFISCR) can be accessed through the Command Entry dialog box if you want to view all name and address records on one form.
- The optional Employee Information form (EE2SCR) is used for both entry and inquiry functions. It is used only by Payroll Administration to specify optional information regarding the employee's employment status. Use this form to record the status, employment source, termination information, and job category of the employee.
- The Payroll Home Location/Pay Allocations form (GG-SCR) is used to add or change the locations to which an employee's pay is to be charged for labor distribution reports and interfacing to the general ledger. You can distribute an employee's time entry or automatic pay in 98 different ways.
- The View Pay Allocations form (GGISCR) provides a list of payroll location entries on file for an employee. Payroll Level allocations are listed on the form in allocation number order, with the employee's home location listed first.

Employee earnings and deductions

When a new employee is added to Payroll Administration, two HEDs are established automatically: regular pay earning 001 and net pay deduction 999. Most information for these HEDs is identical to that established at the organization level.

The Employee Earnings and Deductions form (HH-SCR) is used to add or change information about an employee's earnings and deductions.

If you want to view all HEDs on one form, use the Employee Earnings And Deductions Inquiry form (HHISCR). This form lists all the HEDs assigned to the selected employee. Option codes, not descriptions, are used on this form.

The HEDs To-Date Inquiry form (HT-SCR) allows you to view all to-date hours and amount information for an employee on one form. The HEDs are presented in a scrolling format, and the total hours or units for earnings, and arrears for deductions, are displayed directly below the total dollars for each. Accumulated values from the most recent payroll run and any online pay calculations are also shown.

You may update earning or deduction information for a selected group or for all employees by using the HED Employee Mass Update form (HHMSCR). Making changes to earnings and deductions for multiple employees is more efficient, because you do not make the same change on each employee's record. You may use the HED Employee Mass Update form (HHMSCR) to change HED information for one or more employees or for an entire organization.

☞ *Refer to* **Employee Earnings, Deductions, and Accruals** *(on page 47) for more information.*

Direct deposits

The Direct Deposit Information form (H9-SCR) is used to establish direct deposit. This form must be used instead of the Employee Earnings and Deductions form (HH-SCR) for direct deposit HEDs at the employee level. The fields are the same as those on the Employee Earnings and Deductions form (HH-SCR), but they are used differently.

Access the Direct Deposit Inquiry form (H9ISCR) to view the pertinent information about the bank(s) in which all or a percentage of the employee's pay is being directly deposited. The direct deposit entries are listed on the form in deduction number order, with the employee's net pay (deduction 999) appearing last.

☞ *Refer to* **Employee Payments** *(on page 153) for more information.*

Electronic Fund Transfers for garnishments

The Garnishment Administration form (PO-SCR) is used to record garnishment information. For child support garnishments that can be paid with an Electronic Funds Transfers (EFT), this form is also used in conjunction with the Child Support Register (6H6H) and Child Support ACH Tape (6I6I) reports to produce Electronic Funds Transfers (EFTs) for these garnishments.

☞ *Refer to* **Employee Payments** *(on page 153) for more information.*

Entitlement accruals

Entitlement accruals, such as sick and vacation leave, are established at the organization level. Accrual routines are based on your company policies regarding benefit entitlements. All accrual routines are established using organization-level earnings. Each eligible employee is then assigned the HED number on the Employee Earnings And Deductions form (HH-SCR). The ACCRUE program is also available for more complex accrual routines.

☞ *Refer to* **Employee Earnings, Deductions, and Accruals** *(on page 47) for more information.*

Employee taxes

Employee tax records must be established for taxes to be calculated by the system. Payroll Administration maintains current, month-to-date, quarter-to-date, and year-to-date wage, unemployment, and tax amount figures.

The Employee Tax Record Maintenance form (JJ-SCR) is used to add or change an employee's tax-related information. Before adding tax information to an employee's record, the appropriate Tax Specification Records must be established at the organization level. The information provided on this form is used for payroll reporting and tax calculations.

The Taxes To-Date Inquiry form (JT-SCR) displays the to-date information on an employee's tax record. The display shows one tax record per form. Each form displays only the fields used by that tax type, using descriptive labels unique to the tax type. The top part of the form shows information that has been entered or selected in the Employee Tax Record Maintenance form (JJ-SCR).

The Taxes To-Date/Field Number Inquiry form (JD-SCR) displays to-date information on an employee's tax record. The display shows one tax code per form. The top part of the form shows information from the Employee Tax Record Maintenance form (JJ-SCR).

☞ *Refer to* **Employee Taxes** *(on page 91) for more information.*

Employee payments

The Employee Pay Rate or Salary form (H1-SCR) adds the new employee's hourly rate or salary information if this data is not already supplied to the system by Human Resources. The Employee Pay Rate Or Salary form (H1-SCR) is used to record normal hours per pay period and either a pay rate or a salary for regular pay (HED 001) only. This form is for point-in-time entries only; it is not dated. No calculations are performed, and no historical salary/pay rate changes are maintained. If time entries are submitted for any of the above employee groups, the rate entered on the time entry overrides the Employee Pay Rate Or Salary form (H1-SCR).

Payment History and Labor records

Payment History and Labor Records are created every time a pay document is produced or an adjustment is processed and may be viewed using the History and Labor Options form (HL-SCR). Payment History Records are created whenever any activity occurs that alters an employee's to-date earnings, deductions, or taxes. These records contain basic employee information and the current amounts and hours for the earnings, deductions, and taxes for each payment processed. Each payment or adjustment creates a Payment History Record, which is necessary for reconciling payments and automatically voiding payments. Human Resource information is not kept with Payment History.

Manual payments

The term 'manual payments' is used to refer to pay documents, usually in the form of checks, that have not been produced within the system. All information for a manual payment (earnings amounts and hours paid, deductions taken, taxes paid or withheld, and net pay) must be recorded on the system. This information is required to keep employee records current and accurate, particularly with regard to annual tax and wage information for quarterly and year-end (W-2) reporting. A manual payment can also be used to reverse a payment that may not be automatically reversed.

Payment reversals

Occasionally, you may have to reverse a payment made to an employee. Within the Payroll Solution, you may automatically reverse payments that are still outstanding (those not yet reconciled or cleared).

Online pay calculation

The Payroll Solution provides the ability to calculate a payment online, using the Calculate Pay For: form (PAY-CP). This form eliminates the need to calculate employee earnings, deductions, and taxes manually.

Online Check Print Facility

This feature can produce a pay document for any payment made on the Calculate Pay For: form (PAY-CP), as long as it is within the current session.

☞ *Refer to* **Employee Payments** *(on page 153) for more information about these forms and features.*

Logical Employee Model templates

Logical Employee Models, also called LMODELS, are prototypes that represent general categories of employees. When new employees are added to the system, a Logical Employee Model can be used to establish general information, which saves time and reduces errors. Use the Create a Logical Employee Model form (LM-NEW) to establish a new template.

☞ *Refer to* **Employee Setup for a New Hire** *(on page 123) for more information about these forms and features.*

Employee payroll events

Payroll Administration offers several forms and programs to manage, perform, and record employee payroll events.

Employee information transfers

Changes to an Employee Number or organization assignment are performed on the Employee Transfer form (ET-SCR). You may move or copy information from one Employee Number to another, from one organization to another, or both.

Employee terminations

When an employee is terminated, you may enter the termination date on the Employee Information form (EF-SCR) to prevent automatic pay for the payroll period in which that date occurs.

Employee rehires

If you use the Human Resources Administration, you may enter the employee rehire on the Rehire/Reinstatement/Recall form (04-SCR). When you rehire employees, you must reactivate their payroll records to ensure that they are paid properly.

Employee information deletion

To delete employee information, such as an entire location designation, you may access the specific form on which the information was recorded and delete that form for the employee.

☞ *Refer to* **Employee Maintenance** *(on page 21) for more information.*

PART 2

Employee Setup and Maintenance

In This Section

Employee Maintenance.....21
Employee Earnings, Deductions, and Accruals 47
Employee Taxes 91
Employee Setup for a New Hire 123
Employee Payments.....153

CHAPTER 3

Employee Maintenance

In This Chapter

Introduction - Employee Maintenance.....22
Basic employee information changes 23
Additional basic employee information.....26
Pay allocations and the Payroll Home
Location/Pay Allocations form.....29
Payroll Levels---understanding organization
hierarchy.....33
Employee Name And Address form 34
Employee Information (optional) form.....35
Employee information---transferring records 36
Reports used for employee maintenance.....39
Detailed Directions 40
Extended Practice 44
Review of Questions Answered.....45

Introduction - Employee Maintenance

This section discusses all types of routine employee maintenance. Routine employee maintenance includes any change to static employee information, such as a mailing address or a method of payment, in the employee's record. These changes occur only occasionally. The forms and text boxes discussed in this section are employee-related, but similarities exist between these forms and organization-level forms. On some employee forms, text or list boxes may already be filled in with default information established at the organization level.

Tasks

Tasks

This section explains the following:

- Adding a payroll home location
- Recording an additional name and address

Prerequisites

Prerequisites

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

- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Questions answered

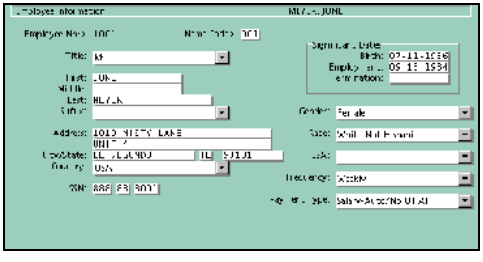
The following questions are answered in this chapter:

1. How is basic employee information entered in Payroll Administration?
2. How are payroll home locations and pay allocations established?
3. What is the interaction between HR control levels and Payroll Levels?
4. How are additional names and addresses entered?
5. How is employee information transferred?
6. How is employee information viewed?

Basic employee information changes

Use the Employee Information form (EF-SCR) to modify the employee's pay frequency, payment type, and other common information. You can also terminate or rehire and employee, or suspend an employee's pay for a specified period of time using this form.

The following example shows the Employee Information form (EF-SCR):



This form answers the following questions:

What is the Employee Number?

(Employee Nbr)

When adding a new employee, you must type a valid Employee Number in the Employee Nbr text box. Within each organization, each employee must have a unique Employee Number. It may be a badge number, a Social Security Number, or a company-assigned number. It may not exceed ten characters.

Once entered, the Employee Nbr entry becomes inquiry-only; you may view the Employee Number, but you may not change it. Use the Employee Transfer form (ET-SCR to change an Employee Number.

Do not use the letter 'LA' to start an Employee Number. This character is reserved for Logical Employee Models or labor-only employees, and its use will result in the employee not being paid.

☞ *Refer to the* **Employee Setup for a New Hire** *(on page 123) section for more information about Logical Employee Models.*

What is the employee's legal name and address?

(Name Code)

A legal name and address must be entered for every employee added to the system. Each address record is assigned a Name Code. Name Code 001 is always reserved for the legal name and address. It is also used as payee information, unless Name Code 999 is established for this function. It is also used as the EE mailing address for W2s.

You can establish additional names and address, such as prior addresses or former names, on the Employee Name And Address form (FF-SCR) using a name code other than 001 or 999.

What is the employee's Social Security Number?

(Soc Security)

Type the newly hired employee's nine-digit Social Security Number in the three text boxes. Do not type the dashes. This is a required entry. If you do not know the employee's Social Security Number, enter all 0s or 9s as a temporary number.

What are the employee's significant dates for payroll processing?

(Birth, Employment, and Termination)

Type the employee's birthday in the Birth entry.

Type the employee's start date in the Employment text box. If you use the Human Resources Administration, this entry will be automatically populated during the new hire process. The employee's automatic pay will not start until the employment date is equal to or less than the period end being paid. At that time, the entire amount of the HED001 pay will be paid.

The Termination entry records the last day of employment, whether through termination or through transfer to another organization. An entry in this text box prohibits calculation of automatic pay when the termination date is less than the period-end date on the Company Pay Frequencies form (AJ-SCR) for the employee's pay frequency. A terminated employee may be paid with a time entry. When this is done, a warning message will be displayed on the payroll audit trail report that a terminated employee is being paid from a time entry. If you use Human Resources Administration, the Separations and Terminations form (96-SCR) populates this entry automatically.

You must enter all dates in CCYYMMDD or MM-DD-CCYY format (US and Canada) or CCYYDDMM or DD-MM-CCYY format (elsewhere).

☞ *Refer to the Using Human Resources Administration documentation for more information about the New Hire form (01-SCR) and Separations and Terminations form (96-SCR).*

What are the gender and race of the employee?

(Gender and Race)

The Sex option list (PP41) specifies the employee's sex. The default selection is Unclassified (U).

The Race option list (HR22) is an optional entry used for Equal Employment Opportunity (EEO) reporting standards and must not be modified.

Does FLSA apply to this employee?

(FLSA Method)

The FLSA Method option list (PP24) specifies whether the premium portion of overtime pay is determined by the Fair Labor Standards Act (FLSA). Select a value only if Use Code In Emp Rec (E) is selected on the Company Options form (AF-SCR); this option allows you to establish FLSA rules on an employee-by-employee basis. If an organization-level FLSA method is selected, this entry is ignored.

☞ *Refer to the Payroll Organization Setup documentation for more information about FLSA.*

What is the employee's pay frequency?

(Frequency)

Select the employee's pay frequency from the Frequency option list (PP29). The delivered options are Weekly (1), BiWeekly (2), Semi Monthly (3), and Monthly (4). You can add options to meet your company's requirements.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about customizing option lists.*

How is the employee paid?

(Payment Type)

The Payment Type option list (PP40) is a required entry that specifies that the employee is to be paid automatically or by time entry. Within each of the given categories, an employee may be considered hourly or salaried. Do not modify this option list.

See also:

- Recording an additional name and address ***(on page 41)***

For detailed directions about adding name and address information.

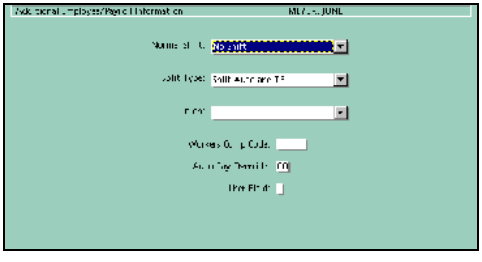
Apply the Concept

Under what circumstances would you select an FLSA method at the employee level?

Additional basic employee information

Use the Additional Employee/Payroll Information form (EG-SCR) to enter an employee's shift, payment split type, and union and worker's compensation information.

The following example shows the Additional Employee/Payroll Information form (EG-SCR):



This form answers the following questions:

What is the employee's normal shift?

(Normal Shift)

Select the employee's assigned shift from the Normal Shift (PP43) option list. Working an assigned shift may entitle the employee to receive automatic shift differential pay. If shift differential HEDs (Category 06 or 07 earnings) have been established on the Company Earnings form (A8-SCR), the system uses this Normal Shift option to access the appropriate shift differential HED for computing the premium amount.

The Normal Shift option can be overridden on a Format 1 or 2 time entry.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for more information about time entry forms.*

As delivered, only Shifts 0-6 are valid for this entry.

☞ *Refer to the Special Technical Features section of the Payroll Organization Setup documentation for more information about establishing additional shift codes.*

How should pay be split for this employee?

(Split Type)

The Split Type entry determines how automatic pay and time entries are split for labor distribution purposes. It is relevant only if the employee has more than one set of location assignments (Payroll Levels 3 through 6) on the Payroll Home Location/Pay Allocations form (GG-SCR). The default value is Split Auto and TE (1).

For example, if the selected option is Split TE Only (3), the employee's earnings are split (multiple Labor Records are created) as follows:

- All automatic pay is charged to the employee's home location.
- The time entry earnings are split according to the location assignments on the Payroll Home Location/Pay Allocations form (GG-SCR).

You can override the permanent location assignments for the employee as indicated on the Payroll Home Location/ Pay Allocations form (GG-SCR) for time entries to different payroll levels.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for more information about time entries.*

Does the employee belong to a union?

(Union)

If applicable, select the union to which the employee belongs from the Union option list (PP429). You may select a union even if your company does not collect union dues. You must populate this option list before using it.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about user-defined option lists.*

What is the employee's Worker's Compensation code?

(Worker Comp Code)

This user-defined entry stores the Workers' Compensation code associated with the employee's job. It is required if you use the Worker's Compensation report (7W7W).

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the Workers Compensation report (7W7W).*

Should automatic pay be stopped for this employee? If so, for how long?

(Auto Pay Override)

The Auto Pay Override entry stops payment to an automatically paid employee for a specified number of normal pay periods. Use the following values:

- 00—Continues automatic pay.
- 01-54—Specifies the number of pay periods to stop automatic pay. The system decrements the number typed here by one when the employee's pay frequency is paid, until it reaches 00. The employee may still be paid by a time entry.
- 88—Stops automatic pay indefinitely. This number does not decrement and the value remains until you change it. The employee may still be paid by a time entry.
- 98—Stops automatic pay indefinitely; can not be paid by a time entry. Any submitted time entries will be rejected on the next payroll run for the employee's pay frequency, and a message will display on the audit trail report.
- 99—Stops automatic pay indefinitely; can not be paid by a time entry. Any submitted time entries will be recycled until the pay override entry is reset to "00". When the next payroll run for the employee's pay frequency occurs, a message will display on the audit trail report that the time entries have been bypassed.

Values greater than 00 prevent the employee's earnings, deductions, and arrears from being processed during a payroll run, regardless of the No Pay Warning option (PP32) selected on the Company Options form (AF-SCR).

☞ *Refer to the Establishing an Organization section of the Payroll Organization Setup documentation for more information about the Company Options form (AF-SCR).*

What special user-defined codes are assigned to this employee?

(User)

Your company determines the use of this entry.

Apply the Concept

When is the Split Type entry on the Employee Information form (EF-SCR) used?

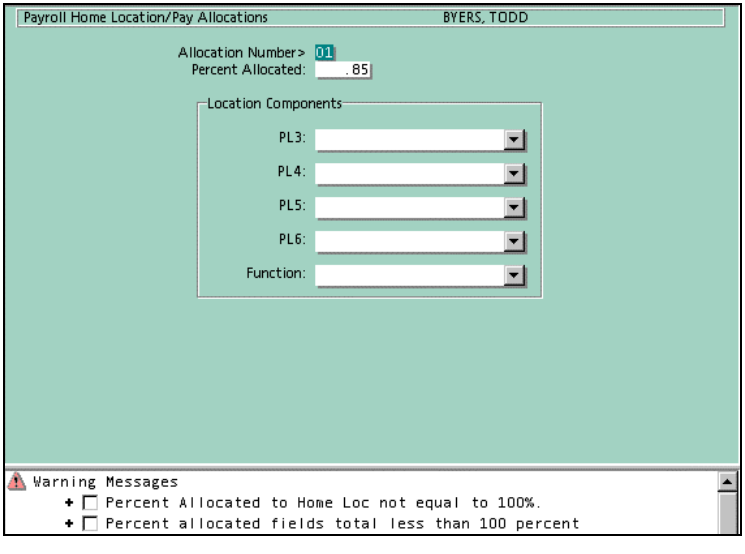
Pay allocations and the Payroll Home Location/Pay Allocations form

The Payroll Home Location/Pay Allocations form (GG-SCR) is used to record the permanent labor assignment or labor splits for an employee. It is also used to add or change the locations to which an employee's pay is charged for labor distribution reports and interfacing to the general ledger. This form must be completed for all employees, because it indicates the employee's payroll home location (Allocation Number 01). You can distribute an employee's pay, either time entry or automatic, in 98 different ways.

The system will warn you if an employee's pay is allocated to less than 100%. You may override the warning and allocate pay at any percentage. If an employee's pay is allocated to less than 100%, the remaining percentage of pay will not be charged to any location.

The entries on this form should represent the permanent labor assignment or labor splits for an employee. These assignments can be overridden by a time entry to different locations for a temporary assignment to a different payroll level.

The form and warning messages are shown in the following example:



The Allocation Number entry indicates the charge-to location. The home location is always Allocation Number 01.

The Percent Allocated entry determines the percentage of pay to be charged to the selected Allocation Number. The Percent Allocated for the home location (Allocation Number 01) should be 100%, regardless of how many Allocation Numbers are assigned. If it is not, a warning will be given to prevent rounding and ensure that 100% of remaining pay will be charged to the home location. Assume two decimal places; for example, type 55% as 5500.

The remaining entries specify the Location Components to which the employee is assigned for reporting and general ledger updating purposes. The PL3-PL6 option lists specify the employee's Payroll Level assignments. Select Inhibit Labor (****) in the PL3 list box to prevent the creation of Labor Records for this location; if you select this option, do not make any entries in the remaining four list boxes.

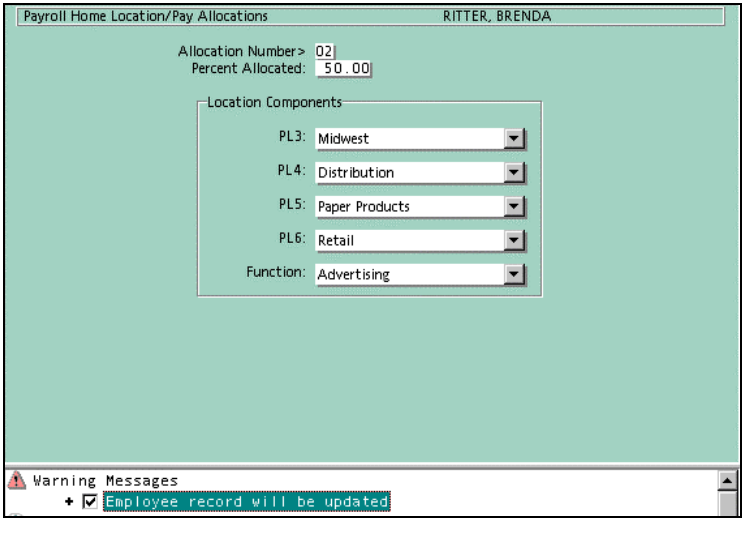
The Function option list (PR059) is a user-defined list that assigns the Allocation Number to a specific function, project, job, or product. If you are using Position Administration, this entry contains the employee's Position Number.

Note: As delivered, the Function entry is not included as part of the General Ledger Interface, but it can be added with a user modification to the general ledger reports.

Labor distribution

The system distributes labor from the highest Allocation Number to the lowest. Any remainder is charged to Allocation Number 01. For example, if an employee always works half the time in one location and half in another, you must enter two Payroll Home Location/Pay Allocations forms (GG-SCR). The percentage for Allocation Number 02 is 50%, and the percentage for Allocation Number 01 is 100%.

The Payroll Home Location/Pay Allocations form (GG-SCR) for Allocation 02 is shown in the following example:



The following table demonstrates the allocation percentages for three locations. Assume that the employee earns $937.19 per pay period and is assigned to three payroll locations. Labor is distributed first from Allocation Number 03, from which 20% of total pay is taken. Next, 50% of total pay ($937.19) is taken for Allocation 02. Finally, the lowest Allocation Number, 01, is charged with 100% of the remaining balance.

Distribution sequence	Allocation Number	Percent of total pay	Labor expense
First	03	20%	$187.44
Second	02	50%	$468.60
Third	01	100%	$281.15

The Split Type option list (PP44) on the Employee Information form (EF-SCR) determines whether pay is split when locations are present. It prevents pay allocations to other than the employee's payroll home location when split pay is prohibited. You will receive the following warning if the employee's Split Type option is No Split (0) and you enter an Allocation Number greater than 01: 'Splitting pay to other than location 01 deactivated'.

The following table demonstrates the effect of the Split Type entry on the Employee Information form (EF-SCR):

	No Split (0)	Split Auto and TE (1)	Split Auto-Pay Only (2)	Split TE Only (3)
Allocation 01 = 100%	100% auto-pay 100% TE	70% auto-pay 70% TE	70% auto-pay 100% TE	100% auto-pay 70% TE
Allocation 02 = 30%	0% auto-pay 0% TE	30% auto-pay 30% TE	30% auto-pay 0% TE	0% auto-pay 30% TE

Pre-Allocation of HEDs to 100% Cost Splits

To pre-allocate the 100% costing of a particular HED, you may use any allocation number from 80-97. Put 100% in the Percent Allocated entry and choose the desired options in the PL3-PL6 list boxes. Then set up the corresponding HED at the employee level, and put the matching allocation number (80-97) in the User Code entry.

The system will bypass the normal pay splits assigned to the individual and will charge 100% of this HED to the desired locations you indicated in the PL3-PL6 entries for this allocation number.

To suppress the production of labor records for a particular HED, use any allocation number from 80-97 and select Inhibit Labor (****) from the PL3 option list (PR019).

Pay allocations display

The View Pay Allocations form (GGISCR) lists all payroll locations on file for an employee. Payroll Level allocations are listed on the form in Allocation Number order, with the employee's home location (Allocation Number 01) appearing first. The information comes from the Payroll Home Location/Pay Allocations form (GG-SCR).

An example of the form is shown here:

View Pay Allocations MEYER, JUNE

Allocation Number	Percent Allocated	Control 3	Control 4	Control 5	Control 6	Function
01	100.00	03	PURC	103	A	ACCTNG
02	40.00	03	PURC	103	C	ACCTNG

Information on this form includes the Allocation Number, the percentage of the employee's labor being charged to this allocation, and the Payroll Level 3 through Payroll Level 6 and Function assignments. These specifically define the area in your organization to which the employee's labor is being charged.

See also:

- Adding a payroll home location ***(on page 40)***

For detailed directions about adding a payroll home location.

Payroll Levels---understanding organization hierarchy

Payroll Levels define the hierarchy of the organization. A Payroll Level is a user-defined value that may correspond to a division, plant site, section, and so forth. These values are recorded on each employee Labor Record and are reported to the general ledger during the pay process. The PL3 through PL6 option lists on the Payroll Home Location/Payroll Allocations form (GG-SCR) identify the Payroll Levels assigned to the employee.

A separate set of Organization Levels 3-6 is available for Human Resource reporting. Assign these OL values on the Location Assignment/Changes form (05CSCR) for each employee. If any of these values are used for the same purpose for both payroll and HR, specify that on the System Options form (TG-SCR).

☞ *Refer to the Technical Administration documentation for more information about the System Options form (TG-SCR).*

You can also specify the update control for each of the control levels. The PL3-PL6 entries on the Payroll Home Location/Pay Allocations form (GG-SCR) must be tied to the HR option lists. The sharing of organization levels between the Payroll Home Location/ Pay Allocations (GG-SCR) and the Location Assignment (05CSCR) forms is not date sensitive. Any sharing takes place when the form is executed. Choose one of the following options:

- Payroll Control Fld (1)
  Information entered using Payroll Administration updates corresponding Human Resource information. A new Location Assignment form (05CSCR) is created using the date from which the change is made.

- Each Controls Own (2)
  Human Resources Administration forms update only Human Resource information and do not affect Payroll information; Payroll Solution forms update only payroll information.

- HR Controls Field (3)
  Information entered using Human Resources Administration updates corresponding payroll information, allocation 01. The change happens when the Location Assignment form (05CSCR) is executed regardless of the effective date.

☞ *Refer to the Payroll Solution Overview section of the Payroll Organization Setup documentation for more information about sharing control levels.*

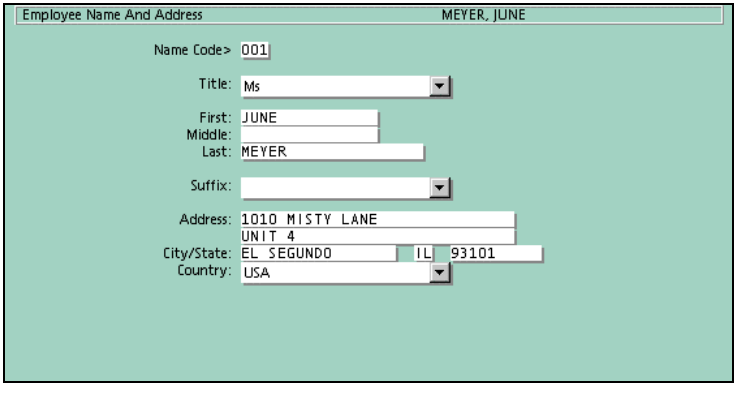
The Location Assignment/Changes form (05CSCR) is used primarily to record location change information. Do not use this form if you use Position Administration, because employee location is tracked by Organization Units, not Organization Level 3 through 6 values.

☞ *Refer to the Using Position Administration documentation for more information about the Location Assignment/Changes form (05CSCR).*

Employee Name And Address form

The Employee Name And Address form (FF-SCR) is an optional form used to view and record additional addresses for an employee, such as a mailing address for checks. You can record 270 names and addresses, such as emergency contact information, beneficiary information, and spouse/dependent information. This form updates the Employee Information form (EF-SCR) and visa versa, so you do not need to update both forms.

Use the selection tool to display a list of all records for an employee. An example of the form is shown here:



The Name Code identifies separate names and addresses. The following Name Codes are available:

- Name Code 001—Indicates the legal name and address, as entered on the Employee Information form (EF-SCR). It is used as payee information in Payroll Administration and the legal name on W-2s. A legal name and address must be entered for every employee on the Employee Database.

- Name Code 002 through 998—Available for any additional names and addresses.

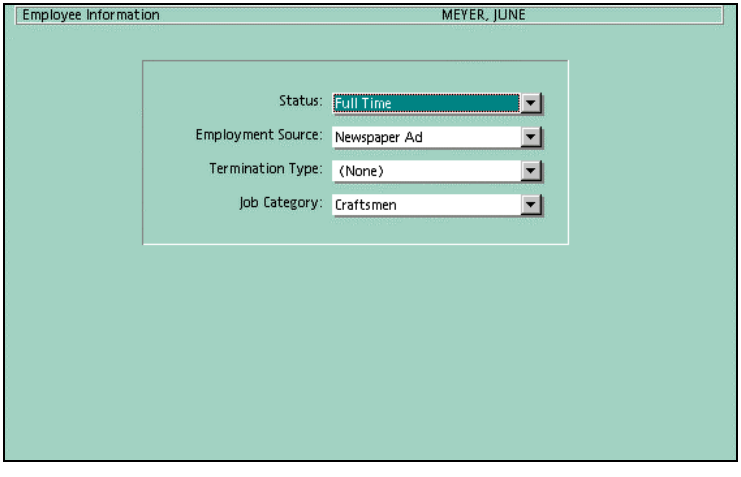
- Name Code 999—Reserved exclusively for an employee's alternate payment mailing address.

When adding a new name and address, you must complete all the necessary entries. The information from Name Code 01 does not default to the additional Name Codes.

Employee Information (optional) form

The optional Employee Information form (EE2SCR) is used for both entry and inquiry functions. It is used only by the Payroll Solution to specify optional employment information. Use this form to record the Status (option list PE049), Employment Source (option list PE02), Termination Type, (option list PP479), and Job Category (option list HR01).

If you are using both Payroll Administration and Human Resources Administration, you need not enter data on this form, because the equivalent information is contained within Human Resources Administration. These data items may then be used for any user-defined purpose.



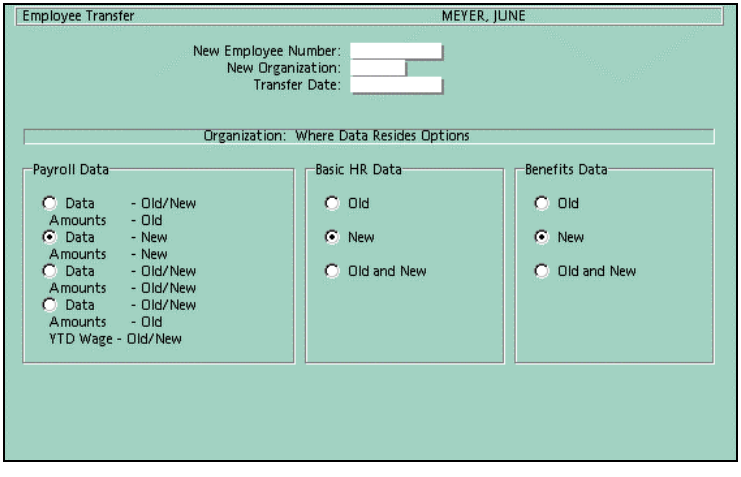
Employee information---transferring records

The Employee Transfer form (ET-SCR) is used to perform the following tasks:

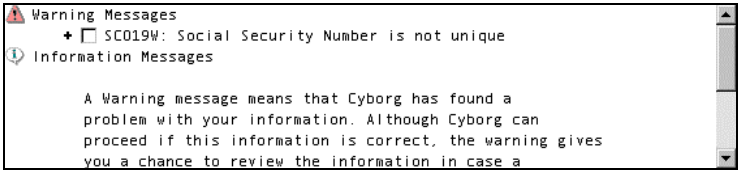
- Transfer an employee from one organization to another.
- Correct an Employee Number.
- Copy a Logical Employee Template.
- Move the Payroll, Human Resource or Benefits Administration information to a new employee record. The transfer is made immediately online.

Note: This form cannot be entered in a batch run. It must be used online.

An example of the form with default settings is shown here:



Regardless of the task you choose to perform with this form, the first three entries must be completed. Enter the new Employee Number in the New Employee Number text box. When changing an Employee Number, you will receive the following warning: 'Social Security Number is not unique', as shown in the following example. Accept the warning to bypass it.



If the employee is also being transferred to a new organization, enter the Organization Number in the Organization text box.

The Transfer Date is the effective date of the change or transfer. This date will automatically be entered in the Termination Date text box on the Employee Information

form (EF-SCR) of the employee's old organization, if the employee record resides in both the old and new organizations.

The Payroll Data options on the left of the form designate whether information is to move to the new organization, stay with the old organization, or exist in both.

If the employee data is to remain in the old organization, the Transfer Date is used as the Termination date on the Employee Information form (EF-SCR) for the current employee record. The Employee Number remains in effect on the current organization. If it is common for employees to transfer between two organizations multiple times, you may want data to reside on the new organization only.

If payroll amounts reside on both current (old) and new organizations, only year-to-date FICA wages, FICA withheld, and unemployment wages for all applicable tax records are transferred. The employee will receive a W-2 from each organization, but avoids the restart of FICA and FUTA calculations, as does the employer.

The Basic HR Data options apply only to organizations that use the Human Resource Management Solution. The Benefits Data options applies only to organizations that have implemented the Benefits Administration Solution. The values for these two group boxes are different from those for Payroll Data. Verify which option to select, if any, with your Human Resources and Benefits staff before completing these entries.

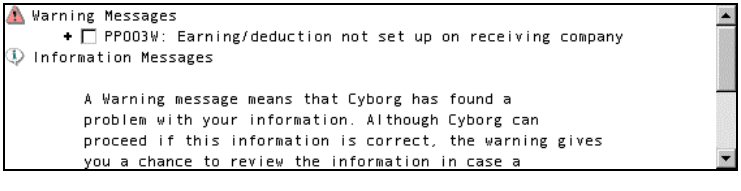
From the Payroll Data options, select one of the following:

- Data-Old/New; Amounts-Old
  Payroll information resides on both current (old) and new organizations. Amounts stay with the current (old) organization only. The employee will receive a W-2 from each organization.

- Data-New; Amounts-New
  Payroll information and amounts transfer to the new organization only. The employee will receive a W-2 from the new organization only.

- Data-Old/New; Amounts-Old/New
  Payroll information and amounts reside on both current (old) and new organizations. The employee will receive a W-2 from each organization.

- Data-Old/New; Amounts-Old; YTD Wage-Old/New
  If any of the employee HEDs or tax records have not been established in the new organization, a warning will be given, as shown in the following example. Accept the warning to bypass it.



When the transfer or change is complete, the message 'Transfer successfully completed' will display.

Note: If organization-level records have been established to supply heading information for consolidated/rollup reporting purposes, the employee records will not be transferred into the new organization.

Use the Employee Transfer form (ET-SCR) to change an Employee Number or organization assignment. You may transfer Payroll, Human Resource, and Benefits-related data to a new organization. However, Payment History and Labor Records can not be transferred. You can move or copy information using this form.

Before transferring an employee to a new organization, verify that the earnings, deductions, and tax-related information from the current organization are established in the new one. A warning message is given if the HED or tax is not in the new organization. You may accept the warning and then add the HED or tax to the new organization, but you must do this before the transferred employee is paid.

Note: If you are transferring an employee within a legal entity, move all payroll data using the Employee Transfer form (ET-SCR) to ensure that only one W-2 is created at year-end. This prevents duplication of earning and tax information.

Reports used for employee maintenance

The following reports are used for employee maintenance.

- All Frequencies Set to 00 For Terminated Employees report (2F2F)—Causes all earning and deduction records for a terminated employee to contain a Frequency (option list PP07) entry of Inactive (0) on the Employee Earnings and Deductions form (HH-SCR).

- Master File report (0202)—Provides a detailed listing of all information in the employee's Permanent Master Record at the time it is printed.

- Master File Status report (9E9E)—Lists possible employee setup omissions and error situations on the Employee Database.

- Workers Compensation report (7W7W)—Provides a summary for each unique Workers Comp Code entered on the Employee Information form (EF-SCR) and lists total gross wages, exempt wages, wages subject to premium, the rate of premium, and the calculated premium amount.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Adding a payroll home location 40
Recording an additional name and address 41

Adding a payroll home location

In this task, you are going to add a second pay allocation to Employee 6001.

1. Access the Payroll Home Location/Pay Allocations form (GG-SCR)

Access the Payroll Home Location/Pay Allocations form (GG-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Labor Allocations

For practice, access the form for Employee 6001.

2. Clear the form

Payroll Allocation Number 01 is the first form to display. Clear the form so that you can add the second location.

For practice, select the Clear all the fields on this form button.

3. Enter the Allocation Number

Enter the second location.

For practice, type '02'.

4. Enter the Percent Allocated

Todd Byers works 40 percent of the time in this location. Use two decimals.

For practice, type '4000'.

5. Select the PL3 value

Select Midwest for Payroll Level 3.

For practice, select 'Midwest'.

6. Select the PL5 value

Select Plastic Product for Payroll Level 5.

For practice, select 'Plastic Product'.

7. Accept the update

Accept the warning that the employee record will be updated.

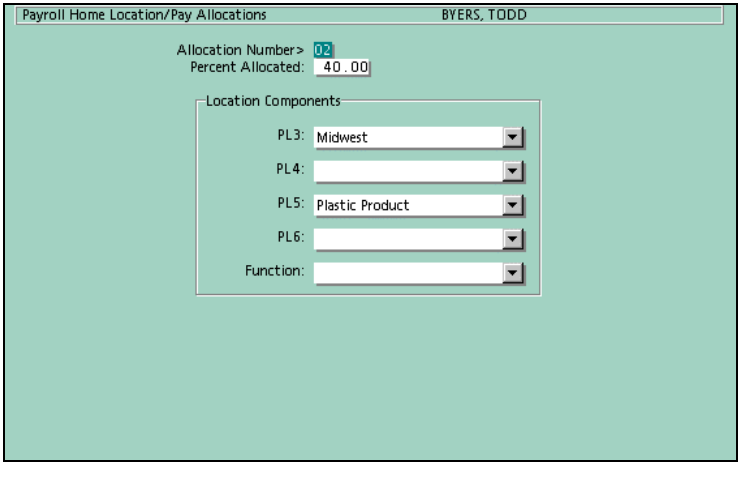
For practice, select the check box.

8. Click Save or press Enter

The new payroll location will be 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:

- Pay allocations and the Payroll Home Location/Pay Allocations form ***(on page 29)***

For more information about pay allocations.

Recording an additional name and address

In this task, you will add a separate mailing address for Todd Byers. This address will be used for mailing his check.

1. Access the Employee Name And Address form (FF-SCR)

Access the Employee Name and Address form (FF-SCR) by making the following selections:

Component: Employee Payroll
Process: Hire, Rehire, Reinstate an Employee
Task: Name and Address

For practice, access the form for Employee 6001.

2. Clear the form

Click the Clear all the fields on this form button.

For practice, clear the form.

3. Enter the Name Code

Type 999 for an alternate payment address.

For practice, type '999'.

4. Enter the name

Use the legal name and address.

For practice, type the following:
First: TODD
Middle: leave this field blank
Last: BYERS

5. Enter the new address

Type in the new alternate address.

For practice, type the following:
Address: PO BOX 7989
City/State: WOODRIDGE, IL
ZIP: 60237

6. Save the form

Click Save or press Enter to enter the new record.

For practice, press Enter.

7. Accept the warning

The message 'Employee record will be updated' is displayed in the message area. Select the check box to accept the change.

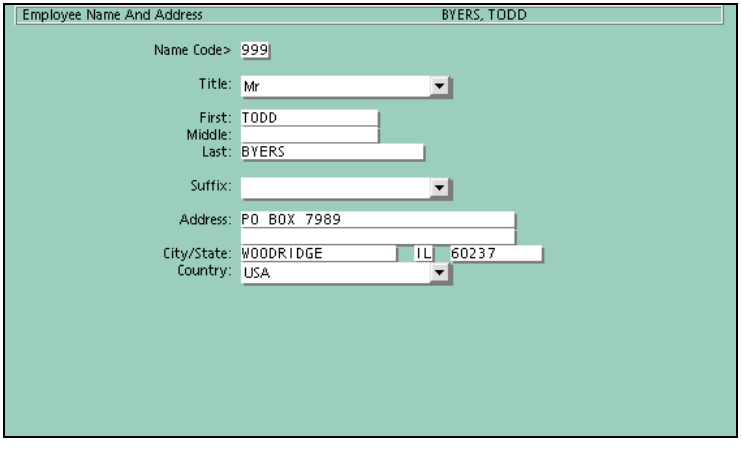
For practice, select the check box

8. Save the form again

Click Save or press Enter. The new address is saved.

For practice, click Save.

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



See also:

- Employee Name And Address form ***(on page 34)***

For more information about entering employee information.

Extended Practice

Use the Employee Transfer form (ET-SCR) to change Employee Number 6001, Todd Byers, to Employee Number 7777. Then change it back again to Employee Number 6001. Use today's date. Keep the data and amounts in the new organizations only.

Review of Questions Answered

1. How many payroll allocations are allowed in Payroll Administration?

2. What form is used to assign control-level sharing between Payroll Administration and Human Resources Administration?

3. How is Name Code 001 used?

CHAPTER 4

Employee Earnings, Deductions, and Accruals

In This Chapter

Introduction 48
Employee earnings and deductions assignment 49
Employee pay rate or salary.....50
Employee earnings and deductions - adding
and changing.....53
Employee HED mass updates.....63
Direct deposit HEDs at the employee level 66
Earning and deduction inquiries 67
Negative pay.....70
Entitlement accruals setup 71
Reports used for earnings, deductions, and
accruals.....72
Detailed Directions 73
Extended Practice 88
Review of Questions Answered.....89

Introduction

This section discusses all types of routine employee maintenance. Routine employee maintenance includes any change to static employee information, such as a mailing address or a method of payment, in the employee's record. These changes occur only occasionally. The forms and entries discussed in this section are employee-related, but similarities exist between these forms and organization-level forms. On some employee forms, entries may already be filled in with default information established at the organization level.

Tasks

This section explains the following:

- Updating an employee salary
- Establishing an HED at the employee level
- Starting an HED on a specific date
- Stopping a deduction when a specific dollar amount has been reached
- Updating HEDs for multiple employees
- Updating HEDs for all employees in an organization
- Assigning an HED to all employees on file
- Performing a one-time refund
- Establishing a loan

Prerequisites

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

- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup documentation

Questions answered

The following questions are answered in this section:

1. How is basic employee information entered in the system?
2. How are payroll home locations and pay allocations established?
3. What is the interaction between HR control levels and Payroll Levels?
4. How are additional names and addresses entered?
5. How is employee information transferred?
6. How is employee information viewed?

Employee earnings and deductions assignment

When a new employee is added to Payroll Administration, assign only the earnings and deductions that are appropriate for each individual. One earning (regular pay HED 001) and one deduction (net pay HED 999) are established automatically. Most information for these HEDs is identical to organization-level information established on the Company Earnings and Company Deductions forms (A8-SCR). The system maintains current, month-to-date, quarter-to-date, and year-to-date accumulations of amounts and hours/arrears for each HED for each employee.

You must establish an earning or deduction at the organization level before it can be used at the employee level. A reject message is displayed if you try to enter an HED number that does not exist.

```
Reject Messages
    - This HED not set up at company level (A8-SCR)
            Explanation:
             You have entered an HED Number that has not been set up and
             defined at the company level.

            Recommended action:
             If you entered the HED Number incorrectly, re-enter the
             field with a valid HED Number.  If you want to set up this
             screens.
```

See also:

- Performing a one-time refund ***(on page 84)***

For detailed directions on performing a one-time refund.

- Establishing a loan ***(on page 85)***

For detailed directions on establishing a loan.

Apply the Concept

Which HEDs are automatically assigned to all employees?

Employee pay rate or salary

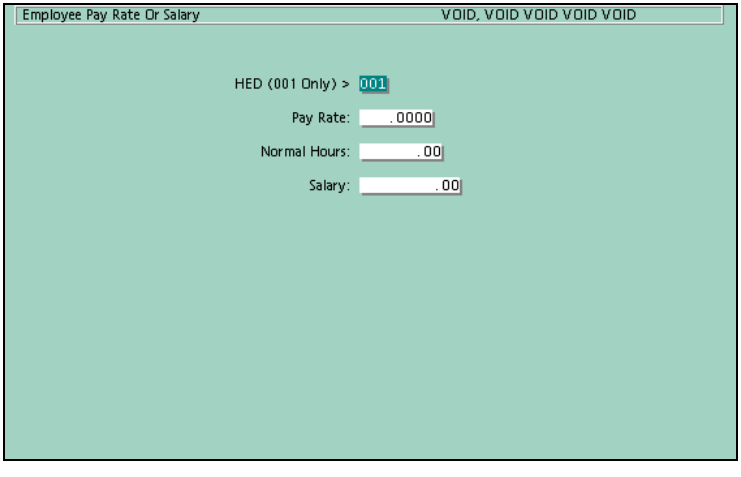
The Employee Pay Rate or Salary form (H1-SCR) adds the new employee's hourly rate or salary information, if it is not already supplied by Human Resources Administration. This form records normal hours per pay period and either a pay rate or a salary for regular pay (earning 001) only.

This form is for point-in-time entries only; it is not dated. No calculations are performed and no historical salary/pay rate changes are maintained on this form. If time entries are submitted, the rate on the time entry overrides the Employee Pay Rate Or Salary form (H1-SCR).

The employee's payment status is determined by the Payment Type (PP40) option list on the Employee Information form (EF-SCR).

☞ *Refer to* **Employee Maintenance** *(on page 21) for more information about the Employee Information form (EF-SCR).*

An example of the form is shown here:



The HED (001 Only) entry contains the HED to which the pay rate or salary applies. This entry must contain 001.

Assume four decimals for the Pay Rate entry; for example, enter $9.25 as '92500'. Assume two decimals for the Normal Hours and Salary entries; for examples, enter 40 hours as '4000' and $40,000 as '4000000'.

Complete this form in one of four ways, depending on the employee:

- For auto-paid hourly employees, complete the Pay Rate and Normal Hours entries. During a payroll run, the system multiplies the Pay Rate by the Normal Hours to determine the pay period salary.

- For time-entry hourly employees, complete the Pay Rate entry. When a time entry is submitted, the system multiples the number of regular hours submitted (earning 001) by the Pay Rate to determine the pay period salary. Enter the Normal Hours for reporting purposes only. It will not be used for pay calculation.

- For auto-paid salaried employees, complete the Normal Hours and Salary entries. Each pay period, the system pays the specified salary and reports the hours from the Normal Hours entry.

- For time-entry salaried employees, complete the Normal Hours and Salary entries. When a time entry is submitted, the system calculates the hourly rate and multiplies it by the hours submitted to determine the payment amount.

Payroll information and Human Resources Administration

Human Resources Administration can update employee pay changes on the Employee Pay Rate or Salary form (H1-SCR). These changes include retroactive pay changes within the current pay period and future-dated salary changes

If you want HR to update the Employee Pay Rate or Salary form (H1-SCR), the appropriate switches must be selected on the System Options form (TG-SCR). You must set the Hourly Rate (HR41), Normal Hours (HR41), and Salary Per Period (HR41) option lists to HR Controls Entry (1). This option causes the Salary Assignment/Changes form (40-SCR) (in the Human Resource Solution) to update payroll by creating an HR to Payroll Salary Increase form (PH-SCR). The HR to Payroll Salary form (PH-SCR) is a holding form; the system will not update the Employee Pay Rate or Salary form (H1-SCR) until the payroll run in which the increase is effective, or until the employee's pay frequency is processed. Increases within the current pay period may directly update HED 001 by changing the Salary Assignment/Changes form (40-SCR), coding as documented.

☞ *Refer to the Using Human Resources Administration documentation for more information about the Salary Assignment/Changes form (40-SCR).*

Note: You must use this setup method if you use the Pay Raise Split option, which allows the employee to receive part of their pay at the old rate and part at the new rate.

The Salary Assignment/Changes form (40-SCR) can also be used to enter historical changes. To do this, Select the No Override (Default) option from the Process Override list box.

For future-dated salary changes, the system will create an HR to Payroll Salary Information form (PH-SCR), and the Employee Pay Rate or Salary form (H1-SCR) is updated when the payroll run is processed for the date on that form. To do this, the system compares the salary effective date on the HR to Payroll Salary Information form (PH-SCR) with the Start Value on the Employee Earnings and Deductions form (HH-SCR) for HED 001. If the date is greater, it checks the Stop Value. If the salary effective date is equal to or less than the Stop Value, the Employee Pay Rate or Salary form (H1-SCR) is updated. The Stop Value will reflect the period-end date of the last time the frequency was paid. This may not be the last time the employee was paid.

☞ *Refer to the Using Human Resources Administration documentation for more information about the relationship between the Human Resource Solution and the Payroll Solution.*

☞ *Refer to* **Employee Payments** *(on page 153) for more information about retroactive payments.*

See also:

- Updating an employee salary ***(on page 73)***

For detailed directions on updating an employee salary.

Employee earnings and deductions - adding and changing

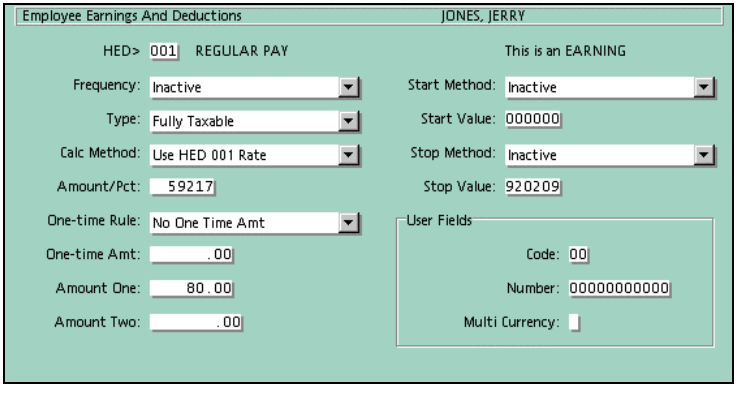
The Employee Earnings and Deductions form (HH-SCR) is used to add or change information about an employee's earnings and deductions. Any earnings that require a time entry to be paid are automatically established (with the organization-level defaults) during the first payroll run in which the employee is paid the earning. Automatic earnings, accruals, and all deductions must be established before paying the employee. An HED may also be added to the employee record by entering an adjustment.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for more information about adjustments.*

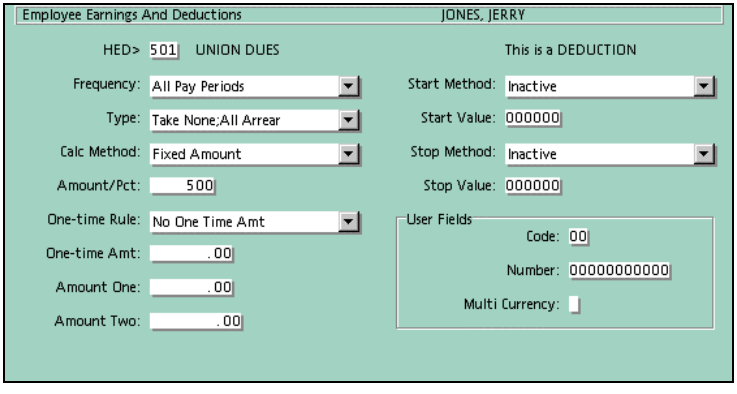
Use the selection tool to display the HEDs that are assigned to an employee. Double click the HED to select it.

Clear all the entries on the form before adding a new HED, to prevent information from the existing HED from propagating to the new HED. You must record the HED number and populate at least one other entry. If you want the organization-level information always to be the default, select Use Company Default (17) from the Frequency option list (PP07). Override the warning to update the employee record.

The message 'This is an EARNING' will appear in the upper right corner for HED 001 through HED 500.



The message 'This is a DEDUCTION' will display for HED 501 through HED 999.



Note: Regular pay HED 001 is maintained on the Employee Pay Rate Or Salary form (H1-SCR) and is usually not altered on the Employee Earnings And Deductions form (HH-SCR). Direct Deposit HEDs are maintained on the Direct Deposit Information form (H9-SCR).

The HED number

The HED field is a required field that contains the unique HED number assigned at the organization level on the Company Earnings or Company Deductions forms (A8-SCR). Be sure to clear the form before assigning a new HED. Also, at least one other entry on the form must be recorded.

Frequency, Type, Calc Method, and Amount/Percent

These four entries define the processing and calculation rules for the earning or deduction. Any entries left blank will default to the organization-level values. Entries will be ignored if the Frequency (option list PP07 or PP08) is Use Company Default (17).

The Frequency (PP07 for earnings and PP08 for deductions) option list is a required entry that determines if and when an earning or deduction is automatically calculated by the system.

- If the earning requires a time entry to be paid, select Inactive (00). If you select Inactive (00) for an automatically calculated earning or for any deduction, it will be shut off indefinitely.
- For an accrual earning, this entry determines pay period(s) during which the accrual amount is to be calculated.
- Select Use Company Default (17) to always default to the organization-level information for all four entries. Whenever a change is made to the organization-level earning or deduction, it is automatically applied to the corresponding employee record during a payroll run. Leave the other three entries blank.

The Type option list (PP09 for earnings and PP10 for deductions) specifies how an earning is taxed. For deductions, it specifies whether arrears handling is to be activated.

The Calc Method option list (PP11 for earnings and PP12 for deductions) indicates how the HED is calculated. For most earnings and deductions, the calculation method is applied to

the Amount/Pct entry value. For an accrual earning, this entry indicates the accrual method; payment of the accrual hours is always at the employee's HED 001 rate. Some Cyborg-delivered HEDs have preset calculation methods; for example, Use HED 001 Rate (00) is the only valid option for HED 001. Many of the calculation options available refer to specific groupings of earnings based upon the organization-level Category (option list PP01) code, which allows the earning to be expressed as a percent of a group of earnings or an amount per groups of hours. The following groups apply:

- Normal earnings
  The employee's salary for earning 001 (regular earnings). If the employee is hourly, the Normal Hours are multiplied by the Rate to determine the normal earnings. The hourly/not hourly determination is made depending on the value selected in the employee's Payment Type entry on the Employee Information form (EF-SCR).

- Basic earnings
  The sum of all employee earnings paid in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- Overtime earnings
  The sum of all employee earnings paid in the Overtime (01) category.

- Normal hours
  The employee's normal hours from earning 001.

- Basic hours
  The sum of those hours in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- Normal rate
  The employee's rate for earning 001, if the employee is hourly; or the value obtained by dividing the employee's normal salary by normal hours from earning 001, based upon the value selected in the Payment Type entry on the Employee Information form (EF-SCR).

- Special earnings
  The sum of all earnings other than Overtime (01), Basic-Normal Tax (15) or Basic-Default Tax (05) category.

The Amount/Percent entry stores the actual amount or percentage to be used when calculating the earning (using the selected Calc Method option). For an accrual earning, this value indicates the number of hours to be accrued. For HED 001, this entry contains the employee's normal hourly rate. Assume two decimal places for hours, percentages, amounts, and rates; for example, enter ten dollars as '1000', 12.5% as '1250', $9.50/hour as '950', and 8 hours as '800'.

One-time rules and amounts

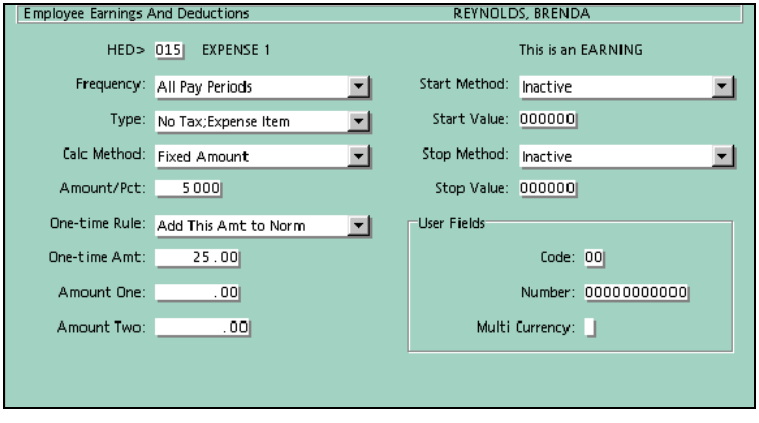
The One-time Rule option list (PP50) specifies an action to be applied to the value in the One-time Amt entry. The one-time rule is normally used for exceptions or corrections,

overriding the normal calculation, or adding to or subtracting from it for the current payroll run. It is typically used for deductions; however, it can also apply to automatically calculated earnings. The One-time Rule option is automatically set to No One Time Amt (0) after the HED has been processed. However, the One-time Amt value is never automatically zeroed out. One-time calculations process regardless of the Frequency (option list PP59) of the HED.

Note: Use of the One-time Rule for HED 001 is not recommended.

Record the amount to be calculated for the one-time occurrence in the One-time Amt entry. Assume two decimal places; for example, enter $400.00 as '40000' or '400.00'.

In the following example, an additional $25.00 is added to normal payment for the employee expense HED:



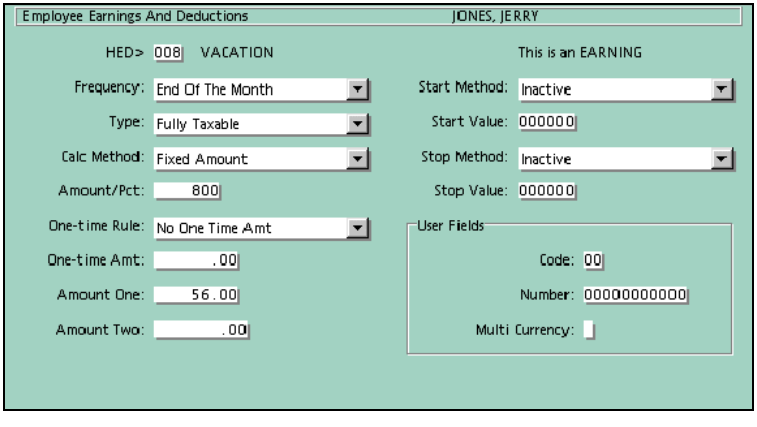
Amount One and Amount Two entries

The Amount One entry is used in several ways. Assume two decimal places or use a decimal point; for example, type $1500.00 as '1500.' or '150000'.

Use this entry to store the following items:

- Normal hours associated with the employee's normal earnings for regular pay HED 001 and future raise HED 002.
- The unused balance of hours for entitlement accruals, such as sick and vacation.
- Accrual time and rollover calculations for Accumulation Method Code 8A.
- Purchase prices, such as stocks, for deductions that use the Ending Balances (52) Category (option list PP02) on the Company Deductions form (A8-SCR).
- Deduction limits that exceed the Stop Value (999999) when using a Stop Method (option list PP49) of Max Amount (7). To use this option, type all 9s in the Stop Value entry. The '999999' value instructs the system to use the limit in the Amount One entry.
- A protected amount for the Garnishment Method Code 8G.
- A protected amount for any deduction using the following calculation methods: %of Normal Earnings (03), % of Basic Earnings (04), % of Total Earnings (05), % of Basic+Overtime (06), % of Overtime Earn (07), Percent of Net Pay (13), and % Basic+Special Earn (19).
- User-defined calculations, such as those in conjunction with customized Calc Method (option list PP11) calculations.

In the following example, Jerry Jones has accrued 56 vacation hours. The amount displays in the Amount One text box:



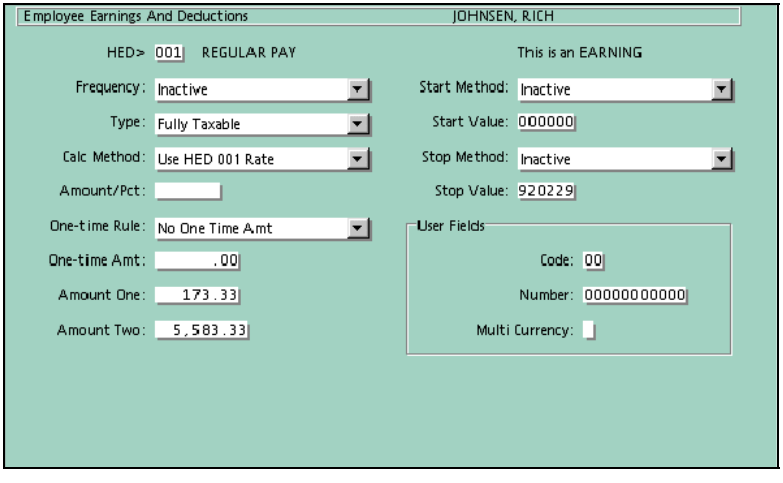
☞ *Refer to the Defining Earnings, Deductions, and Accruals section of the Payroll Organization Setup documentation for more information about earnings, deductions, and Accumulation Method Code 8A.*

The Amount Two entry is also used in several ways. Assume two decimal places or use a decimal point; for example, type $1500.00 as '1500.' or '150000'.

This entry is used to store the following amounts:

- Normal salary amount for regular pay (earning 001) and future raise (earning 002).
- Accumulated balances after the last purchase for deductions with a Category (option list PP02) of Ending Balances (52) on the Company Deductions form (A8-SCR).
- A protected percent for the Garnishment Method Code 8G.
- User-defined calculations, such as those in conjunction with customized Calc Method (option list PP11) calculations.

In the following example, Rich Johnson's normal salary amount displays in the Amount Two text box:



The Start Method and Start Value entries

The Start Method (option list PP48) and Start Value entries work together to start an earning or deduction at a specified amount, date, or event. If left blank, these entries default to Inactive (0) and all zeroes, and the earning or deduction begins immediately.

The Start Method option list specifies an event that will trigger processing for an automatic earning or deduction. The Start Value stores the details relating to the event, such as a date or amount. When the event occurs, the Start Method option will change to Event Has Occurred for the current payroll run, and then to Inactive for subsequent payroll runs. A message is also given on the HED Register that the HED has started.

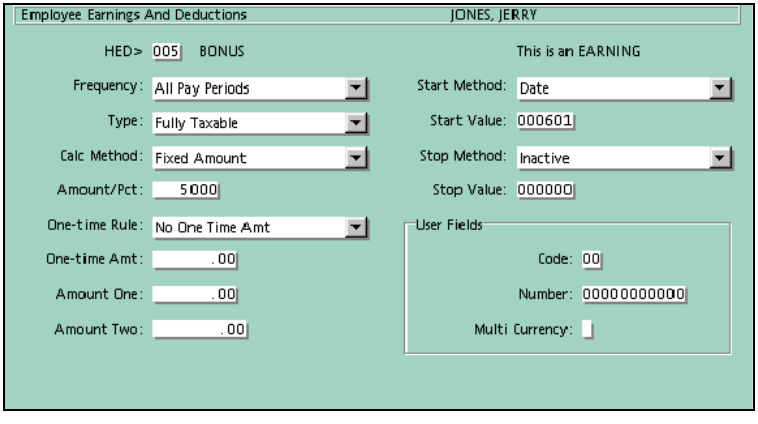
Type the date in YYMMDD format (US and Canada) or YYDDMM (elsewhere). Use whole dollar amounts; for example, type $30.00 as '30' and $3000.00 as '3000'. For dollar amounts, the HED begins processing when the amount accumulated (or, in the case of YTD options, the amount being compared) is equal to or greater than the dollar amount. For dates, the HED begins processing when the date entered is less than or equal to the period-end date of the current payroll cycle. If you do not record a date, the earning or deduction starts immediately. If the employee is terminated, the Start Method option list (PP48) is no longer effective.

If you use the option of Once Per Pay Run (7), the HED will be processed only once per payroll run regardless of the number of payments the employee receives. Enter the starting

period-end date in the start value text box. After the first payment, the next period-end date is moved into the start value. The HED is processed only when the start value date is equal to or less than the current period end date, this prohibits additional payments causing the HED to process.

Note: Do not use these entries for HED 001. For HED 001, the last salary change date is automatically recorded in this entry when the salary or pay rate change is updated using the Salary Assignment/Changes form (40-SCR). Inactive (0) and Date (1) are the only valid options for future raise HED 002.

In the following example, a bonus has been entered for Jerry Jones. The bonus is to begin on June 1, 2000:



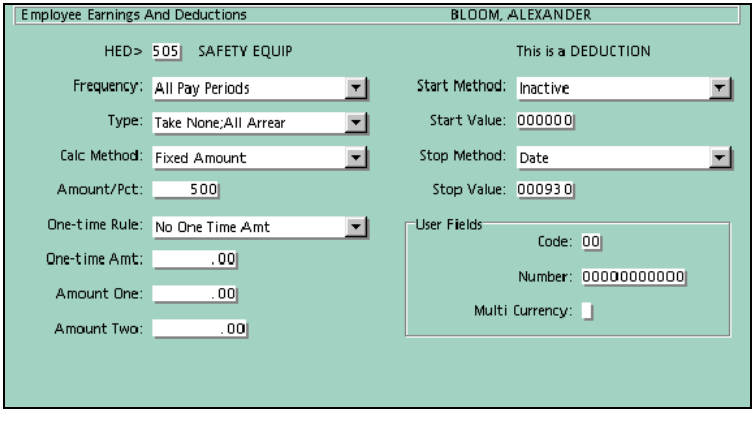
The Stop Method and Stop Value entries

The Stop Method (option list PP49) and Stop Value entries stop an earning or deduction at a specified amount, date, or event. These entries work together in the same way as the Start Method and Start Value entries. Select a Stop Method to identify whether the HED for this employee will stop based on a date or various tax or wage amounts and totals. If left blank, these entries default to Inactive (0) and all zeroes and the earning or deduction continues indefinitely.

For dates, the HED stops processing when the date entered is equal to or less than the period-end date of the current payroll cycle. The Stop Method will change to Event Has Occurred (S) and the Frequency to Inactive (00) when the limit is reached. A message is given on the HED Register (2T2T) when an HED is stopped due to a stop condition being met. On the next payroll run, the Stop Method changes to Inactive (0). Type dates in YYMMDD format (US and Canada) or YYDDMM (elsewhere). Use a whole dollar amount for YTD Stop Methods for example, type $500.00 as '500'. The available YTD options are as follows:

- YTD Fed Taxable (2)
- YTD FICA-OASDI Wage (3)
- YTD Basic Pay (4)
- YTD Total Gross (5)
- YTD Basic + OT (6)

In the following example, Alexander Bloom's deduction for safety equipment stops on September 30, 2000:



For maximum amounts, the HED stops processing when the amount accumulated in the current, month-to-date, or year-to-date is equal to the amount entered. The Stop Method and Frequency entries do not change when the limit is reached. As soon as the current, month-to-date, or year-to-date buckets are cleared, the HED begins calculating again. Assume two decimal places for maximum amount Stop Methods; for example, type $1500.00 as '150000'. The available maximum amount options are as follows:

- Pay Period Max (8)
- Monthly Max (9)
- Yearly Max (A)
- Max Amount (7)
- Large Balance (B)

In the following example, Brenda Reynolds' housing allowance ends once she has received $2,456.00:

Employee Earnings And Deductions REYNOLDS, BRENDA

HED> 035 HOUSING ALLOW This is an EARNING

Frequency: 1st Pay Period
Type: Fully Taxable
Calc Method: Fixed Amount
Amount/Pct: 100000
One-time Rule: No One Time Amt
One-time Amt: .00
Amount One: .00
Amount Two: .00

Start Method: Inactive
Start Value: 000000
Stop Method: Max Amount
Stop Value: 245600

User Fields
Code: 00
Number: 00000000000
Multi Currency:

If the total amount is greater than $9,999.99, you must use the Amount One or Amount Two text boxes instead of the Stop Value box. The Stop Method option and Amount text box you use depends on the total amount:

- For amounts greater than $9,999.99 and less than $100,000.00, select Max Amount in the Stop Method option list and enter all 9s in the StopValue text box and the total amount in the Amount One text box. An entry of all 9s directs the system to use the amount in the Amount One text boxe as the total stop value.
- For amounts $99,999.99, select Large Balance in the Stop Method option list and enter the total amount in the Amount Two text box.

The Max Amount (7) and Large Balance (B) option decrement as the HED processed. When the Stop Value, Amount One, or Amount Two reaches zero, the Frequency of the HED is changed to Inactive (00). Adjustments to year-to-date earnings automatically adjust the Stop entry, except for adjustments with Plus Adj;No Lbr/Hist ($) selected in the Action entry.

Note: Do not use the Stop Value entry for HED 001. For this HED, this entry is updated with the pay period ending date for the most recent payroll run for this employee's frequency, regardless of whether the employee was paid.

☞ *Refer to* **Employee Payments** *(on page 153) for more information about how these entries are handled for direct deposit prenotifications.*

User fields

The Code text box is undefined for earnings but may contain a limit indicator for the Accumulation Method Code (8A). For deductions assigned the Ending Balances (52) category on the Company Deductions form (A8-SCR), the system stores the number of purchases on the employee's last payment. Also, any deduction using the Garnishment

Method Code (8G) may use the code entry for the garnishment calculation. The Number text box is defined by you.

If you have elected to use the pre-allocation of HEDs to 100% cost splits, the allocation number (80-97) you created on the Payroll Home Location/Pay Allocations form (GG-SCR) should be entered in this text box. The normal labor distributions will be bypassed, and the HED will be charged 100% to the locations you indicated in the PL3-PL6 entries.

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the Ending Balance report (5558).*

See also:

- Establishing an HED at the employee level ***(on page 74)***

For detailed directions on establishing an HED at the employee level.

- Starting an HED on a specific date ***(on page 76)***

For detailed directions on starting an HED on a specific date.

- Stopping a deduction when a dollar amount has been reached ***(on page 78)***

For detailed directions on stopping a deduction when a doll amount has been reached.

- Updating HEDs for multiple employees ***(on page 79)***

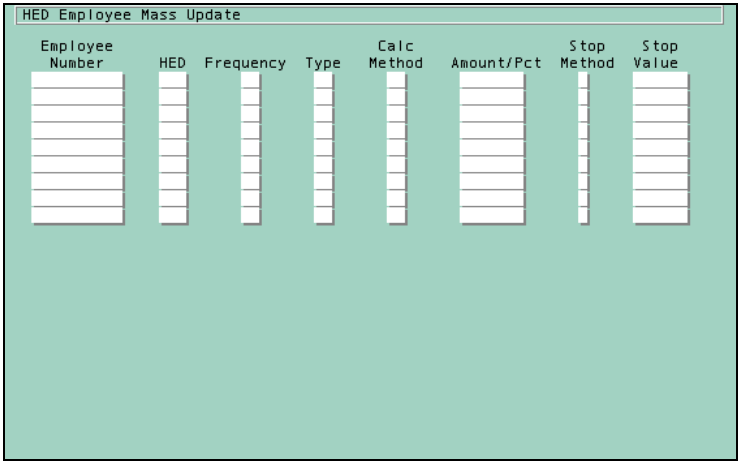
For detailed directions on updating HEDs for multiple employees

Employee HED mass updates

Use the HED Employee Mass Update form (HHMSCR) to update HEDs simultaneously for several employees or all employees. You must use the actual codes for Frequency (option list PP07), Type (option list PP09), Calc Method (option list PP11), and Stop Method (option list PP49) entries. Type a question mark (?) in the entry and press Enter to display a list of options. For any HED added to an employee record, any entry left blank on this form will default to the organization-level value.

This form processes in real-time, so all employees identified on the form must be processed before proceeding to the next form. Once the processing of employee data has begun, the process cannot be interrupted until all updates to all identified employees have been performed. A blank form is returned when all updating has been processed.

An example of the form is shown here.



The Employee Number entry is used to update HEDs in three ways:

- Update individual employees (Employee Number).
  Enter one Employee Number per line for each employee. You may make up to nine entries per form when entering individual Employee Numbers.

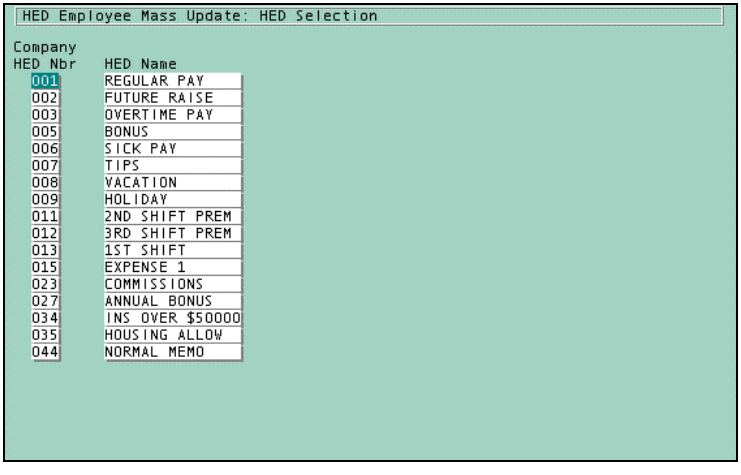
- Update all employees within the organization (ALL).
  Type 'ALL' in the Employee Number entry to update or add the HED for all employees in the organization.

- Update only the employees who are assigned the particular HED (ON FILE).
  Type 'ON FILE' in the Employee Number entry to update only those employees who have the HED already established.

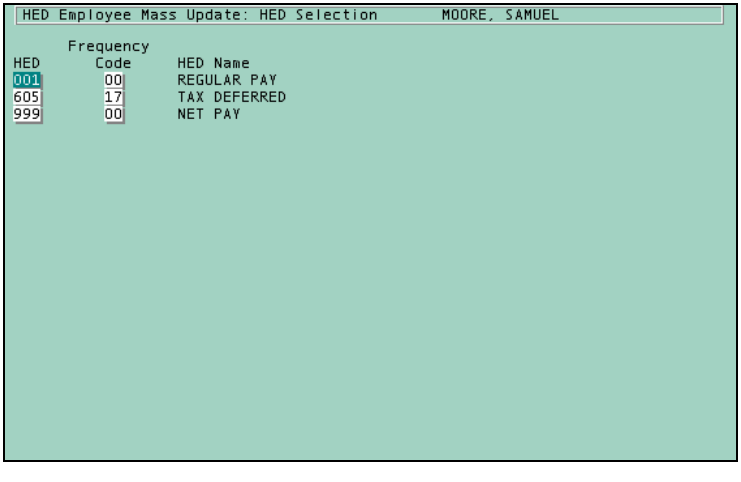
You may not combine these commands on a single form. If you use 'ALL' in the first line, do not use a specific Employee Number or 'ON FILE' in any of the remaining entries. You

do not need to retype the value in the Employee Number entry unless it changes. For example, if you are updating three HEDs for all employees, you do not need to retype 'ALL' for each entry.

Type the HED number in the HED entry. Type a question mark (?) to display a list of the HEDs that are already established for the selected employees. An additional form will be displayed. For example, if you typed 'ALL' in the Employee Number entry and '?' in the HED entry, every HED would be displayed on a separate form, as shown in the following example:



If you select one employee, the HED and Frequency (option list PP08) for all earnings and deductions established for the employee are displayed, as shown in the following example:



To select the HED from this form, type the '@' symbol in the Frequency Code entry and press Enter. The system establishes the HED only if another other entry on the HED

Employee Mass Update (HHMSCR) form (such as Frequency or Type) is recorded. The system uses these entries when establishing the employee record.

Type the new amount or percent, if any, in the Amount/Pct entry. Assume two decimals for amounts; for example, enter $25.00 as '2500'. Assume four decimals for percents; for example, enter 12.5% as '1250'.

See also:

- Updating HEDs for all employees in an organization ***(on page 81)***

For detailed directions on updating HEDs for all employees.

- Assigning an HED to all employees on file ***(on page 83)***

For detailed directions on assigning an HED to all employees.

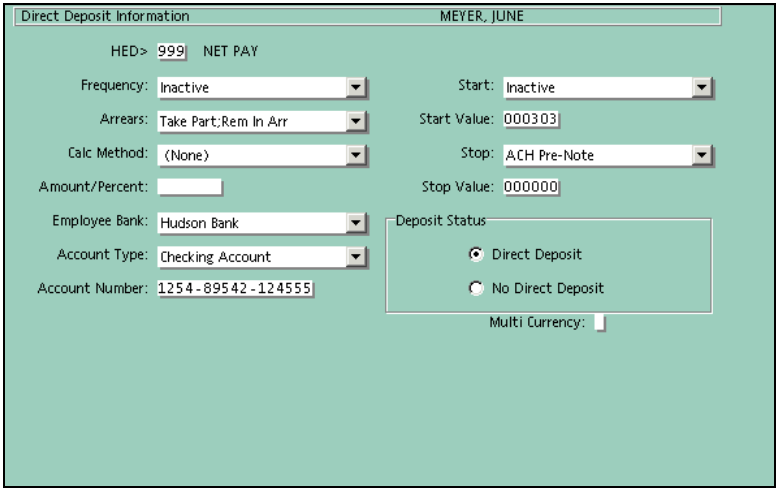
Apply the Concept

What are the three methods that can be used on the HED Employee Mass Update form?

Direct deposit HEDs at the employee level

The Direct Deposit Information form (H9-SCR) is used for both entry and inquiry functions. It establishes direct deposit for an employee. This form must be used instead of the Employee Earnings and Deductions form (HH-SCR) for direct deposit HEDs at the employee level.

The direct deposit HED entered in the HED text box must be established as a Direct Deposit from the Category option list (PP01) at the organization level. If not, the form is rejected.



Direct deposit prenotification

A submitted pre-note must include the date when the actual deposits will begin in the Start entry on the Direct Deposit Information form (H9-SCR), even though the pre-note precedes that date. If the Start and Start Value entries are left blank, the direct deposit begins immediately.

☞ *Refer to* **Employee Payments** *(on page 153) for more information about this form.*

Earning and deduction inquiries

You can view earning and deduction information in several ways. The Employee Earnings and Deductions form (HH-SCR) allows you to select individual HEDs from the message area and view each one separately. There are several other forms and viewing methods that are available with the Payroll Solution

HEDs To-date Inquiry form

The HEDs To-Date Inquiry form (HT-SCR) allows you to view all to-date hours and amount information for an employee on one form. The earnings or deductions are presented in a scrolling format, and the total hours or units for earnings, and arrears for deductions, are displayed directly below the total dollars for each earning or deduction. Accumulated values from the most recent payroll run and any online pay calculation processes are reflected.

An example of the form is shown here:

```
HEDs To-Date Inquiry                          MEYER, JUNE

HED Description
001 REGULAR PAY          Current          Month        Quarter           Year
              Amts:       461.54         461.54       1,769.24       1,769.24
             Hours:        40.00          40.00          40.00          40.00
999 NET PAY
              Amts:       426.68         426.68       1,535.68       1,535.68
             Hours:          .00            .00            .00            .00
```

The HED and its description are shown in the first two columns. The Current column contains two display lines—the first line displays the amount for the most recent payment, and the second line displays the hours for an earning or the amount of arrears for a deduction on the most recent payment. If multiple payments were created for the employee during a previous payroll run, only the last payment processed is displayed.

The Month, Quarter, and Year columns each display two lines. The first line displays the to-date amount. The second line contains the to-date hours for an earning or the to-date amount for deduction arrears.

Employee Earnings and Deductions Inquiry form

To view all HEDs on one form, use the Employee Earnings And Deductions Inquiry form (HHISCR). This form lists all HEDs assigned to the selected employee. Option codes, not descriptions, are used on this form.

```
Employee Earnings And Deductions Inquiry      MEYER, JUNE

             Amount/ S Start  S Stop   C One-Time  Amount   Amount     User
HED Fr Ty CM Percent M Value  M Value  d  Amount    One      Two    Number/Cde

001 00 00 00         0 850915 0 920202 0      .00    4000    46154 00000000000
     REGULAR PAY                                                            00
999 00 53            0 000303 P 000000 D 007000003 2 1254-89542-124555
     NET PAY
```

The HED Number and description are provided on this form. The remaining columns appear in the following order:

- Fr—Frequency (PP59) code
- Ty—Type (taxability or arrears) (PP09) code
- CM—Calc Method (PP11) code
- Amount/Percent—Amount/Pct entry (for regular pay, this is the hourly employee's rate per hour)
- Start Method—Start Method (PP48) code
- SM—Start Value (for regular pay, this entry indicates the most recent salary change date from the HR to Payroll Salary Information (PH-SCR) form)
- Stop Method —Stop Method (PP49) code
- SM—Stop Value (for regular pay, this entry indicates the last pay period ending date processed for this employee's frequency)
- Cd—One-time Rule (PP50) option
- One-Time Amount—One-time Amt entry (for regular pay, this entry indicates the number of hours associated with the employee's normal work schedule per pay period). This entry also applies to future raises, accrual earnings, and ending-balance and garnishments deductions.
- Amount Two—Amount Two entry (for regular pay, this entry indicates the salary per pay period for a salaried employee). This entry also applies to future raises, ending-balance, and garnishment deductions.
- User Number/Cde—User-defined entries in Code and Number

☞ *Refer to the Option List Quick Reference section in the Payroll Organization Setup documentation for more information about the codes associated with these option lists.*

Direct Deposit Inquiry form

Access the Direct Deposit Inquiry form (H9ISCR) to view pertinent information about the bank account(s) in which the employee's pay is being directly deposited. The direct deposit entries are listed in deduction number order.

```
Direct Deposit Inquiry                          MEYER, JUNE

             Amount/ Employee  A     Account       S Start  S D
HED Fr Ar CM Percent Bank Nbr  T     Number        t Value  p S Description

999 00 53            007000003 2 1254-89542-124555 0 000303 P D NET PAY
```

Information on this form comes from the Direct Deposit Information form (H9-SCR) and includes the following:

- The deduction number (HED) for the direct deposit entry
- The pay frequency (Fr), arrears (Ar), and calculation method (CM) associated with the deposit payment
- The amount or percent (Amount/Percent) of pay being directly deposited
- The bank identifier (Employee Bank Nbr), the account type (AT), and the bank account number (Account Number) into which the money is being deposited
- The start and stop information (St, Start Value, and Sp)
- The direct deposit status (DS)
- The description (Description)

Negative pay

An employee's net pay may be negative due to 2 separate circumstances. First, an employee may accidentally be docked more hours/money than actually paid. For example, an employee paid 8 regular hours and docked 16 sick hours would result in negative gross pay. Secondly, an employee may have a small amount of net pay and a forced deduction greater than the net pay. For example, an employee has only 20.00 in net pay and a union dues deduction of 35.00. The union dues is set up with an Arrears option to force the deduction even if there is not sufficient net pay to cover the entire deduction. The employee would end up with negative net pay of 15.00.

Taxable wage updating

As in any pay situation, taxable wages are updated according to the Taxability code. This means the wages are reduced by the amount of the amount of the negative gross pay. Self-adjusting for the employee liability for tax authorities such as FICA-OASDI, FICA-HI, and state disability does not take place if the current pay is negative. In other words, the employee will not have FICA and state disability tax dollars refunded. Employer liability for FICA-OASDI and FICA-HI does self-adjust and will reflect a negative amount. When the employee receives positive pay, the employer tax self-adjusts.

Reporting considerations

The Errors and Warnings report (0100) lists, by organization, all employees with negative net pay. The message 'Warning: Neg. Pay Put in Arrears'. This allows any negative pay scenario to easily be researcher and a timely decision made as to re-running the pay, if desired. The Master File Status report (9E9E) also will list the FICA differences between the employer and employee.

The General Ledger interfaces (7575 and 7676) produce a balanced general ledger, accounting for the arrears amount in HED999, Net Pay, both when the money goes into arrears and on subsequent runs when the net pay arrears is recovered.

Negative pay reversal

Any negative pay calculated in error may easily and quickly be reversed using the Payment Reversal form (PAYREV).

Entitlement accruals setup

Entitlement accruals, such as sick and vacation leave, are established at the organization level, based on your company's policies regarding benefit entitlements. All possible accrual routines are set up using organization-level earnings. That earning is then assigned to each eligible employee using the Employee Earnings and Deductions form (HH-SCR).

Accrued earnings are paid with a time entry, and the pay rate or salary established for regular pay HED 001 is generally used.

☞ *Refer to the Payroll Organization Setup documentation for more information about establishing accruals.*

Reports used for earnings, deductions, and accruals

The following reports are used for tracking and auditing employee earnings, deductions, and accruals. Some of these reports will not be run for every payroll run.

- Accrual report (0505)—Provides a list of all employee-accrued entitlements, such as sick leave and vacation leave.
- All Frequencies Set to 00 For Terminated Employees report (2F2F)—Causes all earning and deduction records for a terminated employee to contain a Frequency (PP07) option of Inactive (0) on the Employee Earnings and Deductions form (HH-SCR).
- Delete Unused Employee HEDs/Tax Records report (9H9H)—Creates transactions that delete inactive earning, deduction, and tax records for an employee.
- Ending Balance report (5558)—Provides a list of employees who have any deductions with a Category (PP02) option of Ending Balances (52).
- HED Register report (2H2H)—Provides a detailed listing by employee for each earning, deduction, and net pay number.
- Master File report (0202)—Lists all of the information in an employee's record and is used to view established employee earning or deduction information.
- Out-of-Balance Check report (2X2X)—Provides an analysis of employee month-to-date, quarter-to-date, and year-to-date accumulations each time an adjustment is processed, to ensure that the to-date accumulations remain in balance.
- Savings Bond Balance Register report (5959)—Provides a detailed list of employees who have any deductions with a Category (PP02) option of Savings Bonds (59).

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Updating an employee salary 73
Establishing an HED at the employee level..... 74
Starting an HED on a specific date..... 76
Stopping a deduction when a dollar amount
has been reached 78
Updating HEDs for multiple employees..... 79
Updating HEDs for all employees in an
organization..... 81
Assigning an HED to all employees on file..... 83
Performing a one-time refund 84
Establishing a loan 85

Updating an employee salary

In this task, you are going to change Employee 6001 from salary to hourly.

1. Access the Employee Pay Rate Or Salary form (H1-SCR)

Access the Employee Pay Rate or Salary form (H1-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Hours and Pay Rate/Salary

For practice, access the form for Employee 6001.

2. Select the employee

Access the Employee Selection dialog box.

For practice, type '6001' in the Number entry.

3. Click Save or press Enter

The Employee Pay Rate or Salary form (H1-SCR) is displayed.

For practice, click Save.

4. Enter the Normal Hours

Enter the normally scheduled hours for the employee's pay frequency. Use two decimals.

For practice, type '8000'.

5. Enter the Salary

Enter the normal salary for this employee for this pay period. Use two decimals.

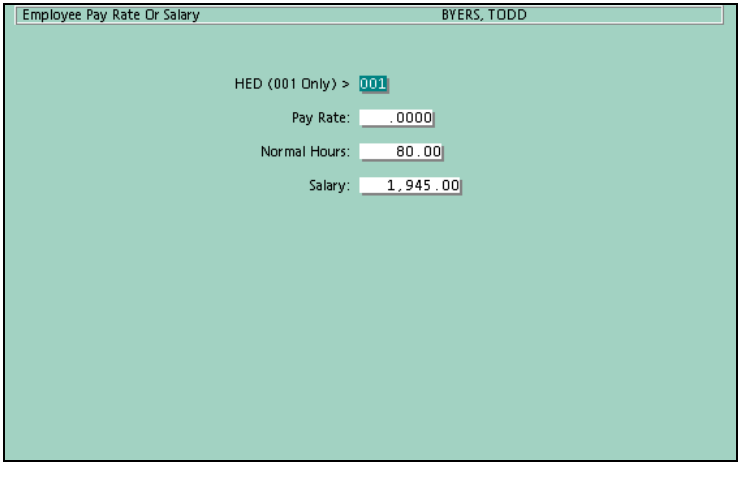
For practice, type '194500'.

6. Click Save or press Enter

Save the information.

For practice, click Save.

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



See also:

- Employee pay rate or salary ***(on page 50)***

For more information about entering employee pay rate or salary.

Establishing an HED at the employee level

In this task, you will establish an organization-level earning for June Meyer, Employee 1001 in Organization 999999.

1. Access the Employee Earnings And Deductions form (HH-SCR)

Access the Employee Earnings and Deductions form (HH-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 1001.

2. Clear the fields

Click the Clear Fields button to ensure that entries do not inadvertantly populate.

For practice, click Clear Fields.

3. Enter the HED number

Type the number of the HED you want to add.

For practice, type '502'.

4. Select the Frequency

For the HED to be established you must make a selection in at least one key field.

For practice, select Inactive.

3. Save the form

Click Save or press Enter.

For practice, press Enter.

4. Accept the warning

Accept the warning, 'Employee record will be updated'.

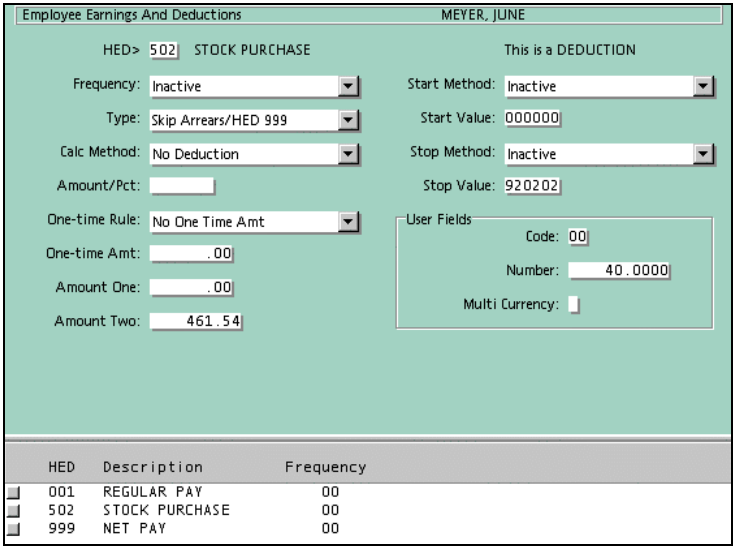
For practice, accept the warning.

5. Save the form again

Click Save or press Enter. Default entries populate the fields for any you have left blank.

For practice, press Enter.

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



See also:

- Employee earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Starting an HED on a specific date

In order to complete this task, you must have established an HED at the employee level.

To start an earning or deduction on a specific date, follow these steps:

1. Access the Employee Earnings And Deductions form (HH-SCR)

Access the Employee Earnings and Deductions form (HH-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 1001.

2. Access the specific HED

Access Stock Purchase HED 502 for the employee.

For practice, access 'Stock Purchase' HED 502.

3. Select the Frequency

Select the Frequency that represents how often the deduction will be taken.

For practice, select 'All Pay Periods'.

4. Select the Type

Select the arrears rule for this deduction.

For practice, select 'Take None;No Arrears'.

5. Select the Calc Method

Select the method that defines the calculation to be performed on this deduction.

For practice, select 'Fixed Amount'.

6. Enter the Amount/Percent

Enter the deduction amount.

For practice, type '2500'.

7. Select the Start Method

Select the option that will start this HED on a certain Date.

For practice, select 'Date' (1).

8. Enter the Start Value

Type a date in the Start Value text box. Dates are entered in YYMMDD format (US and Canada) or YYDDMM (elsewhere) format.

For practice, type '990901'.

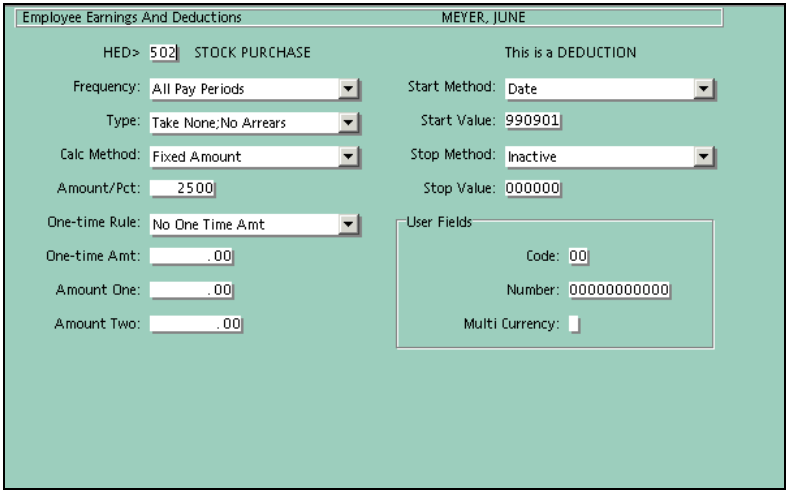
9. Save the form

Press Enter or click the Save this form button on the toolbar.

The earning or deduction begins when the date entered is equal to or less than the period-end date of the current payroll run. If no date is typed in the Start Value entry, the earning or deduction starts immediately.

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 earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Stopping a deduction when a dollar amount has been reached

In this task, you will stop HED 502 for Employee 1001 when she has contributed $5000.00 to stock purchases.

You must have established an HED at the employee level in order to complete the following steps.

1. Access the Employee Earnings And Deductions form (HH-SCR)

Access the Employee Earnings And Deductions form (HH-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 1001.

2. Access the HED

Access the HED to be changed.

For practice, select 'Stock Purchase' HED 502.

3. Select a Stop Method

In the Stop Method list box, select one of the year-to-date wage values.

For practice, select 'Max Amount' (7).

4. Enter the Stop Value

Type a whole dollar amount in the Stop Value entry. Do not use decimals.

For practice, type '50000'.

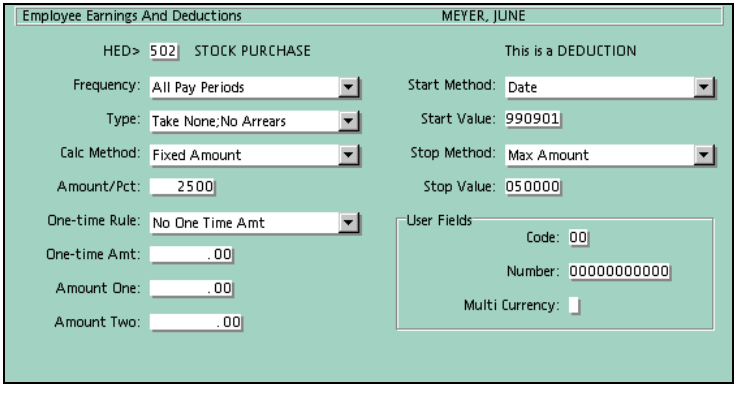
5. Save the form

Press Enter or click the Save this form button on the toolbar.

The earning or deduction starts when the specified amount has been reached.

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 earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Updating HEDs for multiple employees

In this task, you will add Vacation HED 008 for Employees 6001, 6002, and 6003.

1. Access the HED Employee Mass Update form (HHMSCR)

Access the HED Employee Mass Update form (HHMSCR) by selecting:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Earnings/Deductions Mass Update

For practice, access the form.

2. Enter the Employee Number

In Employee Number, type the Employee Numbers of those employees to whom you want to assign the HED.

For practice, type '6001'.

3. Enter the HED

Tab to HED and enter the HED number you want to add to each employee's record.

For practice, type '008'.

4. Enter the Frequency code

Enter the Frequency code that you want to assign to each HED. Use the code value assigned to the option. If you do not know the code, type a question mark in the entry and press Enter. Then select the value from the dialog box.

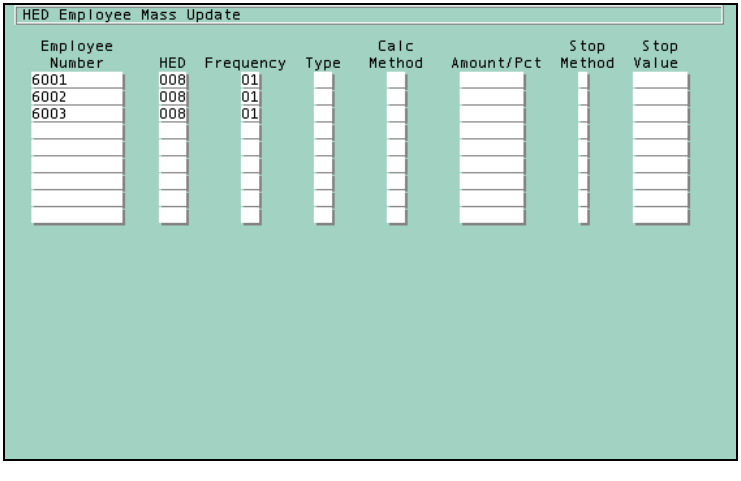
For practice, type '01'.

5. Enter additional employees

Repeat steps 2-4 for Employees 6002 and 6003.

For practice, complete the form.

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



6. Save the form

Click Save or press Enter to add the new HEDs to the employees' records.

For practice, click Save or press Enter.

7. Access the Employee Earnings and Deductions form (HH-SCR)

Verify that the HED has been added by accessing the Employee Earnings and Deductions form (HH-SCR). Access this form by making the following selections from the Navigator:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 6001.

8. View the selection list

Display the list of HEDs in the message area.

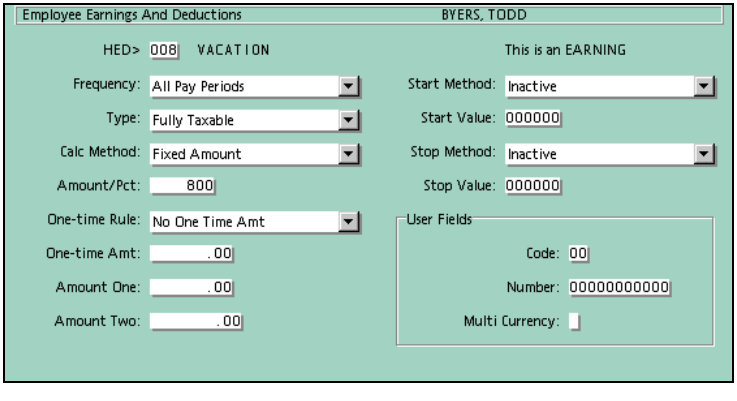
For practice, click the Show selection list in the message area button.

9. Select the HED

Double-click the HED to select it.

For practice, select Vacation HED 008.

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



See also:

- Employee earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Updating HEDs for all employees in an organization

In this task, you will add the calendar memo HED 044 to all employee records in Organization 999999.

1. Access the HED Employee Mass Update form (HHMSCR)

Access the HED Employee Mass Update form (HHMSCR) by selecting:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Earnings/Deductions Mass Update

For practice, access the form.

2. Enter ALL in the Employee Number text box

Enter 'ALL' in the Employee Number text box to identify all employees within the organization.

For practice, type 'ALL'.

3. Enter the HED number

Enter the HED number you want to assign to all employees in the designated organization.

For practice, type '044'.

4. Enter the Frequency code

Enter the Use Company Default (17) Frequency code in the Frequency text box.

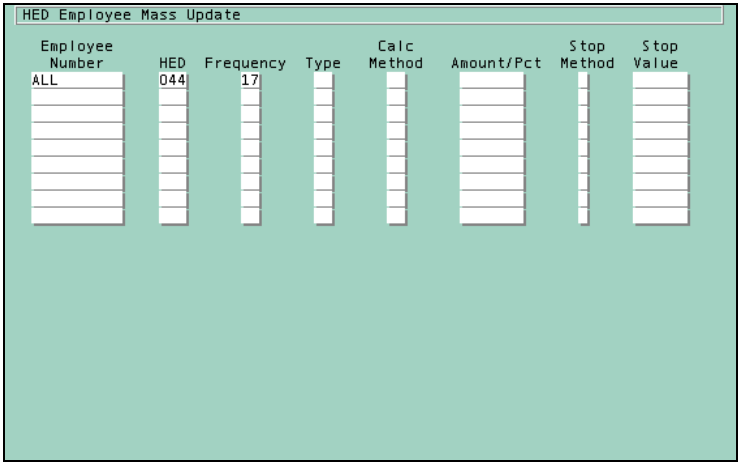
For practice, type '17'.

5. Save the form

Click Save or press Enter to save the form.

For practice, click Save.

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



See also:

- Employee HED mass updates ***(on page 63)***

For more information about mass updating of employee HEDs.

Assigning an HED to all employees on file

In this task, you will update the Third Shift Premium HED 012 to all employees who are assigned this HED.

1. Access the HED Employee Mass Update form (HHMSCR)

Access the HED Employee Mass Update form (HHMSCR) by selecting:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Earnings/Deductions Mass Update

For practice, access the form.

2. Enter ON FILE in the Employee Number text box

Enter 'ON FILE' in the Employee Number text box to identify all employees who are assigned the identified HED.

For practice, type 'ON FILE'.

3. Enter the HED number

Enter the HED number you want to update.

For practice, type '012'.

4. Enter the Amount/Percent

Enter the new Amount in the Amount/Pct text box.

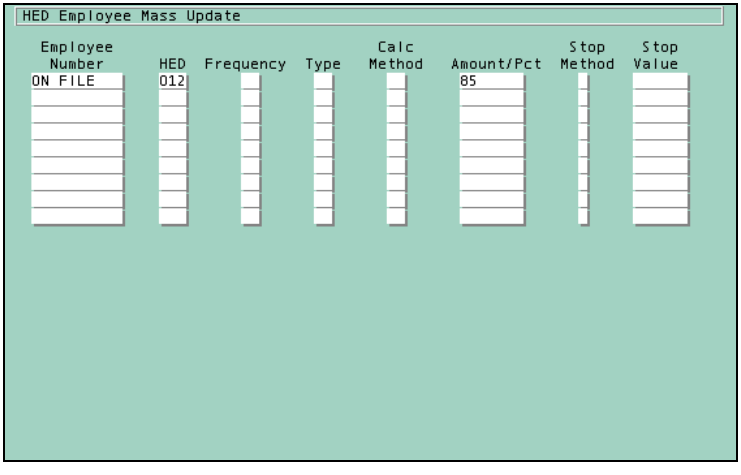
For practice, type '85'.

5. Save the form

Click Save or press Enter to save the form.

For practice, click Save.

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



See also:

- Employee HED mass updates ***(on page 63)***

For more information about mass updating of employee HEDs.

Performing a one-time refund

In this task, assume that June Meyer, Employee 1001, overpaid on her employee stock purchase plan. For this payroll run only, you will refund $50.00 to HED 502.

1. Access the Employee Earnings and Deductions form (HH-SCR)

Access the Employee Earnings and Deductions form (HH-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 1001.

2. Access the Stock Purchase HED

Access the specific HED.

For practice, type '502' in the HED text box and press Enter.

3. Select the One-time Rule

Select the option that indicates a one-time refund.

For practice, select 'Sub This Amt fr Norm'.

4. Select the One-time Amt

Type the amount you want to refund.

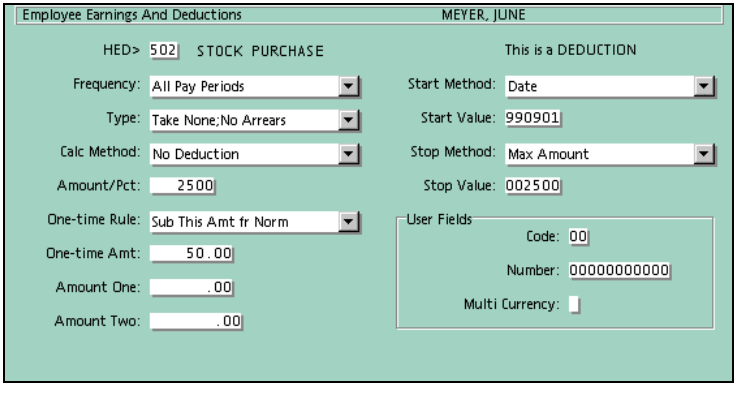
For practice, type '5000'.

5. Save the form

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:



See also:

- Employee earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Establishing a loan

In this task, you will establish a loan for Employee 1806. Because the loan amount exceeds the Stop Method limit of $9999.99, you will use the Amount One entry.

1. Access the Employee Earnings and Deductions form (HH-SCR)

Access the Employee Earnings and Deductions form (HH-SCR) by selecting:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Earnings and Deductions

For practice, access the form for Employee 1806.

2. Access the HED

Access the HED that was established for loans or credit union. Add it to the employee record if necessary.

For practice, access HED 503.

3. Enter the Calculation Method

Select the entry from the Calc Method options to deduct a fixed amount per pay period.

For practice, select 'Fixed Amount'.

4. Enter the Amount

Type the fixed amount in the Amount/Pct entry.

For practice, type '12500'.

5. Enter the Amount One

Enter the total amount of the loan.

For practice, type '1100000'.

6. Enter the Stop Method

Enter the Stop Method that indicates a maximum amount.

For practice, select 'Max Amount'.

7. Enter the Stop Value

Enter the value that instructs the system to use the Amount One text box.

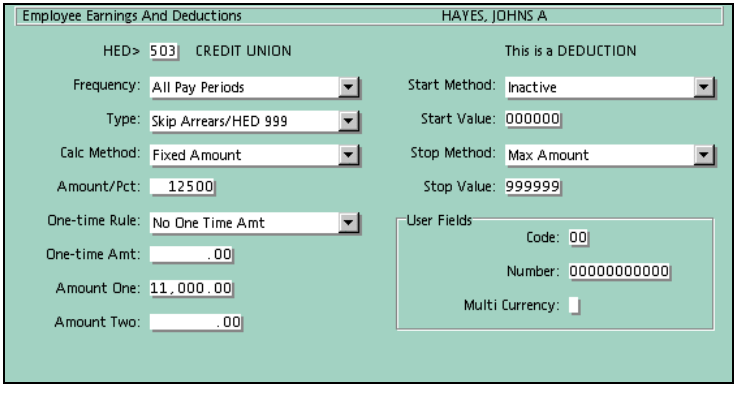
For practice, type '999999'.

8. Save the form

Click Save or press Enter.

For practice, save the form.

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



See also:

- Employee earnings and deductions - adding and changing ***(on page 53)***

For more information about employee HEDs.

Extended Practice

1. Establish a deduction limit of $10,000 for Employee 1008. Use stock purchase HED 502.

2. Use the HED Employee Mass Update form (HHMSCR) to add HED 502 to Employee Numbers 6001, 6002, and 6003. Change the fixed amount to $10.00

Review of Questions Answered

1. What should you do before assigning a new HED on the Employee Earnings And Deductions form (HH-SCR)?

2. How are accrual earnings paid?

CHAPTER 5

Employee Taxes

In This Chapter

Introduction 92
Employee tax records 93
Employee tax record setup.....95
Employee tax record deletion 104
Employee tax accumulation displays.....105
Tax accumulation fields.....107
Tax accumulation display details.....108
Reports used for employee taxes 114
Detailed Directions 115
Extended Practice 120
Review of Questions Answered.....121

Introduction

Only employee tax records activated at the organization level can be defined in the employee record. Employee tax records contain information that is required to calculate a specific tax. This section describes the processes involved in creating employee-level tax records, and it provides details about the forms and programs that are available to assist you in this process.

Tasks

This section explains the following:

- Changing an employee's federal tax setup
- Adding a state tax record for an employee
- Making an employee FICA-exempt

Prerequisites

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

- Organization-level tax specifications are established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Questions answered

The following questions are answered in this section:

1. How are taxes established for an employee?
2. How are tax records deleted from an employee's record?
3. Where can I view tax information that is already established for an employee?

Employee tax records

Employee tax records are required to calculate taxes on the system. Payroll Administration maintains current, month-to-date, quarter-to-date, and year-to-date wage, unemployment, and tax amount figures.

Employee-level tax records use the same naming convention as organization-level records:

- 1—Federal and FICA taxes (for example, tax code 101 is FICA-OASDI)
- 2—State taxes (for example, tax code 2IL is Illinois state tax)
- 3—Local county taxes (for example, 3MDALLG is Allegany county, MD)
- 4—Local city or school district taxes, state disability insurance, and special assessments (for example, 4OH7401 is Bettsville Local school district)

Note *Cyborg provides all tax codes for use with the Payroll Solution. Please contact the Customer Support if you need to assign a new tax code.*

☞ *Refer to the Activating Taxes section of the Payroll Organization Setup documentation for more information about organization-level tax records.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for a list of all Cyborg tax codes.*

Automatically established tax records

The following tax records are automatically established for all employees:

- Tax code 101 (FICA-OASDI)
  All employees must have FICA-OASDI, even if they are exempt, because the employee's gross wages are stored in this tax record. The Withholding Method (PR09) option for all FICA taxes must always be Inactive (0). The only entry that may be changed for FICA tax records is the UI/Disability option list (PR12), which turns it on and off.

- Tax code 102 (Federal Withholding)
  This tax code accumulates wages for employee withholding and federal unemployment. Tax code 102 is established as inactive on the Logical Employee Model.

- Tax code 103 (FICA-HI)
  The Withholding Method (PR09) option for this tax code must always be Inactive (0). The only field that may be changed for FICA tax records is the UI/Disability (PR12) option list, which turns it on and off.

☞ *Refer to* **Employee Setup for a New Hire** *(on page 123) for more information about using a Logical Employee Model to establish customized state, disability, and local (county, city) tax records.*

Apply the Concept

What tax records are automatically established for all employees?

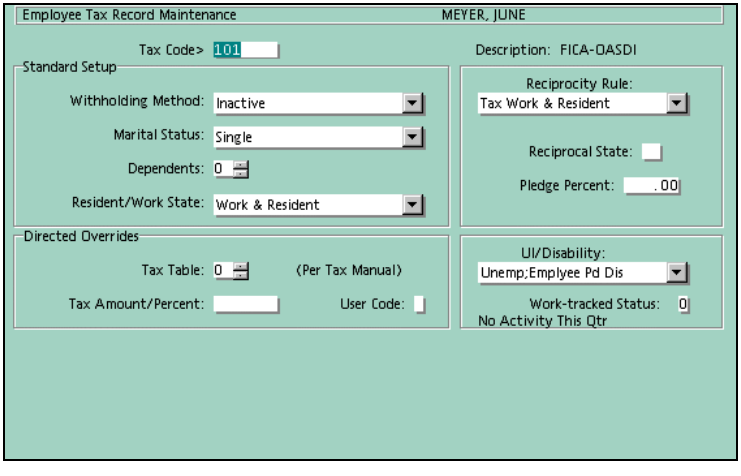
Employee tax record setup

The Employee Tax Record Maintenance form (JJ-SCR) stores an employee's tax-related information for payroll reporting and tax calculations. Use the select tool to view the selected employee's tax codes.

When adding a new tax record, be sure to clear the form first to prevent incorrect propagation of existing tax code information to the new tax code. The warning 'Employee record will be updated' will appear, to alert you of accidental creation of invalid tax codes.

If you try to access a tax code that does not exactly match an organization-level entry on the Tax Specification Information form (T1-SCR), you will receive a reject message.

If you change an employee's resident state on the Employee Information form (EF-SCR), you must manually update the Employee Tax Record Maintenance form (JJ-SCR). Additionally, changes in marital status resulting from an employee's submitted W-4 form should be entered on this form as soon as possible to ensure proper taxing.



☞ *Refer to the Activating Taxes section of the Payroll Organization Setup documentation for more information about organization-level tax setups.*

☞ *Refer to the Option List Quick Reference section in the Payroll Organization Setup documentation for more information about the option lists discussed in this section.*

☞ *Refer to* **Employee Setup for a New Hire** *(on page 123) for more information about using a Logical Employee Model to add tax specifications.*

Use the following questions to assist you when completing the form:

What is the Cyborg-assigned tax code?

(Tax Code)

The Tax Code is a required entry that records the Cyborg-assigned tax identifier.

Note: Cyborg provides all tax codes for use with the Payroll Solution. Please contact Customer Support if you need to assign a new tax code.

For tax code 102, the federal Establishment Number for the individual employee can be entered in the last four positions of the Tax Code entry. Federal 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 (SSA). Each location or unit is identified by a four-character code, called an Establishment Number. Although Establishment Numbers are no longer assigned by the federal government, and federal Establishment Reporting has been superseded by newer work site reporting mechanisms, the Social Security Administration still accepts the use of Establishment Number units in year-end processing. You can group employees by Establishment Number (within EIN) for federal W-2 wage reporting.

For state taxes, this entry may also be used to perform SUI reporting by location. Use at least three of the last four positions of the entry. Enter the state-assigned code, and Cyborg reports will provide you with the totals by location. You do not need to change Tax Specification Records in order to use this feature; the location number is used only on the employee record and is part of the key. When an employee moves from one work site to another, the old work site records must be inactivated and a new one established. If you do not use SUI reporting by location, leave the last four positions blank.

How is this tax computed?

(Witholding Method)

The Withholding Method option list (PR09) is a required entry that specifies the tax calculation method, which is determined by the Tax Specification Record. The most common methods are Table Method (1) and Table + Fixed Amt (6), although other options are available. Generally, the system determines the table to be used in an individual employee's tax calculation, based on the Resident/Work State (PR10) and Marital Status (PR11) option lists.

Note: The federal W-4 form does not allow fixed amounts or fixed percents for withholding.

- For FICA tax codes 101 and 103—The default setting is Inactive (0). However, they are considered active by the system and wages are still accumulated. You can make an employee FICA -exempt by selecting No Unemployment (0) from the UI/Disability option list (PR12) .
- For Federal tax—Select No Tax;Wages Update (3) for employees exempt from Federal tax but still required to file a W2. This option also updates unemployment wages.
- For state disability and special assessment taxes—Select Table Method (1) or No Tax;No Wages (2).
- For state taxes—Multiple state records must be established if the state has separate withholding rates based on residency.
- For county, city, or school district taxes—No unemployment information is required. As with state tax records, multiple county and city records must be established if the county or city has separate withholding rates based on residency.
- For flat rate taxes—Select Table Method (1).

There are other Withholding Methods available for special setups:

- Ohio Alternate Method
  Specify the Ohio Alternate Method (8) option to calculate taxes in the state of Ohio when an employee in a higher bracket is filing jointly with a spouse. This method ensures that the calculation of the employee's wages is based on the higher bracket, so that taxes are not underwithheld. The employee must elect to be taxed in this way. Enter the percentage of the combined income that the employee's wages represent in the Tax Amount/Percent text box.

- Aggregate Tax Method
  Select the Aggregate/Cumula Tax (9) option if you want to use the Aggregate Tax Method, also known as the Cumulative Tax Method. The employee must select this option, which computes the tax on cumulative year-to-date wages. This method is particularly useful for highly variable earnings, such as sales commissions, which can result in overwithholding with the tax table method. With this method, year-to-date earnings and taxes figure in the calculation for the current pay period. The employee must have been paid using the same frequency since the beginning of the year.

☞ *Refer to the Option List Quick Reference section in the Payroll Organization Setup documentation for more information about these options.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more information about nonstandard setups.*

What is the employee's marital status?

(Marital Status)

The Marital Status option list (PR11) records the employee's marital status as indicated on the federal W-4 form. This list box is often used with the Resident/Work State option list (PR10) to determine the employee's tax table. The following rules apply:

- Tax code 102 (Federal Withholding)—Default is single.
- State taxes—Federal tax default is used, if left blank.
- County and local taxes—State tax default is used, if left blank.

If you later change the marital status for federal tax code 102, the updated status is not propagated to the employee's established tax codes. You must update the entry for each applicable tax authority.

How many dependents does the employee claim?

(Dependents)

Use the Dependents entry to record the number of dependent exemptions claimed by the employee. This number is used to determine allowance or exemption amounts. Up to 99 dependents may be claimed.

- For tax code 102 (Federal Withholding)—Default is 00.
- For state taxes—Federal tax default is used, if left blank.
- For county and city taxes—State tax default is used, if left blank.

If you later change the dependents for the federal tax code, the updated status is not propagated to the employee's established tax codes. You must update the entry for each applicable tax authority.

Does the employee live in one state and work in another?

(Resident/Work State)

For state taxes, the Resident/Work State option list (PR10) indicates whether this taxing authority is in the employee's resident state, work state, or both. This entry works with the Reciprocity Rule option list (PR13) to calculate taxes in multi-state situations.

The Resident/Work State (PR10) and Reciprocity Rule (PR13) option lists determine taxability for withholding. The Company Options form (AF-SCR) and Resident/Work State entry determine unemployment when an employee lives in one state and works in another. The example shown in the following table depicts a resident/work tax situation where there is a reciprocity agreement:

	Tax code	**Withholding Method field**	**Resident/Work State field (PP10)**	**Reciprocity Rule field (PR11)**	**UI/Disability field (PR12)**
Work state	2xx	Table Method (1)	Work Only (1)	Tax Resident Only (2)	Unemp;Employee Pd Dis (1)
Resident state	2yy	Table Method (1)	Resident Only (2)	Tax Resident Only (1)	No Unemployment (0)

Does this tax authority use a nonstandard setup?

(Tax Table)

The Tax Table entry specifies the tax table for nonstandard setups. Typically, nonstandard setups are needed when employees are given a variety of special tax withholding options, or when the tax authority has established taxing statuses in addition to the standard statuses of single, married, and head of household.

The available options normally determine the tax table; however, some states require additional or nonstandard taxing parameters to determine the tax table.

For tax table selection purposes, enter one of the following values:

- 0-Not in use (default)—Normal method of determining the tax table applies.
- 1 to 9—Specifies the tax table to be used to calculate withholding tax, overriding the employee's Marital Status (PR11) and Resident/Work State (PR10) options.

For tax code 102, the employee's Marital Status option determines which Earned Income Credit table to use for an Earned Income Credit payment. For this to be in effect, the Reciprocal State field must contain the value 'EI'.

Note: *Cyborg maintains tax authority information for many nonstandard setups.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more information.*

What is the tax amount or percent to be used for witholding?

(Tax Amount/Percent)

The Tax Amount/Percent entry is used by certain Withholding Method (PR09) options. If a fixed amount or percentage is required, it must be recorded in this entry. This entry is ignored when taxes are computed for earnings in the default taxation Category—option list PP01 on the Company Earnings form (A8-SCR).

☞ *Refer to the Organization Earnings, Deductions, and Accruals section of the Payroll Organization Setup documentation for more information about the Company Earnings form (A8-SCR).*

The following chart summarizes the relationship between Withholding Method (PR09) entry and the Tax Amount/Percent entry.

Withholding Method	Tax Amount/Percent
Fixed Amount (4)	Fixed amount that can be used in place of the tax table calculation, as long as the fixed amount is greater than the table calculation. Assume two decimals.
Fixed Percent (5)	Percentage that can be used in place of the tax table rate, as long as the fixed percent tax is greater than the table calculation. Assume two decimals. Example: 12.5% = 1250
Table + Fixed Amt (6)	Fixed amount of tax to be added to the tax table calculation. Assume two decimals.
Table + Percent (7)	Percentage of taxable wages to be added to the tax table calculation. Assume two decimals. Example: 10% = 1000
Ohio Alternate Method (8)	Percentage of combined income (with spouse's) that the employee's wage represents. Assume two decimals.
Additional Exempt (B)	An exemption amount, which is subtracted from taxable wages. Use whole dollars.
Save Uncollected Tax (C)	Contains the tax amounts that could not be collected because of insufficient employee net pay. It is automatically entered by the system.

☞ *Refer to the Option List Quick Reference section in the Payroll Organization Setup documentation for more information about these options.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more information about nonstandard setups.*

Is your organization required to perform California U/I reporting?

(User Code)

The User Code can be used for your purposes, except in the case of California U/I reporting, when it is used to enter the appropriate Wage Plan Code.

Note: Any California employee without a wage plan code will not be reported on the California quarterly UI tape or the DE6 quarterly form.

☞ *Refer to the Quarterly Wage Reporting documentation for more information.*

Is there reciprocity between the employee's resident state and work state?

(Reciprocity Rule)

The Reciprocity Rule option list (PR13) is valid at the state and local level only for employees who live in one state and work in another. It specifies whether resident state and/or work state tax bodies receive the employee's tax payment. This entry works with the resident's Work State option list to determine the employee's resident state for a particular tax. This entry may also work with the Pledge Percent entry, discussed later in this section.

☞ *Refer to the Activating Taxes section of the Payroll Organization Setup documentation for more information about the Reciprocal Taxation feature.*

☞ *Refer to the Option List Quick Reference section of the Payroll Organization Setup documentation for more information about this option list.*

If the employee lives in one state and works in another, what is the reciprocal state's code?

(Reciprocal State)

The possible entries for the Reciprocal State text box vary depending on the following three situations:

- Eligibility for Earned Income Credit (federal tax code 102 only)
  Enter 'EI' in the Reciprocal State text box if the employee is eligible to receive advanced payments of Earned Income Credit. Select the employee's EIC status (from the federal W-5 form) from the Marital Status option list (PR11). The system automatically stops advanced Earned Income Credit at the published maximum. You can manually stop EIC by entering 'EX' in the Reciprocal State text box. The 'EX' entry allows reporting of employees who have stopped using EIC. Earned Income Credits are prevented on the net-to-gross payments.

- Reciprocal state reductions
  When an employee works in one state and lives in another, and the tax for one of these states is reduced by taxes for the other, the Reciprocal State entry ties the two states together. This option works only if the Reciprocity Rule (PR13) option for the state in which taxes are to be reduced is either Sub Recip Frm Ths St (4) or Combine Codes 4 and A (5). Enter the state tax code for the state with the lesser tax amount.

- Using the Tax Amount/Percent entry
  This feature can be used only with a Withholding Method (option list PR09) of Fixed Percent (5). Type 'RA' to use the Tax Amount/Percent entry, even if the tax computed is less than the standard tax table calculation. This option is useful when an employee

lives in one city, works in another, and is required to pay taxes to both, but less than the normal amount to the resident city.

☞ *Refer to the Activating Taxes section in the Payroll Organization Setup documentation for more information about the Reciprocal Taxation feature.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for a list of all Cyborg-delivered tax codes and special setups.*

Should only a percentage of the wages be taxable for withholding?

(Pledge Percent)

This entry is used when only a percentage of the wages earned are taxable for withholding. If no entry is made, all wages will be used to update any active tax record. The Pledge Percent entry affects withholding wages only; unemployment insurance wages are updated solely according to the UI/Disability option. Assume two decimals for percents; for example, enter 10% as '1000'.

Based upon the Reciprocity Rule (PR13), an amount may be entered. Enter amounts in whole dollars; for example, enter $70,000 as '70000'.

The following table describes the relationship between the Reciprocity Rule option list (PR13) and the Pledge Percent entry:

Reciprocity Rule	Pledge Percent
Combine Codes 4 and A (5)— Employee works in multiple states or cities on a regular basis and is subject to income tax for all applicable tax authorities.	Enter a percentage of an employee's wages that is taxable for income tax in a particular state or locality.
Sub Pledge Frm Gross (A)— Subtract amount in the Pledge Percent field from taxable wages.	Treat as a whole number and subtract from annualized taxable wages. In many cases, the nonstandard setups for certain taxes specify that reductions be made to taxable wages, using the combination of the Pledge Percent and Reciprocity Rule entries to effect the reduction.
Res Foreign Country (B)—A certain wage amount might not be subject to federal income tax.	Enter the wage amount that is exempt from taxation. The amount varies depending on the agreement between the US and the employee's country of citizenship.
US Citizen Overseas (C)— Employee's earnings are not subject to federal income tax withholding.	Enter the amount not subject to withholding on the Employee Tax Record Maintenance form (JJ-SCR) for tax code 102.

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more information.*

Should unemployment or disability wages be accumulated?

(UI/Disability)

The UI/Disability option list (PR12) indicates if unemployment wages and disability wages are to be accumulated. The following rules apply:

- For federal tax codes 101, 103, 104, and 105—This entry controls whether the tax code is activated, so that wages are accumulated and the self-adjusting tax withheld. Select No Unemployment (0) to deactivate the tax record. Select Unemp;Emplyee Pd Dis (1) to activate the tax record.
- For federal tax code 102—The default is Unemp;Employee Pd Dis (1). Select No Unemployment (0) to stop FUI wage accumulation.
- For state taxes—If a new tax code is added and no entry is selected in this list box, it defaults to the Default Unemployment (option list PP25) selection on the Company Options form (AF-SCR). Based on residency, it will be either '1' or '0'.
- For state taxes—The quarter-to-date UI/SDI wages are cut off, and the uncutoff quarter-to-date UI/SDI wages are stored in the OT Premium entry on the Taxes To-date Inquiry form (JT-SCR).
- For state disability—The default is Unemp;Emplyee Pd Dis (1). This option applies when disability insurance is paid by the employee, or by both the employer and employee. It causes wages to be accumulated in the Disability Wgs entry and disability tax to be accumulated in the Disability Tax entry on the Taxes To-date Inquiry form (JT-SCR). It automatically stops when the maximum wage is reached and maximum disability has been withheld. This ensures that the defined disability is withheld from the employee's earnings. Current, month-to-date, and quarter-to-date UI/SDI wages are cut off, and the uncutoff quarter-to-date UI/SDI wages are stored in the OT Premium entry.
- For all local and county taxes, the default option is No Unemployment (0), which indicates that unemployment wages are not tracked for these tax types.

Does your organization track employees for quarterly reporting?

(Work-tracked Status)

The Work-tracked Status entry is used to track employees actively working and paying taxes in their states and localities on the twelfth of each month. The system updates this entry for tax code 101 when the employee's frequency is paid. Tax code 101 is used to determine the updates for all other employee tax records, except tax codes 102 and 103, if the following conditions occur:

- The 12th of the month falls within the current pay period.
- The payroll being processed is not an off-cycle payroll run.
- The employee was active, or paid.

The Work-tracked Status entry is updated by the Tracking Employees Active on the 12th of the Month report (2B2B). This report sets the Work-tracked Status entry for all active state and local tax records for which there were wages paid on the 12th of the month.

This entry is reported on the Employees Active on the 12th of the Month report (9B9B), as well as quarterly UI reports, as required. This report displays a count of employees active in

the tax authorities for each of the three months in a quarter. The Work-tracked Status entry is set back to zero when quarter-to-date entries are cleared.

Note: *For an accurate count, establish the Report Requests form (DD-SCR) so that the Tracking Employees Active on the 12th of the Month report (2B2B) is run every payroll run.*

☞ *Refer to the Payroll Reports and Balancing documentation and the Quarterly Wage Reporting documentation for more information about these reports.*

See also:

- Changing an employee's federal tax setup ***(on page 115)***

For detailed directions on changing an employee's federal tax setup.

- Adding a state tax record for an employee ***(on page 116)***

For detailed directions on adding a state tax code for an employee.

- Making an employee FICA-exempt ***(on page 118)***

For detailed directions on making an employee FICA-exempt.

Employee tax record deletion

When a tax is no longer valid for an employee, such as when an employee moves or a tax has been discontinued, you can delete it from the employee record. However, the system will not allow you to delete a tax code if there are year-to-date dollars.

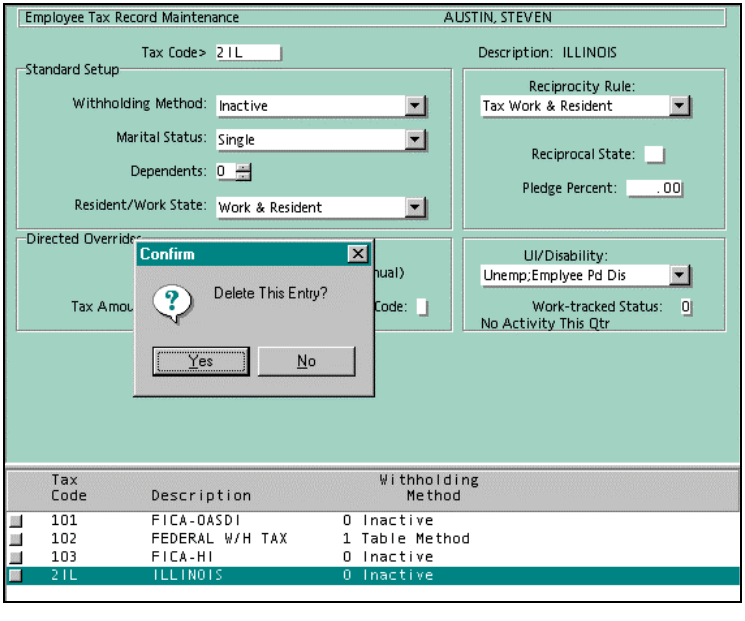
Use the Delete Unused Employee HEDs/Tax Records report (9H9H) to delete tax records and inactive earnings and deductions from the employee record. Run this report after year-to-date has been cleared (after the first payroll run of the year).

Note: Employee tax records for tax code 101 (FICA-OASDI), tax code 102 (Federal Withholding), and tax code 103 (FICA-HI) are never deleted.

☞ *Refer to the Payroll Reports and Balancing documentation for more information about this report.*

Alternatively, you can delete a tax code using the Employee Tax Record Maintenance form (JJ-SCR). Select Actions | Delete this Entry from the menu. A dialog box will appear to confirm the deletion., as shown in the following example. Click Yes to delete the tax code.

You can also use the 'Delete the current record from the database' button on the toolbar.



Employee tax accumulation displays

In addition to static wage information, each employee tax record contains wage and tax amounts for the current pay period (the last payment processed if the employee received multiple payments) and to-date amounts for the month, quarter, and year. There are eight fields, each one showing current, month-to-date, quarter-to-date, and year-to-date. Whether the field is used depends on the tax type.

Taxes To-Date Inquiry

The Taxes To-Date Inquiry form (JT-SCR) displays to-date information from the employee's tax record. Press Enter to scroll through the records one at a time. Each form displays only the fields used by that tax type, using descriptive labels unique to the tax type. Only applicable fields are displayed for each tax type. The top part of the form shows tax information from the Employee Tax Record Maintenance form (JJ-SCR).

```
Taxes To-Date Inquiry                                MEYER, JUNE

          Tax Code> 101
       Description: FICA-OASDI          Withholding Method: O Inactive

Resident/Work State: 3 Work & Resident       Marital Status: 1 Single

      UI/Disability: 1 Unemp;Emplyee P           Dependents: 00

To-date Amounts
                        Current          Month        Quarter           Year
  ER OASDI Wages:        461.54         461.54         461.54         461.54
  EE OASDI Wages:        461.54         461.54         461.54         461.54
       Total Pay:        461.54         461.54         461.54         461.54
    ER OASDI Tax:         28.62          28.62          28.62          28.62
    EE OASDI Tax:         28.62          28.62          28.62          28.62
```

Taxes to-date by field number

The Taxes To-Date/Field Number Inquiry form (JD-SCR) displays to-date information on an employee's tax record. The display shows one tax code per form. The top part of the form shows information from the Employee Tax Record Maintenance form (JJ-SCR). All eight accumulation fields are shown for each tax code with the actual field number used by the payroll system (Fields 117–124).

```
Taxes To-Date/Field Number Inquiry            MEYER, JUNE

          Tax Code> 101      FICA-OASDI       Marital Status: Single
 Withholding Method: Inactive                     Dependents: 00
Resident/Work State: Work & Resident          SUI/SDI Paid-by: Unemp;Emplyee P

                       Field 117      Field 118      Field 119      Field 120

        Current:          461.54         461.54         461.54          28.62
  Month-to-date:          461.54         461.54         461.54          28.62
Quarter-to-date:          461.54         461.54         461.54          28.62
   Year-to-date:          461.54         461.54         461.54          28.62

                       Field 121      Field 122      Field 123      Field 124

        Current:             .00          28.62            .00            .00
  Month-to-date:             .00          28.62            .00            .00
Quarter-to-date:             .00          28.62            .00            .00
   Year-to-date:             .00          28.62            .00            .00
```

Tax accumulation fields

The following chart shows the tax accumulation fields with the corresponding batch field number, as shown on the Taxes To-Date/Field Number Inquiry form (JD-SCR).

Tax	System Field Numbers							
	117	**118**	**119**	**120**	**121**	**122**	**123**	**124**
Federal								
FICA (101 & 103)	Employer FICA wages[1]	Employee FICA wages[1]	Employee total wages	Employer FICA tax		Employee FICA tax	Prior employee FICA wages	Prior employee FICA tax
Federal (102)			Taxable wages	FIT withheld	FUTA wages[2]	EIC	OT Premium	Weeks worked
Rail Retirement Tiers 1 and 2 (104 & 105)	Employer RRT wages[1]	Employee RRT wages[1]		Employer RRT tax		Employee RRT tax		
State								
State (2XX)	Work wages	Resident wages	Taxable wages SIT	SIT withheld	Unem-ployment SUI wages	Employee SUI tax	OT Premium[3]	Weeks worked
State disability (4XXSDI)					Disability wages[1]	Employee disability tax		
Local								
County (3XXYYYY)	Work wages	Resident wages	Taxable wages	Local tax withheld				
City/school district (4XXYYYY)	Work wages	Resident wages	Taxable wages	Local tax withheld				

[1] CUR, MTD, and QTD wages cutoff, and YTD wages uncutoff

[2] Tax Record 101 only (FICA-OASDI)

[3] MTD and YTD = Premium Portion Overtime. QTD = SUI wages uncutoff.

Tax accumulation display details

This section describes several tax types and how they are displayed on the Taxes To-Date Inquiry form (JT-SCR).

Tax code 101 (FICA-OASDI) display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for tax code 101:

```
Taxes To-Date Inquiry                                MEYER, JUNE

          Tax Code> 101
       Description: FICA-OASDI          Withholding Method: 0 Inactive

Resident/Work State: 3 Work & Resident       Marital Status: 1 Single

      UI/Disability: 1 Unemp;Emplyee P           Dependents: 00

To-date Amounts
                          Current          Month        Quarter          Year
  ER OASDI Wages:          461.54         461.54         461.54        461.54
  EE OASDI Wages:          461.54         461.54         461.54        461.54
       Total Pay:          461.54         461.54         461.54        461.54
    ER OASDI Tax:           28.62          28.62          28.62         28.62
    EE OASDI Tax:           28.62          28.62          28.62         28.62
```

Current, Month, Quarter, and Year totals are shown for tax record 101 for each of the following fields:

- ER OASDI Wages—Employer's FICA-OASDI wages. Current, month, and quarter are cut off once the annual wage limit is met. Year is uncutoff.
- EE OASDI Wages— Employee's FICA-OASDI wages up to the limit. Current, month, and quarter are cut off once the wage limit is met. Year is uncutoff.
- Total Pay—Employee's total pay, regardless of taxability. This is shown as HED 000 Total Pay on the Combined Register (2222) report.
- ER OASDI Tax—Employer's portion of FICA-OASDI. It self-adjusts using the year-to-date wages up to the limit every pay period.
- EE OASDI Tax—Actual amount of FICA-OASDI tax withheld from an employee. It self-adjusts using the year-to-date wages to the limit each time the employee is paid.

Accumulators not shown on the Taxes To-date Inquiry form (JT-SCR) are used to carry FICA-OASDI wages and OASDI taxes paid on a prior organization, which are used against the limit on the current organization. Any amount present in either field is used in determining when the OASDI wage and tax limits are met. These may be viewed on the

Taxes To-Date/Field Number Inquiry form (JD-SCR). FLD123 year is prior OASDI wages and FLD124 year is prior OASDI taxes., as shown in the following example:

```
Taxes To-Date/Field Number Inquiry            MEYER, JUNE


          Tax Code> 101      FICA-OASDI       Marital Status: Single
 Withholding Method: Inactive                     Dependents: 00
Resident/Work State: Work & Resident          SUI/SDI Paid-by: Unemp;Emplyee P

                      Field 117      Field 118      Field 119      Field 120

        Current:         461.54         461.54         461.54          28.62
  Month-to-date:         461.54         461.54         461.54          28.62
Quarter-to-date:         461.54         461.54         461.54          28.62
   Year-to-date:         461.54         461.54         461.54          28.62

                      Field 121      Field 122      Field 123      Field 124

        Current:             .00          28.62            .00            .00
  Month-to-date:             .00          28.62            .00            .00
Quarter-to-date:             .00          28.62            .00            .00
   Year-to-date:             .00          28.62            .00            .00
```

Tax code 102 (Federal Witholding) display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for tax code 102:rent, Month, Quarter, and Year totals are shown for tax record 102 for each of the following fields:

- Work Wages—Wages earned by the employee while working in the U.S. Work wages are reduced by any pre-tax deduction that reduces FIT wages.
- Resident Wages—Wages earned by the employee while a resident in the U.S. Resident wages are reduced by any pre-tax deduction that reduces FIT wages.
- FIT Taxable Wgs—Wages subject to federal withholding tax.
- FIT Withheld—Actual federal tax amount withheld.
- Fed UI Wages—Cutoff wages subject to unemployment.
- Earn Income Crd—Advanced payment of federal Earned Income Credit (EIC).
- OT Premium—Premium portion of overtime. The premium portion is wages paid in excess of the straight time rate for the employee.
- Weeks Worked—Number of weeks the employee worked while the tax record was active.

Tax code 103 (FICA-HI) display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for tax code 103:

```
Taxes To-Date Inquiry                                MEYER, JUNE

          Tax Code> 103
       Description: FICA-HI              Withholding Method: O Inactive

Resident/Work State: 3 Work & Resident       Marital Status: 1 Single

      UI/Disability: 1 Unemp;Emplyee P           Dependents: 00

To-date Amounts
                          Current          Month        Quarter           Year
    ER HI Wages:           461.54         461.54         461.54         461.54
    EE HI Wages:           461.54         461.54         461.54         461.54
      ER HI Tax:             6.69           6.69           6.69           6.69
      EE HI Tax:             6.69           6.69           6.69           6.69
```

Current, Quarter, Month, and Year totals are shown for tax record 103 for each of the following four fields:

- ER HI Wages—Employer's FICA-HI wages. Current, month, and quarter are cut off once the annual wage limit is met. Year is uncutoff.
- EE HI Wages—Employee's FICA-HI wages up to the limit. Current, month, and quarter are cut off once the wage limit is met. Year is uncutoff.
- ER HI Tax—Employer's portion of FICA-OASDI. It self-adjusts using the year-to-date wages to the limit.
- EE HI Tax—Actual amount of FICA-OASDI tax withheld from an employee. It self-adjusts using the year-to-date wages to the limit each time the employee is paid.

State tax record display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for a state tax:

```
Taxes To-Date Inquiry                                MEYER, JUNE

          Tax Code> 2CA
       Description: CALIFORNIA          Withholding Method: 1 Table Method

Resident/Work State: 3 Work & Resident       Marital Status: 2 Married

      UI/Disability: 1 Unemp;Emplyee P           Dependents: 20

To-date Amounts
                          Current          Month        Quarter           Year
      Work Wages:          461.54       1,384.62       1,384.62       1,384.62
     Gross Wages:          461.54       1,384.62       1,384.62       1,384.62
 SIT Taxable Wgs:          461.54       1,384.62       1,384.62       1,384.62
    SIT Withheld:             .00            .00            .00            .00
  State UI Wages:          461.54       1,384.62       1,384.62       1,384.62
      EE Paid UI:             .00            .00            .00            .00
      OT Premium:             .00            .00       1,384.62            .00
    Weeks Worked:            1.00           3.00           3.00           3.00
```

Current, Quarter, Month, and Year totals are shown for state tax records for each of the following eight fields:

- Work Wages—Wages earned by the employee while working in the state.
- Gross Wages—Total wages accumulated for unemployment/disability. This amount is taken from the Total Pay amount recorded for FICA-OASDI, Tax Code 101, if the employee or employer is paying for unemployment/disability insurance.
- SIT Taxable Wgs—Wages subject to state withholding tax.
- SIT Withheld—Actual state tax amount withheld.
- State UI Wages—Wages subject to state unemployment tax. Current, month, and quarter are cut off once the annual wage limit is met. Year is uncutoff.
- EE Paid UI—Actual amount of employee paid unemployment insurance. It self-adjusts using the year-to-date wages to the limit each time the employee is paid.
- OT Premium—Premium portion of overtime for current, month, and year. The premium portion is the wages paid in excess of the straight time rate for the employee. If using JE Frick, current holds the UI wages regardless of the limit. Quarter contains the uncut off UI wages for the quarter.
- Weeks Worked—Number of weeks the employee worked while the tax record was active.

Local, county, or city tax code display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for a local tax:

```
Taxes To-Date Inquiry                          JOHNSEN, RICH DANIEL

          Tax Code> 4NYC
       Description: NEW YORK CITY       Withholding Method: 1 Table Method

Resident/Work State: 1 Work Only             Marital Status: 2 Married

     UI/Disability: 0 No Unemployment           Dependents: 03

To-date Amounts
                        Current          Month        Quarter           Year
     Work Wages:       2,791.67       2,791.67       2,791.67       2,791.67
  Resident Wages:           .00            .00            .00            .00
Loc Taxable Wgs:       2,791.67       2,791.67       2,791.67       2,791.67
 Local Withheld:          12.56          12.56          12.56          12.56
     OT Premium:            .00            .00            .00            .00
   Weeks Worked:           4.34           4.34           4.34           4.34
```

Current, Quarter, Month, and Year totals are shown for local county or city tax records for each of the following fields:

- Work Wages—Wages earned by the employee while working in the county or city. Work wages are reduced by any pre-tax deduction reducing local taxable wages.
- Resident Wages—Wages earned by the employee while a resident in the county or city. Resident wages are reduced by any pre-tax deduction reducing local taxable wages.
- Loc Taxable Wgs—Wages subject to withholding tax from the county or city.
- Local Withheld—Actual local amount withheld.
- OT Premium—Premium portion of overtime. The premium portion is the wages paid in excess of the straight time rate for the employee.
- Weeks Worked—Number of weeks the employee worked while the tax record was active.

State disability tax code display details

The following example shows the Taxes To-Date Inquiry form (JT-SCR) for a state disability tax:

```
Taxes To-Date Inquiry                                MEYER, JUNE

          Tax Code> 4CASDI
       Description: CA ST DISAB         Withholding Method: 1 Table Method

Resident/Work State: 3 Work & Resident       Marital Status: 2 Married

     UI/Disability: 1 Unemp;Emplyee P           Dependents: 20

To-date Amounts
                          Current          Month        Quarter           Year
  State Withheld:             .00            .00            .00            .00
  Disability Wgs:          461.54         461.54         461.54         461.54
  Disability Tax:            2.31           2.31           2.31           2.31
      OT Premium:             .00            .00         461.54            .00
    Weeks Worked:            1.00           1.00           1.00           1.00
```

Current, Quarter, Month, and Year totals for state special assessment tax records for the most recent pay period are shown for each of the following fields:

- State Withheld—Not used by state disability or special assessment tax records.
- Disability Wgs—Wages subject to the state disability or special assessment tax. Current, month and quarter are cut off once the wage limit is met. Year is uncutoff.
- Disability Tax—Actual state disability tax amount withheld. The field will be zero for special assessments. For any disability calculated as a percentage multiplied by the wage limit, the tax self-adjusts based on the year-to-date wages each time the employee is paid. The self-adjusting occurs even if the tax has been inactivated or turned off.
- OT Premium—Uncutoff disability or assessment wages.
- Weeks Worked—Number of weeks the employee worked while the tax record was active.

Reports used for employee taxes

The following reports are used for employee taxes:

- Delete Unused Employee HEDs/Tax Records report (9H9H)—Creates transactions that delete inactive earnings, deductions, and tax records for an employee.
- Tax Filing Report - All Frequencies report (9091)—Summarizes data for each tax authority, including taxable wages, tax withheld, weeks worked, and employee count for all employees.
- Tax Filing Report - Paid Frequencies Only report (2T2T)—Summarizes data for each tax authority, including taxable wages, tax withheld, weeks worked, and employee count for all employees whose frequency is being paid.
- Tracking Employees Active on the 12th of the Month report (2B2B)—Updates the Work-tracked Status entry on the Employee Tax Record Maintenance form (JJ-SCR) for active employee tax records for each employee paid in the pay period containing the 12th of the month for the quarter.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Changing an employee's federal tax setup 115
Adding a state tax record for an employee 116
Making an employee FICA-exempt 118

Changing an employee's federal tax setup

In this task ,you will change the federal tax record for Employee 2001.

1. Access the Employee Tax Record Maintenance form (JJ-SCR)

Access the Employee Tax Record Maintenance form (JJ-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Tax Information

For practice, access the form for Employee 2001 for federal tax code 102.

2. Select the Withholding Method

Choose the tax calculation method for the employee.

For practice, select 'Table + Fixed Amt' (6).

3. Select the Marital Status

Select the marital status as indicated on the employee's federal W-4 form..

For practice, select 'Married' (2).

4. Select the Dependents

Select the number of dependent exemptions claimed by the employee.

For practice, select '3'.

5. Select the Tax Amount/Percent

Enter the fixed amount or percent.

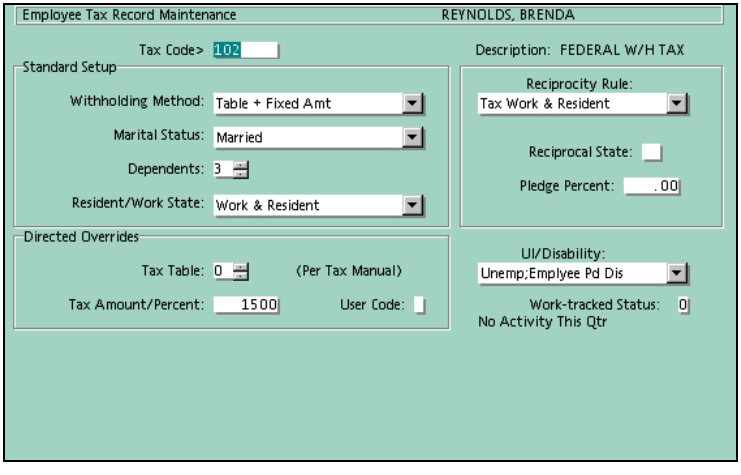
For practice, type '1500' as the percent.

6. Save the form

Click Save or press Enter to save the information.

For practice, click Save.

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



See also:

- Employee tax record setup ***(on page 95)***

For more information about employee taxes.

Adding a state tax record for an employee

In this task, you will establish a state tax record required for Employee 2001. This employee works for a company in Chicago.

1. Access the Employee Tax Record Maintenance form (JJ-SCR)

Access Employee Tax Record Maintenance form (JJ-SCR) by making the following selections:

Component:	Employee Payroll
Process:	Maintain Employee Payroll Details
Task:	Employee Tax Information

For practice, access the form for Employee 2001.

2. Clear the form

Clear the form to prevent copying unwanted information to the new tax code.

For practice, click the Clear all the fields on this form button.

3. Enter the Cyborg-assigned tax code

Type the state tax code.

For practice, type '2IL'.

4. Select the Withholding Method

Select the tax calculation method.

For practice, select 'Table Method'.

5. Select the Marital Status

Select the employee's marital status as indicated on the federal W-4 form.

For practice, select 'Married'.

6. Select the number of Dependents

Select the number of dependents claimed by the employee.

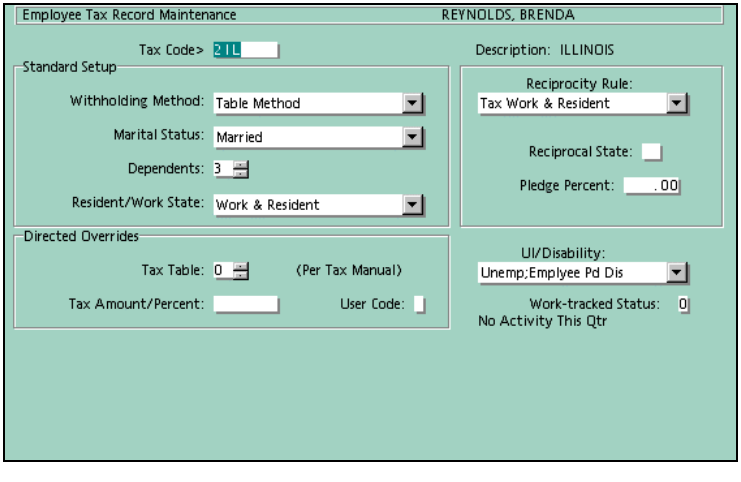
For practice, type '3'.

7. Click Save or press Enter

The new tax code is added to the employee record.

For practice, click Save or press Enter.

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



See also:

- Employee tax record setup ***(on page 95)***

For more information about employee taxes.

Making an employee FICA-exempt

Complete the following steps to turn off FICA tax calculations for an employee.

1. Access the Employee Tax Record Maintenance form (JJ-SCR)

Access Employee Tax Record Maintenance form (JJ-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Employee Tax Information

For practice, access the form for Employee 2001.

2. Select the UI/Disability option

Select the option from the UI/Disability option list (PR12) that will turn off FICA tax calculations for the employee.

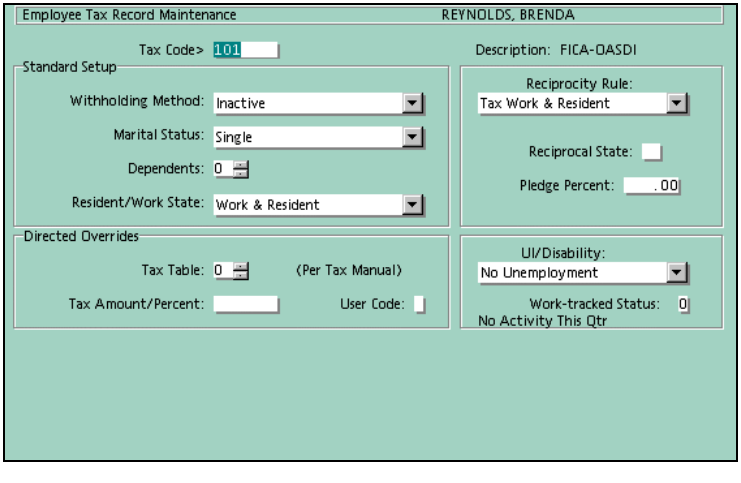
For practice, select 'No Unemployment' (0).

3. Save the form

Click Save or press Enter to save the change.

For practice, click Save.

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



See also:

- Employee tax record setup ***(on page 95)***

For more information about employee taxes.

Extended Practice

Establish the New York state tax record for Employee 2001.

Review of Questions Answered

1. What is a flat rate tax?

2. What is the default Withholding Method for FICA taxes on the Employee Tax Record Maintenance form (JJ-SCR)?

3. If you change an employee's resident state on the Employee Information form (EF-SCR), is the new address automatically changed on the Employee Tax Record Maintenance form (JJ-SCR)?

CHAPTER 6

Employee Setup for a New Hire

In This Chapter

Introduction 124
New hire basics.....125
Logical Employee Model templates 126
Set Up A New Employee form 134
Employee terminations 138
Employee rehires 139
Leaves of absence 140
Employee record deletion 141
Reports used for adding new employees.....142
Detailed Directions 143
Extended Practice 151
Review of Questions Answered.....152

Introduction

References are made to the full concepts and tasks contained in the Implementing Human Resources Administration and Using Human Resources Administration documentation. This section discusses methods for entering information about newly hired employees. Some forms in Payroll Administration allow you to enter new hire and payroll data on the same form. You can also create employee models for different employee groups. These employee templates are then used to hire employees.

Tasks

This section explains the following:

- Creating a Logical Employee Model template
- Adding pay rate or salary information to the Logical Employee Model
- Adding a new employee using a Logical Employee Model
- Adding a new employee using the New Hire checklist

Prerequisites

Before you can perform the tasks in this section, you must be familiar with the concepts covered in the Payroll Organization Setup documentation.

Questions answered

The following questions are answered in this section:

1. What is a Logical Employee Model and how is it used?
2. What methods are used to add new employees to the system?
3. How is employee information transferred from one Employee Number to another, or from one organization to another?
4. How is an employee terminated, rehired, or put on leave of absence?
5. How is an employee record permanently deleted?

New hire basics

When adding a new employee, you must provide a name and address, establish a pay rate or salary, and determine which taxes are to be deducted. You also set up a home location for the employee, which determines where time worked and dollars paid are charged within the organization. If you use general ledger or cost accounting systems, you also need to establish any additional pay allocation and labor-distribution information.

See also:

- Adding a new employee using the New Hire checklist ***(on page 147)***

For detailed directions on adding a new employee.

Logical Employee Model templates

Logical Employee Models, also called LMODELs, are prototypes that represent general categories of employees. They provide a consistent and efficient method to add new employees to the system. Creating Logical Employee Models is normally done when you first set up the system, although you may have to add additional models if a new employee category or position is created.

Use the following naming convention when establishing a new Logical Employee Model: LMODEL XX, where XX is a unique identifier.

When entering default data in a Logical Employee Model, use the same forms that you use when adding a new employee. These forms are discussed in the previous sections of this documentation.

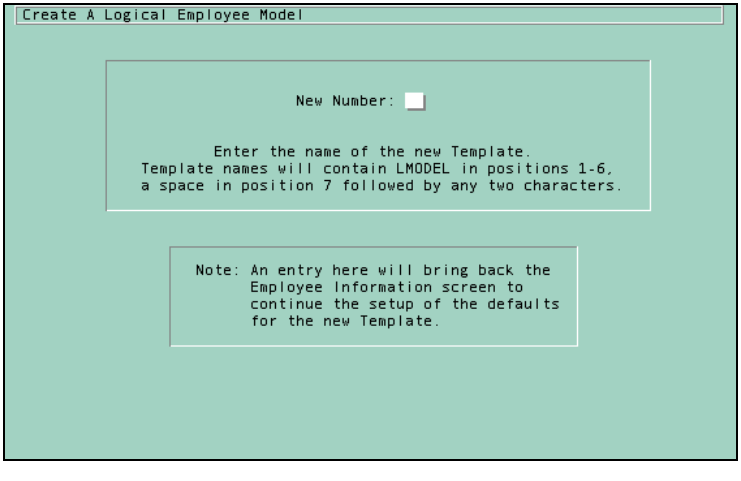
To ensure that the normal hours value is available for salary calculations on the Salary Assignment/Changes form (40-SCR), add an Employee Pay Rate or Salary form (HH-SCR) to each LMODEL setup, with the regular hours entered. For example, the LMODEL for weekly-paid employees would have 40 hours entered.

Logical Employee Model setup

The Create A Logical Employee Model form (LM-NEW) is used to establish a valid Logical Employee Model (LMODEL). Enter the two-digit identifier in the New Number field.

Note: This form cannot be used to establish Logical Employee Models in organizations that are set up for Consolidated and Roll-up Reporting.

An example of the form is shown here.



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

Logical Employee Models and the Employee Information form

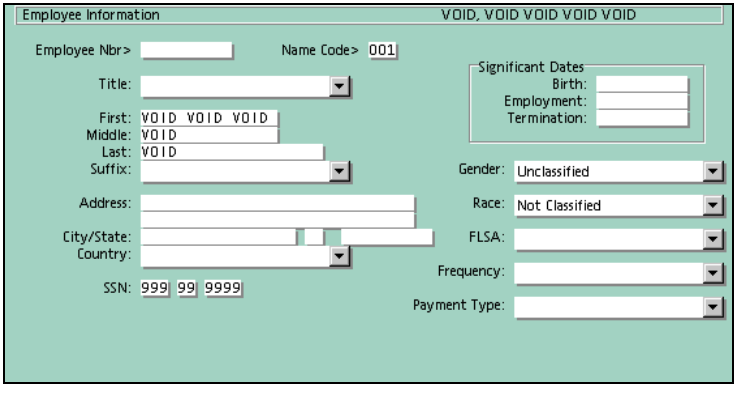
When the Create A Logical Employee Model form (LM-NEW) is saved, the Employee Information form (EF-SCR) is displayed with the new template employee record.

If you are not accessing this form from the Create A Logical Employee Model form (LM-NEW), make the following selections:

Component: Employee Payroll
Process: Hire/Rehire/Reinstate an Employee
Task: Quick Hire

The Employee Selection dialog box will be displayed. Enter the Logical Employee Model number in the Number field. The Logical Employee Model must already be established. When you press OK, the Employee Information form (EF-SCR) will be displayed with the Logical Employee Model default data. Complete the form as you would for any employee.

The following example shows the form as it would appear for a new Logical Employee Model:



When setting up your default setup for the new employee template do not make an entry in the Employee Number text box. Continue through the form making as many entries as desired for the new template. Once the Employee Information form (EF-SCR) is saved for an employee the Employee Nbr field becomes inquiry-only. In other words, you may view the Employee Number but you may not change it.

The Logical Employee Model template is automatically populated with a payroll home location (Allocation Number 01), HED 001 and 999, and tax codes 101, 102, and 103. You must activate federal taxes in the employee record.

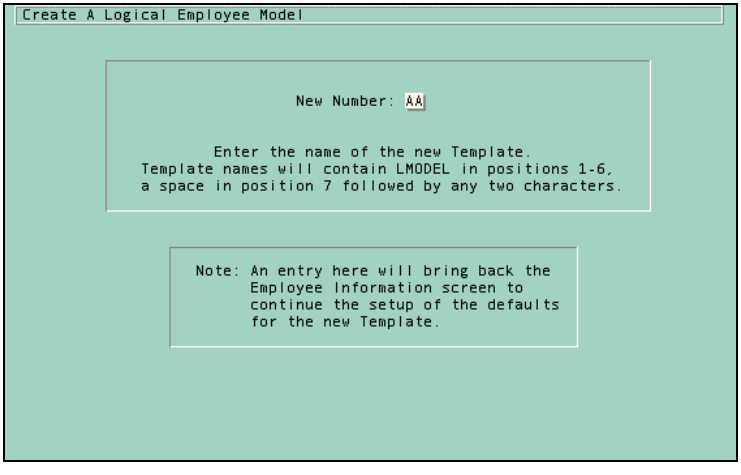
☞ *Refer to* **Employee Maintenance** *(on page 21) for more information about the Employee Information form (EF-SCR).*

☞ *Refer to* **Employee Taxes** *(on page 91) for more information about activating federal taxes.*

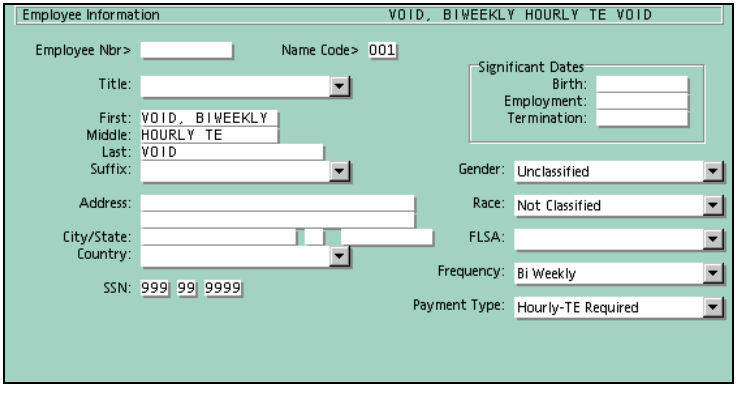
Logical Employee Model examples

The following examples show a Logical Employee Model, called LMODEL AA. They are all hourly employees who are paid biweekly. These employees are paid $15.00 per hour and need to have HED 008 assigned to them. The following forms need to be established for LMODEL AA:

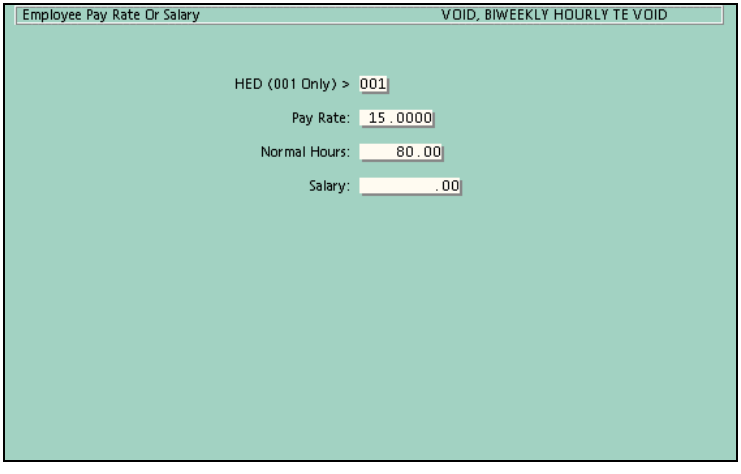
First, the Logical Employee Model is created on the Create the Logical Employee Model form (LM-NEW).



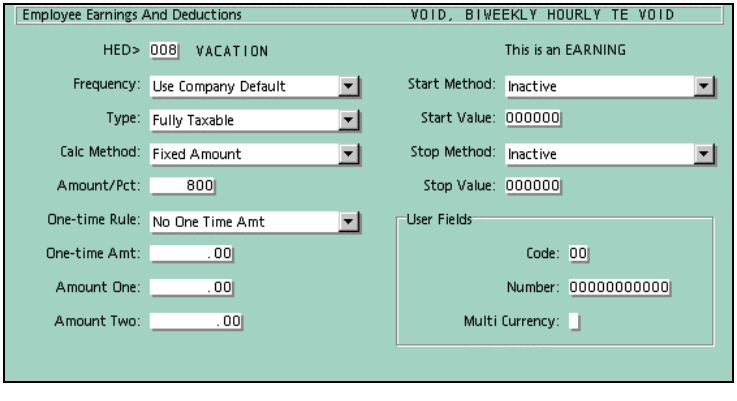
The resulting Employee Information form (EF-SCR) is then completed with the appropriate information for this model.



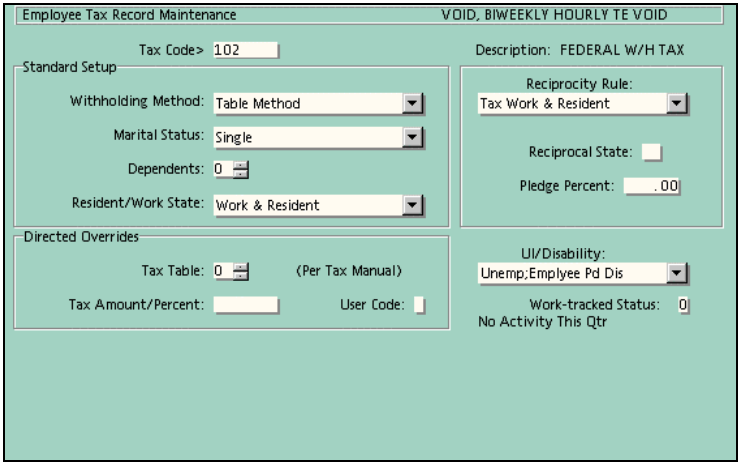
The hourly rate is then assigned to LMODEL AA using the Employee Pay Rate Or Salary form (H1-SCR).



The HED is assigned using the Employee Earnings And Deductions form (HH-SCR).

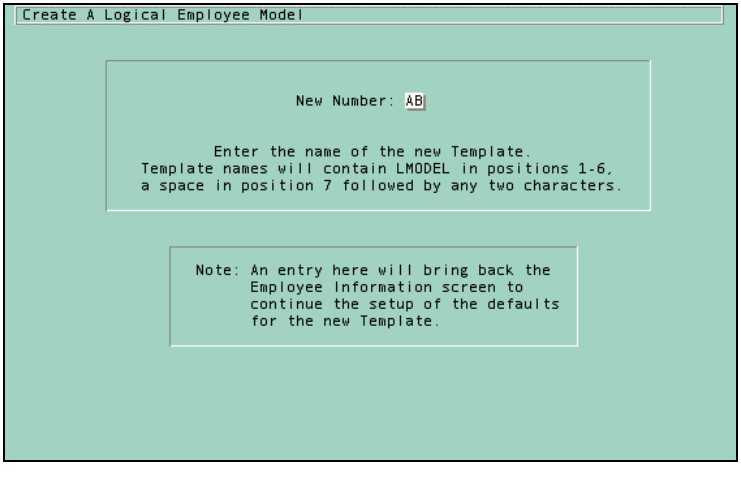


Finally, federal tax is activated using the Employee Tax Record Maintenance form (JJ-SCR).

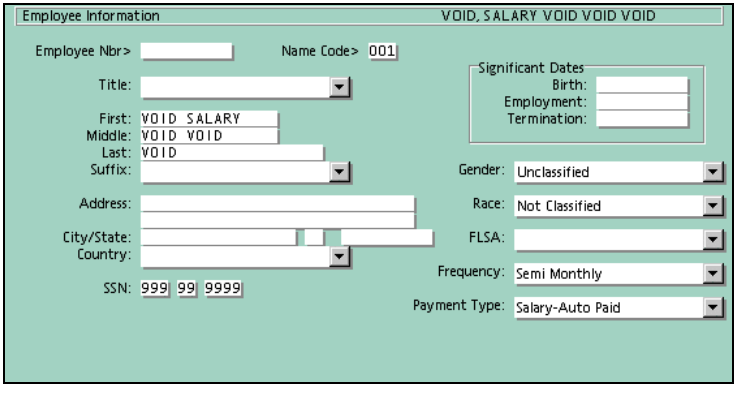


In the following examples, a Logical Employee Model called LMODEL AB is established for a group of salaried employees who are paid twice a month. These employees were hired for a special assignment in the Manufacturing department of the Midwest region. They all live in Illinois and need to have Illinois state tax assigned.

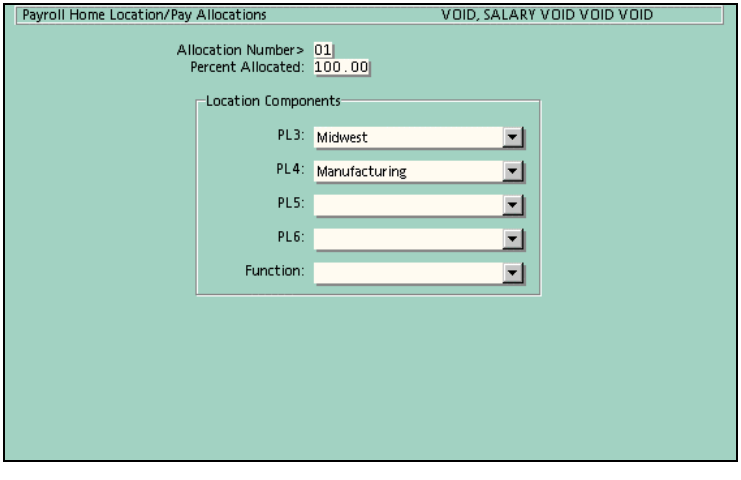
First, create the Logical Employee Model using the Create A Logical Employee Model form (LM-NEW).



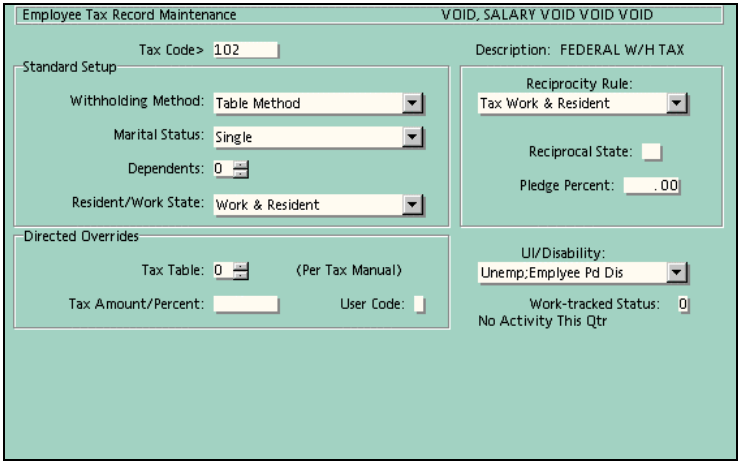
Complete the resulting Employee Information form (EF-SCR) with the appropriate information.



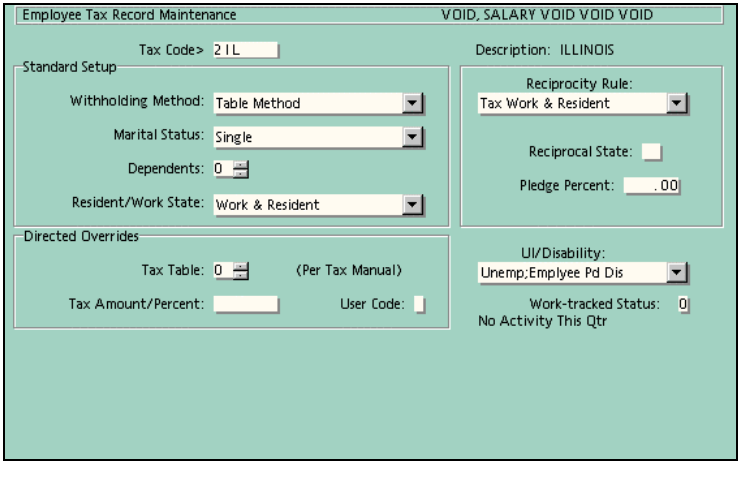
Assign the payroll locations on the Payroll Home Location/Pay Allocations form (GG-SCR).



Activate the federal tax code on the Employee Tax Record Maintenance form (JJ-SCR).



Finally, assign tax code 2IL to LMODEL AB using the Employee Tax Record Maintenance form (JJ-SCR). This form will be updated individually for each employee as necessary.



See also:

- Creating a Logical Employee Model template ***(on page 143)***

For detailed directions on creating a Logical Employee Model template.

- Adding pay rate or salary information to the Logical Employee Model ***(on page 144)***

For detailed directions on adding pay rate or salary information.

- Adding a new employee using a Logical Employee Model ***(on page 146)***

For detailed directions on adding a new employee.

Apply the Concept

How is the Employee Information form (EF-SCR) used?

Set Up A New Employee form

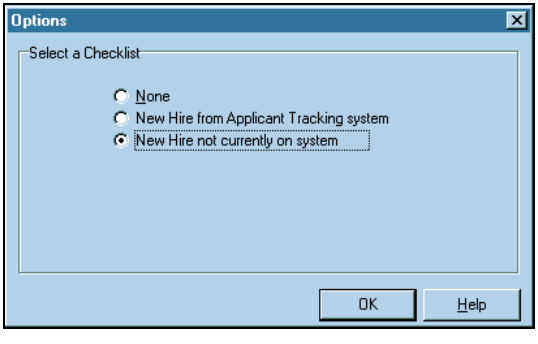
When adding a new employee in Payroll Administration, you can use the Set Up A New Employee form (NH-SCR). To access this form, you must complete the following steps:

1. Access this form by making the following selections:

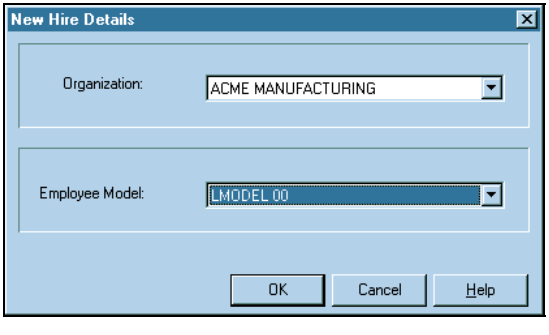
Component:	Employee Payroll
Process:	Hire, Rehire, Reinstate an Employee
Task:	Hire a New Employee

2. From the Options dialog box, select 'New Hire not currently on system' if this is a new employee. If you use the Applicant Tracking feature, you can also select a new hire from that organization. Click OK.

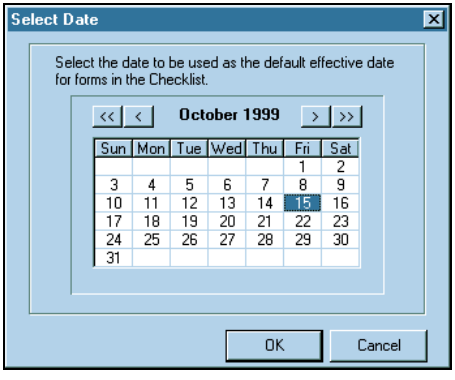
☞ *Refer to the Using Human Resources Administration documentation for more information about the Applicant Tracking feature.*



3. From the New Hire Details dialog box, select the Organization and Employee Model. Click OK.

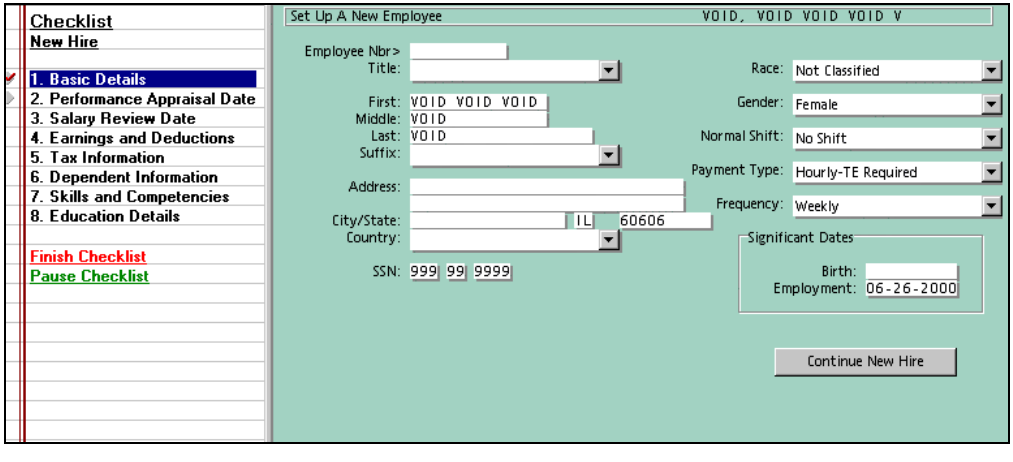


4. From the Select Date dialog box, select the effective date for the new hire forms. Click OK.



When you are finished, the Set Up A New Employee form (NH-SCR) is displayed with the New Hire checklist. As you complete each form in the checklist, a check will appear next to the completed item. You can skip forms that do not apply. Click Finish Checklist when you are finished.

This two-part form records basic information, such as name, address, hourly rate, and annual salary. Some, but not all, of the details required to pay an employee are entered on this form. This form also passes employee information entered in Human Resources Administration to Payroll Administration.

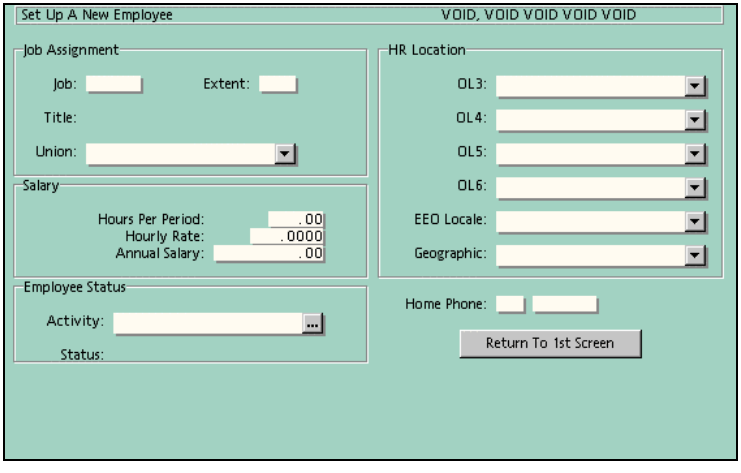


Complete the information on the first panel as you would for the Employee Information form (EF-SCR).

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about checklists in general.*

☞ *Refer to the Using Human Resources Administration documentation for more information about this form.*

When you click the Continue New Hire button on the Set Up A New Employee form (NH-SCR), you will access the second panel. Most entries on this panel are completed by Human Resource staff.



This form's panel 2 answers the following questions:

What is the employee's Job Assignment?

(Job Assignment)

Enter the Job Code in the Job text box and extension in the Extent text box for the job the new employee will be assigned to. These codes are taken from the Job Codes Table and is maintained for the HR staff. If the job and extent entered does not exist in the Job Codes table, a warning message appears. If applicable, select an entry from the Union (Option list PP429) drop down box.

What is the employee's salary?

(Salary)

In the Salary section of the Set Up A New Employee form (NH-SCR), complete the following entries:

- Hours Per Period
  Type the normal, or scheduled, hours in the employee's pay period. Use two decimal places or a decimal point. For example, if the employee regularly works 80 hours per pay period, type that figure as either 80. or 8000 (no decimal).

Make an entry in only one of the following text boxes:

- Hourly Rate
  Type the amount that the employee will be paid per hour, if applicable. If you do not type a rate in this entry, the system calculates it from the annual salary. Use four

decimals or a decimal point. For example, type a rate of $8.67 per hour as either 86700 or 8.67.

- Annual Salary
  Type the employee's annual salary, if applicable. If you do not enter this amount directly, the system calculates it from the information in the Hourly Rate and Hours Per Period entries during the next payroll run. Use two decimals or a decimal point. For example, enter a salary of $23,452.00 as 23452. or as 2345200 (no decimal).

Note: If the System Options form (AF-SCR) is set to HR Controls Fld, the salary information in this entry will automatically update HED 001. Otherwise, you must update HED 001 manually.

What is the employee's activity status?

(Employee Status)

The Activity option list (HR27) on the Set Up A New Employee form (NH-SCR) is used by HR staff. This is a required entry. The display-only Status contains the employee status description associated with the value selected in the Activity entry.

What are the employee's home locations for HR?

(HR Location)

The OL3 through OL6 entries define the Organization Levels to which the employee is assigned for HR purposes. They are different from the Payroll Levels established on the Payroll Home Location/Pay Allocations form (GG-SCR).

Note: If the System Options form (AF-SCR) is set to HR Controls Fld, this information will automatically update the employee's payroll home location. Otherwise, you must enter this information manually on the Payroll Home Location/Pay Allocations form (GG-SCR).

☞ *Refer to the Employee Maintenance section for more information about the Payroll Home Location/Pay Allocations form (GG-SCR).*

The user-defined EEO Locale option list (EO069) and the Geographic option list (HR66) are usually completed by Human Resource staff. The EEO Locale identifies where the employee is located or counted for EEO purposes. The Geographic entry specifies a location for the employee. All Locations (option A) is the only value supplied by Cyborg, but you can add values as necessary.

What is the employee's home phone number?

(Home Phone)

HR staff usually enters the employee's Home Phone.

See also:

- Creating a Logical Employee Model template ***(on page 143)***

For detailed directions on adding a new employee using a Logical Employee Model.

- Adding a new employee using the New Hire checklist ***(on page 147)***

For detailed directions on adding a new employee using the New Hire checklist.

Employee terminations

When an employee is terminated, you must enter the termination date in the employee's record to prevent regular pay for automatically paid employees. Automatic pay is stopped for the payroll period in which the termination date occurs.

If you use Human Resources Administration, enter employee terminations on the Separations And Terminations form (96-SCR). The termination date from this form is placed in the Termination entry on the Employee Information form (EF-SCR), if that entry is blank. A warning message is given if the date on the Separations and Termination form (96-SCR) is not the same as the date on the Employee Information form (EF-SCR).

Note: *A terminated employee may be paid through a time entry. When a terminated employee is paid, a warning message appears on the Payroll Audit Trail report (0101).*

☞ *Refer to the Using Human Resources Administration documentation for more information about this form.*

Employee rehires

When you rehire employees, you must reactivate their payroll records to ensure that they are paid properly. To accomplish this, you must perform these three actions:

- Remove the termination date on the Employee Information form (EF-SCR)
- Update the employment date entry with the rehire date, if applicable or required
- Verify and re-establish any necessary payment information, including earnings, deductions, and taxes

If you use Human Resources Administration, you can use the Rehire/Reinstatement/Recall form (04-SCR).

☞ *Refer to the Using Human Resources Administration documentation for more information about this form.*

Leaves of absence

When employees take a leave of absence, it is likely that you will need to alter information regarding pay and benefits. Leaves of absence are referred to as activities within Payroll Administration. The effect of this type of activity must be recorded on the Employee Information form (EF-SCR). Different actions are required for time entry and automatically paid employees.

If you use Human Resources Administration, use the Leaves And Returns form (95-SCR) to record information about inactive employees. This discussion applies to the Payroll Solution only.

☞ *Refer to the Using Human Resources Administration documentation for more information about the Leaves and Returns form (95-SCR).*

Leaves of absence for automatically paid employees

For automatically paid employees on leave of absence, you may stop automatic pay in any of the following ways:

- Enter a Termination date on the Employee Information form (EF-SCR), so that the employee is no longer automatically paid by the system beginning in the payroll period in which that date occurs.

- Type the number of projected missed pay periods in the Auto Pay Override entry on the Employee Information form (EF-SCR). This keeps the employee active on the system, but prevents automatic payments to that employee. This action also prevents an automatic pass through the employee's earnings and deductions, preventing any payments and deductions from going into arrears.

- Submit a Format 1 time entry with an FC entry of 10 during each pay period that the employee is on leave. This stops automatic pay for the current payroll cycle.

☞ *Refer to* **Employee Maintenance** *(on page 21) for more information about the codes to be used in the Auto Pay Override entry on the Employee Information form (EF-SCR). Refer to the Payroll Time Entries and Adjustments documentation for more information about Format 1 time entries.*

Leaves of absence for time entry paid employees

For time-entry paid employees on leave of absence, do not submit time entries for the employee during the period of absence. When an employee is changed to inactive, you may want to deactivate HEDs to ensure the correct processing of leave accruals, employee insurance deductions, and other deductions normally requiring arrears processing.

Employee record deletion

Payroll Administration offers the option of deleting an entire employee record from the Employee Database. An employee record should only be deleted when the record was added in error, or if the employee was never paid. Because the record will be permanently deleted regardless of whether the employee has wage and tax accumulations for the current year, a high level of security is recommended for this form.

Once you have verified that the correct employee record is selected, complete the following steps to delete an employee record permanently.

1. Access the Employee Record Maintenance form (DELETE) for the selected employee by making the following selections:

Component:	Development Tools
Process:	Employee Database Utilities
Task:	Delete Employee Records

2. Once you have accessed the form, verify that the correct Employee Number is selected.

3. In the Current Employee Number field, enter the Employee Number to be permanently deleted from the system.

4. Save the form.

5. Accept the warning and press Enter to delete the employee's record.

All information on that employee is permanently removed from the Payroll Solution, with the exception of Payment History and Labor Records if the employee was paid at any time. The message '--Record for employee nnnn has been deleted--' will be displayed, where nnnn is the Employee Number. The deletion is also reported on the IS/WAS Audit Trail.

Reports used for adding new employees

The following reports are used for adding new employee.

- Master File report (0202)—Provides a detailed listing of all information in the employee's Permanent Master Record at the time it is printed.
- Master File Status report (9E9E)—Lists possible employee setup omissions and error situations on the Employee Database.

Detailed Directions

This section provides detailed directions on completing a business task.

Creating a Logical Employee Model template

To establish a Logical Employee Model template, follow these steps:

1. Access the Create a Logical Employee Model form (LM-SCR)

Access the Create a Logical Employee Model form (LM-NEW) by making the following selections:

Component: User Tools
Process: Data Default Setup
Task: Add a New Template

For practice, access the form.

2. Enter the Logical Employee Model number

Type the Logical Employee Model number in the New Number entry.

For practice, type 'HT'.

3. Enter the Name

Type a unique name for the new Logical Employee Model. This template will be used for full-time, hourly employees who are paid via time entry.

For practice type, 'VOID, HOURLY TE REQUIRED'.

4. Select the Frequency

Select the frequency from the Frequency option list.

For practice, select 'Weekly' (1).

5. Select the Payment Type

Select the appropriate payment type from the option list.

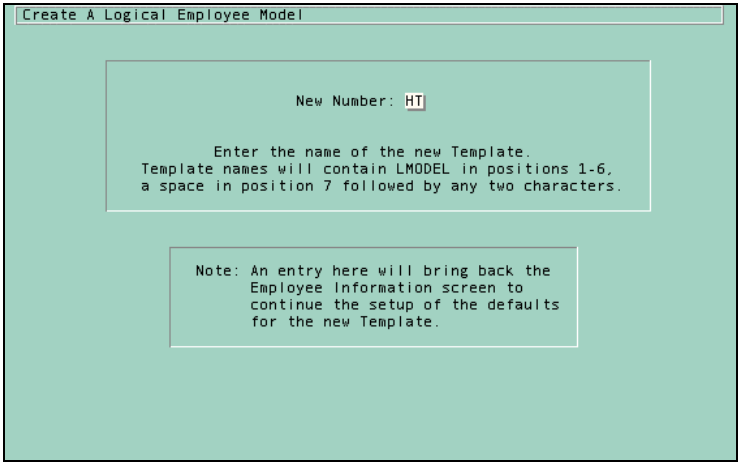
For practice, select 'Hourly - TE Required' (1).

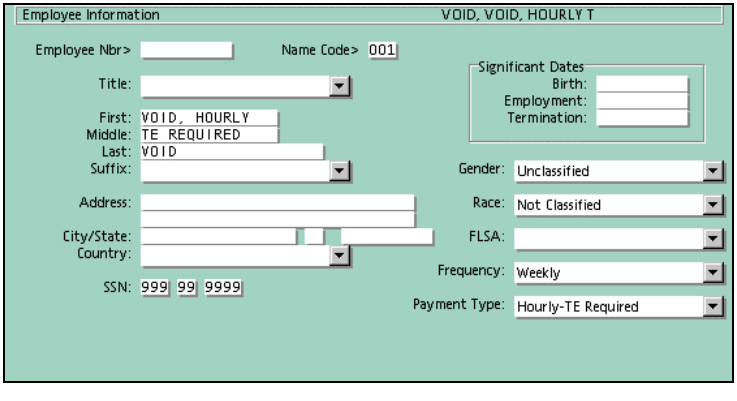
6. Save the form

Click Save or press Enter.

For practice, click Save.

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





See also:

- Logical Employee Model templates ***(on page 126)***

For more information about Logical Employee Models.

Adding pay rate or salary information to the Logical Employee Model

You must have already set up the Logical Employee Model prior to making the changes that are included in the following steps.

1. Access the Employee Pay Rate Or Salary form (H1-SCR) for the specific Logical Employee Model

Access the Employee Pay Rate Or Salary form (H1-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Hours and Pay Rate/Salary

For practice, access the form for 'LMODEL HT'.

2. Enter the Pay Rate

Record the employee's hourly rate of pay. If you do not type a decimal point, you must enter the pay rate with all four decimal places. For example, $8.50 per hour could be entered as 85000 or 8.5.

For practice, type '100000'.

3. Enter the Normal Hours

Record the hours per pay period for the employee. If you do not type a decimal point, you must enter the normal hours with two decimal places. For example, 80 hours could be entered as 8000, or as 80 and a decimal point.

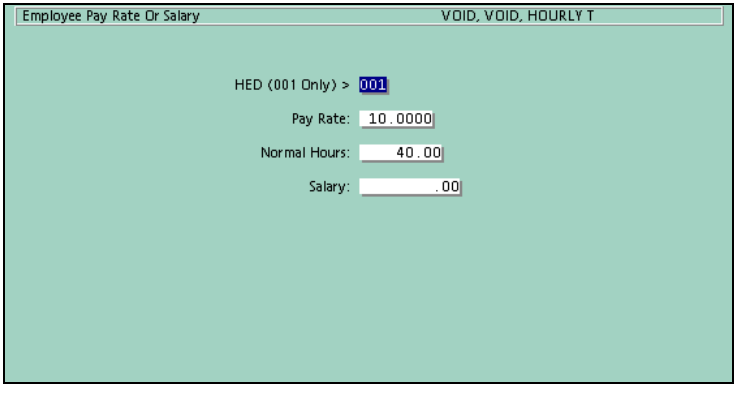
For practice, type '4000'.

4. Save the form

Click Save or press Enter to add the information to the Logical Employee Model.

For practice, click Save.

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



See also:

- Logical Employee Model templates ***(on page 126)***

For more information about Logical Employee Models.

Adding a new employee using a Logical Employee Model

This task describes the primary way to add a new employee to the Employee Database. When adding an employee, you must first determine which Logical Employee Model most resembles the new employee and then follow the steps listed below to select the appropriate model.

You must have set up the Logical Employee Model in the prior task in order to complete the following steps.

1. Access the Employee Information form (EF-SCR) for the specific Employee Logical Model

Access the Employee Information form (EF-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Basic Employee Information

For practice, access the form for 'LMODEL HT'.

2. Enter the Employee Nbr

Type a valid employee number. The number may not begin with an 'L' unless this is a labor-only employee who will not be paid.

For practice, type '7001'.

3. Enter the employee's legal name

Type the information in the entries provided for First, Middle, and Last. Title and Suffix are optional.

For practice, type 'SMITH, ROBERT'.

4. Enter the employee's legal address

Type the information in the Address, City/State, and ZIP entries. The Country entry is optional.

For practice, type the following:
Address: '400 S CANAL ST'
City/State: 'CHICAGO, IL'
ZIP: '60661'

5. Enter the employee's SSN (Social Security Number)

Type the information in the three text boxes.

For practice, type '890 58 5514'.

6. Enter the employee's significant dates

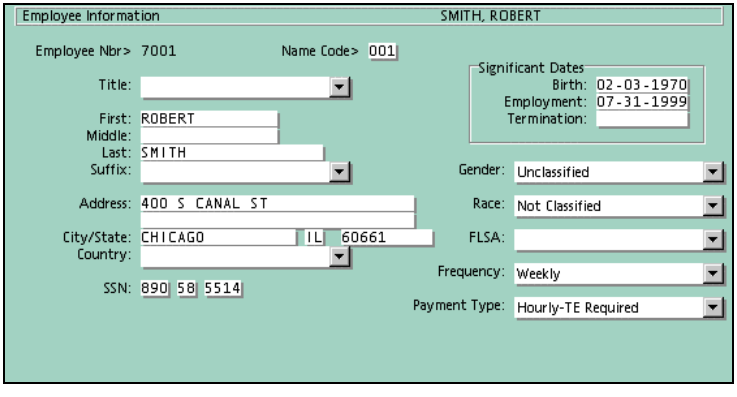
Type the dates. Dates are entered in MM-DD-CCYY or CCYYMMDD format (US and Canada) or DD-MM-CCYY or CCYYDDMM format (elsewhere).

For practice, type the following:
Birth: '02-03-1970'
Employment: '07-31-1999'.

7. Click Save or press Enter

The new employee has been added to the Employee Database, using the defaults from the Logical Employee Model template.

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



See also:

- Logical Employee Model templates ***(on page 126)***

For more information about Logical Employee Models.

- Set Up A New Employee form ***(on page 134)***

For more information about adding new employees.

Adding a new employee using the New Hire checklist

In this task, you will add a new employee using the New Hire checklist and LMODEL HT.

You must have set up the Logical Employee Model in a prior task in order to complete the following steps.

1. Start the New Hire process

Start the process by making the following selections:

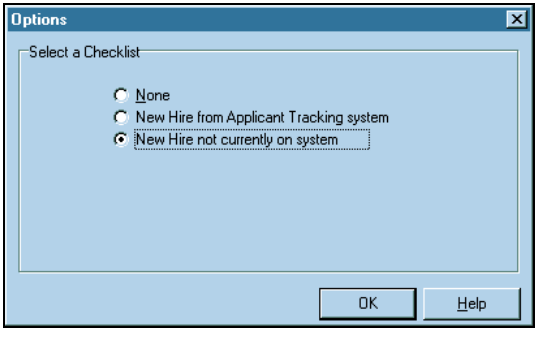
Component:	Employee Payroll
Process:	Hire, Rehire, Reinstate an Employee
Task:	Hire a New Employee

For practice, start the new hire process.

2. Select a checklist and click OK

From the Options dialog box, select the checklist.

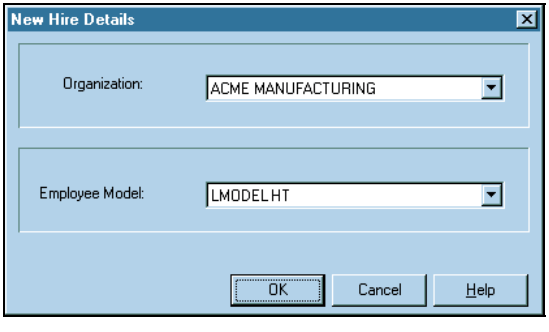
For practice, select 'New hire not currently on system'. Then click OK.



3. Select the organization and Logical Employee Model and click OK

From the New Hire Details dialog box, select the organization to which this employee will be assigned and the Logical Employee Model to use.

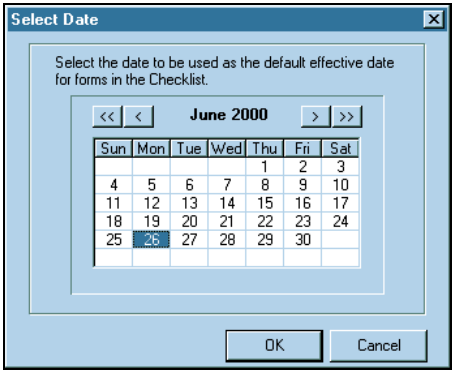
For practice, select 'ACME MANUFACTURING' and 'LMODEL HT'. Then click OK.



4. Select the hire date and click OK

From the Select Date dialog box, enter the new hire date.

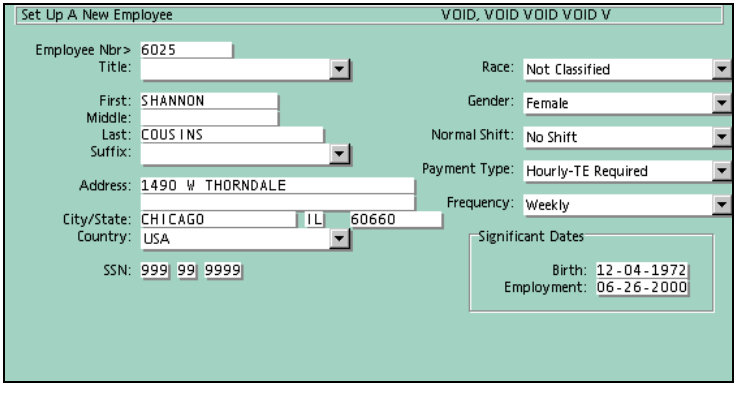
For practice, select 'June 26, 2000'. Then click OK.



5. Enter the employee information and click Continue New Hire

The Employee Information form(EF-SCR) is displayed with the New Hire checklist. Enter an Employee Number and some basic information for the employee.

For practice, use Employee Number '6025' and complete the form with information of your choice. Click Continue New Hire when finished.



6. Click the next item on the checklist

The Schedule/Track Performance Appraisals form (50-SCR) must be completed before you can finish the checklist. Enter an appraisal date and save the form. Dates are entered in MMDDYY format (US and Canada) or DDMMYY format (elsewhere).

For practice, complete the form.

7. Finish the checklist

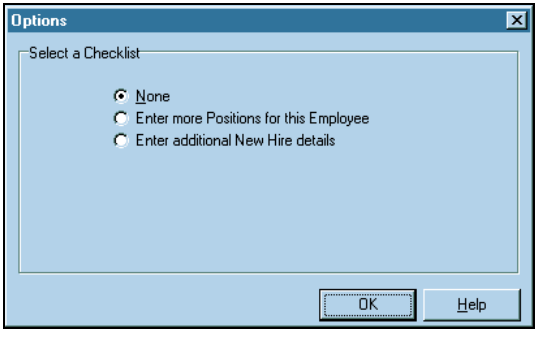
At this time, you do not need to enter any additional information. Click Finish Checklist to complete the new hire checklist.

For practice, click Finish Checklist.

8. Select None from the Options dialog box

You are finished with the checklist, so select 'None' from the Options dialog box.

For practice, select 'None' and click OK.



See also:

- New hire basics ***(on page 125)***

For more information about adding new employees.

- Set Up A New Employee form ***(on page 134)***

For more information about adding new employees.

Extended Practice

1. Establish a Logical Employee Model template in Organization 999999 for salaried, exempt, bi-weekly employees. Use 'SE' as the template identifier.
2. Establish 80 hours as the normal hours value for Logical Employee Model SE.
3. Establish Illinois state tax for Logical Employee Model SE.

Review of Questions Answered

What form is used to correct an Employee Number?

CHAPTER 7

Employee Payments

In This Chapter

Introduction 154
Payment methods.....155
Negative Net Pay 156
Direct deposit setup 157
Electronic Funds Transfer for a garnishment.....160
Payment History, Labor, and Multiple Master Records.....162
Payment History and Labor Records display.....164
Payment document inquiries.....168
Payment reversals 170
Retroactive payments.....171
Online pay calculations.....174
Online check and pay advice printing.....179
Interface File 31 for online check printing.....180
File 31 record layouts 181
Reports used for employee payments 186
Detailed Directions 189
Extended Practice 199
Review of Questions Answered.....200

Introduction

Payroll Administration allows for two possible methods of payment—check and direct deposit. This section discusses payment methods, adjustments, retroactive pay, and salary changes.

Tasks

This section explains the following:

- Adding a partial direct deposit for an employee
- Recording garnishment information
- Calculating a payment online
- Viewing a Multiple Master record

Prerequisites

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

- Organization-level information is established
- Familiar with the concepts covered in the Payroll Organization Setup manual

Questions answered

The following questions are answered in this section:

1. How is a method of payment established for an employee?
2. How is direct deposit and partial direct deposit set up for an employee?
3. What are Payment History and Labor Records?
4. How is a payment reversal, retroactive payment, and manual payment performed?
5. How can I see a payment calculated online before I submit it?
6. How are out-of-balance entries rectified?
7. How are online pay documents printed?

Payment methods

You can choose from several payment methods, including checks, direct deposit, and manual payments. Unless otherwise indicated, a check is printed as the standard form of payment. Pay stubs detailing earnings, taxes, and deductions are produced for all employees regardless of the method of payment.

Negative Net Pay

If the gross pay is negative after all deduction calculations have been completed , the amount will be put into arrears and net pay will become zero. The employees gross pay may be positive but forcing a deduction to be taken even though there is insufficient net pay available for the entire amount will also cause a negative net pay.

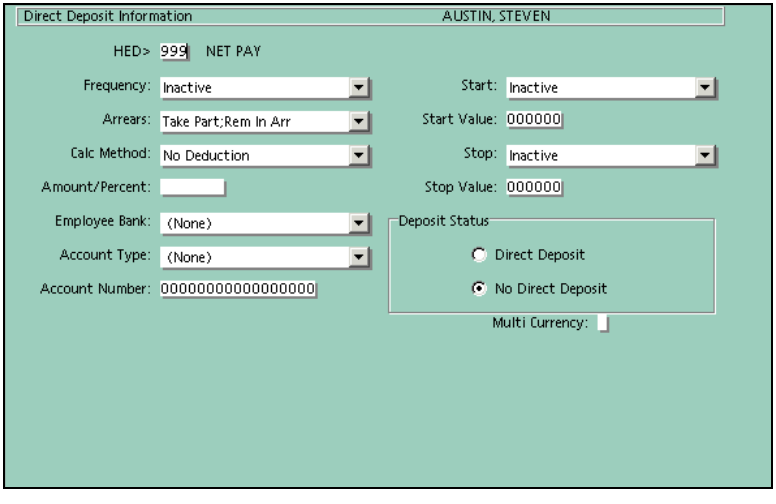
In both instances the standard pay advice will display a separate deduction line item prior to Net Pay of 'Net Pay Arrears', both recovered and owed. You will also receive a message on the Payroll Audit Trail (0101) and the Audit Trail Errors (0100) of 'WARNING:NEG PAY PUT INTO ARREARS'. The net pay arrears amount will be recovered as the employee is paid a positive net pay amount.

Direct deposit setup

Direct deposit, also referred to as Electronic Funds Transfer (EFT), allows automatic deposit of part or all of an employee's net pay into one or more bank or credit union accounts.

The Direct Deposit Information form (H9-SCR) must be used instead of the Employee Earnings and Deductions form (HH-SCR) for direct deposit HEDs at the employee level. The fields are the same as those on the Employee Earnings and Deductions form (HH-SCR), but they are used differently.

If the direct deposit HED entered on the Company Deductions form (A8-SCR) does not have a Category (option list PP02) of Direct Deposit (53), the message 'This HED is not set up for direct deposit' will be displayed.



To establish a direct deposit, you must do the following:

1. Update the Employee Bank option list (PR07) to include the employee's bank or credit union routing number. This is the same option list used on the Company Options form (AF-SCR) to identify the bank routing number for the organization.

☞ *Refer to the Establishing an Organization section of the Payroll Organization Setup documentation for more information about the Company Options form (AF-SCR).*

2. Complete the Direct Deposit Information form (H9-SCR).

3. Generate a pre-notification, or pre-note, before the actual deposit occurs. The pre-note informs the bank or credit union that the employee will be using direct deposit. It is automatically included on the ACH Tape report (6A6A).

Note: Consider entering employee pre-note information two pay periods in advance of the first deposit, to allow time for a second pre-note, if necessary.

Note: When an employee completes the Set Up Direct Deposit Information page in eCyborg Interactive Workforce, the Direct Deposit Information form (H9-SCR) is populated.

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information.*

Direct deposit for the entire portion of net pay

Complete the Direct Deposit Information form (H9-SCR) with the following information to establish direct deposit for the entire amount of net pay, HED 999.

1. Do not change the HED number. HED 999 indicates a direct deposit for net pay, HED 999.

2. The Frequency (option list PP08) option must be Inactive (00), and the Arrears (option list PP10) option must be Take Part; Rem in Arr (53). The Calc Method (option list PP12) must be No Deduction (00). These defaults, as well as the Amount/Percent, are supplied by the Logical Employee Model.

☞ *Refer to* **Employee Setup for a New Hire** *(on page 123) for more information about Logical Employee Models.*

3. Select the routing number from the Employee Bank (option list PR07) list box. This is a user-defined option list that must be populated before use. Select the Account Type (option list PR06) to indicate whether funds will be deposited into a checking account or savings account. Type the employee's bank or credit union account number in the Account Number entry.

4. Select Date (1) from the Start option list (PP48). In the Start Value entry, type the direct deposit start date in YYMMDD format (US and Canada) or YYDDMM (elsewhere). If you leave this entry blank, direct deposit will begin in the next payroll run for the employee, regardless of the entry in the Stop text box.

5. Select ACH Pre-Note (P) from the Stop option list (PP49) to create a pre-notification. On the pay run following the pre-note, this entry automatically changes to Inactive (0).

6. Leave the Stop Value entry blank.

7. In the Deposit Status section, select the Direct Deposit (D) option to indicate that net pay is to be reported as a direct deposit.

Partial direct deposit

Your company may offer multiple direct deposits to employees. For example, you may allow an employee to deposit a partial amount into a credit union, and a partial amount into a checking account. To do this, additional direct deposit (Category 53) deductions must be established on the Company Deductions form (A8-SCR).

Then complete the Direct Deposit Information form (H9-SCR) in the same way you would for any direct deposit, with the following exceptions:

1. Enter the HED number for the partial direct deposit.

2. Select the Frequency (option list PP08), Arrears (option list PP10), and Calc Method (option list PP12).

3. Type the employee-designated amount or percent to be deposited in the Amount/Percent entry. Assume two decimals for amounts and percentages. For example, type $100.00 as '10000' and 25% as '25'.

If the deduction is anything other than net pay HED 999, after the initial ACH Pre-Note, you can change the Stop (option list PP49) option to a date, or to various tax or wage amounts. For example, if an employee wants to deposit a maximum of $500.00 in a Christmas Club account, HED 997, select Max Amount (7) and enter the Stop Value amount after the initial time the deduction is run.

Direct deposit - turning it off

You may wish to turn off direct deposit indefinitely at an employee's request, or you may need to turn it off in order to produce actual checks for all employees for a specific run.

To stop a net pay direct deposit (HED 999) for a specific employee, use the Direct Deposit Information form (H9-SCR). Change the Deposit Status to 'No Direct Deposit'. Each time the employee is paid, a check is automatically produced. It is not necessary to clear all direct deposit data, although you can.

To stop partial direct deposit indefinitely for specific employees, use the Direct Deposit Information form (H9-SCR). Change the Frequency (option list PP08) option to' Inactive' (00). The next time the employee is paid, the deduction will not be processed. It is not necessary to clear all direct deposit data, although you can.

To produce a special payroll run to pay all employees by check, such as for a bonus, use the Company Deductions form (A8-SCR). Change the Category (option list PP02) option for HED 999 to' Normal Deduction' (51). After the payroll run, change the value back to 'Direct Deposit' (53) to re-establish direct deposit for all employees.

See also:

■ Adding a partial direct deposit for an employee ***(on page 189)***

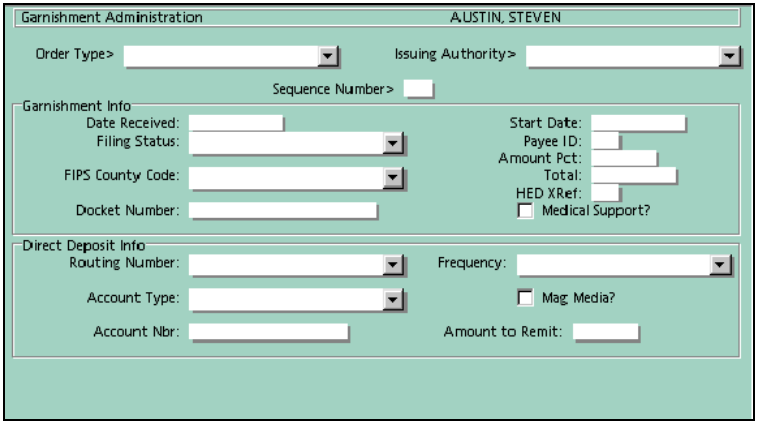
For detailed directions on adding a partial direct deposit for an employee.

Apply the Concept

What HED is used to establish direct deposit for the entire portion of net pay?

Electronic Funds Transfer for a garnishment

The Garnishment Administration form (PO-SCR) is used to record garnishment information. Additionally, for child support garnishments that can be paid with an Electronic Funds Transfer (EFT), this form is used in conjunction with the Child Support Register (6H6H) and Child Support ACH Tape (6I6I) reports to produce Electronic Funds Transfers (EFTs) for these garnishments. Any US state following the standard format set forth by the US Office of Child Support Enforcement (OCSE) may establish EFTs for child support payments using this form.



The top portion of the Garnishment Administration form (PO-SCR) supplies the type of garnishment, the authority issuing the order, and a sequence number so that the history of the garnishment may be retained.

The middle portion of the form supplies status information for the garnishment, such as starting date, the percentage amount garnished from the employee's salary, the total amount of the garnishment, and other common information. In this portion of the form, the following fields are required to establish an EFT:

- FIPS County Code
- HED Xref
- Docket Number
- Medical Support

Note: If an employee has more than one garnishment, you must establish additional HEDs. Each garnishment record set up for an employee must be associated with its own HED.

The bottom portion of the Garnishment Administration form (PO-SCR) supplies account information of the recipient for the garnishment, along with information necessary for the Child Support Register (6H6H) and Child Support ACH Tape (6I6I) reports.

The Amount to Remit entry indicates the garnishment amount from the current payroll calculation. It is automatically completed and updated with every payroll run in which the

Child Support Register report (6H6H) is included. It is cleared every time the Child Support ACH Tape report (6I6I) is run to produce the tape record.

All entries in this portion of the form except the Account Type option list must be completed to produce an EFT.

☞ *Refer to the Defining Organization Earnings, Deductions, and Accruals section of the Payroll Organization Setup documentation for more information on establishing garnishments and the Garnishment Method Code 8G.*

See also:

- Recording garnishment information ***(on page 191)***

For detailed directions on establishing an EFT for a garnishment.

Payment History, Labor, and Multiple Master Records

Payment History and Labor Records are created every time a payment or adjustment is processed. Both records also contain some additional information for reporting purposes, including the employee name, normal pay, period-end date, and charge-to location.

For auditing, reporting, and troubleshooting purposes, you should always create Payment History and Labor Records. The Retain History option list (PP26) on the Company Options form (AF-SCR) determines whether these records are created. The Pay Reconciliation and Months Retained entries also affect Payment History and Labor Records and are valid only at the organization level. Payment Reconciliation is discussed later in this section.

☞ *Refer to the Establishing an Organization section of the Payroll Organization Setup documentation for more information about completing the Company Options form (AF-SCR).*

Note: The batch payroll calculation program, P4CALC, can be used to create and merge archive files containing Payment History and Labor Records, thus improving system performance.

Payment History Records

Payment History Records provide a snapshot of the employee's paystub or deposit advice. They contain only the current dollars and hours for each payment or adjustment. Payment History Records are created during the payroll process for every activity that alters an employee's to-date earnings, to-date deductions, or to-date taxes, including adjustments to HEDs and taxes. Human Resource information is not kept in these records. Some common uses for Payment History Records include the following:

- Reconciling checks and payments
- Reversing automatic payments (online and batch)
- Updating considered earnings and hours accumulators (for use with the Benefits Administration Solution)
- Researching employee payments
- Providing pay stub details

Labor Records

Labor Records provide current amounts and/or hours for a single earning. These records are created during the payroll process for each earning paid to an employee, whether from a time entry or automatic payment. The Payroll Level 3 through Payroll Level 6 and Function assignments are included. If an employee has multiple pay allocations, each time entry and earning record may result in a separate Labor Record for each allocation, according to the entry in the Split Type list box on the Employee Information form (EF-SCR). Some common uses for Labor Records are as follows:

- Posting payroll earnings to the general ledger
- Calculating retroactive payments (online and batch)
- Posting payroll period dollars (for use with the Position Management Solution)

☞ *Refer to* **Employee Maintenance** *(on page 21) for more information about pay allocations and the Split Type entry.*

Multiple Master Records

A Multiple Master Record is created for each payment or adjustment processed for an employee. The Multiple Master record is a copy of the employee's entire Permanent Master Record, not including Human Resource information. For example, if an employee receives three payments, three Multiple Masters are created.

During the maintenance run that follows the payroll run, Multiple Masters are converted to Payment History Records when the Reconciliation Number is assigned. Reconciliation Numbers are assigned in sequential order as each pay document is printed. A unique EA transaction is created and written to the Recycle File (P05IN) for every Reconciliation Number assigned.

☞ *Refer to the Technical Administration documentation for more information about the Recycle File (P05IN) and payroll processing.*

See also:

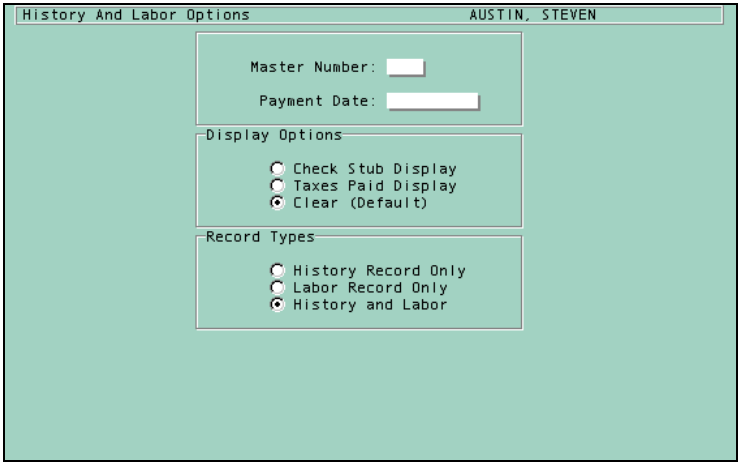
- Viewing a Multiple Master record ***(on page 197)***

For detailed directions on viewing a Multiple Master record.

Payment History and Labor Records display

Use the History and Labor Options form (HL-SCR) to view Payment History, Labor, and Multiple Master records. Payment History and Labor Records images are presented in scrolling format. Press Enter to scroll through the records. Records are displayed in chronological order, with the most recent payment first.

Note: Payment history information for a new employee will not be available until after the payroll run that pays the employee.



You must enter the Master Number, Payment Date, or both to access a specific Payment History or Labor Record. If you don't know this information, use the Payments Issued form (PDLSCR) to find it. Leave the entries blank if you want to scroll through all history and labor records.

Select a display option. The Check Stub Display will show the pay stub image in a generic format. The Taxes Paid Display shows a detailed view of tax information for the specified payment. The Clear (Default) option displays the standard Payroll History Snapshot form.

Select the Record Types you want to display:

- History Record Only
  Displays only History Records, including the Bank Code and Recon Number—but not the HED, Amount, and Hours.

- Labor Record Only
  Displays only Labor Records, including the HED, Amount, and Hours—but not the Bank Code and Recon Number.

- History and Labor
  Displays the newest History Record followed by its Labor Records, then the next History Record followed by its Labor Records, and so on.

☞ *Refer to the Establishing an Organization section of the Payroll Organization Setup documentation for more information about retaining History and Labor Records using the Company Options form (AF-SCR).*

Payroll History Snapshot

The Payroll History Snapshot form is accessed from the History and Labor Options form (HL-SCR). It displays the Payment History Record. The normal hours, rate, or salary that were in effect when the Payment History Record was created is shown from regular pay HED 001, whether or not the employee was paid that amount.

```
Payroll History Snapshot                          MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly          Normal Shift: 0  No Shift
            Payment: 6  Salary-Auto/No          Split: 1 Split Auto and TE

               Hours:      40.00          Change Date: 02-05-1992
                Rate:      .0000         Master Number: 0002
              Salary:     461.54
                                       Period-end Date: 02-02-1992
   Location Information                   Payment Date: 02-08-1992

    Allocation Nbr: 01                           Type: 9H   - Normal Payment
           Percent: 1.0000                  Recon Clear: 1
                                              Bank Code:
         Control 3: 03                     Recon Number: 00000073
         Control 4: PURC
         Control 5: 103
         Control 6: A

                                                 Next Page        Options
```

This form displays the employee's Social Security Number and payment information, including frequency, payment type, hours, pay rate or salary, normal shift, and split type.

The Change Date is the payroll run date for this payment or adjustment. The Master Number is a unique, system-assigned sequential number that identifies the record.

The period-end date and payment date are displayed.

The Type entry indicates how the payment was generated (manual check or normal payment) or how the adjustment was processed (plus or minus adjustment).

The Recon Clear entry indicates if the payment (or adjustment) is outstanding or cleared. It is set to 1 (uncleared from the current run) for each Payment History created during a payroll run, regardless of the value in the Pay Reconciliation entry on the Company Options form (AF-SCR). The Recon Clear value of the Payment History Record is not reset according to the Company Options form (AF-SCR) until the next payroll run. The following codes may be displayed:

- 1—The payment is uncleared from the current run.
- 2—The payment is uncleared from a previous run.
- 3—The payment has already cleared the bank, or the Payment Reconciliation feature is not in use. These payments cannot be automatically reversed.
- 4—The payment has already cleared the bank, or the Payment Reconciliation feature is not in use. These payments cannot be automatically reversed.
- R—The payment was reversed in a previous run.
- V—The payment was voided in this run.

Note: The Payment Reversal form (PAYREV) changes the Clear code of the Payment History Record to a V, so it cannot be reversed multiple times.

The Bank Code is used with the Payment Reconciliation feature. It is copied from the Company Options form (AF-SCR) when pay is calculated or the adjustment is processed. It may also be entered on the Manual Payments form (KA-SCR).

☞ *Refer to the Manual Payments, Payment Reversals, and Adjustments section of the Payroll Time Entries and Adjustments documentation for more information about the Manual Payment form (KA-SCR). Refer to the Payroll Technical documentation for more information about payment reconciliation.*

The Recon Number, which is assigned during the payroll run process, is the unique, system-assigned number for this payment or adjustment. In the case of a manual check, it is the check number assigned on the Manual Payment form (KA-SCR). The Recon Clear code on the Payment History Record indicates if the payment or adjustment is outstanding or cleared. It is set by the payroll calculation program (P4CALC) during the payroll run.

The payroll home location information is also shown. The Control 3 - 6 information corresponds to Payroll Levels 3-6 from the employee's home location, allocation 01, at the time pay was processed.

Payroll Labor Snapshot

Use the History and Labor Options form (HL-SCR) to access the Payroll Labor Snapshot form, which is similar to the Payroll History Snapshot form. The Normal Shift information displays the actual shift paid, rather than the employee's standard shift. It displays the actual charge-to Payroll Levels 3-6, rather than the employee payroll home location.

The HED number, the amount, and the hours paid or adjusted for this Labor Record are shown.

```
Payroll Labor Snapshot                                  MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
            Payment: 6  Salary-Auto/No          Split: 1  Split Auto and TE

              Hours:      40.00           Change Date: 02-05-1992
               Rate:      .0000         Master Number: 0001
             Salary:     461.54
                                      Period-end Date: 02-02-1992
 Location Information                    Payment Date: 02-08-1992

  Allocation Nbr: 01                             Type: 9L   - Normal Payment
         Percent: 1.0000                   Recon Clear: 2

       Control 3: 03                              HED: 001
       Control 4: PURC                         Amount:          461.54
       Control 5: 103                           Hours:           40.00
       Control 6: A
                                                 Next Page      Options
```

You can also view the Check Stub Display using this form.

```
P/E 02-02-1992 Pay 02-08-1992 Recon Nbr 00000073 MEYER, JUNE
Type: 9H   - Normal Payment

HED Earnings              Amount     Hours    HED Taxes & Ded.          Amount
001 REGULAR PAY            461.54     40.00       FICA-OASDI               28.61
    Total Pay              461.54     40.00       FICA-HI                   6.68
                                                  Unemp/Dis. Tax           -7.50
                                             999 NET PAY                  433.75

                                                 Next Page      Options
```

Payment document inquiries

The Payments Issued form (PDLSCR) is used for payment document inquiries. This form displays all payment and adjustment records for an employee.

In the following example, a normal payment (9H) is shown with a Master Number of 0002.

```
Payments Issued                                MEYER, JUNE

 Recon        Payment   Master     Clear
 Number        Date     Number     Code        Type of Payment        Net Pay
00000037    02-08-1992   0002       2       9H Normal Payment          423.92

----Complete----
```

The Recon Number is assigned during the payroll run process. It is a unique, system-assigned reconciliation number for this payment or adjustment. In the case of a manual check, it is the check number assigned on the Manual Payment form (KA-SCR).

The Payment Date is the date the direct deposit was made or the date the check can be cashed, as it appeared on the employee's pay document.

The Master Number is a unique number automatically assigned to each payment. This number is required when identifying the payment that is to be reversed.

The Clear Code (also known as Recon Clear on the Payroll History Snapshot form) indicates whether the payment has cleared the bank or is still outstanding, or if the payment has already been reversed or voided.

☞ *Refer to* **Payment History, Labor, and Multiple Master Records** *(on page 162) for more information about the Clear Code. Refer to the Payroll Technical documentation for more information about payment reconciliation.*

The Type of Payment (also known as Type on the Payroll History Snapshot form) indicates how the system-created payment was generated (for example, manual payment or normal payment). The following information may be displayed:

- 9H—Normal payment
- +H—Plus adjustment
- -H—Minus adjustment
- MH—Manual payment
- 0H—Multiple payments

The Net Pay amount of the payment is also shown.

Payment reversals

Payment reversals occur when you want to reverse payments that are still outstanding (those not yet reconciled or cleared). If you do not use the Payment Reconciliation feature and you have elected to have all payments cleared upon issue, they may be reversed only until the next payroll run is done.

Note: *The Payment Reversal form (PAYREV) changes the Clear code of the Payment History Record to a 'V', so it cannot accidentally be reversed multiple times.*

☞ *Refer to the Manual Payments, Payment Reversals, and Adjustments section of the Payroll Time Entries and Adjustments documentation for more information about payment reversals.*

Retroactive payments

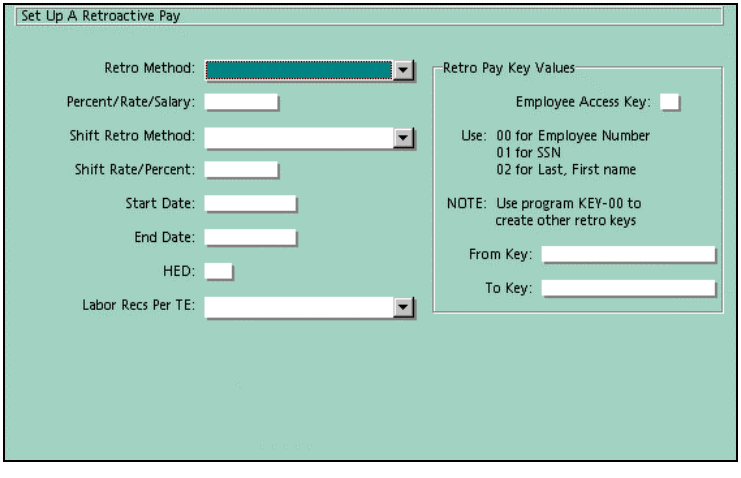
There are two ways to create retroactive payments, depending on the number of employees being processed:

- Set Up A Retroactive Pay form (RT-SCR)—Used for a small number of employees
- Retro Pay Increase report (9R9R)—Used for a large group of employees

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the Retro Pay Increase report (9R9R).*

Retroactive pay calculation setup

The Set Up A Retroactive Pay form (RT-SCR) establishes the criteria required to process a retroactive payment. When you save the form, the system automatically accesses the Retroactive Pay form (RT-SCR), which calculates the payments.



Select a payment method from the Retro Method option list (WX01). Assume two decimals for amounts and percentages. For example, enter 7% as '070'0 and $100.00 as '10000'.

If there is a different method or rate for processing retroactive pay for shift pay, use the Shift Retro Method option list (WX01) and the Shift Rate/Percent entry. Leave these entries blank if retroactive pay is the same for all earnings. If you do not want to generate a retroactive pay adjustment for shift pay, type zeros in the Shift Rate/Percent entry.

The system will not process any Labor Records with a period-end date less than the Start Date or greater than the End Date.

Leave the HED entry blank, unless you want to put retroactive pay in a separate HED from the one originally entered on the Labor Records.

The Labor/Recs Per TE option list (WX02) determines how may time entries will be created. Select '1 Lbr Record Per TE' (M) to create a time entry for each labor record.

Select 'Multi Lbr Rec Per TE' (S) to create one time entry for the entire retroactive payment. If you choose this option, you must enter an HED for the time entry.

☞ *Refer to the Option List Quick Reference section of the Payroll Organization Setup documentation for more information about this option list.*

Enter the criteria for selecting employees in the Employee Access Key text box. The criteria codes are provided on the form. To select a group of employees for the retroactive increase, enter the range in the From Key and To Key text boxes. For example, if you want to give the increase to all employees whose last name begins with a G, type '02' (for Last, First name) in the Alternate Key entry. Then type 'G' in the From Key entry and 'GZ' in the To Key entry. To select a particular employee, type an exact key in the From Key entry and leave the To Key entry blank. For example, if you are using Social Security Number, type the number in the From Key entry.

Retroactive pay---resulting time entries

After processing the Set Up A Retroactive Payment form (RT-SCR), the Retroactive Pay form (RT-SCR) displays up to nine resulting time entries. Make any necessary changes on this form.

Retroactive Pay AUSTIN, STEVEN

Action: M
Retro Method: 01 Percent Increase
Percent/Rate/Salary: 700
HED:
Start Date: 02-01-1992
End Date: 02-28-1992
Labor Recs Per TE: M

FC	Increase Amount	HED	Date MM-DD	Tax Type	Local State Code	Code	PL3	PL4	PL5	PL6	Function	S C	D C
18	0001400	001	02-02				01	MANU	103	A	PROD83	1	
18	0000350	003	02-02				01	MANU	103	A	PROD83	1	
18	0000175	008	02-02				01	MANU	103	A	PROD83	1	
18	0000350	005	02-02				01	MANU	103	A	PROD83	1	
18	0002040	001	02-02				01	MANU	103	A	PROD83	1	
18	0000039	011	02-02				01	MANU	103	A	PROD83	1	
18	0000742	001	02-02				01	MANU	103	A	PROD83	1	
18	0000014	011	02-02				01	MANU	103	A	PROD83	1	
18	0000037	003	02-02				01	MANU	103	A	PROD83	1	

Action: F-First Labor Records M-More Labor Records N-Next Employee
P-Process Timecards R-Return to Entry

The Action code is tied to option list WX03. It controls the action of the form. Type any of the following codes:

- **First Labor Records (F)**—This code returns the first time entry for the employee. You must process each form for an employee for all the time entries to be processed.
- **More Labor Records (M, default)**—This code does not process time entries.
- **Next Employee (N)—**This code does not process time entries. It bypasses any time entries that have not been processed. After displaying all time entries for an employee, the system places an N (for next employee) in this text box.

Process Timecards (P)—This code processes the displayed time entries for an employee. The system will then bring up any additional time entries. If you have already viewed them, the system brings up the next employee instead.

- **Return to Entry Scr (R)—**This code changes the calculation or selection criteria.

☞ *Refer to the the Option List Quick Reference section of the Payroll Organization Setup documentation for more information about this field.*

Online pay calculations

The Online Pay Calculation feature provides the ability to calculate, view, and submit a payment online. It eliminates the need to calculate employee earnings, deductions, and taxes manually. This feature can be especially useful for generating payments on short notice, for testing tax updates and other payroll changes, and for verification purposes. Online pay calculations are reversed, adjusted, and cleared in the same way as regular payments.

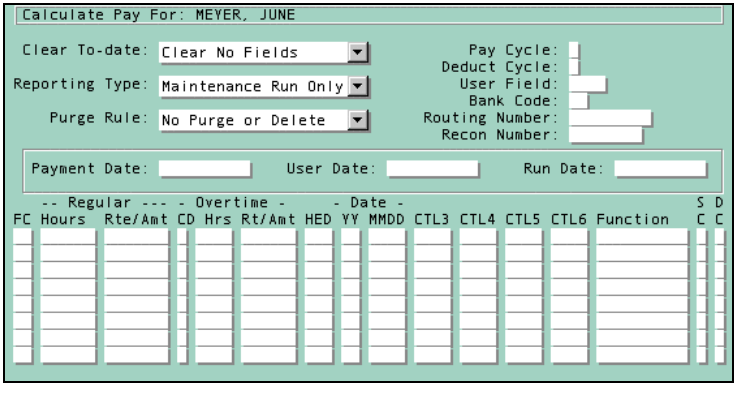
☞ *Refer to* **Payment reversals** *(on page 170) for more information about reversing and clearing payments.*

☞ *Refer to the Manual Payments, Payment Reversals, and Adjustments section of the Payroll Time Entries and Adjustments documentation for more information about adjustments.*

Online pay calculation setup

Use the Calculate Pay For: form (PAY-CP) to create simulated payments or generate actual payments with taxes, earnings, and deductions fully calculated. All earnings, deductions, and taxes on record for the employee are considered. Any specified overrides are also incorporated into the final calculation.

For example, suppose you need to produce a manual check for a terminated employee within the next half hour. Rather than trying to manually calculate all of the payment details, you type the number of hours and/or dollars to be paid to this employee on the Calculate Pay For: form (PAY-CP). The system displays a detailed image of the final payment, and you can then record this information and transfer it directly to the check.



The top part of the form functions in the same way as the Payroll Run Process Control form (AE-SCR). Typically, the Clear To-date, Reporting Type, Purge Rule, and User Field entries are not necessary, because these values are already established at the organization level. However, be sure the information is correct on the Payroll Run Process Control form (AE-SCR).

The Pay Cycle and Deduct Cycle entries are used when the employee's pay is for a different week or different pay or deduction cycle than the last payroll cycle. If left blank, the system uses the values from the last pay period. If you want to suppress regular deductions, type a '9' in the Pay Cycle or Deduct Cycle entry. For example, if you are paying a bonus to an employee and you don't want any normal deductions taken, type a '9' in the Deduct Cycle entry.

Type a value in the Bank Code entry only if you wish to override the code established on the Company Options form (AF-SCR). This optional code identifies the bank from which your organization makes payments.

Type a value in the Routing Number entry only if you wish to override the value established on the Company Options form (AF-SCR). The routing number identifies the bank from which your organization is making the payment and is used in conjunction with the Bank Code entry.

You have three choices for the Recon Number entry, depending on the type of calculation required:

- Leave the entry blank for simulated calculations.
- Type the pay document number to be used for the resulting payment.
- Type eight 9s if you want a pay document to be printed during the next payroll run for this employee.

The Payment Date is required for all online pay calculations.

The Run Date may be entered if a specific date is needed for the History and Labor Records. If left blank, the system will assign a Run Date.

The time entry text boxes on the bottom half of the form are used in the same manner as on a Format 1 time entry form (TC1SCR).

☞ *Refer to the Time Entry Forms section of the Payroll Time Entries and Adjustments documentation for more information about the time entry forms.*

What-if and update modes

When you access the Calculate Pay For: form (PAY-CP), it is in what-if mode. The what-if mode performs a simulated pay calculation, so that you can see what the pay document and stub will look like. What-if calculations do not update the Employee Database. Common uses of the what-if calculations include testing and verification of tax updates, changes in employee exemptions claimed or marital status, changes in pay rates, and so on. The results are provided immediately online, including a message about whether the payment was updated or not.

If you want to update the employee's record with a what-if payment, or if you want to enter a payment immediately, you must switch to update mode. In this mode, the employee's record will be updated, and a payment will be issued either immediately or during the next payroll run for the employee's frequency.

Use the Payroll toolbar to toggle between the two modes. The three buttons on the Payroll toolbar are What-If Mode, Update Mode, and Restore Data. The Restore Data button will bring you back to Calculate Pay For: form (PAY-CP) with the original data.

The message '---File was not updated with this payment---' will appear for what-if calculations. The message '---Payment has been accepted---' will appear when you are in update mode.

In the following example, a bonus payment (HED 005) of $2500.00 is submitted.

```
Calculate Pay For: HAYES, JOHNS A

 Clear To-date: Clear No Fields                Pay Cycle: 9
                                            Deduct Cycle: 9
Reporting Type: Maintenance Run Only           User Field:
                                              Bank Code:
   Purge Rule: No Purge or Delete          Routing Number:
                                             Recon Number:

 Payment Date: 10-15-1999    User Date:          Run Date:

   -- Regular --- - Overtime -     - Date -                                S D
FC Hours  Rte/Amt CD Hrs Rt/Amt HED YY MMDD CTL3 CTL4 CTL5 CTL6 Function   C C
1  250000                       005
```

Online payment calculation display

Review the information carefully before submitting the information as an actual payment.

```
NAME                          SOC.SEC.NBR.  PERIOD  RECON NBR
HAYES, JOHNS A                583-17-7699  02/09/92 00000000

      CON4     EMPLOYEE    RATE/SALARY  FED EX.  STATE EX.  PAY DATE
      MAIN     1806            7.6500     01        01      10/15/99

JOHNS A HAYES
426 N WEBSTER RD                 PAY AMOUNT   12,780.69
OAKBROOK TERRACE, IL     60522


EARNINGS       CUR HRS.     CUR $      YTD $  TAXES/DEDUCTIONS  CUR $     YTD $
BONUS          2,500.00  19,125.00  19,125.00 FICA (OASDI)    1,185.75  1,185.75
TOTAL PAY      2,500.00  19,125.00  19,125.00 FEDERAL         4,315.00  4,315.00
                                               FICA (HI)         277.31    277.31
                                               STATE IL          566.25    566.25
                                               NET PAY        12,780.69 12,780.69
----File was not updated with this payment----
```

The employee's name, Social Security Number, period-end date, and Reconciliation Number display at the top of the form. All 9s in the Recon Number entry indicates that the payment will be processed and pay documents printed during the next payroll run if you accept the payment, regardless of frequency. If you plan to print the payment immediately, be sure that the Recon Number is correct.

The Payroll Level 4 value (which the system assumes is the employee's department), is displayed in the CON4 column. The Employee Number, rate or salary, number of federal and state exemptions, and pay date are also displayed.

The employee's payment mailing address and the net pay amount are displayed next to each other.

The bottom part of the form contains earning detail (current and year-to-date). The name of the earning is displayed along with the hours or amounts. Whether there are system-calculated values in these entries may depend on any override values in the Pay Cycle or Deduct Cycle text boxes.

Tax and deduction information is displayed to the right of the earning detail information. Each of the employee's current and year-to-date tax and non-tax deductions appears on a line after the name of the taxing authority or the deduction. The current and year-to-date amounts for net pay are displayed last.

If there are more current deductions than available lines, the extras are totaled in the Other Deductions line. The Other Deductions line also appears if there are any year-to-date balances for deductions not taken in this payment.

Online payment calculation update

After reviewing the calculated pay information online, you must return to the entry view of the Calculate Pay For: form (PAY-CP) before you can update the payment. You cannot update the payment directly from the inquiry form.

The online pay calculation updates the employees month-to-date, quarter-to-date, and year-to-date amounts immediately. If clearing takes place on the next payroll run, the result of the pay calculation will no longer be reflected in the month-to-date or quarter-to-date. In other words, the accumulations will be cleared immediately during the next payroll run when clearing is specified.

If the payments belong to the current month, consider performing an off-cycle non-clearing pay run at the end of the month after all online payments for the month are processed for month end reporting. Then do you normal clearing at the beginning of the month. If the payments belong to the next month, consider doing an off-cycle clearing pay run after the last pay run of the month.

In the Recon Number entry, type the Reconciliation Number for the payment. If you type all 9s in this entry, the payment will be processed as direct deposit the next time the organization is paid, even if the employee's frequency is not paid. If the employee is established as getting a direct deposit, a deposit advice will be created and the payment will be reflected on the ACH Tape (6A6A). If the employee is not established as direct deposit, he will receive a check. In either case, the reconciliation number is assigned by the system during the pay run.

An accepted payment appears in the Payroll Audit Trail report (0101) on the payroll maintenance run that follows the online payment. The accepted payment appears on the Combined Register report (2222) on the payroll run that follows the online payment.

If you are ready to submit the payment, switch to Update Mode and save the form. The message 'This payment was accepted' will display at the bottom of the returned inquiry form. Earnings, deductions, and taxes are immediately updated for the employee. Depending on the entry in the Recon Number text box, the payment will either be printed the next time the organization is paid (selected for a payroll run), or it may be printed immediately.

The results will look similar to the following example:

```
NAME                          SOC.SEC.NBR.  PERIOD  RECON NBR
MEYER, JUNE                   888-88-8001  02/02/92 00000000

      CON4     EMPLOYEE    RATE/SALARY  FED EX.  STATE EX.  PAY DATE
      PURC     1001            461.54     20        20      08/20/99

JUNE MEYER
1010 MISTY LANE                 PAY AMOUNT      105.99
UNIT 4
EL SEGUNDO, CA           93101

EARNINGS      CUR HRS.     CUR $      YTD $  TAXES/DEDUCTIONS  CUR $     YTD $
REGULAR PAY      10.00     115.39     580.93 FICA (OASDI)        7.16     36.02
TOTAL PAY        10.00     115.39     580.93 FICA (HI)           1.67      8.42
                                              CA DISAB. TAX        .57      2.90
                                              NET PAY           105.99    533.59
----This payment was accepted----
```

Note: *If a payment is accidentally submitted for an employee, you may reverse it on the Manual Payment form (KA-SCR) or wait until after the next payroll run to perform a reversal using the Payment Reversal form (PAYREV).*

Payment History and Labor Records for online payment calculations

Payment History Records are not created online and cannot be viewed until after the next payroll run for the employee's organization. However, a Multiple Master is created. You may view the Multiple Master record online, if necessary, on the History And Labor Options form (HL-SCR). The Multiple Master Record is converted to a History Record during the next payroll run.

Labor Records are created for all online pay calculations that are accepted. You can view these records immediately using the History And Labor Options form (HL-SCR).

Note: *Exercise care when using this facility after the last pay period of a month has been processed and before month-to-date and quarter-to-date are cleared. The online pay calculation updates the employee's month-to-date, quarter-to-date, and year-to-date totals immediately. If clearing takes place on the next payroll run, the result of the online pay calculation will no longer be reflected in the to-date totals.*

See also:

- Calculating a payment online ***(on page 195)***

For detailed directions on calculating a payment online.

Online check and pay advice printing

Use the Online Check Print Facility form (PAYPRT) to send pay document information to an output file (FILE31) for printing. This option can be used to print checks immediately and to reprint pay stubs and pay advices.

☞ *Refer to the* **Interface File 31 for online check printing** *(on page 180) for more information about the output file that is used with this feature.*

Note: This feature must be properly set up before use. This is usually done by your technical staff.

You must enter a Reconciliation Number in order to use this feature, and the payment must be submitted within the current session. For example, you cannot use the Online Check Print Facility to print pay documents after a maintenance run, where the session number is returned to 0001.

Submit an online pay calculation in Update Mode with a valid Reconciliation Number, and accept the payment. Then, access the Online Check Print Facility form (PAYPRT) by using the Command Entry dialog box:

1. Actions | Enter a Command
2. In the Program entry, type 'PAYPRT'.
3. In the Key entry, type the employee number.
4. In the Additional Key entry, type the valid Recon Number for the payment. Add leading zeros if the number is fewer than 8 characters.
5. Click OK or press Enter.

On the Check Print Facility form (PAYPRT), enter the Recon Number again, including leading zeros if necessary. This is a safety feature that ensures the proper Recon Number is used. Enter the last four characters of the Recon Number as the valid authorization code and save the form.

A 'Complete' message is displayed, indicating that the pay document has been written to FILE31.

Interface File 31 for online check printing

The Online Check Print feature creates an interface file (FILE31) that may be downloaded for printing pay documents. Because pay document formats and printer specifications vary, Cyborg provides only a generic interface. Once FILE31 is created, you must map the file for your printer and pay document format. This is usually done by your technical staff.

You must modify the online.bat file to add FILE31 to your current online command stream. To do this, locate online.bat (as delivered this is placed in the ..\Runs directory), open the file using a text editor, and edit the file as follows:

```
@echo off
call mfsetup.bat
set COBSW=+S5
SET FILE31=..\list\FILE31.31
cd ..\data
START /B ..\prog\cbsvo
```

The pay document information sent to the output file (FILE31) is appended to the pay document information from previous runs of the Online Check Print Facility (PAYPRT). The file is not overwritten with the new information. This functionality allows you to submit several pay documents prior to sending the file to the printer.

File 31 record layouts

After FILE31 has been created, it must be mapped to your pay document format and printer specifications before printing. The output in FILE31 consists of 15 records for each payment. Each record is 132 bytes long. Record layouts are shown here.

File 31 record layouts - record number 01

Field length	Positions	Description
30	1-30	Employee name (LAST, FIRST, M)
3	31-33	spaces
11	34-44	Social Security Number (999-99-9999)
4	45-48	spaces
8	49-56	Period-end date (MM/DD/YY in US and Canada, or DD/MM/YY elsewhere)
1	57	space
8	58-65	Reconciliation Number
55	66-120	spaces
8	121-128	Reconciliation Number
4	129-132	spaces

File 31 record layouts - record number 02

Field length	Positions	Description
2	1-2	Payroll Level 1
4	3-6	Payroll Level 2
4	7-10	Payroll Level 3
4	11-14	Payroll Level 4
4	15-18	Payroll Level 5
4	19-22	Payroll Level 6
5	23-27	spaces
4	28-31	Operator ID
2	32-33	spaces
10	34-43	Employee Number
2	44-45	spaces
9	46-54	Hourly rate (4 decimals) or pay period salary (decimals)
2	55-56	spaces

Field length	Positions	Description
2	57-58	Federal exemptions
2	59-60	spaces
2	61-62	State exemptions
59	63-121	spaces
8	122-129	Check date (MM/DD/YY in US and Canada, or DD/MM/YY elsewhere)
3	130-132	spaces

File 31 record layouts - record numbers 03, 04, 09, 12, 13, 14

Field length	Positions	Description
14	1-14	Earnings description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
54	79-132	spaces

File 31 record layouts - record number 05

Field length	Positions	Description
14	1-14	Earnings description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	spaces
30	80-109	Employee name (FIRST M LAST)
23	110-132	spaces

File 31 record layouts - record number 06

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	spaces
30	80-109	Employee name (FIRST M LAST)
3	110-112	spaces
8	113-120	Net pay amount in dollars ($999,999)
7	121-127	* * (asterisk, five spaces, asterisk)
2	128-129	Net pay amount in cents (99)
3	130-132	* (asterisk, two spaces)

File 31 record layouts - record number 07

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	space
30	80-109	Address line 2
23	110-132	spaces

File 31 record layouts - record number 08

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)

Field length	Positions	Description
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	spaces
30	80-109	Address line 3
23	110-132	spaces

File 31 record layouts - record number 10

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	spaces
53	80-132	Net pay amount (spelled out)

File 31 record layouts - record number 11

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
1	79	spaces
53	80-132	Net pay amount (spelled out)

File 31 record layouts - record number 15

Field length	Positions	Description
14	1-14	Earning description
6	15-20	Current hours (2 decimals)
10	21-30	Current amount (2 decimals)
12	31-42	YTD amount (2 decimals)
14	43-56	Tax/deduction description
10	57-66	Current amount (2 decimals)
12	67-78	YTD amount (2 decimals)
54	79-132	spaces

Reports used for employee payments

The following reports are used for employee payments:

- ACH Tape report (6A6A)—Produces a file with information in the Automated Clearing House (ACH) format.
- Audit Trail Warnings report (2W2W)—Prints a warning message on the Payroll Audit Trail report (0101) if more than one payment is being produced for an employee.
- Automatic Payment Reversal report (4343)—Produces the necessary minus adjustments (KB, KC, and KG transactions) to reverse a payment; used as an alternative to the online payment reversal process.
- Clear Manual Payments report (4245)—Creates a transaction in a Cyborg-specific format for every minus adjustment being applied in this run that has a Reconciliation Number, then writes it to the Recycle File.
- Combined Register report (2222)—Details the earnings, deductions, and taxes for each employee payment produced during this run, along with any manual payments or adjustments entered since the last pay period.
- Direct Deposit Register report (6D6D)—Provides a separate line for each direct deposit transaction, including optional deposits.
- HED Register report (2H2H)—Provides a detailed listing by employee for each earning, deduction, and net pay number.
- Labor report (1L1L)—Lists employee Labor Records and budget records for a given set of controls.
- Labor Distribution Detail report (7979)—Lists employee labor-distribution details by control level for specific groups of earnings categories and total pay for the current payroll run.
- Out-of-Balance Check report (2X2X)—Prints warning messages for any out-of-balance employee records.
- Outstanding Payment Records report (2C2C)—Creates transactions for uncleared payments as part of the payment reconciliation process.
- Pay Document, Check and Paystub report (6868)—Produces an employee's check with an attached pay stub showing a breakdown of earnings, deductions, taxes withheld, and net pay.
- Pay Document, Deposit Advice, and Paystub report (6767)—Prints a voided check, pay stub, and deposit advice showing earnings, deductions, taxes withheld, and net pay to verify direct deposit.
- Pay Reconciliation report (1C1C)—Details cleared, uncleared, and reversal payments reported from the employee's Payment History Record during the payment reconciliation process.
- Payroll History report (1H1H)—Provides a detailed list of payments made and adjustments processed in previous payroll runs.
- Payroll Register report (1011)—Reports earnings, taxes, deductions, and net pay in summary form for each employee whose frequency is being paid
- Retro Pay Increase report (9R9R)—Creates time entries and writes them to the Recycle File.
- Summarize Labor report (4L4L)—Summarizes detailed Labor Records and then deletes them from the Employee Database
- Tax Filing Report - All Frequencies report (9091)—Identical to the Tax Filing Report - Paid Frequencies Only report (2T2T), except that it does not supply any information to the Combined Register report (2222) and it reports on all employees within an organization regardless of whether their frequency is being paid

- Tax Filing Report - Paid Frequencies Only report (2T2T)—Summarizes data for each tax authority for each employee whose frequency being paid.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Adding a partial direct deposit for an employee 189
Recording garnishment information 191
Calculating a payment online 195
Viewing a Multiple Master record 197

Adding a partial direct deposit for an employee

In this task, you will establish a partial direct deposit deduction for Todd Byers, Employee 6001. Todd will deduct $150.00 every pay period and deposit it into his savings account. You must have already established this HED at the organization-level.

☞ *Refer to the Defining Earnings, Deductions, and Accruals section of the Payroll Organization Setup documentation for more information about establishing organization-level earnings and deductions.*

1. Access the Direct Deposit Information form (H9-SCR)

Access the Direct Deposit Information form (H9-SCR) by making the following selections:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Direct Deposit Information

For practice, access the form.

2. Clear the form

To prevent information from other HEDs from propagating to the new one, select the Clear all the fields on this form button.

For practice, clear the form.

3. Enter the HED number

Type the new HED number in the HED text box.

For practice, type '998'.

4. Select the Frequency

This partial direct deposit must be taken on all pay periods.

For practice, select 'All Pay Periods' (01).

5. Select the Arrears

If there is not enough money to fulfill the partial direct deposit, do not put the amount into arrears.

For practice, select 'Take None;No Arrears' (51).

6. Select the Calc Method

Select the method that will take a fixed amount.

For practice, select 'Fixed Amount' (02).

7. Enter the Amount/Percent

Type the partial deduction amount.

For practice, type '15000'.

8. Select the routing number

Select the routing number from the Employee Bank option list (PR07).

For practice, select 'Hudson Bank' (0007000003).

9. Select the Account Type

Select the type of account into which the partial direct deposit will be deposited.

For practice, select 'Savings Account' (3).

10. Enter the Account Number

Type the number supplied by the employee.

For practice, type '11100011100011100'.

11. Select the Start factor

Select the option that will allow the partial direct deposit to start, usually a date.

For practice, select 'Date' (1).

12. Enter the Start Value

Enter the value that matches the Start factor option. Dates are entered in YYMMDD format (US and Canada) or YYDDMM format (elsewhere).

For practice, type '991101'.

13. Select the Stop factor

Specify a pre-notification.

For practice, select 'ACH Pre-Note' (P).

14. Select the Deposit Status

Select the option that defines Direct Deposit.

For practice, select the 'Direct Deposit' option button.

15. Click Save or press Enter

The message 'Employee Record Will Be Updated' appears in the message area.

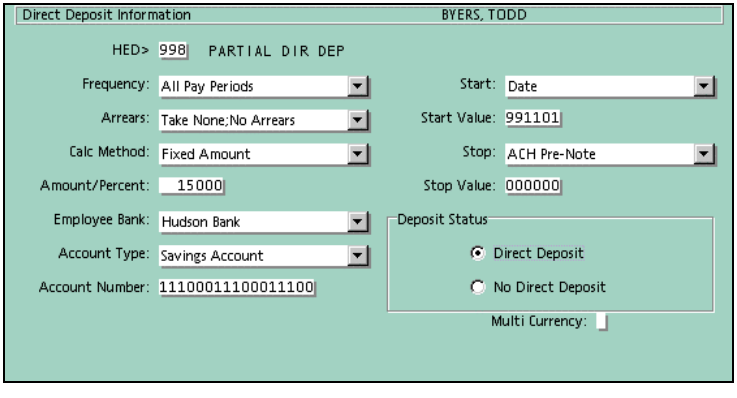
For practice, click Save.

16. Click Save or press Enter again to accept the change

Accept the change.

For practice, select the checkbox in the message area to accept the change to HED 998 for employee 6001.

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



See also:

- Direct deposit setup ***(on page 157)***

For more information about establishing direct deposit.

Recording garnishment information

Follow these steps to record garnishment information and set up an Electronic Funds Transfer for a child support payment in any US state following the US Office of Child Support Enforcement standards.

Note: To complete this task, you must add your issuing authorities to option list PP82, which is associated with the Issuing Authority entry in Step 3. You may also need to add your county FIPS codes to option list PP81, which is associated with the FIPS County Code entry in Step 10.

1. Access the Garnishment Administration form (PO-SCR)

Access the Garnishment Administration form (PO-SCR) by making the following selection from the navigator:

Component: Employee Payroll
Process: Maintain Employee Payroll Details
Task: Garnishment Administration

For practice, access the Garnishment Administration form (PO-SCR) for employee 3001.

2. Select the Order Type

Select the type of garnishment you are recording from option list HR91.

For practice, select 'Child Support'.

3. Select the Issuing Authority

This is the authority that has issued the garnishment order. This entry accesses the user defined option list PP82. You must add your issuing authorities to this option list.

Note: If you are establishing an EFT for a child support garnishment, Cyborg recommends that you design an Issuing Authority numbering schema meaningful to you, so that you can easily recognize the code in the tape output produced by the Child Support ACH tape (6I6I) report.

For practice, select any user-defined option.

4. Enter the Sequence Number

This key entry supplies an identifying number for the recipient of this garnishment.

For practice, type '001'.

5. Enter the Date Received

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

For practice, type '11-15-2000'.

6. Enter the Start Date

Enter the date on which the court order requires deductions to begin. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

For practice, type '12-01-2000'.

7. Select the Filing Status

Indicates the status of the court order filing. The options can be selected from option list HR93.

For practice, select 'Processed'.

8. Enter the Payee ID

The Payee ID is the Dependent ID number entered on the Spouse/Dependent Information form (10-SCR).

For practice, type '001'.

9. Enter the Amount Pct

Enter the garnishment amount as a percentage of wages or a flat amount. The amount is in non-decimal format (for example, 2.0% is entered as '200' and $200 is entered as '20000').

For practice, type '5000'.

10. Select the FIPS County Code

Indicate the Federal Information Process Standard code identifying the county that is to receive the garnishment transaction. This entry accesses option list PP81 and is required to establish a child support EFT. As delivered, the FIPS Codes for Counties option list (PP81) does not contain all US counties. If necessary, add your county FIPS codes.

For practice, select 'IL - Cook'.

11. Enter the Total

Enter the total amount of the garnishment. The amount is entered in non-decimal format (for example, $300.00 is entered as '30000'). In the case of child support, generally the garnishment ends when the child is 18, not at a total amount, so this field may be left blank.

For practice, leave this entry blank.

12. Enter the HED XRef

Enter the HED number established for the garnishment deduction. This entry is required to establish a child support EFT.

Note: If an employee has more than one garnishment, you must establish additional HEDs. Each garnishment record set up for an employee must be associated with its own HED.

For practice, type '501'.

13. Enter the Docket Number

The Docket Number is assigned by the court and can be found in the court order documents. This entry is required to establish a child support EFT.

For practice, type '567809-A'.

14. Select the Medical Support? checkbox

Select this checkbox if the non-custodial parent has medical insurance available through his/her employer. This entry is required to establish a child support EFT.

For practice, select the checkbox.

15. Enter the Routing Number

This is the bank routing number of the recipient's account. It can usually be found in the court order documents. This entry is required to establish a child support EFT.

For practice, select 'Hudson Bank'.

16. Select the Frequency

The frequency indicates how often the garnishment data is fed to the ACH extract, either monthly or every pay period. This entry accesses option list PP80, and is required to establish a child support EFT

For practice, select 'Per Pay Period'.

17. Select the Account Type

Indicates whether the receiving account is checking or savings. This entry accesses option list PR06. For child support garnishments, this is always a checking account.

For practice, select 'Checking Account'.

18. Select the Mag Media? checkbox

Select this checkbox if the garnishment information is to be included in the tape extract. This entry is required to establish a child support EFT.

For practice, select the checkbox.

19. Enter the Account Number

Indicates the account number of the tape output recipient. This number is supplied by the State Disbursement Unit (SDU), and is required to establish a child support EFT.

For practice, type '11198320761'.

20. Enter the Amount to Remit

This is the garnished amount added to the current payroll calculation. This entry is automatically updated by the Child Support Register report (6H6H), and is cleared every time the Child Support ACH Tape report (6I6I) is run to produce the tape record.

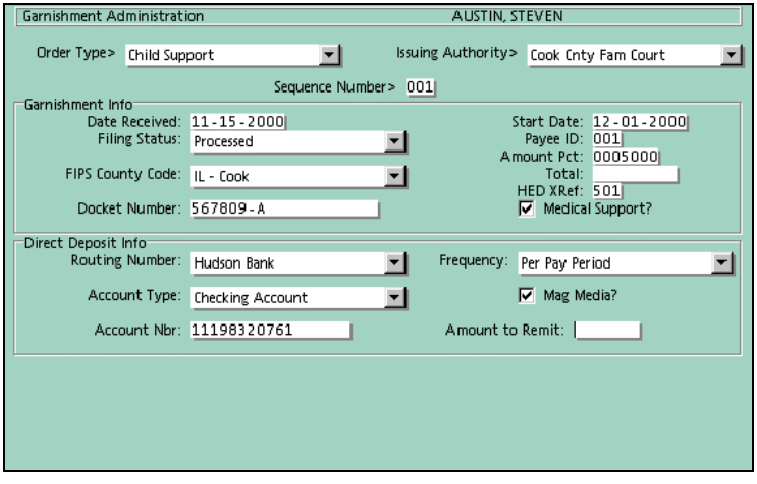
For practice, leave this entry blank.

21. Click Save or press Enter

The garnishment is recorded, and all the necessary information to produce an EFT for a child support payment is entered.

For practice, click Save.

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



See also:

- Electronic Funds Transfer for a garnishment ***(on page 160)***

For more information about establishing an EFT for an Illinois child support payment.

Calculating a payment online

In this task, you will create an online pay calculation for Employee 1806.

1. Access the Calculate Pay For: form (PAY-CP)

Access the Calculate Pay For: form (PAY-CP) by making the following selections:

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Online Pay Calculation

For practice, access the form.

2. Switch to Update mode

Use the Payroll toolbar or the menu.

For practice, click the Update mode button on the toolbar.

3. Enter the Recon Number

Enter all 9s in the Recon Number entry to signify that the system will produce a payment (either direct deposit or check) the next time the organization is being paid, regardless of the employee's frequency. Alternatively, enter a specific check recon number if a manual check will be produced.

For practice, enter all 9s.

4. Enter the Payment Date

Enter a date in MMDDYY format (US and Canada) or DDMMYY format (elsewhere).

For practice, enter today's date.

5. Enter a Function Code

Type the Function Code in the FC entry.

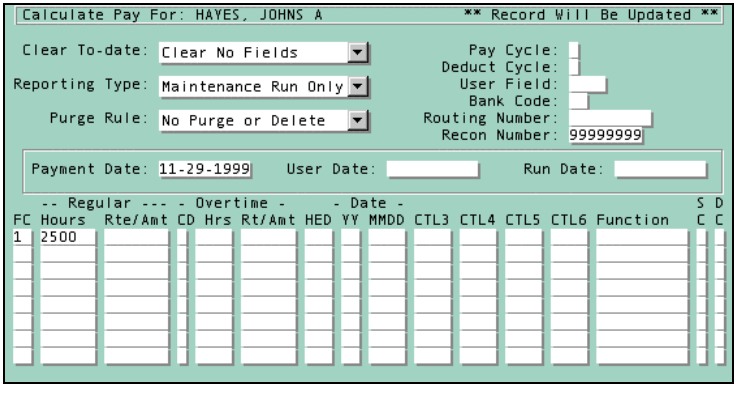
For practice, type '1'.

6. Enter the Hours

Enter the number of hours to be paid, using two decimal places.

For practice, type '2500'.

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



7. Save the form

To submit the payment calculation and update the employee record, save the form.

For practice, save the form.

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

```
NAME                                SOC.SEC.NBR.  PERIOD  RECON NBR
HAYES, JOHNS A                      583-17-7699  02/02/92 99999999

      CON4     EMPLOYEE    RATE/SALARY  FED EX.  STATE EX.  PAY DATE
      MAIN     1806            7.6500     01        01      11/29/99

JOHNS A HAYES
426 N WEBSTER RD                  PAY AMOUNT      148.22
OAKBROOK TERRACE, IL     60522


EARNINGS       CUR HRS.     CUR $      YTD $  TAXES/DEDUCTIONS  CUR $     YTD $
REGULAR PAY      25.00     191.25   1,997.25 FICA (OASDI)       11.85    130.72
OTHER PAY          .00        .00     111.20 FEDERAL            13.25    420.37
TOTAL PAY        25.00     191.25   2,108.45 FICA (HI)           2.77     30.57
                                              STATE IL            5.16     61.52
                                              CREDIT UNION       10.00     30.00
                                              NET PAY           148.22  1,435.27
----This payment was accepted----
```

See also:

- Online pay calculations ***(on page 174)***

For more information about online pay calculations.

Viewing a Multiple Master record

In this task, you will view the payment you created in the prior task.

1. Access the History and Labor Options form (HL-SCR)

Access the History and Labor Options form (HL-SCR) by making the following selections:

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: View Payment History/Labor Records

For practice, access the form for Employee 1806.

2. Press Enter

Press Enter to scroll through the records. The first record shown in the Multiple Master record.

For practice, press Enter.

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

```
Multiple Master                                    HAYES, JOHNS A

Social Security Nbr: 583-17-7699

      Pay Frequency: 1  Weekly           Normal Shift: 0  No Shift
            Payment: 1  Hourly-TE Requi         Split: 1 Split Auto and TE

              Hours:        .00           Change Date: 11-29-1999
               Rate:      .0000         Master Number: 0012
             Salary:        .00
                                       Period-end Date: 02-02-1992
 Location Information                     Payment Date: 11-29-1999

  Allocation Nbr: 01                             Type: M9   - Manual Check
         Percent: 1.0000                    Recon Clear: 1
                                              Bank Code:
       Control 3: 01                       Recon Number: 99999999
       Control 4: MAIN
       Control 5:
       Control 6:

                                                 Next Page        Options
```

See also:

- Payment History, Labor, and Multiple Master Records ***(on page 162)***

For more information about these payment and history records.

Extended Practice

1. Access the History and Labor Records for Employee 1001.
2. Change the display options to view the check stub display.

Review of Questions Answered

1. When are Payment History and Labor records created?

2. What is a Multiple Master Record?

PART 3

Appendices

In This Section

Practice and Review Answers.....203

APPENDIX A

Practice and Review Answers

In This Appendix

Employee Maintenance.....204
Employee Earnings, Deductions, and Accruals 206
Employee Taxes 208
Employee Setup for a New Hire 209
Employee Payments.....212

Employee Maintenance

Answers for Apply the Concept Questions

1. Under what circumstances would you select an FLSA method at the employee level?

   You would select an FLSA Method (option list PP24) on the Employee Information form (EF-SCR) only if Use Code In Emp Rec (E) is selected on the Company Options form (AF-SCR). This organization-level option allows you to establish FLSA rules on an employee-by-employee basis. If any FLSA method is selected on the Company Options form (AF-SCR), the employee-level option is ignored.

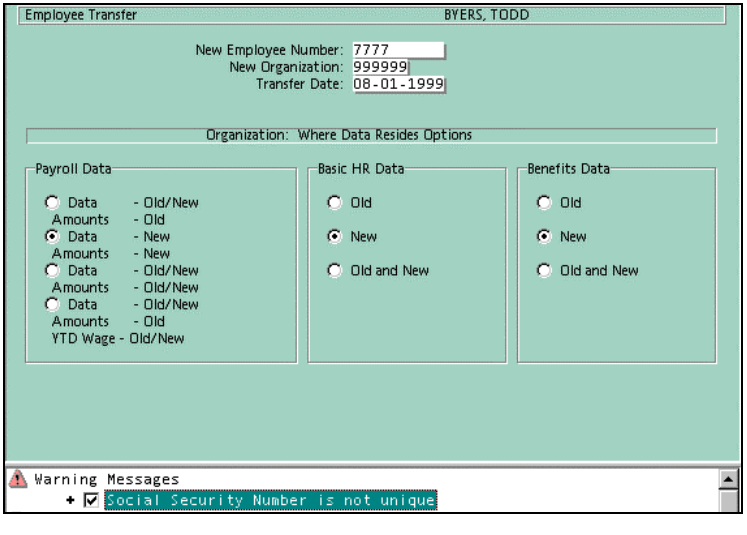
2. When is the Split Type entry on the Employee Information form (EF-SCR) used?

   This entry is used when the employee has more than one set of location assignments (Payroll Levels 3 through 6) on the Payroll Home Location/Pay Allocations form (GG-SCR).

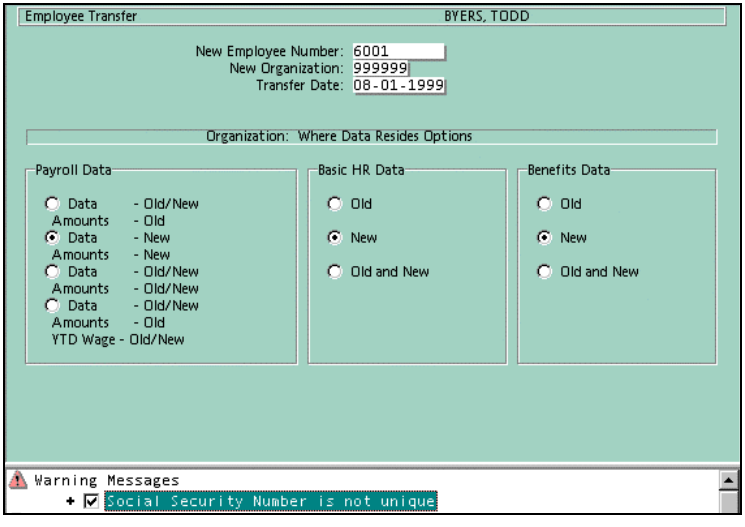
Answers for Extended Practice Questions

1. Use the Employee Transfer form (ET-SCR) to change Employee Number 6001, Todd Byers, to Employee Number 7777. Then change it back again to Employee Number 6001. Use today's date. Keep the data and amounts in the new organization only.

   Use the Employee Transfer form (ET-SCR) to change the Employee Number. Accept the warning in the message area.



Use the Employee Transfer form (ET-SCR) again to change the Employee Number back to 6001. You must access the form for Employee 7777.



Answers for Review Questions

1. How many payroll allocations are allowed in the system?

   Up to 98 payroll allocations can be assigned on the Payroll Home Location/Pay Allocation form (GG-SCR).

2. What form is used to assign control-level sharing between Payroll Administration and Human Resources Administration?

   The System Options form (SCOPTS).

3. How is Name Code 001 used?

   Name Code 001, which is assigned on the Employee Name and Address form (FF-SCR), is used to signify the legal name and address of the employee.

Employee Earnings, Deductions, and Accruals

Answers for Apply the Concept Questions

1. Which HEDs are automatically assigned to all employees?

   The following two HEDs are automatically assigned to all employees—regular pay HED 001 and net pay HED 999.

2. What are the three methods that can be used on the HED Employee Mass Update form (HHMSCR)?

   The following three commands can be used on the HED Employee Mass Update form (HHMSCR):

   Use the Employee Number for each individual employee that must be updated.

   Type 'ALL' in the Employee Number entry to update all employees in the organization for the chosen HED(s).

   Type 'ON FILE' in the Employee Number entry to update only those employees who have the chosen HED(s) established at the employee level.

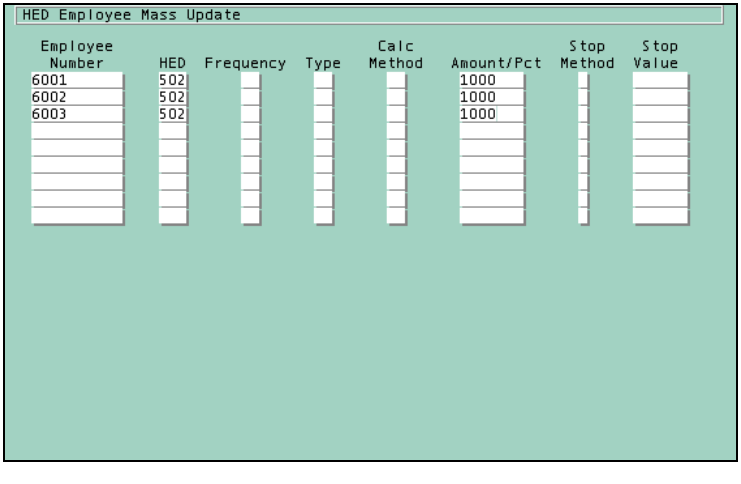
Answers for Extended Practice Questions

1. Establish a deduction limit of $10,000 for Employee 1234, Steven Austin. Use stock purchase HED 502.

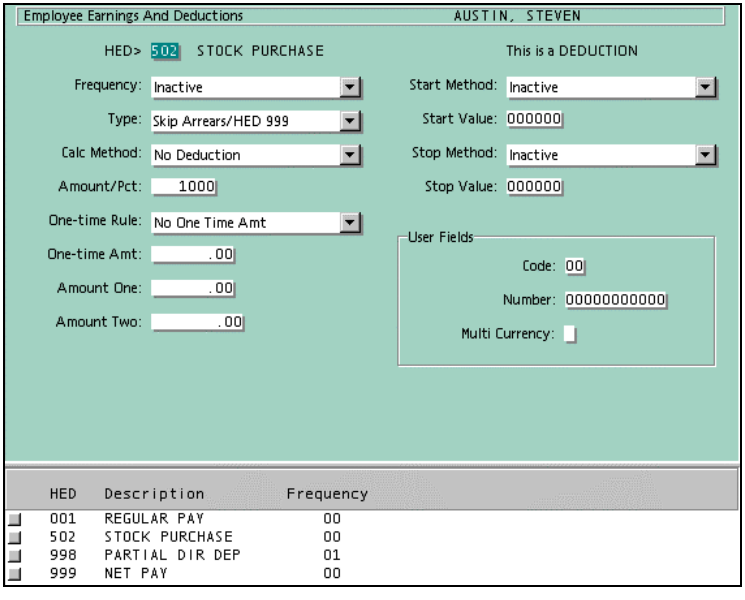
   Use the Employee Earnings and Deductions form (HH-SCR).

2. Use the HED Employee Mass Update form (HHMSCR) to add HED 502 to Employee Numbers 6001, 6002, and 6003. Change the fixed amount to $10.00.

   Use the HED Employee Mass Update form (HHMSCR).



Verify that the change was made on the Employee Earnings and Deductions form (HH-SCR).



Answers for Review Questions

1. What should you do before assigning a new HED on the Employee Earnings and Deductions form (HH-SCR)?

   Clear the form using the Clear all the fields on this form button.

2. How are accrual earnings paid?

   Through a time entry.

Employee Taxes

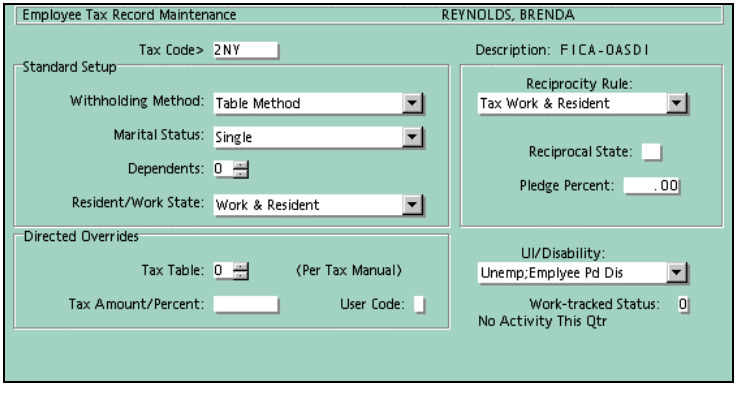
Answers for Apply the Concept Questions

1. What tax records are automatically established for all employees?

   Tax code 101 (FICA-OASDI)
   Tax code 102 (Federal Withholding)
   Tax code 103 (FICA-HI)

Answers for Extended Practice Questions

1. Establish the New York state tax code for Employee 2001.



Answers for Review Questions

1. What is a flat-rate tax?

   A flat-rate tax is a local tax that is calculated as a standard percentage rate for all employees (that is, factors such as marital status do not enter into the calculation). Flat rate taxes are specified in the Flat Rate entry on the Tax Specification Information form (T1-SCR).

2. What is the default Withholding Method for FICA taxes on the Employee Tax Record Maintenance form (JJ-SCR)?

   Inactive (00).

3. If you change an employee's resident state on the Employee Information form (EF-SCR), is the new address automatically changed on the Employee Tax Record Maintenance form (JJ-SCR)?

   No. You must manually update the tax codes assigned to the employee.

Employee Setup for a New Hire

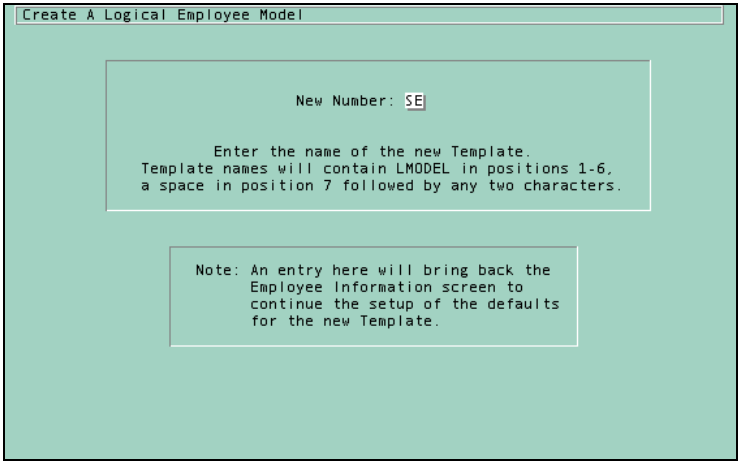
Answers for Apply the Concept Questions

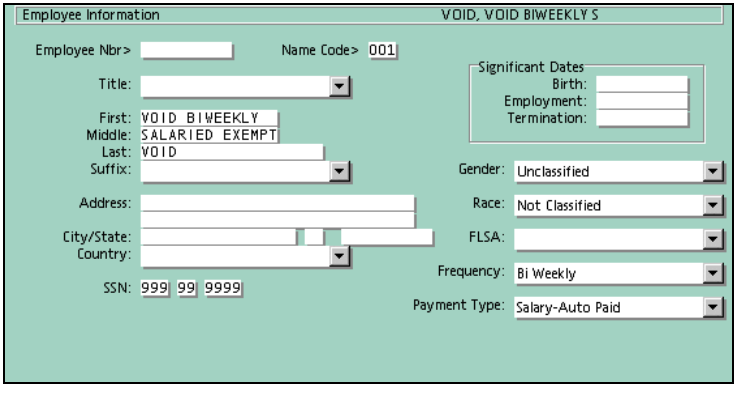
1. How is the Employee Information form (EF-SCR) used?

   To add an applicant or new employee to the Employee Database using a Logical Employee Model and to change existing employee information.

Answers for Extended Practice Questions

1. Establish a Logical Employee Model template in Organization 999999 for salaried, exempt, bi-weekly employees. Use 'SE' as the template identifier.





2. Establish 80 hours as the normal hours value for Logical Employee Model SE.

Employee Pay Rate Or Salary — VOID, BIWEEKLY SALARIED EXEMPT

HED (001 Only) > 001
Pay Rate: .0000
Normal Hours: 80.00
Salary: .00

3. Establish Illinois state tax for Logical Employee Model SE.

Employee Tax Record Maintenance — VOID, BIWEEKLY SALARIED EXEMPT

Tax Code> 21L — Description: FICA-OASDI

Standard Setup
Withholding Method: Table Method
Marital Status: Single
Dependents: 0
Resident/Work State: Work & Resident

Reciprocity Rule: Tax Work & Resident
Reciprocal State:
Pledge Percent: .00

Directed Overrides
Tax Table: 0 (Per Tax Manual)
Tax Amount/Percent:
User Code:

UI/Disability: Unemp;Emplyee Pd Dis
Work-tracked Status: 0
No Activity This Qtr

Tax Code	Description	Withholding Method
101	FICA-OASDI	0 Inactive
102	FEDERAL W/H TAX	0 Inactive
103	FICA-HI	0 Inactive
21L	ILLINOIS	1 Table Method

Answers for Review Questions

1. What is a pre-notification?

   A pre-notification informs a bank or credit union that an employee will be using direct deposit.

2. What form is used to correct an Employee Number?

   The Employee Transfer form (ET-SCR).

Employee Payments

Answers for Apply the Concept Questions

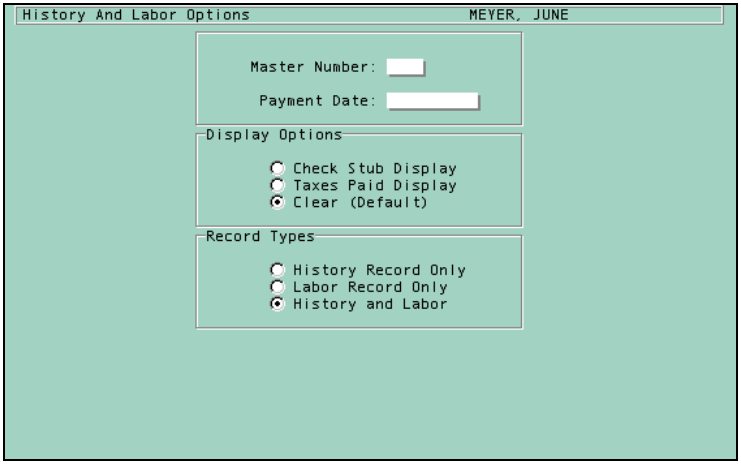
What HED is used to establish direct deposit for the entire portion of net pay?

HED 999.

Answers for Extended Practice Questions

1. Access the History and Labor Records for Employee 1001.

   Use the History and Labor Options form (HL-SCR).



When you press Enter, the History and Labor Records will display. If there are any Multiple Master Records, they will also display.

```
Payroll History Snapshot                                MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
            Payment: 6  Salary-Auto/No          Split: 1 Split Auto and TE

              Hours:      40.00           Change Date: 02-05-1992
               Rate:      .0000         Master Number: 0002
             Salary:     461.54
                                       Period-end Date: 02-02-1992
   Location Information                   Payment Date: 02-08-1992

     Allocation Nbr: 01                          Type: 9H   - Normal Payment
            Percent: 1.0000                Recon Clear: 2
                                             Bank Code:
         Control 3: 03                     Recon Number: 00000037
         Control 4: PURC
         Control 5: 103
         Control 6: A

                                                Next Page        Options
```

```
Payroll Labor Snapshot                                  MEYER, JUNE

Social Security Nbr: 888-88-8001

      Pay Frequency: 1  Weekly            Normal Shift: 0  No Shift
            Payment: 6  Salary-Auto/No          Split: 1  Split Auto and TE

              Hours:      40.00           Change Date: 02-05-1992
               Rate:      .0000         Master Number: 0001
             Salary:     461.54
                                       Period-end Date: 02-02-1992
   Location Information                   Payment Date: 02-08-1992

     Allocation Nbr: 01                          Type: 9L   - Normal Payment
            Percent: 1.0000                Recon Clear: 2

         Control 3: 03                           HED: 001
         Control 4: PURC                      Amount:          461.54
         Control 5: 103                        Hours:           40.00
         Control 6: A

                                                Next Page        Options
```

2. Change the display options to view the check stub display.

Select the Check Stub Display on the History and Labor Options form (HL-SCR).

```
History And Labor Options                                MEYER, JUNE

                    Master Number:
                    Payment Date:
                 Display Options
                    (•) Check Stub Display
                    ( ) Taxes Paid Display
                    ( ) Clear (Default)
                 Record Types
                    ( ) History Record Only
                    ( ) Labor Record Only
                    (•) History and Labor
```

```
P/E 02-02-1992 Pay 02-08-1992 Recon Nbr 00000037 MEYER, JUNE
Type: 9H   - Normal Payment

HED Earnings            Amount     Hours    HED Taxes & Ded.        Amount
001 REGULAR PAY          461.54     40.00       FICA-OASDI             28.62
    Total Pay            461.54     40.00       FICA-HI                 6.69
                                               Unemp/Dis. Tax           2.31
                                           999 NET PAY               423.92

                                                 [Next Page]   [Options]
```

Answers for Review Questions

1. When are Payment History and Labor Records created?

   Payment History and Labor Records are created every time pay or an adjustment is processed. Payment History Records are created whenever any activity occurs that alters an employee's to-date earnings, deductions, or taxes.

2. What is a Multiple Master record?

   The Multiple Master record is a copy of the employee's entire Permanent Master Record, not including Human Resource information. A Multiple Master record is

created for each payment an employee receives. The Multiple Master is converted to a Payment History Record after a payroll run.

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 226).

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 223).

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 225).

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 225).

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 225).

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

Index

.

.EXE 217
.INI 217

0

0101, Payroll Audit Trail report 177
0202, Master File report 39, 72, 142
04-SCR, Rehire/Reinstatement/Recall form17, 139
0505, Accrual report 72
05CSCR, Location Assignment/Changes form . 33

1

1011, Payroll Register report..... 186
1C1C, Pay Reconciliation report 186
1H1H, Payroll History report 186
1L1L, Labor report 186

2

2222, Combined Register report..... 177, 186
2B2B, Tracking Employees Active on the 12th of the Month report..... 114
2C2C, Outstanding Payment Records report... 186
2F2F, All Frequencies Set to 00 For Terminated Employees..... 39
2F2F, All Frequencies Set to 00 For Terminated Employees report 72
2H2H, HED Register report 72
2T2T, Tax Filing Report - Paid Frequencies Only 114
2W2W, Audit Trail Warnings report 186
2X2X, Out-of-Balance Check report..... 72, 186

3

360-degree appraisal 217

4

4245, Clear Manual Payments report 186
4343, Automatic Payment Reversal report..... 186
4L4L, Summarize Labor report..... 186

5

5558, Ending Balance report 72
5959, Savings Bond Balance Register report 72

6

6767, Pay Document, Deposit Advice and Paystub report..... 186
6868, Pay Document, Check and Paystub report186
6A6A, ACH Tape report 157, 177, 186
6D6D, Direct Deposit Register report..... 186

7

7979, Labor Distribution Detail report..... 186
7W7W, Workers Compensation report 39

9

9091, Tax Filing Report - All Frequencies report 114
96-SCR, Separations and Terminations form.. 138
9E9E, Master File Status report 39, 142
9H9H, Delete Unused Employee HEDs/Tax Records report..... 72, 104, 114
9R9R, Retro Pay Increase report..... 171, 186

A

A8-SCR, Company Deductions form.. 49, 54, 158
A8-SCR, Company Deductions Information form 159
A8-SCR, Company Earnings form..... 49, 54
About This Manual 3
Absence data 217
Absence point..... 217

Absence type 217
Account timeout 217
Accrual report, 0505 72
accruals 13, 71
ACCRUE program 13
Accumulator id 217
ACH Tape report, 6A6A 157, 177, 186
Acrobat 217
Action button 217
Activity code 217
Activity types 217
Actuarial valuation 217
Adding a new employee using a Logical Employee Model 132, 146
Adding a new employee using the New Hire checklist 125, 137, 147
Adding a partial direct deposit for an employee159, 189
Adding a payroll home location 32, 40
Adding a state tax record for an employee103, 116
Adding new employees 125
New Hire checklist 134
using a Logical Employee Model 127
using the quick hire process 127
using the Set Up A New Employee form 134
Adding pay rate or salary information to the Logical Employee Model 132, 144
Additional basic employee information 26
Administration home page 217
Administrative User ID 217
advices 179
AF-SCR, Company Options form ... 162, 165, 174
Aggregate tax method 218
All Frequencies Set to 00 For Terminated Employees report, 2F2F 39, 72
allocation numbers 29
Amount One and Amount Two entries 56
Annualization 218
Annualization factor 218
Annuitant 218
Annuity 218
Answers for Apply the Concept Questions 206
Answers for Apply the Concept Questions204, 208, 209, 212
Answers for Extended Practice Questions204, 206, 208, 209, 212
Answers for Review Questions205, 207, 208, 210, 214
Appendices 201
Applicant 218
Applicant Tracking feature
and the new hire process 134
Appraisal rating 218
ASCII 218
Ask Me wizard 218
As-of reporting 218
Assigning an HED to all employees on file .65, 83
Audit record 218
Audit report 218
Audit trail 218
Audit Trail Warnings report, 2W2W 186
Authorized absence 218
Automatic Payment Reversal report, 4343 186
Automatic plan 218
Automatically established tax records 93
Average deferral percentage 219
Average rating 219

B

Back 219
Badge 219
Badge error 219
Badge number 219
Banner 219
basic employee information
name and address 34
Basic employee information 11
Basic employee information changes 23
basic information
adding 125
optional information 35
Batch 219
Batch control record 219
Batch layout facility 219
Batch number 219

Batch processing 219
Benchmark job 219
Beneficiary 219
Benefits control number 219
Benefits statement 219
Big option list 219
Bridge loan 219
Browser 219
Budget plan year 219
Budget scenario 220
Budget setting 220

C

Cafeteria plan 220
Calculate Pay For form, PAY-CP 15, 174, 175, 177
Calculating a payment online 178, 195
Calculation option list 220
Candidate 220
Career planning 220
Carrier record 220
Case-sensitive 220
Catalog 220
Category code 220
CE/H 220
Change control facility 220
Changing an employee's federal tax setup103, 115
charge-to locations 29
Check box 220
Check digit 220
Check Stub Display 164
Checklist 220
Checklist item 220
Checklist item status 220
Checklist margin 221
Checkmark 221
checks 179
Class 221
Class evaluation results 221
Clear Manual Payments report, 4245 186
Client data file 221
Clock in and out 221
Clock transaction 221
Clock transaction warning 221
Closing costs 221
CLP 221
Codeset 221
Coefficient 221
Combined register (2222) report 221
Combined Register report, 2222 177, 186
Command button 221
Common tax organization 221
Communication event 221
Compa ratio 221
Company Deductions form, A8-SCR. 49, 54, 158, 159
Company Earnings form, A8-SCR 49, 54
Company Options form, AF-SCR 162, 165, 174
Competency 221
Complement limit 222
Complement position 222
Complement unit 222
Compliance 222
Component 222
Component icon 222
Component plan 222
Condition 222
Considered earnings 222
Considered earnings/hours (CE/H) accumulators 222
Considered hours paid 222
Considered hours worked 222
Consolidated reporting 222
Context-sensitive help 222
Contribution type 222
Control 1-2 222
control levels 33
Control levels 222
Control number 222
Conversion 222
Co-ordinator 222
Core plan 222
Cost categories 223
Cost types 223
Costing 223
Course 223

Course directory 223
CPI..... 223
Create a Logical Employee Model form, LM-NEW 16, 126
Creating a Logical Employee Model template132, 137, 143
Credited service..... 223
Crew 223
Crew code..... 223
Cross-reference keys 223
CSL 223
Cumulative data..... 223
Cursor..... 223
Customer-defined..... 223
CYB88X..... 223
Cyborg Scripting Language..... 223

D

Data extract 223
Data load 223
Data mapping 223
Database 223
Datamart..... 224
Deduct credits by plan..... 224
Deduct credits by plan method..... 224
Deduction 224
Deduction cycle..... 224
deductions 49
De-enrollment..... 224
Deferred compensation..... 224
Deferred plan..... 224
Delete Unused Employee HEDs/Tax Records report, 9H9H 72, 104, 114
DELETE, Employee Record Maintenance form17, 141
deleting employee records..... 17, 141
Delimiter 224
Dependent 224
Dependent number 224
Detail page..... 224
Detailed Directions..... 40, 73, 115, 143, 189
Dialog box..... 224
direct deposit 12, 157
establishing 66
for the entire portion of net pay 158
partial.....158
prenotification.....66
turning off.....159
viewing 69
Direct deposit - turning it off 159
Direct deposit for the entire portion of net pay 158
Direct deposit HEDs at the employee level 66
Direct Deposit Information form, H9-SCR.12, 66, 69, 157, 158
Direct Deposit Inquiry form.....69
Direct Deposit Inquiry form, H9ISCR 12, 69
Direct deposit prenotification.....66
Direct Deposit Register report, 6D6D.....186
Direct deposit setup.....157, 191
Direct deposits 12
Disability insurance tax.....224
Disciplinary action 224
Discretionary increase.....224
Display 224
Display box 224
Disposable income 224
Distributed location.....225
Distribution 225
Distribution rules 225
DL 225
Double-click.....225
Drop-down list 225
Drop-down list box 225
Dynamic SQL 225

E

Earned income credit 225
Earning.....225
Earning and deduction inquiries.....67
earnings.....49
Earnings category.....225
EBCDIC.....225
eCyborg Interactive Workforce Home.....225
eCyborg Interactive Workforce Home page 225
EE2SCR, Employee Information form (optional) 11, 35

Effective date 225
EF-SCR, Employee Information form.. 11, 30, 34, 50, 54, 95, 127, 138, 140, 162
EIC 225
EL 225
Electronic Fund Transfers for garnishments..... 12
Electronic Funds Transfer (EFT)..... 157
Electronic Funds Transfer for a garnishment . 160, 195
Electronic Performance Support system.. 225, 226
Email 225
Employee cancellation..... 225
Employee Database 219, 226
Employee Database record 226
Employee earnings and deductions 12
Employee earnings and deductions - adding and changing..... 53, 76, 78, 79, 81, 85, 87
Employee earnings and deductions assignment. 49
Employee Earnings and Deductions form, HH-SCR 12, 53, 67, 71, 126, 157
Employee Earnings and Deductions Inquiry form 68
Employee Earnings and Deductions Inquiry form, HHISCR 12, 68
Employee Earnings, Deductions, and Accruals 12, 13, 47, 206
Employee HED mass updates..... 63, 83, 84
Employee information 11
Employee Information (optional) form 35
Employee information deletion 17
Employee Information form (optional), EE2SCR 11, 35
Employee Information form, EF-SCR.. 11, 30, 34, 50, 54, 95, 127, 138, 140, 162
Employee information transfers 17
Employee information---transferring records.... 36
employee maintenance 11
Employee Maintenance 17, 21, 50, 127, 140, 163, 204
Employee Name And Address form..... 34, 43
Employee Name and Address form, FF-SCR11, 34
Employee Number
using the Employee Transfer form to correct. 34
Employee pay rate or salary 50, 74
Employee Pay Rate or Salary form, H1-SCR15, 50
Employee payments 15
Employee Payments ...12, 15, 52, 61, 66, 153, 212
Employee payroll events 17
Employee record deletion..... 141
Employee Record Maintenance form, DELETE17, 141
employee records
and Payment History and Labor Records 141
deleting 17, 141
Employee rehires..... 17, 139
Employee Setup and Maintenance 19
Employee Setup for a New Hire16, 23, 93, 95, 123, 158, 209
Employee tax accumulation displays 105
Employee tax record deletion..... 104
Employee Tax Record Maintenance form, JJ-SCR 14, 95, 104
Employee tax record setup 95, 116, 118, 119
Employee tax records 93
Employee taxes 14
Employee Taxes 14, 91, 127, 208
Employee terminations..... 17, 138
Employee Transfer form, ET-SCR..... 17, 36
Ending Balance report, 5558 72
English Language..... 226
Enrollment form 226
Entitlement accrual..... 226
Entitlement accruals 13
Entitlement accruals setup..... 71
Entity 226
Entry field 226
Entry form 226
Environment..... 226
EPSS 226
Establishing a loan 49, 85
Establishing an HED at the employee level 62, 74
Establishment Reporting 226
ET-SCR, Employee Transfer form..... 17, 36
Event 226
Excused absence..... 226
Extended Practice.....44, 88, 120, 151, 199

Extract file 226

F

Federal Insurance Contributions Act 226
FFISCR, View Employee Names/Address form11
FF-SCR, Employee Name and Address form11, 34
FICA 226
Field 226
File 31 record layouts 181
File 31 record layouts - record number 01 181
File 31 record layouts - record number 02 181
File 31 record layouts - record number 05 182
File 31 record layouts - record number 06 182
File 31 record layouts - record number 07 183
File 31 record layouts - record number 08 183
File 31 record layouts - record number 10 184
File 31 record layouts - record number 11 184
File 31 record layouts - record number 15 184
File 31 record layouts - record numbers 03, 04, 09, 12, 13, 14 182
FILE31 180
Filter 226
Finished 227
Flat rate tax 227
Flex credits 227
Flex Master Plan 227
Flex plan 227
Flexible Benefits Plan 227
Flexible Benefits Program 227
Flexible Spending Arrangement 227
Folder 227
Form 227
Form area 227
Form Builder 227
Formal education 227
Forward 227
Frequency, Type, Calc Method, and Amount/Percent 54
FSA 227
FTE 227
FTP 227
Full Time Equivalent 227
Funeral days 227

G

Gap analysis 228
garnishment
  electronic funds transfer of 160
Garnishment 228
Garnishment Administration form, PO-SCR12, 160
garnishment information
  how to enter 191
garnishment Information form, PO-SCR 191
General ledger interface 228
GGISCR, View Pay Allocations form 11, 31
GG-SCR, Payroll Home Location/Pay Allocations form 11, 29, 31, 33
Go to details 228
Graphical User Interface 228
Grievance 228
Gross wages 228
Group box 228
Group plan 228
GUI 228

H

H1-SCR, Employee Pay Rate or Salary form15, 50
H9ISCR, Direct Deposit Inquiry form 12, 69
H9-SCR, Direct Deposit Information form. 12, 66, 69, 157, 158
Handicap 228
Health and safety profile 228
HED 228
HED Employee Mass Update form, HHMSCR 12, 63
HED Register report, 2H2H 72
HEDs 12, 49, 53
  adding 53
  ending balance deductions 61
  one-time rules 55
  starting 58
  stopping 59
  types of earnings 54
  updating 63
  using Amount One and Amount One 56
  viewing 67
HEDs To-date Inquiry form 67

HEDs To-Date Inquiry form, HT-SCR 12, 67
Help 228
HHISCR, Employee Earnings and Deductions Inquiry form 12, 68
HHMSCR, HED Employee Mass Update form 12, 63
HH-SCR, Employee Earnings and Deductions form 12, 53, 67, 71, 126, 157
hiring employees 125
History and Labor Options form, HL-SCR 15, 164, 165, 178
History record 228
HL-SCR, History and Labor Options form 15, 164, 165, 178
HL-SCR, Payroll History Snapshot form 165
Holiday days 228
home location 29
Home page 228
HTML 228
HT-SCR, HEDs To-Date Inquiry form 12, 67
Human Resource Management Solution sharing payroll information with 51

I

Import facility 229
Import record 229
Inactive plan 229
Inactive tax record 229
Incumbent 229
Information-level security 229
inhibiting labor 29
Initial Administrator 229
Initial passwords 229
InitialAdmin 229
Inquiry form 229
Instructional text 229
Interface File 31 ..... 179, 180
Interface File 31 for online check printing 179, 180
Internal candidate 229
Internet 229
Intranet 229
Introduction 1, 10, 48, 92, 124, 154
Introduction - Employee Maintenance 22
Investment funds 229
IPEDS 229

J

JD-SCR, Taxes To-Date/Field Number Inquiry form 14
JJ-SCR, Employee Tax Record Maintenance form 14, 95, 104
Job assignment 229
Job code 229
Job streams 229
Job type 229
JT-SCR, Taxes To-Date Inquiry form 14
Jury duty 229

K

KA-SCR, Manual Payment form 165, 168

L

Label 230
labor distribution
and pay allocations 29, 30
Labor distribution 30
Labor Distribution Detail report, 7979 186
Labor record 230
Labor Records 162
Labor report, 1L1L 186
Leave of absence 230
leaves of absence 140
for autopaid employees 140
for time entry employees 140
Leaves of absence 140
Leaves of absence for automatically paid employees 140
Leaves of absence for time entry paid employees 140
LM-NEW, Create a Logical Employee Model form 16, 126
LMODEL 126
Local, county, or city tax code display details 112
Location Assignment/Changes form, 05CSCR. 33
Log off 230
Logical Employee Model 126, 230

creating 126
Logical Employee Model examples 128
Logical Employee Model setup 126
Logical Employee Model templates . 16, 126, 144, 145, 147
Logical Employee Models 16
and the Employee Information form 11
default data 127
examples of 128
Logical Employee Models and the Employee Information form 127
LPI 230

M

Mailing address 230
Maintenance payroll run 230
Major activity 230
Making an employee FICA-exempt 103, 118
Mandatory field 230
Manual Payment form, KA-SCR 165, 168
manual payments 15
Manual payments 15
Map file 230
Mass time entry creation 230
Master File (0202) report 230
Master File report, 0202 ..... 39, 72, 142
Master File Status report, 9E9E 39, 142
Master Number 164, 165, 168
Matrix ID 230
Menu 230
Menu bar item 230
Message area 230
Method code 230
Midpoint 230
Minimart 230
Monetary perquisites 231
Moving expenses 231
Multiple master 231
Multiple Master Records 163

N

name and address 34
name codes 34
Navigation bar 231
Navigator 231
Negative Net Pay 156
Negative pay 70
Negative pay reversal 70
Net credit method 231
New hire 231
New hire basics 125, 150
New Hire checklist 134
New user 231
New User Home page 231
NH-SCR, Set Up A New Employee form 134
Node 231
Node ID 231
Number registered 231

O

Object 231
Object key 231
Obsolete plan 231
Off cycle 231
One-time rules and amounts 55
Online 231
Online check and pay advice printing 179
Online Check Print facility 15, 179
Online Check Print Facility 15
online pay calculation 15, 174
and deduction cycles 174
and pay cycles 174
and Payment History and Labor Records 178
and payroll reporting 177
update mode 175
what-if mode 175
Online pay calculation 15
Online pay calculation setup 174
Online pay calculations 174, 197
Online payment calculation display 176
Online payment calculation update 177
Open enrollment 231
Operator ID 232
Option 232
Option button 232
Option list 232

optional information 35
Organization 232
Organization Level 3 232
Organization Level 4 232
Organization Level 5 232
Organization Level 6 232
Organization Number 232
Organization Unit 232
Organization Validation table 232
Organization-specific tax setup 232
Out-of-Balance Check report, 2X2X 72, 186
Outstanding Payment Records report, 2C2C ... 186
Override file 232

P

Packaged reporting 232
Paid absence 232
Parallel run 233
Parameter form 233
Partial direct deposit 158
Password 233
Password aging 233
pay
  calculating online 174
pay advices 179
Pay allocation 233
pay allocations 29
  and function assignment 29
  and labor distribution 30
  and payroll levels 29
  and splitting pay 30
  home location 29
  viewing 31
Pay allocations and the Payroll Home Location/Pay Allocations form 29, 41
Pay allocations display 31
Pay document 233
Pay Document, Check and Paystub report, 6868186
Pay Document, Deposit Advice and Paystub report, 6767 186
pay documents
  printing advices 179
  reprinting 179
Pay frequency 233
pay rate 50
Pay Reconciliation report, 1C1C 186
Pay schedule 233
Pay stub 233
PAY-CP, Calculate Pay For
  form 15, 174, 175, 177
Pay-for-performance matrix 233
Payment document inquiries 168
Payment History and Labor records 15
Payment History and Labor Records 15, 162
  and Multiple Master Records 163
  and pay allocations 162
  inhibiting labor 29
  Labor Records 162
  Payment History Records 162
  preventing Labor Records 29
  viewing 164
Payment History and Labor Records display .. 164
Payment History and Labor Records for online payment calculations 178
Payment history record 233
Payment History Records 162
Payment History, Labor, and Multiple Master Records 162, 168, 198
Payment Issued form, PDLSCR 164
Payment methods 155
Payment Reversal form, PAYREV 168
payment reversals 15, 170
Payment reversals 15, 170, 174
payments 15
  establish a payment method 50
  future-dated 51
  manual 15
  retroactive 171
  reversals 15
  types of 155
  viewing 168
  what-if calculations 175
Payments Issued form, PDLSCR 168
PAYREV, Payment Reversal form 168
Payroll Audit Trail report, 0101 177
Payroll Employee Setup Overview 9

Payroll History report, 1H1H 186
Payroll History Snapshot..... 165
Payroll History Snapshot form, HL-SCR 165
Payroll home location..... 233
Payroll Home Location/Pay Allocations form, GG-SCR..... 11, 29, 31, 33
Payroll information and Human Resources Administration 51
Payroll Labor Snapshot 166
Payroll Level 3 233
Payroll Level 4 233
Payroll Level 5 233
Payroll Level 6 233
payroll levels 33
interaction with organization levels 33
selecting control options 33
Payroll Levels---understanding organization hierarchy 33
Payroll period 234
Payroll Process Control 234
Payroll Register report, 1011..... 186
Payroll run 234
PCL 234
PDF 234
PDLSCR, Payments Issued form 164, 168
Peer-group appraisal..... 234
Pending de-enrollment segment 234
Pending eligibility segment 234
Performance appraisal 234
Performance appraisal rating 234
Performance rating 234
Performance-related pay..... 234
Performing a one-time refund 49, 84
Perquisites 234
Personal days..... 234
Phonetic keys..... 234
Pixel..... 234
Plan deactivation 234
Plan ID 234
Plan shutdown 234
Plan year..... 234
Policy tables 234
Pop-up menu 235
Portable document format 235
PO-SCR, Garnishment Administration form12, 160
PO-SCR, garnishment Information form 191
Position 235
Position Administration Control Number 235
Position complement.....235
Position in range 235
Position Management Solution
and pay allocations 29
and Payroll Levels 33
Posttax.....235
Practice and Review Answers.....203
pre allocation
100% costing of an HED 31
Pre-Allocation of HEDs to 100% Cost Splits 31
Premium.....235
prenotification 66
pre-notification.....157
pre-notification.....158
Prenotification.....235
Prerequisites.....22, 48, 92, 124, 154
Pretax 235
Primary account 235
Process 235
Process bar 235
Program.....235
Protected amount 235
Prototype HED.....235
Provider.....236
Push button 236

Q

Quartile 236
Query alternate keys.....236
Query primary keys.....236
Questions answered.....22, 48, 92, 124, 154
Quick Hire.....236

R

Radio button.....236
Recall 236
Reciprocal taxation 236
Reconciliation Number

and online check printing 179
Record 236
Recording an additional name and address.. 25, 41
Recording garnishment information 161, 191
Recruitment 236
Recycle File 236
Registration 236
Registration number 236
Rehire 236
Rehire/Reinstatement/Recall form, 04-SCR17, 139
rehires 17, 139
Reimbursement account 236
Reinstatement 236
Reject time 236
Relocation 236
Remaining net pay 237
Replication 237
Replication Application 237
Replication Distribution 237
Replication Holding File 237
Replication Packet File 237
Report 237
Report Generator 237
Report Group 237
Report Group Scheduler 237
Report parameters 237
Reporting considerations 70
reports
earnings, deductions, and accruals 72
employee payments 186
employee records 142
taxes 114
Reports used for adding new employees 142
Reports used for earnings, deductions, and accruals 72
Reports used for employee maintenance 39
Reports used for employee payments 186
Reports used for employee taxes 114
Requisition 237
Requisition candidate 237
Requisition limit 237
Requisition unit 237
Retirement 237
Retro Pay Increase report, 9R9R 186
retroactive pay 171
Retroactive pay calculation setup 171
Retroactive Pay form, RTRSCR 172
retroactive payments
and the Salary Assignment/Changes form 51
Retroactive payments 171
Retroactive pay---resulting time entries 172
Return 237
Review of Questions Answered ..45, 89, 121, 152, 200
Review process 237
Roll-up reporting 237
Rotation pattern 237
routing number 158
RTRSCR, Retroactive Pay form 172
RT-SCR, Set Up A Retroactive Pay form 171, 172

S

Safety standards 238
salary 50
Salary budget record 238
Salary grade 238
Salary grade range 238
Salary plan 238
Salary plan year 238
Salary range 238
Salary review 238
Salary review authorization form 238
SAT file 238
Save Changes 238
Savings Bond Balance Register report, 5959 72
Schedule Activities table 238
Schedule assignments 238
Schedule error 238
Schedule Master table 238
Schedule number 238
Screen 238
Scroll bar 238
Search argument 239
Search type 239
Secondary account(s) 239
Security Officer 239

Self-adjusting taxes 239
Separations and Terminations form, 96-SCR.. 138
Sequential Master File..... 239
Service interruption 239
Service method..... 239
Session..... 239
Set Retro Pay Increase report, 9R9R..... 171
Set Up A New Employee form..... 134, 147, 150
Set Up A New Employee form, NH-SCR 134
Set Up A Retroactive Pay form, RT-SCR171, 172
Shift..... 239
Shift premium..... 239
Shortcut menu 239
Sick days 239
Solution View..... 239
Source DL 239
Special assessment 239
Spinbox 239
Spreadsheet application..... 239
Standalone Time and Attendance..... 240
starting an HED..... 58
Starting an HED on a specific date..... 62, 76
State disability tax code display details..... 113
State tax record display details..... 111
Static data..... 240
Static SQL 240
Status bar..... 240
Statutory employee..... 240
Stopping a deduction when a dollar amount has been reached 62, 78
stopping an HED 59
Sub-schedule number 240
Succession planning 240
Summarize Labor report, 4L4L..... 186
Summary page..... 240
Summary plan 240
Supplemental wages..... 240
Surplus..... 240
System administrator..... 240
System Control Repository 240
System Generator 240
System Options form, TG-SCR..... 33, 51

T

Table 240
Table Definition Record.....240
Target DL.....241
Task.....241
Task icon.....241
Tasks 22, 48, 92, 124, 154
Tax accumulation display details 108
tax accumulation fields 107
Tax accumulation fields 107
Tax authority.....241
Tax Authority File.....241
Tax code.....241
Tax code 101 (FICA-OASDI) display details..108
Tax code 102 (Federal Witholding) display details 109
Tax code 103 (FICA-HI) display details.....110
Tax Filing Report - All Frequencies report, 9091 114
Tax Filing Report - Paid Frequencies Only, 2T2T 114
Tax Maintenance File.....241
Tax specification.....241
Tax Specification record 241
Tax Specification Records 95
Tax table 241
Tax type 241
Taxability 241
Taxable wage base 241
Taxable wage updating 70
taxes 14, 93
adding 95
deleting from the employee record 104
viewing employee taxes.....105
Taxes Paid Display 164
Taxes to-date by field number.....105
Taxes To-Date Inquiry 105
Taxes To-Date Inquiry form, JT-SCR.....14
Taxes To-Date/Field Number Inquiry form, JD-SCR 14
Tax-related Regulatory Bulletin.....242
TDR 242
Template 242

Temporary password 242
Termination 242
terminations 17, 138
Test environment 242
Text box 242
Text qualifier 242
TG-SCR, System Options form 33, 51
The HED number 54
The Start Method and Start Value entries 58
The Stop Method and Stop Value entries 59
Time entry 242
Time entry extract file 242
Time entry validation 242
Timeout 242
ToolTip 242
Top-down appraisal 242
Tracking Employees Active on the 12th of the Month report, 2B2B 114
Trainer 242
Trainer code 242
Training area 243
Training class results 243
Training class status 243
Training course code 243
Training plan 243
Training reason 243
Training request 243
Transfer 243
transfers 17, 36
and Payment History and Labor Records 36
copying payroll data 36
Trend analysis 243
Trigger 243
Tuition reimbursement 243
Type of training request 243

U

Unauthorized absence 243
Underlined text 243
Unemployment insurance tax 243
Unpaid absence 243
Updating an employee salary 52, 73
Updating HEDs for all employees in an organization 65, 81
Updating HEDs for multiple employees 62, 79
Upward appraisal 243
URL 243
Use Company Default (17) and the Employee Earnings and Deductions form 54
User class 244
User code 244
User defined password 244
User fields 61
User ID 244
User profile 244

V

Vacancy 244
Vacation days 244
Validation 244
Variant forms 244
View Employee Names/Address form, FFISCR11
View Pay Allocations form, GGISCR 11, 31
Viewing a Multiple Master record 163, 197
viewing employee taxes 105

W

W-4 form 95
Waive 244
Warning time 244
Welfare benefit plan group 244
Welfare benefit plan subgroup 244
Welfare plan 244
What-if and update modes 175
What-if mode 244
Window 244
Wizard 244
Work area 244
Work instructions 244
Work restrictions 244
Worker's compensation 245
Workers Compensation report, 7W7W 39
Workforce competency 245

X

XHTML..... 245

Y

Year End Master File 245

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual **3**

Chapter 2 11

Chapter 2 Overview of Payroll Administration **11**

Introduction 12
Organization structure---how is your company defined? 13
Data requirements for running payroll 14
Payroll activities at a glance 17
Sharing information across Cyborg applications 21

Part 2 23

Part 2 Basic Payroll Setup 23

Chapter 3 25

Chapter 3 Understanding Cyborg Earning and Deduction Requirements **25**

Introduction 26
Earnings and Deductions---how Cyborg defines them 27
Review of Questions Answered 35

Chapter 4 37

Chapter 4 Understanding Tax Activation **37**
Introduction 38
Tax authorities 39
Review of Questions Answered 48

Chapter 5 51

Chapter 5 Understanding Reporting Setup **51**
Introduction 52
Minimum required reports for a pay run 53
Review of Questions Answered 57

Part 3 59

Part 3 Maintaining Employee Data 59

Chapter 6 61

Chapter 6 Maintaining Employee Data **61**
Introduction 62
Basic time entries---creating them in The Solution Series 64
Time Entry Format 1 form 65
Detailed Directions 70
Extended Practice 79
Review of Questions Answered 80

Part 4 83

Part 4 Payroll Processing 83

Chapter 7 85

Chapter 7 Overview of the Payroll Process **85**
Introduction 86

Types of runs 87
Review of Questions Answered 91

Chapter 8 93

Chapter 8 Calculating Pay 93
Introduction 94
Payroll processing parameters---what do you want to run this time? 96
Payroll processing differences between the United States and Canada 102
Payroll processing differences among versions of The Solution Series 103
Detailed Directions 105
Extended Practice 147
Review of Questions Answered 148

Chapter 9 151

Chapter 9 Payroll Payments 151
Introduction 152
Direct deposit or check---it is up to you 153
Review of Questions Answered 156

Part 5 157

Part 5 Appendices 157

Appendix A 159

Appendix A Practice and Review Answers 159
Understanding Cyborg Earning and Deduction Requirements 160
Understanding Tax Activation 161
Understanding Reporting Setup 162
Maintaining Employee Data 163
Overview of the Payroll Process 166
Calculating Pay 167
Payroll Payments 172

Glossary of Terms 173

Index 203

PART 1

Introduction

In This Section

About This Manual.....3
Overview of Payroll Administration.....11

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Payroll Administration to perform your business tasks. In this manual, you will be introduced to the basic setup of organization and employee payroll information. In addition, you will find everything you need to create basic time entries and run a basic payroll.

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:

- Payroll Administrative staff: Payroll and Human Resource personnel will find this manual useful for the day-to-day input and maintenance of payroll data and the processing of payroll.
- Management and supervisory staff: Payroll managers will find it helpful to read through the entire manual to gain a big-picture view of the payroll process.
- Accounting staff
- Technical staff

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 the Microsoft Windows operating system
- Basic understanding of The Solution Series
- Basic understanding of payroll concepts

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand and administer The Payroll Solution.

Documentation

Document	Description
Payroll Organization Setup	A reference and training guide for organization setup, including taxes and earnings and deductions.
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions, and basic employee data.
Payroll Time Entries and Adjustments	A reference and training guide for the creation of time entries and making pay adjustments.
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports.
Technical Administration	A reference guide of technical information needed by advanced users and technical staff members. Includes technical information for running payroll processing.
Maintaining Payroll Tax Codes	A reference guide of Cyborg Tax Codes and their current status.
Using the Quarterly Processor	A single reference source for state quarterly wage reporting. All information needed to produce quarterly wage information is detailed for each state.
Year-End Processing Guide	A reference guide containing information and instructions for preparing and running the Cyborg Year-End Processor.

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

Training Courses

Related Course	Description
Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and pay run process control options are also covered.

Related Course	Description
Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, employee information, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees is also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the usage of reports to verify inputs and outputs from each payroll.
Technical Administration	Learn the technical information you need in order to run and troubleshoot payroll. This course explains the programs that comprise payroll and walks you through what you need to set up to run payroll.
Payroll HED and Tax Workshop	This course serves as a workshop to set up HEDs and taxes that are unique to your organization.
Payroll Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.
Payroll Year-End Processing Refresher	This one-day refresher course is especially designed for those who need a brief review of year-end W-2/1099 processing requirements along with the current year update on Federal and processor changes. This course is designed to guide you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing.

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 Payroll Administration by identifying and defining system components and explaining the entry of basic organization and employee information.
2. Basic Payroll Setup	3-5	These chapters explain what setup is required to run a successful payroll, including earnings and deductions, taxes, and reporting.
3. Maintaining Employee Data	6	This chapter explains what is involved in the ongoing maintenance of employee data.
4. Payroll Processing	7-9	These chapters provide an overview of the payroll process, detailed instructions on running a payroll, and a discussion about the many options available for providing employees with their pay.
5. Appendices	A	This appendix provides the answers to questions presented throughout 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 the Payroll Solution:

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 Where to get help
2	Overview of Payroll Administration	System components and definitions Sharing information with other Cyborg applications Organization processing options Organization pay frequencies

Part 2: Basic Payroll Setup

The chapters in Part 2 describe the basic setup required to run a successful payroll, including earnings and deductions, taxes, and reporting:

Read this chapter		To learn about
3	Understanding Cyborg Earning and Deduction Requirements	Earnings and Deductions—how Cyborg defines them Standard HEDs Employee pay rate and salary requirements Direct deposit setup
4	Understanding Tax Activation	Tax authorities Tax specification information Cyborg tax codes Tax activation in the US Tax activation in Canada Tax specification maintenance
5	Understanding Reporting Setup	Minimum required reports for a payroll run Payroll reporting preparation Payroll report scheduling Supplying routing information for direct deposit transmission

Part 3: Maintaining Employee Data

The chapter in Part 3 describes what is involved in the ongoing maintenance of employer data:

Read this chapter		To learn about
6	Maintaining Employee Data	Ongoing payroll updates Creating basic time entries Time entry Format 1 form Viewing and correcting time entries Importing time entries from an external source Pre-payroll calculation reports

Part 4: Payroll Processing

The chapters in Part 4 describe the payroll process, specific instructions for running a payroll, and a discussion about the many options available for providing employees with their pay:

Read this chapter		To learn about
7	Overview of the Payroll Process	Types of runs The payroll process

Read this chapter		To learn about
8	Calculating Pay	Payroll processing options Payroll processing differences between the United States and Canada Payroll processing differences among versions of The Solution Series
9	Payroll Payments	Direct deposit or check—it is up to you Pay documents

Part 5: Appendices

The appendix in Part 5 contains practice and review answers:

Use this appendix		To learn about
A	Practice and Review Answers	Answers to the practices and review questions and 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 Payroll Administration

In This Chapter

Introduction 12
Organization structure---how is your company defined? 13
Data requirements for running payroll.....14
Payroll activities at a glance 17
Sharing information across Cyborg applications.....21

Introduction

The primary purpose of any payroll application is to generate a pay document. Before you can produce a pay document, however, several decisions must be made and tasks completed in order to implement the payroll system. Often these decisions and tasks involve staff from other departments, such as time keeping, benefits, and human resources, as well as payroll.

This section gives you an overview of these implementation activities, and introduces you to the concepts discussed in the remainder of this documentation.

☞ *Refer to the New Client Implementation documentation for more information about the steps involved in preparing for Payroll Administration.*

Organization structure---how is your company defined?

Organization levels define your organizational structure for payroll purposes and identify processing and reporting requirements. Cyborg Systems allocates six control levels for this purpose. The first two levels, Organization Levels 1 and 2, identify the Organization Number. The remaining four levels, Payroll Levels 3 through 6, are subordinate to the Organization Number. These four levels are user-defined and further define the company at the employee level, particularly for labor-distribution purposes.

- Organization Level 1 (OL1)

This user-defined alphanumeric value contains two characters. It is used to identify the highest level of control within the organizational structure (frequently the corporate level) and must represent only one Federal EIN/Business Number.

- Organization Level 2 (OL2)

This user-defined alphanumeric value contains four characters. It is used to identify the next highest level within the organizational hierarchy (company, division, region) or a subdivision of employees within Org Level 1 (officers, directors, managers, hourly employees).

- Payroll Levels 3–6 (PL3–6)

These user-defined alphanumeric values (4 positions per level) are additional organizational levels that can be used to group employees. Cyborg-delivered reports page break and subtotal at these levels. You can use all or part of the 16 Payroll Level values in the General Ledger Account Number, which is used for posting payroll dollars to the general ledger. Although you need to consider PL3–6 values when structuring your organization, the codes for these levels will not be established at the same time as those for Organization Levels 1 and 2.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for general information about assigning organization numbers.*

☞ *Refer to the Payroll Organization Setup documentation for detailed information about establishing Payroll Levels 3 through 6 for an organization.*

Data requirements for running payroll

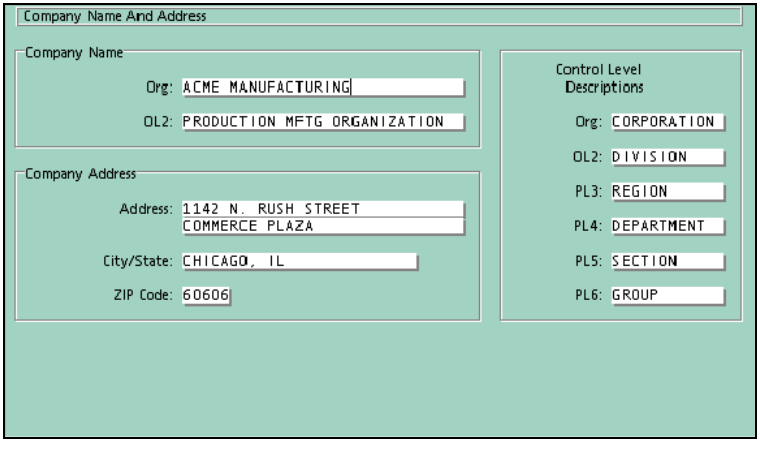
A few pieces of information are necessary in any payroll application in order to calculate employee pay.

- The organization must have all the information entered that is needed for governmental reporting.
- Employees must have employee numbers, their name and address, social security/social insurance numbers, and pay information—pay rate or salary and frequency—recorded in the system.
- Earnings, deductions, and taxes must be established.

Without any of this information, pay cannot be processed correctly.

Your organization---establishing name, address, and organization level titles

When you first establish an organization, you must enter your organization's legal name and address for reporting purposes. Use the Company Name and Address form (AA-SCR) to enter this information, along with descriptive titles for each of the six control levels for report title purposes: Organization Level 1, Organization Level 2, and Payroll Levels 3–6.



Your employees---identifying them in the system

Enter basic employee information on the Employee Information form (EF-SCR). For an employee to be part of a pay run, the following information must be supplied:

- Employee Number—Each employee must have a unique Employee Number. It may be a badge number, a Social Security/Social Insurance Number, or a company-assigned number. It may not exceed ten characters. Once entered, the Employee Nbr field becomes inquiry-only; you may view the Employee Number but you may not change it.

Note: Do not use the letter 'L' to start an Employee Number. This character is reserved for Logical Employee Models or labor only employees, and will result in the employee not being paid.

☞ *Refer to the Payroll Employee Setup documentation for more information about Logical Employee Models.*

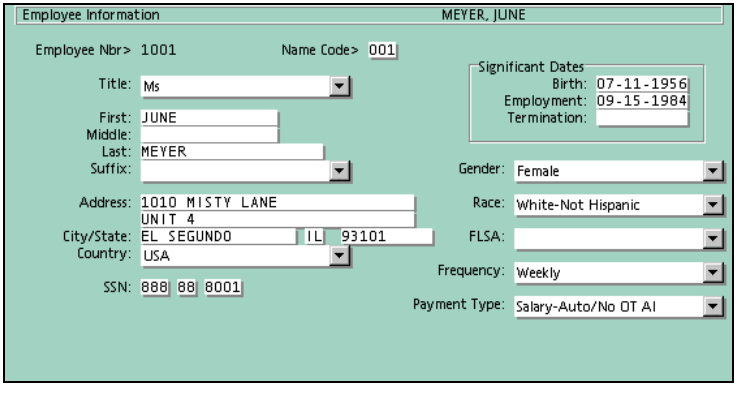
- Legal name and address—A legal name and address must be entered for every employee added to the system. Each address record is assigned a Name Code. Name Code 001 is always reserved for the legal name and address. It is also used as payee information, unless Name Code 999 is established for this function. It is also used as the employee mailing address for tax forms.

- Social Security/Social Insurance Number—A Social Security/Social Insurance number must be entered for every employee added to the system.

- Pay Frequency—Specifies the frequency by which the employee is paid. The delivered options are Weekly (1), BiWeekly (2), Semi Monthly (3), and Monthly (4).

- Payment Type—Specifies if the employee is to be paid automatically or by time entry. Within each of the given categories, an employee may be considered hourly or salaried.

The following example shows the Employee Information form (EF-SCR) for June Meyer, Employee Number 1001:



Earnings, deductions, and taxes---establishing the rules

Earnings and deductions must be established to specify the requirements necessary for its calculation during the pay run. All possible earnings and deductions are established for an organization, and then each employee is assigned the earnings and deductions that are applicable or required. At the employee-level, earnings and deductions can be modified to meet specific employee requirements.

☞ *Refer to* **Understanding Cyborg Earning and Deduction Requirements** *(on page 25) for more information.*

Once taxes are activated for an organization, Payroll Administration calculates, tracks, and reports all taxing information needed for your pay processing. It also computes taxable wages and calculates taxes for employers and employees. The system handles taxes at all levels (federal, state, county, and local) and produces required regulatory reporting on a quarterly and yearly basis.

☞ *Refer to* **Understanding Tax Activation** *(on page 37) for more information.*

Payroll activities at a glance

A complete payroll cycle incorporates three distinct activities:

- Implementation of company payroll practices
- Ongoing data maintenance
- Paying employees

The payroll cycle is circular in nature. Once you have defined and established your company's payroll practices in the system, the payroll cycle begins—and continues for as long as you are paying your employees. Ongoing data maintenance is a constant—employee, organization, and regulatory data is always changing.

A pay run, then, is much like an interruption to this ongoing maintenance. Maintenance ceases long enough for pay calculations to be figured and pay documents produced. Then, the cycle starts all over again as data is updated to capture changes that occurred during the pay run, and continues as more employee, organization, or regulatory changes are entered.

Implementation---defining your company payroll practices

Once you have entered all the information necessary to calculate employee pay—organization levels, names, addresses, and other identifying data, earnings and deductions, and taxes—you are ready to determine the pay processing options that will be used to implement your company's payroll practices.

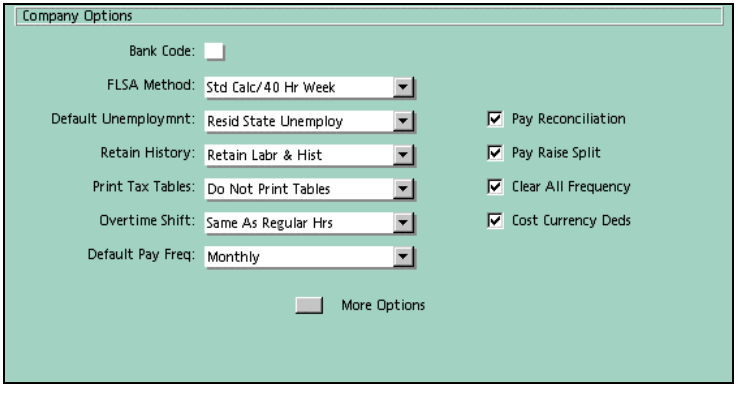
Pay processing options

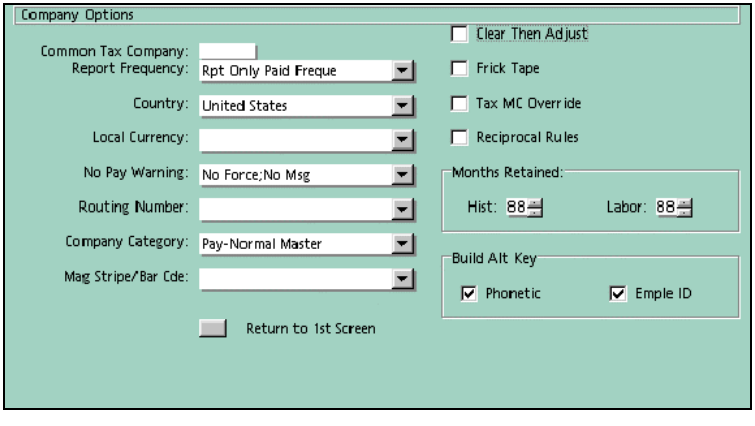
General pay processing options define the manner in which your company handles payroll. The following pay processing options must be established prior to the first pay run:

- Bank codes and routing numbers to identify your company bank accounts
- Parameters for handling tax withholding, and overtime and unemployment wages
- Preferences for clearing, reporting, and record-keeping

The Company Options form (AF-SCR) is a two-part form that allows you to establish your pay processing options. These parameters serve as the default options for this organization and all employees within it. You must complete a Company Options form (AF-SCR) for each organization. All the fields are already completed with default information, which was generated automatically when the organization was established. You may need to change some of these options. Once you have set the options as you want them, they are retained indefinitely—you do not need to change them unless your company's payroll practices change.

Samples of both parts of the Company Options form (AF-SCR) are shown below with the default values:





☞ *Refer to the Payroll Organization Setup documentation for more information about the specific usage of each of the fields on the Company Options form (AF-SCR).*

Pay frequencies

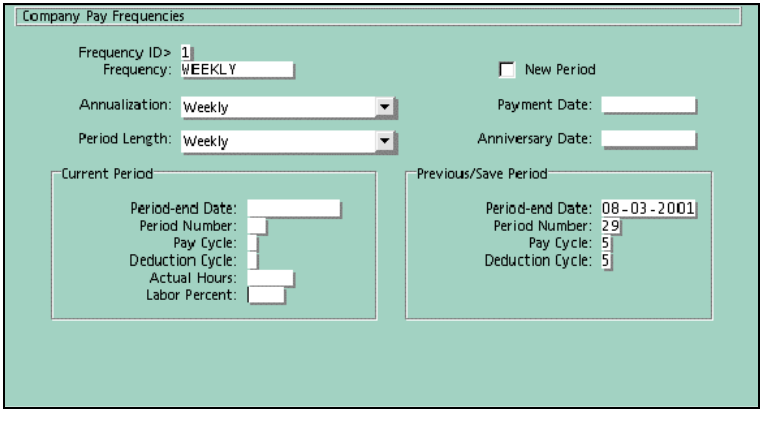
You must also define the pay frequencies for an organization in order to pay its employees. A pay frequency is the specific interval, such as weekly or monthly, at which employees are paid.

The most commonly used pay frequencies are weekly, biweekly, semimonthly and monthly. For example, hourly employees may be paid each week and salaried employees semimonthly or monthly. It is even conceivable that multiples of the same frequency are required because period-end dates differ, or different groups of employees receive pay on different days of the week. For example, administrative staff may be paid weekly on Friday, while union members, also paid weekly, receive their pay on Thursday.

Payroll Administration allows you to define multiple pay frequencies for each organization. A specific frequency is assigned to each employee and is used during pay processing. Pay

frequencies also play a role in the computation of taxes and the calculation of earnings and deductions. They are also used by the Human Resource Management System to perform certain calculations when employee pay rate or salary changes are entered.

The Company Pay Frequencies form (AJ-SCR) defines each pay frequency used by the organization. You may define only one pay frequency at a time. If you are defining more than one pay frequency for the same organization, you must complete a Company Pay Frequencies form (AJ-SCR) for each additional frequency.



You must complete the first four fields and the last four fields on this form before processing your first payroll. Establish only pay frequencies that will be used within this organization. Each time you add a frequency, be sure to clear the form first and then enter the values appropriate for the frequency. Once you have made the initial entries for each frequency, the system calculates and updates the values for this form with each new-period pay run. You should not ever need to modify the entries on this form.

☞ *Refer to the Payroll Organization Setup documentation for more information about defining organization pay frequencies.*

Ongoing data maintenance---keeping it current

Maintenance is an ongoing process that involves keeping organization and employee records current. This maintenance includes processing new hires, terminations, employee status changes, organization and employee earnings and deductions, and time entries and adjustments. It also includes applying tax update bulletins and regulatory changes.

Paying your employees

The process of paying your employees is a largely automated task that calculates employee pay, updates organization and employee records, and generates pay documents. A pay run also produces payroll-related reports, interface files, and direct deposit files. At the end of a pay run, payment history records are created for the pay documents generated and adjustments processed during the payroll cycle. Labor records are created reflecting hours and amounts paid with their associated charge-to information.

Additional activities are performed after the pay run. Such activities can include balancing the payroll and distributing data to companion applications, such as the general ledger, time and attendance, tax filing services, and archives, as required.

Reporting

Payroll Administration supports a substantial number of standard reports for viewing pay processing results. These reports are not only for internal use, but also for external regulatory filing requirements. Some of the standard reports provided include audit trails, pay documents, earning and deduction registers, employee detail, and annual W-2 forms and tapes.

Payment history

Payment history is an image of a payment generated or an adjustment processed by the system. Multiple payment history images may be generated for an employee. Each image includes all earnings, taxes withheld, deductions, net pay, period end date and payment date, if applicable, and other static employee information for each payment or adjustment.

Labor records

Payroll Administration enables you to capture time information for each employee by earning or shift type, organization level, and function or project. Established hours and dollars, or those paid through a time entry with no labor allocation or overrides, may be split a maximum of 98 different ways for each employee.

Labor allocations for hours and dollars are unlimited when they are submitted using organization level overrides on employee time-entry forms. A labor record, as described above, is created for each submitted time entry or established automatic earning. If the pay allocations feature is used, a separate labor record is created for each allocation.

Sharing information across Cyborg applications

Using multiple modules of The Solution Series gives you an advantage over those who use multiple vendors, because the system has been designed so that information established in one application is shared with other applications within the system. Static data, such as Employee Name, Address, and Date of Birth, is stored in one place and used by multiple applications. Whether adding a new employee to the Employee Database or changing an existing employee's information, you enter data only once. Other Cyborg applications that share the same Employee Database use the same data. This is true not only when establishing organization and employee pay information, but throughout the entire product offering.

You may use existing data in multiple functional areas of the complete system. Frequently, data required to establish an employee in one application is also required by other applications. A field such as Employee Name is used system-wide, but it is stored internally by the system in one place. This data sharing allows you to use a companion application almost immediately, increasing efficiency and, most importantly, data integrity.

Because you may add or change information on various forms within the system and in different applications, you must determine which departments will be responsible for the various aspects of data entry. Typically, four departments participate in human resource-based data entry within an organization:

- Payroll
- Human Resources
- Benefits Administration

An organization's project team usually determines decisions about ownership of the various data-entry functions during its implementation project. You may, however, need to re-evaluate these decisions when implementing additional Cyborg applications.

☞ *Refer to the Payroll Organization Setup documentation for more information about the manner in which data is shared across applications.*

PART 2

Basic Payroll Setup

In This Section

Understanding Cyborg Earning and Deduction Requirements 25
Understanding Tax Activation.....37
Understanding Reporting Setup.....51

CHAPTER 3

Understanding Cyborg Earning and Deduction Requirements

In This Chapter

Introduction 26
Earnings and Deductions---how Cyborg
defines them 27
Review of Questions Answered.....35

Introduction

Earnings and deductions must be entered into Payroll Administration for organizations and employees in order to record pay, hours worked, and deduction amounts for each employee. This section introduces Cyborg's earning and deduction terminology and requirements, and discusses the procedures involved in establishing earnings and deductions at organization and employee levels.

Prerequisites

In order to understand the concepts presented in this section, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Questions answered

The following questions are answered in this section:

1. Why must HEDs be established at the organization and employee levels?
2. Why is it important to leave a gap between HED numbers?
3. Why would you deactivate an HED?
4. Which automatically set up HED requires additional setup? Why?
5. What determines which form is displayed when you access the Company Earnings and Deduction form (A8-SCR)?
6. Which HED is not maintained on the Employee Earnings and Deductions form (HH-SCR)?
7. Can you set up direct deposit for some, but not all, employees?

Earnings and Deductions---how Cyborg defines them

Cyborg uses the abbreviation HED (hours, earnings, and deductions) to describe the earnings and deductions that are used to accumulate units and amounts, calculate and make payments, and take deductions. Units may be identified as hours, miles, or pieces (required for production piece rate calculations). For this discussion, units are referred to as hours.

A total of 998 earnings and deductions may be defined for each organization. You must first establish an earning or deduction at the organization level before the earning may be paid to, or the deduction may be taken from, an employee.

The criteria established at the organization level for an earning or deduction provides the calculation and processing parameters that will be used during a pay run. These organization parameters provide all or part of the necessary calculation, with the employee detail either overriding or supplementing the organization specification.

HED numbers are assigned to earnings and deductions based on a certain range, as indicated in the following table:

HED number	Is reserved for
001–500	earnings
501–998	deductions
999	net pay

The importance of the assigned HED number

You must define an earning and deduction number for each HED to be applied to an employee and for each HED that maintains dollars and/or hours data. The system processes earning and deduction numbers in ascending order, starting with HED 001. For example, it processes deduction 510 (perhaps assigned to child support), then deduction 620 (perhaps assigned to a deferred payment plan), then deduction 800 (perhaps assigned to United Way), and so on. You should establish earnings and deductions in a priority sequence, with the lowest numbers having the most significant priority. Leaving a gap between assigned HED numbers allows room for future HEDs.

The system maintains current, month-to-date, quarter-to-date, and year-to-date accumulations of amounts and hours/arrears for each HED for each employee. You must establish an earning or deduction at the organization level before it can be used at the employee level. The system prevents you from setting up an earning and deduction number at the employee level that has not been previously established at the organization level. If you attempt to do this, the area of the form following the HED number will state 'HED not defined at Company level'.

When setting up earning and deduction numbers, consider grouping associated types. The following table shows examples of these groupings:

HED number	Group	Example
001–099	Pay for hours worked	Regular pay, overtime pay

HED number	Group	Example
100–199	Pay for hours earned	Vacation, sick, jury, bereavement leave
200–299	Additional pay	Bonus, incentive, relocation, mortgage rate offsets
400–450	Taxable benefits	Life insurance
501–599	Involuntary and mandatory deduction	Tax levies, child support, garnishments, insurance plans
600–699	Elective deductions	Medical and dental insurance, deferred payment or pension plans
700–799	Voluntary deductions	United Way, savings bonds
800–850	Employer paid amounts	Contributions for medical and dental insurance

Once created, an organization earning or deduction cannot be deleted. However, you may deactivate it and use it again. When setting up earnings and deductions, plan ahead and leave gaps between numbers so that you may add new earnings and deductions numbers later at the desired priority level.

Standard earnings and deductions

Standard HEDs, those required for running a successful payroll, are created automatically when you establish an organization. You may add additional HEDs, as needed, to fit your organization. For example, you may have sick pay, a deferred savings plan, or medical insurance benefits, that must be paid to or taken from an employee. The Company Earnings and Company Deductions forms (A8-SCR), and the Employee Earnings and Deduction form (HH-SCR) provide an easy method for establishing additional earnings and deductions.

When you establish an organization and add an employee, standard HEDs required for payroll are set up automatically. Each standard HED is described in the table below:

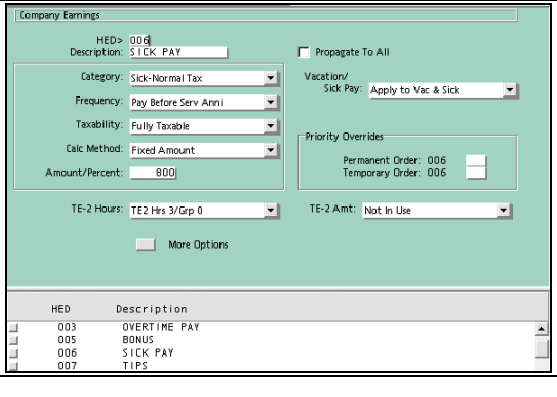
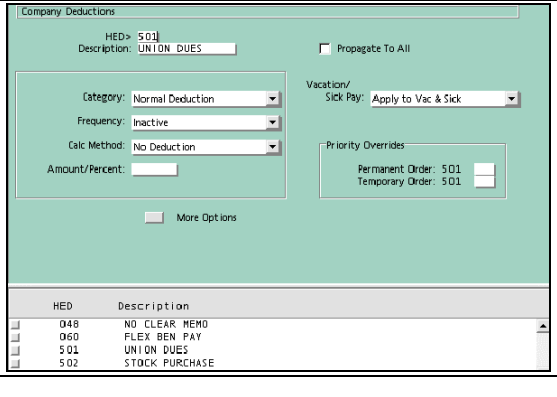
Earning or Deduction name	HED number	Description
Regular pay	001	Employee's normal pay, received for the employee's regular activities. Calculations are based on the pay rate or salary entered on the Employee Pay Rate or Salary form (H1-SCR).
Overtime pay	003	The most frequent rate of overtime paid to eligible employees for this company. You must select the overtime factor associated with the most frequently paid type of overtime.

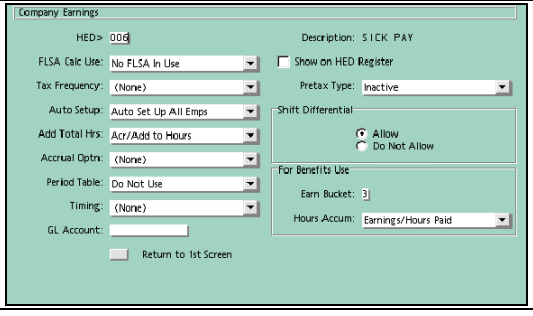
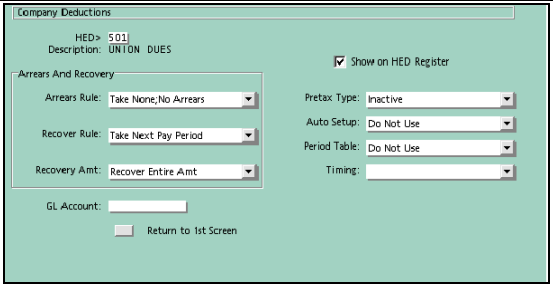
Earning or Deduction name	HED number	Description
Net pay	999	Deduction used to pay an employee. This payment is the balance remaining after earnings have been calculated, and taxes and deductions have been taken.

These HEDs can be viewed using the same forms as any other HED—the Company Earnings and Company Deductions forms (A8-SCR), and the Employee Earnings and Deduction form (HH-SCR). In the United States, other than specifying an overtime factor for HED 003 on the Company Earnings form (A8-SCR), no changes to the values on these forms should be necessary. In Canada, the only change that is necessary is to update the Taxability field for HED 001 and HED 003 to reflect the correct taxability rules.

Distinguishing between the two HED establishment forms for an organization

You will use either the Company Earnings or Company Deductions form (A8-SCR) to enter and maintain organization earning and deduction numbers. These two forms have the same program ID because they essentially serve the same purpose—to establish an HED at the organization level. Different fields appear on the forms because the information needed to establish an earning is different from the information needed to establish a deduction. For example, the Company Earnings form includes fields relating to taxes and time entries. These fields do not apply to deductions, so do not appear on the Company Deductions form. Likewise, fields relating to arrears only appear on the Company Deductions form. You will notice the biggest difference in these forms on their second panels.

Earnings	Deductions
If the HED number is 001 through 500, the Company Earnings form (A8-SCR) displays:	**If the HED number is 501 through 999, the Company Deductions form (A8-SCR) displays:**
	

Earnings	Deductions
	

An earning will display when you first access the Company Earnings and Deduction forms (A8-SCR). The Selection list in the message area at the bottom of the form displays a list of available HEDs—those that have already been established. Double-click on the HED to display its information. To toggle between the Company Earnings and Company Deduction forms, simply chose an appropriate HED number from the Selection list.

Organization level HED establishment

The Company Earnings and Company Deductions forms (A8-SCR) allow you to assign HED numbers, establish organization earnings and deductions, and modify existing HEDs. There are five fields that define the operational parameters for the selected HED: Category, Frequency, Taxability, Calc Method, and Amount/Percent. The Taxability option list appears only for earnings. In most cases, if you complete these fields, you can allow the system to populate the remaining fields with default values.

The Category value assigned to an earning or deduction defines the type of earning or deduction (memo, normal, or pre-tax, for example) and basic processing rules. The remaining four fields—Frequency, Taxability (earnings only), Calculation Method, and Amount/Percent—define the processing and calculation rules for the earning or deduction. The options you choose should address the majority of employees eligible for the earning or deduction. The entries made on the Company Earnings or Company Deductions forms (A8-SCR) will be used if any of the corresponding fields are left blank on the employee earning record.

When adding a new HED, clear the Company Earnings or Company Deductions forms (A8-SCR) first to prevent existing information from propagating to the new HED.

Employee level HED establishment

Once an earning or deduction is established at the organization level, you will use the Employee Earnings and Deductions form (HH-SCR) to add or change information about an employee's earning or deduction. Any earnings that require a time entry are automatically established (with the organization-level defaults) during the first pay run in which the employee is paid the earning. Automatic earnings, accruals, and all deductions must be established before paying the employee.

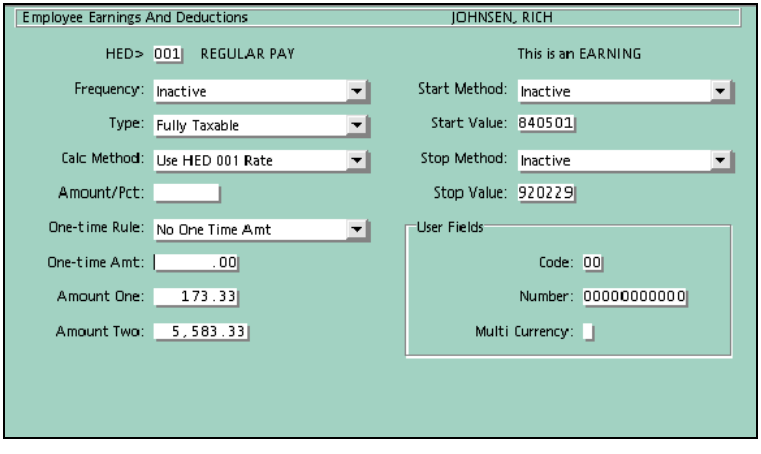
Note: Regular pay HED 001 is maintained on the Employee Pay Rate Or Salary form (H1-SCR) and is usually not altered on the Employee Earnings And Deductions form (HH-SCR). Direct Deposit HEDs are maintained on the Direct Deposit Information form (H9-SCR).

The following fields on the Employee Earnings and Deduction form (HH-SCR) correspond to the fields on the Company Earnings and Company Deductions forms (A8-SCR):

- Frequency
- Type
- Calculation Method
- Amount/Percent

If you want the organization-level information always to be the default, select Use Company Default (17) from the Frequency (PP07) option list. Override the warning to update the employee record.

Following is an example of an earning for regular pay:



Following is an example of a deduction for union dues:

Employee Earnings And Deductions JOHNSEN, RICH

HED> 501 UNION DUES

This is a DEDUCTION

Frequency: All Pay Periods

Type: Take Part;No Arrears

Calc Method: Fixed Amount

Amount/Pct: 500

One-time Rule: No One Time Amt

One-time Amt: .00

Amount One: .00

Amount Two: .00

Start Method: Inactive

Start Value: 000000

Stop Method: Inactive

Stop Value: 000000

User Fields

Code: 00

Number: 00000

Multi Currency:

The remaining fields on the Employee Earnings and Deductions form (HH-SCR) are used to specify one-time actions, or start and stop an earning or deduction at a specified amount, date, or event.

☞ *Refer to the Payroll Employee Setup documentation for information about the remaining fields on the Employee Earnings and Deductions form (HH-SCR).*

Employee pay rate or salary requirements

An employee's hourly rate or salary is entered on the Employee Pay Rate Or Salary form (H1-SCR), if the Human Resource Management Solution does not already supply it. The normal hours per pay period and pay rate or salary are entered on this form to calculate an employee's Regular Pay.

Following is an example of the Employee Pay Rate Or Salary form (H1-SCR) for an auto-paid salaried employee:

Employee Pay Rate Or Salary JOHNSEN, RICH

HED (001 Only) > 001

Pay Rate: .0000

Normal Hours: 173.33

Salary: 5,583.33

Direct deposit setup

Just as an HED is established at both the organization level and employee level, direct deposit must also be established at both levels. Direct deposit is set up by making a modification to net pay, HED 999, on the Company Deductions form (A8-SCR), and completing the Direct Deposit Information form (H9-SCR) for each employee who wants direct deposit.

Direct deposit for an organization

The first step to setting up direct deposit is to reassign the Category code to Direct Deposit (53) on the Company Deductions form (A8-SCR) for Net Pay, HED 999.

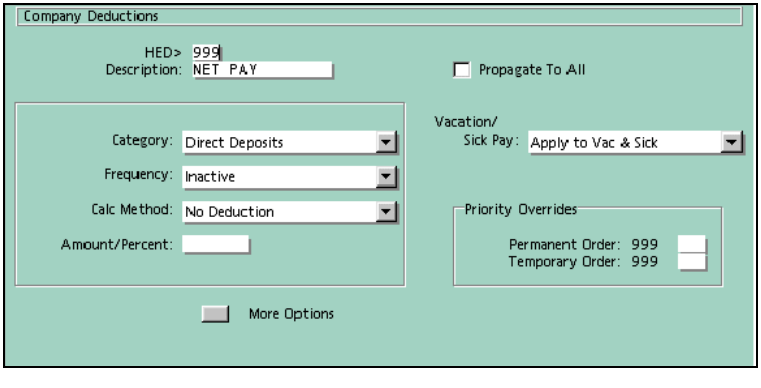
Changing the Category code to Direct Deposit (53) on the Company Deductions form (A8-SCR) makes the option to use direct deposit for net pay available to each employee in that organization. This does not mean that every employee assigned this HED must receive pay through a direct deposit. You may have some employees receive a pay check, whereas others choose direct deposit and receive advice notices.

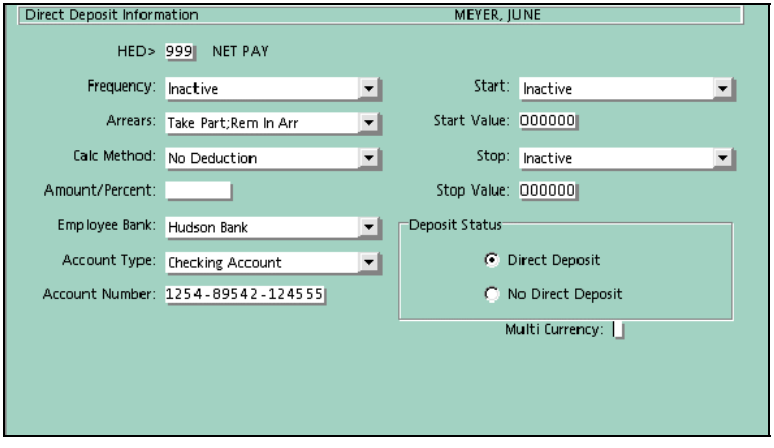
Note: Reassigning the Category code to Direct Deposits (53) is the only modification allowed for Net Pay, HED 999.

Direct deposit for an employee

An employee's election to receive direct deposit is recorded on the Direct Deposit Information form (H9-SCR). Once Net Pay, HED 999, has been set up for direct deposit at the organization level, use this form to enter the employee's account information, such as the bank routing number and account type. This form will be rejected if the HED does not have a Category code of Direct Deposit (53) on the Company Deductions form (A8-SCR) at the organization level.

Following is an example of Net Pay, HED 999, set up for direct deposit at the organization level and for employee June Meyer:





☞ *Refer to the Payroll Organization Setup documentation for more information about establishing direct deposit for an organization.*

☞ *Refer to the Payroll Employee Setup documentation for more information about establishing direct deposit for an employee.*

Review of Questions Answered

1. Why must HEDs be established at the organization and employee levels?

2. Why is it important to leave a gap between HED numbers?

3. Why would you deactivate an HED?

4. Which automatically set up HED requires additional setup? Why?

5. What determines which form is displayed when you access the Company Earnings and Deduction form (A8-SCR)?

6. Which HED is not maintained on the Employee Earnings and Deductions form (HH-SCR)?

7. Can you set up direct deposit for some, but not all, employees?

CHAPTER 4

Understanding Tax Activation

In This Chapter

Introduction 38
Tax authorities 39
Review of Questions Answered.....48

Introduction

In Payroll Administration, the basic payroll processing unit is the organization. In this role, the organization collects and remits taxes and reports tax information to tax authorities. Once you have added your organizations and HEDs, you must activate taxes on the system for those organizations and their employees. This section discusses activating taxes and entering tax-related data for organizations and employees.

Prerequisites

In order to understand the concepts presented in this section, you must have the following:

- General knowledge of payroll concepts
- General knowledge of taxation concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Questions answered

The following questions are answered in this section:

1. Why is tax activation different between the United States and Canada?
2. Who supplies tax specification information?
3. Why is a Tax Specification Record necessary?
4. What is the link between a Tax Specification Record and the employee record?
5. What determines the appearance of the Tax Specification Information form (T1-SCR)?
6. In the US, which automatically established federal tax codes must always be Inactive?
7. In Canada, what optional information may you wish to add to the Tax Specification information at the organization level?
8. In Canada, which taxes require employee-specific information? Why?
9. What types of updates are distributed in tax-related Regulatory Bulletins?

Tax authorities

A tax authority is a governmental agency to which an employer and/or employee has statutory tax obligations. Tax authorities exist at the federal, state and local (US), and provincial (Canada) levels. The organization established on the Payroll Solution acts as a withholding agent for all the tax authorities to which it is responsible. In this role, the organization collects and remits taxes and reports tax information to tax authorities.

Many more tax authorities exist in the United States than in Canada. For this reason, tax activation is handled in a slightly different manner in each country. Basically, in the US, only selected taxes are added to the system and activated, where as all taxes are added to a Canadian system. This will be explained in more detail as you read further in this section.

Tax specification information

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. The tax specifications can be in the form of tax formulas, tax tables, or both. These tax specifications are supplied by Cyborg in a single file for most of the tax authorities. By creating records for the tax authorities to which your organization and its employees have tax obligations, these specifications are added to the Payroll Solution. It is not necessary to create records for tax authorities to which your organization or employees have no obligations.

The information supplied by a Tax Specification Record at the organization and an employee tax record at the employee level supply the necessary information to calculate and withhold taxes during a pay run. The link between a Tax Specification Record and an employee tax record is a Cyborg tax code. This Cyborg-assigned code serves as the standard identifier for each tax that is processed by the system. The Cyborg tax code is used to identify and access both the employee tax record and the associated Tax Specification Record.

Cyborg tax codes

Cyborg has established a set of conventions to identify supported taxes. Each tax is assigned a tax code by Cyborg. Tax records are added and maintained by tax code at the organization and employee level. Once a tax is set up by Cyborg, all references to its records are made with the assigned tax code.

Note: *Cyborg must assign all new tax codes. If you need the tax code for a new tax authority, please contact Customer Support.*

Cyborg tax code setup

A Cyborg tax code contains up to seven digits. Each code starts with a one-digit tax type value followed by two to six alphanumeric characters. Together, these three to seven characters are called a tax code.

United States tax code setup

The first character of the tax code is the tax type, and it corresponds to a taxing level:

- 1—Federal taxes
- 2—State taxes
- 3—Local county taxes
- 4—Local city or school district taxes, state disability insurance, and special assessments

Refer to the following table for a summary of the Cyborg tax codes:

Type of Tax	Cyborg Tax Code
Federal Tax	
Social Security (FICA-OASDI)	101
Federal Income Tax and Federal Unemployment Insurance	102
Medicare (FICA-HI)	103
Railroad Retirement Tier I	104
Railroad Retirement Tier II	105
State Tax	
State Income Tax and State Unemployment Insurance	2XX*
State Disability Insurance	4XXSDI
State Special Assessment	4XX + Cyborg-assigned code
Local Tax	
Local County Income Tax	3XXYYYY**
Local City Income Tax	4XXYYYY**
Local School District Income Tax	4XXYYYY**

* XX represents the two-character alphabetic state code in Federal Information Processing Standard (FIPS) format.
** YYYY represents the Cyborg-assigned identifier.

Canada tax code setup

The first character of the tax code is the tax type, and it corresponds to a taxing level:

- 1—Tax control
- 2—Federal taxes and Canada Pension Plan/Quebec Pension Plan (CPP/QPP)
- 3—Provincial taxes and Employment Insurance (EI)

Refer to the following table for a summary of the Cyborg tax codes:

Tax Type	Code	Code Description	Remaining four characters
1	01	Tax Control	Always blank.
2 and 3	AB	Alberta	Always blank at the
	BC	British Columbia	organization level (Tax
	MB	Manitoba	Specification Records).

Tax Type	Code	Code Description	Remaining four characters
	NB	New Brunswick	At the employee level, any
	NF	Newfoundland	four alphanumeric characters
	NN	Nunavut	can be used to differentiate
	NS	Nova Scotia	between preferred and non-
	NT	Northwest Territories	preferred EI rate groups for
	ON	Ontario	reporting purposes. The
	PE	Prince Edward Island	Cyborg convention is to use
	QC	Québec	PREF for the preferred
	SK	Saskatchewan	group, and leave this blank
	YK	Yukon Territories	for the non-preferred group.
	ZZ	No specific province	

Tax activation in the United States

Activating taxes involves three steps. First, the tax code must be established at the organization level. Next, the tax code must be established for each employee having contribution requirements for that tax. And, finally, the tax specification information must be loaded to the Payroll Solution. Only once these three steps are completed will tax calculation be completed during a pay run.

Tax codes at the organization level

Use the Tax Specification Information form (T1-SCR) to activate tax codes for each tax authority and organization on the Employee Database. The Tax Specification Information form (T1-SCR) creates three tax records: T1, T2, and T3. The appearance of the Tax Specification Information form (T1-SCR) is tailored to each specific tax type. Only those fields used by the tax authority are shown on the form, with field labels appropriate to the type of tax authority being accessed.

Following is an example of the Tax Specification Information form (T1-SCR) for Social Security (FICA-OASDI) wages and taxes, tax code 101:

Tax Specification Information Tax ID: TX 101

Description: FICA-OASDI Flat Rate:
Tax Filing Nbr:
UI Reporting Nbr: Use Tax: Yes Active

Minimum wage: 5.150000 ER Max OASDI Wage: 6840000 Disab Recip: 0
EE OASDI Rt: 62000 ER Max OASDI Tax: 424080 UI Recip: 0
ER OASDI Rt: 62000 EE Max OASDI Wage: 6840000 Tax Misc 2: 6
EE Max OASDI Tax: 424080

Resident Tables: Single: 0 Married: 0 HOH: 0
Non-Resident Tables: Single: 0 Married: 0 HOH: 0
Tax Flag: 1: 0 2: 0 3: 0
Tax Tables: 7: 0 8: 0 9: 0
Tax Class: 1: 1 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

At a minimum, you must enter the tax code and the necessary employer-specific information, such as the Employer Identification Number (EIN), on this form to activate the new tax code for the organization level. Employer-specific information includes the following:

- Organization EIN assignments for the specific tax authority
- Unemployment experience rate assigned to your organization by the state (for state unemployment insurance)

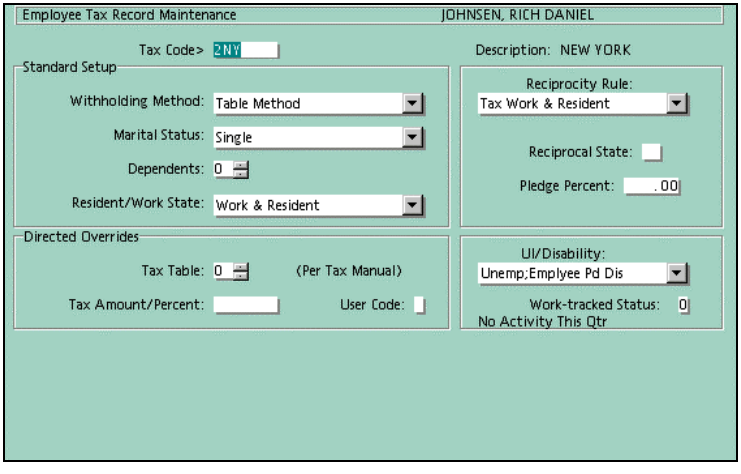
In most cases, it is not necessary to enter information in the remaining fields on the Tax Specification Information form (T1-SCR). Depending on the requirements of the tax authorities you are establishing, you may have to enter additional fields. Typically, however, the remaining fields will be populated when you load the Cyborg-supplied tax specification information.

☞ *Refer to the Payroll Organization Setup documentation for more detailed information about activating tax codes at the organization level.*

Tax codes at the employee level

Once tax codes are activated for the organization, you may activate the tax for the employees using the Employee Tax Record Maintenance form (JJ-SCR). This form activates the tax code only for the selected employee. You must complete the form once for each employee and each tax the employee is required to pay.

Following is an example of the Employee Tax Record Maintenance form (JJ-SCR) for New York state tax, tax code 2NY for Rich Johnsen, Employee Number 1112:



Employee tax records contain tax-specific information required to calculate a specific tax for an individual employee, such as marital status. Taxes that include wage bracket tables require employee-specific information to determine which table to use, similar to the requirements for manual calculation of the employee's taxes. At a minimum, you must complete the Withholding Method, Marital Status, and Dependent fields.

Automatically established federal tax records

The following federal tax records are automatically established for all employees, as all employees are required to pay these taxes.

- **Tax code 101 (FICA-OASDI)**—All employees must have Social Security (FICA-OASDI), even if they are exempt, because the employee's gross wages are stored in this tax record. The Withholding Method (PR09) option for all FICA taxes must always be Inactive (0). The only field that may be changed for FICA tax records is the UI/Disability (PR12) option list, which turns it on and off.
- **Tax code 102 (Federal Withholding)**—This tax code accumulates wages for employee withholding and federal unemployment. The Withholding Method (PR09) option must be activated prior to running a payroll.
- **Tax code 103 (FICA-HI)**—The Withholding Method (PR09) option for this tax code must always be Inactive (0). The only field that may be changed for FICA tax records is the UI/Disability (PR12) option list, which turns it on and off.

State and local tax records

You must establish state and local tax records as required for your employees. Add applicable tax records using the Employee Tax Record Maintenance form (JJ-SCR).

☞ *Refer to the Payroll Employee Setup documentation for more detailed information about activating tax codes at the employee level.*

Loading tax specification information

Now that tax codes have been established at the organization and employee levels, you are ready to load the tax specification information necessary to perform tax calculations during a pay run. The file delivered by Cyborg that contains the tax specification information is called the Tax Authority File.

Tax Authority File

The Tax Authority File contains tax specifications for federal, state, state disability, state unemployment, and special assessment taxes, and localities requiring tax tables. The information maintained for a tax might include wage-bracket tables for different marital statuses, unemployment or disability annual wage base amounts, and information related to allowances, standard deductions, and dependents. In short, the information in the file represents Cyborg's internal translation of the regulations published by tax authorities.

Note: *County and city taxes that are calculated using a flat percentage rate are entered online on the Tax Specification Information form (T1-SCR), supplying all the required information. The Tax Authority File is not required to maintain these tax codes.*

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more detailed information about entering county and city taxes using flat rates.*

Tax activation in Canada

Activating taxes involves two steps. First, the tax code must be established at the organization level by loading the tax specification information supplied and maintained by Cyborg. Then, the tax code must be established for each employee having contribution requirements for that tax. Only once these two steps are completed will tax calculation be completed during a pay run.

Tax codes at the organization level

All federal and provincial tax codes are activated at the organization level with the loading of the Tax Authority File supplied by Cyborg. This file contains wage-bracket tables for all federal and provincial taxes. The information in the file represents Cyborg's internal translation of the regulations published by tax authorities.

Once the Tax Authority File is loaded, you may view the tax codes using the Tax Specification Information form (T1-SCR). The appearance of the Tax Specification Information form (T1-SCR) is tailored to each specific tax type. Only those fields used by the tax authority are shown on the form, with field labels appropriate to the type of tax authority being accessed.

Following is an example of the Tax Specification Information form (T1-SCR) for tax control record, tax code 101:

Tax Specification Information Tax ID: TX 101

Description: JANUARY 1, 2001 Flat Rate:
Tax Filing Nbr:
EI Reporting Nbr: Use Tax: Yes Active

Q/CPP EI Rate: Default %: Q/CPP EI Option: 0
Max Q/C Wage/Mn EI: 999999999 Max Q/CPP EI: 9999999
Q/CPP Exemption: 999999999

Resident Tables
Single: 0 Married: 0 HOH: 0

Non-Resident Tables
Single: 0 Married: 0 HOH: 0

Tax Flag
1: 0
2: 0
3: 0

Tax Tables
7: 0 8: 0 9: 0

Tax Class
1: 0 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

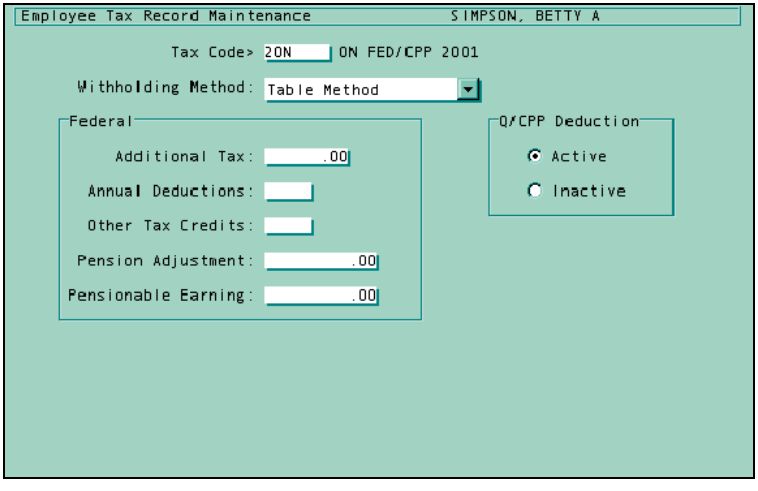
Typically, you do not have to make any adjustments to the Tax Specification Information form (T1-SCR). If desired, however, you may add your Business Number in the Tax Filing Nbr field.

☞ *Refer to the Canadian Payroll System Guide for more detailed information about Canadian taxation.*

Tax codes at the employee level

Canada tnce the Tax Authority file is loaded and tax codes are activated for the organization, you may activate the tax for the employees using the Employee Tax Maintenance form (JJ-SCR). This form activates the tax code only for the selected employee. You must complete the form once for each employee and each tax the employee is required to pay.

Following is an example of the Employee Tax Record Maintenance form (JJ-SCR) for Ontario provincial tax, tax code 2ON:



Employee tax records contain tax-specific information required to calculate a specific tax for an individual employee, such as additional tax. Taxes that include wage bracket tables require employee-specific information to determine which table to use, similar to the requirements for manual calculation of the employee's taxes. At a minimum, you must complete the Withholding Method field.

Automatically established tax records

Tax code 101 (tax control record) is automatically established when an employee is added. Tax control record 101 contains gross wages and estimated annual income for commission-paid employees.

Federal and provincial tax records

You must establish federal and provincial tax records as required for your employees. Add applicable tax records using the Employee Tax Record Maintenance form (JJ-SCR).

☞ *Refer to the Canadian Payroll System Guide for more detailed information about Canadian taxation.*

Tax specification maintenance

Periodically, tax authorities will change the requirements by which taxes are calculated, withheld from the employee, or reported. Cyborg researches standard payroll reference sources, and maintains contact with governmental agencies. By doing so, Cyborg provides you with a timely, consolidated tax tables, allowing your organization to remain in compliance with governmental and regulatory agencies.

Regulatory Bulletins

Regulatory Bulletins are the means by which Cyborg issues changes to the system resulting from governmental or regulatory action. Not all Regulatory Bulletins apply tax changes.

Bulletins may apply updates to other parts of the The Solution Serie*s*, including Human Resources or Benefits Administration.

Tax-related Regulatory Bulletins involve changes made to the tax specification information. These changes fall into a variety of categories, including increases in unemployment wage bases, changes to percentages for tax or wage brackets, and modifications to exemption or allowance amounts. The following components are included in a tax-related bulletin:

- Tax Authority File—A complete replacement of all tax specifications.
- Tax Maintenance File—Subset of the Tax Authority File. This file replaces only those tax specifications that have changed as a result of the update.
- Regulatory Bulletin document—Identifies and describes all tax changes being issued.
- *Maintaining Payroll Tax Codes* (US only)—*M*anual that describes updates, implementation, Cyborg tax codes, and special tax setups.

Tax-related Regulatory Bulletins are issued to you based on the effective dates of the tax changes and the number of tax changes currently pending. Historically in the United States, this approach has resulted in a distribution of four to six US tax-related Regulatory Bulletins, with most releases occurring in the June to July and December to January periods. In Canada, typically two tax-related Regulatory Bulletins are distributed each year, occurring in June and December.

☞ *Refer to the Regulatory Bulletin documentation for more information about applying tax updates.*

Review of Questions Answered

1. Why is tax activation different between the United States and Canada?

2. Who supplies tax specification information?

3. Why is a Tax Specification Record necessary?

4. What is the link between a Tax Specification Record and the employee record?

5. What determines the appearance of the Tax Specification Information form (T1-SCR)?

6. In the US, which automatically established federal tax codes must always be Inactive?

7. In Canada, what optional information may you wish to add to the Tax Specification information at the organization level?

8. In Canada, which taxes require employee-specific information? Why?

9. What types of updates are distributed in tax-related Regulatory Bulletins?

CHAPTER 5

Understanding Reporting Setup

In This Chapter

Introduction 52
Minimum required reports for a pay run.....53
Review of Questions Answered.....57

Introduction

Payroll Administration supports a substantial number of standard reports for viewing payroll processing results. Some of these reports include audit trails, pay documents, earning and deduction registers, and employee detail. Other reports perform a process during a pay run and do not produce any printed output. This chapter discusses setting up the standard payroll reports used with every pay run.

Prerequisites

In order to understand the concepts presented in this chapter, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Questions answered

The following questions are answered in this chapter:

1. In Canada, why are two check producing pay document reports delivered?
2. What three activities must take place before a payroll report can be produced?
3. Under what circumstances is an ACH/Direct Deposit tape rejected by the bank?
4. In what manner is ACH/Direct Deposit information supplied differently depending on whether you are an American or Canadian company?

Minimum required reports for a pay run

Certain payroll reports are required to balance and report your payroll calculations. You must select the following reports for every pay run:

- Payroll Audit Trail Errors (0100) report—Provides a separate printed record of the errors and warnings that appear at the end of the Payroll Audit Trail (0101) report.
- Payroll Audit Trail (0101) report—Provides a printed record of all maintenance to the Employee Database, any errors that were detected during a run of the system, and report selection data.
- Control Headers (0103) report—Provides a list of the information contained in the organization header record, excluding report selection data.
- Master File Print (0202)—provides a detailed listing of all information in the employee's Permanent Master Record at the time it is printed.
- Combined Register (2222) report—Provides a detailed printout of all earnings, hours, taxes, and deductions for all system-generated payments, manual checks, and all adjustments.
- HED Register (2H2H) report—Reports each earning and deduction for every employee whose frequency is being paid; this report must be run to provide some of the Combined Register (2222) report data.
- Tax Filing Report - Paid Frequencies Only (2T2T) report—Provides a summary of tax accumulation fields for every employee whose frequency is being paid; this report must be run to provide some of the Combined Register (2222) report data.
- Pay Document, Check and Paystub (6868 in US, 6262–English version and 6263–French version in Canada) report—Prints pay documents for each employee whose net pay is NOT being direct deposited; this report must be run to provide some of the Combined Register (2222) report data.
- Master File Status (9E9E in US, 9F9F in Canada) report—Lists possible setup errors and out-of-balance conditions; reports conditions that may suppress production of an employee W-2 in the US and T4 in Canada.

If you are using eCyborg Interactive Workforce, you must also select the following reports:

- Pay Info Extract (7L7L) report—Generates text files containing basic employee information, which are used to create and update the Pay Information database in eCyborg Interactive Workforce.
- Payslip Extract (7M7M) report—Generates text files containing employee pay information, which are used to create and update the Pay Information database in eCyborg Interactive Workforce.

If you are using direct deposit, you must also select the following reports:

- Pay Document, Deposit Advice and Paystub (6767 in US, 6666 in Canada) report—Prints deposit slips for those employees whose net pay is being directly deposited.
- ACH/Direct Deposit Tape (6A6A in US, 6B6B in Canada) report—Produces a magnetic tape in ACH format to report direct deposits to the bank.
- Direct Deposit Register (6D6D) report—Produces a detailed report of every direct deposit.
- Summary of Data Delivered on Magnetic Tape (6E6E in Canada) report—Produces a summary report of all direct deposits.

Payroll reporting preparation

The final step in completing the basic setup for payroll involves specifying your reporting options. First, each report you will use must be extracted from CYBMST, the master copy of Payroll Administration, and installed on the Batch Master file. This procedure is normally a function of your Information Systems department.

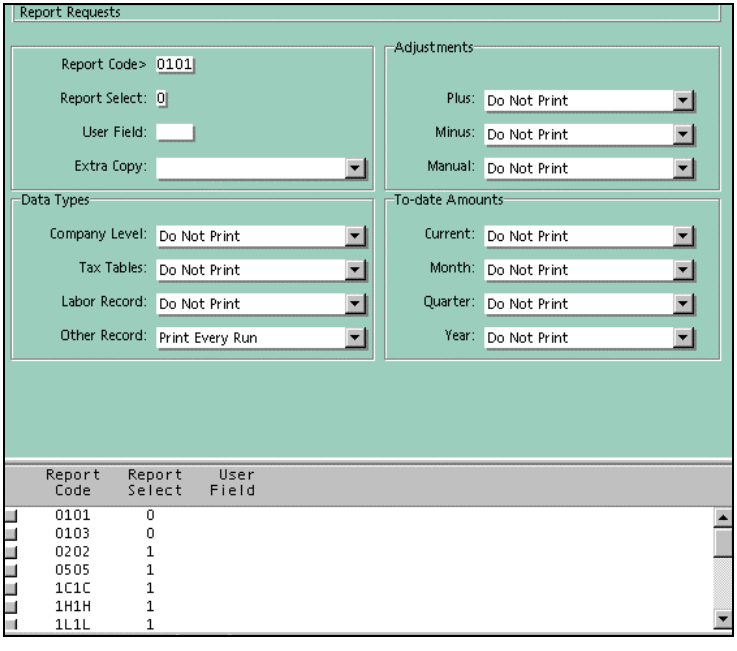
Once a report is loaded, it may be selected for any or all organizations on the Employee Database. Reports and outputs provided by Payroll Administration are produced during a payroll or maintenance run. Before a report is produced for the first time, you must select the reporting options. Then, during the payroll or maintenance run, the report is selected for the organization and the appropriate output is produced.

Payroll report scheduling

Scheduling a report to be processed for a particular organization specifies when to produce the report and which types of organization and employee data to include. Select and schedule reports using the Report Requests form (DD-SCR). Once the report is extracted from CYBMST use this form to add, change, or delete report requests by organization. You must schedule each report before producing it as part of a payroll or maintenance run. Report requests are maintained in a portion of the organization-level setup. You need enter a request only once; it remains in effect until you change it.

The various fields determine whether the report has been scheduled for execution during a payroll or maintenance run and what type of information will be reported from the organization and employee records. The Report Code and Report Select fields are the 'report' select fields. All other fields on this form are 'data' select fields. Data select fields determine which types of Employee Database information are processed by the report generator and when this information is processed. The types of data to be reported on are determined by the report generator coding.

Click the Show selection list in the message area button to display a list of available reports, as shown in the following example:



☞ *Refer to the Payroll Reports and Balancing documentation for the payroll report parameters to enter for each desired report.*

Supplying routing information for direct deposit transmission

If your organization pays its employees through direct deposit, you must submit an ACH (US, 6A6A) or Direct Deposit (Canada, 6B6B) tape to the paying bank. In order for the ACH (US, 6A6A) or Direct Deposit (Canada, 6B6B) tape to be created in the required format, you must supply organization-specific information that is to appear on the file header record of the tape. Without this information, your tape will be rejected. At a minimum, the name and routing number of both the sending organization and receiving organization must be supplied.

ACH file header information for US companies

Use the ACH File Header Information form (ACHSCR) to supply the necessary organization-specific information for the ACH (6A6A) tape. This form needs to only be entered once; the information is saved until it is changed.

Following is an example of an ACH File Header Information form (ACHSCR):

ACH File Header Information

Sender
Name: ACME CORPORATION
ACH Number: 123456789
EIN Literal:

Receiver
Name: ACME BANK
ACH Number: 987654321

Optional Debit
Employer Checking Account:
Sender Audit Number:

Direct deposit file header information for Canadian companies

Use the WL Record Maintenance form (WL-SCR) to supply the necessary organization-specific information for the Direct Deposit (6B6B) tape. This form must be entered with every payrun. As such, it is covered in more detail later.

WL Record Maintenance

Table Type> Co Other Cyborg

```
                 1         2
        567890123456789012345 67
Table Key> DDCLI9852631475A

        2 3         4         5
        89012345678901234567890123
Field 1: 00410

                 6         7
        456789012345678901234567 89
Field 2: 0001
```

Standard Entry

☞ *Refer to* **Calculating Pay** *(on page 93) for detailed information about entering direct deposit information for Canada.*

Review of Questions Answered

1. In Canada, why are two check producing pay document reports delivered?

2. What three activities must take place before a payroll report can be produced?

3. Under what circumstances is an ACH/Direct Deposit tape rejected by the bank?

4. In what manner is ACH/Direct Deposit information supplied differently depending on whether you are an American or Canadian company?

PART 3

Maintaining Employee Data

In This Section

Maintaining Employee Data 61

CHAPTER 6

Maintaining Employee Data

In This Chapter

Introduction 62
Basic time entries---creating them in The Solution Series.....64
Time Entry Format 1 form.....65
Detailed Directions 70
Extended Practice 79
Review of Questions Answered.....80

Introduction

The ongoing process of maintaining employee data is the whole essence of the day-to-day activities of a payroll department. Ongoing maintenance includes such things as adding and terminating employees, entering salary increases, tax withholding changes, and time entries. Of course, all updates effective for the next pay run must be entered prior to executing the run.

Most ongoing employee maintenance exceeds the intention of this documentation. In this section, we will introduce time entry and pre-payroll calculation reporting. More in depth instruction on additional employee maintenance activities can be found in additional Payroll Administration documentation.

☞ *Refer to the Payroll Employee Setup documentation for more information about updating employee information.*

Tasks

This section explains the following:

- Entering a time entry for regular hours
- Entering a time entry for overtime hours
- Entering a time entry for a bonus
- Correcting a time entry

Prerequisites

In order to understand the concepts presented in this section, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Before you can complete the tasks in this section, the following must be established in The Solution Series:

- Employee basic information, such as Employee Number and name and address
- Salary or pay rate for employees
- HEDs at the organization and employee levels

Questions answered

The following questions are answered in this section:

1. Why would salaried employees have time entries submitted to record the number of hours they worked?
2. Under what circumstances could time entries be submitted for employees who are regularly paid automatically?
3. Why is the Function Code of a time entry so important?

4. What action is required before you can enter time using the hours and minutes method?
5. Why is it not possible to view a previously entered time entry using the form on which it was entered?
6. What is the most common use of the IS/WAS Audit Trail report (ISWAS)?
7. Why are the payroll-related Benefits reports run a couple days prior to the pay run?

Basic time entries---creating them in The Solution Series

Time entries are online records used to submit hours and dollars to be paid to employees. Typically, employees having fluctuating hours and inconsistent schedules from one pay period to another are set up to be paid by time entry rather than automatically. They may be considered salaried or hourly. Time entries may also be entered for earnings that are not paid at regular intervals or consistent amounts, such as bonuses, overtime hours, and commissions. Time entries are entered before the pay run and processed by the system at the appropriate time.

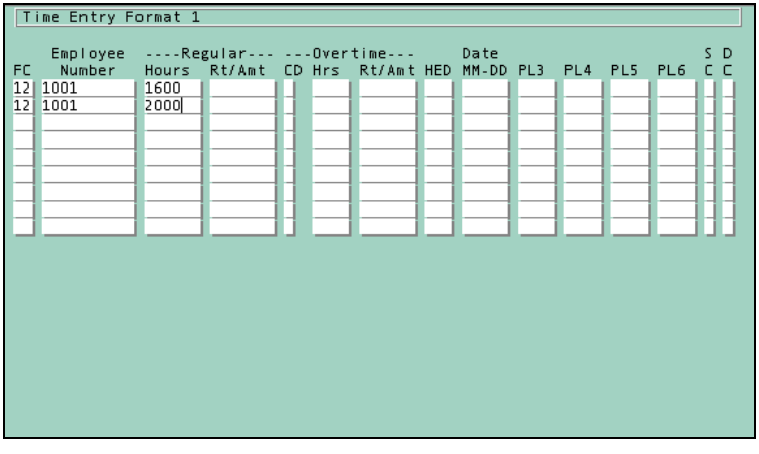
Payroll Administration offers multiple time entry forms to provide flexibility in the ways you can enter time and hours data for employees. Use the Time Entry Format 1 form (TC1SCR) for basic time entry. Using this form, you enter hours, amounts, or rates, and can override the employee's regular labor distribution, overtime factor, and shift worked.

☞ *Refer to the Payroll Time Entry and Adjustment documentation for more detailed information about time entries.*

Time Entry Format 1 form

The Time Entry Format 1 form (TC1SCR) allows you to enter time entries for multiple employees. Up to nine entries can be entered on one form. The Time Entry Format 1 form (TC1SCR) permits overrides to regular pay, overtime pay, period-end date, location charged, and shift worked, period-end date, and deduction cycle. HED 001 is used for regular pay, and HED 003 is used for overtime pay, unless otherwise indicated in the HED text box.

An example of the form is shown here with time entries for June Meyer, Employee Number 1001:



Time entry form text boxes are cleared automatically when the form is saved, but you can edit time entries after they have been submitted using special utilities delivered with The Solution Series.

The Function Code and why it is important

The first text box on each time entry form is the Function Code (FC). Each position of this two-position numeric text box identifies a unique processing function and provides different actions and results. Together, these two numeric positions identify the following:

- Whether the time or amount is to be paid with the employee's normal pay or in a separate payment
- If a deduction cycle should be overridden (by overriding deduction frequency)
- How the amount or time is to be processed (stop automatic pay, dock pay, or adjust labor distribution)

Detailed descriptions of two of the available Function Codes are provided here:

- **Pay Based on TE (1) and Pay Based on TE (12)**—Perform normal processing. Pay all automatic and time entry earnings with applicable taxes, and take deductions as specified in the employee record.
- **Pay TE; No Deductions (3) and Pay TE;No Deductions (32)**—Payment is based in the time entry. No automatic deductions are taken, except those with a Frequency of All;Even Cycle 9 (18), unless a deduction cycle is specified.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for information about other valid Function Codes.*

Formats for entering hours on a time entry form

Time may be entered on a time entry in one of two ways: entering hours and hundredths of hours and entering hours and minutes. These methods are not interchangeable, so you must choose one method to use for all time entries.

Hours and hundredths of hours

Use the following formula to convert minutes to hundredths of hours.

Minutes/60 = Hundredths of hours

For example, you would calculate 6 hours and 42 minutes in the following manner:

1. 6 hours = 6

2. Calculate how many hundredths of hours 42 minutes equals.
   42/60 = .70

3. Add the amounts from step 1 and step 2.
   600 + .70 = 6.70

4. Assume two decimal places when entering the value.
   Enter 6 hours and 42 minutes as '670'.

Hours and minutes

To use the hours and minutes entry method, you must extract the batch program P2EDIT from CYBMST with a special parameter. Contact your IS department if you plan to use this option.

Using this method, you would enter 6 hours and 42 minutes as '642', and you would enter 6 hours as '600'.

☞ *Refer to the Payroll Technical documentation for more information about the special parameters for extracting batch payroll programs.*

See also:

- Entering a time entry for regular hours ***(on page 70)***

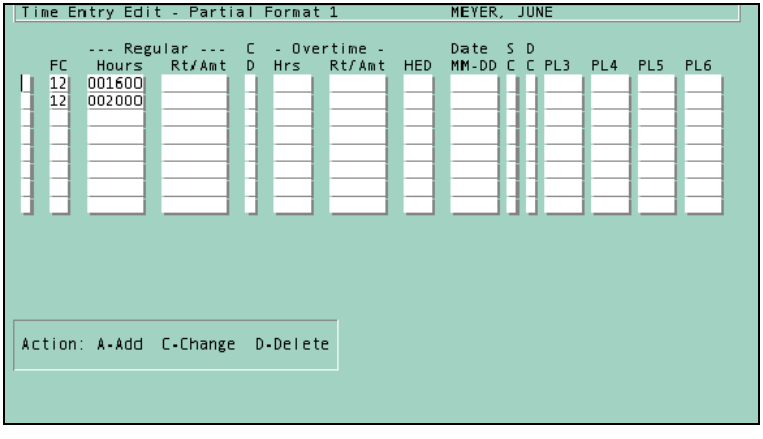
For detailed directions on submitting a time entry online using the Time Entry Format 1 form (TC1SCR).

Viewing and correcting time entries

Payroll Administration also provides you with time entry edit forms to display, edit, add, and delete all time entries that were made for an individual employee. Once a time entry is submitted on the Time Entry Format 1 form (TC1SCR), the form is cleared and the entry can no longer be accessed using that form. If an error is made, or if you want to verify the time entry online, use an edit form to view the entry and make the correction.

Time Entry Edit - Partial Format 1 form

The Time Entry Edit - Partial Format 1 form (TC1EDT) is used to edit any Format 1 time entry. When you access the form, all existing time entries display for the selected employee. If none exist, a blank form is returned.



The Action list box is the first list box, which is not labeled. You can enter three actions in this list box:

- A (add)—if you are entering an additional time entry, complete all other required list boxes.
- C (change)—if you are changing a time entry, change the incorrect list boxes only.
- D (delete)—if you are deleting a time entry, no other entry is required.

The remaining list boxes are treated in the same way as the Time Entry Format 1 form (TC1SCR).

Importing time entries from an external source

If you are using an external time entry system to record employee hours, you may easily import them into The Solution Series. The method by which you import time entries differs between versions of The Solution Series.

☞ *Refer to the Optimizing System Features documentation for more information about the Import Facility.*

☞ *Refer to the Technical Administration documentation for more information about the Batch Layout Facility.*

Pre-payroll calculation reports

Prior to running a payroll calculation, the IS/WAS report should be run to verify the employee updates that took place since the previous pay run were entered correctly. Additionally, if you use Benefits Administration you should also run a series of benefits processing reports to ensure that employee deductions for the upcoming pay run are correct.

IS/WAS Audit Trail report (ISWAS)

The IS/WAS Audit Trail (ISWAS) report lists all additions, deletions, and changes made online using The Solution Series. The primary use of the IS/WAS Audit Trail (ISWAS) report is to verify that an entry was made when questions arise during the batch process. The IS/WAS reads and reports on the audit records created each time an online entry is made and the update accepted. Every form is programmed with extensive edits for both field content and form. If an error exists at the time of entry, a reject occurs and no updating is done. The audit record is created only when no errors exist and the update is accepted. Due to the error-free nature of the online updating, there are no reject messages or informational warnings applicable to the report.

This report is used differently than other payroll reports. It is normally used to prove that an entry that should not have been made actually was made. When a pay run creates correct checks and balances, there is no reason to verify that a specific entry was made. However, when a pay run completes incorrectly, this report will show you where the error has occurred. For example, an employee's increase is not reflected on his or her pay, or income taxes are not withheld from a new employee's pay. It is probable that the increase was recorded with an incorrect future date or that the new employee's tax records are inactive. Both are examples of entries that would be accepted—many increases are future dated and tax records can legitimately be inactivated—but which, under the circumstances, did not have the desired results.

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the IS/WAS Audit Trail report (ISWAS).*

Note: eCyborg Interactive Workforce users may also want to run the audit trail report developed specifically for eCyborg Interactive Workforce (ISWASE), which allows full audit capabilities of all transactions completed using eCyborg Interactive Workforce.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the eCyborg Interactive Workforce ISWAS Audit report.*

Benefits processing reports

Changes to plan tables or to employee master files may affect coverage and contributions. A couple days 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 pay run are correct, the employees' deduction information must be copied to the Payroll Solution by running the HED Segment Changes Effective This Period report program (8R-RPT). This program copies deduction information from the Benefits Administration Solution to the Payroll Solution.

If you are a United States user and you offer group term life insurance, employees who are covered in excess of $50,000 must pay FICA tax on the premiums paid for the coverage

exceeding $50,000 limit. To expedite this, run the Taxable Group Term Life Insurance Over $50,000 report (86- RPT) prior to the payroll calculation. This report program calculates the employees' taxable amount of imputed income from the group term life insurance coverage in excess of $50,000, and updates the earning HED to add this taxable amount to the employee's earnings from which taxes will be taken.

☞ *Refer to the Payroll Organization Setup documentation for more information about the HED relating to group term life insurance.*

Note: Typically, each of these reports is run a couple days—rather than immediately prior to—the execution of the pay run. For this reason, detailed directions are not provided in this documentation.

☞ *Refer to the Using Benefits Administration documentation for more information about these and other benefits reports.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering a time entry for regular hours 70
Entering a time entry for overtime hours 72
Entering a time entry for a bonus 74
Correcting a time entry 76

Entering a time entry for regular hours

In this task, you will create a time entry for Rich Johnson's regular hours.

It is not necessary to enter each text box on the form to create this time entry. In this task, you will only complete those entries that are needed, and leave the others blank.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for information about using every field on the Time Entry Format 1 form (TC1SCR).*

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 1

For practice, access the Time Entry Format 1 form (TC1SCR).

2. Enter the Function Code (FC)

The Function Code text box is a required text box tied to an option list, although it is not a drop-down list. Either type the code directly into the text box, or access the option list dialog box by typing a question mark in the text box and pressing Enter. Then select a code from the list.

For practice, type '12'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are creating a time entry.

For practice, type '1112'.

4. Enter the Regular Hours

Enter the regular hours in the Hours text box.

- If you use the hours and hundredths of hours entry method, assume two decimal places; for example, enter 30 hours and 15 minutes as '3025'.
- If you use the hours and minutes entry method, enter 30 hours and 15 minutes as '3015'.

For practice, type '4000'.

5. Enter the Regular Rate or Amount

The Rt/Amt text box works with the Hours text box. It contains either an hourly rate or flat dollar amount, depending on the contents of the Hours text box.

- If hours are entered but no rate is entered in the Rt/Amt text box, the employee's normal hourly rate is used.
- If no entry is made in the Hours text box, an entry in the Rt/Amt text box is treated as a flat dollar amount. Assume two decimals; for example enter $10.00 as '1000'.
- If the Hours text box contains an entry and the second position of the Function Code is a 2 or blank, the value in the Rt/Amt text box will override the employee's regular hourly rate. The submitted hours and override rate are then multiplied. Assume four decimals; for example, enter $12.75 as '127500'.
- If the Hours text box contains an entry and the second position of the Function Code is an 8, the entry is treated as an amount. Assume two decimals.
- If the Hours text box contains an entry, the second position of the Function Code is a 4 or 5, and the Deduct text box contains a 9, the entry is treated as an amount. Assume two decimals.

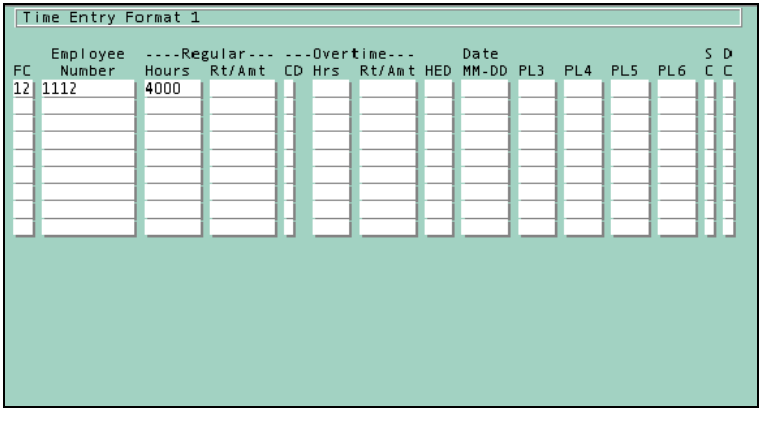
For practice, leave this entry blank.

6. Enter the HED

Use the HED field to specify the HED to be paid. If this field is left blank and you are entering regular hours, the system assigns any entered time data to the default, HED 001.

For practice, leave this entry blank.

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



7. Click Save or press Enter

Submit the time entry by saving the form. The entries will be cleared upon saving.

For practice, click Save.

See also:

- Basic time entries---creating them in The Solution Series ***(on page 64)***

For more information about performing basic time entries and using the Time Entry Format 1 form (TC1SCR).

Entering a time entry for overtime hours

In this task, you will create a time entry for Rich Johnsen's overtime hours.

It is not necessary to enter each text box on the form to create this time entry. In this task, you will only complete those entries that are needed, and leave the others blank.

Refer to the Payroll Time Entries and Adjustments documentation for information about using every field on the Time Entry Format 1 form (TC1SCR).

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 1

For practice, access the Time Entry Format 1 form (TC1SCR).

2. Enter the Function Code (FC)

The Function Code text box is a required text box tied to an option list, although it is not a drop-down list. Either type the code directly into the text box, or access the option list dialog box by typing a question mark in the text box and pressing Enter. Then select a code from the list.

For practice, type '12'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are creating a time entry.

For practice, type '1112'.

4. Enter the Overtime Code

The Code (CD) text box specifies the overtime calculation factor for the earning submitted on the time entry. Overtime calculation factors are assigned to each overtime HED using the Overtime Fctr option list (PP03) on the Company Earnings and Deductions form (A8-SCR). An entry in this field will override the Overtime Fctr setting on the Company Earnings and Deductions form (A8-SCR).

For practice, leave blank.

5. Enter the Overtime Hours

Enter the number of overtime hours in the Overtime Hrs text box.

- If you use the hours and hundredths of hours entry method, assume two decimal places; for example, enter 10 hours and 15 minutes as '1025'.
- If you use the hours and minutes entry method, enter 10 hours and 15 minutes as 1015.

For practice, type '1300'.

6. Enter the Overtime Rate or Amount

The Overtime Rt/Amt text box is treated as either a flat dollar amount (two decimals) or a rate (four decimals), based on the following conditions:

- If the Overtime Hours text box is blank, the Overtime Rt/Amt is treated as a flat dollar amount and the overtime factor applied to the dollar amount.
- If the second position of the Function Code is an 8, the Overtime Rt/Amt is treated as a flat dollar amount and the overtime factor applied to the dollar amount.
- If the second position of the Function Code is a 4 or 5 and there is a 9 in Deduction Cycle (DC) text box, the Overtime Rt/Amt is a flat dollar amount.
- If the Overtime Hours text box contains an entry, the Overtime Rt/Amt text box is treated as a rate. This rate overrides the employee's regular overtime rate, using the following formula: hours x override rate. Overtime is then applied using the HED's overtime factor. If no overtime rate is entered, the employee's normal overtime rate (from HED 003) is used.

For practice, leave this entry blank.

7. Enter the HED

Use the HED field to specify the HED to be paid. If this field is left blank and you are entering overtime hours, the system assigns any entered time data to the default, HED 003.

For practice, leave this entry blank.

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

Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
12	1112				1300									

8. Click Save or press Enter

Submit the time entry by saving the form. The fields will be cleared upon saving.

For practice, click Save.

See also:

- Basic time entries—creating them in The Solution Series ***(see "Basic time entries---creating them in The Solution Series" on page 64)***

For more information about performing basic time entries and using the Time Entry Format 1 form (TC1SCR).

Entering a time entry for a bonus

In this task, you will create a time entry to pay Rich Johnsen a bonus.

It is not necessary to enter each text box on the form to create this time entry. In this task, you will only complete those entries that are needed, and leave the others blank.

Refer to the Payroll Time Entries and Adjustments documentation for information about using every field on the Time Entry Format 1 form (TC1SCR).

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 1

For practice, access the Time Entry Format 1 form (TC1SCR).

2. Enter the Function Code (FC)

The Function Code text box is a required text box tied to an option list, although it is not a drop-down list. Either type the code directly into the text box, or access the option list dialog box by typing a question mark in the text box and pressing Enter. Then select a code from the list.

For practice, type '32'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are creating a time entry.

For practice, type '1112'.

4. Enter the Regular Rate or Amount

The Rt/Amt text box works with the Hours text box. It contains either an hourly rate or flat dollar amount, depending on the contents of the Hours text box.

- If no entry is made in the Hours text box, an entry in the Rt/Amt text box is treated as a flat dollar amount. Assume two decimals; for example enter $10.00 as '1000'.
- If the Hours text box contains an entry and the second position of the Function Code is a 2 or blank, the value in the Rt/Amt text box will override the employee's regular hourly rate. The submitted hours and override rate are then multiplied. Assume four decimals; for example, enter $12.75 as '127500'.
- If the Hours text box contains an entry and the second position of the Function Code is an 8, the entry is treated as an amount. Assume two decimals.
- If the Hours text box contains an entry, the second position of the Function Code is a 4 or 5, and the Deduct text box contains a 9, the entry is treated as an amount. Assume two decimals.

For practice, type '100000' for a $1,000.00 bonus.

5. Enter the HED

Use the HED field to specify the HED to be paid.

For practice, type '005'.

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

Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
32	1112		100000				005							

6. Click Save or press Enter

Submit the time entry by saving the form. The fields will be cleared upon saving.

For practice, click Save.

See also:

- Basic time entries—creating them in The Solution Series ***(see "Basic time entries---creating them in The Solution Series" on page 64)***

For more information about performing basic time entries and using the Time Entry Format 1 form (TC1SCR).

Correcting a time entry

In this task, you will correct the number of overtime hours submitted on the time entry for Rich Johnsen in a prior task.

It is necessary to change only the entries that need correcting. You may tab through all other text boxes, leaving what is already entered correctly.

Refer to the Payroll Time Entries and Adjustments documentation for information about using every field on the Time Entry Edit - Partial Format 1 form (TC1EDT).

1. Access the Time Entry Edit - Partial Format 1 form (TC1EDT)

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

Component: Employee Payroll
Process: Time Entry
Task: Edit Format 1 Time Entries (Partial)

For practice, access the Time Entry Edit - Partial Format 1 form (TC1EDT) for Employee 1112.

If you completed the Guided Practice for all the tasks in this section, the resulting form should look similar to the example that follows.

Time Entry Edit - Partial Format 1 JOHNSEN, RICH

	FC	--- Regular --- Hours	Rt/Amt	C D	- Overtime - Hrs	Rt/Amt	HED	Date MM-DD	S C	D C	PL3	PL4	PL5	PL6
	12	004000												
	12				1300									
	32		0100000				005							

Action: A-Add C-Change D-Delete

Notice that each time entry displays on this form. The first time entry displays Rich's regular hours; the second displays his overtime hours; and the last displays his bonus.

2. Enter the Action code

The Action list box is the first list box, which is not labeled. You can enter three actions in this list box:

- A (add)—if you are entering an additional time entry, complete all other required list boxes.
- C (change)—if you are changing a time entry, change the incorrect list boxes only.
- D (delete)—if you are deleting a time entry, no other entry is required.

For practice, type 'C' in the first list box of the second row.

3. Correct the Overtime Hours

Enter the correct number of overtime hours in the Overtime Hrs text box.

- If you use the hours and hundredths of hours entry method, assume two decimal places; for example, enter 10 hours and 15 minutes as '1025'.
- If you use the hours and minutes entry method, enter 10 hours and 15 minutes as 1015.

For practice, type '1200'.

4. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

If you completed the Guided Practice, the resulting form should look similar to the example that follows. Notice that the corrected time entry now displays at the bottom of the list.

Time Entry Edit - Partial Format 1 JOHNSEN, RICH

	FC	--- Regular --- Hours	Rt/Amt	C D	- Overtime - Hrs	Rt/Amt	HED	Date MM-DD	S C	D C	PL3	PL4	PL5	PL6
	12	004000												
	32		0100000				005							
	12				1200									

Action: A-Add C-Change D-Delete

See also:

- ***Viewing and correcting time entries***

For more information about viewing and correcting time entries using the Time Entry Edit - Partial Format 1 form (TC1EDT).

Extended Practice

1. Create time entries for the following employees using one Time Entry Format 1 form (TC1SCR):

   Barbara Sweeney, Employee Number 1115:

   - Regular hours: 40.00
   - Overtime hours: 9.00

   Michael Mohr, Employee Number 1010:

   - Regular hours: 40.00
   - Overtime hours: 3.00
   - Bonus: $150.00 (HED 005)

2. Change Michael Mohr's bonus from $150.00 to $250.00.

Review of Questions Answered

1. Why would salaried employees have time entries submitted to record the number of hours they worked?

2. Under what circumstances could time entries be submitted for employees who are regularly paid automatically?

3. Why is the Function Code of a time entry so important?

4. What action is required before you can enter time using the hours and minutes method?

5. Why is it not possible to view a previously entered time entry using the form on which it was entered?

6. What is the most common use of the IS/WAS Audit Trail report (ISWAS)?

7. Why are the payroll-related Benefits reports run a couple days prior to the pay run?

PART 4

Payroll Processing

In This Section

Overview of the Payroll Process.....85
Calculating Pay.....93
Payroll Payments.....151

CHAPTER 7

Overview of the Payroll Process

In This Chapter

Introduction 86
Types of runs 87
Review of Questions Answered.....91

Introduction

The payroll production process is a largely automated task that calculates employee pay, updates organization and employee records, and generates pay documents. A pay run also produces payroll-related reports, interface files, and direct deposit files. Payroll Administration provides the capability to process full pay runs, including all the functions of the payroll process, and abbreviated runs that complete only some of the functions of the process. This chapter describes different types of common runs available, and introduces the payroll process at a high level.

Prerequisites

In order to understand the concepts presented in this chapter, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Questions answered

The following questions are answered in this chapter:

1. When would you want to run a maintenance run?
2. At which points in the payroll cycle should you back up your files?
3. Why is the payroll cycle described as beginning with employee data maintenance?
4. Why are the payroll programs run twice during a pay calculation?
5. What file is used to update online employee data after pay has been calculated?

Types of runs

The Payroll Solution has the capability to process two different runs to meet your processing needs. You will process a run to pay your employees. You may also need to load new reports or regulatory updates in a maintenance run. These two types of runs are described below.

Pay run

Any run that has the ability to calculate pay is a pay run. A new-period pay run, or cycle, automatically tracks the calculation frequency of earnings and deductions. Pay period-end dates and anniversary dates (next period-end dates) are maintained and incremented during a normal pay run according to the pay frequency definitions.

For automatically paid employees, the new-period pay cycle generates pay based on either the employees' pay period salary or their normal hours multiplied by the hourly rate. Time entries that were entered are also processed for employees whose frequencies are being paid. In addition to generating pay for time-entry required employees, you can use time entries to adjust hours and pay for automatically paid employees.

An off-cycle pay run may be processed for special purposes, such as paying your employees bonuses or commissions.

Maintenance run

Any run performed in the batch environment that is not a pay run is considered a maintenance run. A maintenance run does not calculate pay or produce pay calculation reports. It is used to update organization and employee information in the Employee Database, apply a Regulatory Bulletin, apply adjustments. You may also perform a maintenance run when high volume employee changes are generated by an external source.

☞ *Refer to the Payroll Organization Setup documentation for information about other types of runs.*

Backup procedures

Cyborg recommends that you back up all pertinent files prior to beginning a pay run. In general, you should back up files whenever you are running anything—a program or a report—that modifies any of your data. Relating to a pay run, this includes backing up prior to executing pre-pay calculation benefits reports, and prior to executing the pay calculation. At a minimum, the following four files should be backed up:

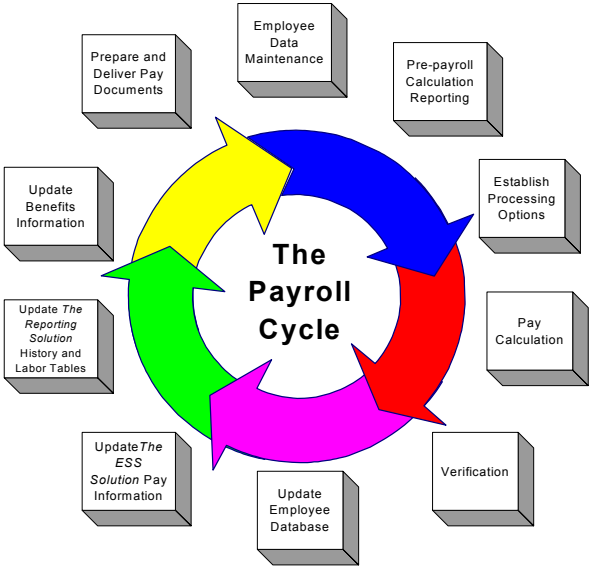
- System Control Repository (File 01)
- Employee Database (File 02)
- Batch Master from previous pay run (P20)
- Recycle File from previous pay run (P05)

Note: A copy of the Batch Master is made during the pay extract, but all others must be backed up manually.

☞ *Request assistance from your technical staff for help backing up your files.*

The payroll cycle

The main steps in a payroll cycle are the same for all Cyborg payroll users. Additional steps may be required when certain additional components of the Cyborg system are being used. Understanding the payroll processing cycle provides the information needed to troubleshoot the cause of a problem and to determine what corrective action may be needed.



Step 1: Employee data maintenance

The payroll cycle begins with ongoing payroll maintenance, such as address changes, tax changes, salary increases for existing employees, and new hire information. Wage or tax adjustments from the last pay cycle and time entries for the current pay cycle may also be entered. All online entry is verified at the time of entry.

☞ *Refer to* **Maintaining Employee Data** *(on page 61) for more information about ongoing payroll updates.*

Step 2: Pre-payroll calculation reporting

The IS/WAS report, and a collection of benefits processing programs if you use Benefits Administration, should be run prior to running the pay calculation. These reports verify the accuracy of information that will be used during the payroll process.

☞ *Refer to* **Maintaining Employee Data** *(on page 61) for more detailed descriptions about these pre-payroll calculation reports.*

Note: eCyborg Interactive Workforce users may also want to run the audit trail report developed specifically for eCyborg Interactive Workforce (ISWASE), which allows full audit capabilities of all transactions completed using eCyborg Interactive Workforce.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the eCyborg Interactive Workforce ISWAS Audit report.*

Step 3: Establish processing options

Prior to executing the pay calculation, you must establish some options for processing the calculation. You must enter pay frequencies for each organization to be paid during the current pay cycle, and establish starting numbers for employee pay checks and deposit advices. In Canada, bank routing information for direct deposit is also entered at this time.

☞ *Refer to* **Calculating Pay** *(on page 93) for detailed information about establishing payroll processing parameters.*

Step 4: Pay calculation

This is the main step in the payroll cycle and involves the execution of batch scripts. Upon execution, the batch scripts perform the following functions:

Pay Extract

This step creates a batch master (a sequential version of the Employee Database) for input into the pay run. A file of all adjustments and time entries is also created for use during the pay run.

Pay run

In this step, employee pay is calculated and payroll reports are created. The payroll programs run during this step of the pay calculation accomplish the following:

- Organization Numbers are verified for all batches of time entries and adjustments. Incoming transactions are edited for syntax errors and formatted for input to the pay calculation program.
- Time entries and adjustments are processed, including those entered online as well as any transactions created by an external system. Employee pay is calculated.
- Payroll reports and files are produced, and check and deposit advice numbers for each employee payment are assigned.

Pay maintenance

This step involves a second execution of the payroll programs for the creation of history records. Every pay run must be followed by a maintenance run.

- Payment history records are created for all employees paid and check numbers are applied to the history records for check reconciliation or payment reversal purposes. A batch master is created with the new, current history records.
- Reports and files are created using the report records from the previous step. At a minimum, this includes the Payroll Audit Trail report (0101).

☞ *Refer to* **Calculating Pay** *(on page 93) for detailed information about the tasks involved in a pay calculation.*

Step 5: Verification

Before continuing the payroll cycle, verify that the pay calculation is complete and accurate. Follow your organization's payroll verification and balancing procedures. Reports are generated during the pay calculation to help you ensure payroll accuracy.

☞ *Refer to* **Payroll Payments** *(on page 151) for detailed information about reviewing pay run output and verifying calculations.*

Step 6: Update Employee Database

The batch master created during the pay calculation is used to create a new Employee Database or update the existing one, depending on the type of extract completed during the pay calculation. Once this step is complete, all employee data is up-to-date.

☞ *Refer to* **Calculating Pay** *(on page 93) for detailed information about updating the Employee Database after a pay calculation.*

Step 7: Update the eCyborg Interactive Workforce Pay Information (for Interactive Workforce users only)

If you use eCyborg Interactive Workforce, you must update the database used to store pay information for use by eCyborg Interactive Workforce.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the Pay Information Database.*

Step 8: Update Reporting Administration History and Labor tables (for Reporting Administration users only)

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the data mart.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the data mart.*

Step 9: Update Benefits information

If you use Benefits Administration, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

☞ *Refer to the Using Benefits Administration documentation for more information about updating benefits information after a pay run.*

Step 10: Prepare and deliver pay documents to employees

The final step of the payroll cycle is preparing the pay document output files for printing, and delivering payment to employees. Payroll Administration is designed to be flexible, thus providing you with many options for the manner by which you pay your employees.

☞ *Refer to* **Payroll Payments** *(on page 151) for more information about preparing pay documents and the options available to you for delivering payment to employees.*

Review of Questions Answered

1. When would you want to run a maintenance run?

2. At which points in the payroll cycle should you back up your files?

3. Why is the payroll cycle described as beginning with employee data maintenance?

4. Why are the payroll programs run twice during a pay calculation?

5. What file is used to update online employee data after pay has been calculated?

CHAPTER 8

Calculating Pay

In This Chapter

Introduction 94
Payroll processing parameters---what do you
want to run this time? 96
Payroll processing differences between the
United States and Canada 102
Payroll processing differences among versions
of The Solution Series 103
Detailed Directions 105
Extended Practice 147
Review of Questions Answered.....148

Introduction

This section contains detailed information about completing a pay run. The discussion begins with the third step of the payroll cycle, establish processing options, because the first two steps, employee data maintenance and pre-payroll calculation reporting, were covered in ***Maintaining Employee Data*** (on page 61).

This section includes a discussion of the preparation procedures that must be completed before a payroll calculation can be executed. It describes how to select reports, organizations, and pay frequencies. Later, this section describes the operations that are performed during a payroll calculation and techniques for monitoring the calculation process. This section also introduces you to the post-payroll-run procedures necessary to pay your employees.

Tasks

This section explains the following:

Enhanced Pay Processing and Reporting:

- Scheduling a basic pay run
- Scheduling a pay run
- Entering direct deposit routing information (Canada only)
- Entering pay document and deposit information
- Verifying online users
- Verifying pay requests
- Launching the pay calculation online
- Verifying the pay calculation
- Updating the Employee Database online
- Updating the eCyborg Interactive Workforce Pay Information database
- Updating Reporting Administration history and labor tables
- Updating benefits information

Standard Pay Processing and Reporting:

- Scheduling a basic pay run
- Scheduling a pay run
- Entering direct deposit routing information (Canada only)
- Entering pay document and deposit information
- Verifying online users
- Verifying pay requests
- Launching the pay calculation
- Verifying the pay calculation
- Updating the Employee Database
- Updating Reporting Administration history and labor tables
- Updating benefits information

Prerequisites

In order to understand the concepts presented in this section, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

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

- Organization levels and company name and address
- Organization payroll processing options and pay frequencies
- Organization and Employee earnings and deductions (HEDs)
- Employee payroll information, such as salary or pay rate, frequency, and time entries
- Taxes must be activated for the Organization(s) and employees
- Payroll reports must be scheduled

Questions answered

The following questions are answered in this section:

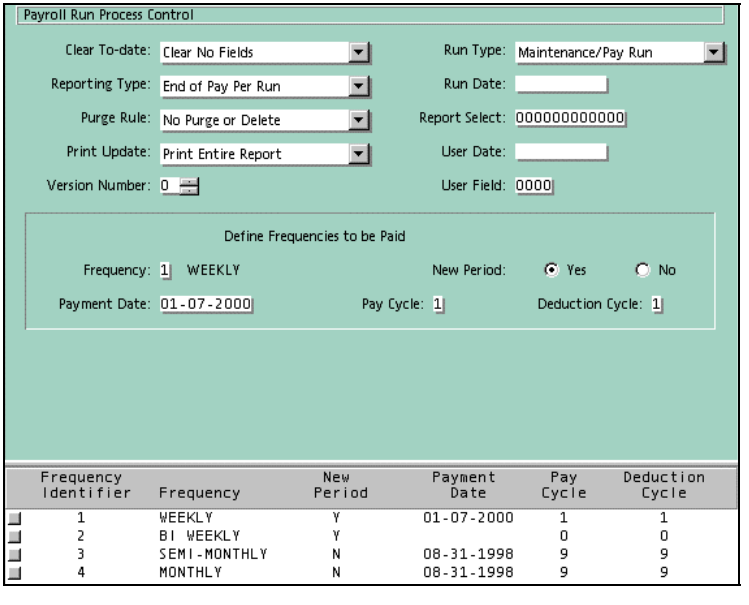
1. What three processing options must be established before a pay run can be processed?
2. What two conditions must exist in order for a pay calculation report to be processed during a run?
3. When do clearing activities take place?
4. What will happen to the payment and deduction cycles if accumulations are not cleared regularly? Why is this dangerous?
5. Under what circumstances must you revert to a backup copy of your Employee Database if the pay run did not process correctly?
6. Why is the pay process different between the United States and Canada?
7. For which platform implementations does The Solution Series include the Enhanced Pay Processing and Reporting functionality?
8. When can you not use the Enhanced Pay Processing and Reporting functionality to complete a pay run?

Payroll processing parameters---what do you want to run this time?

In preparation for executing a pay calculation, you must set up process parameters that direct the payroll programs to execute a pay or maintenance run. You must identify the type of run you are preparing to execute, which pay frequencies are to be processed and the corresponding pay date, and which report types are to be executed during the pay run.

Use the Payroll Run Process Control form (AE-SCR) to establish payroll processing options for each run. The following entries must be completed for the run to process correctly:

- Reporting Type
- Run Type
- Frequency
- New Period
- Payment Date



The ten fields on the top half of the Payroll Run Process Control form (AE-SCR) are in effect for all frequencies established for the organization. If you change any of these entries, you are changing all selected frequencies in the organization. For example, if you selected Purge Terminated Emp (1) from the Purge Rule option list (PP37) for the first frequency, all additional frequencies will use this value.

Basic pay run setup

To set up a basic pay run, you only need to establish a few processing options. You must specify what type of run you are executing, which group of reports you want to run, and which frequencies you want to pay. With these three options established, the system knows what operations must be performed and which reports should be included in the run.

Relationship between the Run and Reporting Types fields

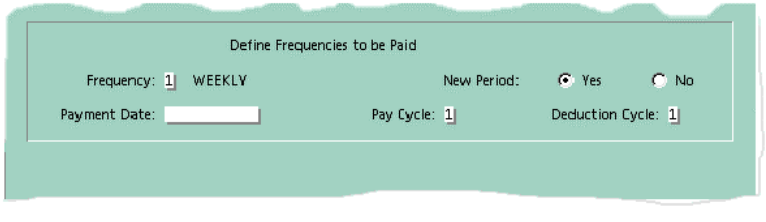
Specifying the Run Type identifies whether you are executing a maintenance, pay run, or report override run. This option determines which operations and calculations are to be performed during the run.

Specifying a Reporting Type identifies which pay calculation reports you want to include in the run. A few requirements must exist for pay calculation reports to be included in the run. First, you must be processing a payroll or report override run. Second, the report must be scheduled for the organization you are processing. When you scheduled your reports using the Report Requests form (DD-SCR), you specified the runs for which the report is processed. If the Report Select value on the Report Requests form (DD-SCR) is equal to or less than the Reporting Type value on the Payroll Run Process Control form (AE-SCR), the report is processed with this run. For example, to generate a pay run and to include payroll reports scheduled to be processed at the end of each quarter, you must select a Run Type of Maintenance/Pay Run and select a Reporting Type. The reports that will be included in this run will be those scheduled for end-of-quarter, end-of-month, every payroll, and maintenance runs.

The Reporting Type you select also specifies whether to process automatic earnings and deductions with a frequency that specifies end-of-month, end-of-quarter, or end-of-year.

Pay frequencies---whom to pay this time?

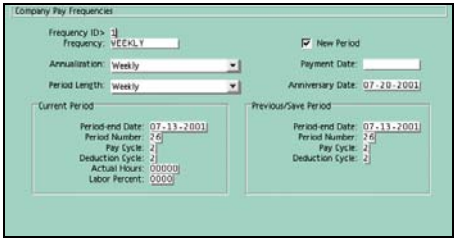
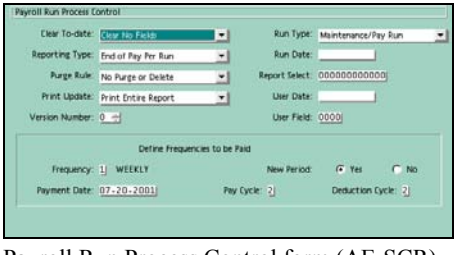
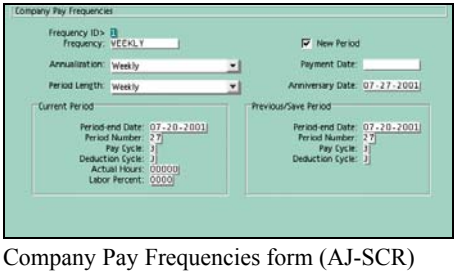
The fields on the lower half of the Payroll Run Process Control form (AE-SCR) designate the pay frequency. They are the same fields as the Current Period and Previous/Save Period fields on the Company Pay Frequencies form (AJ-SCR). Depending on the entries on the Payroll Run Process Control form (AE-SCR), the system either determines the new Period-end Date, Pay Cycle, and Deduction Cycle field values, or it uses the Current Period End Date, Pay Cycle, and Deduction Cycle values that you specify.



☞ *Refer to* **Overview of the Payroll Solution** *(see "Overview of Payroll Administration" on page 11) for more information about the Company Pay Frequencies form (AJ-SCR).*

☞ *Refer to the Payroll Organization Setup documentation for more information about organization pay frequencies.*

The following diagram depicts the relationship between these two forms:

Where you are in the process...	What it looks like...	What is happening...
1. At the beginning of the payroll process, before you have entered data for the next payroll run.	 Company Pay Frequencies form (AJ-SCR)	The Current Period information is from the last pay run. The Anniversary Date is the period-end date for this pay run.
2. You enter the Payment Date for the current pay run and select the New Period button on the Payroll Run Process Control form (AE-SCR).	 Payroll Run Process Control form (AE-SCR)	
3. Current Period information is computed during the pay calculation as part of the script processing.		
4. After the pay run.	 Company Pay Frequencies form (AJ-SCR)	The Company Pay Frequencies form (AJ-SCR) displays the Current Period information for the pay run that was just completed. The Anniversary Date has been incremented to display the period-end date for the next pay run. The Payment Date is cleared.
5. Return to the top. The process starts all over again.		

Additional reporting options

From time to time, you may want to modify your standard payroll reporting setup. Using the Payroll Run Process Control form (AE-SCR), you can do the following:

- Include additional reports in your pay run—by entering a value in the Report Select field, you can include reports in addition to those that are selected for the reporting type you are processing. If the Report Select value on the Report Requests form (DD-SCR) matches the value entered in the same field on the Payroll Run Process Control form (AE-SCR), the report will be included in the run.

- Specify what information is included on Payroll Audit Trail report (0101)—by selecting an option in the Print Update field, you can specify whether the entire report or only errors are printed. You may also choose to suppress the printing of time entries on the report or print the entire report without processing any pay calculations (except those for whom time entries are submitted). For example, you may need to do this if you have already completed your pay run without the time entries and need to complete another pay run to process them.

- Specify the Employee Database version number—the Employee Database version number, optionally entered in the Version Number field, is used during payroll processing to verify that the correct version of the database is being used. This number also appears on the Control Headers report (0103) and is a standard report heading item on Cyborg-delivered payroll reports. If you do not enter this number, a warning shows on the Payroll Audit Trail report (0101), but the run will continue normally.

- Include a User Date on reports—some Cyborg-delivered and user-written reports you are processing with your run may require a date in the User Date field of the Payroll Run Process Control form (AE-SCR). Typically, you enter the date on which payroll is processed.

Cleaning up organization and employee records

Based on your company's record maintenance schedule, you will need to clear to-date amounts and purge unneeded employee data, such as terminated employee records. You may at times want to use a date other than the system date on the Payment History and Labor Records. Use the Payroll Run Process Control form (AE-SCR) to set up your run to perform this type of maintenance.

Clearing to-date amounts

Clearing means reducing to zero all to-date figures for each employee. Clearing takes place only on a pay run and is performed before the calculation of any pay.

When you specify any monthly clearing, the system resets both Previous/Save and Current Pay and Deduction Cycles to zero. The clearing of to-date accumulations informs the system that this is the first pay period and first deduction period of a new accumulation period, so the system starts the cycle count again.

When you specify year-to-date clearing, the system not only resets the fields for monthly clearing, but also causes the Previous/Save Period - Period Number field to be reset to zeros.

The clearing process handles frequencies and adjustments differently depending on the options established on the Company Options form (AF-SCR):

- If the Clear All Frequency check box is selected on the Company Options—Panel 1 form (AF-SCR), the clearing process will be performed for all frequencies, whether paid or not. If the check box is cleared, only those frequencies that are being paid with this run will be cleared.
- If the Clear Then Adjust check box is selected on the Company Options—Panel 2 form (AF-SCR), adjustments processed in the clearing run are applied after clearing of month-to-date, quarter-to-date, and year-to-date accumulations. If the check box is cleared, adjustments will be processed before clearing.

If you do not select a Clear To-date option at the beginning of the new period, none of the to-date accumulations are cleared. This causes current pay period amounts to be added to existing month-to-date, quarter-to-date, and year-to-date accumulations. It also causes payment and deduction cycles to continue to increment. When these values reach nine, the automatic pay stops and deduction calculations are no longer performed, except those with the Frequency value of All,Even Ded Cycle 9 (18) selected on the Company Deductions form (A8-SCR).

If, for any reason, the to-date accumulations are not cleared at the beginning of the new period, you can correct the situation by restoring to your backup file, or if a re-run is not possible, run the Back Out Quarter-to-Date Figures (7Q7Q) report.

Note: *Timing is critical in clearing accumulations, so it is important to establish a payroll processing schedule. This schedule helps identify the appropriate timing for the first run of the year, quarter, and month, as well as when to clear to-date accumulations. Schedule clearing of to-date accumulations only on the first run of the new period. Do not clear accumulations on the last pay run of a period, or they will be understated for accounting purposes, because all prior accumulations are cleared before any pay is calculated. For example, the first quarter-to-date accumulations for a semimonthly frequency are not cleared on the March 31 run; they are cleared on the April 15 run.*

Cleaning up the Employee Database

Using the Purge Rule on the Payroll Run Process Control form (AE-SCR), you can delete the records for any terminated employees having the frequency being processed in the run, clear year-to-date figures for fiscal memo earnings and deductions, or clear pay period to-date taxes and taxable wages for employees using the weekly aggregate tax method.

Updating the Change Date on the Payroll History and Labor record

If you do not want the Payroll History and Labor record updated during the run to use the system date, you may enter a different date in the Run Date field on the Payroll Run Process Control form (AE-SCR). For example, suppose you want to report adjustments applied in an off-cycle pay run on October 1, 2001 in the September general ledger. Because monthly general ledger entries are selected based upon a comparison of the Period-end Date on the Company Pay Frequencies form (AJ-SCR) and the change date in the labor record, enter a run date of September 30, 2001.

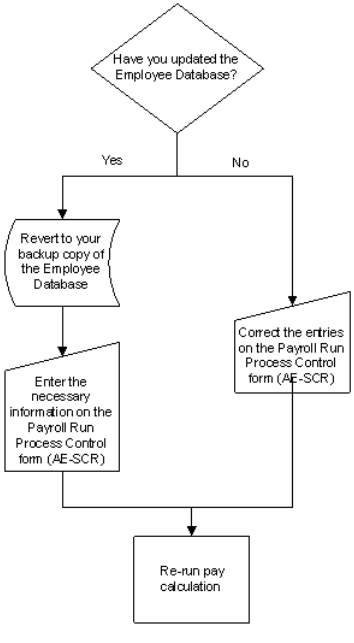
'Check Only' pay runs

You may want to execute a pay run (for a bonus, for example) that produces checks for all employees regardless of whether they are set up to receive direct deposit payment for their regular pay. This off-cycle pay run—that is, a pay run separate from a regularly scheduled run—is easily accomplished by specifying a Pay Cycle of '9' and entering 'CHEK' in the User Field of the Payroll Run Process Control form (AE-SCR).

The pay run is complete and the pay processing options are incorrect—what should I do?

Once the Employee Database is updated, the system automatically resets the parameters on the Payroll Run Process Control form (AE-SCR). If your pay calculation does not process properly and you discover an error on the Payroll Run Process Control form (AE-SCR), different steps are necessary depending on where you are in the payroll cycle when you determine the error.

Refer to the following flowchart to determine your course of action:



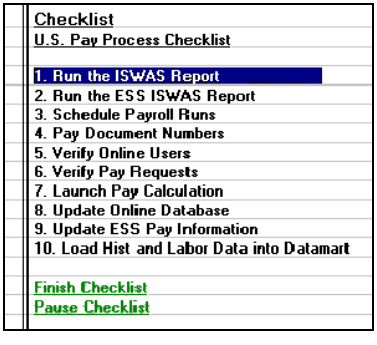
Payroll processing differences between the United States and Canada

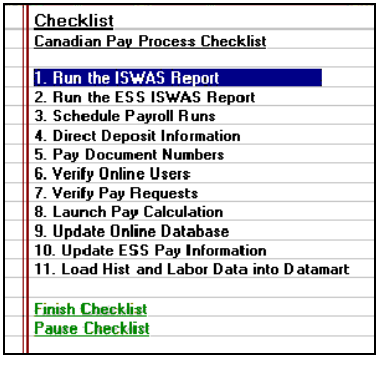
The payroll processes between the United States and Canada vary slightly regarding the entry of bank routing information. For American companies, this information is entered once and retained throughout pay runs. Canadian companies, however, are required to enter this information in preparation for each pay run.

Enhanced Payroll Processing and Reporting

This difference can be most easily depicted by the two Pay Process Checklists provided. These checklists walk you through most of payroll cycle and include all the forms and procedures that must be followed in order to process a pay run.

Below are examples of the two Pay Process Checklists:





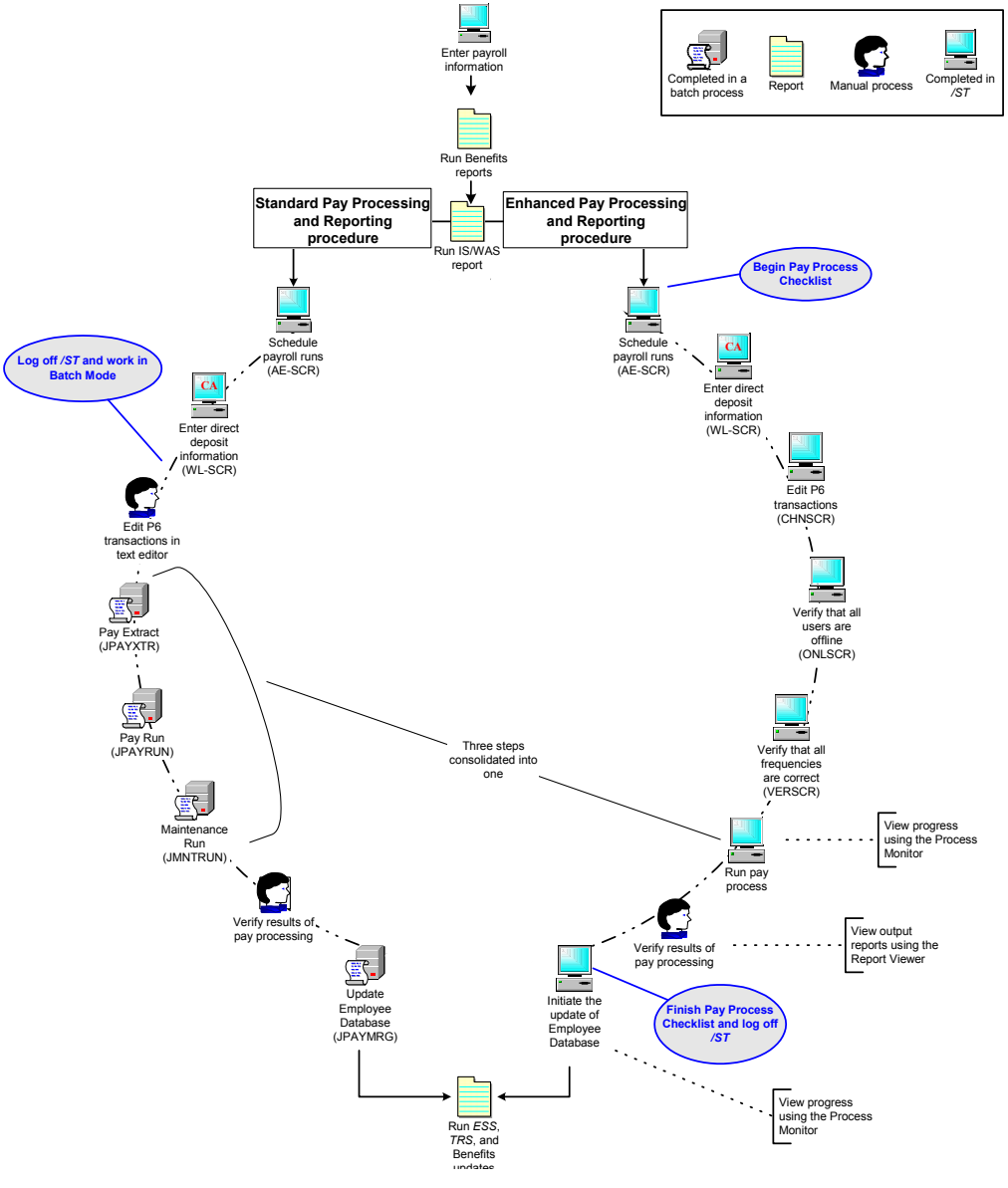
Notice Step 2: Direct Deposit Information in the Canadian Pay Process Checklist. This is the extra step that is completed by Canadian companies. All other steps are identical between the two countries.

Payroll processing differences among versions of The Solution Series

Several features are included with the The Solution Series for NT and UNIX platforms that enhanced the manner in which payroll is processed. From a technical standpoint, the pay process has changed very little. The underlying calculations are performed the same way, but are accomplished slightly differently. A pay run using the Standard Pay Processing and Reporting procedures—that is, the pay run process performed by a users not running on NT or UNIX—can still be performed by an NT or UNIX user. Additionally, however, a system running on an NT or UNIX platform includes the Enhanced Pay Processing and Reporting functionality, which provides an easier, online method for processing payroll.

The Enhanced Pay Processing and Reporting functionality is applicable only when all organizations and frequencies are being paid. If you have the Enhanced Pay Processing and Reporting functionality and are not paying all your frequencies, you must follow the Standard Pay Processing and Reporting procedures.

The following graphic depicts the procedural differences between Enhanced Pay Processing and Reporting and the Standard Pay Processing and Reporting:


Completed in a batch process
Report
Manual process
Completed in /ST
Enter payroll information
Run Benefits reports
Standard Pay Processing and Reporting procedure
Run IS/WAS report
Enhanced Pay Processing and Reporting procedure
Begin Pay Process Checklist
Schedule payroll runs (AE-SCR)
Enter direct deposit information (WL-SCR)
Edit P6 transactions (CHNSCR)
Verify that all users are offline (ONLSCR)
Verify that all frequencies are correct (VERSCR)
Run pay process
View progress using the Process Monitor
Verify results of pay processing
View output reports using the Report Viewer
Initiate the update of Employee Database
Finish Pay Process Checklist and log off /ST
View progress using the Process Monitor
Run ESS, TRS, and Benefits updates
Update Employee Database (JPAYMRG)
Verify results of pay processing
Three steps consolidated into one
Maintenance Run (JMNTRUN)
Pay Run (JPAYRUN)
Pay Extract (JPAYXTR)
Edit P6 transactions in text editor
Enter direct deposit information (WL-SCR)
Schedule payroll runs (AE-SCR)
Log off /ST and work in Batch Mode

Detailed Directions

Tasks have been provided for both the Enhanced and Standard Pay Processing and Reporting procedures. For information on how to complete a business task, choose one of the following topics:

Tasks

Enhanced Pay Processing and Reporting 105
Standard Pay Processing and Reporting 128

Enhanced Pay Processing and Reporting

The following tasks relate to the versions of The Solution Series that include the Enhanced Pay Processing and Reporting functionality.

Scheduling a basic pay run---Enhanced Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

To schedule a basic pay run, you are only required to enter five fields on the Payroll Run Process Control form (AE-SCR). As such, only those five fields are covered in this task.

☞ *Refer to* **Scheduling a pay run** *(see "Scheduling a pay run---Enhanced Pay Processing and Reporting" on page 107) for detailed directions on all fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a basic pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, click Clear Fields.

3. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

4. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run, or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

5. Select a frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '1' for Weekly.

6. Select a new period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

7. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents. The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

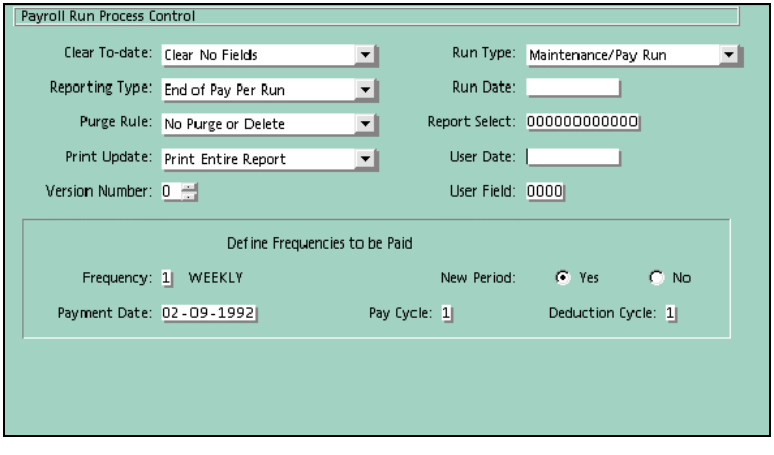
For practice, type '02-09-1992' (US and Canada) or '09-02-1992' (elsewhere).

8. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Scheduling a pay run---Enhanced Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a payroll run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

Some fields on the Payroll Run Process Control form (AE-SCR) are optional, but are covered in this task to give you an understanding of the function of each field on the form.

☞ *Refer to* **Scheduling a basic pay run** *(see "Scheduling a basic pay run---Enhanced Pay Processing and Reporting" on page 105) for detailed directions on entering only the required fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, click Clear Fields.

3. Select the Clear To-date option (optional)

The value you select from the Clear To-Date (PP35) option list determines whether accumulated month-to-date, quarter-to-date, or year-to-date hours and amounts for all employee earnings, taxes, taxable wages, and deductions (except accruals, fiscal memos, and no-clear memos) are reset to zero. Arrears amounts and ending balances are never cleared.

For practice, leave this entry blank.

4. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

5. Select the Purge Rule (optional)

The value you select from the Purge Rule (PP37) option list determines the type of 'housecleaning' you want to perform in the Employee Database. Options other than No Purge or Delete (0) are operative only during a pay run.

Note: The Purge Rule option is reset to No Purge or Delete (0) after every pay run.

The following options are available:

- No Purge or Delete (0) (default)—Take no action.
- Purge Terminated Emp (1)—Delete the Permanent Master Record for a terminated employee (employee's frequency must be paid for this pay run, the year-to-date gross wages must be zero and there must be no deductions with arrears).
- Clear Fiscal YTD Amt (2)—Clear year-to-date figures for fiscal year memo earnings and deductions, specifically the Memo-Fiscal Clear (17) earning and Memo-Fiscal Clear (56) deduction categories.

Note: Memo earnings based on a fiscal year are not cleared automatically. You must clear them during the first payroll of the fiscal year; otherwise, they continue to accumulate.

- Clear Tax MC A (3)—Clear pay period to-date taxes withheld and taxable wages of employees using the weekly aggregate tax method, such as daily payments made to employees having a weekly frequency.

For practice, leave this entry blank.

6. Select the Print Update option (optional)

The Print Update (PP39) option list determines what employee information is included on the Payroll Audit Trail (0101) report and may also be used to control the paying of auto-paid employees.

- Print Entire Report (0) (default)—For a report that includes every time entry and adjustment that was entered online, plus any batch transactions input to the run.
- Print Errors Only (1)—If you want all time entries and adjustments, but only rejects for other types of maintenance. The latter option is useful for file conversions when data is entered into the batch payroll processing programs, using the batch transactions approach.
- Don't Print Timecards (2)—To suppress the printing of time entries on the Audit Trail (0101) report unless these time entries have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the pay run if you elect this option.
- Print;No Auto Pd Emp (N)—Stops payroll processing for auto-paid employees (except those for whom time entries are submitted). The Payroll Audit Trail (0101) report includes everything that was entered, as for the Print Entire Report (0) value. Use this option when a large number of time entries have been omitted, but the pay run has already completed and checks have been printed. This option allows an off-cycle pay run with a pay and deduction cycle of other than '99'.

Note: This option list can not be used to suppress printing organization maintenance information, tax updates, adjustments, or time entries.

For practice, leave this entry blank.

7. Select the Version Number (optional)

This optional field contains the current Employee Database version number. It defaults to 00 if left blank. The system checks this number against the file version number on the company header record to make sure that the correct file is being used. The version number always appears on the Control Headers (0103) report and is a standard report heading item on Cyborg-delivered payroll reports. Its primary use is for Batch Master files stored on reel tapes and is normally left at '00' if you use disk files.

Note: A warning shows on the Payroll Audit Trail (0101) report if these two numbers do not match. The correct version number prints in the report headings, however, and the run continues normally.

For practice, leave this entry blank.

8. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

9. Enter the Run Date (optional)

This date is used as the change date for the Payment History or Labor Records generated during a pay run. The Batch Payroll Calculation program, P4CALC, clears the contents of this field after every pay run. If this date is not entered, the current system date at the time of the pay run is used.

For practice, leave this entry blank.

10. Enter a Report Select code (optional)

The Report Select field allows you to select reports in addition to those specified in the Reporting Type (PP36) option list. Each character represents a separate Report Select code. You can type the codes in any order. Each code is compared to the Report Select value on each Report Request form (DD-SCR). If the two match, the report is selected.

Note: This field is reset to zeros after every pay run.

For practice, leave this entry blank.

11. Enter the User Date (optional)

The User Date field is used to hold a date required for some Cyborg-delivered reports and user-written reports. For example, the date is optional on the Pay Reconciliation (1C1C) report but required by some Cyborg-delivered tax reports and quarterly reports. Some delivered reports that are part of the general ledger interface require an entry in the User Field, which may also be required by user-written or customized reports.

Note: The User Date field is reset to spaces after every pay run.

For practice, leave this entry blank.

12. Enter the User Field (optional)

The User Field is used to specify a 'Check Only' pay run. Only checks will be issued if it is an off-cycle pay (New Period of No) with a Pay Cycle of 9 and 'CHEK' is entered in the User Field. The deduction cycle may be whatever is desired.

Note: The User Field is reset to spaces after every pay run.

For practice, leave this entry blank.

13. Enter a Frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '2' for Bi Weekly.

14. Select a New Period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

15. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

For practice, type '02-23-1992' (US and Canada) or '23-02-1992' (elsewhere).

16. Enter the Pay Cycle (optional)

Enter a value in the Pay Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Note: The Pay Cycle field also controls the processing of deductions that function as negative earnings. These deductions use a category of Deduct Before Taxes (58) and are usually associated with deductions for deferred payment benefit plans.

Specify which pay period of the month this pay run represents for earnings:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process earnings with a Frequency option
- 9—Process time entries, but do not process auto-pay or automatic earnings, except for earnings whose Frequency option is All Pay;Even Cycle 9 (18)

For practice, leave this entry blank.

17. Enter the Deduct (optional)

Enter a value in the Deduct Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Specify which pay period of the month this pay run represents for deductions:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process deductions with a Frequency option
- 9—Process deductions with a Frequency option of All,Even Ded Cycle 9 (18) only

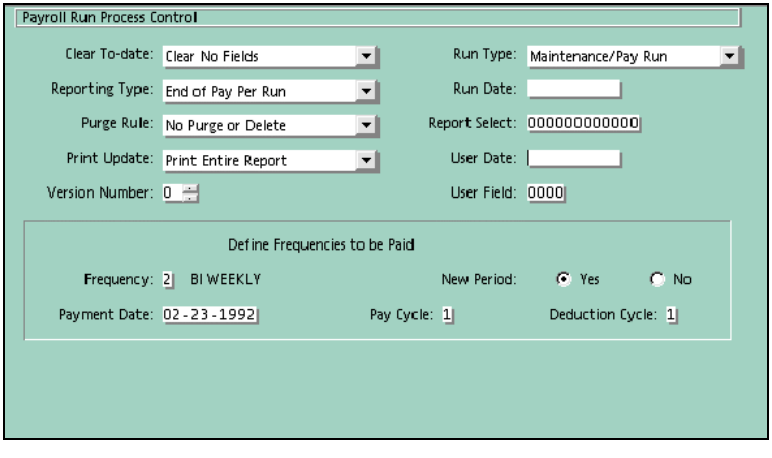
For practice, leave this entry blank.

18. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Entering direct deposit routing information (Canada only)---Enhanced Pay Processing and Reporting

In Canada, direct deposit information must be entered with every pay run. This is accomplished using the WL Record Maintenance form (WL-SCR).

The WL Record Maintenance form (WL-SCR) provides banking client, transit, and account information for each organization level 1-2 being reported on the direct deposit tape.

Note: In the US, direct deposit information is retained once entered and is treated as basic payroll setup rather than being part of the payroll cycle.

Perform the followings steps to enter direct deposit information for Canada.

1. Access the WL Record Maintenance form (WL-SCR)

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

Component:	Payroll Setup Processing
Process:	Payroll Maintenance
Task:	General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Click the Column Ruler

The Column Ruler displays the column numbers above each field, making it easier to see the column in which you are entering data.

For practice, click the Column Ruler.

3. Select the Table Type

The Table Type identifies what type of record you are submitting, either company header information or employee header information, and whether it relates to Cyborg or client records. Direct deposit information is to be added to with the Cyborg company header information.

For practice, select Co Other Cyborg.

4. Enter the direct deposit transmission identifier and client number

Enter the direct deposit transmission identifier followed by the client number in the Table Key field. Your bank provides this information to you. You must also enter a literal 'A' in column 20.

For practice, enter 'DDCLI9852631475A'.

5. Enter the destination data center number

Enter the destination data center in Field 1. Your bank provides this number.

For practice, enter '00410'.

6. Enter the file creation number

Enter the file creation number in Field 2. This number should be incremented by one for each tape transmission. You may also enter the file creation date in YYDD format immediately following the file creation number. If you do not enter a date, the system date will be used.

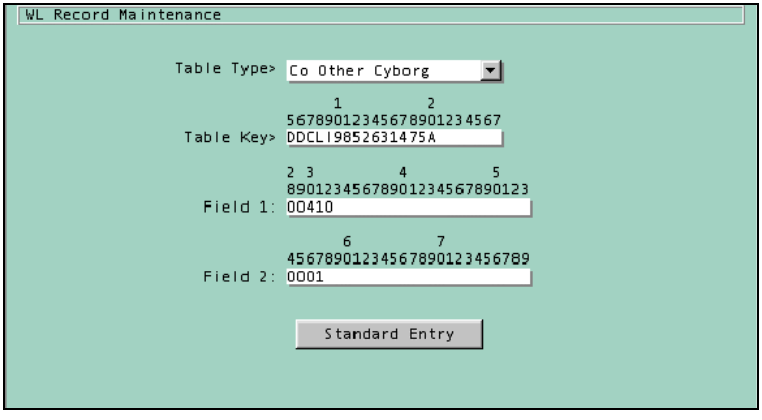
For practice, enter '0001'.

7. Click Save of press Enter

The direct deposit information is saved.

For practice, click Save.

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



Entering pay document and deposit information---Enhanced Pay Processing and Reporting

Enter pay document and deposit numbers using the new Pay Document and Reconciliation Numbers form (CHNSCR). This form supplies starting and ending numbers for checks and deposit advices.

Note: *This form must be completed for each bank account from which money is drawn, and to establish separate starting and ending numbers for checks and deposit advices.*

Use the Show selection list button in the message area to display and verify the list of information.

Perform the followings steps to enter pay document and deposit numbers for the current pay run.

1. Access the Pay Document and Reconciliation Numbers form (CHNSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Pay Document Numbers

For practice, access the Pay Document and Reconciliation Numbers form (CHNSCR).

2. Enter a Sequence Number

The Sequence Number identifies each Pay Document and Reconciliation Numbers form (CHNSCR) entered.

For practice, type '01'.

3. Enter the Bank Code

The Bank Code is a two-digit number that designates the bank upon which the payment was drawn. If this information is entered on the Company Options form (AF-SCR), it must also be entered here. The information entered in this field will be retained for the next pay run.

For practice, leave this entry blank.

4. Select the Routing Number

The Routing Number) option list (PR07) is a user-defined option list that contains the bank routing numbers for all employees that use direct deposit. If this information is entered on the Company Options form (AF-SCR), it must also be entered here. The information entered in this field will be retained for the next pay run.

Note: When the user-defined Routing Number (PR07) option list on the Company Options form (AF-SCR) is altered, this form must be updated.

Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about user-defined option lists.

For practice, leave this entry blank.

5. Enter lowest Reconciliation Number

Enter the beginning Reconciliation Number in the Low field.

For practice, type '00051350'.

6. Enter the highest Reconciliation Number

Enter the ending Reconciliation Number in the High field. If the ending number is unknown, enter all 9s in this field.

For practice, type '99999999'.

7. Select the Form option

Select the type of payment document from the Code option list (PR48). Select either Check Numbers (U) or Deposit Advice Nbrs. (V).

For practice, select Check Numbers (U).

8. Select a Print Option

Select the print option from the Print Option option list (PR49). Select one of the following options:

- Do Not Print (N)—payment documents will not be printed. This option is useful when you have to re-run and you have already produced some of your pay documents. Select this option for those numbers that you do not want to print again.
- Print (P)—all payment documents will be printed.
- Void (V)—the system will not use the pay document numbers assigned on this form.
- Line Ups (X)—prints all Xs and 0s so that you may align the form on your printer. This option is useful for impact printers.

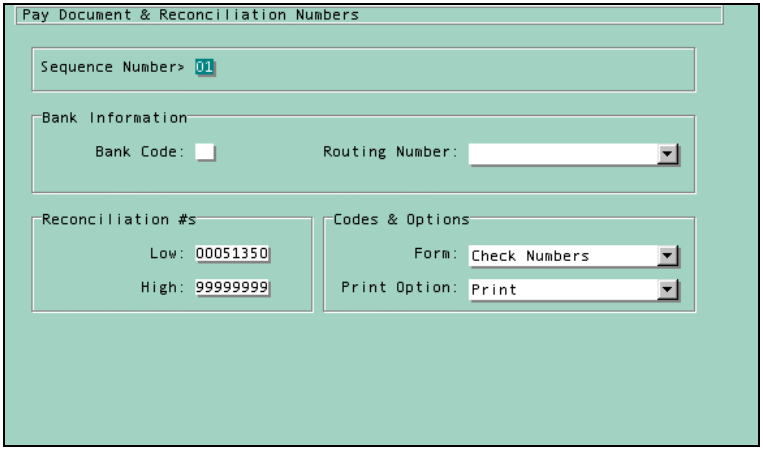
For practice, select Print.

9. Save the form

Click Save or press Enter to save the information. The pay document or deposit advice numbers are established for this pay run.

For practice, click Save.

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



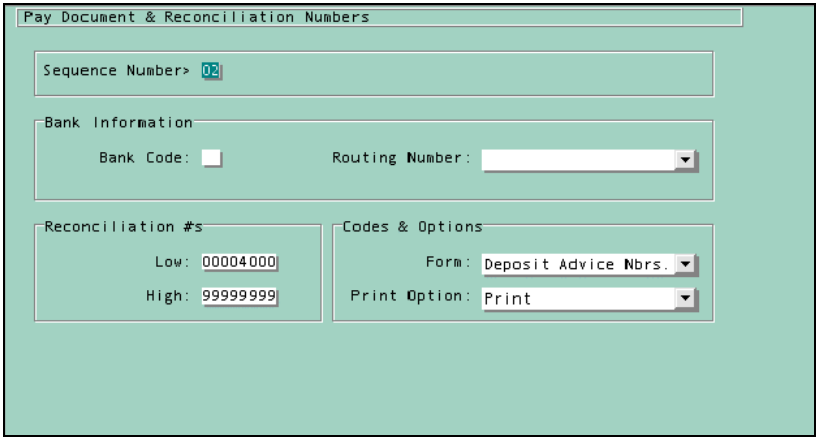
10. Repeat Steps 1–9 for Deposit Advice Numbers

Establish deposit advice starting and ending numbers using the following information:

- Sequence Number: 02
- Low Reconciliation Number: 00004000

For practice, repeat Steps 1–9 for Deposit Advice Numbers.

If you completed the guided practice, the resulting form should look similar to the example that follows:



Verifying online users---Enhanced Pay Processing and Reporting

Many organizations require that all users are off-line during a pay run. The Active User List form (ONLSCR) allows you to see who is online in time to contact them and prevent your pay run from being terminated.

This form must be manually refreshed. You can scroll through and refresh this form by pressing Enter. The date and time of logon that displays on this form is updated each time a user's FileCL is updated.

Perform the following step to verify online users before executing the pay run.

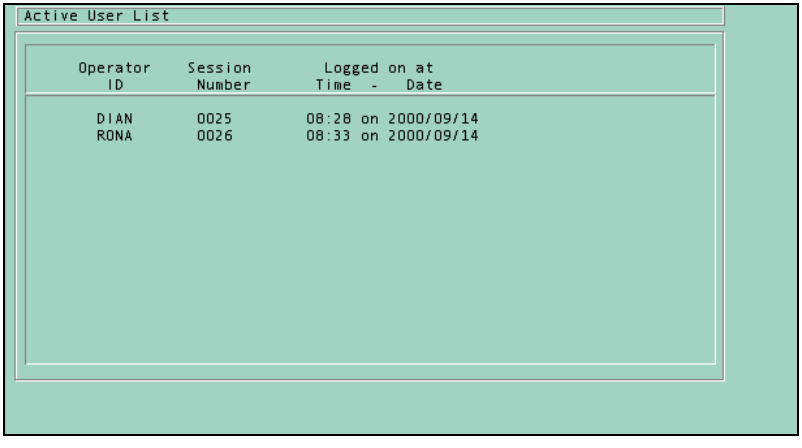
1. Access the Active User List form (ONLSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Verify Online Users

For practice, access the Active User List form (ONLSCR).

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



Note: See your Security Officer if you are unable to identify the employees by their Operator IDs.

2. Contact online users

You may wish to contact any users who are online to notify them that the pay run will soon be in progress and they will be switched to inquiry mode. During this time, they will be unable to make any updates to the system.

Verifying pay requests---Enhanced Pay Processing and Reporting

Verify that the frequencies and organizations are entered correctly using the Pay Setup Verification form (VERSCR). This inquiry-only form displays the pertinent fields from the Payroll Run Process Control form (AE-SCR) to display a list of all organization frequencies that will be paid. It also performs system checks to ensure that everything is ready for the pay process. If you notice errors, return to the Payroll Run Process Control form (AE-SCR) and make the necessary corrections.

Only one organization displays on the form at a time. Press Enter to page through all the organizations that were set up for your pay run. The message '----COMPLETE----' displays at the end of the list.

Perform the following steps to verify pay requests before executing the pay run.

1. Access the Pay Setup Verification form (VERSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Verify Pay Requests

For practice, access the Pay Setup Verification form (VERSCR). Press Enter to page through all the organizations setup for this pay run.

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

```
Pay Setup Verification

                                   Name
  Org        Org Name                OL2 Name/Category

  999999     ACME MANUFACTURING      PRODUCTION MFTG ORGANIZATION
                                                New   Pay  Ded.
     Frequency          Pay Date    Period # / Date   Pay  Cycle Cycle

     1   WEEKLY         02-16-1992   06   02-09-1992    Y     2     2
     2   BI WEEKLY      02-23-1992   03   02-09-1992    Y     1     1
```

```
Pay Setup Verification

                                   Name
  Org        Org Name                OL2 Name/Category

                                                New   Pay  Ded.
     Frequency          Pay Date    Period # / Date   Pay  Cycle Cycle

----Complete----
```

2. Make any necessary corrections

If you notice errors on the Pay Setup Verification form (VERSCR), return to the Payroll Run Process Control form (AE-SCR) to make the necessary corrections.

Access the Payroll Run Process Control form (AE-SCR) by making the following selection:

Component: Payroll Processing
Process: Pay Scheduling
Task: Schedule Payroll Runs

For practice, do not access the Payroll Run Process Control form (AE-SCR). All the entries are correct.

Launching the pay calculation online---Enhanced Pay Processing and Reporting

Launching the pay calculation online extracts employee information from the Employee Database, calculates pay, and then processes a maintenance run to create history records.

Note: Launching the pay calculation online includes all the pay frequencies and organization even if the Payroll Run Process Control form (AE-SCR) has not been completed. If you are paying only selected organizations, Cyborg suggests executing the batch payroll scripts manually.

1. Access the Process Confirmation form (PAYLCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Launch Pay Calculation

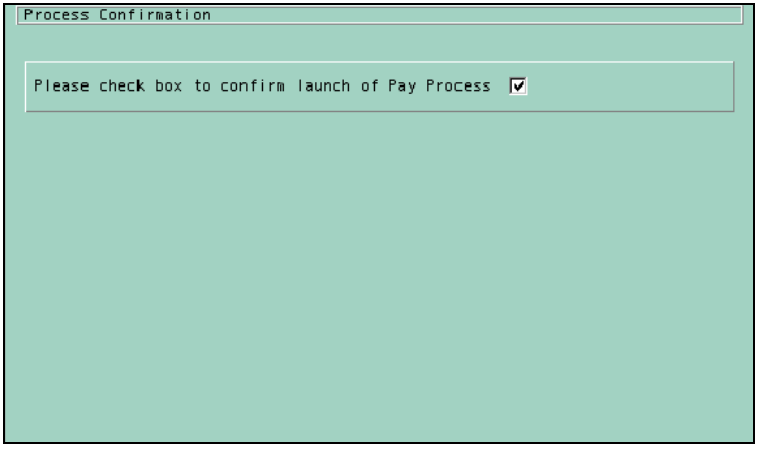
For practice, access the Process Confirmation form (PAYLCR).

2. Select the confirmation message

Select the check box to confirm the launch of the pay calculation.

For practice, select the check box.

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

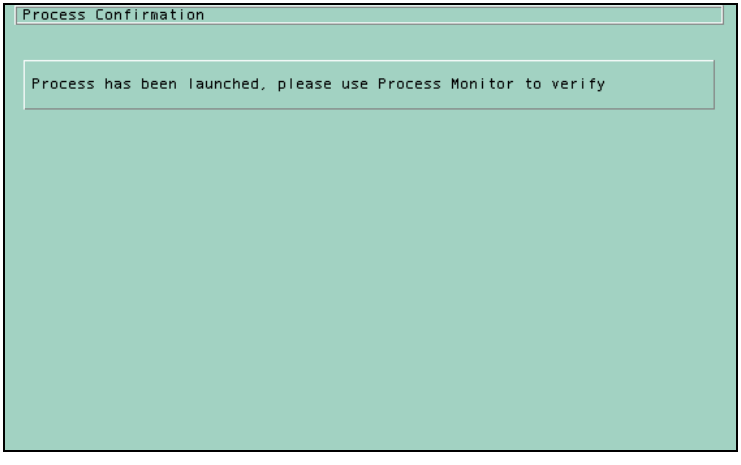


3. Save the form

When you accept the confirmation, all users currently logged on to The Solution Series will be automatically switched to inquiry-only mode and the pay calculation is launched as a background process.

For practice, click Save.

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



4. View progress of the pay calculation

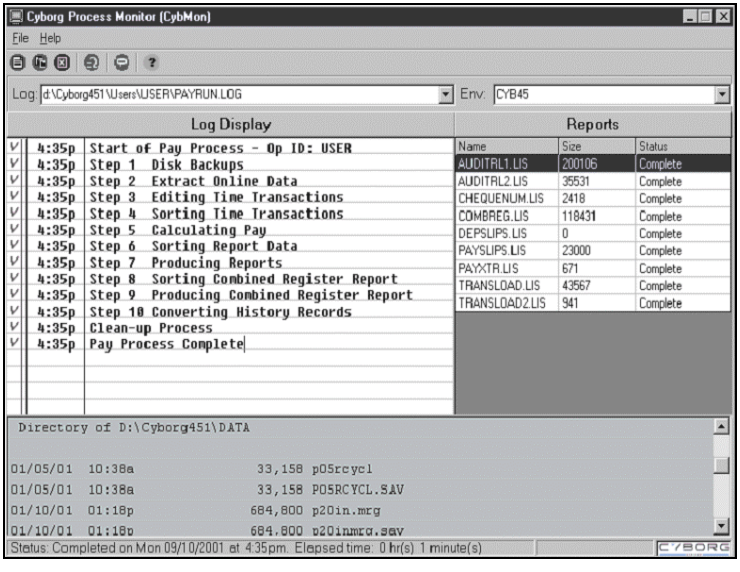
At this point, use the Process Monitor to view the progress of the pay calculation.

Open the Process Monitor through the Launch toolbar or by making the following selection from the Windows Start menu:

Programs ► The Solution Series ► Process Monitor

For practice, launch the Process Monitor.

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



The Log Display window displays the steps of the pay process. As each step is successfully completed, a check mark and the time of completion displays to the left.

The Reports window on the right side of the Process Monitor displays the reports that are written as part of the pay process. Reports that are still in progress will show a status of 'In Progress' and have an LIW extension. Once the report is completed, the extension changes to LIS and the status changes to 'Completed'.

Note: Do not open reports until they are completed and have an extension of LIS.

If any errors occur during the pay processing, a red, blinking warning message will display in the status bar at the bottom of the screen and an error or reject message will display in the bottom part of the Process Monitor window.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using packaged reports for more detail on this utility.*

Updating the Employee Database online---Enhanced Pay Processing and Reporting

Updating the Employee Database online brings the updated employee information from the recently completed pay calculation into the online environment.

Note: Launching the Employee Database update online merges employee data for all the pay frequencies and organizations. If you are paying only selected organizations, Cyborg suggests executing the batch payroll script manually.

1. Access the Process Confirmation form (UPOLCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Update Online Database

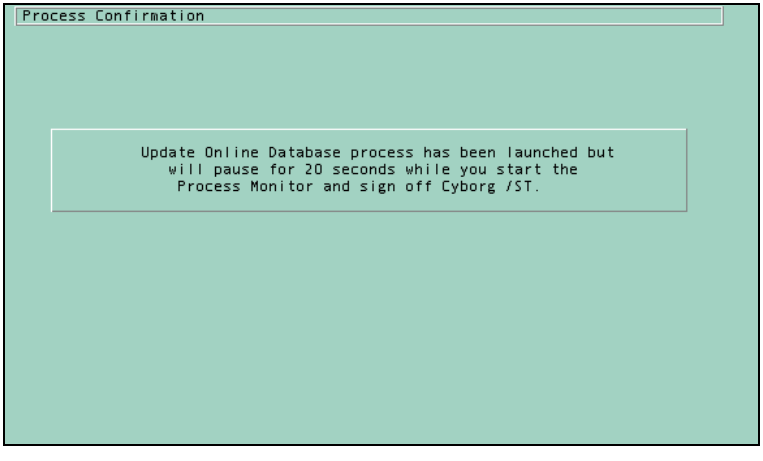
For practice, access the Process Confirmation form (UPOLCR).

2. Select the confirmation message

Select the check box to confirm the launch of the online update process. Once you save this form, you will have 20 seconds to finish the checklist if you were using it, access the Process Monitor, and close The Solution Series.

For practice, select the check box and save the form.

If you completed the first two steps of this Guided Practice, the resulting form should look similar to the example that follows:



3. Click Pause Checklist (optional)

If you are using the checklist, click Pause Checklist to close the checklist. You may resume the checklist and finish the remaining steps once you have update of the Employee Database is complete.

For practice, skip this step, as the checklist is not in use.

4. Log off The Solution Series

You may log off by using the File menu or by clicking the Exit button.

For practice, click the Exit button.

5. Open the Process Monitor

The Process Monitor may be opened using the Programs menu or through the Launch toolbar. If you completed the instructions for Launching the pay calculation online, the Process Monitor should already be open and you may simply maximize the window and select the current job from the Log drop-down list.

For practice, open the Process Monitor.

6. Verify the update is successful

Verify that the Employee Database update completes successfully and no errors display.

For practice, ensure that no errors display in the Process Monitor.

Verifying the pay calculation---Enhanced Pay Processing and Reporting

Before printing any pay documents, you should determine that the pay run is accurate. Some simple payroll verification and balancing procedures, developed and implemented within your organization, will ensure payroll accuracy and allow you to correct any errors that you may find before printing. When you develop your procedures, make sure that they are used consistently from one pay run to the next.

To verify the pay run, look for any error conditions that require correction before the pay documents can be produced. At a minimum, review the five reports listed below:

Report name	Filename for report
Transaction Load report	Transload.lis for report from Pay run
Payroll Audit Trail Errors (0100) report	Auditr1.lis
Payroll Audit Trail (0101) report	Auditr1.lis
Master file Status (9E9E) report	Auditr1.lis
Combined Register (2222) report	Combreg.lis

Note: The Auditr1.lis file is a consolidation of several reports, which were introduced in **Understanding Reporting Setup** *(on page 51). While Cyborg recommends that you review all of them, it is absolutely critical that you review those listed above.*

☞ *Refer to* **Understanding Reporting Setup** *(on page 51) for descriptions of the standard payroll output reports.*

☞ *Refer to the Payroll Reports and Balancing documentation for detailed information about all payroll reports.*

Perform the following steps to view the payroll reports using the Report Viewer.

1. Open the Report Viewer

The Report Viewer provides you with an interface from which you may review report output from a pay run. If errors have occurred during the pay run, instead of reading pages and pages of a printed report, you may easily search for error and reject messages. This utility also allows you to easily manipulate the report files, especially consolidated reports,

such as the Audit Trail. You may quickly jump to a specific report within the consolidated report, and print or save only one or all reports within the consolidated file.

It may seem as though you have several copies of the same report displaying in the Report Viewer; however, each listing represents a specific section of that one report. For example, the HED Register (2H2H) report can be listed as many as three times—once for the Earnings section of the report, and twice more for the Deductions and Warnings sections.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for general information on using the Report Viewer.*

You may open the Report Viewer using the Programs menu, through the Launch Toolbar, or by double-clicking the report in the Process Monitor.

For practice, double-click Auditr1.lis report in the Process Monitor to open the Report Viewer.

2. Open the report

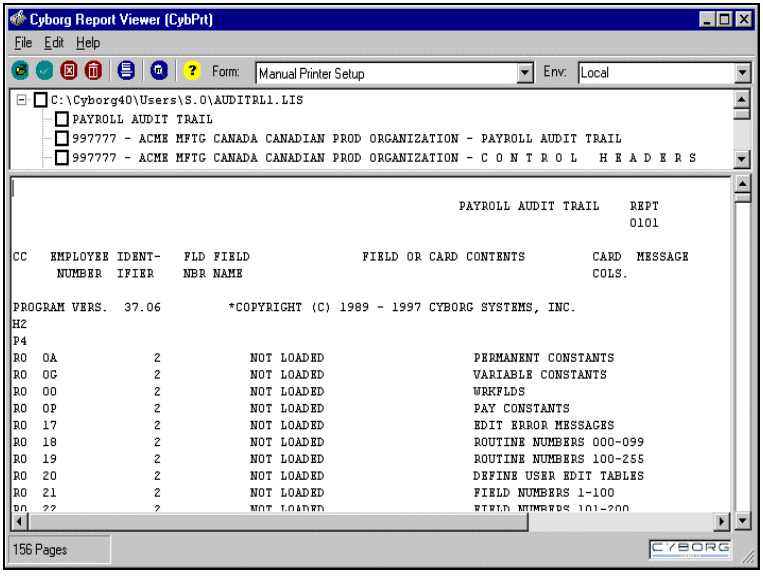
If you open the Report Viewer using the Programs menu or the Launch toolbar, you must open the report from the directory in which payroll output is located.

As delivered, reports are located at the *n*:*Cyborgxx*\Users directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, skip this step, as the Audit Trail report is already open.

If you completed the first step of this Guided Practice, the resulting form should look similar to the one that follows:



3. Search for errors

Errors can be labeled as a Reject or a Warning. Search for errors by selecting Find from the Edit menu. Type the word 'reject' in the Find field and click Find. Then search again using the word 'warning'.

For practice, search for errors.

4. Review the remaining reports

Open and review the five reports listed above.

For practice, open and review the other reports.

Refer to the Payroll Reports and Balancing documentation for more information on payroll verification and balancing activities.

Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the Report Viewer.

Updating the Pay Information database (eCyborg Interactive Workforce users only)---Enhanced Pay Processing and Reporting

If you use eCyborg Interactive Workforce, you must update the database used to store pay information for use by eCyborg Interactive Workforce. This task is actually the last step of a two-step process. The first step is completed during the pay run when the Pay Info Extract

(7L7L) and Payslip Extract (7M7M) Report Generators extract the required data from The Solution Series and store that data in text files.

The text files are then loaded into the appropriate Pay Information database tables by running a batch script—the step discussed here. The information in these database tables populates the View Pay Information pages in eCyborg Interactive Workforce, allowing users to view their current pay information and their payments over past pay periods.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the Pay Information Database.*

Updating Reporting Administration history and labor tables (Reporting Administration users only)

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the data mart. This is accomplished by executing a batch script that pulls the data from a file created during the pay run, formats the data to be loaded into the data mart tables, and finally, updates Reporting Administration tables with the current data.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the data mart.*

Updating benefits information

If you use Benefits Administration, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

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. This program copies the current history earnings records into the accumulators. The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run.

The Considered Earnings/Hours Update (CONSID) is run prior to running the Update Benefit Plan Balance Information program (BAXACT), and both should be run as soon as possible after the Employee Database is updated.

☞ *Refer to Using the Benefits Administration documentation for more information about updating benefits information after a pay run.*

Standard Pay Processing and Reporting

The following tasks relate to the versions of The Solution Series that include the Standard Pay Processing and Reporting functionality.

Scheduling a basic pay run---Standard Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the

Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

To schedule a basic pay run, you are only required to enter five fields on the Payroll Run Process Control form (AE-SCR). As such, only those five fields are covered in this task.

☞ *Refer to* **Scheduling a pay run** *(see "Scheduling a pay run---Standard Pay Processing and Reporting" on page 131) for detailed directions on all fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a basic pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, clear the fields.

3. Select the Reporting Type

The Reporting Type option list (PP36) interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

4. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run, or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

5. Select a frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '1' for Weekly.

6. Select a new period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

7. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents. The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

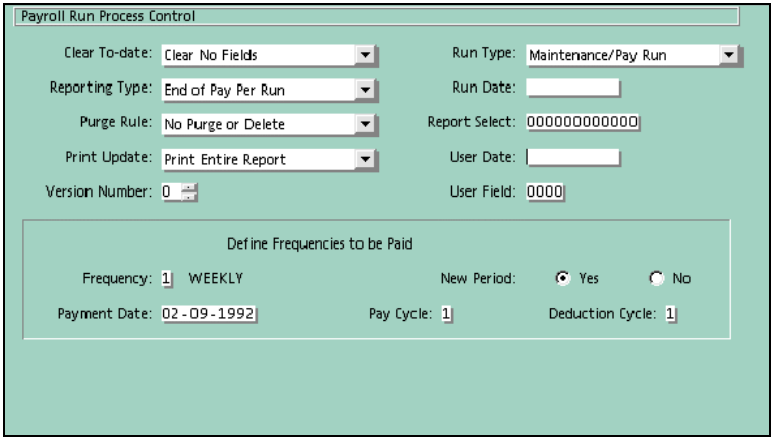
For practice, type '02-09-1992' (US and Canada) or '09-02-1992' (elsewhere).

8. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Scheduling a pay run---Standard Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

Some fields on the Payroll Run Process Control form (AE-SCR) are optional, but are covered in this task to give you an understanding of the function of each field on the form.

Refer to **Scheduling a basic pay run** *(see "Scheduling a basic pay run---Standard Pay Processing and Reporting" on page 128) for detailed directions on entering only the required fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, clear the fields.

3. Select the Clear To-date option (optional)

The value you select from the Clear To-Date (PP35) option list determines whether accumulated month-to-date, quarter-to-date, or year-to-date hours and amounts for all employee earnings, taxes, taxable wages, and deductions (except accruals, fiscal memos, and no-clear memos) are reset to zero. Arrears amounts and ending balances are never cleared.

For practice, leave this entry blank.

4. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

5. Select the Purge Rule (optional)

The value you select from the Purge Rule (PP37) option list determines the type of 'housecleaning' you want to perform in the Employee Database. Options other than No Purge or Delete (0) are operative only during a pay run.

Note: The Purge Rule option is reset to No Purge or Delete (0) after every pay run.

The following options are available:

- No Purge or Delete (0) (default)—Take no action.
- Purge Terminated Emp (1)—Delete the Permanent Master Record for a terminated employee (employee's frequency must be paid for this pay run, the year-to-date gross wages must be zero and there must be no deductions with arrears).
- Clear Fiscal YTD Amt (2)—Clear year-to-date figures for fiscal year memo earnings and deductions, specifically the Memo-Fiscal Clear (17) earning and Memo-Fiscal Clear (56) deduction categories.

Note: Memo earnings based on a fiscal year are not cleared automatically. You must clear them during the first payroll of the fiscal year; otherwise, they continue to accumulate.

- Clear Tax MC A (3)—Clear pay period to-date taxes withheld and taxable wages of employees using the weekly aggregate tax method, such as daily payments made to employees having a weekly frequency.

For practice, select No Purge or Delete.

6. Select the Print Update option (optional)

The Print Update (PP39) option list determines what employee information is included on the Payroll Audit Trail (0101) report and may also be used to control the paying of auto-paid employees.

- Print Entire Report (0) (default)—For a report that includes every time entry and adjustment that was entered online, plus any batch transactions input to the run.
- Print Errors Only (1)—If you want all time entries and adjustments, but only rejects for other types of maintenance. The latter option is useful for file conversions when data is entered into the batch payroll processing programs, using the batch transactions approach.
- Don't Print Timecards (2)—To suppress the printing of time entries on the Audit Trail (0101) report unless these time entries have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the pay run if you elect this option.
- Print;No Auto Pd Emp (N)—Stops payroll processing for auto-paid employees (except those for whom time entries are submitted). The Payroll Audit Trail (0101) report includes everything that was entered, as for the Print Entire Report (0) value. Use this option when a large number of time entries have been omitted, but the pay run has already completed and checks have been printed. This option allows an off-cycle pay run with a pay and deduction cycle of other than '99'.

Note: This option list can not be used to suppress printing organization maintenance information, tax updates, adjustments, or time entries.

For practice, leave this entry blank.

7. Select the Version Number (optional)

This optional field contains the current Employee Database version number. It defaults to 00 if left blank. The system checks this number against the file version number on the company header record to make sure that the correct file is being used. The version number

always appears on the Control Headers (0103) report and is a standard report heading item on Cyborg-delivered payroll reports. Its primary use is for Batch Master files stored on reel tapes and is normally left at '00' if you use disc files.

Note: A warning shows on the Payroll Audit Trail (0101) report if these two numbers do not match. The correct version number prints in the report headings, however, and the run continues normally.

For practice, leave this entry blank.

8. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

9. Enter the Run Date (optional)

This date is used as the change date for the Payment History or Labor Records generated during a pay run. The Batch Payroll Calculation program, P4CALC, clears the contents of this field after every pay run. If this date is not entered, the current system date at the time of the pay run is used.

For practice, leave this entry blank.

10. Enter a Report Select code (optional)

The Report Select field allows you to select reports in addition to those specified in the Reporting Type (PP36) option list. Each character represents a separate Report Select code. You can type the codes in any order. Each code is compared to the Report Select value on each Report Request form (DD-SCR). If the two match, the report is selected.

Note: This field is reset to zeros after every pay run.

For practice, leave this entry blank.

11. Enter the User Date (optional)

The User Date field is used to hold a date required for some Cyborg-delivered reports and user-written reports. For example, the date is optional on the Pay Reconciliation report (1C1C)but required by some Cyborg-delivered tax reports and quarterly reports. Some delivered reports that are part of the general ledger interface require an entry in the User Field, which may also be required by user-written or customized reports.

Note: The User Date field is reset to spaces after every pay run.

For practice, leave this entry blank.

12. Enter the User Field (optional)

The User Field is used to specify a 'Check Only' pay run. Only checks will be issued if it is an off-cycle pay (New Period of No) with a Pay Cycle of 9 and 'CHEK' is entered in the User Field. The deduction cycle may be whatever is desired.

Note: The User Field is reset to spaces after every pay run.

For practice, leave this entry blank.

13. Enter a Frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '2' for Bi Weekly.

14. Select a New Period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

15. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

For practice, type '02-23-1992' (US and Canada) or '23-02-1992' (elsewhere).

16. Enter the Pay Cycle (optional)

Enter a value in the Pay Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Note: The Pay Cycle field also controls the processing of deductions that function as negative earnings. These deductions use a category of Deduct Before Taxes (58) and are usually associated with deductions for deferred payment benefit plans.

Specify which pay period of the month this pay run represents for earnings:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process earnings with a Frequency option
- 9—Process time entries, but do not process auto-pay or automatic earnings, except for earnings whose Frequency option is All Pay;Even Cycle 9 (18)

For practice, leave this entry blank.

17. Enter the Deduct Cycle (optional)

Enter a value in the Deduct Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Specify which pay period of the month this pay run represents for deductions:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process deductions with a Frequency option
- 9—Process deductions with a Frequency option of All,Even Ded Cycle 9 (18) only

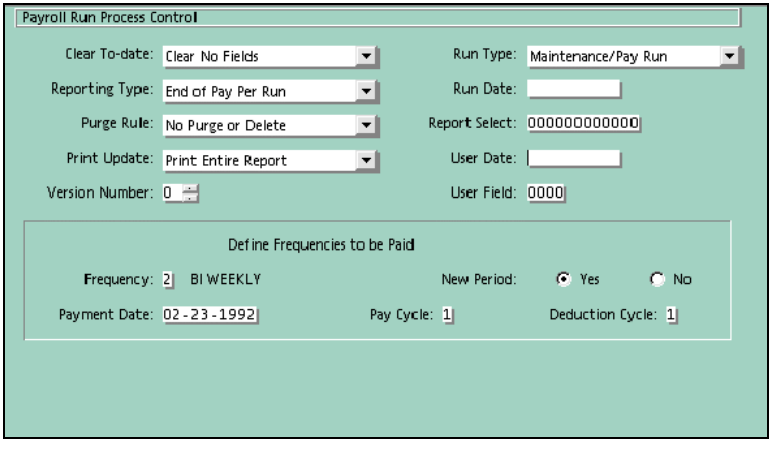
For practice, leave this entry blank.

18. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Entering direct deposit routing information (Canada only)---Standard Pay Processing and Reporting

In Canada, direct deposit information must be entered with every pay run. This is accomplished using the WL Record Maintenance form (WL-SCR).

The WL Record Maintenance form (WL-SCR) provides banking client, transit, and account information for each organization level 1-2 being reported on the direct deposit tape.

Note: *In the US, direct deposit information is retained once entered and is treated as basic payroll setup rather than being part of the payroll cycle.*

☞ *Refer to* **Understanding Reporting Setup** *(on page 51) for more information about establishing direct deposit information in the United States.*

Perform the followings steps to enter direct deposit information for Canada.

1. Access the WL Record Maintenance form (WL-SCR)

Access this form by making the following selection:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Click the Column Ruler

The Column Ruler displays the column numbers above each field, making it easier to see the column in which you are entering data.

For practice, click the Column Ruler.

3. Select the Table Type

The Table Type identifies what type of record you are submitting, either company header information or employee header information, and whether it relates to Cyborg or client records. Direct deposit information is to be added to with the Cyborg company header information.

For practice, select 'Co Other Cyborg'.

4. Enter the direct deposit transmission identifier and client number

Enter the direct deposit transmission identifier followed by the client number in the Table Key field. This information is provided to you by your bank. You must also enter a literal 'A' in position 20.

For practice, type 'DDCLI9852631475A'.

5. Enter the destination data center number

Enter the destination data center in Field 1. This number is provided by your bank.

For practice, type '00410'.

6. Enter the file creation number

Enter the file creation number in Field 2. This number should be incremented by one for each tape transmission. You may also enter the file creation date in YYDD format immediately following the file creation number. If you do not enter a date, the system date will be used.

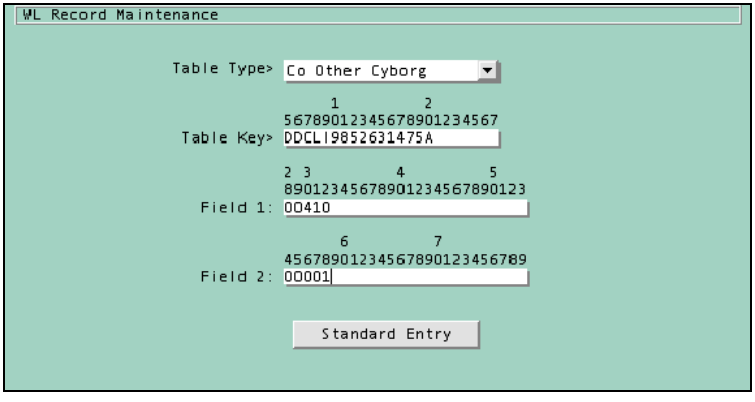
For practice, type '00001' according to the example

7. Click Save or press Enter

The direct deposit information is saved.

For practice, click Save.

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



Entering pay document and deposit information---Standard Pay Processing and Reporting

You must supply starting and ending numbers for the checks and deposit advices being produced during the pay run. Enter these numbers by editing the P6 transactions using a text editor, such as Notepad.

Note: You must enter one P6 transaction for each bank account from which money is drawn, and to establish separate starting and ending numbers for checks and deposit advices.

Perform the followings steps to enter pay document and deposit numbers for the current pay run.

1. Open the JPAYRUN.BAT file in a text editor

P6 transactions are recorded in the JPAYRUN.BAT file, which is one of the batch files used during the pay calculation. As delivered, this file is located in the …\Runs directory.

Note: If your JPAYRUN.BAT file has been modified, these transactions may be found in a different file.

For practice, open JPAYRUN.BAT in Notepad. Right-click on the filename and select Edit from the menu.

2. Locate the P6 records

Scroll down until you find the P6 records. Alternatively, you may select Find from the Search menu to find the P6 records.

For practice, select Find from the Search menu, type 'P6' in the Find what: field, and click Find Next.

3. Enter the Form option in position 3

Type the type of payment document, either Check Numbers (U) or Deposit Advice Nbrs. (V).

For practice, type 'U'.

4. Enter lowest Reconciliation Number in positions 4–11

Type the beginning Reconciliation Number in the Low field.

For practice, type '00051350'.

5. Enter the highest Reconciliation Number in positions 12–19

Type the ending Reconciliation Number in the High field. If the ending number is unknown, type all 9s in these positions.

For practice, type '99999999'.

6. Enter a Print Option in position 20

Specify what you want to print by typing one of the following options in position 20:

- Do Not Print (N)—payment documents will not be printed. This option is useful when you have to re-run and you have already produced some of your pay documents. Select this option for those numbers that you do not want to print again.
- Print (P)—all payment documents will be printed.
- Void (V)—the system will not use the pay document numbers assigned on this record.
- Line Ups (X)—prints all Xs and 0s so that you may align the form on your printer. This option is useful for impact printers.

For practice, type 'P'.

7. Enter the Bank Code in positions 21–22

The Bank Code is a two-digit number that designates the bank upon which the payment was drawn. If this information is entered on the Company Options form (AF-SCR), it must also be entered here.

For practice, leave this entry blank.

8. Enter the Routing Number in positions 23–31

The Routing Number is a nine-digit bank routing number for employees who use direct deposit. If this information is entered on the Company Options form (AF-SCR), it must also be entered here.

For practice, leave this entry blank.

9. Repeat Steps 3–9 for additional Bank Codes, Routing Numbers, or payment forms

A separate P6 record must exist for every bank account from which money is drawn, and to supply starting numbers for both direct deposits and checks. Create a P6 record for deposit advice starting and ending numbers using the following information:

- Sequence Number: 02
- Low Reconciliation Number: 00004000

For practice, repeat steps 1–9 for Deposit Advice Numbers.

10. Save the file

Click Save from the File menu to save the information. The pay document or deposit advice numbers are established for this pay run.

For practice, click Save.

If you completed the Guided Practice, the P6 transaction should look similar to the example that follows. Two P6 records were created, one for checks and the other for direct deposit advices:

```
              1         2         3         4         5
     12345678901234567890123456789012345678901234567890
-----------------------------------------------------
echo P6U0005135099999999P                  >> ..\p05rdr
echo P6V0000000199999999P                  >> ..\work\p05rdr
```

Verifying online users---Standard Pay Processing and Reporting

Many organizations require that all users are off-line during a pay run. Perform the following step to verify online users before executing the pay run.

Identify and contact online users

You may wish to contact any users who are online to notify them that the pay run will soon be in progress and they will be switched to inquiry mode. During this time, they will be unable to make any updates to the system.

Verifying pay requests---Standard Pay Processing and Reporting

Verify that the frequencies and organizations are entered correctly using the Organization Pay Frequencies Inquiry form (AJISCR). This inquiry-only form displays the pertinent fields from the Payroll Run Process Control form (AE-SCR) to display a list of all organization frequencies that will be paid. If you notice errors, return to the Payroll Run Process Control form (AE-SCR) and make the necessary corrections.

All the frequencies set up for an single organization display on the form. View another organization by clicking the Enter a valid Control 1-2/Employee button.

Perform the following steps to verify pay requests before executing the pay run.

1. Access the Company Pay Frequencies Inquiry form (AJISCR)

Access this form by making the following selection:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies Inquiry

For practice, access the Company Pay Frequencies Inquiry form (AJISCR) for the ACME Manufacturing organization (999999).

If you completed the Guided Practice, the resulting form should look similar to the example that follows. Notice that the Payment Date is missing for the Semi-monthly and Monthly frequencies. This means that these two frequencies will not be paid.

Company Pay Frequency Inquiry

	Freq Desc	Ann Fact	Nbr Week	N P	Payment Date	Anniv Date	Period Date	Pd Nb	P	D	Save Period	Sv Nb	P C	S D
1	WEEKLY	5200	0100	Y	02-16-1992	02-09-1992	02-02-1992	05	1	1	02-02-1992	05	1	1
2	BI WEEK	2600	0200	Y	02-23-1992	02-23-1992	02-09-1992	03	1	1	02-09-1992	03	1	1
3	SEMI MO	2400	0217	Y		02-29-1992	02-15-1992	03	1	1	02-15-1992	03	1	1
4	MONTHLY	1200	0434	Y		03-31-1992	02-29-1992	02	1	1	02-29-1992	02	1	1

2. Make any necessary corrections

If you notice errors on the Company Pay Frequencies form (AJISCR), return to the Payroll Run Process Control form (AE-SCR) to make the necessary corrections.

Access the Payroll Run Process Control form (AE-SCR) by making the following selection:

Component: Payroll Processing
Process: Pay Scheduling
Task: Schedule Payroll Runs

For practice, do not access the Payroll Run Process Control form (AE-SCR). All the entries are correct.

Launching the pay calculation---Standard Pay Processing and Reporting

Launching the pay calculation involves executing three payroll scripts which extract employee information from the Employee Database, calculate pay, and then process a maintenance run to create history records.

1. Locate the payroll scripts

As delivered, scripts are located at the *n*:*Cyborgxx*\Runs directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access \Runs subdirectory using Windows Explorer.

2. Execute the payroll extract script

The batch script to run the payroll extract is JPAYXTR.BAT.

You may execute this script by typing the file name at the command prompt and pressing Enter, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYXTR.BAT.

3. Review the payroll extract output file for errors

The payroll extract process produces a diagnostic report named PAYXTR.03, which is located in the \List directory. Always verify this report to be sure that the process completes successfully and there are no errors. File 11 and File 12 may not always match, but File 12 should always have a count. Following is a sample payroll extract output file:

```
CSSS <0010( (999999(PAYXTR(  (ALL       (          )09:04:42 08-13 XXXX
PP011M: All Control 1-2 extract option is in effect
FILE11 RECORD COUNT -    2,529
 FILE12 RECORD COUNT -    2,529
```

For practice, open PAYXTR.03 in a text editor and verify that the extract completed successfully.

4. Execute the pay run script

The batch script to run the pay run is JPAYRUN.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYRUN.BAT.

5. Execute the payroll maintenance run script

The batch script to run the payroll maintenance run is JMNTRUN.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JMNTRUN.BAT.

Verifying the pay calculation---Standard Pay Processing and Reporting

Before printing any pay documents, you should determine that the pay run is accurate. Some simple payroll verification and balancing procedures, developed and implemented within your organization, will ensure payroll accuracy and allow you to correct any errors that you may find before printing. When you develop your procedures, make sure that they are used consistently from one pay run to the next.

To verify the pay run, look for any error conditions that require correction before the pay documents can be produced. At a minimum, review the five reports listed below:

Report name	Filename for report
Transaction Load report	Translod.lis for report from Pay run
Payroll Audit Trail Errors (0100) report	Auditrl.lis
Payroll Audit Trail (0101) report	Auditrl.lis
Master file Status (9E9E) report	Auditrl.lis
Combined Register (2222) report	Combreg.lis

Note: *The Auditr1.lis file is a consolidation of several reports. While Cyborg recommends that you review all of them, it is absolutely critical that you review those listed above.*

☞ *Refer to the Payroll Reports and Balancing documentation for detailed information about all payroll reports.*

Perform the following steps to view the payroll reports using a text editor.

1. Locate the reports

As delivered, scripts are located at the *n*:*Cyborgxx*\List directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access the \List subdirectory using Windows Explorer.

2. Open the report

View the report using a text editor such as Notepad.

For practice, double-click Audtrl.lis report in Windows Explorer to open the report in Notepad.

3. Search for errors

Errors can be labeled as a Reject or a Warning. Search for errors by selecting Find from the Edit menu. Type the word 'reject' in the Find field and click Find. Then search again using the word 'warning'.

For practice, search for errors.

4. Review the remaining reports

Open and review the five reports listed above.

For practice, open and review the other reports.

☞ *Refer to the Payroll Reports and Balancing documentation for more information on payroll verification and balancing activities.*

Updating the Employee Database---Standard Pay Processing and Reporting

Launching the update of the Employee Database executes one payroll script to bring the updated employee information from the recently completed pay calculation into the online environment.

1. Log off The Solution Series

You must log off The Solution Series prior to updating the Employee Database. You may log off by using the File Menu or by clicking the Close button in the upper right-hand corner of the screen.

For practice, click the Close button.

2. Locate the payroll script

As delivered, scripts are located at the *n*:*Cyborgxx*\Runs directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access \Runs subdirectory.

3. Execute the payroll merge script

The batch script to run the payroll merge is JPAYMRG.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYMRG.BAT.

4. Review the payroll merge output file for errors

The payroll merge process produces a diagnostic report named PAYMRG.03, which is located in the \List directory. Always verify this report to be sure that the process completes successfully and there are no errors. Following is an sample payroll extract output file:

```
CSSS <UTIL( (999999(PAYMRG(  (          (1 7 1      )09:05:04 08-13 XXXX
FILE11 RECORD COUNT -    2,547
FILE12 RECORD COUNT -
 FILE13 RECORD COUNT -
```

For practice, open PAYMRG.03 in a text editor and verify that the Employee Database was updated successfully.

Updating Reporting Administration history and labor tables (Reporting Administration users only)

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the data mart. This is accomplished by executing a batch script that pulls the data from a file created during the pay run, formats the data to be loaded into the data mart tables, and finally, updates Reporting Administration tables with the current data.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the data mart.*

Updating benefits information

If you use Benefits Administration, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

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. This program copies the current history earnings records into the accumulators. The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run.

The Considered Earnings/Hours Update (CONSID) is run prior to running the Update Benefit Plan Balance Information program (BAXACT), and both should be run as soon as possible after the Employee Database is updated.

☞ *Refer to Using the Benefits Administration documentation for more information about updating benefits information after a pay run.*

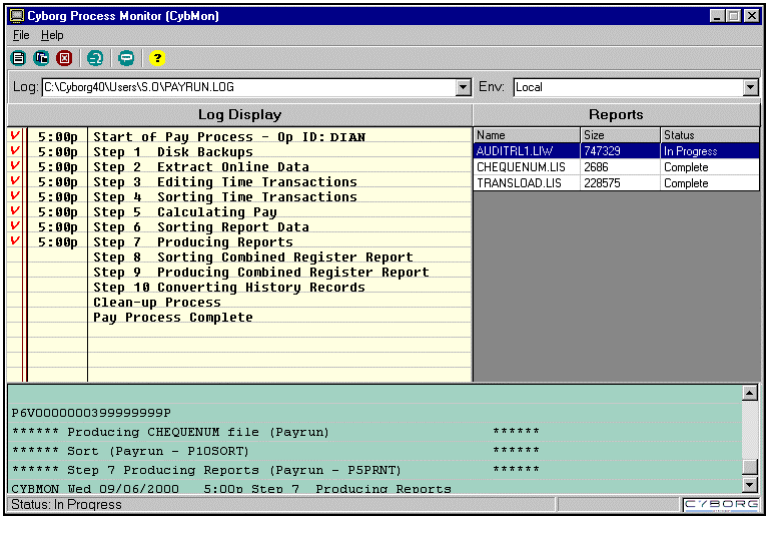
Extended Practice

1. Prepare the Payroll Run Process Control form (AE-SCR), specifying the following:
   - Establish a weekly frequency with a payment date of August 10, 2001.
   - Include the Payroll History (1H1H) report in your run.
   - Clear month-to-date accumulations.
   - Print only the errors of the Payroll Audit Trail (0101) report.

2. Enter reconciliation numbers for Deposit Advices. Start the numbering at 00012846. Set the Print Option to not print. Use the method appropriate for your version of The Solution Series.

Enhanced Payroll Processing and Reporting users only:

3. The following is an example of a pay calculation process displayed in the Process Monitor. Using this example, answer the following:
   - Which steps of the process have been completed?
   - Which reports have been completed?
   - What errors have occurred?



4. Using the Report Viewer, open the Audit Trail (0101) report from a pay run and search for errors. Then, choose one of the reports within this consolidation, print it and archive.

Review of Questions Answered

1. What three processing options must be established before a pay run can be processed?

2. What two conditions must exist in order for a pay calculation report to be processed during a run?

3. When do clearing activities take place?

4. What will happen to the payment and deduction cycles if accumulations are not cleared regularly? Why is this dangerous?

5. Under what circumstances must you revert to a backup copy of your Employee Database if the pay run did not process correctly?

6. Why is the pay process different between the United States and Canada?

7. For which platform implementations does The Solution Series include the Enhanced Pay Processing and Reporting functionality?

8. When can you not use the Enhanced Pay Processing and Reporting functionality to complete a pay run?

CHAPTER 9

Payroll Payments

In This Chapter

Introduction 152
Direct deposit or check---it is up to you.....153
Review of Questions Answered.....156

Introduction

Once you have completed your pay run, you are ready to distribute payroll payments to your employees. This section discusses the flexibility that Cyborg provides, giving you many options for the manner by which you pay your employees.

Prerequisites

In order to understand the concepts presented in this section, you must have the following:

- General knowledge of payroll concepts
- General knowledge of The Solution Series

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the system.*

Questions answered

The following questions are answered in this section:

1. What two means of employee payment are supported in Payroll Administration?
2. What pay document formats are available for paying your employees?
3. What three activities must take place before pay documents can be printed?

Direct deposit or check---it is up to you

By now, your company has decided whether to pay employees through direct deposit or to issue a check. No matter which option your company has chosen, Payroll Administration is designed with flexibility in mind. Cyborg provides several different formats for employee checks and deposit advices so that you have many options available to you.

If you already offer direct deposit to your employees, you are familiar with the initial governmental and bank registration requirements and the procedures that take place to transfer funds into employees' bank accounts. Contact your bank or NACHA if you want more information on the requirements for direct deposit.

The file that you submit to your originating bank is placed in the \Data directory during the pay run. The filename is different between US and Canadian customers.

If you are in…	the filename is…
The United States	ACHtape.txt
Canada	Deptape.txt

If you do not already offer direct deposit to your employees, now is a great time to consider doing so if you are in the midst of implementing the Payroll Solution. Direct deposit offers great benefits to your employees, including the safety and convenience of having their pay electronically transferred to their accounts, eliminating the need to deposit their pay themselves. Direct deposit also has many advantages for the employer, including the reliability of delivery, lower processing costs, and a lower likelihood of encountering errors.

Pay documents

Whether you have decided on direct deposit or paychecks, Cyborg offers several different formats for producing pay documents. Form Solutions, Inc. is Cyborg's preferred payroll forms supplier, selected by the Cyborg User Association.

Each format is available for both checks and deposit advices, and have unique characteristics designed to meet customer needs, such as:

- Position of check or deposit advice and pay stub
- Number of earning and deduction detail lines
- Heat-seal format

Following are the available pay document formats:

- Side-by-side, pay document on right
- Expanded Side-by-side, pay document on right
- Pay document over stub
- Pay document under stub
- Pay document under expanded stub
- C-fold, heat seal, pay document on right
- Side-by-side, heat seal, pay document on right
- Expanded side-by-side, heat seal, pay document on right
- Self mailer, pay document under stub

Note: Laser check printing is also available, but involves additional report generators and tasks.

☞ *Refer to the Technical Administration documentation for more information about laser check printing.*

Pay document setup

Once you have decided which pay document format you will be using, some setup is required before you can print your pay documents. When the Pay Document, Check and Paystub (6868 in US, 6262–English version and 6263–French version in Canada) and Pay Document, Deposit Advice and Paystub (6767 in US, 6666 in Canada) Report Generators are extracted from CYBMST, special parameters must be in place to identify which pay document format you will be using. Second, the reports must be selected and scheduled using the Report Requests form (DD-SCR).

Note: A member of your technical staff generally processes note Extractions from CYBMST.

☞ *Refer to the Technical Administration documentation for more detailed information about extracting the pay document reports.*

☞ *Refer to the Payroll Reports and Balancing documentation for specific information about selecting and scheduling the pay document reports.*

Pay document files

The file containing your pay document information is placed in a different location during the pay run, depending on whether you used the Enhanced Pay Processing and Reporting functionality.

- Enhanced Pay Processing and Reporting—the file is located in the /Users directory.
- Standard Pay Processing and Reporting— the file is located in the /List directory.

The pay document file is different depending on whether you are paying through direct deposit or check. If you are paying through both methods, you will have both files.

If you are paying through…	the filename is…
Direct deposit	Depslips.lis
Check	Payslips.lis

Note: Each of these files are designed for impact printing using 132 character print. To print to any other kind of printer, you must delete spaces and page breaks so that the information lines up correctly for the form that you have chosen.

Review of Questions Answered

1. What two means of employee payment are supported in Payroll Administration?

2. What pay document formats are available for paying your employees?

3. What three activities must take place before pay documents can be printed?

PART 5

Appendices

In This Section

Practice and Review Answers.....159

APPENDIX A

Practice and Review Answers

In This Appendix

Understanding Cyborg Earning and Deduction Requirements 160
Understanding Tax Activation.....161
Understanding Reporting Setup.....162
Maintaining Employee Data 163
Overview of the Payroll Process.....166
Calculating Pay.....167
Payroll Payments 172

Understanding Cyborg Earning and Deduction Requirements

Review of Questions Answered

1. Why must HEDs be established at the organization and employee levels?

   The system prevents you from assigning an HED at the employee level that has not been established at the organization level. If you attempt to do this, the area on the form that usually displays the HED descriptions will state 'HED not defined at Company level'.

2. Why is it important to leave a gap between HED numbers?

   Because the system processes HEDs in ascending order. HEDs should be assigned based on priority; leaving gaps in the HED numbers allows room for future HEDs.

3. Why would you deactivate an HED?

   Deactivating an HED is the only way to purge an HED that is no longer in use—HED numbers can not be deleted, only re-used.

4. Which automatically set up HED requires additional setup? Why?

   Overtime, HED 003. You must specify the overtime factor.

5. What determines which form is displayed when you access the Company Earnings and Deduction form (A8-SCR)?

   The HED number. The Company Earnings form (A8-SCR) displays if the HED number is between 001 and 500; The Company Deductions form (A8-SCR) displays if the HED number is between 501 and 999.

6. Which HED is not maintained on the Employee Earnings and Deductions form (HH-SCR)?

   Regular Pay, HED 001.

7. Can you set up direct deposit for some, but not all, employees?

   Yes. Once direct deposit is set up at the organization level, it must also be set up at the employee level by completing the Direct Deposit Information form (H9-SCR) for those employees who want direct deposit.

Understanding Tax Activation

Review of Questions Answered

1. Why is tax activation different between the United States and Canada?

   Because the United States has more tax authorities than Canada. Only selected taxes are activated in the US; while all taxes are added to a Canadian system.

2. Who supplies tax specification information?

   Cyborg Systems, Inc. supplies and maintains tax specification information by means of the Tax Specification Record.

3. Why is a Tax Specification Record necessary?

   The Tax Specification Record contains all the tax tables and tax formulas necessary to complete activation of the tax records you have specified.

4. What is the link between a Tax Specification Record and the employee record?

   A Cyborg tax code.

5. What determines the appearance of the Tax Specification Information form (T1-SCR)?

   The specific tax type you are accessing. Only the fields specific to the tax authority accessed are shown on the form.

6. In the US, which automatically established federal tax codes must always be Inactive?

   Tax code 101 (FICA-OASDI) and Tax code 103 (FICA-HI).

7. In Canada, what optional information may you wish to add to the Tax Specification information at the organization level?

   If desired, you may add your Business Number on the Tax Specification Information form (T1-SCR).

8. In Canada, which taxes require employee-specific information? Why?

   Taxes that require wage bracket tables.

9. What types of updates are distributed in tax-related Regulatory Bulletins?

   Increases in unemployment wage bases, changes to percentages for tax or wage brackets, and modifications to exemption or allowance amounts.

Understanding Reporting Setup

Review of Questions Answered

1. In Canada, why are two check producing pay document reports delivered?

   The 6262 version is in French; the 6263 version is in English.

2. What three activities must take place before a payroll report can be produced?

   The report must be:

   1. Extracted from CYBMST,

   2. Installed on the Batch Master file, and

   3. Scheduled on the Report Requests form (DD-SCR).

3. Under what circumstances is an ACH/Direct Deposit tape rejected by the bank?

   ACH or Direct Deposit tapes will be rejected when the file header record does not include organization-specific information.

4. In what manner is ACH/Direct Deposit information supplied differently depending on whether you are an American or Canadian company?

   Two different forms are used. The ACH File Header Information form (ACHSCR) is used in the United States, while the WL Maintenance form (WL-SCR) is used in Canada. Additionally, the information is retained from pay run to pay run in the US, but must be entered with each pay run in Canada.

Maintaining Employee Data

Extended Practice

1. Create time entries for the following employees using one Time Entry Format 1 form (TC1SCR):

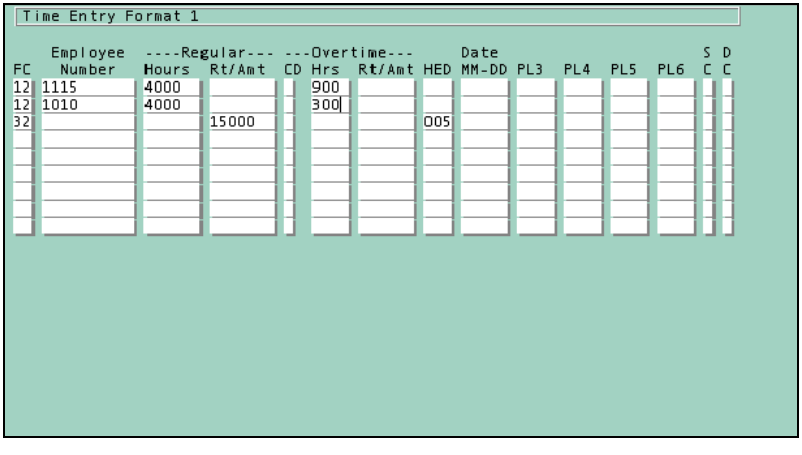
   Barbara Sweeney, Employee Number 1115:

   - Regular hours: 40.00
   - Overtime hours: 9.00

   Michael Mohr, Employee Number 1010:

   - Regular hours: 40.00
   - Overtime hours: 3.00
   - Bonus: $150.00 (HED 005)

   One time entry is entered on a separate line on the Time Entry Format 1 form (TC1SCR). The resulting form should look similar to the following example:



2. Change Michael Mohr's bonus from $150.00 to $250.00.

   Use the Time Entry Edit - Partial Format 1 form (TC1EDT) to change a time entry. The following example shows the change prior to saving the form:

```
Time Entry Edit - Partial Format 1                MOHR, MICHAEL T

          --- Regular ---  C  - Overtime -        Date  S D
     FC    Hours   Rt/Amt  D  Hrs   Rt/Amt  HED  MM-DD C C PL3  PL4  PL5  PL6
     12   004000           0300
C    32           25000                   005

Action: A-Add  C-Change  D-Delete
```

Review of Questions Answered

1. Why would salaried employees have time entries submitted to record the number of hours they worked?

   Employees who have fluctuating hours and inconsistent schedules may have time entries submitted.

2. Under what circumstances could time entries be submitted for employees who are regularly paid automatically?

   Bonuses, overtime hours, and commissions may be paid to salaried employees through the use of time entries.

3. Why is the Function Code of a time entry so important?

   The Function Code specifies how the time entry is to be processed.

4. What action is required before you can enter time using the hours and minutes method?

   P2EDIT must be extracted from CYBMST with a special parameter. Your IT staff should assist you with this task.

5. Why is it not possible to view a previously entered time entry using the form on which it was entered?

   Time entry forms are cleared once they are saved.

6. What is the most common use of the IS/WAS Audit Trail report (ISWAS)?

   When questions arise, the IS/WAS Audit Trail report (ISWAS) can prove that an entry that should not have been made actually was made.

7. Why are the payroll-related Benefits reports run a couple days prior to the pay run?

To allow enough time to make corrections if errors are found.

Overview of the Payroll Process

Review of Questions Answered

1. When would you want to run a maintenance run?

   Whenever you want to update organization or employee information, apply Regulatory Bulletins or adjustments. A maintenance run does not calculate pay or generate any payroll reports.

2. At which points in the payroll cycle should you back up your files?

   Prior to executing the Benefits reports, and prior to executing the pay calculation.

3. Why is the payroll cycle described as beginning with employee data maintenance?

   Because this step is ongoing. Maintenance is always being done.

4. Why are the payroll programs run twice during a pay calculation?

   The first run of the payroll programs calculates employee pay; the second creates history records.

5. What file is used to update online employee data after pay has been calculated?

   Batch master file created during the pay calculation.

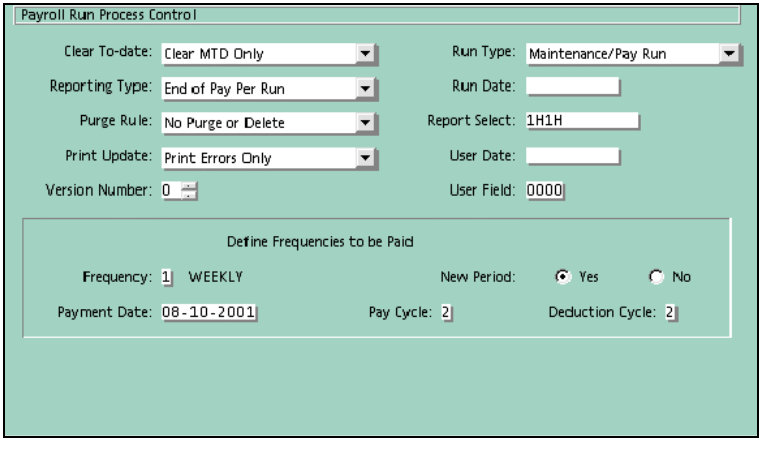
Calculating Pay

Extended Practice

1. Prepare the Payroll Run Process Control form (AE-SCR), specifying the following:

   - Establish a weekly frequency with a payment date of August 10, 2001.
   - Include the Payroll History (1H1H) report in your run.
   - Clear month-to-date accumulations.
   - Print only the errors of the Payroll Audit Trail (0101) report.

   The resulting form should look similar to the following example:



2. Enter reconciliation numbers for Deposit Advices. Start the numbering at 00012846. Set the Print Option not to print. Use the method appropriate for your version of The Solution Series.

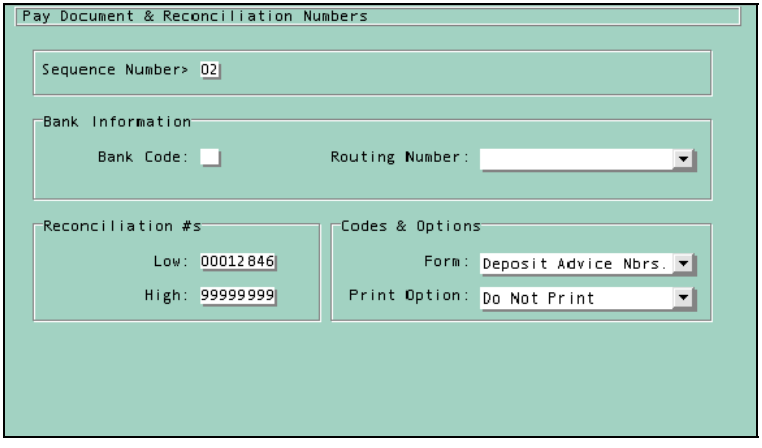
   Modify P6 records in the JPAYXTR.BAT job when using the Standard Pay Processing and Reporting functionality:

```
              1         2         3         4         5
     12345678901234567890123456789012345678901234567890
-------------------------------------------------------
echo P6V00012846999999999P                  >> ..\work\p05rdr
```

   For Enhanced Payroll Processing and Reporting:

   Use the Pay Document and Reconciliation Numbers form (CHNSCR), enter reconciliation numbers when using the Enhanced Pay Processing and Reporting functionality.

   The resulting form should look similar to the following example:



For Enhanced Payroll Processing and Reporting:

3. The following is an example of a pay calculation process displayed in the Process Monitor. Using this example, answer the following:

   - Which steps of the process have been completed?

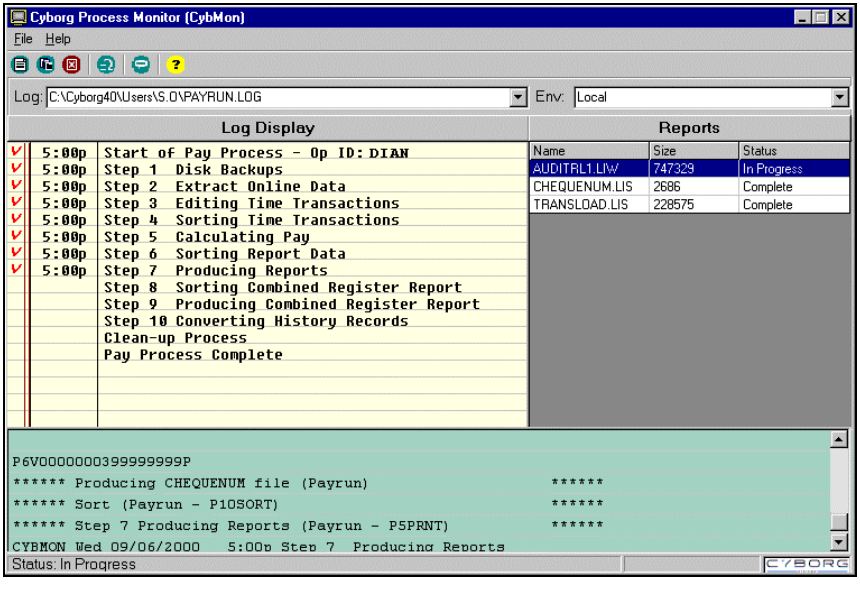
   Steps 1 through 7.

   - Which reports have been completed?

   CHEQUENUM.LIS and TRANSLOAD.LIS.

   - What errors have occurred?

None.



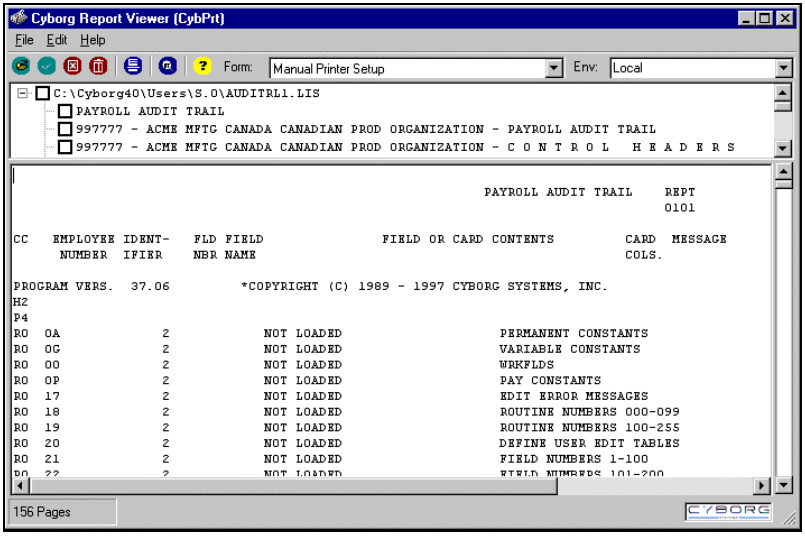
4. Using the Report Viewer, open the Audit Trail (0101) report from a pay run and search for errors. Then, choose one of the reports within this consolidation, print it and archive.

   Open the Report Viewer through the Programs menu, the Launch toolbar, or by double-clicking the Audit Trail report in the Process Monitor. If you opened the Report Viewer using one of the first two methods, open the Audit Trail report by clicking the Open Report button on the toolbar and selecting the report.

   Search for errors by clicking the Find button on the toolbar and enter 'error' or 'reject'.

   Print one of the reports by clicking the corresponding checkbox for the report in the top portion of the Report Viewer and click the Print button on the toolbar.

   Archive one of the reports by clicking the corresponding checkbox, if it is not already selected, and click the Save As button on the toolbar.



Review of Questions Answered

1. What three processing options must be established before a pay run can be processed?

   The type of run you are executing, which group of reports you want to run, and which frequencies you want to pay.

2. What two conditions must exist in order for a pay calculation report to be processed during a run?

   The Run Type must be either a pay run or report override run, and the report must be scheduled for an equal or lessor Reporting Type.

3. When do clearing activities take place?

   Clearing activities take place only during a pay run, before any pay is calculated.

4. What will happen to the payment and deduction cycles if accumulations are not cleared regularly? Why is this dangerous?

   The payment and deduction cycles will increment. Once the increment reaches nine, automatic pay stops and deduction calculations are no longer performed.

5. Under what circumstances must you revert to a backup copy of your Employee Database if the pay run did not process correctly?

   If the cause of the error is incorrect pay processing options, and the Employee Database has already been updated, you must revert to your backup copy of the database.

6. Why is the pay process different between the United States and Canada?

   In the US, bank routing information is retained from pay run to pay run; in Canada, this information must be entered each time a pay run is performed.

7. For which platform implementations does The Solution Series include the Enhanced Pay Processing and Reporting functionality?

   NT and UNIX platforms.

8. When can you not use the Enhanced Pay Processing and Reporting functionality to complete a pay run?

   When you are not paying all your organizations and frequencies during the pay run, you must follow the Standard Pay Processing and Reporting procedure.

Payroll Payments

Review of Questions Answered

1. What two means of employee payment are supported in Payroll Administration?

   Direct deposit or check.

2. What pay document formats are available for paying your employees?

   Side-by-side, pay document on right

   Expanded Side-by-side, pay document on right

   Pay document over stub

   Pay document under stub

   Pay document under expanded stub

   C-fold, heat seal, pay document on right

   Side-by-side, heat seal, pay document on right

   Expanded side-by-side, heat seal, pay document on right

   Self mailer, pay document under stub

3. What three activities must take place before pay documents can be printed?

   The pay document generators must be extracted from CYBMST with special parameters identifying the chosen pay document format.

   The pay document generators must be scheduled on the Report Request form (DD-SCR).

   Pay document output files must be formatted to delete page breaks and spaces.

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 182).

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 179).

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 181).

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 181).

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 181).

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

Index

.

.EXE 173
.INI 173

0

0100, Payroll Audit Trail Errors report 53
0101, Payroll Audit Trail report 53, 107, 131
0103, Control Headers report 53, 107, 131

1

1C1C, Pay Reconciliation report 107, 131

2

2222, Combined Register report 53
2H2H, HED Register report 53
2T2T, Tax Filing - Paid Frequencies Only report53

3

360-degree appraisal 173

6

6767, Pay Document, Deposit Advice, and Paystub report 53
6868, Pay Document, Check and Paystub report53
6A6A, ACH Tape report 53
6D6D, Direct Deposit Register report 53

9

9E9E, Master File Status report 53

A

A8-SCR, Company Deductions form 29, 30
A8-SCR, Company Earnings form 29, 30
AA-NEW, Set Up A New Organization form ... 14
About This Manual 3
Absence data 173
Absence point 173
Absence type 173
Account timeout 173
Accumulator id 173
ACH file header information for US companies55
ACH Tape report, 6A6A 53
Acrobat 173
Action button 173
Active User List form 118
Active User List form, ONLSCR 118
Active User List, ONLSCR 118
Activity code 173
Activity types 173
Actuarial valuation 173
Additional reporting options 99
Administration home page 173
Administrative User ID 173
AE-SCR, Payroll Run Process Control form96, 97, 99, 101
AF-SCR, Company Options form 17, 99, 115, 139
Aggregate tax method 174
AJ-SCR, Company Pay Frequencies form . 18, 97, 100, 107, 131
Annualization 174
Annualization factor 174
Annuitant 174
Annuity 174
Appendices 157
Applicant 174
Appraisal rating 174
ASCII 174
Ask Me wizard 174
As-of reporting 174
Audit record 174
Audit report 174
Audit trail 174
Authorized absence 174

Automatic plan 174
Automatically established federal tax records ... 43
Automatically established tax records 46
Average deferral percentage 175
Average rating 175

B

Back 175
Backup procedures 87
Badge 175
Badge error 175
Badge number 175
Banner 175
basic employee information 14
  name and address 14
Basic pay run setup 97
Basic Payroll Setup 23
Basic time entries---creating them in The Solution Series 64, 72, 74, 76
Batch 175
Batch control record 175
Batch layout facility 175
Batch number 175
Batch processing 175
Benchmark job 175
Beneficiary 175
Benefits control number 175
Benefits processing reports 68
Benefits statement 175
Big option list 175
Bridge loan 175
Browser 175
Budget plan year 175
Budget scenario 176
Budget setting 176

C

Cafeteria plan 176
Calculating Pay 56, 89, 90, 93, 167
Calculation option list 176
Canada tax code setup 40
Candidate 176
Career planning 176
Carrier record 176
Case-sensitive 176
Catalog 176
Category code 176
CE/H 176
Change control facility 176
check and deposit numbers
  entering 115, 139
Check box 176
Check digit 176

'

'Check Only' pay runs 101

C

Checklist 176
Checklist item 176
Checklist item status 176
Checklist margin 177
Checkmark 177
CHNSCR, Pay Document and Reconciliation Numbers form 115, 139
Class 177
Class evaluation results 177
Cleaning up organization and employee records 99
Cleaning up the Employee Database 100
Clearing to-date amounts 99
Client data file 177
Clock in and out 177
Clock transaction 177
Clock transaction warning 177
Closing costs 177
CLP 177
Code option list 115
Codeset 177
Coefficient 177
Combined register (2222) report 177
Combined Register report, 2222 53
Command button 177
Common tax organization 177
Communication event 177
Compa ratio 177
Company Deductions form, A8-SCR 29, 30

Company Earnings form, A8-SCR 29, 30
Company Options form, AF-SCR 17, 99, 115, 139
Company Pay Frequencies form, AJ-SCR . 18, 97, 100, 107, 131
Competency 177
Complement limit 178
Complement position 178
Complement unit 178
Compliance 178
Component 178
Component icon 178
Component plan 178
Condition 178
Considered earnings 178
Considered earnings/hours (CE/H) accumulators 178
Considered hours paid 178
Considered hours worked 178
Consolidated reporting 178
Context-sensitive help 178
Contribution type 178
Control 1-2 178
Control Headers report, 0103 ..... 53, 107, 131
control level
  assigning 13
Control levels 178
Control number 178
Conversion 178
Co-ordinator 178
Core plan 178
Correcting a time entry 76
Cost categories 179
Cost types 179
Costing 179
Course 179
Course directory 179
CPI 179
Credited service 179
Crew 179
Crew code 179
Cross-reference keys 179
CSL 179
Cumulative data 179
Cursor 179
Customer-defined 179
CYB88X 179
Cyborg Scripting Language 179
Cyborg tax code 39
  setup 39
  summary of federal, state, and local 39
Cyborg tax code setup 39
Cyborg tax codes 39

D

Data extract 179
Data load 179
Data mapping 179
Data requirements for running payroll 14
data sharing
  sharing static data 21
Database 179
Datamart 180
DD-SCR, Report Requests form ..54, 97, 107, 131
Deduct credits by plan 180
Deduct credits by plan method 180
Deduction 180
Deduction cycle 180
De-enrollment 180
Deferred compensation 180
Deferred plan 180
Delimiter 180
Dependent 180
Dependent number 180
Detail page 180
Detailed Directions 70, 105
Dialog box 180
direct deposit
  entering information online (Canada) .. 113, 137
Direct deposit file header information for Canadian companies 56
Direct deposit for an employee 33
Direct deposit for an organization 33
Direct deposit or check---it is up to you 153
Direct Deposit Register report, 6D6D 53
Direct deposit setup 33
Disability insurance tax 180

Disciplinary action 180
Discretionary increase 180
Display 180
Display box 180
Disposable income 180
Distinguishing between the two HED establishment forms for an organization 29
Distributed location 181
Distribution 181
Distribution rules 181
DL 181
Double-click 181
Drop-down list 181
Drop-down list box 181
Dynamic SQL 181

E

Earned income credit 181
Earning 181
Earnings and Deductions---how Cyborg defines them 27
Earnings category 181
Earnings, deductions, and taxes---establishing the rules 15
EBCDIC 181
eCyborg Interactive Workforce Home 181
eCyborg Interactive Workforce Home page 181
editing time entries 67
EE mailing address 14
Effective date 181
EIC 181
EL 181
Electronic Performance Support system.. 181, 182
Email 181
Employee cancellation 181
Employee Database 21, 175, 182
maintenance 19
Employee Database record 182
Employee Earnings and Deductions form, HH-SCR 30
Employee level HED establishment 30
Employee pay rate or salary requirements 32
Employee Tax Record Maintenance form, JJ-SCR 43
English Language 182
Enhanced Pay Processing and Reporting 105
Enhanced Payroll Processing and Reporting 102
Enrollment form 182
Entering a time entry for a bonus 74
Entering a time entry for overtime hours 72
Entering a time entry for regular hours 66, 70
Entering direct deposit routing information (Canada only)---Enhanced Pay Processing and Reporting 113
Entering direct deposit routing information (Canada only)---Standard Pay Processing and Reporting 137
Entering pay document and deposit information---Enhanced Pay Processing and Reporting 115
Entering pay document and deposit information---Standard Pay Processing and Reporting 139
Entitlement accrual 182
Entity 182
Entry field 182
Entry form 182
Entry Function Code text box 65
Environment 182
EPSS 182
Establishment Reporting 182
Event 182
Excused absence 182
Extended Practice 79, 147, 163, 167
Extract file 182

F

FC text box 65
Federal and provincial tax records 46
Federal Insurance Contributions Act 182
Federal Tax Code 101 ..... 41, 42
FICA 182
Field 182
Filter 182
Finished 183
Flat rate tax 183
Flex credits 183

Flex Master Plan 183
Flex plan 183
Flexible Benefits Plan 183
Flexible Benefits Program 183
Flexible Spending Arrangement 183
Folder 183
Form 183
Form area 183
Form Builder 183
Formal education 183
Formats for entering hours on a time entry form66
Forward 183
FSA 183
FTE 183
FTP 183
Full Time Equivalent 183
Function Code
  introduction 65
Funeral days 183

G

Gap analysis 184
Garnishment 184
General ledger interface 184
Go to details 184
Graphical User Interface 184
Grievance 184
Gross wages 184
Group box 184
Group plan 184
GUI 184

H

Handicap 184
Health and safety profile 184
HED 184
HED Register report, 2H2H 53
HEDs 30
  assigning numbers 27
  description 27
  grouping 27
  number ranges 27
Help 184
HH-SCR, Employee Earnings and Deductions form
  30
History record 184
Holiday days 184
Home page 184
Hours and hundredths of hours 66
Hours and minutes 66
HTML 184

I

Implementation---defining your company payroll
  practices 17
Import facility 185
Import record 185
Importing time entries from an external source 67
Inactive plan 185
Inactive tax record 185
Incumbent 185
Information-level security 185
Initial Administrator 185
Initial passwords 185
InitialAdmin 185
Inquiry form 185
Instructional text 185
Internal candidate 185
Internet 185
Intranet 185
Introduction 1, 12, 26, 38, 52, 62, 86, 94, 152
Investment funds 185
IPEDS 185
IS/WAS Audit Trail report 68
IS/WAS Audit Trail report (ISWAS) 68
IS/WAS Audit Trail report, ISWAS 68
ISWAS, IS/WAS Audit Trail report 68

J

JJ-SCR, Employee Tax Record Maintenance form
  43
Job assignment 185
Job code 185
Job streams 185
Job type 185
Jury duty 185

L

Label 186
Labor record 186
Labor Record 107, 131
labor records 20
Labor records 20
Launching the pay calculation online---Enhanced Pay Processing and Reporting 121
Launching the pay calculation---Standard Pay Processing and Reporting 142
Leave of absence 186
Loading tax specification information 44
Log off 186
Logical Employee Model 186
Logical Employee Models and the Employee Number 14
LPI 186

M

Mailing address 186
Maintaining Employee Data 59, 61, 88, 94, 163
Maintenance payroll run 186
maintenance run 87, 89
Maintenance run 87
Major activity 186
Mandatory field 186
Map file 186
Mass time entry creation 186
Master File (0202) report 186
Master File State report, 9E9E 53
Matrix ID 186
Menu 186
Menu bar item 186
Message area 186
Method code 186
Midpoint 186
Minimart 186
Minimum required reports for a pay run 53
Monetary perquisites 187
Moving expenses 187
Multiple master 187

N

name codes 14
Navigation bar 187
Navigator 187
Net credit method 187
New hire 187
New user 187
New User Home page 187
Node 187
Node ID 187
Number registered 187

O

Object 187
Object key 187
Obsolete plan 187
Off cycle 187
Ongoing data maintenance---keeping it current 19
Online 187
ONLSCR, Active User List 118
ONLSCR, Active User List form/fb 118
Open enrollment 187
Operator ID 188
Option 188
Option button 188
Option list 188
Org Level 1 (OL1) 13
Org Level 2 (OL2) 13
Organization 188
Organization Level 3 188
Organization Level 4 188
Organization Level 5 188
Organization Level 6 188
Organization level HED establishment 30
organization name and address 14
Organization Number 13, 188
organization options 17
organization pay frequencies 18
Organization structure---how is your company defined? 13
Organization Unit 188
Organization Validation table 188
Organization-specific tax setup 188

Override file 188
Overview of Payroll Administration 11, 97
Overview of the Payroll Process 85, 166

P

P2EDIT 89
P4CALC 89, 107, 131
P5PRNT 89
Packaged reporting 188
Paid absence 188
Parallel run 189
Parameter form 189
Password 189
Password aging 189
Pay allocation 189
pay calculation
  how to launch 121, 123, 142, 145
  verifying 125
Pay document 189
Pay Document and Reconciliation Numbers form 115
Pay Document and Reconciliation Numbers form, CHNSCR 115, 139
Pay document files 154
Pay document setup 154
Pay Document, Check and Paystub report, 686853
Pay Document, Deposit Advice and Paystub report, 6767 53
Pay documents 153
Pay Extract 89
pay frequencies 18
Pay frequencies 18
Pay frequencies---whom to pay this time? 97
Pay frequency 189
Pay maintenance 89
Pay Process Checklist 102
  Canada 102
  United States 102
  verify pay requests 119
Pay processing options 17
Pay Reconciliation report, 1C1C 107, 131
Pay run 87, 89
Pay schedule 189
Pay Setup Verification form 119
Pay Setup Verification form, VERSCR/fa 119
Pay stub 189
Pay-for-performance matrix 189
Paying your employees 19
PAYLCR, Process Confirmation form... 121, 142, 145
payment history 20
Payment history 20
Payment history record 189
payments
  assigning automatic or time entry 14
Payroll activities at a glance 17
Payroll Audit Trail Errors report, 0100 53
Payroll Audit Trail report, 0101 ..... 53, 107, 131
payroll cycle 88
  components 17
  steps 88
payroll cycle steps
  enter deposit numbers 115, 139
  enter direct deposit information (Canada) .. 113, 137
  enter pay document numbers 115, 139
  P6 records 115, 139
  verification of pay calculation 125, 143
  verify online users 118, 141
  verify pay requests 119
Payroll home location 189
Payroll Level 3 189
Payroll Level 4 189
Payroll Level 5 189
Payroll Level 6 189
Payroll Levels 3-6 (PL3-6) 13
Payroll Payments 90, 151, 172
Payroll period 190
Payroll Process Control 190
payroll process parameters 96
Payroll Processing 83
Payroll processing differences among versions of The Solution Series 103
Payroll processing differences between the United States and Canada 102

Payroll processing parameters---what do you want to run this time? 96
payroll production process 19
Payroll report scheduling..... 54
Payroll reporting preparation..... 54
payroll reports
minimum required..... 53
payroll run 87, 89
preparation 17
Payroll run 190
Payroll Run Process Control form
optional entries..... 99
Payroll Run Process Control form, AE-SCR96, 97, 99, 101
payroll verification and balancing 125, 143
payroll verification forms
online users 118, 141
pay frequency requests..... 119
PAYXTR..... 89
PCL 190
PDF 190
Peer-group appraisal..... 190
Pending de-enrollment segment 190
Pending eligibility segment 190
Performance appraisal 190
Performance appraisal rating..... 190
Performance rating 190
Performance-related pay..... 190
Perquisites 190
Personal days..... 190
Phonetic keys..... 190
Pixel..... 190
Plan deactivation 190
Plan ID 190
Plan shutdown 190
Plan year..... 190
Policy tables 190
Pop-up menu 191
Portable document format 191
Position..... 191
Position Administration Control Number..... 191
Position complement 191
Position in range..... 191
Posttax.....191
PR07.....115
PR48.....115, 139
PR49.....115
Practice and Review Answers.....159
Premium.....191
Prenotification.....191
Pre-payroll calculation reports 68
Prerequisites.....26, 38, 52, 62, 86, 94, 152
Pretax 191
Primary account 191
Print Option option list.....115
Process 191
Process bar 191
Process Confirmation form, PAYLCR ...121, 142, 145
Process Confirmation form, UPOLCR 123
Process Monitor 121
Program.....191
Protected amount 191
Prototype HED.....191
Provider.....192
Purge rule 96, 107, 131
Push button 192

Q

Quartile 192
Query alternate keys.....192
Query primary keys.....192
Questions answered.....26, 38, 52, 62, 86, 95, 152
Quick Hire.....192

R

Radio button.....192
Recall 192
Reciprocal taxation 192
Record.....192
Recruitment.....192
Recycle File 192
Registration.....192
Registration number.....192
Regulatory Bulletins 46
Rehire.....192

Reimbursement account 192
Reinstatement 192
Reject time 192
Relationship between the Run and Reporting Types fields 97
Relocation 192
Remaining net pay 193
Replication 193
Replication Application 193
Replication Distribution 193
Replication Holding File 193
Replication Packet File 193
Report 193
Report Generator 193
Report Group 193
Report Group Scheduler 193
Report parameters 193
Report Requests form, DD-SCR . 54, 97, 107, 131
Report Viewer 125
reporting 20
Reporting 20
reports
  minimum required reports for a payroll run ... 53
  report requests 54
  reporting options 54
  selecting 54
Requisition 193
Requisition candidate 193
Requisition limit 193
Requisition unit 193
Retirement 193
Return 193
Review of Questions Answered 35, 48, 57, 80, 91, 148, 156, 160, 161, 162, 164, 166, 170, 172
Review process 193
Roll-up reporting 193
Rotation pattern 193
Routing Number option list 115

S

Safety standards 194
Salary budget record 194
Salary grade 194
Salary grade range 194
Salary plan 194
Salary plan year 194
Salary range 194
Salary review 194
Salary review authorization form 194
SAT file 194
Save Changes 194
Schedule Activities table 194
Schedule assignments 194
Schedule error 194
Schedule Master table 194
Schedule number 194
Scheduling a basic pay run---Enhanced Pay Processing and Reporting 105, 108
Scheduling a basic pay run---Standard Pay Processing and Reporting 128, 131
Scheduling a pay run---Enhanced Pay Processing and Reporting 105, 107
Scheduling a pay run---Standard Pay Processing and Reporting 129, 131
Screen 194
Scroll bar 194
Search argument 195
Search type 195
Secondary account(s) 195
Security Officer 195
Self-adjusting taxes 195
Sequential Master File 195
Service interruption 195
Service method 195
Session 195
Set Up A New Organization form, AA-NEW ... 14
setting up tax codes 39
sharing data
  static data 21
Sharing information across Cyborg applications21
Shift 195
Shift premium 195
Shortcut menu 195
Sick days 195
Solution View 195
Source DL 195

Special assessment 195
Spinbox 195
Spreadsheet application 195
Standalone Time and Attendance 196
Standard earnings and deductions 28
Standard Pay Processing and Reporting 128
State and local tax records 43
Static data 196
Static SQL 196
Status bar 196
Statutory employee 196
Step 1
  Employee data maintenance 88
Step 10
  Prepare and deliver pay documents to employees 90
Step 2
  Pre-payroll calculation reporting 88
Step 3
  Establish processing options 89
Step 4
  Pay calculation 89
Step 5
  Verification 90
Step 6
  Update Employee Database 90
Step 7
  Update the eCyborg Interactive Workforce Pay Information (for Interactive Workforce users only) 90
Step 8
  Update Reporting Administration History and Labor tables (for Reporting Administration users only) 90
Step 9
  Update Benefits information 90
Sub-schedule number 196
Succession planning 196
Summary page 196
Summary plan 196
Supplemental wages 196
Supplying routing information for direct deposit transmission 55
Surplus 196
System administrator 196
System Control Repository 196
System Generator 196

T

T1-SCR, Tax Specification Information form ... 41
Table 196
Table Definition Record 196
Target DL 197
Task 197
Task icon 197
Tasks 62, 94
Tax activation in Canada 44
Tax activation in the United States 41
Tax authorities 39
tax authority 39
Tax authority 197
Tax Authority File 44, 197
tax code 39
  101 ..... 41, 42
Tax code 197
tax code 101 (FICA-OASDI) 43
tax code 102 (Federal Withholding) 43
tax code 103 (FICA-HI) 43
Tax codes at the employee level 42, 45
Tax codes at the organization level 41, 44
Tax Filing - Paid Frequencies Only report, 2T2T53
Tax Maintenance File 197
Tax specification 197
tax specification information
  description 39
  employer-specific information 41
  flat-rate taxes 44
Tax specification information 39
Tax Specification Information form, T1-SCR ... 41
Tax specification maintenance 46
Tax Specification record 197
Tax Specification Record 39, 44
Tax table 197
tax type 39, 40
Tax type 197
Tax Update Bulletin 87

Taxability 197
Taxable wage base 197
taxation 15
taxes
  how to establish employee tax records 42
  tax codes 43
Tax-related Regulatory Bulletin 198
TC1SCR, Time Entry Format 1 form 65
TCFEDT, Time Entry Edit Format 1 form 67
TDR 198
Template 198
Temporary password 198
Termination 198
Test environment 198
Text box 198
Text qualifier 198
The Function Code and why it is important 65
The importance of the assigned HED number ... 27
The pay run is complete and the pay processing options are incorrect—what should I do? 101
The payroll cycle 88
time entries
  editing 67
Time entry 198
Time Entry Edit - Partial Format 1 form 67
time entry edit forms 67
Time Entry Edit Full Format 1 form, TCFEDT. 67
Time entry extract file 198
Time Entry Format 1 form 65
Time Entry Format 1 form, TC1SCR 65
time entry formats 64
time entry forms
  Formats for entering hours on a time entry form 66
Time entry validation 198
Timeout 198
ToolTip 198
Top-down appraisal 198
Trainer 198
Trainer code 198
Training area 199
Training class results 199
Training class status 199
Training course code 199
Training plan 199
Training reason 199
Training request 199
Transfer 199
Trend analysis 199
Trigger 199
Tuition reimbursement 199
Type of training request 199
Types of runs 87

U

Unauthorized absence 199
Underlined text 199
Understanding Cyborg Earning and Deduction Requirements 15, 25, 160
Understanding Reporting Setup .51, 125, 137, 162
Understanding Tax Activation 16, 37, 161
Unemployment insurance tax 199
United States tax code setup 39
Unpaid absence 199
Updating benefits information 128, 146
Updating Reporting Administration history and labor tables (Reporting Administration users only) 128, 145
Updating the Change Date on the Payroll History and Labor record 100
Updating the Employee Database online---Enhanced Pay Processing and Reporting 123
Updating the Employee Database---Standard Pay Processing and Reporting 145
Updating the Pay Information database (eCyborg Interactive Workforce users only)---Enhanced Pay Processing and Reporting 127
UPOLCR, Process Confirmation form/fb 123
Upward appraisal 199
URL 199
User class 200
User code 200
User defined password 200
User ID 200
User profile 200

V

Vacancy 200
Vacation days 200
Validation 200
Variant forms 200
verifying online users 118, 141
Verifying online users---Enhanced Pay Processing and Reporting 118
Verifying online users---Standard Pay Processing and Reporting 141
Verifying pay requests---Enhanced Pay Processing and Reporting 119
Verifying pay requests---Standard Pay Processing and Reporting 141
Verifying the pay calculation---Enhanced Pay Processing and Reporting 125
Verifying the pay calculation---Standard Pay Processing and Reporting 143
VERSCR 119
VERSCR, Pay Setup Verification form/fb 119
Viewing and correcting time entries 67

W

Waive 200
Warning time 200
Welfare benefit plan group 200
Welfare benefit plan subgroup 200
Welfare plan 200
What-if mode 200
Window 200
Wizard 200
WL Record Maintenance form (WL-SCR)
Entering Direct Deposit Information (Canada) 113, 137
WL Record Maintenance form, WL-SCR113, 137
WL-SCR, WL Record Maintenance form113, 137
Work area 200
Work instructions 200
Work restrictions 200
Worker's compensation 201
Workforce competency 201

X

XHTML 201

Y

Year End Master File 201
Your employees---identifying them in the system 14
Your organization---establishing name, address, and organization level titles 14

Payroll Reports and Balancing

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual **3**

Chapter 2 11

Chapter 2 Overview of Payroll Reporting **11**
- Introduction 12
- Reporting tools 13
- The Payroll Cycle 15
- Reporting setup requirements 17
- Detailed Directions 21

Part 2 23

Part 2 Online Entry 23

Chapter 3 25

Chapter 3 Viewing Online Entry and Pay Transactions **25**
- Introduction 26
- IS/WAS Audit Trail (ISWAS) report 27
- Transaction Load report 33
- Detailed Directions 42

Part 3 45

Part 3 Reports 45

Chapter 4 47

Chapter 4 Running and Balancing Standard Pay Run Reports 47
Introduction 48
Process Monitor and Report Viewer utilities 49
Standard report headings 50
Payroll Audit Trail Errors (0100) report 51
Reviewing the Payroll Audit Trail Errors (0100) report 53
Payroll Audit Trail (0101) report 57
Troubleshooting the Payroll Audit Trail (0101) report 61
Control Headers (0103) report 74
Troubleshooting the Control Headers (0103) report 76
HED Register (2H2H) report 82
Reviewing the HED Register (2H2H) report 85
Memo HED Register (2M2M) report 91
Tax Filing Report - Paid Frequencies Only (2T2T) report 97
Reviewing the Tax Filing Report - Paid Frequencies Only (2T2T) 102
Combined Register (2222) report 106
Reviewing the Combined Register (2222) report 109
Detailed Directions 116

Chapter 5 119

Chapter 5 Additional Pay Reports 119
Introduction 120
Master File Status (9E9E) report 121
Troubleshooting the Master File Status (9E9E) report 123
Master File (0202) report 127
Using the Master File (0202) report 129
Pay Document, Check and Paystub (6868) report 134
Pay Document, Deposit Advice and Paystub (6767) report 140
ACH Tape (6A6A) report 149
Direct Deposit Register (6D6D) report 152
Using the Direct Deposit Register (6D6D) report 158
Detailed Directions 161

Chapter 6 171

Chapter 6 Other Reports **171**
Introduction 173
WL Record Maintenance (WL-SCR) 174

Part 4 255

Part 4 Appendices 255

Appendix A 257

Appendix A Tax Accumulation Fields Information **257**
Tax accumulation fields 258

Appendix B 259

Appendix B Balancing Charts **259**
Balancing Taxable Wages – 2T2T Tax Filing Report 260
Verifying Taxable Wage by Earnings/Pre-Tax Deductions 261
Balancing Gross to Net – 2222 Combined Register 262
Balancing Gross to Net – 2222 Combined Register 263
Balancing Total Pay – 2222 Combined Register 264
Balancing Total Pay – 2222 Combined Register 265

Appendix C 267

Appendix C General Ledger Interface **267**
Introduction 268
Overview of the General Ledger Interface in Payroll Administration 269
Cross-referencing Cyborg data to general ledger account numbers 270
General ledger accruals 271
General ledger account number 273
General ledger report programs 274
Payroll Journal Entry (7676) report 275
Using the Payroll Journal Entry (7676) report 278
Journal Entry Interface (7575) report 281
Payroll Accrual Journal Interface (7777) report 283
Payroll Accrual Entry (7878) report 285

Detailed Directions 289

Appendix D 295

Appendix D Preparing for Quarter End 295
Introduction 296
(941) Federal Summary report (9$9$) 297
Federal/State Summary report (9A9A) 298
Tracking Employees Active on the 12th of the Month (2B2B) report 300
Employee Active on the 12th of the Month report (9B9B) 301

Appendix E 303

Appendix E Multiple Worksite Reporting 303
Introduction 304
The Multiple Worksite Report Interface 305
Determining establishment numbers 306
Recording worksite information 308
Establishing worksites for the employee 317
Running the Multiple Worksite report (7D7D) 318

Appendix F 321

Appendix F Errors and Warnings 321
Introduction 322
Transaction Load Report Messages 323
Payroll Audit Trail Messages 327
Audit Trail Warnings 332
Master File Status Report Messages 336

Glossary of Terms 339

Index 369

PART 1

Introduction

In This Section

About This Manual.....3
Overview of Payroll Reporting.....11

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Payroll Administration to perform your business tasks. This manual focuses on the setup, maintenance, and tasks associated with payroll reporting on the system.

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 anyone who uses Payroll Administration. The following users will find it most useful:

- Management and supervisory staff: Payroll managers will find it helpful to read through the entire manual.
- Accounting staff
- Technical staff

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 the Microsoft Windows operating system
- Basic understanding of the system
- Basic understanding of Payroll Administration

Additional documentation and training courses

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

Documentation

Document	Description
Introduction to Payroll Administration	The basic setup of organization and employee payroll information and everything you need to create basic time entries and run a basic payroll.
Payroll Organization Setup	A reference and training guide for organization setup, including taxes, earnings and deductions, and an overview of payroll processing.
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions, and basic employee data.
Payroll Time Entries and Adjustments	A reference and training guide for creating time entries and making pay adjustments.
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports.
Technical Administration	A reference guide of technical information needed by advanced users for running payroll processing.
Maintaining Payroll Tax Codes	A reference guide of Cyborg Tax Codes and their current status.
Using the Quarterly Processor	A single reference source for state quarterly wage reporting. All information needed to produce quarterly wage information is detailed for each state.
Year-End Processing Guide	Information and instructions for preparing and running the Cyborg Year-End Processor.

If you would like the latest copies of these documents, you can download them from CUBBS or contact Customer Support. The following training courses correspond to the documentation.

Training Courses

Related Course	Description
Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and payroll run process control options are also covered.
Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees are also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the use of reports to verify inputs and outputs from each payroll.
Technical Administration	Learn the technical information you need to run and troubleshoot payroll. This course explains the programs that comprise payroll and walks you through the setup you need to run payroll.
Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.
Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.

Related Course	Description
Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2s/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.
Year-End Processing Refresher	This one-day refresher course is especially designed for those who need a brief review of year-end W-2/1099 processing requirements along with the current year update on federal and processor changes. This course is designed to guide you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing.

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. Following are descriptions of the chapters in the manual:

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 Where to get help
2	Overview of Payroll Reporting	Reporting options The Payroll Cycle Online data entry for payroll reporting
3	Verifying Online Entry and Pay Transactions	Using reports to verify data entry Using reports to verify time entries
4	Running and Balancing Standard Pay Run Reports	Using reports to balance payroll Using reports to verify taxable wages

Read this chapter		To learn about
5	Additional Pay Reports	Using reports to find error conditions Data that can be included on employee pay documents Using reports to verify direct deposit information
6	Other Reports	Other reports available using Payroll Administration
A	Tax Accumulation Fields Chart	Where taxes are accumulated
B	Balancing Charts	Charts used to assist in balancing payroll
C	General Ledger Interface	How to set up your general ledger interface
D	Preparing for Quarter End	Using reports to balance quarterly reporting

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 Payroll Reporting

In This Chapter

Introduction 12
Reporting tools 13
The Payroll Cycle 15
Reporting setup requirements 17
Detailed Directions 21

Introduction

Payroll Administration supports a substantial number of standard reports for viewing payroll processing results. These reports are not only for internal use, but also for external regulatory filing requirements. Some of the standard reports provided include audit trails, pay documents, earning and deduction registers, and employee detail.

This manual contains descriptions and examples of the reports and other types of output files and tapes that may be produced during a payroll run or a maintenance run. For each report or output, the required entries on the Report Requests form (DD-SCR) are provided. Sort sequences, report totals, balancing procedures, and any special considerations are also provided.

Generating Pay

The most significant use of payroll reporting is in generating payroll. Payroll Administration provides standard pay documents and deposit advices as well as ACH tapes used for direct deposit. This is the most straightforward use of Payroll Administration.

Verifying correct pay

With each pay run your organization will need a method to confirm the amount paid to employees, verify organization information and pinpoint out of balance conditions or missing status information. You will also need to balance every pay period to assure correct quarterly and year-end reporting. Payroll Administration provides a number of reports that will allow you to troubleshoot these issues and correct them accordingly.

Updating benefits information

Payroll Administration interacts with Benefits Administration to provide reports on benefits information that have a direct impact on payroll. This includes Savings Bonds reporting as well as government compliance reporting on anti-discrimination testing for 401(k) information.

Other reporting uses

Payroll Administration delivers a number of additional reports which cover a variety of reporting needs, such as history and labor reporting, payroll register and reconciliation reports. Payroll reporting is used to update the Employee Database for such tasks as deleting unused employee HEDs and Tax records or reversing payments. In addition, payroll reporting produces output files that are used to interface with the general ledger and to send to companies such as The Frick Company or Gates McDonald to process unemployment claims.

Control Level Terminology on Reports

Some Payroll reports may contain column headings that are internal to Payroll Administration. Organization levels 1 and 2 and Payroll levels 3 through 6 are referred to as Control levels on Payroll reports. The Organization Number is often listed as the Control 1-2. These discrepancies will be highlighted as you read through this documentation.

Reporting tools

Cyborg utilizes several different tools to generate reports. Below is a brief description of each of them. You may find more information in the documentation developed for each respective tool.

Report Generator

Payroll reporting uses a proprietary programming language called Report Generator. Report Generator is different from Cyborg Scripting Language programming in that it runs through P4CALC, the main Payroll batch program, which allows large numbers of transactions to be handled quickly.

For any report or other output to be produced as part of a payroll run, it must be selected (and loaded) before you process the payroll. This does not mean that you must select the same reports each time you process payroll. Once you have established a report's selection criteria on the Report Requests form (DD-SCR), its Report Select value remains for all subsequent payroll runs until you turn it off.

☞ *Refer to the Using the Report Generator documentation for more information.*

Cyborg Scripting Language

Cyborg Scripting Language (CSL) is a high-level programming language developed by Cyborg Systems, Inc. It shares many features with COBOL (common business oriented language). CSL is used specifically for coding reports, forms, and other programs run by the system.

CSL has many features that make it a powerful programming tool, including:

- EDIT, Cyborg's flexible program editor
- special verbs to simplify access to system information
- extensive error-trapping and debugging facilities
- program models to create forms and reports
- utilities that create source code for reports, forms, and queries

☞ *Refer to the Introduction to Cyborg Scripting Language documentation for more information.*

Solution View

Solution View is a customer-friendly program writer. It is an online utility that walks you through the creation of new CSL programs without requiring CSL programming knowledge. Solution View provides the following facilities for creating your own programs:

Online Query Writer

Use this to create programs that run real-time queries and display output online.

Batch Report Program Writer

Use this to create programs that are run in the batch system and produce hard copy reports.

Extract Writer

Use this to create programs to generate a data file that may be used as input to another system.

Entry Form Writer

Use this to create your own employee forms using existing segments that contain prepackaged fields or fields defined by you.

New Fields Definition Writer

Use this to design your own organization or employee segments and to create new fields defined by you.

☞ *Refer to the Solution View documentation and training materials to learn more about using these facilities.*

The Reporting Solution

Reporting Administration creates a data mart from which you can report. The data mart will use the Cognos suite of Business Intelligence Tools. This suite includes Impromptu and PowerPlay. Impromptu allows you to build ad hoc and standard reports so that you can quickly and easily extract the details from your data mart. With the web capability of Impromptu, reports can also be published and viewed from any desktop in the organization.

Impromptu and PowerPlay together provide a complete business intelligence solution. While viewing transaction data in Impromptu, you can easily create a multidimensional structure that you can use in PowerPlay for high-speed, graphical navigation. Once you have identified significant results and trends, you can quickly drill through again to the underlying details in Impromptu.

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

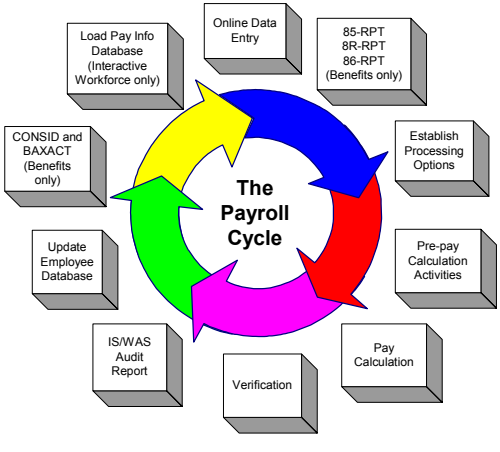
The Payroll Cycle

The main steps in a payroll cycle are the same for all Cyborg payroll users. Additional steps may be required when certain additional components of the Cyborg system are being used, particularly Benefits Administration and eCyborg Interactive Workforce. Understanding the payroll processing cycle at a high level provides the information needed to troubleshoot the cause of a problem and to determine what corrective action may be needed. Furthermore, it is important to understand at which points in the payroll cycle reporting and balancing activities take place.

☞ *Refer to Preparing for a Payroll Run in the Payroll Organization Setup documentation, where all the steps of the payroll cycle are discussed in detail.*

☞ *Refer to Using Benefits Administration documentation for more information about the benefits-specific steps.*

☞ *Refer to the eCyborg Interactive Workforce: The Administrators' Guide for more information about the steps specific to eCyborg Interactive Workforce.*



Payroll reporting and balancing fits into the Pay Calculation, Verification, and the IS/WAS Audit Report steps of the payroll cycle. Many reports are run automatically during the Pay Calculation step, and you may setup additional reports to run as part of your pay calculation. Balancing and verification activities for the reports take place during the Verification step of the cycle. As you continue reading this manual you will find detailed information regarding setup and balancing activities for all the required and optional payroll reports.

Pay run vs. Maintenance run

The differences between a payroll run and a maintenance run are important in the report selection process because some reports may only be produced in a payroll run. The run type is determined by the entries made in the Reporting Type and Run Type fields on the Payroll Run Process Control form (AE-SCR).

A payroll run does the following:

- Applies maintenance to the Employee Database
- Assumes that you are calculating pay for employees assigned to a particular organization
- Assumes that you are producing pay checks and direct deposit advices with pay stubs

A maintenance run does the following:

- Applies maintenance to the Employee Database
- Does not calculate payroll or produce pay documents

Reporting setup requirements

Before a report is produced for the first time, you must select the report option entries on the Report Requests (DD-SCR) and Payroll Run Process Control (AE-SCR) forms. Together these two forms supply the necessary information for the report generator code to be selected during the payroll or maintenance run, as specified.

The Report Requests form (DD-SCR) is used to add, change, or delete report selection requests for each organization in the Employee Database. You only have to add a request for a particular company once. The request remains in effect until you change or delete the request. You may make additional report requests, change a request, or delete a request at any time before a payroll or maintenance run. The requests determine which reports will be included in the run, as well as the type of information that may be processed for a particular company during the run.

The various fields of the Report Requests form (DD-SCR) tell the system:

- whether the report has been requested for execution during a payroll or maintenance run
- what type of information will be reported from the company and employee records during the execution of that report
- what type of adjustments are to be included on the requested report
- which to-date amounts will be included on the requested report

While the Report Requests form (DD-SCR) schedules a report to be processed for a particular organization, the Payroll Run Process Control form (AE-SCR), specifically the Reporting Type and Report Select fields, determine whether the report will be selected for the type of reporting cycle being processed.

The reporting cycle

The Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR) identifies the reporting cycle: maintenance, payroll run, end-of-month, end-of-quarter, or end-of-year. The system will execute the report if the Report Select field value on the Report Requests form (DD-SCR) is equal to or less than the value in the Reporting Type field on the Payroll Run Process Control form (AE-SCR).

The chart below shows the relationship between options available in the Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR) and the Report Select field on the Report Requests form (DD-SCR):

If the Reporting Type field on the Payroll Run Process Control form (AE-SCR) is…	**…and the Report Select field on the Report Requests form (DD-SCR) is…**	**…the report is selected and executed during the following run(s):**
Maintenance Run Only (0)	0	Maintenance run only
End of Pay Per Run (1)	0, 1	Payroll run, period-end
End of Month Run (2)	0, 1, 2	Payroll run, period-end and month-end

If the Reporting Type field on the Payroll Run Process Control form (AE-SCR) is…	…and the Report Select field on the Report Requests form (DD-SCR) is…	…the report is selected and executed during the following run(s):
End of Quarter Run (3)	0, 1, 2, 3	Payroll run, period-end, month-end, and quarter-end
End of Year Run (4)	0, 1, 2, 3, 4	Payroll run, period-end, month-end, quarter-end, and year-end

Report specification made easy

Before each payroll cycle, you may find it necessary to select or remove specific reports or other output. To minimize the selection and removal of reports that are requested on an as-needed basis, change the value of the Report Select field on the Report Requests form (DD-SCR) to an alphabetic character. By entering this alphabetic character in the Report Select field on the Payroll Run Process Control form (AE-SCR), not only will the system generate the reports selected by the Reporting Type field, but also any reports whose Report Requests form (DD-SCR) contains the alphabetic character.

For example, you may wish to produce a Vacation and Sick Leave Accrual (0505) report from time to time, but not as part of each pay run. By changing the Report Select on the Report Requests form (DD-SCR) to an alphabetic character, you do not have to turn on or turn off the Report Select value. Type the alphabetic character in the Report Select field on the Payroll Run Process Control form (AE-SCR) for the payroll run closest to the time you need the accrual report.

Note: Using a special batch P4 transaction, you can also select reports globally. This option allows you to select reports for all organizations at one time as long as each organization has the proper Report Requests form (DD-SCR) setups.

☞ *Refer to the Technical Administration documentation for details.*

Report Requests batch transactions

This section describes how Report Requests form (DD-SCR) entries are displayed on the Payroll Audit Trail (0101) report in the form of D transactions.

The 23-position D Transaction that is created when you make Report Requests form (DD-SCR) entries online looks like this:

```
         1         2         3         4         5  //  8
1...5....0....5....0....5....0....5....0....5....0..//..0
Dxaaaabcdefghijklmnnnno
```

The following table describes the Report Requests form (DD-SCR) fields represented by the letters in the transaction positions:

Character on D Transaction	Position	Report Requests form (DD-SCR) field
D	1	Literal identifying the transaction

Character on D Transaction	Position	Report Requests form (DD-SCR) field
x	2	space
aaaa	3–6	Report Code
b	7	Report Select
c	8	Adjustments - Plus
d	9	Adjustments - Minus
e	10	Adjustments - Manual
f	11	To-date Amounts - Current
g	12	To-date Amounts - Month
h	13	To-date Amounts - Quarter
i	14	To-date Amounts - Year
j	15	Data Types - Company Level
k	16	Data Types - Tax Tables
l	17	Data Types - Labor Record
m	18	Data Types - Other Record
nnnn	19–22	User Field
o	23	Extra Copy

Relation of D Transaction entries to Report Requests form fields

The same options are available in positions 8–18 of this transaction. These are the numeric value that correspond to each option:

Print Every Run	0
Print Every Pay Run	1
Print End of Month	2
Print End of Quarter	3
Print End of Year	4
Do Not Print	5

On the Payroll Audit Trail (0101) report you see:

```
         1         2         3
1...5....0....5....0....5....0
D 0101055555555550    N
```

- The D in the first position means this transaction represents entries made on the Report Requests form (DD-SCR) for the report listed in positions 3–6
- The 0101 in positions 3–6 is the Report Code for the Payroll Audit Trail report
- The 0 in position 7 means that a Report Select value of 0 (Select report on every run) has been entered
- The 5s in positions 8–17 indicate that for Adjustments, To-date Amounts, and Data Types fields (except Other Records), Do Not Print (5) was selected
- The 0 in position 18 indicates that for the Other Records field, Print Every Run (0) was selected
- The blank spaces in positions 19–22 mean nothing was typed in the User Field
- The N in position 23 means that No Extra Copy (N) was selected in the Extra Copy field

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Entering data on the Report Requests form 21

Entering data on the Report Requests form

This task is an overview of the data that must be entered on the Report Requests form (DD-SCR). As each report has different parameters that must be entered in order to run the report, the details of those parameters will be listed with a description of the report.

1. Access the Report Requests form

Access the Report Requests form (DD-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Payroll Processing Setup
Task: Schedule Payroll Batch Reports

2. Enter the Report Code

Type the four-character code for the report, for example 2H2H, in this field.

3. Enter the Report Select

This field defines when (and if) the report will be selected. For a report to be selected, the value in this field must be equal to or less than the entry in the Reporting Type field on the Payroll Run Process Control form (AE-SCR).

☞ *Refer to the Technical Administration documentation for more information about report loading and selecting.*

4. Enter the User Field

You may use this field to provide additional information or supply a parameter to a report or output. The Cyborg-defined use, if any, of this field is included in the documentation provided for each report.

The contents of the User Field are not retained from one payroll run to the next, and must be re-entered each time you request this report.

5. Enter the Extra Copy

This field should only be used for the production of the Combined Register (2222), HED Register (2H2H), or Tax Filing Report - Paid Frequencies Only (2T2T) reports. The value in this field allows you to print extra report copies for these reports during the second execution of the P5PRNT program. Producing extra copies of other reports using this field can only be done by making modification to each report's source code.

☞ *Refer to the Option List Quick Reference appendix in the Payroll Organization Setup documentation for more information about the values contained in the Extra Copy option list (PP52).*

Adjustments, Data Types, and To-date Amounts Fields

Values selected in the fields in these three areas of the form determine which information from the Employee Database is used to produce the report and how frequently that information is printed in the report. Only certain combinations are allowed for each report. The report generator R0 record is hard-coded to determine what data the report may look at. The Report Requests entries match to the R0 record to determine if this execution will look at that that data. In addition, these field values you select must be equal to or less than the value in the Reporting Type field on the Payroll Run Process Control form (AE-SCR) in order for the report to produce any output.

In many of the form images in this manual, a field will contain the value (None) when no choice is required for that field. On the Report Requests form (DD-SCR), selecting (None) is the same as selecting Do Not Print (5).

6. Select the Adjustments

Plus, Minus, and Manual adjustments are processed by the report according to the frequency selected in these fields.

7. Select the Data Types

The company header record, active tax specification records, labor records and other (WL) records are processed by the report according to the frequency selected in these fields.

8. Select the To-date Amounts

These fields refer to employee amounts.

Current, month-to-date, quarter-to-date, and year-to-date amounts are processed by the report according to the frequency selected in these fields.

See also:

- Reporting setup requirements ***(on page 17)***

For more information about the Report Requests form and reporting setup requirements.

PART 2

Online Entry

In This Section

Viewing Online Entry and Pay Transactions 25

CHAPTER 3

Viewing Online Entry and Pay Transactions

In This Chapter

Introduction 26
IS/WAS Audit Trail (ISWAS) report.....27
Transaction Load report.....33
Detailed Directions 42

Introduction

In this section, the reports used to verify online data entry and edit pay transactions entered through the batch payroll system are discussed in detail. How and why these reports are used is presented, along with a troubleshooting section.

Tasks

This section demonstrates the following task:

- ***Producing the IS/WAS Audit Trail (ISWAS) report*** (on page 42)

Prerequisites

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

- At least one organization established on the system
- Employee data has been entered
- Time entries entered

Questions answered

The following questions are answered in this section:

1. What is contained on the IS/WAS Audit Trail?
2. How do I run the IS/WAS Audit Trail?
3. What information does the Transaction Load report contain?

IS/WAS Audit Trail (ISWAS) report

The IS/WAS Audit Trail (ISWAS) report lists all additions, deletions, and changes made online. The primary use of the IS/WAS Audit Trail (ISWAS) report is to verify that an entry was made when questions arise during the batch process. The IS/WAS reads and reports on the audit records created each time an online entry is made and the update accepted. Every form is programmed with extensive edits for both field content and form. If an error exists at the time of entry, a reject occurs and no updating is done. The audit record is created only when no errors exist and the update is accepted. Due to the error-free nature of the online updating, there are no reject messages or informational warnings applicable to the report.

This report is used differently than other payroll reports. It is normally used to prove that an entry that should not have been made actually was made. When a pay run creates correct checks and balances, there is no reason to verify that a specific entry was made. However, when a pay run completes incorrectly, this report will show you where the error has occurred. For example, an employee's increase is not reflected on his or her pay, or income taxes are not withheld from a new employee's pay. It is probable that the increase was recorded with an incorrect future date or that the new employee's tax records are inactive. Both are examples of entries that would be accepted—many increases are future dated and tax records can legitimately be inactivated—but which, under the circumstances, did not have the desired results.

Any forms processed in BATCHL format will also be shown if the Production Version switch was turned on during the BATCHL update.

One line of information is printed for each non-key field changed, giving the 'is' and 'was' information whenever possible. Time entries display only the 'is' value.

Form entries that cannot be displayed logically in an IS/WAS format are displayed in full form format at the end of the report.

The report displays century format dates in YYMMDD (US and Canada) or YYDDMM (elsewhere) format whenever possible. Other data is displayed using the appropriate edit from the definition of the field. Long fields, such as employee name, are displayed with the trailing blanks dropped so the entire IS/WAS displays on one line. Otherwise, two lines are printed.

The IS/WAS Audit Trail (ISWAS) report must be produced before the Employee Database is rebuilt after a pay run. The audit records reported on by the IS/WAS Audit Trail (ISWAS) report are deleted during the PAYMRG process, when the Employee Database is rebuilt.

Always produce the report

When the report is not used for a number of consecutive pay runs, it is natural to decide not to produce it at all. Do not fall into that trap. If questions arise about an entry, the report will be needed. Without it, you may never be able to determine what actually happened. Customer Support also may request some pages from the IS/WAS Audit Trail to help solve a problem.

It is not necessary to always produce a printed copy of the IS/WAS report, as long as the print file is available. Printing can take place only when required.

Save the IS/WAS print files

Cyborg recommends that the print file of the IS/WAS report be saved for future reference. A future dated increase may be questioned when it takes effect. Who made the entry and when it was made can be confirmed only by having these print files available. The length of time you choose to keep the files is left to your discretion. Cyborg recommends a minimum of four to six pay periods.

Find out who made a change

When an online form change is questioned, look at the IS/WAS report to find out who made the change and when. This is normally all the information needed to verify the correctness of an entry.

IS/WAS Audit Trail (ISWAS) report details

Transactions are listed in Employee Number order within the organization.

Report field details

Column heading	Description
KEY	For employee-level forms, the Employee Number is displayed. The record key is displayed for Other (WL) records and organization level tax records. The field is left blank for all other types of entry.
ADDITIONAL KEY	The key field content is displayed for all updates done to multiple occurrence segments.
FIELD NAME	The name of the field being changed as defined in the Field Name Table.
(NONE)	The 'IS' (new) and 'WAS' (old) value.
SCREEN	The six position name of the form executed.
OPER	The four position Operator ID of the user who made the entry.
SESS	The online session number in which the entry was made.
TRAN	A four position sequential number assigned to the audit record produced when the entry was made.
TIME	The time of day the entry was made in HH:MM:SS format.
DATE	The date the entry was made in MM-DD (US and Canada) or DD-MM (elsewhere) format.

Running the IS/WAS Audit Trail (ISWAS) report

Creating the IS/WAS Audit Trail (ISWAS) report is a three step process that must be run in batch. The basic procedure is as follows:

1. Run ISWASX
2. Sort FILE15 output (Key 1,60)
3. Run ISWASP

Data extracted from the Sequential Master File includes non-key fields changed on a form, DELETEs processed, and employee transfers done. Audit records placed on the file by using the P (Print) Code2 option are ignored.

If an Organization Number is present on the Control Record input to ISWASX, only updates to that organization will be reported. Leave the Organization Number blank to report on all organization and table updates.

Line items on the Audit Trail do not print the form title or employee's name. If you want this information, put the word NAME in the Key field of the Control Record.

Note: *For eCyborg Interactive Workforce users, an additional IS/WAS Audit Trail (ISWASE) report is also provided. This report is like the IS/WAS Audit Trail (ISWAS) report except that it lists all additions, deletions, and changes made in The Solution Series as a result of employees changing their information using eCyborg Interactive Workforce.*

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information.*

See also:

- Producing the IS/WAS Audit Trail (ISWAS) report ***(on page 42)***

ISWAS Sample Report

```
CORP         01   ACME MANUFACTURING                    IS-WAS AUDIT TRAIL                                FILE VERSION 17  PAGE     1
DIV          0001 CENTRAL DIVISION                                                                        TIME 20:14:15 DATE 09-10-98
KEY        ADDITIONAL KEY  FIELD NAME                                                          SCREEN OPER SESS TRAN   TIME   DATE
             HED Employee Mass Update                                                          HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Employee-Number       IS 1006                                         HHMSCR S.O. 0001 0009 16:32:55 09-09
                         HED                   IS 625                                          HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Frequency             IS 17                                           HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Employee-Number       IS 1010                                         HHMSCR S.O. 0001 0009 16:32:55 09-09
                         HED                   IS 625                                          HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Frequency             IS 17                                           HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Employee-Number       IS 1012                                         HHMSCR S.O. 0001 0009 16:32:55 09-09
                         HED                   IS 625                                          HHMSCR S.O. 0001 0009 16:32:55 09-09
                         Frequency             IS 17                                           HHMSCR S.O. 0001 0009 16:32:55 09-09
             Company Deductions                                                                A8-SCR S.O. 0001 0006 16:24:34 09-09
           B625          HED-NAME              IS 401K CO MATCH                                A8-SCR S.O. 0001 0006 16:24:34 09-09
           B625          DEDUCT-CATEGORY-CODE  IS 54                                           A8-SCR S.O. 0001 0006 16:24:34 09-09
           B625          DEDUCTION-FREQ-CODE   IS 18                                           A8-SCR S.O. 0001 0006 16:24:34 09-09
           B625          DEDUCTION-METHOD-CD   IS 8A                                           A8-SCR S.O. 0001 0006 16:24:34 09-09
           B625          DEDUCTION-AMOUNT/PCT  IS 5000                                         A8-SCR S.O. 0001 0006 16:24:34 09-09
             Payroll Run Process Control                                                       AE-SCR S.O. 0001 0012 16:44:42 09-09
           CAJ2          RUN-TYPE-CODE         IS 1                  WAS 0                     AE-SCR S.O. 0001 0012 16:44:42 09-09
           CAJ2          REPORT-GENERATE       IS 3                  WAS 0                     AE-SCR S.O. 0001 0012 16:44:42 09-09
           CAJ2          RUN-DATE              IS 03-24-1998                                   AE-SCR S.O. 0001 0012 16:44:42 09-09
           CAJ2          PAYMENT-DATE          IS 03-27-1998                                   AE-SCR S.O. 0001 0012 16:44:42 09-09
```

Transaction Load report

The Transaction Load report (0000) is produced automatically and cannot be suppressed. Information in the report appears in transaction format, regardless of the original data-entry method used. Only transactions entered through the batch payroll program P2EDIT appear on this report. Time entries and adjustments appear on this report, but changes made to organization and employee information do not. Transactions stored in the Recycle File from a previous run and brought into a pay or maintenance run also do not appear on this report.

Payroll staff use this report to locate and correct any transactions that have been rejected or any batch totals that are out of balance.

This report shows edit or syntax errors only. There is no editing done against the actual employee or organization record. System generators RPT20 through RPT29 are used to validate the six-position Organization Number (Control 1-2) in each BATCH entry and to edit transactions for field format. The values entered in some fields on the transaction are also validated.

Balancing

If you use the BATCH transaction to enter batch balancing totals, they are recapped on this report. Batch balancing is done using the Time-Entry Batch Balancing form (BA-SCR). The entries on this form are processed and balanced by P2EDIT. Any differences are listed on the line next to the DIFFERENCE heading. Out-of-balance messages appear when detected and do not inhibit any of the transactions in the batch from being processed. If you use the Time-Entry Batch Balancing form (BA-SCR) to perform batch balancing, or if you do not perform batch balancing, you may disregard this area of the report. If you use the Time-Entry Batch Balancing form (BA-SCR), the COUNT column includes the actual BATCH transaction.

☞ *Refer to the Payroll Time Entries and Adjustments documentation for more information about this form.*

Special considerations

Time entry and adjustment transactions read from the Recycle File (P05IN) do not appear on the report.

Transaction Load report details

Transactions are listed in the order submitted.

All BATCH transactions processed are balanced to the entries following them, where appropriate. Various hours, rates, and amounts are totaled, along with a count of the transactions in the batch.

Report field details

Column heading	Description
CARD IMAGE	BATCH, time entry, and adjustment transactions in Cyborg format, submitted from other sources or systems.
ERROR MESSAGE	The actual error message generated by the system. Many of the documented error messages will never be encountered because they apply to specific employee and organization maintenance normally done online where real-time editing is used.
FLD NBR	The number assigned to each field by the batch payroll process for reporting purposes. This information only prints on a field in error.
FIELD DESCRIPTION	The name of the field as maintained with the field number. This information only prints on a field in error.
COL. NBRS.	The 'from' and 'to' column numbers on the transaction for the field in error.
FIELD CONTENTS	The actual content from the transaction of the field in error.
CARD NBR.	A sequential numbering of the transaction in the order entered.
INPUT FILES PROCESSED	A list of all input files processed during this run.

Troubleshooting the Transaction Load report

Note: The number that appears before each item below refers to a section of the report that follows that is marked with the same reference number. The sample report shows the errors that are most common or most far reaching in effect.

(01) Review the last page of the Transaction Load

Always review the last page of the Transaction Load first. The last page shows the BATCH balancing information from the last batch processed along with any errors found in that batch. This is followed immediately by the total number of edit errors found in all batches for the run. No message is given if the entire run was error free.

All edit errors must be investigated. Since the majority of the transactions being processed are adjustments and time entries, related errors always result in an employee record not being adjusted properly or an employee not being paid properly, if at all.

☞ *Refer to the* **Errors and Warnings** *(on page 321) appendix for a complete list of Transaction Load Report errors and warnings.*

(02) Verify Input files processed

The final information shown on the last page is the INPUT FILES PROCESSED. All files read by P2EDIT are listed. Following are the files that may be shown:

- P05RDR—This file is always read. The first BATCH entry in the file tells P2EDIT which of the remaining files are to be used.
- P05IN—This is the Recycle File, which is normally processed every run. Future-dated time entries are placed in the recycle file until it is time to pay them. Omitting P05IN from a pay run may cause employees to not be paid. Transactions already in the recycle file will not be shown.
- P05T80 and P05T81—A file of time entries and adjustments entered online is created when the Pay Extract (PAYXTR) is performed. If no time entries or adjustments have been entered online, the file will contain a BATCH transaction for every organization being extracted. This means there will always be a transaction file created by PAYXTR. This file is normally brought in as P05T81. P05T80 is an optional input file for any additional file, such as the Tax Authority File (TAF), outside time entries, or a report generator.

Whether you use all of the files or only some of them, it is important to verify that all the expected files are shown.

☞ *Refer to the Technical Administration documentation for more information on input files.*

(03) Investigate keying errors

The column ruler is shown for every batch. This is helpful if you need to confirm that a keying error occurred.

☞ *Refer to the Technical Administration documentation for more information about the 80 character batch layout of all payroll transactions.*

Following are examples of the types of keying errors that will affect an employee's pay and that can be found using the Transaction Load report:

- Overtime hours entered as regular hours, causing them to be calculated at straight time.
- An hourly rate entered with two decimals instead of four, causing the employee pay to be much lower than it should be.
- The wrong wage field being updated on an adjustment.

If it is not possible to access the online system to view the time entry or adjustment in question, or if the Pay Merge (PAYMRG) has already been run, use the Transaction Load report.

(04) Verify valid Organization Levels

The most common Transaction Load error is when new Organizations are added online but are not updated in generator RPT20, the Organization Validation table. The error is shown below:

```
INCORRECT 001 CONTROL 1    06-07   XX
INCORRECT 002 CONTROL 2    08-11  XXXX
```

This error message will always show next to the BATCH transaction and all transactions following it will be rejected. The six position Organization Number (Control 1-2) value is validated against system-level report generator RPT20, which must be updated with all valid organizations prior to being used to validate the BATCH transaction. Always contact your MIS support whenever a new organization is to be added, allowing sufficient time for RPT20 to be updated prior to a pay run.

This error may also occur when RPT20 is too large to fit into the working storage area defined. If more than 30 Organization Numbers (Control 1-2s) are needed, the working storage area must be expanded. If you know that many new Organization Numbers are going to be needed, perhaps due to reorganization or acquisitions, contact your MIS support to confirm whether an expansion will be necessary.

In either case, the error must be addressed and pay must be rerun to have the rejected time entries and adjustments processed.

(05) Verify valid shift codes

An error occurs when shift codes of 4–9 are added to the online option list, but the edit in RPT21 is not expanded to 9. The error is shown below:

```
INCORRECT 083 NORMAL SHIFT   79-79   X
```

Shift codes of 0–3 are valid in system generator RPT21. Because some organizations may need additional shift codes, shifts of 4–9 are operational within the P4CALC program.

When a time entry is entered with an override to the additional shift codes, the time entry passes the online edits, because the new shifts are in the option list. P2EDIT, however, rejects the time entry, because RPT21 has not been updated. The decision whether or not to have MIS update RPT21 and rerun the pay should be based on the number of time entries that are rejected, in conjunction with your organization's policies.

☞ *Refer to the Special Technical Features appendix in the Payroll Organization Setup documentation for more information about entering additional shift codes.*

(06) Verify BATCH transactions

During a pay stop or pay rerun, it may be desirable to enter one or more transactions through P2EDIT instead of entering them online and rerunning the Pay Extract (PAYXTR). The Modify Controls field on the BATCH transaction (column 17) indicates that the transaction that follows is either employee-level (column 17 blank) or non-employee, such as organization-level or a report generator (column 17 = 'Y'). This message is given when the transaction following the BATCH transaction is in conflict with the entry in column 17. Correct the BATCH transaction and rerun.

The error is shown below:

```
SEE BATCH MODIFY CONTROLS - ENTIRE TRANS REJECTED
```

Sample Reports

```
CONTROL 1    01                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE    11
CONTROL 2    0001                                                               0000  BATCH BA04    TIME 19:25:07 DATE 09/09/1998
CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.
BATCH010001BA04                                            00232500                                                                23
1 110011          0050000           0050401                                                                                        24
1 110022          0102500           0050401                                                                                        25
1 110044          0080000           0050401                                                                                        26
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80

CONTROL 1    01                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE    12
CONTROL 2    0001                                                               0000  BATCH BA04    TIME 19:25:07 DATE 09/09/1998
CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.
             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE
BATCH CARD       0          .00          .00          .00          .00          .00          .00     2,325.00          .00
INPUT            0          .00          .00          .00          .00          .00          .00     2,325.00          .00
DIFFERENCE       0          .00          .00          .00          .00          .00          .00          .00          .00

(01)
6 EDIT ERRORS OCCURRED IN THIS RUN

(02)
INPUT FILES PROCESSED-P05RDR        P05T81 P05IN

CONTROL 1    99                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     1
CONTROL 2    9999                                                               0000  BATCH PAYR    TIME 19:25:07 DATE 09/09/1998
PROGRAM VERS.  37.00         *COPYRIGHT (C) 1989 - 1997 CYBORG SYSTEMS, INC.

CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

BATCH999999PAYR YYS                                                                                                                1
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80



CONTROL 1    99                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     2
CONTROL 2    9999                                                               0000  BATCH PAYR    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE

BATCH CARD       0          .00          .00          .00          .00          .00          .00          .00          .00
INPUT            0          .00          .00          .00          .00          .00          .00          .00          .00
DIFFERENCE       0          .00          .00          .00          .00          .00          .00          .00          .00
```

```
CONTROL 1    01                                    TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     3
CONTROL 2    0001                                                                   0000  BATCH BA02    TIME 19:25:07 DATE 09/09/1998
(03)
CARD IMAGE                                                                        ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

BATCH010001BA02                                                                                                                      2
KB1011      0010000092500001600                                           2-3A                                                       3
KB1011      1000000092500001600                                            +3A                                                       4
KA1008      002958            00002064801264800000 6805             00001401 M3B                                                     5
KB1008      1000002100000008000                                            M3B                                                       6
KC1008      0016554000081104201J05                                         M3B                                                       7
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80


CONTROL 1    01                                    TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     4
CONTROL 2    0001                                                                   0000  BATCH BA02    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                        ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE

BATCH CARD       0          .00          .00          .00          .00          .00          .00          .00          .00
INPUT            0          .00          .00          .00          .00          .00          .00          .00     1,655.40
DIFFERENCE       0          .00          .00          .00          .00          .00          .00          .00          .00


CONTROL 1    88                                    TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     5
CONTROL 2    TEST                                                                   0000  BATCH PXTR    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                        ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

BATCH88TESTPXTR                                                                   ERROR IN BATCH TRANS-BATCH REJECTED                8
(04)
                                                                                  INCORRECT   001 CONTROL 1       06-07 88
                                                                                  INCORRECT   002 CONTROL 2       08-11 TEST
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80
```

```
CONTROL 1    88                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     6
CONTROL 2    TEST                                                               0000  BATCH PXTR    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                     ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE

BATCH CARD       0          .00          .00          .00          .00          .00          .00          .00          .00
INPUT            0          .00          .00          .00          .00          .00          .00          .00          .00
DIFFERENCE       0          .00          .00          .00          .00          .00          .00          .00          .00

      3 EDIT ERRORS OCCURRED IN THIS BATCH


CONTROL 1    01                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     7
CONTROL 2    0001                                                               0000  BATCH BA03    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                     ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

BATCH010001BA03            0032000001600                        00025000                                                          9
101008                                                                                                                          10
1 1006      000800                                                         5  ERROR IN TRANS-ENTIRE TRANS REJECTED             11
(05)
                                                                              INCORRECT   083 NORMAL SHIFT    79-79 5
1 1006      007200        0800                                                                                                  12
1 1010      008000        0800                                                                                                  13
1 1011      008000                                                                                                              14
1 1012      004000                                                                                                              15
1 1012      004000                  100                                                                                         16
4 1010           0025000          125                                                                                         17
(06)
D 75751                                                                       SEE BATCH MODIFY CONTROL -TRANS REJECTED         18
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80


CONTROL 1    01                                  TRANSACTION LOAD REPORT        REPT                  FILE VERSION     PAGE     8
CONTROL 2    0001                                                               0000  BATCH BA03    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                     ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE

BATCH CARD       0       320.00        16.00          .00          .00          .00          .00       250.00          .00
INPUT            0       312.00        16.00          .00          .00          .00          .00       250.00          .00
DIFFERENCE       0         8.00          .00          .00          .00          .00          .00          .00          .00

* * * * * * * *  OUT OF BALANCE  * * * * * * * *
```

```
      3 EDIT ERRORS OCCURRED IN THIS BATCH


CONTROL 1    99                                  TRANSACTION LOAD REPORT        REPT                 FILE VERSION     PAGE     9
CONTROL 2    9999                                                               0000  BATCH BA01    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

BATCH999999BA01            0012000                                                                                                19
1 210001    004000                                                                                                                20
1 330111    004000                                                                                                                21
1 41001     004000                                                                                                                22
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80


CONTROL 1    99                                  TRANSACTION LOAD REPORT        REPT                 FILE VERSION     PAGE    10
CONTROL 2    9999                                                               0000  BATCH BA01    TIME 19:25:07 DATE 09/09/1998

CARD IMAGE                                                                    ERROR       FLD FIELD           COL.  FIELD    CARD
1...5...10...15...20...25...30...35...40...45...50...55...60...65...70...75...80 MESSAGE     NBR DESCRIPTION     NBRS. CONTENTS NBR.

             COUNT      REGULAR     OVERTIME      HOURS 1      HOURS 2      HOURS 3      HOURS 4  REG. $/RATE  OVT. $/RATE

BATCH CARD       0       120.00          .00          .00          .00          .00          .00          .00          .00
INPUT            0       120.00          .00          .00          .00          .00          .00          .00          .00
DIFFERENCE       0          .00          .00          .00          .00          .00          .00          .00          .00
```

Detailed Directions

This section provides detailed instructions for producing the IS/WAS Audit Trail (ISWAS) report.

Producing the IS/WAS Audit Trail (ISWAS) report

1. Run ISWASX

Run the ISWASX program.

Input Files	FILE01	System Control Repository
	FILE02	Employee Database
	FILE04	Control Record
Output Files	FILE03	Audit trail
	FILE15	Unsorted Audit Records
Execute	CBSVB	

The example of the Control Record below will print only the organization listed in positions 17–22:

```
         1    1    2    2    3    3    4    4    5
1...5....0....5....0....5....0....5....0....5....0
P ISWASXJ00100  999999ISWASX  NAME
```

The example of the Control Record below will print for all organizations:

```
         1    1    2    2    3    3    4    4    5
1...5....0....5....0....5....0....5....0....5....0
   P ISWASXJ00100        ISWASX  NAME
```

2. Sort the FILE15 output

The file FILE15 output must be sorted (Key 1,60) prior to input to the IS/WAS Audit Trail Print program (ISWASP).

3. Run ISWASP

Run the ISWASP program.

Input Files	FILE01	System Control Repository
	FILE02	Employee Database
	FILE04	Control Record
	FILE14	Sorted Audit Trail records
Output Files	FILE03	IS/WAS Audit Trail report
Execute	CBSVB	

The contents of the Control Record are as follows:

```
         1    1    2    2    3    3    4    4    5
1...5....0....5....0....5....0....5....0....5....0
P ISWASPJ00100  999999ISWASP
```

See also:

- IS/WAS Audit Trail (ISWAS) report ***(on page 27)***

For a detailed description of the IS/WAS Audit Trail.

PART 3

Reports

In This Section

Running and Balancing Standard Pay Run Reports.....47
Additional Pay Reports.....119
Other Reports.....171

CHAPTER 4

Running and Balancing Standard Pay Run Reports

In This Chapter

Introduction 48
Process Monitor and Report Viewer utilities 49
Standard report headings 50
Payroll Audit Trail Errors (0100) report 51
Reviewing the Payroll Audit Trail Errors (0100) report 53
Payroll Audit Trail (0101) report 57
Troubleshooting the Payroll Audit Trail (0101) report 61
Control Headers (0103) report 74
Troubleshooting the Control Headers (0103) report 76
HED Register (2H2H) report 82
Reviewing the HED Register (2H2H) report 85
Memo HED Register (2M2M) report 91
Tax Filing Report - Paid Frequencies Only (2T2T) report 97
Reviewing the Tax Filing Report - Paid Frequencies Only (2T2T) 102
Combined Register (2222) report 106
Reviewing the Combined Register (2222) report 109
Detailed Directions 116

Introduction

The standard pay run reports discussed are those required to produce pay successfully. These are the reports produced by every Cyborg user and the ones used to balance pay.

Tasks

This section demonstrates the following tasks:

- Balancing the Tax Filing Report - Paid Frequencies Only (2T2T)
- Balancing the Combined Register (2222) report
- Verifying taxable wages

Prerequisites

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

- At least one organization established on the system
- Employee data has been entered
- Time Entries entered

Questions answered

The following questions are answered in this section:

1. What information should you review on the Payroll Audit Trail to verify a pay run is correct?
2. What report is used to verify company options settings?
3. What reports must be run to create a complete Combined Register report?
4. How do you balanced the Combined Register report?

Process Monitor and Report Viewer utilities

The Process Monitor and Report Viewer are utilities to help you view the progress and output of a report. The Process Monitor utility allows you to view the progress of a report while it is running. By monitoring the progress of a report while it is running, you may be able to determine and resolve significant errors before the report process ends. If you discover an error after the report process has completed, the Process Monitor also stores logs of previously run reports, which may help you to more easily and quickly locate the cause of the error.

The Report Viewer, as its name suggests, allows you to view report output. The Report Viewer displays the completed report in a customizable window. The reports are stored in your own user folder, and you can customize your viewing and printing preferences. You can print all or selected portions of a report, and you can search and jump within reports. You can also save and delete reports.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about the Process Monitor and Report Viewer.*

Standard report headings

All reports available with Payroll Administration print a two-line standard heading at the top of each page. The first line of the heading contains the following information:

- Organization-level (Control-1) description from the Company Name And Address form (AA-SCR)
- Org Level 1 (Control-1) code assigned to the organization
- Organization name from the Company Name And Address form (AA-SCR)
- Report name
- Period-end date from the lowest numbered frequency being paid in the current payroll run
- File Version number of the output Sequential Master File for this organization
- Page number of the report

The second line of the heading contains the following information:

- Organization-level (Control-2) description from the Company Name And Address form (AA-SCR)
- Org Level 2 (Control-2) code assigned to the organization
- Organization name from the Company Name And Address form (AA-SCR)
- Four-digit report code
- Period-end date from the second lowest numbered frequency being paid in the current payroll run
- Time the report was produced in HH/MM format
- Date the report was produced from the run date on the Payroll Run Process Control form (AE-SCR) (or the system date if the run date was not entered) in MM/DD/CCYY (US and Canada) or DD/MM/CCYY (elsewhere) format.

Payroll Audit Trail Errors (0100) report

The Payroll Audit Trail Errors (0100) report prints prior to the Payroll Audit Trail and provides a summary of all rejects (errors) encountered during a pay or maintenance run for all organizations. While all rejects are also summarized at the end of the Payroll Audit Trail by organization, this report provides a quick way to determine which organizations have errors needing research without having to look through the Payroll Audit Trail. Only reject errors are shown and the Payroll Audit Trail (0101) should still be checked for any warnings given.

The reject condition or rejected transaction is shown in total with a message describing the error.

Technical processing considerations

The Payroll Audit Trail errors (0100) should always be printed. Do not suppress the printing of this report.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	0100
Report Select	0

Report field details

Any rejects will be shown with the following headings:

Column heading	Description
CC	Transaction Code of the transaction in error, if applicable. ☞ *Refer to the Technical Administration documentation for descriptions of the payroll transactions.*
EMPLOYEE NUMBER	The ID number of the employee for whom this transaction applies or to whom the error refers.
IDENTIFIER	Key to the type of data the error refers to such as a tax code.
FLD NBR	The number assigned to each field that is reported by the batch payroll process, if applicable.
FIELD NAME	The name of the specific field in error, if applicable.
FIELD OR CARD CONTENTS	The contents of the specific field in error, if applicable.

Column heading	Description
CARD COLUMNS	If the error is on a transaction being processed, the card columns of the transaction containing the reject are shown.
MESSAGE	The actual reject message.

Report sorting, totals and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1-2	N/A	Double space before, new page after
EMPLOYEE NUMBER	N/A	

Reviewing the Payroll Audit Trail Errors (0100) report

Always look for this report first

Prior to checking any other report to verify your pay or maintenance run, always check for this report first. This is very easy to do even if you choose not to print the reports since this is always the first report in the payroll reports print file.

No report shown means no errors

As long as you know the report has been LOADED and SELECTED, if no report is shown, then no errors exist. In other words, not even headings will be produced if your pay or maintenance run is error free.

Research every error

Every error shown must be researched thoroughly to determine if rerun is necessary or not.

Payroll Audit Trail Errors report sample

```
CORPORATION  99   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                  FILE VERSION 24 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                       ERRORS AND WARNINGS    0100                  TIME 13:54 DATE 03/26/2000
CC   EMPLOYEE IDENT-   FLD FIELD              FIELD OR CARD CONTENTS         CARD  MESSAGE                           BATCH    CARD
      NUMBER  IFIER    NBR NAME                                               COLS.                                   NBR.     NBR.
   1010                                                                             REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2070634
   1010                                                                             REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2070634
```

Payroll Audit Trail (0101) report

The Payroll Audit Trail (0101) report provides a detailed record of all changes applied to the Sequential Master File (P20) by way of transactions in batch format submitted directly to a payroll or maintenance run (that is, not entered using online forms). The report shows the current value for a field, as well as the value in that field before it was changed. For adjustments, the to-date amount is shown as updated by the adjustment amount. All time entries entered online are also included on the report in transaction format.

All organization and employee transactions that are rejected in the run are listed twice. First, the rejected transactions are listed in the processing sequence as encountered, by Employee Number. Second, all rejected transactions or fields are printed on a separate page at the end of each organization section. If the program finds additional error conditions not directly related to transactions, error messages will be printed.

☞ *Refer to the* **Errors and Warnings** *(on page 321) appendix for a complete list of Payroll Audit Trail errors and warnings.*

Report generators resident on the Sequential Master File are listed at the beginning of the report. Each of the reports is listed as being either LOADED or NOT LOADED. LOADED means that the report is available to be produced on this run; NOT LOADED means that it cannot be produced.

Under each organization's section of the Payroll Audit Trail report, each report that has a Report Requests form (DD-SCR) entry is listed as either SELECTED or NOT SELECTED. A report will only be produced for an organization if it has been selected. In order for a report to be selected it must be LOADED.

The Payroll Audit Trail (0101) report is used by payroll staff to review warning and reject messages. It is also used to verify that requested reports are loaded and selected. A warning message is informative and should be reviewed by payroll staff. A reject message lets you know that a serious problem may have prevented an employee from being paid.

Special considerations

The Payroll Audit Trail (0101) report should always be printed. Do not suppress the printing of this report.

Technical processing considerations

This report is also used by data processing to determine if program working storage expansions are necessary. You should carefully examine a line beginning with 'Positions Left In Data Areas...' that appears at the end of the LOADED and NOT LOADED sections of the report. This line shows the unused portions of the five program data storage areas. If the value for any of the five areas is 2,000 or less, it is likely that the area (report, organization, employee, tax, or WL 'other' records) will exceed the available program storage size for that type of information in the near future. Contact your technical support staff for information on expanding these areas.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	0101
Report Select	0
Other	Print Every Run

Other required form entries

The Print Errors Only option in the Print Update field on the Payroll Run Process Control form (AE-SCR) allows you to list only transactions processed that have an error message associated with them on this report. This option is useful during conversion of payroll data through the batch system. This option does not apply to adjustments.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for details.*

The values in two fields on the Company Options form (AF-SCR) can affect the information that appears on this report:

- The Print Tax Tables field on the first panel of the Company Options form (AF-SCR) allows you to print the contents of all tax specification records established for the organization. Any time taxes are loaded into your system, this setting should be activated to print the new tables.
- The No Pay Warning field on the second panel of the Company Options form (AF-SCR) allows you to print a warning message if an employee's frequency is being paid but the employee is not.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for a detailed discussion of the Company Options form (AF-SCR).*

Report field details

1. File section (Loaded/Not Loaded)

The first line of the Payroll Audit Trail (0101) report shows the PROGRAM VERS. This is the level of the P4CALC Cobol program currently being used. As successive releases of the system are implemented, this number will change. If you have a problem and need to call Customer Support, you may be asked for the program version number from your most recent Payroll Audit Trail report.

The next two lines show the values that are set in the H2 and P4 transactions. These are the program run time option transactions. These options are generally set by the technical staff. Normally, the first line will print H2 and the second line will print P4.

☞ *Refer to the Technical Administration documentation for more information about P4CALC run time option transactions.*

The next section lists one line for each payroll report that is currently stored on your Sequential Master File. It starts with a literal of R0 followed by the report number and valid Cyborg-delivered field indicators. Whether or not the report is available for production (LOADED or NOT LOADED), the report title and the date and time the report was added to the Sequential Master File are printed.

Following the LOADED/NOT LOADED are the positions left in each of the data storage areas of the processing program.

The last part of this section lists the number of physical records on the read in and written out. The Records In count matches to the record count for FILE12 on the PAYXTR audit list.

2. Organization section

The first part of the organization section contains the values from the Payroll Run Process Control form (AF-SCR). Following this line is a list of each Report Requests form (DD-SCR) for the organization. This list indicates if the report has been SELECTED for production during this run or NOT SELECTED. If you have elected to print the tax specification records for this organization, they will appear next.

Column heading	Description
CC	Transaction Code. ☞ *Refer to the* Technical *Administration documentation for descriptions of the payroll transactions.*
EMPLOYEE NUMBER	The ID number of the employee for whom this transaction applies.
IDENTIFIER	Key to the type of data, such as the earning or deduction number or Tax ID.
FLD NBR	The number assigned to each field that is reported by the batch payroll process.
FIELD NAME	The name of the field as maintained with the field number tables.
FIELD OR CARD CONTENTS	For a maintenance transaction, this column shows the IS (new) value of the field and the WAS (old) value of the field. For a time entry transaction or tax specification transaction, the entire transaction is printed. For an adjustment transaction, the IS (new) field value is printed, as well as the amount of the change (BY).
CARD COLS.	The column numbers from the transaction that contain the error of the field being displayed.
MESSAGE	The contents of the error message, if any.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
Organization Level 1-2	N/A	double space before, new page after

Field	Total	Report spacing
Employee Number	N/A	

Troubleshooting the Payroll Audit Trail (0101) report

The first six items discussed below appear on the first few pages of the Payroll Audit Trail (0101) report and apply to all organizations on the Sequential Master File (P20). Because of this, the standard report headings shown do not show any Organization Level 1 or Organization Level 2 names or any File Version numbers. The remaining items are organization-specific.

Note: The number that appears before each item below refers to a section of the report that is marked with the same reference number.

(01) Review the first page for reject messages

If the first page of the Audit Trail report includes an ERRORS IN THIS RUN message, you know that at least one reject message was generated. Reject messages must always be addressed. WARNING messages, informational messages, and any message written to the Audit Trail by a report generator do not cause the ERRORS IN THIS RUN to be displayed. This message is a trigger only; it does not state which organization has the error nor how many errors there are. This message is generated one time only on the first page. Refer to the Payroll Audit Train Errors (0160) report for a summary of all rejects.

(02) Verify batch program version number

The version number of the P4CALC batch program executed on this run is always shown under the ERRORS IN THIS RUN message, or as the first line if no reject errors occurred. The version shown here is the version being executed. Verify the version number when a new release is put into production for the first time. This is an easy way to verify quickly that no system or job stream problems are causing an old copy of the batch program to be accessed.

If you call Customer Support with a pay run question, they may ask for the version of the program used. You can be sure that you provide the correct version by getting the information directly from the Audit Trail report.

The program version number is shown one time only on the first page of the Audit Trail report.

(03) Review for H2 and P4 transactions

The H2 and P4 shown below the program version are system-level transactions processed in stream through the job stream being executed. They direct the P4CALC batch program to perform certain functions for all companies on the batch master. Most of the time there will be no entries shown on the H2 or P4. This indicates that the batch program is doing either a pay run or a maintenance run based on the Payroll Run Process Control form (AE-SCR) entry. Entries made on these transactions accidentally can cause report generators to not be loaded or selected, or a pay calculation to not occur.

Entries are required on the H2 and P4 when producing quarterly SUI tapes, performing year-end W2 reporting, and when purging history and labor records. Because these are processed in stream, they are normally controlled by the IS department.

(04) Verify that report generators are loaded

The first few pages of the Payroll Audit Trail (0101) report show what report generators and report generator method codes were LOADED or NOT LOADED into working storage for the run. This section is shown only once at the beginning of the Audit Trail report. It applies to all organizations on the batch master, and is commonly referred to as the 'Loaded/Not Loaded' portion of the Audit Trail report.

Any generators that were LOADED were available to be used by any organization being processed. If a report was not produced or if an HED using a report generator method code such as Accumulation Method or Garnishment did not calculate, check here to verify that the report generator or method code in question was LOADED. If it was not LOADED or not shown at all, contact your IS support to extract and load the generator, or help determine why it was not loaded.

(05) Review the size of working storage areas

The POSITIONS LEFT IN DATA AREAS line must be reviewed on a regular basis to make sure the size of each working storage area is sufficient for processing all your organizations. The numbers given indicate the amount of unused working storage area left after the largest record or largest number of records of each type have been processed. Running out of space for any of these areas can have an adverse effect on a pay run.

If a very small (200 or under) number is shown, you should have the area expanded prior to the next pay run. If a negative number is shown, check the audit trail closely as you may need to expand the area and re-run the pay run.

If you are out of room on the PAYER (organization), EMPLOYEE, or REPORT area, P4CALC will terminate and you will receive a size error in the job log.

If you are out of room on the TAX area, the pay run will finish normally and a reject will be given in the Audit Trail report showing the name(s) of the tax authority(s) and the message 'TAX NOT IN TAX AREA'. Any employee using those tax authorities will not have tax calculated and withheld from their pay. If out of room in the AREAW (WL records), the pay run will finish normally, and a similar message will be shown for each WL record not in the working storage area, and any report generator or method code that requires one of them will be incorrect.

(06) Review the records in and records out count

The Records Read count from the Pay run Audit Trail should match the FILE12 count on the PAYXTR Audit List. If it does not, there is a problem with the run. This can be caused by:

1. The wrong batch master file being used.
2. The batch program P4CALC abending during the run. Reports would be incomplete if this were the cause.

The Records Written count from the maintenance run following the pay run should match the FILE11 count on the PAYXTR Audit List. If the numbers do not match, the wrong batch master file may have been used during the PAYXTR process.

For either situation above, contact your IS department who will further research the problem.

Note: The remaining items on the Payroll Audit Trail report are organization-specific. When reviewing the Payroll Audit Trail, always note the Org Level 1 (Control 1) and Org Level 2 (Control 2) values shown in the standard report headings to verify the organization being processed.

(07) Verify the File Version number

When an organization is first added, the File Version number is 01. Each time the organization is processed through the batch payroll programs, the number is increased by 1 (one). When the File Version number reaches 99, it starts over again at 01. Only the P4CALC batch program can change the File Version number of an organization. Infrequently, system or job stream problems can cause an old Sequential Master File to be used accidentally. If the data coming out of a pay run does not match the data from the online master file, verify the version number.

To verify the version number for an organization, access the Display Employee Database Records utility. Access this form by making the following selections:

Component: Development Tools
Process: Employee Database Utilities
Task: List Employee Database Records

Or

Tools ▶ Master File Utilities ▶ List Master File Records

Enter '999999' in the Starting Key field to display the records for Organization 999999. Press Enter.

The following form will appear:

```
LNGTH 3.+....1....+....2....+....3....+....4....+....5....+....6....+....7....+
06189 999999D          03ACME MANUFACTURING            PRODUCTION MFTG ORGANIZA
00090 999999FFBDEMO                    00030001
00090 999999FFK1001      200130.....0.      H9KA001897001635      0000046160081
00090 999999FFK1001      200130.....0.      H914                          $
00090 999999FFK1001      200130.....0.      H9KB001000130770
00090 999999FFK1001      200130.....0.      H9                            $
00090 999999FFK1001      200130.....0       H9KC00110900
00090 999999FFK1001      200130.....0!      H9                            $
00090 999999FFK1002      200130.....1.      H9KA007178000260      0001033340306
00090 999999FFK1002      200130.....1.      H985                          $
00090 999999FFK1002      200130.....1.      H9KB001000495000       605000014850
00090 999999FFK1002      200130.....1.      H9                            $
00090 999999FFK1002      200130.....1       H9KC00307803
00090 999999FFK1002      200130.....1!      H9                            $
00090 999999FFK1003      200130.....2.      H9KA001785            0000167190076
00090 999999FFK1003      200130.....2.      H962                          $
00090 999999FFK1003      200130.....2.      H9KB001000123076
00090 999999FFK1003      200130.....2.      H9                            $
00090 999999FFK1003      200130.....2       H9KC00093479
00090 999999FFK1003      200130.....2!      H9                            $
00090 999999FFK1004      200130.....3.      H9KA002513            0000171870107
```

The second line on the form shows the Organization Number followed by a 'D'. This is followed by a two-digit number and the organization name. The two-digit number is the File Version number. The File Version number shown on the Payroll Audit Trail and all other pay reports should be one number higher. If it is not, contact your IS support to track down the problem.

(08) Verify that organizations are being paid

The 'BYPASS-THIS CONTROL NOT BEING PAID' message is a common information message. It is shown for any time entries processed for an organization not being paid. These time entries go into the Recycle File and will continue to be shown until the organization is paid. If this message is shown for an organization being paid, verify the Payroll Run Process Control form (AE-SCR) entry or check the Control Headers (0103) report. It is probable that an incorrect entry was made on the Payroll Run Process Control form (AE-SCR) or that it inadvertently was not updated at all for the current pay run. Fix the Payroll Run Process Control form (AE-SCR) and rerun the pay.

(09) Verify that report generators are selected

The beginning of the Audit Trail for each organization is referred to as the 'Selected/Not Selected' section. All reports loaded into working storage may be used by any organization. This section shows which reports were SELECTED and which reports were NOT SELECTED to be produced on the current run. The D records indicate the reports were selected to be run using the Report Requests form (DD-SCR). If a report that was LOADED on the run is not produced, check here to be sure it was SELECTED. The problem may be failure to enter a Report Requests form (DD-SCR) or an incorrect entry that causes the report to be SELECTED but with no data processed.

(10) Review tax table information

The printing of tax tables for an organization on the Payroll Audit Trail (0101) report is controlled by the Print Tax Table entry on the Company Options form (AF-SCR). When either the Print Tbls All Runs or the Print This Run Only option is selected, all of the organization-level tax records print for every tax authority carried in the organization. These are the T1, T2, and T3 records, which are shown on the Tax Specification Information form (T1-SCR), and the T4 (tax table) and T5 (tax bracket) records.

Tax tables should be printed whenever large tax-related Regulatory Bulletins are issued, normally at the beginning of a calendar year. The Payroll Audit Trail list should then be compared to the list provided with the Regulatory Bulletin. This is the fastest and easiest way to verify the update was applied correctly.

The Customer Support may also request the printed tables when a tax calculation is in question, since printing the tax tables verifies the data used by the system to calculate taxes.

(11) Review warnings and information messages

The Payroll Audit Trail report (0101) should, at a minimum, be reviewed for informational messages and WARNINGS every pay run, even when no apparent problems exist and no REJECTs occur.

The sample report shows two common messages:

- 'NO WL FOR METHOD CODE 8A HED xxx'—The Accumulation Method Code 8A is used extensively for 401K calculations and various wage accumulations. It requires a WL record for calculation or accumulation to occur. This message will be generated if the WL record does not exist. The absence of the WL record, as in the case of a memo HED, may not be apparent by looking at pay figures. It would, however, have a negative effect if not corrected and the pay rerun.
- 'WARNING-NO TIME CARD OR HED 001 PAY'—This warning is controlled by options selected in the No Pay Warning field on the Company Options form (AF-SCR). If turned on, a warning message will print whenever an employee's frequency is being paid but the employee is not. These warnings need to be reviewed to determine if the employee really should not be paid or if a time entry was omitted.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for more information about the No Pay Warning field.*

☞ *Refer to the* **Errors and Warnings** *(on page 321) appendix for a complete list of the error and warning messages you may receive from the Payroll Audit Trail (0101) report.*

(12) Review the last page for reject messages

The last page of the Audit Trail report for each organization being processed lists the number of reject errors followed by a one line detail for each error. The number of reject errors is given for every organization even if the number is 0 (zero).

The Payroll Audit Trail (0101) report can be quite large. You can use a text editor to view the print files online, and then search the file for the words REJECT ERRORS. This will take you to the recap page for each organization. After viewing the detail of each reject, you can decide to print the report or not. If you contact Customer Support for assistance in resolving a reject error, they may request that certain pages be sent to them. You may be asked to print the Audit Trail since screen prints of a print file can be difficult to read.

If the Payroll Audit Trail Errors (0100) is used, it is not necessary to review these messages.

Payroll Audit Trail (0101) report for troubleshooting (01-10)

```
 PAYROLL AUDIT TRAIL    REPT                  FILE VERSION    PAGE     1
                                                                  0101                    TIME 13:54 DATE 03/26/2000
CC   EMPLOYEE IDENT-   FLD FIELD              FIELD OR CARD CONTENTS         CARD  MESSAGE                          BATCH    CARD
      NUMBER  IFIER    NBR NAME                                              COLS.                                    NBR.     NBR.
(01)
****** E R R O R S  I N  T H I S  R U N ******
(02)
PROGRAM VERS.  38.00         *COPYRIGHT (C) 1989 - 1997 CYBORG SYSTEMS, INC.
(03)
H2
P4
R0  0A            2           NOT LOADED                    PERMANENT CONSTANTS                                08/02/99 08:43:50
R0  0G            2           NOT LOADED                    VARIABLE CONSTANTS                                 03/23/00 09:17:44
R0  0O            2           NOT LOADED                    WRKFLDS                                            08/02/99 08:43:50
R0  0P            2           NOT LOADED                    PAY CONSTANTS                                      08/02/99 08:43:50
R0  17            2           NOT LOADED                    EDIT ERROR MESSAGES 1.0                            03/23/00 09:17:44
R0  18            2           NOT LOADED                    ROUTINE NUMBERS 000-099                            08/02/99 08:43:50
R0  19            2           NOT LOADED                    ROUTINE NUMBERS 100-255                            03/23/00 09:17:44
R0  20            2           NOT LOADED                    DEFINE USER EDIT TABLES                            08/24/99 18:18:25
R0  21            2           NOT LOADED                    FIELD NUMBERS 1-100                                03/23/00 09:17:44
R0  22            2           NOT LOADED                    FIELD NUMBERS 101-200                              08/02/99 08:43:50
R0  23            2           NOT LOADED                    FIELD NUMBERS 201-300                              03/23/00 09:17:44
R0  24            2           NOT LOADED                    FIELD NUMBERS 301-400                              08/02/99 08:43:50
R0  25            2           NOT LOADED                    FIELD NUMBERS 401-500                              08/02/99 08:43:50
R0  26            2           NOT LOADED                    FIELD NUMBERS 501-600                              08/02/99 08:43:50
R0  27            2           NOT LOADED                    FIELD NUMBERS 601-700                              08/02/99 08:43:50
R0  28            2           NOT LOADED                    FIELD NUMBERS 701-800                              08/02/99 08:43:50
R0  29            2           NOT LOADED                    FIELD NUMBERS 801-900                              03/23/00 09:17:44
(04)
R00100            0           LOADED                        ERRORS AND WARNINGS 1.0                            03/20/00 15:56:23
R00101          O 0           LOADED                        PAYROLL AUDIT TRAIL                                03/27/98 11:48:31
R00103        CT O            LOADED                        CONTROL HEADERS                                    03/27/98 11:48:31
R00202       7                LOADED                        MASTER FILE PRINT                                  03/27/98 11:48:31
R02222                        LOADED                        COMBINED REGISTER                                  03/27/98 11:48:31
R02H2H 1234   C               LOADED                        HED'S-COMBINED REGISTER                            03/27/98 11:48:31
R02M2M 1234   C               LOADED                        MEMO HED REGISTER                                  03/20/00 15:56:23
R02T2T 1234   C               LOADED                        TAXES-COMBINED REGISTER                            03/27/98 11:48:31
R05558    4                   LOADED                        ENDING BALANCES                                    03/27/98 11:48:31
R05G8A                        LOADED                        ACCUMULATION M/C V97.05                            03/22/00 14:29:35
R05G8B                        LOADED                        MINIMUM CHECK M/C                                  03/22/00 14:29:35
R05G8C                        LOADED                        INTEREST CALCULATION                               03/22/00 14:29:35
R05G8G                        LOADED                        GARNISHMENT M/C                                    12/12/99 16:26:08
R05G9E                        LOADED                        DATE DRIVEN TC MC 38.0                             03/22/00 14:29:35
R05G9Y                        LOADED                        RATE X FACTOR M.C.                                 03/22/00 14:29:35
R09E9E       7CT              LOADED                        MASTER FILE STATUS (US)                            03/27/98 11:48:31
(05)
POSITIONS LEFT IN DATA AREAS - REPORT AREA  34,363 PAYER AREA  23,692 TAX AREA  11,048 EMPLOYEE AREA  17,634 AREAW   32,076
(06)
                    RECORDS READ     21,860          RECORDS WRITTEN     21,958
```

```
(07)
CORP         99   ACME MFG                                  PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 02 PAGE     1
DIV          9999                                                                  0101                    TIME 19:25 DATE 03/24/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                             BATCH    CARD
      NUMBER  IFIER    NBR NAME                                              COLS.                                      NBR.     NBR.
D 01010555555555555555          SELECTED                     PAYROLL AUDIT TRAIL
(08)
1  210001     00400000000000000000000000000000                                       BYPASS-THIS CONTROL NOT BEING PAID  BA01      20
1  330111     00400000000000000000000000000000                                       BYPASS-THIS CONTROL NOT BEING PAID  BA01      21
1  41001      00400000000000000000000000000000                                       BYPASS-THIS CONTROL NOT BEING PAID  BA01      22


CORP         01   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                                 0101                    TIME 19:25 DATE 03/24/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                             BATCH    CARD
      NUMBER  IFIER    NBR NAME                                              COLS.                                      NBR.     NBR.
AE030201J0810000000000000000000000000000000000000000000000000000000000000000000000
                                                                                     WARNING- INPUT VERSION NUMBER IS 00
(09)
D 0101055555555550              SELECTED                     PAYROLL AUDIT TRAIL
D 0103155555551551WLWL          SELECTED                     CONTROL HEADERS
D 0202155555515555              SELECTED                     MASTER FILE PRINT
D 2222155555555555              SELECTED                     COMBINED REGISTER
D 2B2B155555511555              SELECTED                     FLAG ACTIVE J'S
D 2H2H111115555555              SELECTED                     HED'S-COMBINED REGISTER
D 2T2T111115551555              SELECTED                     TAXES-COMBINED REGISTER
D 6767101115555555              SELECTED                     DEPOSIT SLIP-COMB. REG.
D 6868111115555555              SELECTED                     CHECK-COMBINED REGISTER
D 6D6D155115555555              SELECTED                     DIRECT DEPOSIT REGISTER
D 7575511115555511              NOT SELECTED
D 7676111115555511          A   SELECTED                     JOURNAL ENTRY-PRINT
D 9$9$255555155555              SELECTED                     FEDERAL SUMMARY REPORT
D 9595355555151155              SELECTED                     STATE 941A'S
D 9A9A255555151555              SELECTED                     941 SUMMARY REPORT
D 9B9B355555511555              SELECTED                     QUARTERLY EMP CNTS
D 9E9E155555511155              SELECTED                     MASTER FILE STATUS (US)
(10)
T1101    FICA-OASDI                                                                Y
T2 0.062000 0.062000 5.150000     4,240.80 6 T3    68,400.00    68,400.00     4,240.80 0 0 000000000 100000000 000
T1102    FEDERAL W/H TAX                          12-000012345                    Y
T2 0.000000 0.280000 0.008000 9,999,999.99 6 T3     7,000.00 9,999,999.99 9,999,999.99 0 0 121121000 300000000 000
T4 1 0 0 0 0 0    12,260.00 9,999,999.99 0.000000 99 2700 2700 2700 2700 9588 6680 1363    0    0    0
T5 101      2,650.00         0.00 0.150000         0.00
T5 102     26,900.00     3,637.50 0.280000         0.00
T5 103     57,450.00    12,191.50 0.310000         0.00
T5 104    129,650.00    34,573.50 0.360000         0.00
T5 105    280,000.00    88,699.50 0.396000         0.00
T4 2 0 0 0 0 0     6,130.00 9,999,999.99 0.000000 99 2700 2700 2700 2700 9588 3340  681    0    0    0
T5 201      6,450.00         0.00 0.150000         0.00
T5 202     46,750.00     6,045.00 0.280000         0.00
T5 203     96,450.00    19,961.00 0.310000         0.00
T5 204    160,350.00    39,770.00 0.360000         0.00
```

```
T5 205    282,850.00    83,870.00 0.396000         0.00
T1103    FICA-HI                                                                  Y
T2 0.014500 0.014500 0.000000 9,999,999.99 6 T3 9,999,999.99 9,999,999.99    99,999.99 0 0 000000000 100000000 000
T12IN    INDIANA        IN-10123456                                          2QY
T2 0.000000 0.034000 0.000000 9,999,999.99 6 T3     7,000.00 9,999,999.99 9,999,999.99 0 0 111111000 600000000 000
T4 1 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 101          0.00         0.00 0.034000         0.00
T12NJ    NEW JERSEY     NJ-001234                NJ-005678                TX   Y
T2 0.004250 9.999999 0.002800 9,999,999.99 6 T3    19,300.00    19,300.00        82.02 0 0 122122789 600000000 000
T4 1 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 101          0.00         0.00 0.015000         0.00
T5 102     20,000.00       300.00 0.020000         0.00
T5 103     35,000.00       600.00 0.039000         0.00
T5 104     40,000.00       795.00 0.061000         0.00
T4 2 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
```

Payroll Audit Trail (0101) report for troubleshooting (11 - 12)

```
CORP         01   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 18 PAGE     2
DIV          0001 CENTRAL DIVISION                                                  0101                    TIME 19:25 DATE 03/24/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                                BATCH    CARD
      NUMBER  IFIER    NBR NAME                                               COLS.                                        NBR.     NBR.
T5 201          0.00         0.00 0.015000         0.00
T5 202     20,000.00       300.00 0.020000         0.00
T5 203     50,000.00       900.00 0.027000         0.00
T5 204     70,000.00     1,440.00 0.039000         0.00
T5 205     80,000.00     1,830.00 0.061000         0.00
T5 206    150,000.00     6,100.00 0.070000         0.00
T4 7 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 701          0.00         0.00 0.015000         0.00
T5 702     20,000.00       300.00 0.023000         0.00
T5 703     40,000.00       760.00 0.028000         0.00
T5 704     50,000.00     1,040.00 0.035000         0.00
T5 705     60,000.00     1,390.00 0.056000         0.00
T5 706    150,000.00     6,430.00 0.066000         0.00
T4 8 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 801          0.00         0.00 0.015000         0.00
T5 802     20,000.00       300.00 0.027000         0.00
T5 803     40,000.00       840.00 0.034000         0.00
T5 804     50,000.00     1,180.00 0.043000         0.00
T5 805     60,000.00     1,610.00 0.056000         0.00
T5 806    150,000.00     6,650.00 0.065000         0.00
T13IN49  MARION, IN                                                          Y
T2 0.000000 0.007000 0.000000 9,999,999.99 6 T3 9,999,999.99 9,999,999.99 9,999,999.99 0 0 111444000 000000000 000
T4 1 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 101          0.00         0.00 0.007000         0.00
T4 4 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0    0
T5 401          0.00         0.00 0.001750         0.00
T14NJSDI NJ DISAB                                                            Y
T2 0.005000 0.000000 0.000000 9,999,999.99 6 T3    19,300.00    19,300.00        96.50 0 0 000000000 700000000 D
1  1006       0072000000000008000000000010000         01  MANU0005              1                                    BA03      12
   1006                                                                              NO WL FOR METHOD CODE 8A HED 625
KC 1008                126 PERIOD DATE     IS  980327       WAS 980313        29-34                                   BA02       7
KC 1008                147 RECON NUMBER    IS  00081104     WAS 00000000      21-28                                   BA02       7
KB 1008       100      149 HED AMOUNT  YTD IS      2,100.00  BY     2,100.00  16-24                                   BA02       6
KB 1008       100      149 HED AMOUNT  QTD IS      2,100.00  BY     2,100.00  16-24                                   BA02       6
KB 1008       100      149 HED AMOUNT  MTD IS      2,100.00  BY     2,100.00  16-24                                   BA02       6
KB 1008       100      150 HED HOURS   YTD IS         80.00  BY        80.00  25-31                                   BA02       6
KB 1008       100      150 HED HOURS   QTD IS         80.00  BY        80.00  25-31                                   BA02       6
KB 1008       100      150 HED HOURS   MTD IS         80.00  BY        80.00  25-31                                   BA02       6
KC 1008       999      149 HED AMOUNT  YTD IS     11,359.65  BY     1,655.40  13-20                                   BA02       7
KC 1008       999      149 HED AMOUNT  QTD IS     11,359.65  BY     1,655.40  13-20                                   BA02       7
KC 1008       999      149 HED AMOUNT  MTD IS      3,250.80  BY     1,655.40  13-20                                   BA02       7
KA 1008       101      122 TAX FICA/SDIYTD IS        896.52  BY       126.48  40-45                                   BA02       5
KA 1008       101      122 TAX FICA/SDIQTD IS        896.52  BY       126.48  40-45                                   BA02       5
KA 1008       101      122 TAX FICA/SDIMTD IS        252.96  BY       126.48  40-45                                   BA02       5
KA 1008       102      120 TAX AMOUNT  YTD IS      1,472.36  BY       206.48  31-39                                   BA02       5
```

```
CORP         01   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 18 PAGE     3
DIV          0001 CENTRAL DIVISION                                                 0101                    TIME 19:25 DATE 03/24/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                              BATCH    CARD
      NUMBER  IFIER    NBR NAME                                                COLS.                                      NBR.     NBR.
KA 1008       102      120 TAX AMOUNT  MTD IS        412.96  BY       206.48  31-39                                       BA02        5
KA 1008       103      122 TAX FICA/SDIYTD IS        209.67  BY        29.58  13-18                                       BA02        5
KA 1008       103      122 TAX FICA/SDIQTD IS        209.67  BY        29.58  13-18                                       BA02        5
KA 1008       103      122 TAX FICA/SDIMTD IS         59.16  BY        29.58  13-18                                       BA02        5
KA 1008       2IN      120 TAX AMOUNT  YTD IS        482.47  BY        68.05  46-54                                       BA02        5
KA 1008       2IN      120 TAX AMOUNT  QTD IS        482.47  BY        68.05  46-54                                       BA02        5
KA 1008       2IN      120 TAX AMOUNT  MTD IS        136.10  BY        68.05  46-54                                       BA02        5
KA 1008       3IN49    120 TAX AMOUNT  YTD IS         99.33  BY        14.01  69-76                                       BA02        5
KA 1008       3IN49    120 TAX AMOUNT  QTD IS         99.33  BY        14.01  69-76                                       BA02        5
KA 1008       3IN49    120 TAX AMOUNT  MTD IS         28.02  BY        14.01  69-76                                       BA02        5
10 1008       00000000000000000000000000000000                                                                            BA03       10
(11)
   1008                                                                                  WARNING-NO TIME CARD OR HED 001 PAY
   1008                                                                                  WARNING-HED 100 ACCRD HRS     -3.00
1  1010       00800000000000008000000000010000         01  MANU0055              1                                        BA03       13
   1010                                                                                  NO WL FOR METHOD CODE 8A HED 625
4  1010       00000000250000000000000001250000         01  MANU0055              1   WARNING-HED 125 HAS BEEN SET UP      BA03       17
   1010                                                                                  REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2074511
   1010                                                                                  REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2074511
   1010                                                                                  NO WL FOR METHOD CODE 8A HED 625
KB 1011       001      149 HED AMOUNT  YTD IS      4,347.50  BY       -92.50  16-24 NO WAGES ADJUSTED                     BA02        3
KB 1011       001      149 HED AMOUNT  QTD IS      4,347.50  BY       -92.50  16-24 NO WAGES ADJUSTED                     BA02        3
KB 1011       001      149 HED AMOUNT  MTD IS        647.50  BY       -92.50  16-24 NO WAGES ADJUSTED                     BA02        3
KB 1011       001      150 HED HOURS   YTD IS        464.00  BY       -16.00  25-31                                       BA02        3
KB 1011       001      150 HED HOURS   QTD IS        464.00  BY       -16.00  25-31                                       BA02        3
KB 1011       001      150 HED HOURS   MTD IS         64.00  BY       -16.00  25-31                                       BA02        3
KB 1011       100      149 HED AMOUNT  YTD IS         92.50  BY        92.50  16-24                                       BA02        4
KB 1011       100      149 HED AMOUNT  QTD IS         92.50  BY        92.50  16-24                                       BA02        4
KB 1011       100      149 HED AMOUNT  MTD IS         92.50  BY        92.50  16-24                                       BA02        4
KB 1011       100      150 HED HOURS   YTD IS         16.00  BY        16.00  25-31                                       BA02        4
KB 1011       100      150 HED HOURS   QTD IS         16.00  BY        16.00  25-31                                       BA02        4
KB 1011       100      150 HED HOURS   MTD IS         16.00  BY        16.00  25-31                                       BA02        4
1  1011       00800000000000000000000000010000         01  MANU0005              1                                        BA03       14
1  1012       00400000000000000000000000010000         01  ADM 0055              1                                        BA03       15
1  1012       00400000000000000000000001000000         01  ADM 0055              1   WARNING-HED 100 ACCRD HRS     -8.00 BA03       16
   1012                                                                                  WARNING-HED 100 ACCRD HRS     -8.00
   1012                                                                                  NO WL FOR METHOD CODE 8A HED 625
1  110011     00000000500000000000000000050401                                          BYPASS-THIS FREQUENCY NOT PAID       BA04       24
1  110022     00000000102500000000000000050401                                          BYPASS-THIS FREQUENCY NOT PAID       BA04       25
1  110044     00000000800000000000000000050401                                          BYPASS-THIS FREQUENCY NOT PAID       BA04       26
(12)
****     2 REJECT ERRORS ****
   1010                                                                                  REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2074511
   1010                                                                                  REJECT-REPT  H125 CALLING BAD 5G02  ADR. 2074511
```

Control Headers (0103) report

The Control Headers report provides a listing of all information that has been established for an organization. Specific types of data can be excluded from the report by selecting the Do Not Print option for the data on the Report Requests form (DD-SCR).

This report is used to verify organization parameters in effect at the time of a payroll run. If a problem develops during a payroll run and the Customer Support is called, this report must be available to help solve the problem.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	0103
Report Select	0
Company Level	Print Every Run
Other Record	Print Every Run

Optional Report Requests form (DD-SCR) entries

Select the Print Every Run option in the Data Types - Tax Tables field to include the first line of the Tax Specification Information form (T1-SCR) for all tax records set up for the organization in the report.

Type any value (not a blank) in the User Field to include all organization 'Other' (WL) records in the report.

The suggested report selection frequency is every payroll and maintenance run.

Report field details

Each row in this report represents a form of data. Each row begins with a two-letter code that generally indicates the form that provided the data. For example, an A8 at the beginning of a row indicates the data in that row is from a Company Earnings or a Company Deductions form, both of which have the program name A8-SCR.

Note: *You may find the program names by changing your display details options to show program names in the menus and/or status bar.*

☞ *Refer to either the Using eCyborg or Using The Solution Series: Administrative Solutions documentation for more information about user options.*

Above all rows for a particular form are column headings that correspond to the data in the rows.

Report sorting, totals and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1	N/A	N/A
ORGANIZATION LEVEL 2	N/A	N/A
TRANSACTION CODE	N/A	N/A
KEY WITHIN TRANSACTION CODE	N/A	N/A

Troubleshooting the Control Headers (0103) report

Note: The number that appears before each item below refers to a section of the report that is marked with the same reference number.

(01) Verify the Run Type value

The RUN TYPE field will always show a '9' when a pay run has occurred. For entry purposes, the only valid entries are '0', '1', and '2'. The '1' is changed to a '9' by P4CALC when entries on the Payroll Run Process Control form (AE-SCR) indicate a pay run is to occur. On the maintenance run following the pay calculation run, the '9' is changed to a '0'.

Whenever there is doubt as to whether or not a pay run actually occurred, for example if checks are not produced, check this field first. If the value is not a '9', then a maintenance run instead of a pay run was performed. The probable cause is incorrect online entries made to the Payroll Run Process Control form (AE-SCR). Correct the error and then rerun.

The RUN TYPE is also checked during the PAYXTR and PAYMRG processes to ensure the correct Sequential Master File is being used. When the RUN TYPE is a '9', both the extract and merge steps will fail and generate the message 'File11 Invalid - Created on a Pay Run'. This indicates that either the wrong Sequential Master File is being referenced or the maintenance run following the pay run never occurred. To correct the problem, either locate the correct Sequential Master File or, if needed, execute the maintenance run and then rerun the PAYXTR or PAYMRG step. Contact your IS department for assistance.

(02) Verify Company Options settings

Several of the values from the Company Options form (AF-SCR) are displayed on the Control Headers report. The values in the CLR FRQ and C L columns are taken from the Clear All Frequency and the Clear Then Adjust fields. These values control how the system handles frequencies not being paid when clearing occurs, and when to apply adjustments processed on a clearing run. If an incorrect selection for one of the fields is causing a problem, correct the entry on the Company Options form (AF-SCR). The decision to rerun the pay will be based on internal procedures and the impact of the clearing fields being set incorrectly.

The value in the P W column is taken from the No Pay Warning field. This value controls whether or not to force a pass through an employee's HEDs and to print a No Pay warning on the Payroll Audit Trail (0101) report when the employee is not being paid but the employee's frequency is.

Printing the No Pay warning is an effective way to determine that time entries were not entered, allowing for a timely rerun. However, if a large number of employees are not paid on a regular basis, not printing the message makes it easier to spot legitimate warnings.

You should verify the following:

1. If a non-paid frequency should have been cleared and was not, check the CLR FRQ entry.
2. If adjustments coded to update month, quarter, and year are missing from month or month and quarter, check the C L entry.

3. When deductions for employees not being paid do not go into arrears, check the No Pay Warning field. Forcing the pass allows automatic earnings such as flex money to be paid and deductions to go into arrears when the employee does not work. The alternative is to use the Manual Adjustments form (KB-SCR) to put the amount into arrears for the affected employees.

(03) Verify pay frequency and date information

The AJ at the beginning of a row indicates the data in that row is from a Company Pay Frequencies form, which has the program name AJ-SCR. These AJ rows display information on the Control Headers (0103) report that can provide solutions for numerous pay stop situations. Check this area of the report before verifying payroll amounts.

Note: You may find the program names by changing your display details options to show program names in the menus and/or status bar.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about user options.*

Check the PAY DATE on the first few pay runs of a new year to verify that the correct year was entered. Company policy and whether or not a pay check is void after a set number of months will determine if a rerun is necessary. To correct the situation, access the Payroll Run Process Control form (AE-SCR), enter the correct date, and then rerun.

The PERIOD DATE is maintained by the system after the initial entry. Verify the date on the first live run of a frequency. If it is incorrect, determine the impact on checks, history, and labor records having the incorrect period end date, and rerun if necessary.

The PC (pay cycle) and DC (deduction cycle) values are reset when clearing occurs. Each time a new period is paid, the current pay cycle and the current deduction cycle are increased by one. Forgetting to clear for one month can potentially cause the pay and deduction cycles to be set to '99'. When this happens, no automatic pay is paid and no deductions are taken, except those with a Frequency value of All Pay; Even Cycle 9 (18). This always requires a rerun of the pay. To correct the situation, first determine the correct pay and deduction cycle values, and then subtract one from each. Enter that number in the Pay Cycle and Deduction Cycle fields in the Previous/Save Period section of the Company Pay Frequencies form (AJ-SCR) and then rerun. During the pay calculation, a value of one will be added to the Save cycles and the resulting number will be used for pay calculation.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for more information on the Company Pay Frequencies form (AJ-SCR).*

(04) Verify HED information

The PRIORITY PER TEMP controls the order of earnings processed (deductions are processed in HED number order). An entry of '000' inactivates both earnings and deductions. These fields default to the actual HED number at setup time. If an automatic earning did not pay or a deduction was not taken for all employees in the organization, check for '000' in the PRIORITY PER TEMP fields. To correct this situation, access the Company Earnings and Company Deductions forms (A8-SCR), change the '000' in the Priority field to the HED number, and then rerun.

Earnings and deductions that are processed with a time entry or adjustment and that are not on the employee record will be added to the employee record using the organization DEFAULT-VALUES for frequency (when), type (taxability or arrears), method code (how to calculate), and amount percent. These default value are taken from entries on the Company Earnings and Company Deductions forms (A8-SCR). Verifying these entries prior to the first live pay of an organization or when many changes have been made can prevent a payroll rerun. If it is necessary to correct all employees with the HED, use the HED Employee Mass Update form (HHMSCR) with either the ALL or the ON FILE option entered in the Employee Number fields.

☞ *Refer to Employee Earnings, Deductions, and Accruals in the Payroll Employee Setup documentation for more information on the HED Employee Mass Update form (HHMSCR).*

(05) Verify other (WL) records

Printing the organization WL records is recommended during initial setup and implementation. These records are used by various payroll reports, including the general ledger, and report generator method codes, such as the accumulation method. Having a printed list of all the WL records aids in tracking general ledger messages and in verifying calculations that require them.

WL records are used extensively in the W2 process. Entering them, printing them, and keeping the hard copy for reference during year-end processing is recommended.

(06) Verify Tax records

Prior to each quarter-end and year-end, print the T1 records on the Control Headers (0103) report. Verify the EIN and UI numbers. Make any corrections needed on the Tax Specification Information form (T1-SCR) prior to producing quarterly or year-end tax reports.

☞ *Refer to Activating Taxes in the Payroll Organization Setup documentation for more information on the Tax Specification Information form (T1-SCR).*

Control Headers (0103) report troubleshooting (01 – 06)

```
CORP         01   ACME MANUFACTURING         C O N T R O L   H E A D E R S         REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                                   0103 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
AA ACME MANUFACTURING             CENTRAL DIVISION
AB 2 N RIVERSIDE PLAZA            18TH FLOOR
AC CHICAGO, IL              60606
AD CORP         DIV                       DEPT
(01)
   C R P                          P
   L P R    RUN     RUN  VERSION R   REPORT        USER    USER
   R T G    DATE    TYPE NUMBER  T   SELECTS       DATE    FIELD
AE 0 3 0 1998/03/24  9     17    0 000000000000 0000/00/00 0000
(02)
   BANK                            PRT O    COMPNY  PAY  PAY CLR RPT DROP CT P C  ROUTING  FRICK TAX    TAX
   CODE           FLS REC UIC HIST TAX L OT  CAT   SPLIT FRQ FRQ FRQ L H  RY W L  NUMBER  TAPE  OVRD   C1-2
AF                   Y   2   0    Y  Y 0    01    Y     2   Y   F 88 88 0  M Y 123456789  N    Y
          PAY DOCUMENT PRINT OPTIONS
   C1 C2 C3 C4 C5 C6 FUNC DEPT EARN DED PBD
AF N  N  N  N  N  N   Y         N    N   Y
(03)
   F              ANN.      P N    PAY        ANNIV.    PERIOD   PE P D   SAVE     PE P D ACTUAL
   R DESCRIPTION  FAC. WKS. P P    DATE       DATE      DATE     R. C C   PERIOD   R. C C HOURS PCT.
AJ 2 BI WEEKLY    2600 0200 1 Y 1998/03/27 1998/04/10 1998/03/27 07 2 2 1998/03/27 07 2 2 00000 0000
AJ 7 OFF MTHLY    1200 0434 1 Y 0000/00/00 1998/03/31 1998/02/28 02 1 1 1998/02/28 02 0 0 00000 0000
                                   VAC ACCR         SICK LEAVE ACCR
AL3                                100
(04)
   HED                  USE PRIORITY TC-2 USE TAX   DEFAULT-VALUES    AU P AD  HED H A A
   NBR CAT. DESCRIPTION VAC PER TEMP HR $ OT  FRQ FRQ TYPE MC AMT/PCT TO C HR  R T C C R MISC.
A8 001 15 REGULAR PAY     0 001 001  0  0  0   0   00  00  00 0000000 N  0  0  Y   0   2 1005001
A8 002 14 FUTURE RAISE    0 000 000  0  0  0   0   00  00  00 0000000 N  0  0
A8 003 01 OVERTIME PAY    1 003 003  0  0  3   0   00  00  00 0000000 N  0  0  N   0   2 1005010
A8 005 13 SLS COMMISSION  0 005 005  0  0  0   0   00  00  00 0000000 N  0  0  N   0   2 1005011
A8 100 02 VACATION        0 100 100  0  0  0   0   02  00  02 0000800 N  0  1  N   0   2 1005023
A8 125 13 SERVICE AWARD   0 125 125  0  0  0   0   21  00  02 0000000 N  0  0  N   0   2
A8 610 58 EMP MEDICAL     0 610 610  0  0  0   0   00  00  00 0000000 N  0  0  N   2
A8 620 58 401K            0 620 620  0  0  0   0   18  00  05 0000000 N  0  0  N   1
A8 625 54 401K CO MATCH   0 625 625  0  0  0   0   18  00  8A 0005000 N  0  0  Y   0
A8 850 51 STORE PURCHASE  0 850 850  0  0  0   0   00  00  00 0000000 N  0  0  N   0
A8 999 53 NET PAY         0 999 999  0  0  0   0   00  00  00 0000000 N  0  0  Y   0
(05)
WL FD6ADEBIT                12019887
WL FD6ARECEIVER             FIRST NATIONAL            001234589
WL FD6ASENDER               FIRST NATIONAL            001234589 EIN
WL FDJE101    U             FICA OASDI 101            101 FICA OASDI
WL FDJE101    W             FICA OASDI 101            101 FICA OASDI
WL FDJE102    U                                       102 FUI
WL FDJE102    W             102 FEDERAL               102 FEDERAL
WL FDJE103    U             FICA HI 103               FICA HI 103
WL FDJE103    W             103 FICA HI               103 FICA HI
```

```
WL FDJE2IN    U                                     IN SUI
WL FDJE2IN    W             IN SIT
WL FDJE2NJ    U                                     NJ SUI
WL FDJE2NJ    W                                     NJ SIT
WL FDJE3IN49  W                                     MARION CTY IN
CORP         01   ACME MANUFACTURING           C O N T R O L   H E A D E R S      REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV          0001 CENTRAL DIVISION                                                  0103 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
WL FDJE610                 80011500
WL FDJE620                 80011500
WL FDJE850                 80011500
WL FDJE999                 80011520
(06)
T1 101    FICA-OASDI                                                          Y
T1 102    FEDERAL W/H TAX                        12-000012345                 Y
T1 103    FICA-HI                                                             Y
T1 2IN    INDIANA        IN-10123456                                        2QY
T1 2NJ    NEW JERSEY     NJ-001234              NJ-005678               TX   Y
T1 3IN49  MARION, IN                                                          Y
T1 4NJSDI NJ DISAB                                                            Y
```

HED Register (2H2H) report

The HED Register (2H2H) report provides a detailed list by employee for each non-memo earning, deduction, and net pay HED. Entries on the Company Earnings form (A8-SCR) and Company Deductions form (A8-SCR) can be used to suppress the printing of selected earnings and deductions. The HED Register (2H2H) report, however, must be selected during each payroll run, because it forms part of the detail needed by the Combined Register (2222) report.

Information is provided for each employee payment and each adjustment. At least one line is produced for each employee who has an earning or deduction HED that has no current activity including any HEDs set up for the employee with no activity all year. A total line is produced for each type of adjustment as well as for employee payments generated in the payroll run.

Note: The source for earning 000 - Total Pay is the total gross wages in the Total Pay field on the Taxes To-Date Inquiry form (JT-SCR) for employee tax record 101, FICA-OASDI.

This report is used to provide a detailed listing of every employee set up for an earning and deduction along with the associated to-date amount, hours, or arrears. This report can also be used to provide a detailed register to third parties, such as credit unions, insurance companies, and unions, in support of a payment to them. Use this report to balance selected earnings and deductions.

Special considerations

This report provides the earning and deduction detail for the Combined Register (2222) report. If this report is not selected on every payroll run, the Combined Register will be incomplete.

Report Requests form (DD-SCR) entries (2H2H)

You must make the following field entries:

Field name	Field value
Report Code	2H2H
Report Select	1
Company Level	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other required form entries

For each earning or deduction that you want printed, select the Show on HED Register checkbox on the Company Earnings and Company Deductions forms (A8-SCR). Clear the checkbox unless you plan to use the register for a specific purpose. All of the detail will

still be fed to the Combined Register (2222) report and can be viewed there at the employee level. It is not uncommon to print only regular pay HED 001 (which also allows Total pay to print), net pay HED 999, direct deposit deductions, and any HED where the register is used for third party reporting.

The Show on HED Register checkbox is selected by default. Clear the checkbox to suppress the printing of an earning or deduction.

Report field details

Column heading	Description
CONTROL 3 NAME	Payroll Level 3 label from Company Name and Address form (AA-SCR).
CONTROL 4 NAME	Payroll Level 4 label from Company Name and Address form (AA-SCR).
CONTROL 5 NAME	Payroll Level 5 label from Company Name and Address form (AA-SCR).
CONTROL 6 NAME	Payroll Level 6 label from Company Name and Address form (AA-SCR).
EMPLOYEE	Employee number and employee name.
(NONE)	Memo earning and deduction description.
(NONE)	Memo earning and deduction number.
CURRENT AMOUNT	Memo earning and deduction current amount. Totaled.
HOURS/ARREARS	For memo earnings, current hours. For memo deductions, the memo deduction arrears amount. Totaled.
MONTHLY AMOUNT	Memo earning and deduction amount MTD. Totaled.
QUARTERLY AMOUNT	Memo earning and deduction amount QTD. Totaled.
YEARLY AMOUNT	Memo earning and deduction amount YTD. Totaled.
HOURS/ARREARS	For memo earnings, YTD hours. For memo deductions, YTD arrears amount. Totaled.

Report totals details

There are four types of total lines:

- PLS - plus adjustments
- MNS - minus adjustments
- MAN - manual payments
- Payments automatically produced by Payroll Administration

Warning lists

In addition to the separate detail of current, month-to-date, quarter-to-date, and year-to-date figures provided for each earning and deduction, the following warning categories are also provided:

- OVR lists current earnings for salaried employees whose pay is twice their normal pay period salary (or, over a specified amount ($10,000 in the US) if there is no normal salary), or, for hourly employees, over a specified amount ($600.00 in the US).
- STR lists an earning or deduction that was automatically started in this payroll run based on the Start Method and Start Value entries on the Employee Earnings And Deductions form (HH-SCR).
- STP lists an earning or deduction automatically stopped in this payroll run based on the Stop Method and Stop Value entries on the Employee Earnings And Deductions form (HH-SCR).
- ARR lists the point at which a deduction was placed into arrears.

All warnings print regardless of whether or not the HED is printed on the register.

Report Sorting, Totals and Spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1		New page after
ORGANIZATION LEVEL 2		New page after
HED NUMBER	Yes	New page after totals
PAYROLL LEVEL 3 CODE		
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		

Reviewing the HED Register (2H2H) report

1. Review the warnings

The warnings provided at the end of the report do not depend upon the HED being printed on the register. The warnings always print. You should review these warnings at the end of each pay run to verify that all HEDs that started or stopped are correct, that all arrears are correct, and that any pay over the limits is expected.

2. Do not look for memos

Memo earnings and deductions do not print on the HED Register (2H2H) report. This is controlled by the report generator code. Since the Combined Register (2222) report HED detail is created by 2H2H, Cyborg recommends that you do not modify this report to print memos. Doing so would cause the Combined Register to never balance gross-to-net. Memos may be printed using the Memo HED Register (2M2M) report.

☞ *Refer to the Solution View training materials for more information on producing reports.*

3. Adjustments creating no history are not reported

The source for the Combined Register (2222) report records is the Multiple Master Record created during the pay run. These Multiple Master Records become Payment History Records on the maintenance run following the pay run (Step 6). If no history records are to be created, the Multiple Master is not created and no detail is reported. The 'to-date' buckets will reflect the adjustment amount.

HED Register (2H2H) sample report

```
CORP          01   ACME MANUFACTURING                    HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV           0001 CENTRAL DIVISION                                                   2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                                 CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                                AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   ADM  0055      1001       LARSON, LINDA      TOTAL PAY       000    2,600.00    80.00  3,900.00  3,900.00   3,900.00     120.00
01   ADM  0055      1012       WARD, CHESTERON    TOTAL PAY       000    1,058.00    80.00  2,116.00  7,564.70   7,564.70     568.00
01   MANU 0005      1006       COSTELLO, SUSANNE  TOTAL PAY       000      630.00    80.00  1,230.00  4,410.00   4,410.00     576.00
01   MANU 0005      1011       PITARO, JOSEPH C.  TOTAL PAY       MNS         .00   -16.00       .00       .00        .00         .00
01   MANU 0005      1011       PITARO, JOSEPH C.  TOTAL PAY       PLS       92.50    16.00       .00       .00        .00         .00
01   MANU 0005      1011       PITARO, JOSEPH C.  TOTAL PAY       000      740.00    80.00  1,572.50  5,494.50   5,494.50     576.00
01   MANU 0055      1010       PENDARVIS, MARTIN  TOTAL PAY       000      724.50    88.00       .00       .00        .00         .00
01   MANU 0055      1010       PENDARVIS, MARTIN  TOTAL PAY       000      250.00      .00  1,604.50  4,849.00   4,849.00     576.00
01   MANU 0555      1008       HALL, RHONDA D.    TOTAL PAY       MAN    2,100.00    80.00       .00       .00        .00         .00
01   MANU 0555      1008       HALL, RHONDA D.    TOTAL PAY       000         .00      .00  4,200.00 14,700.00  14,700.00     560.00
*TOTAL PAY       000                                                        92.50              .00                  .00
                                                                      PLS              16.00                .00                     .00
                                                                                         .00              .00                  .00
                                                                      MNS             -16.00                .00                     .00
                                                                                    2,100.00              .00                  .00
                                                                      MAN              80.00                .00                     .00
                                                                                    6,002.50        14,623.00            40,918.20
                                                                                      408.00            40,918.20                2,976.00
CORP          01   ACME MANUFACTURING                    HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV           0001 CENTRAL DIVISION                                                   2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                                 CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                                AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   ADM  0055      1001       LARSON, LINDA      REGULAR PAY     001    2,600.00    80.00  3,900.00  3,900.00   3,900.00     120.00
01   ADM  0055      1012       WARD, CHESTERON    REGULAR PAY     001      529.00    40.00  1,587.00  6,877.00   6,877.00     520.00
01   MANU 0005      1006       COSTELLO, SUSANNE  REGULAR PAY     001      540.00    72.00  1,140.00  4,140.00   4,140.00     552.00
01   MANU 0005      1011       PITARO, JOSEPH C.  REGULAR PAY     MNS      -92.50   -16.00       .00       .00        .00         .00
01   MANU 0005      1011       PITARO, JOSEPH C.  REGULAR PAY     001      740.00    80.00  1,387.50  5,087.50   5,087.50     544.00
01   MANU 0055      1010       PENDARVIS, MARTIN  REGULAR PAY     001      630.00    80.00       .00       .00        .00         .00
01   MANU 0055      1010       PENDARVIS, MARTIN  REGULAR PAY     001         .00      .00  1,260.00  4,410.00   4,410.00     560.00
01   MANU 0555      1008       HALL, RHONDA D.    REGULAR PAY     001         .00      .00  2,100.00 12,600.00  12,600.00     480.00
*REGULAR PAY     001                                                         .00              .00                  .00
                                                                      PLS               .00                .00                     .00
                                                                                       -92.50              .00                  .00
                                                                      MNS             -16.00                .00                     .00
                                                                                         .00              .00                  .00
                                                                      MAN               .00                .00                     .00
                                                                                    5,039.00        11,374.50            37,014.50
                                                                                      352.00            37,014.50                2,776.00
CORP          01   ACME MANUFACTURING                    HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV           0001 CENTRAL DIVISION                                                   2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                                 CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                                AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   ADM  0055      1001       LARSON, LINDA      NET PAY         999    1,690.80      .00  2,624.38  2,624.38   2,624.38         .00
01   ADM  0055      1012       WARD, CHESTERON    NET PAY         999      784.51      .00  1,515.58  5,620.38   5,620.38         .00
01   MANU 0005      1006       COSTELLO, SUSANNE  NET PAY         999      511.73      .00    956.41  3,447.25   3,447.25         .00
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```
01   MANU 0005      1011       PITARO, JOSEPH C.  NET PAY         999      578.53      .00  1,120.04  4,128.21   4,128.21        .00
01   MANU 0055      1010       PENDARVIS, MARTIN  NET PAY         999      544.01      .00       .00       .00        .00        .00
01   MANU 0055      1010       PENDARVIS, MARTIN  NET PAY         999      154.46      .00  1,141.92  3,527.16   3,527.16        .00
01   MANU 0555      1008       HALL, RHONDA D.    NET PAY         MAN    1,655.40      .00       .00       .00        .00        .00
01   MANU 0555      1008       HALL, RHONDA D.    NET PAY         999        .00      .00  3,250.80 11,359.65  11,359.65        .00
*NET PAY         999                                                        .00               .00                   .00
                                                                PLS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MNS                .00                .00                   .00
                                                                           1,655.40                .00                   .00
                                                                MAN                .00                .00                   .00
                                                                           4,264.04          10,609.13            30,707.03
                                                                                   .00           30,707.03                .00
CORP          01   ACME MANUFACTURING                  HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV           0001 CENTRAL DIVISION                                                2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                          CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                         AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   MANU 0005      1011       PITARO, JOSEPH C.  REGULAR PAY     OVR      740.00    80.00  1,387.50  5,087.50   5,087.50     544.00
01   MANU 0055      1010       PENDARVIS, MARTIN  REGULAR PAY     OVR      630.00    80.00       .00       .00        .00        .00
*REGULAR PAY     001                                                        .00               .00                   .00
                                                                PLS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MNS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MAN                .00                .00                   .00
                                                                           1,370.00          1,387.50             5,087.50
                                                                             160.00           5,087.50                544.00
CORP          01   ACME MANUFACTURING                  HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV           0001 CENTRAL DIVISION                                                2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                          CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                         AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   ADM  0055      1001       LARSON, LINDA      EMP MEDICAL     STR       25.00      .00     25.00     25.00      25.00        .00
01   MANU 0555      1008       HALL, RHONDA D.    EMP MEDICAL     ARR         .00    30.00     60.00    180.00     180.00      30.00
*EMP MEDICAL     610                                                        .00               .00                   .00
                                                                PLS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MNS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MAN                .00                .00                   .00
                                                                            25.00             85.00               205.00
                                                                             30.00            205.00                30.00
CORP          01   ACME MANUFACTURING                  HED REGISTER                REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     3
DIV           0001 CENTRAL DIVISION                                                2H2H PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                                          CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                         AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
01   ADM  0055      1012       WARD, CHESTERON    STORE PURCHASE  STP       50.00      .00    100.00    150.00     150.00        .00
*STORE PURCHASE  850                                                        .00               .00                   .00
                                                                PLS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MNS                .00                .00                   .00
                                                                               .00                .00                   .00
                                                                MAN                .00                .00                   .00
```

```
                                                                                  50.00            100.00              150.00
                                                                                           .00             150.00                   .00
```

Memo HED Register (2M2M) report

The Memo HED Register (2M2M) is like the HED Register (2H2H) except it provides a detailed list by employee for each memo earning and deduction. Entries on the Company Earnings form and Company Deductions form (A8-SCR) can be used to suppress the printing of selected memo earnings and deductions.

Information is provided for each employee payment and each adjustment. At least one line is produced for each employee who has the memo even if there is no current activity or any activity all year.

The report is used to provide a detailed listing of every employee with the memo HED along with the associated to-date amounts and hours. This report can me used to provide a detail register to third parties, such as insurance companies for the employer portion of the payment, in support of the payment made to them.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	2M2M
Report Select	1
Company Level	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other required form entries

For each memo earning or deduction that you want printed, select the Show on HED Register checkbox on the Company Earnings and Company Deduction forms (A8-SCR). Clear the checkbox unless you plan to use the register for a specific purpose.

Report field details

Column heading	Description
CONTROL 3 NAME	Payroll Level 3 label from Company Name and Address form (AA-SCR).
CONTROL 4 NAME	Payroll Level 4 label from Company Name and Address form (AA-SCR).
CONTROL 5 NAME	Payroll Level 5 label from Company Name and Address form (AA-SCR).
CONTROL 6 NAME	Payroll Level 6 label from Company Name and Address form (AA-SCR).

Column heading	Description
EMPLOYEE	Employee number and employee name.
(NONE)	Memo earning and deduction description.
(NONE)	Memo earning and deduction number.
CURRENT AMOUNT	Memo earning and deduction current amount. Totaled.
HOURS/ARREARS	For memo earnings, current hours. For memo deductions, the memo deduction arrears amount. Totaled.
MONTHLY AMOUNT	Memo earning and deduction amount MTD. Totaled.
QUARTERLY AMOUNT	Memo earning and deduction amount QTD. Totaled.
YEARLY AMOUNT	Memo earning and deduction amount YTD. Totaled.
HOURS/ARREARS	For memo earnings, YTD hours. For memo deductions, YTD arrears amount. Totaled.

Report totals details

There are four types of total lines:

- PLS - plus adjustments
- MNS - minus adjustments
- MAN - manual payments
- Payments automatically produced by Payroll Administration

Warning lists

In addition to the separate detail of current, month-to-date, quarter-to-date, and year-to-date figures provided for each earning and deduction, the following warning categories are also provided:

- OVR lists current earnings for salaried employees whose pay is twice their normal pay period salary (or, over a specified amount ($10,000 in the US) if there is no normal salary), or, for hourly employees, over a specified amount ($600.00 in the US).
- STR lists an earning or deduction that was automatically started in this payroll run based on the Start Method and Start Value entries on the Employee Earnings And Deductions form (HH-SCR).
- STP lists an earning or deduction automatically stopped in this payroll run based on the Stop Method and Stop Value entries on the Employee Earnings And Deductions form (HH-SCR).
- ARR lists the point at which a deduction was placed into arrears.

All warnings print regardless of whether or not the HED is printed on the register.

Report Sorting, Totals and Spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1		New page after
ORGANIZATION LEVEL 2		New page after
HED NUMBER	Yes	New page after totals
PAYROLL LEVEL 3 CODE		
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		

Memo HED Register (2M2M) sample report

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CORPORATION  99   ACME MANUFACTURING                MEMO HED REGISTER                REPT PERIOD 03/24/2000 FILE VERSION 24 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                      EARNINGS                    2M2M PERIOD 00/00/0000 TIME 13:54 DATE 03/26/2000
REGI DEPA SECT GROU   EMPLOYEE                                                 CURRENT  HOURS/    MONTHLY QUARTERLY    YEARLY     HOURS/
                                                                                AMOUNT  ARREARS    AMOUNT   AMOUNT     AMOUNT     ARREARS
                    2001       REYNOLDS, BRENDA   CALENDAR MEMO   044      420.00      .00  1,377.12  1,377.12   1,377.12        .00
                    2006       COSTELLO, SUSANNE  CALENDAR MEMO   044      246.08      .00    738.24    738.24     738.24        .00
                    2008       HALL, RHONDA D.    CALENDAR MEMO   044   22,386.14      .00 67,158.42 67,158.42  67,158.42        .00
                    2010       PENDARVIS, MARTIN  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    2011       PITARO, JOSEPH C.  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    2012       WARD, CHESTERON    CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    2014       GRANT, KEITH L.    CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    2016       SHEA, JEFFERY B.   CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3005       SWALTER, STEVEN Y  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3010       RUNYON, BRENDA     CALENDAR MEMO   044      269.23      .00    807.69    807.69     807.69        .00
                    3012       SCHAEFER, JOANNA S CALENDAR MEMO   044      259.00      .00    777.00    777.00     777.00        .00
                    3014       SULLIVAN, MIKE M.  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3016       SANTANA, LOUISE    CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3020       CHOU, LO           CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3021       BISHOP, MARIA      CALENDAR MEMO   044      290.49      .00    871.47    871.47     871.47        .00
                    3023       DANIELS, JEFFREY C CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    3024       SPENSER, WILLIAM M CALENDAR MEMO   044      223.93      .00    671.79    671.79     671.79        .00
                    6005       SANDERS, STEVEN S  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
                    6010       RITTER, BRENDA     CALENDAR MEMO   044      201.92      .00    605.76    605.76     605.76        .00
01   ADM            1236       HAMMER, JAMES B.   CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
01   MAIN           1115       SWEENY, BARBARA    CALENDAR MEMO   044         .00      .00    -54.93    -54.93     -54.93        .00
01   MAIN           1116       COMPTON, SUSAN A   CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
01   MAIN           1806       HAYES, JOHNS A     CALENDAR MEMO   044         .00      .00    474.33    474.33     474.33        .00
01   MANU           1258       CACH, ROBERT       CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
01   MANU 103  A    1234       AUSTIN, STEVEN     CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
01   MANU 104  A    1008       MAURICE, STACY E.  CALENDAR MEMO   044      259.00      .00    777.00    777.00     777.00        .00
01   MANU 104  A    1010       MOHR, MICHAEL T.   CALENDAR MEMO   044      179.14      .00    522.49    522.49     522.49        .00
01   MANU 105  C    1006       MERTZ, LYNNE C.    CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
02   ADM            1043       BALDWIN, ALICE A   CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
02   MANU           1313       PRESCOTT, KEVIN    CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
02   MANU 105  B    1255       JOHNSON, WALTER D  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
02   MANU 105  B    1378       LYNDEN, ANNETTE C. CALENDAR MEMO   044      117.25      .00    351.75    351.75     351.75        .00
02   SALE           1578       MAGUIRE, HENRY S.  CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
02   SALE 104  B    1432       ISLEY, JEANETTE J. CALENDAR MEMO   044         .00      .00       .00       .00        .00        .00
03   PURC 103  A    1001       MEYER, JUNE        CALENDAR MEMO   044      336.54      .00  1,009.62  1,009.62   1,009.62        .00
*HED NUMBER      044                                                           .00                .00                   .00
                                                                     PLS                .00                .00                   .00
                                                                              .00                .00                   .00
                                                                     MNS                .00                .00                   .00
                                                                              .00                .00                   .00
                                                                     MAN                .00                .00                   .00
                                                                      25,188.72         76,087.75            76,087.75
                                                                                .00           76,087.75                      .00
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Tax Filing Report - Paid Frequencies Only (2T2T) report

The Tax Filing Report - Paid Frequencies Only (2T2T) report provides summary data for each tax authority. Summary totals are provided for taxable wages, tax withheld, weeks worked, and employee count. These totals are derived from tax records for every employee whose pay frequency is being paid on this run. This is the primary report used to prepare tax deposits and returns. It is also the primary source of wage and tax information required to prepare various tax reports such as tax deposits, unemployment insurance summary reports, and monthly, quarterly, or annual tax reconciliation.

It should be balanced after every payroll run to ensure that quarter-to-date and year-to-date totals are always accurate. This will prevent additional work at critical times, such as year-end processing.

Several fields are unique in content and purpose:

- The TOTAL GROSS WAGES field of tax record 101 FICA-OASDI is the source of the HED Register for earning 000 (total pay).
- The quarter-to-date PREMIUM O.T. field for state tax records contains the quarter-to-date uncutoff unemployment wages.
- The year-to-date FICA-OASDI and FICA-HI taxable wages and all unemployment wages are shown cut off at the limit for employees who have reached the annual taxable wage maximum.

Special considerations

This report provides the tax detail for the Combined Register (2222) report. If it is not selected on every payroll run, the Combined Register report will be incomplete.

You can view Field 117 through Field 124 on the Taxes To-Date/Field Number Inquiry form (JT-SCR).

Report Request form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	2T2T
Report Select	1
Company Level	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Optional Report Requests form (DD-SCR) entries

Type 2T2T in the User Field text box to cause all tax record detail to print on the Combined Register for each employee. If you use this value, deselect the HED Register report. Producing employee detail can be useful in finding a tax out-of-balance condition.

You should use this User Field value only in a special off-cycle (N99) payroll run that is being run for the exclusive purpose of producing this report. Do not use this option as part of a normal payroll run, since the HED Register (2H2H) report and the normal information on the Combined Register report will not be generated. You should use the Print Every Pay Run value as you would for a normal payroll run.

Report field details

The field names and numbers under Column Information in the chart below are taken from the Taxes To-Date Inquiry form (JT-SCR) and Taxes To-Date/Field Number Inquiry form (JD-SCR) for each type of tax.

☞ *Refer to Employee Taxes in the Payroll Employee Setup documentation for more information about these forms.*

Note: This report only produces totals. Each value printed on the report is a total for that field's accumulation period for all employee tax records contained in the report. Therefore, the totaling column is not used in the following field charts.

For FICA-OASDI and FICA-HI:

Column heading	Description
(NONE)	Name of tax authority
(NONE)	Tax Code
EMPLOYER FICA WAGES	Employer FICA wages - FLD117
EMPLOYEE FICA WAGES	Employee FICA wages - FLD118
TOTAL GROSS WAGES	Total Pay (shown only for FICA-OASDI) - FLD119
EMPLOYEE FICA TAX	Employee FICA tax - FLD122
(NONE)	Not used by FICAs – FLD121
EMPLOYER FICA TAX	Employer FICA tax - FLD120
(NONE)	Not used except for YTD, which is FICA wages earned by employees transferred to this organization using the Employee Transfer form (ET-SCR) option: Data - Old/New organizations Amounts - Old organizations YTD Wage – Old/New organizations
NUMBER PAID	Number of employees paid or adjusted who were calculated by this report

EMPLOYER FICA WAGES and EMPLOYEE FICA WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. YTD wages are stored uncutoff on each

employee tax record. The report prints the FICA wages up to the limit only in the YTD area. This means that the FICA tax can be proven on any report by calculating the following:

YTD FICA wage x FICA rate = YTD FICA tax

TOTAL GROSS WAGES is a total of all earnings paid, regardless of taxability.

For federal withholding tax:

Column heading	Description
(NONE)	Name of tax authority
(NONE)	Tax Code
WORK WAGES	Work wages - FLD117
RESIDENT WAGES	Resident wages - FLD118
WITHHOLDING WAGES	Taxable wages - FLD119
WITHHOLDING TAX	FIT withheld - FLD120
FUI WAGES	FUI wages - FLD121
EARNED INC. CREDIT	EIC - FLD122
PREMIUM O.T.	Premium portion of overtime - FLD123
NUMBER PAID	Number of employees paid or adjusted (calculated by this report)

FUI WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD FUI wages are uncutoff on employee records, the report displays only the FUI wages up to the limit in the YTD area.

Federal Tax Code 102 is changed to and reported as 150 internally by the report for sorting purposes only. This tax code change allows FICA-OASDI - 101 and FICA-HI - 103 to be shown together, followed by the federal withholding tax.

For state taxes:

Column heading	Description
(NONE)	Name of tax authority
(NONE)	Tax Code
WORK WAGES	Work state wages - FLD117
RESIDENT WAGES	Resident state wages - FLD118 *Note: These are the total wages accumulated for unemployment/disability.*
WITHHOLDING WAGES	Taxable wages - FLD119
WITHHOLDING TAX	SIT withheld - FLD120
SUI WAGES	SUI wages - FLD121
UNEMPLOYMENT TAX	Employee paid unemployment tax - FLD122

Column heading	Description
PREMIUM O.T./QTD-SUI TTL	Premium portion of overtime - current, MTD, YTD - FLD123 Uncutoff SUI wages - QTD - FLD123
NUMBER PAID	Number of employees paid or adjusted (calculated by this report)

SUI WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD SUI wages are uncutoff on employee records, the report displays only the SUI wages up to the limit in the YTD area.

QTD - SUI WAGES are total wages subject to SUI for the quarter, regardless of whether the annual taxable wage limit has been met.

For local taxes (county, city or state disability):

Column heading	Description
(NONE)	Name of tax authority
(NONE)	Tax Code
WORK WAGES	Work locality wages - FLD117
RESIDENT WAGES	Resident locality wages - FLD118
WITHHOLDING WAGES	Local income taxable wages - FLD119
WITHHOLDING TAX	Local income tax withheld - FLD120
DISABILITY WAGES	State disability wages - FLD121
DISABILITY TAX	Employee paid disability tax - FLD122
PREMIUM O.T.	Premium portion of overtime - current, MTD, YTD - FLD123 Uncutoff state disability wage - QTD - FLD123
NUMBER PAID	Number of employees paid or adjusted (calculated by this report)

State DISABILITY WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD state disability wages are uncutoff on employee records, the report displays only the state disability wages up to the limit in the YTD area.

Report totals details

All tax and wage amounts are totaled for each tax type.

Report sorting, totals and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1		New page after

Field	Total	Report spacing
ORGANIZATION LEVEL 2		New page after
TAX TYPE	X	New page before and after
TAX CODE	X	Double space after

Reviewing the Tax Filing Report - Paid Frequencies Only (2T2T)

1. Adjustments creating no history are not reported

The source for the Tax Filing report records is the Multiple Master Record created during the pay run. These Multiple Master Records become Payment History records on the maintenance run following the pay run (Step 6). If no Payment History Records are to be created, the Multiple Master is not created and no detail is reported. The 'to-date' buckets will reflect the adjustment amount.

2. Review the number paid

Review the total pay amount from the Combined Register and the Number Paid from the Tax Filing Report - Paid Frequencies Only (2T2T) report to catch any errors, such as a very large number of time entries missing.

Tax Filing Report - Paid Frequencies Only (2T2T) report

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CORP          01   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV           0001 CENTRAL DIVISION                    PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                          EMPLOYER       EMPLOYEE        TOTAL        EMPLOYEE                    EMPLOYER                    NUMBER
                         FICA WAGES     FICA WAGES     GROSS WAGES     FICA TAX                    FICA TAX                     PAID
*FICA-OASDI       01
                  PLS          92.50          92.50          92.50          .00          .00          5.74          .00        1
                  MAN       2,100.00       2,100.00       2,100.00       126.48          .00        130.20          .00        1
                  CUR       5,977.50       5,977.50       6,002.50       376.34          .00        370.60          .00        6
                  MTD      14,313.00      14,313.00      14,623.00       883.69          .00        887.41          .00        6
                  QTD      40,038.20      40,038.20      40,918.20     2,478.65          .00      2,482.37          .00        6
                  YTD      40,038.20      40,038.20      40,918.20     2,478.65          .00      2,482.37          .00        6
*FICA-HI          03
                  PLS          92.50          92.50            .00          .00          .00          1.34          .00        1
                  MAN       2,100.00       2,100.00            .00        29.58          .00         30.45          .00        1
                  CUR       5,977.50       5,977.50            .00        88.02          .00         86.68          .00        6
                  MTD      14,313.00      14,313.00            .00       206.67          .00        207.54          .00        6
                  QTD      40,038.20      40,038.20            .00       579.69          .00        580.56          .00        6
                  YTD      40,038.20      40,038.20            .00       579.69          .00        580.56          .00        6
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING       FUI         EARNED         PREMIUM
                          WAGES          WAGES          WAGES           TAX          WAGES     INC. CREDIT        O.T.
*FEDERAL W/H TAX  50
                  PLS          92.50          92.50          92.50           .00        92.50          .00           .00        1
                  MAN       2,100.00       2,100.00       2,100.00       206.48          .00          .00           .00        1
                  CUR       5,921.24       5,921.24       5,921.24       924.49     5,592.80          .00         61.50        6
                  MTD      14,195.08      14,195.08      14,195.08     1,770.74     9,788.30          .00         61.50        6
                  QTD      39,601.38      39,601.38      39,601.38     4,123.49    32,133.50          .00        279.90        6
                  YTD      39,601.38      39,601.38      39,601.38     4,123.49    32,133.50          .00        279.90        6
CORP          01   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV           0001 CENTRAL DIVISION                    PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING       SUI      UNEMPLOYMENT  PREMIUM O.T.  NUMBER
                          WAGES          WAGES          WAGES           TAX          WAGES          TAX      /QTD-SUI TTL   PAID
*INDIANA          IN
                  MAN       2,100.00       2,100.00       2,100.00        68.05          .00          .00           .00        1
                  CUR       2,575.00       2,575.00       2,575.00        87.55     2,575.00          .00           .00        1
                  MTD       8,015.00       8,015.00       8,015.00       267.85     3,875.00          .00           .00        2
                  QTD      18,395.00      18,395.00      18,395.00       614.22    10,875.00          .00     18,395.00        2
                  YTD      18,395.00      18,395.00      18,395.00       614.22    10,875.00          .00           .00        2
*NEW JERSEY       NJ
                  PLS          92.50          92.50          92.50           .00        92.50          .00           .00        1
                  CUR       3,346.24       3,346.24       3,346.24        80.99     3,402.50        14.85         61.50        5
                  MTD       6,180.08       6,180.08       6,180.08       152.19     6,298.00        26.75         61.50        4
                  QTD      21,206.38      21,206.38      21,206.38       530.23    21,643.20        91.98     21,643.20        4
                  YTD      21,206.38      21,206.38      21,206.38       530.23    21,643.20        91.98        279.90        4
CORP          01   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     3
DIV           0001 CENTRAL DIVISION                    PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING       SUI      UNEMPLOYMENT  PREMIUM O.T.  NUMBER
                          WAGES          WAGES          WAGES           TAX          WAGES          TAX      /QTD-SUI TTL   PAID
*TAX TYPE         2
                  PLS          92.50          92.50          92.50           .00        92.50          .00           .00        1
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                MNS              .00            .00            .00            .00            .00            .00            .00
                MAN         2,100.00       2,100.00       2,100.00          68.05            .00            .00            .00        1
                CUR         5,921.24       5,921.24       5,921.24         168.54       5,977.50          14.85          61.50        6
                MTD        14,195.08      14,195.08      14,195.08         420.04      10,173.00          26.75          61.50        6
                QTD        39,601.38      39,601.38      39,601.38       1,144.45      32,518.20          91.98      40,038.20        6
                YTD        39,601.38      39,601.38      39,601.38       1,144.45      32,518.20          91.98         279.90        6
CORP         01   ACME MANUFACTURING                     TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     4
DIV          0001 CENTRAL DIVISION                     PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING                                      PREMIUM  NUMBER
                          WAGES          WAGES           WAGES           TAX                                         O.T.    PAID
*MARION, IN     IN49
                MAN         2,100.00       2,100.00       2,100.00          14.01       2,100.00            .00            .00        1
                CUR         2,575.00       2,575.00       2,575.00          17.49            .00            .00            .00        1
                MTD         8,015.00       8,015.00       8,015.00          54.07       4,140.00            .00            .00        2
                QTD        18,395.00      18,395.00      18,395.00         125.38      14,520.00            .00            .00        2
                YTD        18,395.00      18,395.00      18,395.00         125.38      14,520.00            .00            .00        2
CORP         01   ACME MANUFACTURING                     TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     5
DIV          0001 CENTRAL DIVISION                     PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING                                      PREMIUM  NUMBER
                          WAGES          WAGES           WAGES           TAX                                         O.T.    PAID
*TAX TYPE       3
                PLS              .00            .00            .00            .00            .00            .00            .00
                MNS              .00            .00            .00            .00            .00            .00            .00
                MAN         2,100.00       2,100.00       2,100.00          14.01       2,100.00            .00            .00        1
                CUR         2,575.00       2,575.00       2,575.00          17.49            .00            .00            .00        1
                MTD         8,015.00       8,015.00       8,015.00          54.07       4,140.00            .00            .00        2
                QTD        18,395.00      18,395.00      18,395.00         125.38      14,520.00            .00            .00        2
                YTD        18,395.00      18,395.00      18,395.00         125.38      14,520.00            .00            .00        2
CORP         01   ACME MANUFACTURING                     TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     6
DIV          0001 CENTRAL DIVISION                     PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING    DISABILITY    DISABILITY       PREMIUM  NUMBER
                          WAGES          WAGES           WAGES           TAX           WAGES           TAX           O.T.    PAID
*NJ DISAB       NJSDI
                PLS              .00            .00            .00            .00          92.50            .00            .00        1
                CUR              .00            .00            .00            .00       3,402.50          17.47            .00        5
                MTD              .00            .00            .00            .00       6,298.00          31.49            .00        4
                QTD              .00            .00            .00            .00      21,643.20         108.21      21,643.20        4
                YTD              .00            .00            .00            .00      21,643.20         108.21            .00        4
CORP         01   ACME MANUFACTURING                     TAX FILING REPORT        REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     7
DIV          0001 CENTRAL DIVISION                     PAID FREQUENCIES ONLY      2T2T PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
                           WORK         RESIDENT      WITHHOLDING    WITHHOLDING    DISABILITY    DISABILITY       PREMIUM  NUMBER
                          WAGES          WAGES           WAGES           TAX           WAGES           TAX           O.T.    PAID
*TAX TYPE       4
                PLS              .00            .00            .00            .00          92.50            .00            .00        1
                MNS              .00            .00            .00            .00            .00            .00            .00
                MAN              .00            .00            .00            .00            .00            .00            .00
                CUR              .00            .00            .00            .00       3,402.50          17.47            .00        5
                MTD              .00            .00            .00            .00       6,298.00          31.49            .00        4
                QTD              .00            .00            .00            .00      21,643.20         108.21      21,643.20        4
                YTD              .00            .00            .00            .00      21,643.20         108.21            .00        4
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Combined Register (2222) report

The Combined Register (2222) report details all of the earnings, deductions, and taxes for each employee payment produced during the run, along with any manual payments or adjustments entered since the last pay period. The report separates details of each payment or adjustment for an employee. The last payment or adjustment for each employee lists the employee's month-to-date, quarter-to-date, and year-to-date totals.

If an employee did not receive a payment during the run, the month-to-date, quarter-to-date, and year-to-date totals are still printed.

This report also contains a check register and a direct deposit register listing by reconciliation number for each pay document that was printed.

Use this report as the primary payroll register and balancing report. You may use the total pages to confirm proper payment totals and verify total taxes withheld and deposits made. It can also be useful as a source of answers to employee questions or if it becomes necessary to reproduce a payment. You should also use it to ensure that the system is in balance, gross-to-net, after each payroll run.

Special considerations

This report provides the earning, deduction, and tax detail for the payroll run using the detail records produced by the HED Register Report (2H2H) report, the Tax Filing Report - Paid Frequencies Only (2T2T) report, Pay Document, Deposit Advice and Paystub (6767) report, and Pay Document, Check and Paystub (6868) report. Failure to produce any of these reports will result in an incomplete Combined Register (2222) report.

Technical processing considerations

The batch system program P5PRNT requires a P5 transaction with the characters COMBINED REGISTER typed in positions 24 through 40. For summary totals only, type COMBINED REGISTER TOTALS in positions 24 through 47.

☞ *Refer to the Technical Administration documentation for more information about the P5 control record.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	2222
Report Select	1

Report field details

1. Employee detail

The first line of each payment contains the following information:

Note: The letter that follows each item refers to a section of the report in the sample later in the section that is marked with the same reference letter.

- Payroll Level 3, 4, 5, and 6 values from the employee's home location (A)
- Employee Number (B)
- employee's legal name (C)
- employee's pay rate or salary from earning 001 (D)
- number of dependents claimed for federal income tax (E)
- number of dependents claimed for state income tax (F)
- period-end date for the employee's pay frequency (G)
- routing number of the bank for direct deposit (H)
- reconciliation number of the check or direct deposit (I)

Note: This line is not produced for totals.

The payment details are as follows:

- Column 1 contains the name of the earning, deduction, or tax authority. (J)
- Column 2 contains the earning or deduction number or tax code. (K)
- Column 3 contains the current amount. (L)
- Column 4 contains one of the following:
  - the hours or units for earnings
  - employer-paid FICA, Earned Income Credit, withheld UI or withheld state disability for taxes
  - arrears for deductions (M)
- Column 5 contains the month-to-date amount. (N)
- Column 6 contains the month-to-date hours or units for earnings, withheld UI or withheld state disability for taxes, and arrears for deductions. (O)
- Column 7 contains quarter-to-date amount. (P)
- Column 8 contains the quarter-to-date hours or units for earnings, withheld UI or withheld state disability for taxes, and arrears for deductions. (Q)
- Column 9 contains year-to-date amount. (R)
- Column 10 contains the year-to-date hours or units for earnings, withheld UI or withheld state disability for taxes, and arrears for deductions. (S)

2. Payment/deposit register

Column heading	Description
P6 CONTROL RECORDS	As submitted
CONTROL 3 NAME	Payroll Level 3 label from the employee's home location
CONTROL 4 NAME	Payroll Level 4 label from the employee's home location
CONTROL 5 NAME	Payroll Level 5 label from the employee's home location
CONTROL 6 NAME	Payroll Level 6 label from the employee's home location
EMPLOYEE	Employee Number and employee name

Column heading	Description
PAY DATE	Payment date for the employee's frequency
RECON NBR.	Check/deposit advice number
PAY AMOUNT	Net Pay deduction 999, totaled

The first four column headings on the report, which pertain to the data following the P6 records, are user-defined by the Control Level Descriptions entries on the Company Name and Address form (AA-SCR). The first four positions of each Payroll Level title are used.

Report totals details

Totals are provided for each earning, tax, deduction, and net pay. A total is produced whenever a change in a Payroll Level occurs if a label for that level has been entered on the Company Name and Address form (AA-SCR). The breaks are in order, from lowest to highest: Payroll Level 6, 5, 4, 3, 2, and 1. A report total is also provided for all organizations.

Report Sorting, Totals and Spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
PAYROLL LEVEL 3 CODE	X	Double space before
PAYROLL LEVEL 4 CODE	X	Double space before
PAYROLL LEVEL 5 CODE	X	Double space before
PAYROLL LEVEL 6 CODE	X	Double space before
EMPLOYEE NUMBER		

Reviewing the Combined Register (2222) report

1. Do not review as a labor report

The employee payroll levels shown are always from the payroll home location assigned on the Payroll Home Location/Pay Allocations form (GG-SCR). Use the Labor (1L1L) report to view labor only.

2. The employee name line with no detail following is acceptable

Any adjustment that updates only taxable wage fields shows only the name line with no detail on the Combined Register (2222) report. This is because no wage fields are reported on the Combined Register, so only the name line is available to be shown. Use the Payroll Audit Trail (0101) report to verify the taxable wage being updated.

Employees with no YTD earnings also are shown as only one line.

3. Adjustments creating no history are not reported

The source for the Combined Register (2222) report records is the Multiple Master Record created during the pay run. These Multiple Master Records become Payment History Records on the maintenance run following the pay run (Step 6). If no history records are to be created, the Multiple Master is not created and no detail is reported. The 'to-date' buckets will reflect the adjustment amount.

Combined Register (2222) sample report

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CORP         01   ACME MANUFACTURING                  COMBINED REGISTER            REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                                 2222 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                       * * * MONTH * * *           * * * QUARTER * * *          * * * YEAR * * *
      (A)            (B)        (C)                   (D)           (E)    (F)   (G)          (H)                (I)
01   ADM  0055      1001       LARSON, LINDA          RATE    .0000 FED 00 ST 00 PE 03/27/98 BANK    123456789  RECON NBR 88000872
   (J)           (K)        (L)              (M)      (N)              (O)          (P)             (Q)          (R)              (S)
TOTAL PAY       000       2,600.00          80.00     3,900.00        120.00       3,900.00        120.00       3,900.00        120.00
REGULAR PAY     001       2,600.00          80.00     3,900.00        120.00       3,900.00        120.00       3,900.00        120.00
FICA-OASDI      101         159.65         159.65       240.25        240.25         240.25        240.25         240.25        240.25
FICA-HI         103          37.34          37.34        56.19         56.19          56.19         56.19          56.19         56.19
FEDERAL W/H TAX 150         582.17            .00       796.38           .00         796.38           .00         796.38           .00
INDIANA         2IN          87.55            .00       131.75           .00         131.75           .00         131.75           .00
MARION, IN      3IN          17.49            .00        26.05           .00          26.05           .00          26.05           .00
EMP MEDICAL     610          25.00            .00        25.00           .00          25.00           .00          25.00           .00
NET PAY         999       1,690.80            .00     2,624.38           .00       2,624.38           .00       2,624.38           .00
01   ADM  0055      1012       WARD, CHESTERON        RATE  13.2250 FED 03 ST 04 PE 03/27/98 BANK    123456789  RECON NBR 88000873
TOTAL PAY       000       1,058.00          80.00     2,116.00        160.00       7,564.70        568.00       7,564.70        568.00
REGULAR PAY     001         529.00          40.00     1,587.00        120.00       6,877.00        520.00       6,877.00        520.00
OVERTIME PAY    003            .00            .00          .00           .00         158.70          8.00         158.70          8.00
VACATION        100         529.00          40.00       529.00         40.00         529.00         40.00         529.00         40.00
FICA-OASDI      101          65.59          65.59       127.47        127.47         457.85        457.85         457.85        457.85
FICA-HI         103          15.34          15.34        29.81         29.81         107.08        107.08         107.08        107.08
FEDERAL W/H TAX 150          73.17            .00       135.75           .00         498.98           .00         498.98           .00
NEW JERSEY      2NJ          49.03           4.49        96.64          8.73         341.40         31.38         341.40         31.38
NJ DISAB        4NJ            .00           5.29          .00         10.28           .00         36.92           .00         36.92
EMP MEDICAL     610            .00            .00        60.00          6.00         180.00          6.00         180.00           .00
401K            620          10.58            .00        31.74           .00         140.71           .00         140.71           .00
STORE PURCHASE  850          50.00            .00       100.00           .00         150.00           .00         150.00           .00
NET PAY         999         784.51            .00     1,515.58           .00       5,620.38           .00       5,620.38           .00
*DEPT            ADM
TOTAL PAY       000       3,658.00         160.00     6,016.00        280.00      11,464.70        688.00      11,464.70        688.00
REGULAR PAY     001       3,129.00         120.00     5,487.00        240.00      10,777.00        640.00      10,777.00        640.00
OVERTIME PAY    003            .00            .00          .00           .00         158.70          8.00         158.70          8.00
VACATION        100         529.00          40.00       529.00         40.00         529.00         40.00         529.00         40.00
FICA-OASDI      101         225.24         225.24       367.72        367.72         698.10        698.10         698.10        698.10
FICA-HI         103          52.68          52.68        86.00         86.00         163.27        163.27         163.27        163.27
FEDERAL W/H TAX 150         655.34            .00       932.13           .00       1,295.36           .00       1,295.36           .00
INDIANA         2IN          87.55            .00       131.75           .00         131.75           .00         131.75           .00
NEW JERSEY      2NJ          49.03           4.49        96.64          8.73         341.40         31.38         341.40         31.38
MARION, IN      3IN          17.49            .00        26.05           .00          26.05           .00          26.05           .00
NJ DISAB        4NJ            .00           5.29          .00         10.28           .00         36.92           .00         36.92
EMP MEDICAL     610          25.00            .00        85.00          6.00         205.00          6.00         205.00           .00
401K            620          10.58            .00        31.74           .00         140.71           .00         140.71           .00
STORE PURCHASE  850          50.00            .00       100.00           .00         150.00           .00         150.00           .00
NET PAY         999       2,475.31            .00     4,139.96           .00       8,244.76           .00       8,244.76           .00
CORP         01   ACME MANUFACTURING                  COMBINED REGISTER            REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV          0001 CENTRAL DIVISION                                                 2222 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                       * * * MONTH * * *           * * * QUARTER * * *          * * * YEAR * * *
01   MANU 0005      1006       COSTELLO, SUSANNE      RATE   7.5000 FED 02 ST 02 PE 03/27/98 BANK    123456789  RECON NBR    12180
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TOTAL PAY       000         630.00         80.00      1,230.00        160.00      4,410.00        576.00      4,410.00        576.00
REGULAR PAY     001         540.00         72.00      1,140.00        152.00      4,140.00        552.00      4,140.00        552.00
OVERTIME PAY    003          90.00          8.00         90.00          8.00        270.00         24.00        270.00         24.00
FICA-OASDI      101          39.06         39.06         72.54         72.54        262.26        262.26        262.26        262.26
FICA-HI         103           9.14          9.14         16.97         16.97         61.34         61.34         61.34         61.34
FEDERAL W/H TAX 150          46.64           .00         79.85           .00        299.50           .00        299.50           .00
NEW JERSEY      2NJ           8.15          2.68         14.96          4.97         54.37         17.98         54.37         17.98
NJ DISAB        4NJ            .00          3.15           .00          5.85           .00         21.15           .00         21.15
EMP MEDICAL     610            .00           .00         60.00           .00        180.00          6.00        180.00           .00
401K            620           9.45           .00         18.45           .00         66.15           .00         66.15           .00
NET PAY         999         511.73           .00        956.41           .00      3,447.25           .00      3,447.25           .00
01   MANU 0005      1011       PITARO, JOSEPH C.     RATE   9.2500 FED 01 ST 02 PE 03/13/98 BANK    123456789  RECON NBR 00000000
TOTAL PAY       MNS            .00        -16.00          .00           .00           .00           .00           .00           .00
REGULAR PAY     MNS         -92.50        -16.00          .00           .00           .00           .00           .00           .00
01   MANU 0005      1011       PITARO, JOSEPH C.     RATE   9.2500 FED 01 ST 02 PE 03/13/98 BANK    123456789  RECON NBR 00000000
TOTAL PAY       PLS          92.50         16.00          .00           .00           .00           .00           .00           .00
VACATION        PLS          92.50         16.00          .00           .00           .00           .00           .00           .00
FICA-OASDI      PLS            .00          5.74          .00           .00           .00           .00           .00           .00
FICA-HI         PLS            .00          1.34          .00           .00           .00           .00           .00           .00
01   MANU 0005      1011       PITARO, JOSEPH C.     RATE   9.2500 FED 01 ST 02 PE 03/27/98 BANK    123456789  RECON NBR    12183
TOTAL PAY       000         740.00         80.00      1,572.50        160.00      5,494.50        576.00      5,494.50        576.00
REGULAR PAY     001         740.00         80.00      1,387.50        144.00      5,087.50        544.00      5,087.50        544.00
OVERTIME PAY    003            .00           .00          .00           .00        222.00         16.00        222.00         16.00
VACATION        100            .00           .00         92.50         16.00         92.50         16.00         92.50         16.00
FICA-OASDI      101          51.62         45.88         93.78         93.78        329.50        329.50        329.50        329.50
FICA-HI         103          12.07         10.73         21.93         21.93         77.06         77.06         77.06         77.06
FEDERAL W/H TAX 150          80.13           .00        151.26           .00        567.21           .00        567.21           .00
NEW JERSEY      2NJ           9.95          3.54         19.00          6.43         70.86         22.59         70.86         22.59
NJ DISAB        4NJ            .00          4.16          .00          7.56           .00         26.57           .00         26.57
EMP MEDICAL     610            .00           .00         60.00          6.00        180.00          6.00        180.00           .00
NET PAY         999         578.53           .00      1,120.04           .00      4,128.21           .00      4,128.21           .00
CORP         01   ACME MANUFACTURING                 COMBINED REGISTER            REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     3
DIV          0001 CENTRAL DIVISION                                                 2222 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
     DEPT             EMPLOYEE                       * * * MONTH * * *           * * * QUARTER * * *          * * * YEAR * * *
01   MANU 0055      1010       PENDARVIS, MARTIN M.  RATE   7.8750 FED 01 ST 01 PE 03/27/98 BANK    123456789  RECON NBR    12181
TOTAL PAY       000         724.50         88.00          .00           .00           .00           .00           .00           .00
REGULAR PAY     001         630.00         80.00          .00           .00           .00           .00           .00           .00
OVERTIME PAY    003          94.50          8.00          .00           .00           .00           .00           .00           .00
FICA-OASDI      101          44.92         44.92          .00           .00           .00           .00           .00           .00
FICA-HI         103          10.51         10.51          .00           .00           .00           .00           .00           .00
FEDERAL W/H TAX 150          72.38           .00          .00           .00           .00           .00           .00           .00
NEW JERSEY      2NJ           9.75          3.08          .00           .00           .00           .00           .00           .00
NJ DISAB        4NJ            .00          3.62          .00           .00           .00           .00           .00           .00
401K            620          36.23           .00          .00           .00           .00           .00           .00           .00
NET PAY         999         544.01           .00          .00           .00           .00           .00           .00           .00
01   MANU 0055      1010       PENDARVIS, MARTIN M.  RATE   7.8750 FED 01 ST 01 PE 03/27/98 BANK    123456789  RECON NBR    12182
TOTAL PAY       000         250.00           .00      1,604.50        168.00      4,849.00        576.00      4,849.00        576.00
REGULAR PAY     001            .00           .00      1,260.00        160.00      4,410.00        560.00      4,410.00        560.00
OVERTIME PAY    003            .00           .00         94.50          8.00        189.00         16.00        189.00         16.00
SERVICE AWARD   125         250.00           .00        250.00           .00        250.00           .00        250.00           .00
FICA-OASDI      101          15.50         15.50         96.69         96.69        292.27        292.27        292.27        292.27
FICA-HI         103           3.62          3.62         22.61         22.61         68.35         68.35         68.35         68.35
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FEDERAL W/H TAX	150	70.00	.00	194.54	.00	489.06	.00	489.06	.00
NEW JERSEY	2NJ	4.11	1.06	21.59	6.62	63.60	20.03	63.60	20.03
NJ DISAB	4NJ	.00	1.25	.00	7.80	.00	23.57	.00	23.57
EMP MEDICAL	610	.00	.00	45.00	4.50	135.00	4.50	135.00	.00
401K	620	.00	.00	67.73	.00	229.96	.00	229.96	.00
NET PAY	999	154.46	.00	1,141.92	.00	3,527.16	.00	3,527.16	.00
01 MANU 0555	1008	HALL, RHONDA D.		RATE .0000 FED 04 ST 01 PE 03/27/98 BANK 123456789 RECON NBR 00081104					
TOTAL PAY	MAN	2,100.00	80.00	.00	.00	.00	.00	.00	.00
VACATION	MAN	2,100.00	80.00	.00	.00	.00	.00	.00	.00
FICA-OASDI	MAN	126.48	130.20	.00	.00	.00	.00	.00	.00
FICA-HI	MAN	29.58	30.45	.00	.00	.00	.00	.00	.00
FEDERAL W/H TAX	MAN	206.48	.00	.00	.00	.00	.00	.00	.00
INDIANA	MAN	68.05	.00	.00	.00	.00	.00	.00	.00
MARION, IN	MAN	14.01	.00	.00	.00	.00	.00	.00	.00
NET PAY	MAN	1,655.40	.00	.00	.00	.00	.00	.00	.00
01 MANU 0555	1008	HALL, RHONDA D.		RATE .0000 FED 04 ST 01 PE 00/00/00 BANK 123456789 RECON NBR 00000000					
TOTAL PAY	000	.00	.00	4,200.00	160.00	14,700.00	560.00	14,700.00	560.00
REGULAR PAY	001	.00	.00	2,100.00	80.00	12,600.00	480.00	12,600.00	480.00
VACATION	100	.00	.00	2,100.00	80.00	2,100.00	80.00	2,100.00	80.00
FICA-OASDI	101	.00	.00	252.96	256.68	896.52	900.24	896.52	900.24
FICA-HI	103	.00	.00	59.16	60.03	209.67	210.54	209.67	210.54
FEDERAL W/H TAX	150	.00	.00	412.96	.00	1,472.36	.00	1,472.36	.00
INDIANA	2IN	.00	.00	136.10	.00	482.47	.00	482.47	.00
MARION, IN	3IN	.00	.00	28.02	.00	99.33	.00	99.33	.00
EMP MEDICAL	610	.00	30.00	60.00	36.00	180.00	36.00	180.00	30.00
NET PAY	999	.00	.00	3,250.80	.00	11,359.65	.00	11,359.65	.00
*DEPT	MANU								
TOTAL PAY	PLS	92.50	16.00	.00	.00	.00	.00	.00	.00
VACATION	PLS	92.50	16.00	.00	.00	.00	.00	.00	.00
FICA-OASDI	PLS	.00	5.74	.00	.00	.00	.00	.00	.00
FICA-HI	PLS	.00	1.34	.00	.00	.00	.00	.00	.00
TOTAL PAY	MNS	.00	-16.00	.00	.00	.00	.00	.00	.00
REGULAR PAY	MNS	-92.50	-16.00	.00	.00	.00	.00	.00	.00
TOTAL PAY	MAN	2,100.00	80.00	.00	.00	.00	.00	.00	.00
VACATION	MAN	2,100.00	80.00	.00	.00	.00	.00	.00	.00
FICA-OASDI	MAN	126.48	130.20	.00	.00	.00	.00	.00	.00
FICA-HI	MAN	29.58	30.45	.00	.00	.00	.00	.00	.00
FEDERAL W/H TAX	MAN	206.48	.00	.00	.00	.00	.00	.00	.00
INDIANA	MAN	68.05	.00	.00	.00	.00	.00	.00	.00
MARION, IN	MAN	14.01	.00	.00	.00	.00	.00	.00	.00
NET PAY	MAN	1,655.40	.00	.00	.00	.00	.00	.00	.00
TOTAL PAY	000	2,344.50	248.00	8,607.00	648.00	29,453.50	2,288.00	29,453.50	2,288.00
REGULAR PAY	001	1,910.00	232.00	5,887.50	536.00	26,237.50	2,136.00	26,237.50	2,136.00
OVERTIME PAY	003	184.50	16.00	184.50	16.00	681.00	56.00	681.00	56.00
VACATION	100	.00	.00	2,192.50	96.00	2,192.50	96.00	2,192.50	96.00
SERVICE AWARD	125	250.00	.00	250.00	.00	250.00	.00	250.00	.00
FICA-OASDI	101	151.10	145.36	515.97	519.69	1,780.55	1,784.27	1,780.55	1,784.27
FICA-HI	103	35.34	34.00	120.67	121.54	416.42	417.29	416.42	417.29
FEDERAL W/H TAX	150	269.15	.00	838.61	.00	2,828.13	.00	2,828.13	.00
INDIANA	2IN	.00	.00	136.10	.00	482.47	.00	482.47	.00
NEW JERSEY	2NJ	31.96	10.36	55.55	18.02	188.83	60.60	188.83	60.60
MARION, IN	3IN	.00	.00	28.02	.00	99.33	.00	99.33	.00

NJ DISAB	4NJ	.00	12.18	.00	21.21	.00	71.29	.00	71.29
EMP MEDICAL	610	.00	30.00	225.00	46.50	675.00	52.50	675.00	30.00
401K	620	45.68	.00	86.18	.00	296.11	.00	296.11	.00
NET PAY	999	1,788.73	.00	6,469.17	.00	22,462.27	.00	22,462.27	.00

Detailed Directions

This section provides detailed instructions for the topics discussed in this section. For information on how to complete a business task, select one of the following topics:

Tasks

Balancing the Tax Filing Report - Paid Frequencies Only (2T2T)..... 116
Balancing the Combined Register (2222) report..... 116
Balancing the Combined Register (2222) report..... 117
Verifying taxable wages 117

Balancing the Tax Filing Report - Paid Frequencies Only (2T2T)

Use the Tax Filing Report - Paid Frequencies Only (2T2T) to ensure that the system is in balance for the following:

- Year-to-date federal and state taxable wages
- Quarter-to-date federal and state unemployment wages
- Quarter-to-date state uncutoff unemployment wages
- Quarter-to-date state disability and uncutoff state disability wages

To do this, create a spreadsheet for these tax authorities with column headings for each to-date total being balanced.

1. On the first line, type the previous pay period's year-to-date or quarter-to-date total.
2. On the second line, type the current amounts to be added to the previous pay period amounts.
3. Add a line for each type of adjustment (plus, minus, and manual entries).

Note: Because adjustments can affect specific to-date fields, you should maintain either a list of all adjustments, or a list of just those adjustments that do not update all fields.

4. Add/subtract the values in the adjustment lines. The individual totals can then be compared to the current pay period's year-to-date and quarter-to-date totals, as appropriate, on the Tax Filing Report - Paid Frequencies Only (2T2T).

Note: Balancing should be performed after every payroll run to avoid quarter-end and year-end out-of-balance situations.

Balancing the Combined Register (2222) report

Use the Combined Register report (2222) to ensure the system is in balance from gross-to-net. To do this, complete the following:

1. Balance each set of to-date figures (current, month, quarter, and year) separately.
2. Total all earnings and compare with earning 000 - Total Pay.

3. Subtract taxes and deductions.
4. The remaining figure should equal net pay.

Note: Employee-paid SUI (tax type 2) and employee-paid state disability amounts (tax type 4) are printed in the second column of each group, the same column as hours or arrears. This amount must also be subtracted.

In addition, combination earnings and deductions, which are used to report earnings outside Payroll Administration (such as prizes or meal allowances) and for which taxes have not been deducted, only print as earnings on this report. (They print on employee pay stubs as both earnings and deductions.) These combination earnings and deductions - specifically Category codes Earn/Ded-Default Tax (11) and Earn/Ded-Normal Tax (10) - must be subtracted as deductions in order to balance to net.

Balancing the Combined Register (2222) report

Another way to balance is to prove the year-to-date totals (also quarter-to-date, if desired). Create a spreadsheet with columns for earnings, deductions, taxes, and net pay. These columns can be further broken down.

1. On the first line, type the period-end date and the appropriate totals for each column.
2. Add a line for adjustments. Because they affect specific to-date fields, maintain either a list of all adjustments or a list of just those adjustments that do not update all fields. The adjustments on this line should be only those that changed year-to-date.
3. These two lines should then be added and the individual totals compared to the year-to-date figures on this report (you will have to summarize total taxes and deductions).

Note: You should perform one of the above balancing methods after each payroll run.

Verifying taxable wages

Once the Combined Register (2222) report has been balanced, the 'Total Pay 000' value from that report can be used to verify taxable wages. If the report is balanced, the 'Total Pay 000' value on the Combined Register report will be equal to the 'Total Gross Wages' value on the Tax Filing Report - Paid Frequencies Only (2T2T). Balancing income taxable wages for any to-date amount is simple because there is no cutoff of wages. Since FICA-OASDI and SUI wages are cutoff YTD, you should balance the FICA-HI wages YTD and SUI wages QTD-SUI TTL, which are not cutoff.

Complete the following steps to verify taxable wages:

1. Create a spreadsheet with Year-To-Date and Quarter-To-Date main headings, and a secondary column heading for each taxable wage to be balanced.
2. On the first line of the spreadsheet, enter the 'Total Pay - 000' value from the balanced Combined Register report.
3. On subsequent lines, list each earning that does not update the tax authority, as well as any pretax deduction which lowers those earnings. Subtract each of these items from the Total Pay value. Do not include earnings with a Taxability (option list PP09) of No Tax; Expense Item (16), because they do not update Total Pay.
4. The resulting number should match the taxable wage figure on the Tax Filing Report.

CHAPTER 5

Additional Pay Reports

In This Chapter

Introduction 120
Master File Status (9E9E) report 121
Troubleshooting the Master File Status (9E9E) report 123
Master File (0202) report.....127
Using the Master File (0202) report.....129
Pay Document, Check and Paystub (6868) report 134
Pay Document, Deposit Advice and Paystub (6767) report.....140
ACH Tape (6A6A) report.....149
Direct Deposit Register (6D6D) report.....152
Payroll Register (1011) report 154
Using the Direct Deposit Register (6D6D) report 158
Detailed Directions 161

Introduction

There are numerous reports available that do not have a direct impact on producing and balancing pay, but that do complement the standard pay reports. The reports discussed in this section are the ones most commonly used.

Tasks

This section demonstrates the following tasks:

- ***Suppressing messages on the Master File Status (9E9E) report*** (on page 161)
- ***Entering pay document print options*** (on page 163)
- ***Entering pay document header and accrual options*** (on page 164)
- ***Entering pay document messages*** (on page 166)
- ***Entering ACH File Header information*** (on page 167)
- ***Balancing the Direct Deposit Register (6D6D) report*** (on page 169)

Prerequisites

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

- At least one organization established on the system
- Employee data has been entered
- Time entries entered

Questions answered

The following questions are answered in this section:

1. How can the Master File Status report assist in balancing payroll?
2. What change information is displayed on the Master File report?
3. What optional information can be included on employee pay documents?
4. What reports are used to verify direct deposit information?

Master File Status (9E9E) report

The Master File Status (9E9E) report produces a list of possible employee setup omissions and error situations on the Sequential Master File (P20). It identifies conditions such as missing information in various fields, out-of-balance accumulations, and possible error conditions that would prevent a W-2 from being produced for an employee.

Note: *Refer to the* **Errors and Warnings** *(on page 321) appendix for information about error messages listed on this report.*

This report is used primarily as a diagnostic tool to help you detect out-of-balance conditions, year-end W2 related conditions, and missing, but generally needed, information in the employee Permanent Master Record. You can then take steps to correct those situations.

Optionally, you may wish to suppress some of the missing data informational messages which have no meaning to your organization. For example, the SHIFT MISSING message is important to a manufacturing organization working three production shifts, but meaningless to a financial organization.

See also:

- **Suppressing messages on the Master File Status (9E9E) report** ***(on page 161)***

For detailed directions on suppressing error messages on the Master File Status (9E9E) report.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	9E9E
Report Select	1
Company	Print Every Pay Run
Tax	Print Every Pay Run
Year	Print Every Pay Run
Other	Print Every Pay Run

Report field details

Column heading	Description
EMPLOYEE	Employee Number.
STATUS CONDITION	Warning Message

☞ *Refer to the* **Errors and Warnings** *(on page 321) appendix for details on each message.*

W2 page details

Column heading	Description
EMPLOYEE	Employee Number.
NAME	Employee Name.
W2 ERROR CONDITION	Warning Message ☞ *Refer to the Technical Administration documentation for details on each message.*

☞ *Refer to the* **Errors and Warnings** *(on page 321) appendix for details on each message.*

Report sorting, totals, and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1	N/A	New page after
ORGANIZATION LEVEL 2	N/A	New page after
EMPLOYEE NUMBER	N/A	

Troubleshooting the Master File Status (9E9E) report

The Master File Status (9E9E) report should be selected on every run. Ideally, no output will be produced, indicating that all employee records are in balance and have no missing data.

The number that appears before each item refers to a section of the report that follows that is marked with the same reference number.

(01) Review informational messages for missing data

Do not ignore messages that indicate data potentially needed for correct pay calculation is missing.

(02) Review out-of-balance messages

Out-of-balance messages are given when an employee's gross-to-net calculation is incorrect. Earnings minus taxes, deductions, and net pay must equal zero for month-to-date, quarter-to-date, and year-to-date. If it does not, this message is given. The most frequent cause of an out-of-balance message is an incorrect adjustment or a change to the Category code at the organization level on an HED already being used.

If the cause is not known, access the HEDs To-Date Inquiry form (HT-SCR) and Taxes To-Date Inquiry form (JT-SCR), or the Combined Register (2222) report. On a spreadsheet, copy the amount for each earning, tax withheld, and deduction. Verify the Category code has not changed for any HED. Then use the History and Labor Options form (HL-SCR) to look for an HED or tax withheld that matches the out of balance amount. Have this information available if assistance is needed from Customer Support.

(03) Review W2 page warning messages

The W2 page of the Master File Status (9E9E) report should be reviewed and any needed corrections should be made each pay run. INVALID SSN messages may be caused by a keying error or an employee's not having the information available. Employees with an incorrect Social Security Number will not have a W2 created at year-end, nor will they be included on the Federal/state tapes or reports

(04) Review FICA tax amounts

The most common W2 message refers to employee FICA tax withheld being higher or lower than it should be. These messages are most often due to an adjustment in wages, and will self-adjust the next time the employee is paid. Rounding differences of a few are also common at year-end and require no corrective action. If research is required to determine why an out-of-balance occurred, follow the basic procedure in item (03) above, paying particular attention to adjustments made between earnings that are FICA taxable and earnings that are not FICA taxable, such as certain tuition reimbursements.

Master File Status (9E9E) report sample

```
CORP         01   ACME MANUFACTURING                    MASTER FILE STATUS       REPT                    FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                                 9E9E                    TIME 19:25 DATE 03/24/1998
EMPLOYEE    STATUS CONDITION
1001        BIRTH DATE MISSING
EQUAL OPPORTUNITY CODE BAD
1001        SHIFT MISSING
SOCIAL SECURITY NUMBER MISSING
(01)
110033      NORMAL HOURS MISSING
(02)
110033      QTD FIGURES OUT OF BALANCE BY          .45
110033      YTD FIGURES OUT OF BALANCE BY          .45
CORP         01   ACME MANUFACTURING                    MASTER FILE STATUS       REPT                    FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                                 9E9E                    TIME 19:25 DATE 03/24/1998
EMPLOYEE   NAME                   W2 ERROR CONDITION
           ACME MANUFACTURING               C1-2'S EIN INVALID
(03)
1001       LARSON, LINDA                           999-99-9999 INVALID SSN
(04)
1008       HALL, RHONDA D.        FICA  OASDI EE WAGE 14,520.00 TAX    896.52 S/B    900.24 DIFF     -3.72
1008       HALL, RHONDA D.        FICA   H/I  EE WAGE 14,520.00 TAX    209.67 S/B    210.54 DIFF      -.87
1010       PENDARVIS, MARTIN M.                    966-68-2010 INVALID SSN
110033     MORITZ, KATHERINE C.                    901-76-0034 INVALID SSN
110044     KWONG, STEVEN S.                        763-35-2004 INVALID SSN
```

Master File (0202) report

The Master File (0202) report provides a detailed listing of all information in the employee's Permanent Master Record at the time it is printed. Earnings, deductions, and tax information are shown separately from static information. When selected, this report is printed any time a change is made to an employee's static information on any of the following forms:

- Additional Employee/Payroll Information form
- Employee Information form
- Employee Name And Address form
- Payroll Home Location/Pay Allocations form
- Employee Earnings And Deductions form
- Direct Deposit Information form
- Employee Tax Record Maintenance form

This report will print only for those employees whose frequency is being paid and whose static information has been updated since the last payroll run. You can print this report for all employees whose frequency was paid by typing '9999' in the User Field on the Report Requests form (DD-SCR) for the Master File (0202) report.

If you have questions about a specific employee after a payroll run, you should have this report for the employee in question available before calling Customer Support.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	0202
Report Select	1
Year	Print Every Pay Run

Optional Report Requests form entries

Select Do Not Print in the Year field to exclude all HED and tax amounts from this report. Enter '9999' in the User field to force all employees to be printed on the report.

Report field details

The entire employee Permanent Master Record is printed in the Master File (0202) report, with only the payroll information formatted. All human resource data is shown unformatted as it resides on the employee record. Detailed reports that provide this information in a formatted manner are available from the Human Resources Administration.

Report sorting, totals, and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1	N/A	N/A
ORGANIZATION LEVEL 2	N/A	N/A
EMPLOYEE NUMBER	N/A	N/A

Using the Master File (0202) report

1. Print upon request

As delivered, the Master File report (0202) is produced only when a change has been made to an employee payroll segment. These segments include the following:

- E—from the Employee Information and Additional Employee/Payroll Information forms
- F—from the Employee Name and Address form
- G—from the Payroll Home Location/Pay Allocations form
- H—from the Employee Earnings and Employee Deductions forms and Direct Deposit Information form
- J—from the Employee Tax Record Maintenance form

The segment type is indicated by the first character in each line of the report. Because the report can become quite large, many users choose not to produce it, especially since everything it shows can be viewed using the online system. However, there may be times when Customer Support will require a copy of the Master File in order to solve a problem. Being able to see the entire employee record on one or two pages often provides a quick solution to a problem.

2. Bypass printing human resource data

The large size of the report is often due to the unformatted human resource information (L segment data). A change that will enable you to bypass the printing of all human resource information is available from your Customer Support Manager or Customer Support.

Master File (0202) report sample

```
CORP         01   ACME MANUFACTURING                 M A S T E R    F I L E       REPT                    FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION              1001       LARSON, LINDA          0202                    TIME 19:25 DATE 03/24/1998
CD   EMPLOYEE  SOCIAL SEC.  FR CD SC SEX EO UNION  WK C    BIRTH   CD    EMPLY   CD    TERM    NS SM  JOB UC FC PO  MAINT
E  1001        999-99-9999  2  5      F  99                          1998/03/09    0000/00/00 0  1  02         00  8P9H
F1 1001         001 LARSON, LINDA                          3342 N BROADWAY
F2 1001         001                                        INDPLS, IN               49054
G  1001       01  SPLIT PCT  100.00   CONT3 01   CONT4 ADM  CONT5 0055 CONT6        FUNCTION
J  1001       TYPE 1 NBR 01     TM 0 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 4 USR
J  1001       TYPE 1 NBR 02     TM 1 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
J  1001       TYPE 1 NBR 03     TM 0 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
J  1001       TYPE 2 NBR IN     TM 1 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 4 USR
J  1001       TYPE 3 NBR IN49   TM 1 RES 3 DEPS 02 MARITAL 2 A/PCT      .00 UI 0 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
   HED DESCRIPTION     FREQ TYPE MC  AMT/PERC    START      STOP     ONE TIME  AMOUNT 1 AMOUNT 2  CD ACCOUNT NBR
H  001 REGULAR PAY      00   00  00     .0000   0 000000   0 980327 0      .00    80.00   2600.00 00 00000000000
H  100 VACATION         02   00  02      8.00   0 000000   0 000000 0      .00    40.00       .00 00 00000000000
H  610 EMP MEDICAL      01   00  02     25.00   S 980316   0 000000 0      .00      .00       .00 00 00000000000
H  999 NET PAY          00   00  00       .00   0 000000   0 000000 0      .00 D 007000003 2 322081
 HED       DESCRIPTION        AMOUNT-CUR-HOURS          AMOUNT-MTD-HOURS          AMOUNT-QTD-HOURS          AMOUNT-YTD-HOURS
 001 REGULAR PAY            2,600.00        80.00     3,900.00       120.00     3,900.00       120.00     3,900.00       120.00
 100 VACATION                    .00          .00          .00          .00          .00          .00          .00          .00
 610 EMP MEDICAL               25.00          .00        25.00          .00        25.00          .00        25.00          .00
 999 NET PAY                1,690.80          .00     2,624.38          .00     2,624.38          .00     2,624.38          .00
   TAX BODY                   WORK      RESIDENT      TAXABLE         TAX         UNEMP        FICA      O.T.PREM       WEEKS
  1 01                      2,575.00     2,575.00     2,600.00       159.65          .00       159.65          .00          .00
                   MONTH    3,875.00     3,875.00     3,900.00       240.25          .00       240.25          .00          .00
                   QUART    3,875.00     3,875.00     3,900.00       240.25          .00       240.25          .00          .00
                   YEAR     3,875.00     3,875.00     3,900.00       240.25          .00       240.25          .00          .00
  1 02                      2,575.00     2,575.00     2,575.00       582.17     2,575.00          .00          .00         2.00
                   MONTH    3,875.00     3,875.00     3,875.00       796.38     3,875.00          .00          .00         4.00
                   QUART    3,875.00     3,875.00     3,875.00       796.38     3,875.00          .00          .00         4.00
                   YEAR     3,875.00     3,875.00     3,875.00       796.38     3,875.00          .00          .00         4.00
  1 03                      2,575.00     2,575.00          .00        37.34          .00        37.34          .00          .00
                   MONTH    3,875.00     3,875.00          .00        56.19          .00        56.19          .00          .00
                   QUART    3,875.00     3,875.00          .00        56.19          .00        56.19          .00          .00
                   YEAR     3,875.00     3,875.00          .00        56.19          .00        56.19          .00          .00
  2 IN                      2,575.00     2,575.00     2,575.00        87.55     2,575.00          .00          .00         2.00
                   MONTH    3,875.00     3,875.00     3,875.00       131.75     3,875.00          .00          .00         4.00
                   QUART    3,875.00     3,875.00     3,875.00       131.75     3,875.00          .00     3,875.00         4.00
                   YEAR     3,875.00     3,875.00     3,875.00       131.75     3,875.00          .00          .00         4.00
  3 IN49                    2,575.00     2,575.00     2,575.00        17.49          .00          .00          .00         2.00
                   MONTH    3,875.00     3,875.00     3,875.00        26.05          .00          .00          .00         4.00
                   QUART    3,875.00     3,875.00     3,875.00        26.05          .00          .00          .00         4.00
                   YEAR     3,875.00     3,875.00     3,875.00        26.05          .00          .00          .00         4.00


CORP         01   ACME MANUFACTURING                 M A S T E R    F I L E       REPT                    FILE VERSION 18 PAGE     4
DIV          0001 CENTRAL DIVISION              1008       HALL, RHONDA D.        0202                    TIME 19:25 DATE 03/24/1998
CD   EMPLOYEE  SOCIAL SEC.  FR CD SC SEX EO UNION  WK C    BIRTH   CD    EMPLY   CD    TERM    NS SM  JOB UC FC PO  MAINT
```

```
E  1008        219-08-2008  2  5      F  02             1960/01/17    1985/09/06              1  1  08         00  8P9H
F1 1008         001 HALL, RHONDA D.                          6776 LAUGHTON
F2 1008         001                                          CHICAGO, IL             60632
G  1008       01  SPLIT PCT  100.00   CONT3 01   CONT4 MANU CONT5 0555 CONT6        FUNCTION
J  1008       TYPE 1 NBR 01     TM 0 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 4 USR
J  1008       TYPE 1 NBR 02     TM 1 RES 3 DEPS 04 MARITAL 2 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
J  1008       TYPE 1 NBR 03     TM 0 RES 3 DEPS 00 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
J  1008       TYPE 2 NBR IN     TM 1 RES 3 DEPS 01 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 7 USR
J  1008       TYPE 3 NBR IN49   TM 1 RES 3 DEPS 01 MARITAL 1 A/PCT      .00 UI 1 PLEDGE    .00 REC 3 NBR    TX 0 WF 0 USR
   HED DESCRIPTION     FREQ TYPE MC  AMT/PERC    START      STOP     ONE TIME  AMOUNT 1 AMOUNT 2  CD ACCOUNT NBR
H  001 REGULAR PAY      00   00  00     .0000   0 000000   0 980327 0      .00    80.00   2100.00 00 00000000000
H  100 VACATION         17   00  02      8.00   0 000000   0 000000 0      .00    -3.00       .00 00 00000000000
H  610 EMP MEDICAL      01   54  02     30.00   0 000000   0 000000 0      .00      .00       .00 00 00000000000
H  850 STORE PURCHASE   00   54  02     75.00   0 000000   0 000000 0      .00      .00       .00 00 00000000000
H  999 NET PAY          00   00  00       .00   0 990315   0 000000 0      .00 D 007000003 2 1290332
 HED       DESCRIPTION         AMOUNT-CUR-HOURS          AMOUNT-MTD-HOURS          AMOUNT-QTD-HOURS          AMOUNT-YTD-HOURS
 001 REGULAR PAY                   .00          .00     2,100.00        80.00    12,600.00       480.00    12,600.00       480.00
 100 VACATION                      .00          .00     2,100.00        80.00     2,100.00        80.00     2,100.00        80.00
 610 EMP MEDICAL                   .00        30.00        60.00        36.00       180.00        36.00       180.00        30.00
 850 STORE PURCHASE                .00          .00          .00          .00          .00          .00          .00          .00
 999 NET PAY                       .00          .00     3,250.80          .00    11,359.65          .00    11,359.65          .00
   TAX BODY                     WORK      RESIDENT      TAXABLE          TAX         UNEMP         FICA      O.T.PREM       WEEKS
  1 01                            .00          .00          .00          .00          .00          .00          .00          .00
                  MONTH     4,140.00     4,140.00     4,200.00       256.68          .00       252.96          .00          .00
                  QUART    14,520.00    14,520.00    14,700.00       900.24          .00       896.52          .00          .00
                  YEAR     14,520.00    14,520.00    14,700.00       900.24          .00       896.52          .00          .00
  1 02                            .00          .00          .00          .00          .00          .00          .00          .00
                  MONTH     4,140.00     4,140.00     4,140.00       412.96          .00          .00          .00         2.00
                  QUART    14,520.00    14,520.00    14,520.00     1,472.36     7,000.00          .00          .00        12.00
                  YEAR     14,520.00    14,520.00    14,520.00     1,472.36    14,520.00          .00          .00        12.00
  1 03                            .00          .00          .00          .00          .00          .00          .00          .00
                  MONTH     4,140.00     4,140.00          .00        60.03          .00        59.16          .00          .00
                  QUART    14,520.00    14,520.00          .00       210.54          .00       209.67          .00          .00
                  YEAR     14,520.00    14,520.00          .00       210.54          .00       209.67          .00          .00
  2 IN                            .00          .00          .00          .00          .00          .00          .00          .00
                  MONTH     4,140.00     4,140.00     4,140.00       136.10          .00          .00          .00         2.00
                  QUART    14,520.00    14,520.00    14,520.00       482.47     7,000.00          .00    14,520.00        12.00
                  YEAR     14,520.00    14,520.00    14,520.00       482.47    14,520.00          .00          .00        12.00
  3 IN49                          .00          .00          .00          .00          .00          .00          .00          .00
                  MONTH     4,140.00     4,140.00     4,140.00        28.02     4,140.00          .00          .00         2.00
                  QUART    14,520.00    14,520.00    14,520.00        99.33    14,520.00          .00          .00        12.00
                  YEAR     14,520.00    14,520.00    14,520.00        99.33    14,520.00          .00          .00        12.00
```

Pay Document, Check and Paystub (6868) report

The Pay Document, Check and Paystub report produces an employee's check with an attached paystub and provides the detail for direct deposit advices. The check is given to the employee as payment for services rendered. The paystub provides a detailed breakdown of earnings, deductions, taxes withheld, and net pay.

The check contains the employee's name and address, the amount, and the date of the check. The paystub contains some employee information and lists the current and year-to-date earnings. It also lists the deductions, taxes, and net pay that make up the payment.

A Payment Register report, printed as part of the Combined Register (2222) report, lists all checks paid in this payroll run. It is used by payroll staff as a detailed balance report.

Several different output formats for pay documents are available.

The suggested report selection frequency is every payroll run.

Technical processing considerations

To print checks, you must supply document numbers (for checks) to the payroll run process. To accomplish this, submit P6 transactions.

P6 transactions provide the number of lineup checks to be printed and the document numbers for the checks that are to be printed. They are also used to reprint checks or other payment documents.

You may supply document numbers by completing the Pay Document and Reconciliation Numbers form (CHNSCR). This form is part of the Pay Process Checklist, and is an online approach to submitting P6 transactions.

☞ *Refer to Preparing for a Payroll Run in the Payroll Organization Setup documentation for more information about the Pay Document and Reconciliation Numbers form (CHNSCR).*

☞ *Refer to the Technical Administration documentation for more information about establishing P6 control records.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	6868
Report Select	1
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other additional form entries

You can set up organization-wide information that will print on all employee pay documents. You can choose to print employee payroll level (control 1-6), accrual information, heading lines, and period begin date using the Payment Document Print Options - Part 1 (PD1SCR) form and Payment Document Print Options - 2 (PD2SCR) form. In addition, you can print company-wide messages on employee pay documents by using the Payment Document Messages (AG-SCR) form.

Check and paystub field details

On the check, the following unlabeled information appears:

- Payment amount (net pay)
- Payment date
- Employee name
- Employee address
- Check number
- Employee Number
- Period-end date

Optional Fields:

- Header lines
- Distribution line

Note: The optional fields listed above may be printed by making entries in corresponding fields on the Payment Document Print Options forms.

On the paystub, the following unlabeled information appears:

- Employee Number
- Employee name
- Social Security number
- Period-end date
- Date paid
- Period-begin date (required only in California)
- Department
- Hourly rate or salary per pay period
- Description of earnings, taxes, and deductions
- Current hours (earnings)
- Current amount
- YTD amount
- Net pay

Optional Fields:

- Vacation hours available
- Sick leave hours available

Note: Any earnings, deductions, or taxes that do not have current amounts associated with them are totaled and printed as part of OTHER PAY, OTHR DEDUCTIONS, or OTHER TAXES in the year-to-date total columns of the paystub or deposit advice.

This option may be changed so that if there is no current amount, the earning or deduction year-to-date amount prints as part of the detail on the paystub or deposit advice.

If there are more current period earning, deduction, or tax amounts than there are available lines to print, these will be totaled and printed as OTHER PAY, OTHR DEDUCTIONS, or OTHER TAXES respectively.

Payment register details

Column Heading	Description
P6 CONTROL RECORDS	As submitted.
PAYROLL LEVEL 3 NAME	Payroll Level 3 Code.
PAYROLL LEVEL 4 NAME	Payroll Level 4 Code.
PAYROLL LEVEL 5 NAME	Payroll Level 5 Code.
PAYROLL LEVEL 6 NAME	Payroll Level 6 Code.
EMPLOYEE	Employee Number and Employee Name.
PAY DATE	Payment Date.
BANK	Routing Number.
RECON NBR.	Check number.
PAY AMOUNT	Net Pay (deduction 999). Totaled.

See also:

- Entering pay document print options ***(on page 163)***

For detailed directions on entering pay document print options.

- Entering pay document header and accrual options ***(on page 164)***

For detailed directions on entering pay document header and accrual options.

- Entering pay document messages ***(on page 166)***

For detailed directions on entering pay document messages.

Check and Paystub Image

```
                ACME CORPORATION
                MIDWEST DIVISION
                SAMPLE LOGO LINE 3
                SAMPLE LOGO LINE 4                                    12134
                CHICAGO, IL 60606
                                        *** TWO HUNDRED TWENTY-THREE AND 18/100
                                       03/13/98     ****22318
          99999901  MANU105 C
          LYNNE C. MERTZ
          12345 SHADY LANE
          DES PLAINES, IL          60330
                  1010       MOHR, MICHAEL T.              888-88-8010 03/13/98  H
                  03/13/98   5.3315 01      16.00                      03/07/98
 EARNED INCOME                26.21     282.23 FICA-OASDI          14.46     153.87
 REGULAR PAY       40.00    213.26   2,345.86 FEDERAL    H-02     10.27     110.86
 OVERTIME PAY        .00       .00      95.97 FICA-HI              3.39      35.99
 2ND SHIFT PREM    40.00     20.00      40.00 STATE IL   H-02      5.54      60.52
 TOTAL PAY         40.00    233.26   2,481.83 MEDICAL INS EE      10.00      40.00
                                               NET PAY            215.81   2,362.82
```

Payment Register

```
CORPORATION  99   ACME MANUFACTURING              PAYMENT REGISTER                 REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                               6868 PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                        PAY DATE      BANK                  RECON NBR.    PAY AMOUNT
P6U0000000100000003X  123456789                                                                                          P6 CARD
P6U0001211099999999P  123456789                                                                                          P6 CARD
01                  3003       ALSON, GEOFFERY        03/13/98        123456789              12110        1,104.14
01                  2013       ANDREWS, HENRY A.      03/13/98        123456789              12111          585.76
01                  3001       BLOOM, ALEXANDER       02/27/98        123456789      VOID  00012786       -1,179.69
01                  3001       BLOOM, ALEXANDER       03/13/98        123456789              12112        1,179.69
01                  2003       CMEYLA, JANE           03/13/98        123456789              12113          463.04
01                  2006       COSTELLO, SUSANNE      03/13/98        123456789              12114          309.84
01                  2009       CREMMINS, ALAN EDWARD  03/13/98        123456789              12115          952.44
01                  2014       GRANT, KEITH L.        03/13/98        123456789              12116          395.43
01                  3008       GRIFFITH, BERNARD      03/13/98        123456789              12117        1,533.93
01                  2008       HALL, RHONDA D.        03/13/98        123456789              12118          252.84
01                  3019       HARRIS, CECELIA        03/13/98        123456789              12119          554.12
01                  3007       HILLERY, THOMAS        03/13/98        123456789              12120          654.31
01                  3015       LLEWELYN, STEVE        03/13/98        123456789              12121          721.20
01                  3004       MARSH, PAUL J.         03/13/98        123456789              12122          578.56
01                  3017       STENMAN, SAMANTHA      03/13/98        123456789              12123          729.58
01                  3009       TEACHEN, JUDITH        03/13/98        123456789              12124        1,031.39
01                  3018       THEISSEN, LEONARD      03/13/98        123456789              12125          990.58
01                  3006       WARREN, MICHAEL        03/13/98        123456789              12126          848.69
01                  3022       WENDT, GARY D.         03/13/98        123456789              12127          614.96
01   ADM            1236       HAMMER, JAMES B.       03/13/98        123456789              12128          314.05
01   ADM            1236       HAMMER, JAMES B.       03/13/98        123456789              12129          314.04
```

01	ADM		1764	HANCOCK, STEVEN W.	03/13/98	123456789		12130	659.49	
01	MANU 103	A	1234	AUSTIN, STEVEN	03/13/98	123456789		12131	380.89	
01	MANU		1848	COLLINS, ANNA MARIE	03/13/98	123456789		12132	1,065.56	
01	MANU 105	B	1111	JONES, JERRY	03/13/98	123456789		12133	212.95	
01	MANU 105	C	1006	MERTZ, LYNNE C.	03/13/98	123456789		12134	223.18	
01	MANU 104	A	1010	MOHR, MICHAEL T.	03/13/98	123456789		12135	215.81	
01	MANU 104	A	1009	MOREAU, GARDNER	03/13/98	123456789		12136	662.13	
01	MANU 105	B	1003	MUIR, LINDA	03/13/98	123456789		12137	506.30	
02	ADM		1043	BALDWIN, ALICE A	03/13/98	123456789		12138	120.08	
02	MANU 105	B	1378	LYNDEN, ANNETTE C.	03/13/98	123456789		12139	381.25	
02	MANU		1313	PRESCOTT, KEVIN	03/13/98	123456789		12140	124.23	
02	PURC 103	A	1001	MEYER, JUNE	03/13/98	123456789		12141	461.24	
02	PURC 103	A	1001	MEYER, JUNE	03/13/98	123456789		12142	242.50	
02	SALE		2011	PITARO, JOSEPH C.	03/13/98	123456789		12143	494.32	
*DIVISION			9999	PRODUCTION CTL 1-2			VOID		-1,179.69	1
									19,878.52	34

Pay Document, Deposit Advice and Paystub (6767) report

The Pay Document, Deposit Advice and Paystub (6767) report prints the same information that appears on an employee's check and paystub. All detail is provided by the 6868 report; this report provides the heading specific to direct deposit. The deposit advice and paystub is given to employees to acknowledge deposits into their bank or credit union for payment of services rendered. It informs them of their earnings, deductions, and taxes, and shows the net pay amount deposited.

The deposit advice contains employee name and address information, as well as the amount and date of the deposit. The paystub details the earnings, deductions, taxes and net pay that make up the payment.

A separate Direct Deposit Register (6D6D) report, printed as part of the Combined Register (2222) report, lists all direct deposits of net pay to be made. Use the Direct Deposit Register (6D6D) report as a detailed balance report.

Several different output formats are available for deposit advices and paystubs.

Whenever you wish to produce these forms, you must also select the Pay Document, Check and Paystub (6868) report to supply information to this report.

In addition, select the ACH Tape (6A6A) report. It provides a tape to your clearing bank so that net pay and any other direct deposit amounts (from deductions) are deposited into employees' accounts.

The suggested report selection frequency is every payroll run.

Technical processing considerations

To print deposit advices, you must supply document numbers (for deposit advices) to the payroll run process. To accomplish this, submit P6 transactions.

P6 control records provide the number of lineup deposit advices to be printed and the document numbers for the deposit advices that are to be printed. They are also used to reprint deposit advices or other payment documents.

You may supply document numbers by completing the Pay Document and Reconciliation Numbers form (CHNSCR). This form is part of the Pay Process Checklist, and is an online approach to submitting P6 transactions.

☞ *Refer to Preparing for a Payroll Run in the Payroll Organization Setup documentation for more information about the Pay Document and Reconciliation Numbers form (CHNSCR).*

☞ *Refer to Overview of the Batch Payroll System in the Payroll Technical documentation for more information on establishing P6 control records.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	6767

Field name	Field value
Report Select	1
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other required form entries

Use the Direct Deposit Information form (H9-SCR) to set up a direct deposit deduction for each employee to be paid by direct deposit.

☞ *Refer to Employee Payments in the Payroll Employee Setup documentation for more information on this form.*

Optional additional form entries

You can set up organization-wide information that will print on all employee pay documents. You can choose to print employee payroll level (control 1-6), accrual information, heading lines, and period begin date using the Payment Document Print Options - Part 1 (PD1SCR) form and Payment Document Print Options - 2 (PD2SCR) form. In addition, you can print company-wide messages on employee pay documents by using the Payment Document Messages (AG-SCR) form.

Deposit advice and paystub field details

On the deposit advice, the following unlabeled information appears:

- Payment amount (net pay)
- Payment date
- Employee name
- Employee address
- Deposit advice number

Optional fields on the deposit advice can include:

- Header lines
- Distribution line

Note: The optional fields listed above may be printed by making entries in their corresponding fields on the Payment Document Print Options forms.

On the paystub, the following unlabeled information appears:

- Employee Number
- Employee name
- Social Security number
- Period-end date
- Date paid
- Period-begin date (required only in California)
- Department
- Hourly rate or salary per pay period
- Description of earnings, taxes, deductions
- Current hours (earnings)
- Current amount
- YTD amount
- Net pay

The following optional information may also appear on the paystub:

- Vacation hours available
- Sick leave hours available

Note: Any earnings, deductions, and taxes that do not have current amounts associated with them are totaled and printed as part of OTHER PAY, OTHR DEDUCTIONS, and OTHER TAXES in the year-to-date total columns of the paystub. This option may be changed so that if there is no current amount, the earning or deduction YTD amount prints as part of the detail on the paystub.

If there are more current period earning, deduction, or tax amounts than there are available lines to print, these will be totaled and printed as OTHER PAY, OTHR DEDUCTIONS, and OTHER TAXES, respectively.

Deposit Register field details

Column Heading	Description
P6 CONTROL RECORDS	As submitted
PAYROLL LEVEL 3 NAME	Payroll Level 3 Code
PAYROLL LEVEL 4 NAME	Payroll Level 4 Code
PAYROLL LEVEL 5 NAME	Payroll Level 5 Code
PAYROLL LEVEL 6 NAME	Payroll Level 6 Code
EMPLOYEE	Employee Number and Employee Name
PAY DATE	Payment Date
BANK	Routing Number
RECON NBR.	Deposit Advice Number
PAY AMOUNT	Net Pay (deduction 999)

See also:

- Entering pay document print options ***(on page 163)***

For detailed directions on entering pay document print options.

- Entering pay document header and accrual options ***(on page 164)***

For detailed directions on entering pay document header and accrual options.

- Entering pay document messages ***(on page 166)***

For detailed directions on entering pay document messages.

Report sorting, totals, and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1	N/A	N/A
ORGANIZATION LEVEL 2	N/A	N/A
PAYROLL LEVEL 3 CODE	N/A	N/A
PAYROLL LEVEL 4 CODE	N/A	N/A
EMPLOYEE NAME (first nine positions)	N/A	N/A

Deposit Advice and Paystub Image Sample Report

```
                ACME CORPORATION
                MIDWEST DIVISION
                SAMPLE LOGO LINE 3
                SAMPLE LOGO LINE 4                                  88000813
                CHICAGO, IL 60606
                                        *** SEVEN HUNDRED NINETY-TWO AND 33/100
                                      03/13/98     ****79233
          99999901  SALE105 B
          DANIEL M ANDERSON
          923 PARKVIEW DR
          NAPERVILLE, IL           60540
                   1165       MANNING, WILLIAM Z.            318-42-6307 03/15/98  H
                   03/13/98   800.00 01      16.00                       03/01/98
 REGULAR PAY       86.67    800.00   4,000.00 FICA-OASDI          49.60     248.00
 TOTAL PAY         86.67    800.00   4,000.00 FEDERAL    S-01     78.46     405.80
                                               FICA-HI             11.60      58.00
                                               STATE IL   S-01     21.13     108.35
                                               STOCK PURCHASE      25.00     125.00
                                               MEDICAL INS EE      30.00      60.00
                                               TAX DEFERRED        24.00     120.00
                                               NET PAY            560.21   2,874.85
```

Deposit Register Sample Report

```
CORPORATION  99   ACME MANUFACTURING              DEPOSIT REGISTER                 REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                               6767 PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                       PAY DATE      BANK                 RECON NBR.    PAY AMOUNT
P6V8800081299999999P  123456789                                                                                          P6 CARD
01                 2001       REYNOLDS, BRENDA       03/13/98        123456789            88000812          259.30
01   SALE 105  B   1616       ANDERSON, DANIEL M     03/13/98        123456789            88000813          792.33
01   SALE 105  C   1165       MANNING, WILLIAM Z.    03/13/98        123456789            88000814          560.21
02   DIST          2010       PENDARVIS, MARTIN M.   03/13/98        123456789            88000815          268.82
02   SALE          1975       GRIMES, THEODORE J     03/13/98        123456789            88000816        1,289.78
02   SALE 104  B   1432       ISLEY, JEANETTE J.     03/13/98        123456789            88000817          291.93
02   SALE          1578       MAGUIRE, HENRY S.      03/13/98        123456789            88000818          182.66
02   SALE 104  A   1005       MORRIS, ROBERT         03/13/98        123456789            88000819          230.86
*DIVISION     9999 PRODUCTION CTL 1-2                                                                    3,875.89          8
```

ACH Tape (6A6A) report

Note: No printed output is produced by this report, though you may output the file.

This facility produces a file with information in the Automated Clearing House (ACH) tape format. A record is created for each employee direct deposit transaction, as well as for each prenotification transaction. An optional debit record can be created to withdraw the money automatically from your payroll account. You should transmit or take this file to your originating bank.

This file is used to send employee direct deposit information to your originating bank for transmission to employees' banks. The output is in NACHA (National Automated Clearing House Association) format. If you require detailed transaction layouts, Cyborg suggests that you obtain the ACH specifications from your bank or local clearing house.

The suggested report selection frequency is every payroll run.

Technical processing considerations

The file is formatted according to the specifications established by NACHA. You should obtain a copy of these specifications from your bank or credit union before selecting this report. These rules will have detailed transaction layouts that you will find helpful when reading and viewing prints of the file.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	6A6A
Report Select	1
Other Record	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other required form entries

You must make an entry in the ACH File Header Information form (ACHSCR) to provide sender and receiver information for your organization.

Use the Direct Deposit Information (H9-SCR) to set up a direct deposit deduction for each employee.

Output File (6A6A)

While NACHA offers several forms of direct deposits, payments, withdrawals, and cash advances, only record types pertaining to payroll are created by this output. These record types are listed in the chart below:

Record number	Record name	Content
101	File Header Record	
5200	Company/Batch Header Record	
622	Detail Credit	Automated Checking Deposit.
623	Detail Credit	Prenotification of Checking Deposit.
632	Detail Credit	Automated Savings Deposit.
633	Detail Credit	Prenotification of Savings Deposit.
627	Detail Debit	Automated Payment Deposit (This optional record is intended as a withdrawal from the organization checking account only.)
8200	Company/Batch Control Record	Per ACH specifications, this record contains deposit amount totals for each frequency paid.
9	File Control Record	Contains a hash total of all frequencies.

See the NACHA instructions for record detail.

Direct Deposit Register (6D6D) report

The Direct Deposit Register (6D6D) report provides a separate line for each direct deposit transaction, including optional deposits such as credit unions, mutual funds, savings accounts, and so on.

This report is designed to provide the payroll department with a detailed list of all transactions sent to the receiving (employee's) bank, as well as a printed backup to the ACH Tape (6A6A) report. Use the total from this report to balance to the total on the ACH Tape report.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	6D6D
Report Select	1
Manual	Print Every Pay Run
Current	Print Every Pay Run

Report field details

Column heading	Description
EMP. NBR.	Employee Number.
EMPLOYEE NAME	Employee name.
FROM BANK	The FROM routing number on the ACH File Header Information form (ACHSCR).
TO BANK	Routing number of the employee's banking institution.
ACCOUNT NUMBER	Employee's bank account number.
DEPOSIT AMOUNT	The amount of the deposit. Totaled.

See also:

- Entering ACH File Header information ***(on page 167)***

For detailed directions on entering ACH File Header information.

- Balancing the Direct Deposit Register (6D6D) report ***(on page 169)***

For detailed directions on balancing the Direct Deposit Register.

Report sorting, totals, and spacing

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
TO BANK	X	Double space before
EMPLOYEE NUMBER		

Payroll Register (1011) report

The Payroll Register (1011) report lists the earnings, taxes, deductions, and net pay in summary form for each employee whose frequency is being paid. By altering the Report Requests form (DD-SCR) entries, the report may be made to display year-to-date amounts only. Produce this report when you do not require the details provided by the Combined Register (2222) report.

On any line, total earnings minus all taxes and deductions should equal net pay.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—1011.
- **Report Select**—1.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.
- **Month**—Print Every Pay Run.
- **Quarter**—Print Every Pay Run.
- **Year**—Print Every Pay Run.

Plus, minus, manual, current, month, and/or quarter figures may be omitted from the report by changing the options in the Adjustments - Plus, - Minus, - Manual, To-date Amounts - Current, - Month, and (or) - Quarter field values to Do Not Print (5).

Never change the To-date Amounts - Year field value, because it is mandatory for accurate reporting.

This report cannot be produced in a maintenance run.

Report field details

Two sections of information are shown together for each employee. The first is a single line of static information.

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 Code.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 Code.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 Code.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 Code.
- **EMPLOYEE**—Employee Number and Name.
- **RATE**—Employee's hourly rate from earning 001.
- **FED**—Number of dependents from tax code 102, federal.
- **ST**—Number of dependents from the first state tax.

The second may be multiple lines of earning and deduction amounts and/or hours based on the Report Requests form (DD-SCR) entries.

- **AMOUNT-REG-HOURS**—Amount of pay from earning 001; Hours from earning 001.
- **AMOUNT-OVT-HOURS**—Amount of pay from all overtime earnings; Hours from all overtime earnings.
- **AMOUNT-TOTL-HOURS**—Amount of pay from all earnings; Hours from all earnings which are added to total hours on the second Company Earnings form (A8-SCR).
- **F.I.C.A.**—Total of FICA-OASDI and FICA-HI, tax codes 101 and 103.
- **FEDERAL TAX**—Federal withholding tax from tax code 102.
- **STATE TAX**—State withholding tax from all states, tax type 2.
- **LOCAL TAX**—Total of all local taxes and SDI from tax types 3 .and 4, and any employee-paid state unemployment from tax type 2.
- **TOTAL DEDUCT**—Amount from all deductions
- **NET PAY**—Net pay amount from deduction 999.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
PAYROLL LEVEL 3	X	
PAYROLL LEVEL 4	X	
PAYROLL LEVEL 5		
PAYROLL LEVEL 6		
EMPLOYEE NUMBER		

Payroll Register (1011) report sample

```
CORPORATION  99   ACME MANUFACTURING                        PAYROLL REGISTER        REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE    10
DIVISION     9999 PRODUCTION CTL 1-2                                                1011 PERIOD 03/13/1998 TIME 13:20 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                        F.I.C.A.   FEDERAL    STATE    LOCAL     TOTAL        NET
          AMOUNT-REG-HOURS    AMOUNT-OVT-HOURS     AMOUNT-TOTL-HOURS                TAX       TAX      TAX     DEDUCT        PAY
*DEPARTMENT      PURC
CURR       923.08     80.00     276.94    16.00    2,123.10    176.00    162.42     429.91    129.94     84.61     50.00    1,266.22
MONTH    1,384.62    120.00     276.94    16.00    2,584.64    216.00    197.73     464.96    142.44     94.66     50.00    1,634.85
QUART    5,538.48    480.00     415.41    24.00    6,876.97    584.00    526.09     801.18    263.42    191.13     50.00    5,045.15
YEAR     5,538.48    480.00     415.41    24.00    6,876.97    584.00    526.09     801.18    263.42    191.13     50.00    5,045.15
02   SALE           1578       MAGUIRE, HENRY S.              RATE   5.5500 FED 04 ST 04
CURR       177.60     32.00        .00      .00      226.00     40.00     17.29        .00      4.27       .00     21.78      182.66
MONTH      177.60     32.00        .00      .00      226.00     40.00     17.29        .00      4.27       .00     21.78      182.66
QUART    2,175.60    392.00        .00      .00    2,224.00    400.00    170.14        .00     41.62       .00    216.72    1,795.52
YEAR     2,175.60    392.00        .00      .00    2,224.00    400.00    170.14        .00     41.62       .00    216.72    1,795.52
02   SALE           1975       GRIMES, THEODORE J             RATE    .0000 FED 00 ST 00
CURR     1,923.08     80.00        .00      .00    1,923.08     80.00    147.13     372.52     55.96       .00    107.69    1,239.78
MONTH    1,923.08     80.00        .00      .00    1,923.08     80.00    147.13     372.52     55.96       .00    107.69    1,239.78
QUART   11,538.48    480.00        .00      .00   11,538.48    480.00    882.70   2,235.12    335.76       .00    596.14    7,488.76
YEAR    11,538.48    480.00        .00      .00   11,538.48    480.00    882.70   2,235.12    335.76       .00    596.14    7,488.76
02   SALE           2011       PITARO, JOSEPH C.              RATE  17.0000 FED 02 ST 02
CURR       680.00     40.00        .00      .00      680.00     40.00     52.02      86.43     27.12     20.11     30.00      464.32
MONTH    1,360.00     80.00        .00      .00    1,360.00     80.00    104.04     172.86     54.24     40.22     30.00      958.64
QUART    7,480.00    440.00     255.00    10.00    7,735.00    450.00    591.73   1,022.13    315.79    232.86     30.00    5,542.49
YEAR     7,480.00    440.00     255.00    10.00    7,735.00    450.00    591.73   1,022.13    315.79    232.86     30.00    5,542.49
02   SALE 104  A    1005       MORRIS, ROBERT                 RATE   7.5456 FED 01 ST 01
CURR       603.64     80.00        .00      .00      603.64     80.00     46.18      74.52     21.97     16.70     18.11      426.16
MONTH      905.46    120.00        .00      .00      905.46    120.00     69.27     103.00     27.55     21.47     27.16      657.01
QUART    3,621.84    480.00      90.54     8.00    3,712.38    488.00    284.00     372.50     81.76     67.59    111.33    2,795.20
YEAR     3,621.84    480.00      90.54     8.00    3,712.38    488.00    284.00     372.50     81.76     67.59    111.33    2,795.20
02   SALE 104  B    1432       ISLEY, JEANETTE J.             RATE   7.4965 FED 00 ST 00
CURR       299.86     40.00      95.58     8.50      395.44     48.50     30.25      49.89       .00       .00     11.86      303.44
MONTH      599.72     80.00      95.58     8.50      695.30     88.50     53.19      85.87      8.73       .00     20.86      526.65
QUART    3,298.46    440.00      95.58     8.50    3,394.04    448.50    259.64     409.69     87.30       .00    101.86    2,535.55
YEAR     3,298.46    440.00      95.58     8.50    3,394.04    448.50    259.64     409.69     87.30       .00    101.86    2,535.55
*DEPARTMENT      SALE
CURR     3,684.18    272.00      95.58     8.50    3,828.16    288.50    292.87     583.36    109.32     36.81    189.44    2,616.36
MONTH    4,965.86    392.00      95.58     8.50    5,109.84    408.50    390.92     734.25    150.75     61.69    207.49    3,564.74
QUART   28,114.38  2,232.00     441.12    26.50   28,603.90  2,266.50  2,188.21   4,039.44    862.23    300.45  1,056.05   20,157.52
YEAR    28,114.38  2,232.00     441.12    26.50   28,603.90  2,266.50  2,188.21   4,039.44    862.23    300.45  1,056.05   20,157.52
```

Using the Direct Deposit Register (6D6D) report

1. Use it for employee queries

Use this report for point-in-time queries from employees. Employee changes to banks or account numbers may already be entered online. The Direct Deposit Register report can be used to verify where the money actually went.

2. Verify new deposits started

The HED Register (2H2H) report has a WARNINGS section that indicates when an HED starts based on the Start Code. If a direct deposit was not started based on a start date, review this report to confirm all expected new deposits occurred.

Direct Deposit Register (6D6D) sample report

```
CORP         01   ACME MANUFACTURING            DIRECT DEPOSIT REGISTER          REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV          0001 CENTRAL DIVISION                                               6D6D PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT
1001        LARSON, LINDA                  123456789  007000003  322081                 1,690.80
1012        WARD, CHESTERON                123456789  007000003  01097661                 784.51
*TO BANK TOTAL   007000003                                                            2,475.31
CORP         01   ACME MANUFACTURING            DIRECT DEPOSIT REGISTER          REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     2
DIV          0001 CENTRAL DIVISION                                               6D6D PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT
*COMPANY TOTAL   010001                                                               2,475.31
CORP         01   ACME MANUFACTURING            DIRECT DEPOSIT REGISTER          REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     3
DIV          0001 CENTRAL DIVISION                                               6D6D PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT
*REPORT CODE     6D6D                                                                 2,475.31
```

Detailed Directions

This section provides detailed instructions for the topics discussed in this section. For information on how to complete a business task, select one of the following topics:

Tasks

Suppressing messages on the Master File Status (9E9E) report 161
Entering pay document print options 163
Entering pay document header and accrual options 164
Entering pay document messages 166
Entering ACH File Header information 167
Balancing the Direct Deposit Register (6D6D) report 169

Suppressing messages on the Master File Status (9E9E) report

Perform the following steps to suppress specific informational messages on the Master File Status (9E9E) report. You must enter a WL Record Maintenance form (WL-SCR) for each organization where you wish messages to be suppressed.

1. Access the WL Record Maintenance form

Access the WL Record Maintenance form (WL-SCR) by selecting:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Click the Column Ruler

Display the Column Ruler to help you make your entry correctly.

For practice, click the Column Ruler.

3. Clear the fields

Clear the fields before entering your data.

For practice, click ClearFields.

4. Select the Table Type

Specify the type of table record that you are entering. The Master File Status (9E9E) report will search for Company Other Cyborg.

For practice, select Co Other Cyborg.

5. Enter the Table Key

Enter the program ID of the Master File Status report.

For practice, enter '9E9E'.

6. Enter the Field 1 data

Enter the code for the messages you wish to suppress in positions 28 through 37. The following table contains the position in which the message code is to be entered, and a description of each message:

Position	Message Code	Description
28	A	Bypass test for blank sex code
29	B	Bypass test for blank race code
30	C	Bypass test for blank birth code
31	D	Bypass test for blank hire date
32	E	Bypass test for blank shift code
33	F	Bypass test for blank name
34	G	Bypass test for blank control 3 through 6
35	H	Bypass test for blank split percent
36	I	Bypass test for blank rate/salary
37	J	Bypass test for blank normal hours

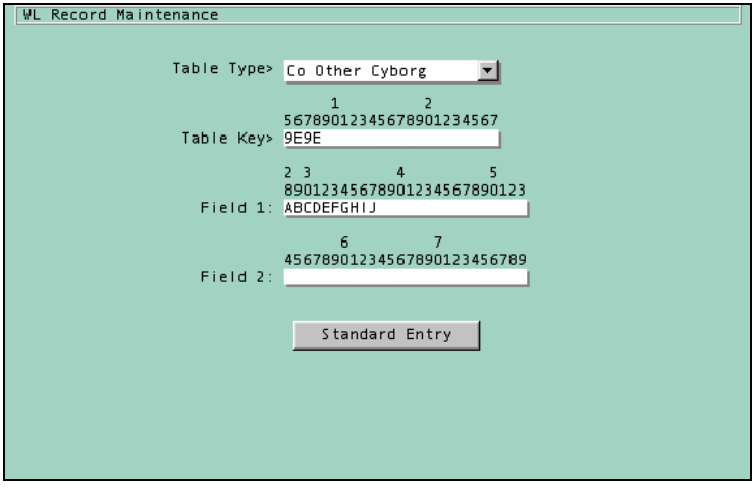
For practice, enter 'ABCDEFGHIJ' in positions 28–37.

7. Click Save or press Enter

You do not need to enter any data in Field 2. The messages you indicated will now be suppressed from the report.

For practice, click Save.

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



See also:

- Master File Status (9E9E) report ***(on page 121)***

For more information on suppressing messages on the Master File Status (9E9E) report.

Entering pay document print options

Perform the following steps to select information to be printed on employee pay documents. This will print on both the Pay Document, Deposit Advice and Paystub (6767) and Pay Document, Check and Paystub (6868) reports.

1. Access the Pay Document Print Options - Part 1 form

Access the Pay Document Print Options - Part 1 form (PD1SCR) by selecting:

Component: Payroll Setup Processing
Process: Payroll Processing Setup
Task: Pay Document Setup 1

For practice, access the Pay Document Print Options - Part 1 form.

2. Select Distribution Line information

These checkboxes designate information that prints an additional line above the employee name and address area on the check or deposit advice. A check in any of these checkboxes prints the corresponding employee home-location Org level 1 and 2, Pay level 3 through Pay level 6 values (control level 1–6), and Function value, as specified on the Payroll Home Location/Pay Allocations form (GG-SCR).

For practice, select the Control 1, Control 2, and Control 3 checkboxes.

3. Select Paystub Detail information

These fields determine specific additional details that print on all pay stubs for the Organization.

The value selected from the Department Source field specifies which of the employee's control level values is to print in the box titled Dept on the pay stub.

The Earnings and Deduct/Taxes fields specify whether or not employee earnings and deductions with no current amount but with a year-to-date amount print on the pay stub as a detail item.

The Period Begin Date checkbox allows printing of the pay period beginning date on the pay stub. The period begin date prints below the period-end date.

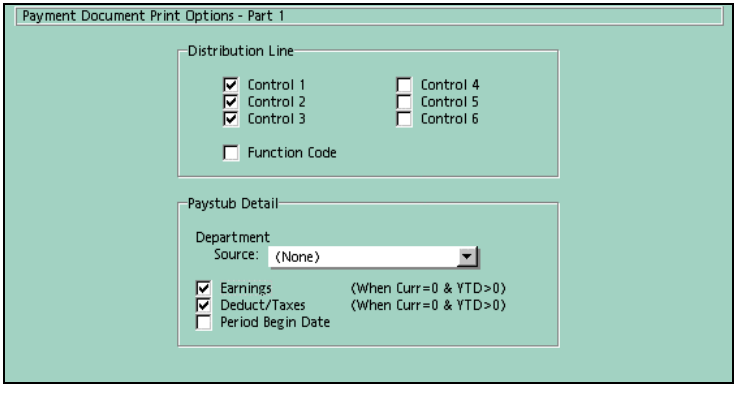
For practice, select the Earnings and Deduct/Taxes checkboxes.

4. Click Save or press Enter

The Payment Document Print Options - Part 1 form (PD1SCR) is updated.

For practice, click Save.

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



See also:

- Pay Document, Deposit Advice and Paystub (6767) report ***(on page 140)***

For more information on the Pay Document, Deposit Advice and Paystub (6767) report.

- Pay Document, Check and Paystub (6868) report ***(on page 134)***

For more information on the Pay Document, Check and Paystub (6868) report.

Entering pay document header and accrual options

Perform the following steps to select headers and accrual options to be printed on employee pay documents. This will print on both the Pay Document, Deposit Advice and Paystub (6767) and Pay Document, Check and Paystub (6868) reports.

1. Access the Pay Document Print Options - 2 form

Access the Pay Document Print Options - 2 form (PD2SCR) by selecting:

Component: Payroll Setup Processing
Process: Payroll Processing Setup
Task: Pay Document Setup 2

For practice, access the Pay Document Print Options -2 form.

2. Enter Header Lines information

The five alphanumeric optional Header Lines text boxes each contain 30 positions. Use these fields to specify heading information you want printed on the pay document. Type the line content exactly as it is to be printed, including commas, periods, and spaces between words.

These lines print above the employee name at the top of the check or deposit advice. In certain states, such as California, the bank information that is required by law may be entered here.

For practice, type ACME CORPORATION in Header Line 1, 2 N. RIVERSIDE PLAZA in Header Line 2, and CHICAGO, IL 60606 in Header Line 3.

3. Enter accruals to printed on pay documents

The Vacation HED fields are used to identify employee earning records where accrued vacation time is maintained. You may specify a maximum of three vacation accrual earning numbers.

The Sick HED fields are used to identify employee records where accrued sick time is maintained. You may specify a maximum of three sick accrual earning numbers.

The accrued time from the specified earning records is totaled and printed as Total Available Vacation/Sick in the designated box on the pay stub.

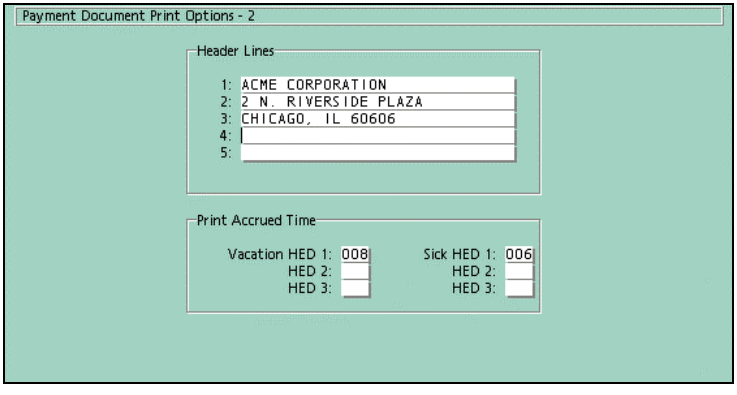
For practice, type 008 in Vacation HED 1 and 006 in Sick HED 1.

4. Click Save or press Enter

The Payment Document Print Options - 2 form (PD2SCR) is updated.

For practice click Save.

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



See also:

- Pay Document, Deposit Advice and Paystub (6767) report ***(on page 140)***

For more information on the Pay Document, Deposit Advice and Paystub (6767) report.

- Pay Document, Check and Paystub (6868) report ***(on page 134)***

For more information on the Pay Document, Check and Paystub (6868) report.

Entering pay document messages

Perform the following steps to type a one- or two-line message to be printed on all pay stubs produced by the payroll run for all employees paid in this Organization. This information is cleared automatically by the system immediately following the payroll run.

1. Select the Payment Document Messages form

Access the Payment Document Messages form (AG-SCR) by selecting:

Component:	Payroll Setup Processing
Process:	Payroll Processing Setup
Task:	Pay Document Messages

For practice, access the Payment Document Messages form.

2. Enter message 1

Type a message exactly as it is to appear on pay stubs. Include commas, periods, spaces between words, and so on. Message lines print continuously on pay stubs. They do not split up as they appear to do on the form. As such, completely fill the Company Message 1 field before entering anything in More Message 1 and End Msg.

For practice, type 'Don't forget about open enroll' in the Company Message 1 field, 'ment! Contact HR for more info' in the More Message 1 field, and '!' in the End Msg field.

3. Enter message 2

Type a message exactly as it is to appear on pay stubs. Include commas, periods, spaces between words, and so on. Message lines print continuously on pay stubs. They do not split up as they appear to do on the form. As such, completely fill the Company Message 2 field before entering anything in More Message 2 and End Msg

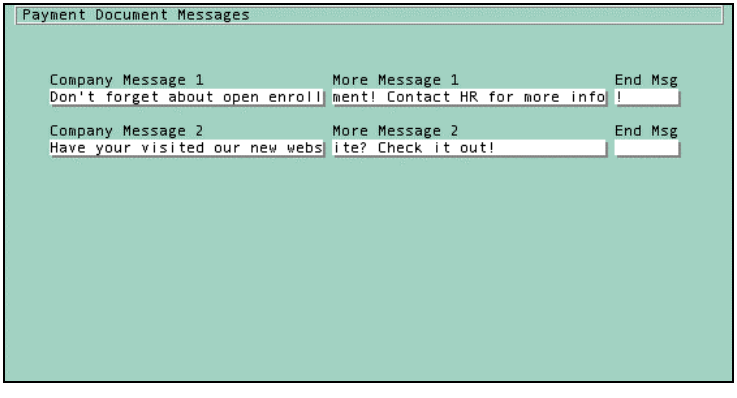
For practice, type 'Have you visited our company webs' in the Company Message 2 field, and 'ite? Check it out!' in the More Message 2 field.

4. Click Save or press Enter

The Payment Document Messages form (AG-SCR) is updated.

For practice click Save.

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



See also:

- Pay Document, Deposit Advice and Paystub (6767) report ***(on page 140)***

For more information on the Pay Document, Deposit Advice and Paystub (6767) report.

- Pay Document, Check and Paystub (6868) report ***(on page 134)***

For more information on the Pay Document, Check and Paystub (6868) report.

Entering ACH File Header information

Perform the following steps to supply organization-specific information on an ACH tape. If the required information is not available when the ACH tape is produced, the file header record will not contain your Organization-specific information. This will result in the rejection of your ACH tape.

1. Select the ACH File Header Information form

Access the ACH File Header Information form (ACHSCR) by selecting:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: Direct Deposit Setup

For practice, access the ACH File Header Information form.

2. Enter Sender Name

Type the name of the Organization sending the ACH tape.

For practice, type ACME CORPORATION.

3. Enter Sender ACH Number

Type the sender's routing number.

For practice, type 123456789.

4. Enter EIN Literal

This optional field can contain the letters EIN, or it can be left blank. If your bank requires placement of your federal EIN in the ACH tape header record, type EIN. The federal EIN from the Tax Specification Information form (T1-SCR) (for tax code 102) will be written to the EIN number field on the ACH tape. If you leave the field blank, the EIN number field on the ACH tape will contain the Organization Number followed by three spaces.

For practice, leave this field blank.

5. Enter Receiver Name

Type the name of the organization receiving the ACH tape.

For practice, type ACME BANK.

6. Enter the Receiver ACH Number

Type the receiver's routing number.

For practice, type 987654321.

7. Enter Employer Checking Account

If you are using a debit account with your bank, the Employer Checking Account field is required. Type the employer checking account number on which the employee payments will be drawn.

For practice, leave this field blank.

8. Enter Sender Audit Number (optional)

Type the sending Organization audit number used to request debit records.

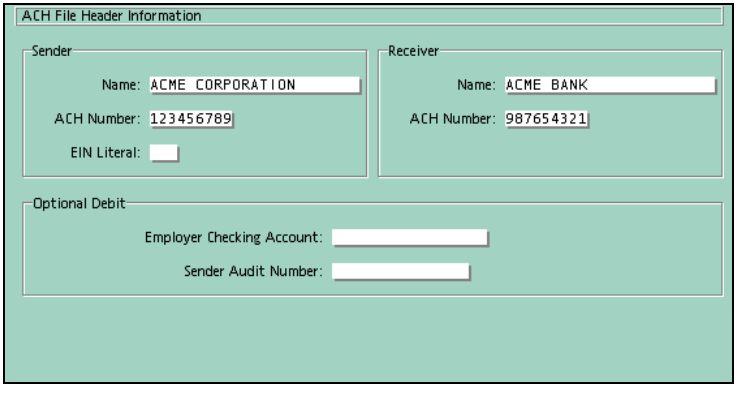
For practice, leave this field blank.

9. Click Save or press Enter

The ACH File Header Information form (ACHSCR) is updated.

For practice click Save.

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



See also:

- **Direct Deposit Register (6D6D) report** ***(on page 152)***

For more information on the Direct Deposit Register report.

Balancing the Direct Deposit Register (6D6D) report

The Direct Deposit Register report should be used to balance and verify the total of all direct deposit deductions written to the ACH Tape report (6A6A). To accomplish this, perform the following steps:

1. Total all deductions whose Category option is Direct Deposit (53), omitting Net Pay deduction 999.
2. Add the total of net pay deposits from the Direct Deposit Register report (printed as part of the Combined Register report).
3. Verify that the total printed on this report equals the amount calculated in Step 2 above. If you have printed the ACH Tape report (6A6A), the 9 record should also contain this total.

See also:

- **Direct Deposit Register (6D6D) report** ***(on page 152)***

For a detailed description of the Direct Deposit Register report.

CHAPTER 6

Other Reports

The default value on the Report Requests form (DD-SCR) for each option list is Do Not Print. Only those entries which differ from that value will be mentioned for each report.

The default value for the output file is PRINT1. Only those output files which differ will be mentioned for each report.

In This Chapter

Introduction..... 173
WL Record Maintenance (WL-SCR)..... 174
Unload Master Data Utility (0404) report..... 176
Accrual (0505) report..... 178
Pay Reconciliation (1C1C) report..... 180
Payroll History (1H1H) report..... 184
Labor (1L1L) report..... 186
Pretax Limits for Reducing Taxable Wages (1T1T) report..... 192
Outstanding Payment Records (2C2C) report..... 196
All Frequencies Set to 00 for Terminated Employees (2F2F) report..... 198
Audit Trail Warnings (2W2W) report..... 200
Out-of-Balance Check (2X2X) report..... 202
Clear Manual Payments (4245) report..... 204
Automatic Payment Reversal (4343) report..... 206
Summarize Labor (4L4L) report..... 208
Frick Company Terminations (4T4T) report..... 210
Frick Company Magnetic Tape (4U4U) report..... 212
Build Gates (4V4V) report..... 214
Ending Balance (5558) report..... 216
Savings Bond Balance Register (5959) report..... 218
Child Support Register (6H6H) report..... 222
Child Support ACH Tape (6I6I) report..... 224
Direct Deposit Register - Child Support (6R6R) report..... 226
Labor Distribution Detail (7979) report..... 228
Distribution (7C7C) report..... 230
Pay Information Extract (7L7L) report..... 234
Back Out Quarter-to-Date Figures (7Q7Q) report..... 238
Workers Compensation (7W7W) report..... 240
Tax Filing Report - All Frequencies (9091) report..... 246
Delete Unused Employee HEDs/Tax Records (9H9H) report..... 252
Retro Pay Increase (9R9R) report..... 254

Introduction

The default value on the Report Requests form (DD-SCR) for each option list is Do Not Print. Only those entries which differ from that value will be mentioned for each report.

The default value for the output file is PRINT1. Only those output files which differ will be mentioned for each report.

WL Record Maintenance (WL-SCR)

Note: The default value on the Report Requests form (DD-SCR) for each option list is Do Not Print. Only those entries that differ from that value are mentioned for each report.

Note: The defaulty value for the output file is PRINT1. Only those output files that differ are mentioned for each report.

Several reports in this section require the creation of a WL record. This is done using the WL Record Maintenance form (WL-SCR). To access this form make the following selections:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Tables

Unload Master Data Utility (0404) report

Note: No printed output is produced by this report.

The Unload Master Data (0404) report uses your Sequential Master File to create a file of organization and employee information in 80-character batch transaction format. All Permanent Master Record information is written to this output file, based on options you select on the Report Requests form (DD-SCR).

This utility has two primary uses:

- If your company changes its hardware platform, you can use the output file as input to a maintenance or payroll run on the new platform. This will establish the payroll Sequential Master File accurately and with minimal intervention or data entry.
- If you need to quickly add a new organization to Payroll Administration, you may request that only organization information for an existing organization be written to the output file. After you have added the new organization Number to your system, you can use the output file as input to a maintenance run by changing the Organization Number in that file's BATCH record. Once you have established the organization you can add and maintain all standard organization information.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—0404.
- **Report Select**—0.
- **Company Level**—Print Every Run.
- **Tax Tables**—Print Every Run.
- **Other Record**—Print Every Run.
- **Month**—Print Every Run.
- **Quarter**—Print Every Run.
- **Year**—Print Every Run.

Typing a special Report Select value, such as the U, and also placing the U in position three of the P4 control record will allow this utility to be the only report processed other than the Payroll Audit Trail (0101) and Transaction Load reports.

The suggested report selection frequency is as required, using a maintenance run.

Output File

P05T80

The system writes the following transactions to the output file based upon the Print Every Run (0) values on the Report Requests form (DD-SCR). Changing a value to Do Not Print (5) prevents that information from being written to the file. This allows you to control what information is sent to the output file.

- **Data Types - Company Level**—BATCH transaction; AA, AB, AC, AD, AE, A8, AF, AJ, AK, AL transactions; C transactions; D transactions (only for reports with a report code greater than 0404 and reports 0103, 0202).
- **Data Types - Tax Tables**—T1 and T2 transactions.
- **Data Types - Other Record**—WL table records.
- **To-date Amounts - Month**—Month-to-date adjustment transactions for each employee.
- **To-date Amounts - Quarter**—Quarter-to-date adjustment transactions for each employee.
- **To-date Amounts - Year**—BATCH transaction; E transactions; F transactions; G transactions; H transactions; HR information transactions; Year-to-date adjustment transactions for each employee.

Note: If you request all the above information in the same run, the system creates only two BATCH transactions: one preceding the organization records (including tax tables and WL records) and one preceding all employee information.

Special uses

If you use the information from the output file to establish the organization on another Sequential Master File or on different hardware, do the following:

1. In a text editor, create two versions of the output file:

- The first file should contain all payroll batch transactions, but not the L segment HR transactions. Those that should be included in this file include transactions with the following characters in the first position of the record: A, B, C, D, T, W, E, F, G, H, J, and K.

- The second file should contain only the L segment HR transactions (and none of those listed above.)

2. Process the first file through a regular batch payroll or maintenance run.

3. Process input from the second file using the Cyborg Scripting Language program LOADHR. This program and instructions on its use are available on CUBBS (Cyborg Users Bulletin Board Service).

Accrual (0505) report

The Accrual (0505) report provides a list of all employee-accrued entitlements, such as sick and vacation leave. This report lists each employee who has one or more entitlement earning records. It also lists available hours, hours taken during the calendar year, total hours for the year, and the current monetary value of these hours.

The current monetary value for an employee is obtained by multiplying the employee's current hourly rate by the available hours. An earning is considered an entitlement when the Add Total Hrs option list (PP18) on the Company Earnings form (A8-SCR) contains one of these values:

- Acr/Add to Hours (1)
- Acr/Do Not Add to Hr (3)

The system produces this report for every employee whose frequency is being paid in a payroll run. Use this report to determine the total potential liability for vacation, sick, and other types of entitlements. This report is particularly important in those states that require vacation and certain other entitlements to be paid to the employee upon termination.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—0505.
- **Report Select**—1.
- **User Field**—<space>ALL or <space>earning number.
- **Year**—Print Every Pay Run.

You must make an entry in the last three positions of the User Field each time you run the report. The system automatically clears this entry immediately following the run.

To report on only one entitlement earning, type the number of the earning in the last three positions of the User Field on the Report Requests form (DD-SCR).

To report on all entitlement earnings, type ALL in the last three positions of the User Field text box.

The suggested report selection frequency is every payroll run.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 Code.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 Code.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 Code.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 Code.
- **EMPLOYEE**—Employee Number and Employee Name.
- **(none)**—Earning or Deduction Name.
- **(none)**—Earning or Deduction Number.
- **EMP. DATE**—Employment Date from the Employee Information form (EF-SCR).
- **AVAILABLE**—Amount One for this earning or deduction from the Employee Earnings And Deductions form, totaled (HH-SCR).
- **TAKEN**—Hours: Year for this earning or deduction from the HEDs To-Date Inquiry form (HT-SCR), totaled.
- **TOTAL**—AVAILABLE plus TAKEN, totaled.
- **AVAIL. VALUE**—The monetary value of the available hours calculated by multiplying the employee's pay rate from earning 001 by the available hours, totaled. For salaried employees, the pay rate is obtained by dividing salary by hours, totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1		New page after
ORGANIZATION LEVEL 2		New page after
HED NUMBER	X	Double space before, new page after
PAYROLL LEVEL 3 CODE		
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		

Accrual (0505) report sample

```
CORPORATION  99   ACME MANUFACTURING                 ACCRUAL REPORT              REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                             0505 PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                       EMP.DATE     AVAILABLE       TAKEN       TOTAL   AVAIL. VALUE
01                 3001       BLOOM, ALEXANDER   SICK PAY        006 03/12/1978      -32.00       40.00        8.00     -584.59
01                 3004       MARSH, PAUL J.     SICK PAY        006 03/22/1985       16.00         .00       16.00      147.69
01   ADM           1236       HAMMER, JAMES B.   SICK PAY        006 07/22/1983      -40.00       40.00         .00     -352.35
01   MAIN          1116       COMPTON, SUSAN A   SICK PAY        006 09/21/1992       29.00         .00       29.00      319.00
01   MANU 105  B   1111       JONES, JERRY       SICK PAY        006 01/01/1982       40.00         .00       40.00      236.87
02   SALE          1578       MAGUIRE, HENRY S.  SICK PAY        006 02/28/1984       -8.00        8.00         .00      -44.40
*HED NUMBER      006                                                                 5.00       88.00       93.00     -277.78
```

Pay Reconciliation (1C1C) report

The Pay Reconciliation (1C1C) report details cleared, uncleared, and reversal payments. These payments are reported from the employee's Payment History Records during the pay reconciliation process of a payroll or reconciliation run. Use this report to analyze reconciled and unreconciled Payment History for an employee.

For balancing, compare the totals for the amounts that have a numeral 3 (cleared this run) under the TYPE column on this report, to the totals reported by the bank for the Payment History Records.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—1C1C.
- **Report Select**—1.

- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.
- **Month**—Print Every Pay Run.
- **Quarter**—Print Every Pay Run.
- **Year**—Print Every Pay Run.

If you use this report, the suggested report selection frequency is every payroll or reconciliation run. You may run this report on either a payroll run when reconciliation is performed or on a stand-alone reconciliation run:

- If you select this report on a payroll run where reconciliation is performed, you should select the Print Every Pay Run (1) option in the To-date Amounts - Current field, so that the To-date Amounts - Month, To-date Amounts - Quarter, and To-date Amounts - Year fields specify the reconciliation clear codes you want reported.
- If you need to designate which reconciliation clear codes are to be reported, you must perform the reconciliation process as part of a payroll run. If you run the reconciliation process in a payroll run or an off-cycle payroll run, selecting the Print Every Run (0) value in the To-date Amounts - Current field will cause previously cleared payments to be included in the report.

If you select this report on a stand alone reconciliation run that is a maintenance run, then you must select Print Every Run (0) from the To-date Amounts - Current drop down box, and other values will be ignored.

Typing the date in the User Date text box on the Payroll Run Process Control form (AE-SCR) will cause Payment History that is older than the date entered to appear on the report.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 Code.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 Code.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 Code.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 Code.
- **EMPLOYEE**—Employee Number, Master Number of History Record, Employee Name.
- **TYPE**—Recon Clear Code:
  1 = uncleared this run.
  2 = uncleared previous run.
  3 = cleared this run.
  4 = cleared previous run.
  R = reversed this run.
  V = reversed previous run.
- **PAY DATE**—Payment Date.
- **BANK**—Bank Code.
- **RECON NBR.**—Recon Number.
- **PAY AMT**—Net Pay. Totaled

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	N/A	New page after
ORGANIZATION LEVEL 2	N/A	New page after
BANK CODE	N/A	New page after
RECON CLEAR CODE	N/A	Double space before
PAYROLL LEVEL 3 CODE	N/A	Double space before
PAYROLL LEVEL 4 CODE	N/A	Double space before

Field	Total	Report spacing
PAYROLL LEVEL 5 CODE	N/A	
PAYROLL LEVEL 6 CODE	N/A	
EMPLOYEE NUMBER	N/A	

Pay Reconciliation (1C1C) report sample

```
CORPORATION  99   ACME MANUFACTURING                PAY  RECONCILIATION            REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                                                1C1C PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                            TYPE    PAY DATE        BANK    RECON NBR.      PAY AMT
01                  3017      -0002  STENMAN, SAMANTHA                     2     01/16/1998     123456789  00012597        729.59
01                  3017      -0004  STENMAN, SAMANTHA                     2     01/30/1998     123456789  00012530        729.58
01                  3017      -0006  STENMAN, SAMANTHA                     2     02/16/1998     123456789  00012667        729.60
01                  3017      -0008  STENMAN, SAMANTHA                     2     02/27/1998     123456789  00012799        729.59
01                  3018      -0002  THEISSEN, LEONARD                     2     01/02/1998     123456789  00011013        990.58
01                  3018      -0004  THEISSEN, LEONARD                     2     01/16/1998     123456789  00012599        990.58
01                  3018      -0006  THEISSEN, LEONARD                     2     01/30/1998     123456789  00012532        990.59
01                  3018      -0008  THEISSEN, LEONARD                     2     02/13/1998     123456789  00012669        990.58
01                  3018      -0010  THEISSEN, LEONARD                     2     02/27/1998     123456789  00012801        990.58
01                  3019      -0002  HARRIS, CECELIA                       2     01/02/1998     123456789  00011010        554.12
01                  3019      -0004  HARRIS, CECELIA                       2     01/16/1998     123456789  00012592        554.12
01                  3019      -0006  HARRIS, CECELIA                       2     01/30/1998     123456789  00012523        554.13
01                  3019      -0008  HARRIS, CECELIA                       2     02/13/1998     123456789  00012662        554.12
01                  3019      -0010  HARRIS, CECELIA                       2     02/27/1998     123456789  00012793        554.12
01                  3022      -0002  WENDT, GARY D.                        2     01/02/1998     123456789  00011015        614.96
01                  3022      -0004  WENDT, GARY D.                        2     01/16/1998     123456789  00012602        614.96
01                  3022      -0006  WENDT, GARY D.                        2     01/30/1998     123456789  00012536        614.96
01                  3022      -0008  WENDT, GARY D.                        2     02/13/1998     123456789  00012672        614.96
01                  3022      -0010  WENDT, GARY D.                        2     02/27/1998     123456789  00012805        614.96
*DEPARTMENT                                                                                                                 95,012.42
01   ADM            1113      -0003  BARTHOLOW III, JONATHAN               2     01/30/1998     123456789  00012537      2,276.92
01   ADM            1113      -0006  BARTHOLOW III, JONATHAN               2     02/27/1998     123456789  00012806      2,276.92
01   ADM            1236      -0002  HAMMER, JAMES B.                      2     01/02/1998     123456789  00011016        314.04
01   ADM            1236      -0004  HAMMER, JAMES B.                      2     01/09/1998     123456789  00012508        314.05
01   ADM            1236      -0006  HAMMER, JAMES B.                      2     01/16/1998     123456789  00012603        314.04
01   ADM            1236      -0008  HAMMER, JAMES B.                      2     01/23/1998     123456789  00012588        314.05
01   ADM            1236      -0010  HAMMER, JAMES B.                      2     01/30/1998     123456789  00012538        314.04
01   ADM            1236      -0012  HAMMER, JAMES B.                      2     02/06/1998     123456789  00012618        314.06
01   ADM            1236      -0014  HAMMER, JAMES B.                      2     02/13/1998     123456789  00012673        314.04
01   ADM            1236      -0017  HAMMER, JAMES B.                      2     02/20/1998     123456789  00012717        471.22
01   ADM            1236      -0019  HAMMER, JAMES B.                      2     02/27/1998     123456789  00012807        314.04
01   ADM            1764      -0002  HANCOCK, STEVEN W.                    2     01/16/1998     123456789  00012604        659.49
01   ADM            1764      -0004  HANCOCK, STEVEN W.                    2     01/30/1998     123456789  00012539        659.49
01   ADM            1764      -0006  HANCOCK, STEVEN W.                    2     02/16/1998     123456789  00012674        659.49
01   ADM            1764      -0008  HANCOCK, STEVEN W.                    2     02/27/1998     123456789  00012808        659.49
*DEPARTMENT      ADM                                                                                                        10,175.38
```

Payroll History (1H1H) report

The Payroll History (1H1H) report provides a detailed list of payments made and adjustments processed in previous payroll runs. All Payment History Records on file for an employee are printed.

Use this report to track historical information regarding employee payments and to respond to information requests. Examples of such requests are inquiries from:

- state unemployment agencies
- state disability agencies
- child support agencies
- Workers Compensation
- banking institutions for mortgage verifications

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—1H1H.
- **Report Select**—1.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 label from the Payment History Record.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 label from the Payment History Record.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 label from the Payment History Record.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 label from the Payment History Record.
- **EMPLOYEE**—Employee Number.
- **PERIOD END DATE**—Period-End Date.
- **RECON NUMBER**—Reconciliation Number.
- **TOTAL AMOUNT**—The sum of the pay amounts for earnings, totaled
- **TOTAL HOURS**—The sum of the hours for the earnings, totaled.
- **FICA TAX**—The total of the employee's FICA-OASDI and FICA-HI tax amounts, totaled.
- **FEDERAL TAX**—The employee's federal income tax withheld, totaled.
- **STATE TAX**—The sum of the state income tax withheld from all employee state tax records (tax type = 2), totaled.
- **LOCAL TAX**—The sum of all county, city, SDI, and other local taxes withheld from all employee local tax records (tax type = 3 or 4).

Also, any applicable state unemployment tax from employee state tax records (tax type = 2), totaled.

- **TOTAL DEDUCTIONS**—The sum of all deductions taken. Totaled.
- **NET PAY**—The amount from deduction 999. This value may not be present for adjustments.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
EMPLOYEE	X	Double space before and after
PERIOD END DATE		
CHECK NUMBER		

Payroll History (1H1H) report sample

```
CORPORATION  99   ACME MANUFACTURING              PAYROLL  HISTORY  REPORT         REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                1H1H PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE  PERIOD     RECON          TOTAL     TOTAL     FICA   FEDERAL     STATE    LOCAL    TOTAL         NET
                                END DATE   NUMBER         AMOUNT    HOURS     TAX      TAX        TAX      TAX   DEDUCTIONS      PAY
02   PURC 103  A    1001       01/02/1998 00011029 CUR      461.54   40.00   35.31     35.05     12.50     10.05       .00    368.63
02   PURC 103  A    1001       01/09/1998 00012519 CUR      461.54   40.00   35.30     35.05     12.50     10.05       .00    368.64
02   PURC 103  A    1001       01/16/1998 00012618 CUR      461.54   40.00   35.32     35.05     12.50     10.05       .00    368.62
02   PURC 103  A    1001       01/23/1998 00012599 CUR      461.54   40.00   35.30     35.05     12.50     10.05       .00    368.64
02   PURC 103  A    1001       01/30/1998 00012554 CUR      461.54   40.00   35.31     35.05     12.50     10.05       .00    368.63
02   PURC 103  A    1001       02/06/1998 00012629 CUR      461.54   40.00   35.30     35.05     12.50     10.05       .00    368.64
02   PURC 103  A    1001       02/13/1998 00012688 CUR      461.54   40.00   35.32     35.05     12.50     10.05       .00    368.62
02   PURC 103  A    1001       02/20/1998 00012727 CUR      600.01   48.00   45.90     55.82     20.98     16.07       .00    461.24
02   PURC 103  A    1001       02/27/1998 00012822 CUR      461.54   40.00   35.30     35.05     12.50     10.05       .00    368.64
02   PURC 103  A    1001       03/06/1998 00012902 CUR      461.54   40.00   35.31     35.05     12.50     10.05       .00    368.63
*EMPLOYEE NUMBER 1001                                CUR    4,753.87  408.00  363.67    371.27    133.48    106.52       .00  3,778.93
02   SALE 104  B    1002       01/31/1998 88000307 CUR    6,150.00  173.33  470.48  1,311.39    330.03      2.60    184.50  3,851.00
02   SALE 104  B    1002       02/28/1998 88000599 CUR    6,150.00  173.33  470.47  1,311.39    330.03      2.60    184.50  3,851.01
*EMPLOYEE NUMBER 1002                                CUR   12,300.00  346.66  940.95  2,622.78    660.06      5.20    369.00  7,702.01
01   MANU 105  B    1003       01/09/1998 00011024 CUR      615.38   80.00   47.07     45.86     16.15       .00       .00    506.30
01   MANU 105  B    1003       01/23/1998 00012613 CUR      615.38   80.00   47.09     45.86     16.15       .00       .00    506.28
01   MANU 105  B    1003       01/30/1998 00012548 CUR      615.38   80.00   47.07     45.86     16.15       .00       .00    506.30
01   MANU 105  B    1003       02/13/1998 00012683 CUR      615.38   80.00   47.07     45.86     16.15       .00       .00    506.30
01   MANU 105  B    1003       02/27/1998 00012817 CUR      615.38   80.00   47.09     45.86     16.15       .00       .00    506.28
*EMPLOYEE NUMBER 1003                                CUR    3,076.90  400.00  235.39    229.30     80.75       .00       .00  2,531.46
02   SALE 104  A    1005       01/02/1998 88000005 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
02   SALE 104  A    1005       01/09/1998 88000104 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
02   SALE 104  A    1005       01/16/1998 88000207 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
02   SALE 104  A    1005       01/23/1998 88000204 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
02   SALE 104  A    1005       01/30/1998 88000309 CUR      301.82   40.00   23.08     28.48      5.58      4.77      9.05    230.86
02   SALE 104  A    1005       02/06/1998 88000404 CUR      301.82   40.00   23.10     28.48      5.58      4.77      9.05    230.84
02   SALE 104  A    1005       02/13/1998 88000457 CUR      301.82   40.00   23.08     28.48      5.58      4.77      9.05    230.86
02   SALE 104  A    1005       02/20/1998 88000496 CUR      392.36   48.00   30.02     41.66      9.57      7.96     11.77    291.38
02   SALE 104  A    1005       02/27/1998 88000601 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
02   SALE 104  A    1005       03/06/1998 88000725 CUR      301.82   40.00   23.09     28.48      5.58      4.77      9.05    230.85
*EMPLOYEE NUMBER 1005                                CUR    3,108.74  408.00  237.82    297.98     59.79     50.89     93.22  2,369.04
01   MANU 105  C    1006       01/02/1998 00011021 CUR      286.00   40.00   21.88     19.68      7.43       .00       .00    237.01
01   MANU 105  C    1006       01/09/1998 00012513 CUR      286.00   40.00   21.87     19.68      7.43       .00       .00    237.02
01   MANU 105  C    1006       01/16/1998 00012610 CUR      286.00   40.00   21.89     19.68      7.43       .00       .00    237.00
01   MANU 105  C    1006       01/23/1998 00012593 CUR      286.00   40.00   21.88     19.68      7.43       .00       .00    237.01
01   MANU 105  C    1006       01/30/1998 00012545 CUR      286.00   40.00   21.88     19.68      7.43       .00       .00    237.01
01   MANU 105  C    1006       02/06/1998 00012623 CUR      286.00   40.00   21.87     19.68      7.43       .00       .00    237.02
01   MANU 105  C    1006       02/13/1998 00012680 CUR      286.00   40.00   21.88     19.68      7.43       .00       .00    237.01
```

Labor (1L1L) report

The Labor (1L1L) report provides a detailed list of employee Labor Records as well as budget records for a given set of controls. The system creates a Labor Record for each time entry line entered, for each automatically paid earning, and for each adjustment applied to an earning.

The system splits the earning into multiple Labor Records if pay allocation splits have been established for an employee through the Payroll Home Location/Pay Allocations form (AE-SCR). The PL3 through PL6 and Function field values are from the employee's Permanent Master Record unless override entries have been submitted on time entry forms.

Use this report to track historical Labor Records as well as to provide a detailed listing of labor charges by Payroll Levels 3 through 6, Function Code, and earning. You can also use it to compare budget Labor Records amounts to actual Labor Records amounts.

If you use this report, the suggested report selection frequency is every payroll run.

Use the budgeting feature of this report to establish a labor employee record and make entries, through adjustments, of the budgeted amounts for each reporting period.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—1L1L
- **Report Select**—1
- **Labor Record**—Print Every Pay Run

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 label from a time entry, adjustment, or Payroll Home Locations/Pay Allocations form (GG-SCR).
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 label from a time entry, adjustment, or Payroll Home Locations/Pay Allocations form (GG-SCR).
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 label from a time entry, adjustment, or Payroll Home Locations/Pay Allocations form (GG-SCR).
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 label from a time entry, adjustment, or Payroll Home Locations/Pay Allocations form (GG-SCR).
- **EMPLOYEE**—Employee Number and Employee Name
- **FUNCTION**—Function Code from a time entry, adjustment, or Payroll Home Locations/Pay Allocations form (GG-SCR).
- **JOB**—Job Code from the second Set Up A New Employee form (NH-SCR).
- **SHFT**—Normal Shift Code from a time entry form or the first Set Up A New Employee form (NH-SCR).
- **HED**—Earning Name from the Company Earnings form (A8-SCR).
- **DESCRIPTION**—Earning Number from the time entry, adjustment, or automatic earning.
- **(none)**—One of the following words: ACTL = actual data, BUDGT = budget Labor Record.
- **AMOUNT**—Earning Amount for the earnings from Labor Records. Totaled.
- **HOURS**—Earning Hours for the earnings from Labor Records. Totaled.

Report totals details

- **BUDGT**—This total line contains the sum of all budget Labor Record monetary amount and hours for this function-code break.
- **ACTL**—This total line contains the sum of all actual Labor Record monetary amount and hours for this function-code break.
- **DIFF**—This total line contains the difference between the BUDGT and ACTL monetary amount and hours for this Function Code break.
- **PCTGE**—This total line contains the result of the ACTL monetary amounts and hours totals multiplied by 100 and then divided by the BUDGT monetary amount and hours totals for this Function Code break.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
FUNCTION CODE	X	Double space before and after
PAYROLL LEVEL 3 CODE		

Field	Total	Report spacing
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		
HED NUMBER		

Labor (1L1L) report sample

```
CORPORATION  99   ACME MANUFACTURING              LABOR  REPORT                    REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                                1L1L PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                      FUNCTION    JOB  SHFT        HED DESCRIPTION                 AMOUNT        HOURS
01                 2001       REYNOLDS, BRENDA                      0          REGULAR PAY     001 ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
                                                                                                   ACTL        358.65        40.00
01                 2001       REYNOLDS, BRENDA                      0          OVERTIME PAY    003 ACTL        107.60         8.00
01                 2002       BARNES, JOHNSON                       0          REGULAR PAY     001 ACTL      8,463.94       173.33
                                                                                                   ACTL      8,463.94       173.33
01                 2003       CMEYLA, JANE                          1          REGULAR PAY     001 ACTL        513.08        80.00
                                                                                                   ACTL        513.08        80.00
                                                                                                   ACTL        513.08        80.00
                                                                                                   ACTL        513.08        80.00
                                                                                                   ACTL        513.08        80.00
                                                                                                   ACTL        513.08        80.00
01                 2004       KWONG, STEVEN S.                      0          REGULAR PAY     001 ACTL      1,637.97       173.33
                                                                                                   ACTL      1,637.97       173.33
01                 2006       COSTELLO, SUSANNE                     0          REGULAR PAY     001 ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
                                                                                                   ACTL        383.18        40.00
01                 2007       LANNON, PATRICE                       0          REGULAR PAY     001 ACTL      3,683.33       173.33
                                                                                                   ACTL      3,683.33       173.33
01                 2008       HALL, RHONDA D.                       0          REGULAR PAY     001 ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
                                                                                                   ACTL        280.38        40.00
CORPORATION  99   ACME MANUFACTURING              LABOR  REPORT                    REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     9
```

```
DIVISION     9999 PRODUCTION CTL 1-2                                          1L1L PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                      FUNCTION    JOB  SHFT        HED DESCRIPTION                AMOUNT        HOURS
01   ADM            1764       HANCOCK, STEVEN W.   PROJA            0          REGULAR PAY     001 ACTL        800.00        86.67
                                                                                                       ACTL        800.00        86.67
                                                                                                       ACTL        800.00        86.67
                                                                                                       ACTL        800.00        86.67
                                                                                                       ACTL        800.00        86.67
*FUNCTION        PROJA                                                                                 ACTL      4,000.00       433.35
                                                                                                       DIFF     -4,000.00      -433.35
02   SALE 104  B    1432       ISLEY, JEANETTE J.   PROJB            1          REGULAR PAY     001 ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
                                                                                                       ACTL        299.86        40.00
02   SALE 104  B    1432       ISLEY, JEANETTE J.   PROJB            1          OVERTIME PAY    003 ACTL         95.58         8.50
*FUNCTION        PROJB                                                                                 ACTL      3,394.04       448.50
                                                                                                       DIFF     -3,394.04      -448.50
01   SALE 105  B    1616       ANDERSON, DANIEL M   PROJC            2          REGULAR PAY     001 ACTL      1,068.75        86.67
                                                                                                       ACTL      1,068.75        86.67
                                                                                                       ACTL      1,068.75        86.67
                                                                                                       ACTL      1,068.75        86.67
                                                                                                       ACTL      1,068.75        86.67
*FUNCTION        PROJC                                                                                 ACTL      5,343.75       433.35
                                                                                                       DIFF     -5,343.75      -433.35
*DIVISION        9999                                                                                  ACTL    293,437.89    22,577.30
                                                                                                       DIFF   -293,437.89   -22,577.30
CORPORATION  99   ACME MANUFACTURING              LABOR  REPORT                    REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE    10
DIVISION     9999 PRODUCTION CTL 1-2                                          1L1L PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                      FUNCTION    JOB  SHFT        HED DESCRIPTION                AMOUNT        HOURS
*CORPORATION     99                                                                                    ACTL    293,437.89    22,577.30
                                                                                                       DIFF   -293,437.89   -22,577.30
```

Pretax Limits for Reducing Taxable Wages (1T1T) report

The Pretax Limits for Reducing Taxable Wages (1T1T) report prints a listing of the HEDs affected by the taxability limitation information set up on the Pre-Tax Wage Reduction Limit Table form (R1-SCR). Use this report to check the HEDs whose taxability limit changed when the cross reference number was applied to an organization.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	1T1T
Report Select	1
Company Level	Print Every Pay Run

Report field details

- **XREF**—The pretax wage reduction limit number entered on the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR)
- **Tax Body**—The tax authority for which you entered a specific pre-tax wage limit using the Pre-Tax Wage Reduction Limit Table form (R1-SCR) and which is linked to the above cross reference number.
- **EFF Date**—The effective date of the tax information for this tax authority.
- **Tax Class**—The tax class affected by this pre-tax wage limit.
- **HEDs Included**—The HEDs subject to the limitations set up for this tax authority.
- **Description**—The description of the HED.
- **Limit**—The pretax wage reduction limit defined for this taxing body.

Report sorting and spacing

The table below is listed in sort order and shows the spacing displayed after each sort sequence:

Field	Report spacing
ORGANIZATION LEVEL 1	Page break after
TAX BODY	Double space before
EFFECTIVE DATE	

Pretax Limits for Reducing Taxable Wages (1T1T) sample

```
Pretax Limits for Reducing Taxable Wages (1T1T) report

DIVISION     9999 PRODUCTION                            TAXABLE WAGES            1T1T PERIOD 03/08/1992 TIME 14:24 DATE 04/25/2002

01/01/01 ORG-999999  XREF-99

XR TAX     EFF       TAX   HED'S
EF BODY    DATE     CLASS  INCLUDED DESCRIPTION          LIMIT

99 2AR     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2AZ     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2CA     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2GA     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2HI     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2IN     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2KY     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2MA     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2MS     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED

99 2NC     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                            605      TAX DEFERRED
                            623      FLEX DEFERRED
```

```
99 2NJ     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                           605      TAX DEFERRED
                           623      FLEX DEFERRED


CORPORATION  99   ACME MANUFACTURING               PRETAX LIMITS FOR REDUCING      REPT PERIOD 02/16/1992 FILE VERSION 08 PAGE     2

DIVISION     9999 PRODUCTION                             TAXABLE WAGES            1T1T PERIOD 03/08/1992 TIME 14:24 DATE 04/25/2002

XR TAX     EFF       TAX   HED'S
EF BODY    DATE     CLASS  INCLUDED DESCRIPTION          LIMIT

99 2PA     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                           605      TAX DEFERRED
                           623      FLEX DEFERRED

99 2SC     01/01/02   1    560      BASIC SAVING-EE  10,500.00
                           605      TAX DEFERRED
                           623      FLEX DEFERRED
```

Outstanding Payment Records (2C2C) report

Note: No printed output is produced by this report.

The Outstanding Payment Records (2C2C) report creates transactions for uncleared payments as part of the pay reconciliation process. The transactions are written to the Recycle File for input to a pay reconciliation run. They are compared to the pay documents cleared by your bank or credit union. Use this report as an aid in reconciling checks.

If you use this report, the suggested report selection frequency is on a maintenance run preceding a reconciliation run.

Report Requests form (DD-SCR) entries

You must make the following field entries on the Report Requests form (DD-SCR):

- **Report Code**—2C2C.
- **Report Select**—0.
- **Other Record**—Print Every Run.
- **Manual**—Print Every Run.
- **Current**—Print Every Run.

Special considerations

To use Cyborg's payment reconciliation feature, you must select this report on the Report Requests form (DD-SCR) for execution preceding a reconciliation run.

Other required form entries

You must select the Pay Reconciliation checkbox on the Company Options form (AF-SCR), so that the system considers all Payment History Records as uncleared.

Output File

P05OUT

The output file contains images of outstanding checks in a Cyborg-specific format.

All Frequencies Set to 00 for Terminated Employees (2F2F) report

Note: No printed output is produced by this report.

The All Frequencies Set to 00 For Terminated Employees (2F2F) report causes all earnings and deductions for a terminated employee to contain a Frequency value of Inactive (0) on the Employee Earnings And Deductions form (HH-SCR). Use this report to deactivate all earnings and deductions for terminated employees. This ensures that if an employee is rehired, the system does not reactivate automatic earnings or deductions.

You can use this report in conjunction with the Delete Unused Employee HEDs/Tax Records (9H9H) report to maintain terminated employees in their active organization beyond year-end.

Note: If you use this report, you should set up a procedure so that, upon rehire or reinstatement, a terminated employee's record is reviewed in its entirety to determine which of the previously active earnings and deductions, if any, should be reactivated.

The suggested report selection frequency is every pay period.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—2F2F.
- **Report Select**—1.
- **Year**—Print Every Pay Run.

Other required form entries

The termination date must be entered on the Employee Information (EF-SCR) or the Separations And Terminations form (96-SCR).

Special considerations

This utility will process only employees who have been terminated since the last payroll run and for whom you have entered a termination date on either the Separations And Terminations form (96-SCR) or the Employee Information form (EF-SCR).

Audit Trail Warnings (2W2W) report

The Audit Trail Warnings (2W2W) report prints a warning message on the Payroll Audit Trail report (0101) if more than one payment is being produced for an employee. Use this report to verify that the correct number of payments is being produced.

You must also select the Payroll Audit Trail report.

The suggested report selection frequency is every payroll run.

Report Request form entries

See the Report Request form (DD-SCR) entries for the Payroll Audit Trail for details.

Report field details

Warning messages created by this report are printed in the MESSAGE column of the Payroll Audit Trail report. See the Payroll Audit Trail report for further details.

Audit Trail Warnings (2W2W) report sample

```
CORPORATION  99   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 26 PAGE     2
DIVISION     9999 PRODUCTION CTL 1-2                                               0101                    TIME 20:48 DATE 03/11/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                                BATCH    CARD
      NUMBER  IFIER    NBR NAME                                               COLS.                                         NBR.     NBR.
T5 104     13,000.00       560.00 0.059000         0.00
T5 105     20,000.00       973.00 0.068500         0.00
T5 106     90,000.00     5,768.00 0.076400         0.00
T5 107    100,000.00     6,532.00 0.081400         0.00
T5 108    150,000.00    10,604.00 0.073500         0.00
T4 2 2 0 0 0 2    99,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0 7475
T5 201          0.00         0.00 0.040000         0.00
T5 202      8,000.00       320.00 0.045000         0.00
T5 203     11,000.00       455.00 0.052500         0.00
T5 204     13,000.00       560.00 0.059000         0.00
T5 205     20,000.00       973.00 0.068500         0.00
T5 206     90,000.00     5,768.00 0.076400         0.00
T5 207    100,000.00     6,532.00 0.081400         0.00
T5 208    150,000.00    10,604.00 0.073500         0.00
   4CASDI                                                                          WARNING-THIS TAX BODY DELETED
T14NYC   NEW YORK CITY                                                        Y
T2 0.004500 0.044600 0.000000 9,999,999.99 6 T3 9,999,999.99         0.00         0.00 0 0 121444000 000000000 000
T4 1 2 0 0 0 2    99,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0 5000
T5 101          0.00         0.00 0.022000         0.00
T5 102      8,000.00       176.00 0.030800         0.00
T5 103      8,700.00       198.00 0.036300         0.00
T5 104     15,000.00       426.00 0.043500         0.00
T5 105     25,000.00       861.00 0.045700         0.00
T5 106     60,000.00     2,461.00 0.046800         0.00
T4 2 2 0 0 0 2    99,999.99 9,999,999.99 0.000000 99 1000 1000 1000 1000    0    0    0    0    0 5500
T5 201          0.00         0.00 0.022000         0.00
T5 202      8,000.00       176.00 0.030800         0.00
T5 203      8,700.00       198.00 0.036300         0.00
T5 204     15,000.00       426.00 0.043500         0.00
T5 205     25,000.00       861.00 0.045700         0.00
T5 206     60,000.00     2,461.00 0.046800         0.00
T4 4 0 0 0 0 0 9,999,999.99 9,999,999.99 0.000000 99    0    0    0    0    0    0    0    0    0    0 4000
T5 401          0.00         0.00 0.004500     3,000.00
T5 402     10,000.00        45.00 0.004500     2,000.00
T5 403     20,000.00        90.00 0.004500     1,000.00
T14NYSDI NY STATE DISAB                                                       Y
T2 0.005000 0.000000 0.000000 9,999,999.99 6 T3 9,999,999.99     6,240.00        31.20 4 0 000000000 700000000 D
1  1001       0040000000000008000000000010000         02  PURC103 A            1                                    PXTR       7
   1001                                                                            WARNING:MORE THAN 1 PAYMENT
2  1001       0040000000000000000000000080000         02  PURC103 A            13  WARNING-HED 008 ACCRD HRS    -24.00 PXTR       8
   1001                                                                            WARNING-HED 008 ACCRD HRS    -24.00
1  1005       0040000000000000000000000010000         02  SALE104 A            1                                    PXTR       9
1  1006       0040000000000000000000000010000         01  MANU105 C            2                                    PXTR      10
1  1007       0000000037500000000000000050000                                     BYPASS-THIS FREQUENCY NOT PAID      PXTR      29
   1008                                                                            WARNING-NO TIME CARD OR HED 001 PAY
```

Out-of-Balance Check (2X2X) report

The Out-of-Balance Check (2X2X) report analyzes employee month-to-date, quarter-to-date, and year-to-date accumulations each time an adjustment is processed. Its function is to ensure that the to-date accumulations remain in balance. For each accumulation period, all earnings are added to determine gross pay. Taxes withheld, deductions taken from the employee, and net pay are subtracted from gross pay, with an expected result of 0 (zero). If the calculated value does not equal 0 (zero), a message is printed on the Payroll Audit Trail report (0101) informing you of the out-of-balance condition and amount.

This is not a separate report. The message is printed, for any employee with this condition, as part of the Payroll Audit Trail.

The report informs you of any employee whose to-date accumulations are out-of-balance due to an adjustment being applied to this run, so that you can take timely corrective action.

The suggested report selection frequency is every payroll or maintenance run.

Report Requests form (DD-SCR) entries

See the Report Request form (DD-SCR) entries for the Payroll Audit Trail for details.

Report field details

See the Payroll Audit Trail report sample for further details.

- **EMPLOYEE NUMBER**—Employee Number
- **MESSAGE**—MTD OUT OF BALANCE BY 00.00 QTD OUT OF BALANCE BY 00.00 YTD OUT OF BALANCE BY 00.00

Note *These are the only items that print on the Payroll Audit Trail for an out-of-balance condition.*

Out-of-Balance Check (2X2X) report sample

```
CORPORATION  99   ACME MANUFACTURING                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION 26 PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                                               0101                    TIME 13:20 DATE 03/11/1998
CC   EMPLOYEE IDENT-   FLD FIELD               FIELD OR CARD CONTENTS         CARD  MESSAGE                              BATCH    CARD
      NUMBER  IFIER    NBR NAME                                               COLS.                                      NBR.     NBR.
KD 3001       102      124 TAX WEEKS   YTD IS          8.68  BY        -2.17  74-77                                      PXTR      31
KD 3001       102      124 TAX WEEKS   QTD IS          8.68  BY        -2.17  74-77                                      PXTR      31
KD 3001       102      124 TAX WEEKS   MTD IS           .00  BY        -2.17  74-77                                      PXTR      31
KH 3001       103      122 TAX FICA/SDIYTD IS         91.83  BY       -22.96  49-57                                      PXTR      32
KH 3001       103      122 TAX FICA/SDIQTD IS         91.83  BY       -22.96  49-57                                      PXTR      32
KH 3001       103      122 TAX FICA/SDIMTD IS           .00  BY       -22.96  49-57                                      PXTR      32
KD 3001       2IL      120 TAX AMOUNT  YTD IS        174.10  BY       -42.85  47-55                                      PXTR      33
KD 3001       2IL      120 TAX AMOUNT  QTD IS        174.10  BY       -42.85  47-55                                      PXTR      33
KD 3001       2IL      120 TAX AMOUNT  MTD IS           .00  BY       -42.85  47-55                                      PXTR      33
KD 3001       2IL      122 TAX FICA/SDIYTD IS           .00  BY          .00  63-67                                      PXTR      33
KD 3001       2IL      122 TAX FICA/SDIQTD IS           .00  BY          .00  63-67                                      PXTR      33
KD 3001       2IL      122 TAX FICA/SDIMTD IS           .00  BY          .00  63-67                                      PXTR      33
KD 3001       2IL      124 TAX WEEKS   YTD IS          8.68  BY        -2.17  74-77                                      PXTR      33
KD 3001       2IL      124 TAX WEEKS   QTD IS          8.68  BY        -2.17  74-77                                      PXTR      33
KD 3001       2IL      124 TAX WEEKS   MTD IS           .00  BY        -2.17  74-77                                      PXTR      33
   3001                                                                        WARNING-HED 006 ACCRD HRS    -32.00
KB 3008       015      149 HED AMOUNT  YTD IS        350.00  BY       350.00  16-24 THIS IDENTIFIER ENTRY ADDED          PXTR      36
KB 3008       015      149 HED AMOUNT  QTD IS        350.00  BY       350.00  16-24                                      PXTR      36
   3008                                                                        QTD OUT OF BALANCE BY       350.00
   3008                                                                        YTD OUT OF BALANCE BY       350.00
   1313                                                                        WARNING-NO TIME CARD OR HED 001 PAY
   1432                                                                        WARNING-NO TIME CARD OR HED 001 PAY
```

Clear Manual Payments (4245) report

Note: No printed output is produced by this report.

The Clear Manual Payments (4245) report creates a transaction in a Cyborg-specific format for every minus adjustment being applied in this run that has a reconciliation number and writes it to the Recycle File. The file is then used as input to a reconciliation run in which the original Payment History Record matching the minus adjustment is marked as void. You should use this report if you manually reverse checks using the Manual Payment form (KA-SCR), so that the original payment can be marked as void.

If you use this report, the suggested report selection frequency is every payroll run.

You should run this report along with the Outstanding Payment Records (2C2C) report so that both reports will create payment reversal (ER) transactions as input to a reconciliation run.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—4245.
- **Report Select**—1.
- **Minus**—Print Every Pay Run.

Output File

P05OUT

The output file contains images of outstanding checks in a Cyborg-specific transaction format.

Automatic Payment Reversal (4343) report

Note: No printed output is produced by this report.

You should use the Automatic Payment Reversal (4343) report if you do not use the online payment reversal feature. This procedure is similar to the payment reconciliation process and requires the reconciliation job stream to execute it.

The Automatic Payment Reversal report will create the necessary minus adjustments (KB, KC, and KG transactions) to reverse a payment. The transactions are written to the Recycle File and will be processed during the next payroll or maintenance run. To effect the reversal, type an R (Reversal) in the Recon Clear Option field on the Payment Reversal/Clearing form (ER-SCR).

If you use this report, the suggested report selection frequency is every payroll or reconciliation run.

Special considerations

You may only reverse uncleared payments using this report.

Technical processing considerations

A reconciliation run must follow after you have made entries on the Payment Reversal/Clearing form (ER-SCR), so that the reversal entry will match the original uncleared payment reversal (ER) transaction created by the Outstanding Payment Records (2C2C) report during the reconciliation run. This will trigger the Automatic Payment Reversal report to create the reversal adjustments.

Report Requests form (DD-SCR) entries

You must make the following field entries on the Report Requests form (DD-SCR):

- **Report Code**—4343.
- **Report Select**—0.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

An entry must be made on the Payment Reversal/Clearing form (ER-SCR) as shown in the list below.

- **Bank Code**—Type the bank code if there is a corresponding entry on the Company Options form (AF-SCR).
- **Recon Number**—Type the check number to be cleared or reversed.
- **Routing Number**—Type the routing number if there is a corresponding entry on the Company Options form (AF-SCR).
- **Recon Clear Option**—Type an R if reversing a payment. Leave blank if clearing a payment.
- **Net Payment Amount**—Type the net payment amount including two decimal places.
- **Automatic Reversal - To-date Rule**—If left blank, and the entry is for a reversal, the default is to reverse month-to-date, quarter-to-date, and year-to-date amounts.
- **Automatic Reversal - Adjust Batch Code**—If more than one reversal is being performed for an employee, type a unique alphanumeric value for each reversal.

Output File

P05OUT

Summarize Labor (4L4L) report

Note: No printed output is produced by this report.

The Summarize Labor (4L4L) report creates summarized Labor Records from detail Labor Records. The process of summarizing Labor Records also deletes detail records and reduces the size of your Employee Database.

This utility creates labor-only time entries for each employee and writes them to the Recycle File. A labor-only time entry summarizes all Labor Records for each employee that has the same Organization Level 1 and 2 and Payroll Level 3 through 6 codes, Function Code, and earning number. It also deletes the detail Labor Records. The system processes the labor-only time entries on the next payroll run.

This report may not be run with other reports.

The suggested report selection frequency is during:

- A report-only run
- A special maintenance run using the P4 control record to select the report

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—4L4L.
- **Report Select**—S.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

When you select this report on the Report Requests form (DD-SCR), use a unique alphabetic Report Select value, so that no other reports will be selected in the same run.

Other required form entries

Use WLFD4L records as a work area to summarize Labor Records. The number of WLFD4L records you create should be greater than the largest number of pay allocations (labor-distribution splits) for each employee. For example, if the largest number of earnings an employee has is 10 earnings, and each earning has two labor-distribution splits, at least 20 WLFD4L records must be created before running this report.

If the required number of WLFD4L records have not been set up, the report writes an error message to the Payroll Audit Trail (0101) report.

1. Access the WL Record Maintenance form (WL-SCR)
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type 4LNNN in the Table Key field, where NNN is 001 through 999. Begin with 001 for the first record and increment by one for each record needed.
4. Type * (an asterisk) in the first position of Field 1.
5. Click Save or press Enter.
6. Repeat steps 1-4 of this procedure for each additional pay allocation for the earning.

Output File

P05OUT

This report produces time entry transactions in recycled format.

Frick Company Terminations (4T4T) report

Note: No printed output is produced by this report.

The Frick Company Terminations Tape (4T4T) report is used by organizations that contract with the Frick Company to process unemployment claims. This report builds a file in the format specified by the Frick Company for reporting employee separations. The file must be copied to tape and sent to the Frick Company.

Terminated employees are reported with the state code of the first active state tax record having a Resident/Work State field value of Resident Only (2) or Work & Resident (3) on the Employee Tax Record Maintenance form (JJ-SCR).

The termination code is taken from the Termination Type field on the Employee Information form (EF-SCR).

Technical processing considerations

The data file created by this report must be copied to tape or transmitted to The Frick Company. The file is properly formatted by the program and should not be modified in any way.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—4T4T.
- **Report Select**—1.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

You can produce the Frick Company Terminations report for any frequency that you choose. Using the values above, it will be produced each payroll run. Change the Report Select value only to accommodate the reporting frequency desired by the Frick Company.

Other required form entries

The two WL Record Maintenance form (WL-SCR) entries required by the Frick Company Magnetic Tape (4U4U) report are also used by the Frick Company Terminations report. A third WL Table record, however, is required for each organization for which you want to produce the Frick Company Terminations report.

To create this additional WL Table record, execute the following:

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type 4TTERMDATE in the Table Key field.
4. Type the initial reporting cutoff date in the first eight positions of Field 1, in the format CCYYMMDD (US and Canada) or CCYYDDMM (elsewhere).
5. Click Save or press Enter.

The reporting cutoff date must be specified the first time this report is run. All employees with a termination date on the Employee Information form that is greater than or equal to the reporting cutoff date and less than the period-end date for their pay frequency will be reported. The report then stores the system date in the WLFD4TTERMDATE record as the reporting cutoff date to be used the next time this report is produced.

Output file

P05T80

The file created is in the format required by the Frick Company. For file and transaction layouts, see the Frick Company documentation.

Frick Company Magnetic Tape (4U4U) report

Note: No printed output is produced by this report.

The Frick Company Magnetic Tape report is required if you contract with the Frick Company to process unemployment claims. This report builds a file containing unemployment data in the format specified by the Frick Company. The file must be copied to tape and sent or transmitted to the Frick Company.

If you use the Frick Company's services, the suggested report selection frequency is every payroll run or quarterly. To produce the tape on the quarter-end payroll run, change the Report Select value to 3 (Select report on every quarter or year end payrun).

Technical processing considerations

The data file created by this report must be copied to tape and sent or transmitted to the Frick Company. This file is formatted according to the Frick Company specifications and should not be modified in any way.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—4U4U.
- **Report Select**—1.
- **Other Record**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

Select the Frick Tape checkbox on the Company Options form (AF-SCR). This entry causes the batch payroll P4CALC program to store current pay period employee unemployment wages in the employee state tax record's 'To-date Amounts OT Premium: Current' field instead of the overtime premium amount.

For each state to be included on the Frick tape, the entry in the last position of the Flat Rate field on the Tax Specification Information form (T1-SCR) for the current state tax specification record determines whether the To-date Amounts OT Premium: Current field or the To-date Amounts OT Premium: Quarter field is used by the Frick tape process:

- If you are producing the tape each pay period, the 5th position of the Flat Rate field must be blank.
- If you are producing the tape on a quarterly basis for Frick, type a Q in the 5th position of the Flat Rate field.

It is your responsibility to maintain the Flat Rate field for Frick processing.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for more information on the Flat Rate field.*

Before running the Frick Company Magnetic Tape report, you must complete two WL Record Maintenance forms (WL-SCR) for each organization for which you want to produce the file: a WLWBZZ transaction and a WLFD4U transaction.

WLWBZZ transaction

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Emp Othr Cyborg (WB) from the Table Type (PP53) option list.
3. Type ZZ in the Table Key field.
4. Type # (pound sign) in the first position of Field 1.
5. Click Save or press Enter.

WLFD4U transaction

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type 4U in the Table Key field.
4. Type your company's account number, as assigned by the Frick Company, in positions 28–33.
5. Type your company's mailing number, as assigned by the Frick Company, in positions 35–40.
6. Click Save or press Enter.

Output file

P05T80

The file created is in the format required by the Frick Company. For file and transaction layouts, see the Frick Company documentation.

Build Gates (4V4V) report

Note: No printed output is produced by this report.

The Build Gates (4V4V) report is used by organizations who use Gates McDonald to process unemployment claims. This report builds a file in the format specified by Gates McDonald. The file must be sent to Gates McDonald.

If you use Gates McDonald's services, the suggested report selection frequency is every payroll run or quarterly.

Technical processing considerations

The data file created by this report must be submitted to Gates McDonald. The file is formatted according to Gates McDonald specifications and should not be modified.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—4V4V.
- **Report Select**—1.
- **Other Record**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

Before running the Build Gates Tape report, you must complete one WL Record Maintenance form (WL-SCR) for every organization for which you want to produce the data file.

1. Access the WL Record Maintenance for (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type 4V in the Table Key field.
4. Type your Gates Identifier Number in the first three positions of Field 1.
5. Click Save or press Enter.

Output file

P05T80

The file created is in the format required by Gates McDonald. For the file and transaction layouts, see your company's Gates McDonald documentation.

Ending Balance (5558) report

The Ending Balance (5558) report provides a detailed list of employees who have one or more deductions with a Category value of Ending Balances (52). It lists the number of items to be purchased, the purchase price of each item, and the total purchase price for each employee. The report also displays:

- the current and year-to-date deduction amounts
- any ending balance remaining in the deduction record to be applied toward future purchases

Note: Employees are included in this report only if a purchase is to be made or the employee has an ending balance. An employee with a 0 (zero) ending balance and no purchase to be made will not be on the report.

Use this report to purchase the correct number of items being bought (stocks, uniforms, and so on) for employees and to monitor current ending balances.

The suggested report selection frequency is every payroll run.

Special considerations

The User Fields - Code field for the employee deduction record on the Employee Earnings And Deductions form (HH-SCR) contains the number of items to be purchased. It is zeroed out at the start of each payroll run and reflects only the purchase number as a result of this run. The maximum value for this field in any payroll run is 99.

Report Requests form (DD-SCR) Entries

You must make the following field entries:

- **Report Code**—5558.
- **Report Select**—1.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 label.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 label.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 label.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 label.
- **EMPLOYEE**—Employee Number and Employee Name.
- **(none)**—Earning or deduction name.
- **(none)**—Earning or deduction number.
- **PUR NBR**—User Code field from Employee Earnings And Deductions form. (HH-SCR)
- **PURCHASE PRICE**—Amount One field from Employee Earnings And Deductions form (HH-SCR).
- **ENDING BALANCE**—Amount Two field from Employee Earnings And Deductions form (HH-SCR). Totaled.
- **TOTAL PURCHASE**—(Purchase Price times Purchase Number). Totaled.
- **CURRENT DEDUCTION**—Deduction Amount Current. Totaled.
- **YEARLY DEDUCTION**—Deduction Amount Year-to-Date. Totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
HED NUMBER	X	Double space before and after
PAYROLL LEVEL 3 CODE		
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		

Ending Balance (5558) report sample

```
CORPORATION  99   ACME MANUFACTURING              ENDING BALANCE DEDUCTION REPORT  REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                               5558 PERIOD 03/13/1998 TIME 20:48 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                          PUR PURCHASE   ENDING       TOTAL       CURRENT     YEARLY
                                                                        NBR  PRICE     BALANCE     PURCHASE    DEDUCTION   DEDUCTION
01                 2001       REYNOLDS, BRENDA   STOCK PURCHASE  502  00   50.00       30.00         .00        20.00         80.00
01   ADM           1184       BARKER, MARTINN A  STOCK PURCHASE  502  00   25.00       15.00         .00          .00           .00
01   ADM           1764       HANCOCK, STEVEN W. STOCK PURCHASE  502  01   25.00        5.00       25.00        30.00        150.00
01   MANU          1848       COLLINS, ANNA MARI STOCK PURCHASE  502  01   25.00       14.58       25.00        28.33        141.65
01   MANU 103  A   1234       AUSTIN, STEVEN     STOCK PURCHASE  502  01   25.00        2.50       25.00        25.00        275.00
01   MANU 105  B   1111       JONES, JERRY       STOCK PURCHASE  502  00   25.00       10.00         .00          .00           .00
01   SALE 105  B   1616       ANDERSON, DANIEL M STOCK PURCHASE  502  00   25.00       14.14         .00        10.69         53.45
01   SALE 105  C   1165       MANNING, WILLIAM Z STOCK PURCHASE  502  01   25.00        6.25       25.00        25.00        125.00
02   ADM           1043       BALDWIN, ALICE A   STOCK PURCHASE  502  01   25.00         .00       25.00        25.00        275.00
02   MANU          1313       PRESCOTT, KEVIN    STOCK PURCHASE  502  04   25.00         .00      100.00       100.00      1,100.00
02   SALE          1578       MAGUIRE, HENRY S.  STOCK PURCHASE  502  01   25.00        5.00       25.00        15.00        150.00
02   SALE 104  B   1432       ISLEY, JEANETTE J. STOCK PURCHASE  502  00   25.00       17.00         .00          .00           .00
*HED NUMBER      502                                                            119.47      250.00       279.02      2,350.10
*DIVISION        9999                                                           119.47      250.00       279.02      2,350.10
```

Savings Bond Balance Register (5959) report

The Savings Bond Balance Register (5959) report provides a detailed list of employees who have one or more deductions with a Category value of Savings Bonds (59). It lists the number of items to be purchased, the purchase price of each item, and the total purchase price for each employee. The report also displays:

- the current and year-to-date deduction amounts
- any ending balance remaining in the deduction record to be applied toward future purchases

Note: Employees are included in this report only if a purchase is to be made or the employee has an ending balance. An employee with a zero ending balance and no purchase to be made will not be on the report.

Use this report to purchase the correct number of items being bought (stocks, uniforms, and so on) for employees and to monitor current ending balances.

The suggested report selection frequency is every payroll run.

Special considerations

The User Fields - Code field for the employee deduction record on the Employee Earnings And Deductions form (HH-SCR) contains the number of items to be purchased. It is zeroed out at the start of each payroll run and reflects only the purchase number as a result of this run. The maximum value for this field in any payroll run is 99.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—5959.
- **Report Select**—0.
- **Other Record**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

A Savings Bond Information (SB-SCR) is needed for each employee bond deduction. (You should establish a policy of setting up the Employee Earnings And Deductions (HH-SCR) and Savings Bond Information (SB-SCR) forms at the same time for bond deductions.) Set up the Beneficiary/Bond-Owner (58-SCR) and Employee Name And Address forms (EF-SCR) as necessary.

☞ *Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for more information.*

You also need a WL Record Maintenance form (WL-SCR) for each bond deduction.

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. In the Table Key field, type 5959nnn (where nnn is the deduction number).
4. Type an asterisk (*) in the first position of Field 1.
5. Click Save or press Enter.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 Code.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 Code.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 Code.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 Code.
- **EMPLOYEE**—Employee Number and Employee Name.
- **(none)**—HED Name.
- **(none)**—HED Number.
- **PUR NBR**—User Code field from Employee Earnings And Deductions form (HH-SCR).
- **PURCHASE PRICE**—Amount One field from Employee Earnings And Deductions form (HH-SCR).
- **ENDING BALANCE**—Amount Two field from Employee Earnings And Deductions form (HH-SCR). Totaled.
- **TOTAL PURCHASE**—(Purchase Price times Purchase Number). Totaled.
- **CURRENT DEDUCTION**—HED Amount Current. Totaled.

- **YEARLY DEDUCTION**—HED Amount Year-to-Date. Totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	New page after
HED NUMBER	X	Double space before and after
PAYROLL LEVEL 3 CODE		
PAYROLL LEVEL 4 CODE		
PAYROLL LEVEL 5 CODE		
PAYROLL LEVEL 6 CODE		
EMPLOYEE NUMBER		

Savings Bond Balance Register (5959) report sample

```
CORPORATION  99   ACME MANUFACTURING              SAVINGS BOND BALANCE REGISTER   REPT PERIOD 03/27/1998 FILE VERSION 30 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                              5959 PERIOD 03/27/1998 TIME 16:12 DATE 03/25/1998
REGI DEPA SECT GROU   EMPLOYEE   EMPLOYEE         EMP     HED      HED         PAYRL       BEGINNING       CURRENT       ENDING
                      NUMBER     NAME             STAT    NBR  DESCRIPTION     ACTVY         BALANCE        AMOUNT      BALANCE
01                    2006       COSTELLO, SUSANN         700  SAVINGS BONDS   CUR             50.00         25.00        75.00
01                    2009       CREMMINS, ALAN E         700  SAVINGS BONDS   CUR             35.00         35.00        70.00
01                    3008       GRIFFITH, BERNAR         700  SAVINGS BONDS   CUR             50.00         50.00       100.00
01   MANU             1848       COLLINS, ANNA MA         700  SAVINGS BONDS   CUR             50.00         50.00       100.00
01   PURC             1117       ADAMS, RICHARD           700  SAVINGS BONDS   CUR             45.00         45.00        90.00
02   PURC 103  A      1001       MEYER, JUNE              700  SAVINGS BONDS   CUR            100.00         25.00
                                                           700  SAVINGS BONDS   CUR                           25.00       150.00
02   SALE             1975       GRIMES, THEODORE         700  SAVINGS BONDS   CUR             50.00         50.00       100.00
02   SALE             2011       PITARO, JOSEPH C         700  SAVINGS BONDS   CUR             60.00         30.00        90.00
* TOTAL OF FREQS  PAID                                                                      440.00        335.00       775.00
* CONTROL 1-2    999999                                                                    440.00        335.00       775.00
* REPORT CODE    5959                                                                      440.00        335.00       775.00
```

Child Support Register (6H6H) report

The Child Support Register (6H6H) report updates the Garnishment Administration form (PO-SCR) with current child support deduction amounts. This report also stores the payment date that will be used on the tape output from the Child Support ACH Tape (6I6I) report.

This report must be run with every pay run. An audit report is provided with this generator that summarizes the data on the Garnishment Administration form (PO-SCR) that has been updated.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—6H6H.
- **Report Select**—1.
- **Plus**—Print Every Run.
- **Minus**—Print Every Run.
- **Manual**—Print Every Run.
- **Current**—Print Every Run.

Note: You may accept the defaults for all other fields.

Report field details

- **Employee number**—Employee number.
- **Employee name**—Employee name.
- **HED #**—HED number for deduction.
- **Current Amount**—Amount of deduction from this run.
- **Amount for next tape**—Automated total deductions.

Child Support Register (6H6H) report sample

```
CORPORATION  01   US 1099 TEST COMPANY          CHILD SUPPORT REGISTER           REPT PERIOD 07/09/1999 FILE VERSION 09 PAGE     1
REGION       1099 TEST DATA FOR 1099 PROCESSING                                  6H6H PERIOD   /  /     TIME 11:20 DATE 07/03/2002

EMPLOYEE                                      HED       CURRENT          AMOUNT FOR
NUMBER      EMPLOYEE NAME                      #         AMOUNT           NEXT TAPE

1071        ILSMITH, AMANDA                  633         63.30              126.60
1072        ILMOORE III, JUNE                632         63.20              126.40
1073        ILJOHNSON, MILO                  631         63.10              126.20
1073        ILJOHNSON, MILO                  633         63.30              126.60
1075        ILHOWARD, JONATHAN               630         63.00              126.00
1075        ILHOWARD, JONATHAN               631         63.10              126.20
1075        ILHOWARD, JONATHAN               632         63.20              126.40
1075        ILHOWARD, JONATHAN               633         63.30              126.60
1077        INMOORE, JUNE                    632         63.20              126.40
1078        INJOHNSON, MILO                  631         63.10              126.20
1079        INMENDELL Sr., ARNOLD A          630         63.00              126.00


CORPORATION  01   CYBORG SYSTEMS, 01TEST  V35.00 CHILD SUPPORT REGISTER           REPT PERIOD 08/06/1999 FILE VERSION 04 PAGE     2
DIVISION     TEST PAYROLL TEST COMPANY - 01TEST                                  6H6H PERIOD   /  /     TIME 11:20 DATE 07/03/2002

EMPLOYEE                                      HED       CURRENT          AMOUNT FOR
NUMBER      EMPLOYEE NAME                      #         AMOUNT           NEXT TAPE

1711        Swartz III, Earl J               630         63.00              126.00
1711        Swartz III, Earl J               631         63.10              126.20
1712        Jones, William G                 630         63.00              126.00
1712        Jones, William G                 632         63.20              126.40
1714        Mickleson III, James B           630         63.00              126.00
1714        Mickleson III, James B           632         63.20              126.40
1813        Dillon, Matt                     633         63.30              126.60
1814        Byrant, William H                632         63.20              126.40
1822        Brown, John                      630         63.00              126.00
1822        Brown, John                      631         63.10              126.20
1822        Brown, John                      632         63.20              126.40
1824        Maxwell, Linda C                 631         63.10              126.20
1824        Maxwell, Linda C                 633         63.30              126.60
```

Child Support ACH Tape (6I6I) report

Note *Printed output is not produced by this facility, though you may output the file.*

The Child Support ACH Tape (6I6I) report produces the records necessary to process Electronic Funds Transfers (EFTs) for child support payments. It has been designed in compliance with the US Office of Child Support Enforcement (OCSE) standards to automate child support payments through the use of Electronic Funds Transfer (EFT). A record is created, based on the data on the Garnishment Administration form (PO-SCR), for each child support deduction transaction. In addition, this report will clear the Amount to Remit field on the Garnishment Administration form (PO-SCR).

The output for this facility is in NACHA (National Automated Clearing House Association) format. As with any output file formatted using NACHA standards, this report adds as many blank records as is necessary so that the total number of records is a multiple of ten. For example, if there are seven actual records included in the output file, three filler records (containing all '9's) are added to make a total of ten records. If you require detailed transaction layouts, Cyborg suggests that you obtain the ACH specifications from your bank or State Disbursement Unit (SDU).

The suggested report selection frequency is every payroll run.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—6I6I.
- **Report Select**—1.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

Note: *You may accept the defaults for all other fields.*

Report Requests form (DD-SCR) entries for the test run

You must make the following field entries:

- **Report Code**—6I6I.
- **Report Select**—0, 1, alpha.
- **User Field**—T.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

Note: *You may accept the defaults for all other fields.*

Report Requests form (DD-SCR) entries for a monthly run

You must make the following field entries:

- **Report Code**—6I6I.
- **Report Select**—0, 1, alpha.
- **User Field**—M.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

Note: *You may accept the defaults for all other fields.*

Output file

P50AC2

The chart below lists the record types created by this output.

Record number	Record name	Content
101	File Header Record	■ The sender information supplied on the ACH File Header Information form (ACHSCR) for employee payroll direct deposits is used for the sender information on this record. ■ The receiver's name included in this record is the literal 'SDU' instead of the information supplied on the ACH File Header Information form (ACHSCR). ■ The EIN Literal supplied on the ACH File Header Information form (ACHSCR) for employee payroll direct deposits is not included in this record.

Record number	Record name	Content
5200	Batch Header Record	
622	Detail Credit	Automated Checking Deposit
624	Detail Credit	Test Record
DED*CS	Addenda Record	
8200	Company/Batch Control Record	
9	File Control Record	

Direct Deposit Register - Child Support (6R6R) report

The Direct Deposit Register - Child Support (6R6R) report provides a separate line for each garnishment recorded on the Child Support ACH Tape (6I6I) report. This report is designed to provide the payroll department with a detailed list of all garnishment transactions sent to the State Disbursement Unit (SDU), as well as a printed backup to the Child Support ACH Tape (6I6I) report.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—6R6R.
- **Report Select**—0, 1, alpha.

Note: You may accept the defaults for all other fields.

Note: The Report Select field value should be consistent with the entry made for the Child Support ACH Tape (6I6I) report.

Report field details

- **Employee Nbr**—Employee number.
- **Employee Name**—Employee name.
- **From Bank**—Routing number of the bank from which the deduction is being made.
- **To Bank**—Routing number of the bank to which the deposit is being made.
- **Account number**—Account number to be credited with the garnishment amount.
- **Deposit amount**—The amount of the deposit.
- **To Bank Total**—Total amount to be deposited at that bank.

Direct Deposit Register - Child Support (6R6R) report sample

```
CORPORATION  01   US 1099 TEST COMPANY          CT DEPOSIT REGISTER - CHILD SUPP   REPT PERIOD 07/09/1999 FILE VERSION 09 PAGE     1
REGION       1099 TEST DATA FOR 1099 PROCESSING                                    6R6R PERIOD   /  /     TIME 11:20 DATE 07/03/2002

 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT


1075        ILHOWARD, JONATHAN             123456789  023456780  68-12345                126.00

*TO BANK TOTAL   023456780                                                                126.00


CORPORATION  01   US 1099 TEST COMPANY          CT DEPOSIT REGISTER - CHILD SUPP   REPT PERIOD 07/09/1999 FILE VERSION 09 PAGE     2
REGION       1099 TEST DATA FOR 1099 PROCESSING                                    6R6R PERIOD   /  /     TIME 11:20 DATE 07/03/2002

 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT


1075        ILHOWARD, JONATHAN             123456789  170123456  98-12345                126.20
1073        ILJOHNSON, MILO                123456789  170123456  98-12345                126.60

*TO BANK TOTAL   170123456                                                                252.80


CORPORATION  01   US 1099 TEST COMPANY          CT DEPOSIT REGISTER - CHILD SUPP   REPT PERIOD 07/09/1999 FILE VERSION 09 PAGE     3
REGION       1099 TEST DATA FOR 1099 PROCESSING                                    6R6R PERIOD   /  /     TIME 11:20 DATE 07/03/2002

 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT


1072        ILMOORE III, JUNE              123456789  170223456  88-12345                126.40
1075        ILHOWARD, JONATHAN             123456789  170223456  88-12345                126.40
1071        ILSMITH, AMANDA                123456789  170223456  88-12345                126.60
1075        ILHOWARD, JONATHAN             123456789  170223456  88-12345                126.60

*TO BANK TOTAL   170223456                                                                506.00


CORPORATION  01   US 1099 TEST COMPANY          CT DEPOSIT REGISTER - CHILD SUPP   REPT PERIOD 07/09/1999 FILE VERSION 09 PAGE     4
REGION       1099 TEST DATA FOR 1099 PROCESSING                                    6R6R PERIOD   /  /     TIME 11:20 DATE 07/03/2002

 EMP. NBR.  EMPLOYEE NAME                  FROM BANK   TO BANK   ACCOUNT NUMBER     DEPOSIT AMOUNT


1079        INMENDELL Sr., ARNOLD A        123456789  180123456  78-12345                126.00
1073        ILJOHNSON, MILO                123456789  180123456  88-12345                126.20
1077        INMOORE, JUNE                  123456789  180123456  78-12345                126.40

*TO BANK TOTAL   180123456                                                   378.60
```

Labor Distribution Detail (7979) report

The Labor Distribution Detail (7979) report lists employee labor-distribution detail by Organization and Payroll Levels for specific groups of earning categories and total pay for the current payroll run. You may produce this report for a date range by making entries on the WL Record Maintenance form (WL-SCR).

If you use this report, the suggested report selection frequency is every payroll run or at the end of the specified date range.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7979
- **Report Select**—1
- **Labor Record**—Print Every Run
- **Other Record**—Print Every Run

Other required form entries

To specify a date range, use the WL Record Maintenance form (WL-SCR).

The system deletes the WL Table record when the report is produced. You must make a new entry every time you select the report.

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. In the Table Key field, type LDDATE.
4. In the first six positions of he Field 1, type a beginning date range in the YYMMDD format (US and Canada) or YYDDMM (elsewhere).
5. In the first six positions of Field 2, type an ending date range in the YYMMDD format (US and Canada) or YYDDMM (elsewhere).
6. Click Save or press Enter

Report field details

- **CTR3**—Payroll Level 3 Code from the Labor Record.
- **CTR4**—Payroll Level 4 Code from the Labor Record.
- **CTR5**—Payroll Level 5 Code from the Labor Record.
- **CTR6**—Payroll Level 6 Code from the Labor Record.
- **NAME**—Employee Name.
- **EMP. NUMB.**—Employee Number.
- **BASIC PAY**—Any earning number with a Category code of 05 or 15. Totaled.
- **OVERTIME PAY**—Any earning number with a Category code of 01. Totaled.
- **SHIFT DIFF**—Any earning number with a Category code of 06 or 07. Totaled.
- **VACATION PAY**—Any earning number with a Category code of 02 or 03. Totaled.
- **OTHER PAY**—Any earning number not included in one of the above Category code values. Totaled.
- **TOTAL PAY**—The sum of all earnings. Totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	New page after
ORGANIZATION LEVEL 2	X	
PAYROLL LEVEL 3 CODE	X	Double space before and after
PAYROLL LEVEL 4 CODE	X	Double space before and after
PAYROLL LEVEL 5 CODE	X	Double space before and after
PAYROLL LEVEL 6 CODE	X	Double space before and after
EMPLOYEE NAME		

Labor Distribution Detail (7979) report sample

```
CORPORATION  99   ACME MANUFACTURING                                          REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                LABOR DISTRIBUTION DETAIL      7979 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
CTR3 CTR4 CTR5 CTR6           NAME         EMP. NUMB.   BASIC PAY  OVERTIME PAY  SHIFT DIFF  VACATION PAY   OTHER PAY    TOTAL PAY
---- ---- ---- ----  --------------------  ---------- ------------ ------------ ------------ ------------ ------------ ------------
01                   COSTELLO, SUSANNE     2006             383.18          .00          .00          .00          .00       383.18
01                   GRANT, KEITH L.       2014             475.00        47.50          .00          .00          .00       522.50
01                   HALL, RHONDA D.       2008             280.38          .00          .00          .00          .00       280.38
01                   REYNOLDS, BRENDA      2001             358.65          .00          .00          .00          .00       358.65
*GROUP                                                   1,497.21        47.50          .00          .00          .00     1,544.71
*SECTION                                                 1,497.21        47.50          .00          .00          .00     1,544.71
*DEPARTMENT                                              1,497.21        47.50          .00          .00          .00     1,544.71
01   ADM             HAMMER, JAMES B.      1236             352.35          .00          .00          .00       352.35       704.70
*GROUP                                                     352.35          .00          .00          .00       352.35       704.70
*SECTION                                                   352.35          .00          .00          .00       352.35       704.70
*DEPARTMENT      ADM                                       352.35          .00          .00          .00       352.35       704.70
01   MANU 103        AUSTIN, STEVEN        1234             259.20          .00         2.40        64.80          .00       326.40
*GROUP                                                     259.20          .00         2.40        64.80          .00       326.40
*SECTION         103                                       259.20          .00         2.40        64.80          .00       326.40
01   MANU 104        MOHR, MICHAEL T.      1010             213.26          .00        20.00          .00          .00       233.26
*GROUP                                                     213.26          .00        20.00          .00          .00       233.26
```

Distribution (7C7C) report

The Distribution (7C7C) report is a summary report lists all deductions as well as employee-paid and employer-paid taxes distributed in the same manner as the labor (pay split) allocations. The report is designed to run on a pay-period basis only. The accounting staff uses this report when customer billing includes direct and indirect costs.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7C7C.
- **Report Select**—1.
- **Labor Record**—Print Every Pay Run.
- **Other Record**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

Use WLFDGL records as a work area to summarize Labor Records. The number of WLFDGL records you create should be greater than the largest number of pay allocations (labor-distribution splits) for each employee. For example, if the largest number of earnings an employee has is 10 earnings, and each earning has two labor-distribution splits, at least 20 WLFDGL records must be created before running this report.

If the required number of WLFDGL records have not been set up, the report writes an error message to the Payroll Audit Trail report (0101).

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type GLNNN in the Table Key field where NNN is 001 through 999. Begin with 001 for the first record and increment by one for each record needed.
4. Type * (an asterisk) in the first position of Field 1.
5. Click Save or press Enter.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 label from the Labor Record.
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 label from the Labor Record.
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 label from the Labor Record.
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 label from the Labor Record.
- **EMPLOYEE FUNCTION**—Function Code from the Labor Record.
- **DESCRIPTION**—A description of the tax or name of the deduction being distributed.
- **IDENTIFIER**—The number of the deduction or the Tax Code. Tax codes are followed by an identifier as necessary:
  E=Employee
  R=Employer
  UIC=Unemployment cost
  DISB=Disability cost
- **TRANS TYPE**—How the Labor Record was created:
  PLUS=plus adjustment
  MNS=minus
  MAN=manual check
  blank=computer payment
- **DEDUCTIONS**—Amount of the distributed tax or deduction. Totaled.
- **EARNINGS**—Amount of the earnings. Totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	Double space before and after
ORGANIZATION LEVEL 2	X	Double space before and after
PAYROLL LEVEL 3		
PAYROLL LEVEL 4		

Field	Total	Report spacing
PAYROLL LEVEL 5		
PAYROLL LEVEL 6		
FUNCTION		
DISTRIBUTED ITEM		

Distribution (7C7C) report sample

```
CORPORATION  99   ACME MANUFACTURING                    DISTRIBUTION REPORT       REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE     9
DIVISION     9999 PRODUCTION CTL 1-2                                              7C7C PERIOD 03/13/1998 TIME 17:12 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                 TRANS
                      FUNCTION   DESCRIPTION    IDENTIFIER  TYPE       DEDUCTIONS  EARNINGS
02   SALE 104  A                 FED FUI TAX      102U                     2.41         .00
02   SALE 104  A                 FICA HI          103E                     4.37         .00
02   SALE 104  A                 FICAC HI         103R                     4.37         .00
02   SALE 104  A                 NEW YORK         2NY                      5.58         .00
02   SALE 104  A                 NEW YORK CITY    4NYC                     4.17         .00
02   SALE 104  A                 TAX DEFERRED     605                      9.05         .00
02   SALE 104  B     PROJB       TOTAL EARNINGS                             .00      395.44
02   SALE 104  B     PROJB       EMPLOYEE FICA    101E                    24.52         .00
02   SALE 104  B     PROJB       EMPLOYER FICA    101R                    24.52         .00
02   SALE 104  B     PROJB       FIT              102                     49.89         .00
02   SALE 104  B     PROJB       FED FUI TAX      102U                     3.16         .00
02   SALE 104  B     PROJB       FICA HI          103E                     5.73         .00
02   SALE 104  B     PROJB       FICAC HI         103R                     5.73         .00
02   SALE 104  B     PROJB       ILLINOIS         2IL                     11.51         .00
02   SALE 104  B     PROJB       TAX DEFERRED     605                     11.86         .00
*DIVISION        9999                                       MAN         530.08    1,583.33
                                                                      9,523.54   30,717.34
CORPORATION  99   ACME MANUFACTURING                    DISTRIBUTION REPORT       REPT PERIOD 03/13/1998 FILE VERSION 26 PAGE    10
DIVISION     9999 PRODUCTION CTL 1-2                                              7C7C PERIOD 03/13/1998 TIME 17:12 DATE 03/11/1998
REGI DEPA SECT GROU   EMPLOYEE                                 TRANS
                      FUNCTION   DESCRIPTION    IDENTIFIER  TYPE       DEDUCTIONS  EARNINGS
*CORPORATION     99                                         MAN         530.08    1,583.33
                                                                      9,523.54   30,717.34
```

Pay Information Extract (7L7L) report

Note: Printed output is not produced by this report.

The Pay Information Extract (7L7L) report is used by eCyborg Interactive Workforce to generate text files which are used to create and update the Pay Information database. The information extracted from this utility includes basic employee information, such as name and address. It also includes employees' earnings and deductions, and tax information.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the Pay Information Extract (7L7L) report.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7L7L.
- **Report Select**—1.
- **Current**—Print Every Pay Run.

Output files

- esseer.txt - contains employee name, address, and Social Security number
- essedr.txt - contains employee earnings and deductions, including HEDs, current and year-to-date earnings and deductions, current hours, and direct deposit information.
- esstxr.txt - contains employee tax information, including marital status, dependents, additional tax amount, current and year-to-date withholdings, and current and total amounts of additional withholdings.

Payslip Information Extract (7M7M) report sample

Note: Printed output is not produced by this report.

The Payslip Information Extract (7M7M) report is used by eCyborg Interactive Workforce to generate text files which are used to create and update the Pay Information database. The information extracted from this utility includes basic employee pay information, such as period end and start dates, salary information, organization country code, and check number.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the Payslip Information Extract (7M7M) report.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7M7M.
- **Report Select**—Alphabetic character.
- **Current**—Print Every Pay Run.

Note: This report is selected and executed during the MNTRUN process of a payroll run. Column 19 or later of the P4 transaction, used by P4CACL in the MNTRUN needs to be the same alphabetic character that is entered in the Report Select field on the Report Requests form (DD-SCR).

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about this modification.*

Output file

esspsr.txt

This file contains employee pay information, including period start and end dates, salary information, organization country code, and check number.

Back Out Quarter-to-Date Figures (7Q7Q) report

Note: No printed output is produced by this report.

The Back Out Quarter-To-Date Figures (7Q7Q) report creates adjustment transactions from your quarter-end Sequential Master File which are applied to your current Sequential Master File to back out accumulations from employee tax records that were not cleared after quarter-end processing. The system will back out the accumulations from your current Sequential Master File during the next payroll or maintenance run.

You will need this report for backing out quarter-to-date accumulations if you are currently paying employees in a new quarter, yet the system shows accumulations from the last quarter.

Use this report to back out quarter-to-date accumulations from employee earnings, deductions, and tax records. These quarter-to-date accumulations are normally cleared when you select one of the following values from the Clear To-date drop down box on the Payroll Run Process Control form (AE-SCR):

- Clear MTD & QTD (2)
- Clear MTD, QTD, & YTD (3)
- Clear QTD & YTD (4)
- Clear QTD Only (5)

This report is necessary only when normal clearing did not occur at the beginning of a quarter.

This report must be run against a copy of the quarter-end Sequential Master Fi_

The suggested report selection frequency is as required.

Technical processing considerations

This utility must be run against your previous quarter-end Sequential Master File, and is designed as a recovery feature if the QTD accumulations have not been cleared properly. The utility creates negative adjustments for all earnings, deductions, and tax records containing quarter-to-date amounts.

These adjustments are placed in the P05T80 file. Bring this file into the next payroll or maintenance run using your current production Sequential Master File. Last quarter's accumulations are subtracted, leaving only the amount for the current quarter.

When you run this report against a copy of the quarter-end Sequential Master File, make certain that position 16 of the H2 transaction and position 3 of the P4 transaction match the character typed in the Report Select field on the Report Requests form (DD-SCR).

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7Q7Q.
- **Report Select**—Q.
- **Company Level**—Print Every Run.
- **Quarter**—Print Every Run.

Output file

P05T80

This utility creates KB, KF, KG, and KH transactions.

Workers Compensation (7W7W) report

The Workers Compensation report provides a summary for each unique Workers Comp Code as entered on the Additional Employee/Payroll Information form (EG-SCR). This report lists total gross wages, exempt wages, wages subject to premium, the rate of premium, and the calculated premium amount. Use this report to determine the amount of Workers Compensation insurance premiums.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—7W7W.
- **Report Select**—1.
- **Other Record**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Other required form entries

You must identify each Workers Compensation code within each state by making the entries on the WL Record Maintenance form (WL-SCR).

1. Access the WL Record Maintenance form (WL-SCR).
2. Select Co Other Cyborg (FD) from the Table Type (PP53) option list.
3. Type WC2 followed by the two-character state code for the state in the Table Key text box. Leave four spaces and then type the five-character Workers Compensation code value. This should match the contents of the Workers Comp Code field on the Additional Employee/Payroll Information form (EG-SCR).
4. Type the information in the Field 1 and Field 2 fields as in the chart following these instructions. Click the Column Ruler button to display positions.
5. Click Save or press Enter.

Position	Description
28–33	Gross Pay Extension Rate. Left 0 (zero) fill and type with 4 decimals. For example, 1% is typed 000100.
34–41	Maximum Annual Wage. Left 0 (zero) fill and type with 2 decimals. This is the maximum wage amount to be used in the premium calculation. Any wages exceeding this amount are excluded from the premium calculation. Type all 9s if there is no maximum annual wage.
42–53	Job Description.
54	Cutoff code. Type '0' if YTD wages exceeding the amount specified in positions 34–41 will be excluded from the calculation. Type 1 if Pay Period wages exceeding the result of dividing the amount specified in positions 34–41 by the employee's annualization factor will be excluded from calculations.
55–56	Exempt Wages Category. Type the category code from the company-level earnings which are to be partially excluded from the Workers Compensation calculation. Those wages are multiplied by the percentage in positions 57–59 and the resulting amount is excluded from the calculation.
57–59	Exempt Wages Percentage. Type the percentage to be applied against all wages with a category code matching the exempt wages category code as a whole number. (For example, type 33% as 033.)
60	Exclude Premium Portion of Overtime. Typing a Y in this position causes the premium portion of overtime (field 123, the TAX-PREMIUM-CUR field) of the employee's active work state to be excluded from calculations. Leave this position blank if overtime premium is to be included.

Position	Description
61	Exclude Nontaxable Earnings. Typing a Y in this position causes the nontaxable earnings (Type Code 01) to be excluded from calculations. Leave this position blank if nontaxable earnings are to be included.

Note: If the Workers Compensation report is produced each pay period and you are using the Frick Company Magnetic Tape report or Build Gates Tape report for unemployment reporting, leave position 60 blank. In this situation, the premium portion of overtime is not tracked and therefore is not available to be excluded from the Workers Compensation calculations. The TAX-PREMIUM-CUR field contains current unemployment wages.

Optional form entries

You may produce this report monthly or annually by selecting values in the To-date Amounts - Month or To-date Amounts - Year fields instead of in the Adjustments - Plus, - Minus, - Manual, and To-date Amounts - Current fields on the Report Requests form (DD-SCR).

Type any non-blank character in the first three positions of the User Field text box to include a list of employees:

- with no active work state (position 1 of the User Field field)
- who have no value in their Workers Comp Code field on the Employee Information form (EF-SCR, position 3 of the User Field field)

The suggested report selection frequency is every payroll run.

Report field details

- **PAYROLL LEVEL 3 NAME**—Payroll Level 3 label
- **PAYROLL LEVEL 4 NAME**—Payroll Level 4 label
- **PAYROLL LEVEL 5 NAME**—Payroll Level 5 label
- **PAYROLL LEVEL 6 NAME**—Payroll Level 6 label
- **EMPLOYEE STATE**—Tax Code for the employee's active state
- **WORK COMP CODE**—Workers Comp Code from the Employee Information form (EF-SCR).
- **DESCRIPTION**—Job description from corresponding WL Table columns 42–53
- **GROSS PAY**—Total wages from FICA-OASDI, 101. Totaled
- **EXEMPT PAY**—Wages exempt from premium calculation based upon WL table entry columns 55–61. Totaled.
- **OVER LIMIT**—Wages exceeding the annual limit specified on the WL table columns 34–41 and 54. Totaled.
- **CALC BASE**—Wages used in the premium calculation. Totaled.
- **COMP RATE**—Gross Pay Extension Rate entered on the WL Table columns 28–33
- **EXTENDED AMOUNT**—Workers compensation premium calculated by multiplying the CALC BASE and COMP RATE. Totaled.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1	X	Double space before and after
ORGANIZATION LEVEL 2	X	Double space before and after
STATE CODE	X	Double space before and after
PAYROLL LEVEL 3 CODE	X	Double space before and after
PAYROLL LEVEL 4 CODE	X	Double space before and after
WORKERS COMP CODE	X	Double space before

Workers Compensation (7W7W) report sample

```
CORPORATION  99   ACME MANUFACTURING              WORKERS COMPENSATION REPORT     REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                                              7W7W PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
REGI DEPA SECT GROU   EMPLOYEE  WORK COMP                                                                          COMP      EXTENDED
                        STATE      CODE     DESCRIPTION     GROSS PAY    EXEMPT PAY    OVER LIMIT     CALC BASE    RATE       AMOUNT
02   SALE                          87544   ************        395.44        395.44           .00           .00   *****          .00
*DEPARTMENT      SALE                                            395.44        395.44           .00           .00                  .00
*REGION          02                                              395.44        395.44           .00           .00                  .00
*TOTAL STATE                                                     395.44        395.44           .00           .00                  .00
01                       IL       87532   LABORER             663.56           .00           .00        663.56   .0100         6.63
01                       IL       87544   SALES               358.65           .00           .00        358.65   .0100         3.59
01                       IL       87591   ************        522.50        522.50           .00           .00   *****          .00
*DEPARTMENT                                                    1,544.71        522.50           .00      1,022.21               10.22
01   ADM                 IL       87544   SALES               704.70           .00           .00        704.70   .0100         7.04
*DEPARTMENT      ADM                                             704.70           .00           .00        704.70                 7.04
01   MANU                IL       87532   LABORER           1,340.13           .00           .00      1,340.13   .0100        13.40
*DEPARTMENT      MANU                                          1,340.13           .00           .00      1,340.13               13.40
*REGION          01                                            3,589.54        522.50           .00      3,067.04               30.66
02   MANU                IL       87532   LABORER             739.20           .00           .00        739.20   .0100         7.39
*DEPARTMENT      MANU                                            739.20           .00           .00        739.20                 7.39
02   SALE                IL       87544   SALES               226.00           .00           .00        226.00   .0100         2.26
*DEPARTMENT      SALE                                            226.00           .00           .00        226.00                 2.26
*REGION          02                                              965.20           .00           .00        965.20                 9.65
```

```
CORPORATION  99   ACME MANUFACTURING              WORKERS COMPENSATION REPORT     REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     2
DIVISION     9999 PRODUCTION CTL 1-2                                              7W7W PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
REGI DEPA SECT GROU   EMPLOYEE  WORK COMP                                                                          COMP      EXTENDED
                        STATE      CODE     DESCRIPTION     GROSS PAY    EXEMPT PAY    OVER LIMIT     CALC BASE    RATE       AMOUNT
*TOTAL STATE     IL                                            4,554.74        522.50           .00      4,032.24               40.31
02   ADM                 NY       87544   ************        206.00        206.00           .00           .00   *****          .00
*DEPARTMENT      ADM                                             206.00        206.00           .00           .00                  .00
02   DIST                NY       87544   ************        346.50        346.50           .00           .00   *****          .00
*DEPARTMENT      DIST                                            346.50        346.50           .00           .00                  .00
02   PURC                NY       87544   ************      1,061.55      1,061.55           .00           .00   *****          .00
*DEPARTMENT      PURC                                          1,061.55      1,061.55           .00           .00                  .00
02   SALE                NY       87544   ************        301.82        301.82           .00           .00   *****          .00
02   SALE                NY       87591   ************        680.00        680.00           .00           .00   *****          .00
*DEPARTMENT      SALE                                            981.82        981.82           .00           .00                  .00
*REGION          02                                            2,595.87      2,595.87           .00           .00                  .00
*TOTAL STATE     NY                                            2,595.87      2,595.87           .00           .00                  .00
1001       MEYER, JUNE                 87544 NO ENTRY IN WL TABLE      600.01
1001       MEYER, JUNE                 87544 NO ENTRY IN WL TABLE      461.54
1005       MORRIS, ROBERT              87544 NO ENTRY IN WL TABLE      301.82
1043       BALDWIN, ALICE A            87544 NO ENTRY IN WL TABLE      206.00
1432       ISLEY, JEANETTE J.          87544 NO ACTIVE WORK STATE      395.44
2010       PENDARVIS, MARTIN M.        87544 NO ENTRY IN WL TABLE      346.50
2011       PITARO, JOSEPH C.           87591 NO ENTRY IN WL TABLE      680.00
```

```
2014       GRANT, KEITH L.            87591 NO ENTRY IN WL TABLE      522.50
*DIVISION        9999                                   7,546.05      3,513.81          .00      4,032.24                40.31
*CORPORATION     99                                     7,546.05      3,513.81          .00      4,032.24                40.31
*REPORT CODE     7W7W                                   7,546.05      3,513.81          .00      4,032.24                40.31
```

Tax Filing Report - All Frequencies (9091) report

This report is identical to the Tax Filing Report - Paid Frequencies Only, both in format and in information reported, with the following exceptions:

- It does not supply any detail information to the Combined Register (2222) report.
- It reports on all employees within an organization regardless of whether their frequency is being paid.

This summary report is useful at month-end and quarter-end to aid in preparing tax filing reports for the entire organization.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—9091.
- **Report Select**—1.
- **Company Level**—Print Every Pay Run.
- **Plus**—Print Every Pay Run.
- **Minus**—Print Every Pay Run.
- **Manual**—Print Every Pay Run.
- **Current**—Print Every Pay Run.

Report field details

The field names and numbers noted under Column Information are taken from the Taxes To-Date Inquiry (JT-SCR) and Taxes To-Date/Field Number Inquiry (JD-SCR) forms for each type of tax.

Note: This report produces only totals. Every value printed on this report is a total for that field's accumulation period for all employee tax records contained in the report. Therefore, the totaling column is not used in the field charts below.

For FICA-OASDI and FICA-HI:

- **(none)**—Name of tax authority.
- **(none)**—Tax Code.
- **EMPLOYER FICA WAGES**—Employer Wages - FLD 117.
- **EMPLOYEE FICA WAGES**—Employee Wages - FLD 118.
- **TOTAL GROSS WAGES**—Total Pay (shown only for FICA-OASDI - FLD 119).
- **EMPLOYEE FICA TAX**—Employee Tax - FLD 122.
- **(none)**—Not used by FICA - FLD 121.
- **EMPLOYER FICA TAX**—Employer Tax - FLD 120.
- **(none)**—Not used except for YTD which is FICA wages earned by employees transferred to this organization using the Employee Transfer form (ET-SCR) option: Payroll Data - Data - Old/New companies; Amounts - Old companies; YTD Wage - Old/New companies.
- **NUMBER PAID**—Number of employees paid or adjusted that were calculated by this report.

Note: EMPLOYER FICA WAGES and EMPLOYEE FICA WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. On employee records, YTD wages are uncutoff. For this report, the YTD line reflects only the FICA wages up to the limit. This means that the FICA tax can be proven on any report by calculating: TD FICA wage x FICA rate = YTD FICA tax. TOTAL GROSS WAGES is a total of all earnings paid regardless of taxability.

For federal withholding tax:

- **(none)**—Name of tax authority
- **(none)**—Tax Code
- **WORK WAGES**—Work Wages - FLD 117
- **RESIDENT WAGES**—Resident Wages - FLD 118
- **WITHHOLDING WAGES**—Taxable Wages - FLD 119
- **WITHHOLDING TAX**—FIT Withheld - FLD 120
- **FUI WAGES**—FUI Wages - FLD 121
- **EARNED INCOME CREDIT**—EIC - FLD 122
- **PREMIUM O.T.**—OT Premium - FLD 123
- **NUMBER PAID**—Number of employees paid or adjusted, calculated by this report

Note: FUI WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD FUI wages are uncutoff on employee records, the YTD line reflects only the FUI wages up to the limit. Federal Tax Code 102 is changed to and reported as 150 internally for sorting purposes only. This Tax Code change allows

FICA-OASDI - 101 and FICA-HI - 103 to be shown together followed by Federal.

For state taxes:

- **(none)**—Name of tax authority
- **(none)**—Tax Code
- **WORK WAGES**—Work Wages - FLD 117
- **RESIDENT WAGES**—Resident Wages - FLD 118

Note: This column lists the total wages accumulated for unemployment/disability.

- **WITHHOLDING WAGES**—Taxable Wages - FLD 119
- **WITHHOLDING TAX**—SIT Withheld - FLD 120
- **SUI WAGES**—State Unemployment Insurance Wages - FLD 121
- **UNEMPLOYMENT TAX**—Employee-Paid Unemployment Insurance - FLD 122
- **PREMIUM O.T./QTD-SUI TTL**—OT Premium - FLD 123
- **NUMBER PAID**—Number of employees paid or adjusted, calculated by this report

Note: SUI WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD SUI wages are uncutoff on employee records, the YTD line reflects only the SUI wages up to the limit. QTD - SUI WAGES are total wages subject to SUI for the quarter regardless of whether the annual taxable wage limit has been met.

For local taxes - county, city or state disability:

- **(none)**—Name of tax authority
- **(none)**—Tax Code
- **WORK WAGES**—Work Wages - FLD 117
- **RESIDENT WAGES**—Resident Wages - FLD 118
- **WITHHOLDING WAGES**—Taxable Wages - FLD 119
- **WITHHOLDING TAX**—Local Tax Withheld - FLD 120
- **DISABILITY WAGES**—Wages - FLD 121
- **DISABILITY TAX**—(none) - FLD 122
- **PREMIUM O.T.**—OT Premium - FLD 123
- **NUMBER PAID**—Number of employees paid or adjusted, calculated by this report

Note: State DISABILITY WAGES are cutoff when the annual taxable wage limit is met at CUR, MTD, and QTD. While YTD state disability wages are uncutoff on employee records, the YTD line reflects only the state disability wages up to the limit.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence:

Field	Total	Report spacing
ORGANIZATION LEVEL 1		New page after
ORGANIZATION LEVEL 2		New page after
TAX TYPE	X	New page before and after
TAX CODE	X	Double space after

Balancing

Use this report to ensure that the system is in balance for:

- year-to-date federal and state taxable wages
- quarter-to-date federal and state unemployment wages (field 121)
- quarter-to-date state uncutoff unemployment wages (field 123)
- quarter-to-date state disability wages

Note: This balancing process should be repeated after each payroll run to avoid quarter-end and year-end out-of-balance situations.

Tax Filing Report - All Frequencies (9091) report sample

```
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                    ALL FREQUENCIES          9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
                        EMPLOYER       EMPLOYEE         TOTAL        EMPLOYEE                    EMPLOYER                    NUMBER
                       FICA WAGES     FICA WAGES     GROSS WAGES     FICA TAX                    FICA TAX                     PAID
*TAX NUMBER      01
                 CUR         7,546.05       7,546.05       7,546.05         467.86          .00        467.86          .00      20
                 MTD        48,835.31      48,835.31      48,835.31       3,027.84          .00      3,027.84          .00      44
                 QTD       302,842.57     302,842.57     302,842.57      18,776.28          .00     18,776.28          .00      52
                 YTD       302,842.57     302,842.57     302,842.57      18,776.28          .00     18,776.28          .00      52
*TAX NUMBER      03
                 CUR         7,546.05       7,546.05            .00         109.43          .00        109.43          .00      20
                 MTD        48,835.31      48,835.31            .00         708.14          .00        708.14          .00      44
                 QTD       302,842.57     302,842.57            .00       4,391.25          .00      4,391.25          .00      52
                 YTD       302,842.57     302,842.57            .00       4,391.25          .00      4,391.25          .00      52
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING       FUI         EARNED         PREMIUM
                           WAGES          WAGES          WAGES           TAX          WAGES     INC. CREDIT        O.T.
*TAX NUMBER      50
                 CUR         7,458.36       7,458.36       7,458.36         703.08      5,927.53         26.21        157.02      20
                 MTD        48,254.07      48,254.07      48,254.07       4,880.16     40,548.80         57.47        507.67      44
                 QTD       300,434.53     300,434.53     300,434.53      34,678.71    258,230.72        287.28      1,018.97      52
                 YTD       300,434.53     300,434.53     300,434.53      34,678.71    258,230.72        287.28      1,018.97      52
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     2
DIVISION     9999 PRODUCTION CTL 1-2                    ALL FREQUENCIES          9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING       FUI         EARNED         PREMIUM   NUMBER
                           WAGES          WAGES          WAGES           TAX          WAGES     INC. CREDIT        O.T.     PAID
*TAX TYPE        1
                 PLS             .00            .00            .00            .00          .00           .00          .00
                 MNS             .00            .00            .00            .00          .00           .00          .00
                 MAN             .00            .00            .00            .00          .00           .00          .00
                 CUR        22,550.46      22,550.46      15,004.41       1,280.37      5,927.53        603.50        157.02      60
                 MTD       145,924.69     145,924.69      97,089.38       8,616.14     40,548.80      3,793.45        507.67     132
                 QTD       906,119.67     906,119.67     603,277.10      57,846.24    258,230.72     23,454.81      1,018.97     156
                 YTD       906,119.67     906,119.67     603,277.10      57,846.24    258,230.72     23,454.81      1,018.97     156
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     3
DIVISION     9999 PRODUCTION CTL 1-2                    ALL FREQUENCIES          9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING       SUI      UNEMPLOYMENT  PREMIUM O.T.  NUMBER
                           WAGES          WAGES          WAGES           TAX          WAGES          TAX      /QTD-SUI TTL   PAID
*TAX NUMBER      IL
                 CUR         4,487.96       4,487.96       4,487.96         113.29      4,554.74          .00         47.50      13
                 MTD        38,797.65      38,797.65      38,797.65       1,037.96     35,472.80          .00        242.47      39
                 QTD       231,811.23     231,811.23     231,811.23       6,274.11    220,296.33          .00    233,301.17      44
                 YTD       231,811.23     231,811.23     231,811.23       6,274.11    220,296.33          .00        571.83      44
*TAX NUMBER      NY
                 CUR         2,586.82       2,586.82       2,586.82          97.63        977.35          .00         77.66       6
                 MTD         8,689.26       8,689.26       8,689.26         349.67      6,371.95          .00        201.48       5
                 QTD        67,856.14      67,856.14      67,856.14       3,193.59     45,597.00          .00     68,750.52       8
                 YTD        67,856.14      67,856.14      67,856.14       3,193.59     45,597.00          .00        383.42       8
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     4
DIVISION     9999 PRODUCTION CTL 1-2                    ALL FREQUENCIES          9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
```

```
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING       SUI      UNEMPLOYMENT  PREMIUM O.T.  NUMBER
                           WAGES          WAGES          WAGES           TAX          WAGES          TAX      /QTD-SUI TTL   PAID
*TAX TYPE        2
                 PLS             .00           .00           .00           .00           .00           .00           .00
                 MNS             .00           .00           .00           .00           .00           .00           .00
                 MAN             .00           .00           .00           .00           .00           .00           .00
                 CUR        7,074.78      7,074.78      7,074.78        210.92      5,532.09           .00        125.16      19
                 MTD       47,486.91     47,486.91     47,486.91      1,387.63     41,844.75           .00        443.95      44
                 QTD      299,667.37    299,667.37    299,667.37      9,467.70    265,893.33           .00    302,051.69      52
                 YTD      299,667.37    299,667.37    299,667.37      9,467.70    265,893.33           .00        955.25      52
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     5
DIVISION     9999 PRODUCTION CTL 1-2                     ALL FREQUENCIES         9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING    DISABILITY    DISABILITY       PREMIUM  NUMBER
                           WAGES          WAGES          WAGES           TAX           WAGES          TAX            O.T.    PAID
*TAX NUMBER      NYC
                 CUR        2,586.82      2,586.82      2,586.82          67.84           .00           .00         77.66       6
                 MTD        8,689.26      8,689.26      8,689.26         242.23           .00           .00        201.48       5
                 QTD       55,925.14     55,925.14     55,925.14      1,769.93           .00           .00        383.42       7
                 YTD       55,925.14     55,925.14     55,925.14      1,769.93           .00           .00        383.42       7
*TAX NUMBER      NYSDI
                 CUR             .00           .00           .00           .00        720.00          3.00           .00       6
                 MTD             .00           .00           .00           .00      2,040.00          9.00           .00       5
                 QTD             .00           .00           .00           .00     10,560.00         51.60     68,750.52       8
                 YTD             .00           .00           .00           .00     41,797.00         51.60           .00       8
CORPORATION  99   ACME MANUFACTURING                    TAX FILING REPORT        REPT PERIOD 03/20/1998 FILE VERSION 28 PAGE     6
DIVISION     9999 PRODUCTION CTL 1-2                     ALL FREQUENCIES         9091 PERIOD 00/00/0000 TIME 14:25 DATE 03/18/1998
                            WORK         RESIDENT      WITHHOLDING    WITHHOLDING    DISABILITY    DISABILITY       PREMIUM  NUMBER
                           WAGES          WAGES          WAGES           TAX           WAGES          TAX            O.T.    PAID
*TAX TYPE        4
                 PLS             .00           .00           .00           .00           .00           .00           .00
                 MNS             .00           .00           .00           .00           .00           .00           .00
                 MAN             .00           .00           .00           .00           .00           .00           .00
                 CUR        2,586.82      2,586.82      2,586.82          67.84        720.00          3.00         77.66      12
                 MTD        8,689.26      8,689.26      8,689.26         242.23      2,040.00          9.00        201.48      10
                 QTD       55,925.14     55,925.14     55,925.14      1,769.93     10,560.00         51.60     69,133.94      15
                 YTD       55,925.14     55,925.14     55,925.14      1,769.93     41,797.00         51.60        383.42      15
```

Delete Unused Employee HEDs/Tax Records (9H9H) report

Note: No printed output is produced by this report.

The Delete Unused Employee HEDs/Tax Records (9H9H) report creates transactions that delete inactive earning, deduction, and tax records for an employee. Various checks are performed to assure that the tax record, earning, or deduction can be deleted.

Note: Employee tax records for FICA-OASDI (tax code 101), FICA-HI (tax code 103), Federal (tax code 102), earning 001, and deduction 999 are never deleted.

Tax records are deleted based upon the To-date Amounts - Quarter value. Earnings and deductions are deleted based upon the To-date Amounts - Year value. To stop this utility from deleting either tax records or earnings and deductions, change the appropriate field value to Do Not Print (5).

This report should be run a minimum of once a year. Typically, you should run it after the first few payroll runs of a new year. Depending on your needs, you may want to run this utility periodically (for instance, quarterly).

Special considerations

For this utility to delete inactive employee earning, deduction, and tax records, the following conditions must exist:

For earnings:

- The Start Method field on the Employee Earnings And Deductions form (HH-SCR) must contain an value of Inactive (0) or Event Has Occurred (S).
- The earning must not be an accrual.
- Year-to-date monetary amount and hours must be 0 (zero).

For deductions:

- The Start Method field on the Employee Earnings And Deductions form (HH-SCR) must contain an value of Inactive (0) or Event Has Occurred (S).
- The option in the Frequency field on the Employee Earnings And Deductions form (HH-SCR) must be Inactive (00).
- Year-to-date monetary amount and arrears must be 0 (zero).

For tax records:

- The value in the Withholding Method field on the Employee Tax Record Maintenance form (JJ-SCR)must be Inactive (0).
- The first character of the Tax Code field on the Employee Tax Record Maintenance form (JJ-SCR) must be 2, 3, or 4.
- All wage and tax fields must be 0 (zero).

Technical processing considerations

This utility creates maintenance transactions and writes them to the Recycle File for processing during the next run of the batch payroll system.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—9H9H.
- **Report Select**—H.
- **Company Level**—Print Every Run.
- **Year**—Print Every Run.

Output file

P05OUT

This utility creates a file of transactions (X) for input to the next payroll or maintenance run.

Retro Pay Increase (9R9R) report

Note: No printed output is produced by this report.

The Retro Pay Increase (9R9R) report creates time entries and writes them to the Recycle File. The time entries will generate payments to employees on a subsequent payroll run. The time entries contain retroactive pay triggered by the entry of calculation criteria and values on the Define Retroactive Pay Parameters form (WX-SCR).

The suggested report selection frequency is as required in a maintenance run.

Special considerations

This report uses Labor Records from prior pay periods to determine the retroactive amount to be paid. Therefore, to use the report you must retain Labor Records for the time frame of the retroactive increase.

Technical processing considerations

Process this utility during a maintenance run with a P4 transaction that has an R in position three to select it.

Report Requests form (DD-SCR) entries

You must make the following field entries:

- **Report Code**—9R9R.
- **Report Select**—R.
- **Labor Record**—Print Every Run.
- **Other Record**—Print Every Run.
- **Year**—Print Every Run.

Other required form entries

Values and calculation criteria must be entered on the Define Retroactive Pay Parameters form (WX-SCR) for either all employees (mass retroactive pay increase) or for individual employees to trigger this utility and cause the time entries to be created.

Optional form entries

Use a special Report Select value, such as R, and place the R in the P4 control record to allow this utility to be the only report processed other than the Payroll Audit Trail.

Output file

P05OUT

PART 4

Appendices

In This Section

Tax Accumulation Fields Information 257
Balancing Charts 259
General Ledger Interface 267
Preparing for Quarter End 295
Multiple Worksite Reporting 303
Errors and Warnings 321

APPENDIX A

Tax Accumulation Fields Information

In This Appendix

Tax accumulation fields.....258

Tax accumulation fields

The following chart shows the tax accumulation fields with the corresponding batch field number, as shown on the Taxes To-Date/Field Number Inquiry form (JD-SCR).

Tax	System Field Numbers							
	117	118	119	120	121	122	123	124
Federal								
FICA (101 & 103)	Employer FICA wages[1]	Employee FICA wages[1]	Employee total wages	Employer FICA tax		Employee FICA tax	Prior employee FICA wages	Prior employee FICA tax
Federal (102)			Taxable wages	FIT withheld	FUTA wages[2]	EIC	OT Premium	Weeks worked
Rail Retirement Tiers 1 and 2 (104 & 105)	Employer RRT wages[1]	Employee RRT wages[1]		Employer RRT tax		Employee RRT tax		
State								
State (2XX)	Work wages	Resident wages	Taxable wages SIT	SIT withheld	Unem-ployment SUI wages	Employee SUI tax	OT Premium[3]	Weeks worked
State disability (4XXSDI)					Disability wages[1]	Employee disability tax		
Local								
County (3XXYYYY)	Work wages	Resident wages	Taxable wages	Local tax withheld				
City/school district (4XXYYYY)	Work wages	Resident wages	Taxable wages	Local tax withheld				

[1] CUR, MTD, and QTD wages cutoff, and YTD wages uncutoff

[2] Tax Record 101 only (FICA-OASDI)

[3] MTD and YTD = Premium Portion Overtime. QTD = SUI wages uncutoff.

APPENDIX B

Balancing Charts

In This Appendix

Balancing Taxable Wages – 2T2T Tax Filing Report 260
Verifying Taxable Wage by Earnings/Pre-Tax Deductions.....261
Balancing Gross to Net – 2222 Combined Register.....262
Balancing Gross to Net – 2222 Combined Register.....263
Balancing Total Pay – 2222 Combined Register 264
Balancing Total Pay – 2222 Combined Register 265

Balancing Taxable Wages – 2T2T Tax Filing Report

	YTD		QTD		QTD	QTD
PRIOR PE DATE	FIT WAGES	SIT WAGES	FUI	SUI	SUI TOTAL	DISAB TOTAL
CURR						
PLUS						
MINUS						
MAN						
TOTAL						

Verifying Taxable Wage by Earnings/Pre-Tax Deductions

		YTD			QTD
		FICA-HI	FIT	SIT	SUI
P/E					
TOTAL PAY					
EARN					
DED					
TAXABLE WAGE					
TAXABLE WAGE-2T2T					
DIFF	+/-				

Balancing Gross to Net – 2222 Combined Register

	HEDs	CURR	MTD	QTD	YTD
P/E 3-27-98					
EARN	001				
	003				
	100				
	125				
	TOTAL PAY				
2222	TOTAL PAY				
DIFF	+ or -				
TAXES	101				
	103				
	102				
	2IN				
2NJ	SIT				
	SUI				
	3IN49				
NJ	DISAB				
DED	610				
	620				
	850				
NET PAY	999				
2222 NET PAY	999				
DIFF	+ or -				

Balancing Gross to Net – 2222 Combined Register

	HEDs	CURR	MTD	QTD	YTD
P/E					
EARN	001				
	003				
	100				
	125				
	TOTAL PAY				
2222	TOTAL PAY				
DIFF	+ or -				
TAXES	101				
	103				
	102				
	2IN				
2NJ	SIT				
	SUI				
	3IN49				
NJ	DISAB				
DED	610				
	620				
	850				
NET PAY	999				
2222 NET PAY	999				
DIFF	+ or -				

Balancing Total Pay – 2222 Combined Register

	HEDs	CURR	MTD	QTD	YTD
P/E					
EARN	PLS				
	MNS				
	MAN				
	001				
	003				
	100				
	125				
	TOTAL PAY				
2222	TOTAL PAY				
DIFF	+ or -				

Balancing Total Pay – 2222 Combined Register

	HEDs	CURR	MTD	QTD	YTD
P/E					
EARN	PLS				
	MNS				
	MAN				
	TOTAL PAY				
2222	TOTAL PAY				
DIFF	+ or -				

APPENDIX C

General Ledger Interface

In This Appendix

Introduction 268
Overview of the General Ledger Interface in Payroll Administration 269
Cross-referencing Cyborg data to general ledger account numbers.....270
General ledger accruals.....271
General ledger account number 273
General ledger report programs 274
Payroll Journal Entry (7676) report 275
Using the Payroll Journal Entry (7676) report.....278
Journal Entry Interface (7575) report.....281
Payroll Accrual Journal Interface (7777) report 283
Payroll Accrual Entry (7878) report 285
Detailed Directions 289

Introduction

Payroll Administration provides a General Ledger Interface that aids in the posting of payroll amounts to your ledger. This interface is actually a set of routines that you can execute every payroll run. These routines produce journal entries in report and file form. To post the payroll information, the interface requires the corresponding account numbers for earnings, deductions, and taxes withheld and paid for each organization established.

Tasks

This appendix demonstrates the following tasks:

- ***Entering earning and deductions account numbers*** (on page 289)
- ***Entering tax account numbers*** (on page 290)
- ***Entering alternate general ledger account numbers*** (on page 291)
- ***Entering month-end accrual date range parameters*** (on page 292)
- ***Entering the month-end payroll accrual parameters*** (on page 293)
- ***Entering accrual percentages*** (on page 293)

Prerequisites

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

- At least one organization established on the system
- Employee data has been entered
- Time entries entered

Questions answered

The following questions are answered in this appendix:

1. What forms are necessary to produce a general ledger interface file?
2. What reports are used in the production of the general ledger interface file?

Overview of the General Ledger Interface in Payroll Administration

Payroll Administration provides a general ledger interface that aids in the posting of payroll amounts to your ledger. This interface is actually a set of routines that you can execute every payroll run. These routines produce journal entries in report and file form. To post the payroll information, the interface requires the corresponding account numbers for earnings, deductions, and taxes withheld and paid for each organization established.

Cross-referencing Cyborg data to general ledger account numbers

The general ledger account number for an earning is a combination of data unique to an employee, Payroll Levels 3-6, plus an account number specific to that earning. The account number for a deduction is specific to that deduction, and for a particular tax is specific to that tax.

There are three forms used to supply the general ledger account numbers for earnings, deductions, and taxes:

- Earning And Deduction Account Numbers form (GL-HED)
- Company Paid/Withheld Tax Account Nbrs form (GL-TAX)
- Alternate GL Account Number Entry form (AK-SCR)

The Earning And Deduction Account Numbers form (GL-HED) is used to establish and maintain the organization general ledger account numbers for earnings and deductions. Each earning and deduction number is associated with an account number, using this form.

The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) cross-references tax codes and types to the general ledger. Use this form to enter a tax code and its type (withheld or organization-paid) and associate them with their specific general ledger account numbers.

The Alternate GL Account Number Entry form (AK-SCR) offers an alternative to using the Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) when establishing and maintaining the general ledger account numbers for taxes.

Processing considerations

All earnings and deductions with category codes of combination earnings and deductions, tips, and any type of memo are bypassed.

Organization unemployment liability is calculated using the experience rate entered on the Tax Specification Information form (T1-SCR), in the ER UI/SDI Rt field.

See also:

- Entering earning and deductions account numbers ***(on page 289)***
For detailed directions on entering earning and deductions account numbers.

- Entering tax account numbers ***(on page 290)***
For detailed directions on entering tax account numbers.

- Entering alternate general ledger account numbers ***(on page 291)***
For detailed directions on entering alternate general ledger account numbers.

General ledger accruals

Payroll periods often do not directly correspond to accounting periods. In those cases, you may find it necessary to provide and use an accrual factor when the General Ledger Interface is processed. The following information must be available when the general ledger routines are executed during the payroll run:

- Accrual percentage
- Date range for the accrual
- Account number for posting the accrual amount

Payroll Administration provides separate forms for you to use for general ledger accruals.

- Month-End Accrual Date Range Parameters form (GLDATE)
- Month-End Payroll Accrual Parameters form (GLACCR)

While these accrual forms are similar to the General Ledger Interface forms and use the same information and records to obtain the account number data, they require the accrual percentage to be available when the routines are executed during the payroll run. The accrual percentage is entered in the Labor Percent field on the Company Pay Frequencies form (AJ-SCR).

Month-End Accrual Date Range Parameters form

The Month-End Accrual Date Range Parameters form (GLDATE) is used to enter a date range to be included in the calculation of the month-end accrual for the general ledger. If the date of a labor record falls within the specified date range, the associated amount is factored by the accrual labor percentage and reported as part of the month-end general ledger accrual.

The percentage used for the labor accrual is established on the Company Pay Frequencies form (AJ-SCR). This percentage must be recorded before starting the payroll process. The labor percentage is then multiplied against the amount of any labor record that satisfies the date range parameters.

Month-End Payroll Accrual Parameters form

The Month-End Payroll Accrual Parameters form (GLACCR) supplies the general ledger offset expense account number to which the accrual amounts are to be charged. If your accounting and payroll periods coincide and no accrual is necessary, you need not make any entries using this form.

Note: The delivered accrual process does not create a reversing entry for the previous month's accrual. It is assumed that this function is accomplished by the general ledger system that you are using.

Accrual percentage

The Company Pay Frequencies form (AJ-SCR) includes a Labor Percent field that defines the accrual percentage to the General Ledger Interface. The base amount to which the accrual percentage is applied is taken from Labor Records created by the current payroll run, except those created as a result of payment reversal entries. The only time you make an

entry in the Labor Percent field is when an accrual to the General Ledger Interface is required.

This field contains the percentage of this pay period's earnings that apply to the current accounting period. The General Ledger Interface for accruals applies this percentage against Labor Records to calculate the accrual. This field resets to 0s (zeros) on the run following a payroll run for this frequency.

See also:

- Entering month-end accrual date range parameters ***(on page 292)***

For detailed directions on entering month-end accrual date range parameters.

- Entering the month-end payroll accrual parameters ***(on page 293)***

For detailed directions on entering month-end payroll accrual parameters.

- Entering accrual percentages ***(on page 293)***

For detailed directions on entering accrual percentages.

General ledger account number

The General Ledger Account Number is a 28-position number built from various sources depending upon the employee record being processed:

- Earning account numbers contain the Payroll level 3-6 values and 12 positions representing that part of the account number constant for all payroll expenses.
- Tax and deduction liability numbers contain a constant 12-position number followed by 16 blanks.

The constant part of the account number for earnings and deductions is taken from either a WL table record or from the Company Earnings And Deductions form (A8-SCR).

Tax account numbers are taken from either a WL table or an optional organization-level record.

The 28-position account number is built for each type of record as shown in the following chart:

Type of record	Positions	Description
Earnings	16 12	Control 3 through 6 codes from the Labor Record GL-Account from the organization-level earning or WL table record
Deductions	26 2 OR 12 16	WL table record blanks OR GL Account from the organization-level deduction blanks
Taxes - Company Expense	16 12	Payroll level 3-6 codes from the Labor Record Account from the organization AK record or WL table record *Note: If multiple labor splits exist, the organization tax expense will also be split in the same manner.*
Taxes - Withheld and Company Liability	26 2 OR 12 16	WL table record blanks OR Organization-level AK record blanks

General ledger report programs

The Journal Interface report programs (generators), Payroll Journal Entry (7676) for printed output and Journal Entry Interface report (7575) for file output, are designed to provide a balanced payroll journal entry that includes the gross-to-net pay calculation, as well as organization paid taxes in the United States.

Understanding how these report programs process the employee records and build the general ledger account numbers allows you to establish payroll control levels to meet financial reporting needs. Many organizations are able to use these reports as they are delivered. If, after reading this appendix, you determine that modifications are needed (normally for building the account number) you should be able to provide detailed specifications to Cyborg's Professional Services Department.

Frequency selection

The journal entry report programs may be processed on either a pay period or monthly basis. The sys default is to produce the report every pay period. Monthly processing requires the changing of one instruction in the report generator code. This change is clearly documented within the program's source code and can be done by your data processing department.

Employee record selection

The employee records selected for general ledger processing and the method of selecting them depend upon the processing frequency. Payroll earning amounts and control-level values are always taken from Labor Records. Tax and deduction amounts and control-level values are taken from the Employee Database. The record selection criteria are:

- Pay Period Frequency
  - For payroll expense, current Labor Records are selected.
  - For taxes and deductions, amounts from the current payroll run are used.
- Monthly Frequency
  - For payroll expense, Labor Records are selected by change date. The year and month of the change date must be equal to the year and month of the period-end date.
  - For taxes and deductions, the amounts and control-level values are taken from the Employee Database; amounts from the month-to-date accumulations.

Payroll Journal Entry (7676) report

The Payroll Journal Entry (7676) report produces a list of journal entries in summary form. You may produce this report for every payroll run or at the end of a payroll month. Entries are created for wage expenses, payroll liabilities (such as deductions, withheld taxes, and net pay), and organization-paid expenses and liabilities (such as FICA [OASDI and HI], FUI, and SUI).

This report is used by payroll or accounting personnel to ensure gross-to-net balancing through the general ledger debit and credit process, and to analyze account and amount distribution. This report also acts as an audit trail for the general journal postings coming from payroll.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	7676
Report Select	1
Labor Record	Print Every Pay Run
Other Record	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

Other required form entries

You may enter general ledger account numbers for earnings and deductions using either of the following:

- The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) creates a WL Table record. Use this form rather than the more generic WL Record Maintenance form (WL-SCR).
- The GL Account field on the Company Earnings and Company Deductions forms (A8-SCR) store the account number on the earning and deduction definition. No additional record is needed.

You may enter general ledger account numbers for employer paid or employee withheld taxes using either of the following:

- The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) creates a WL Table record.
- The Alternate GL Account Number Entry form (AK-SCR) creates a general ledger account number to be used by the General Ledger Interface report (7O7O). It is also used to create account numbers for the Payroll Journal Entry report (7676) when no WL records have been entered for the withheld tax records.

Optional form entries

The Report Requests form (DD-SCR) can be set up to produce the Payroll Journal Entry report once a month.

A modification is required to produce the report on a monthly basis. This modification is documented in the report generator source code. Contact your IS department for assistance.

1. Change the values in the Plus, Minus, and Manual fields in the Adjustments section to Do Not Print.
2. Change the value in the Month field in the To-date Amounts section to Print Every Pay Run.

The report will be produced each payroll run for the month-to-date to that point. The last payroll run of the month reports the entire month. To run the report on the last payroll run of the month only, enter a '2' in the Report Select field. When using this schedule, you must also select the appropriate option in the Reporting Type field on the Payroll Run Process Control form (AE-SCR).

You may select the Payroll Journal Entry report at the same time as the Journal Entry Interface report (7575). If you run the Journal Entry Interface report monthly, you may run this report for each pay period to give cumulative totals for forecasting and analysis purposes.

Report field details

Column heading	Description
DATE	Period-end date for this entry.
ACCOUNT NUMBER	G/L Account number.
DEBIT AMOUNT	Debit amount (shown as positive numbers). Totaled.
CREDIT AMOUNT	Credit amount (shown as negative numbers). Totaled.

Report field details

The table that follows is listed in sort order and shows totals and spacing displayed after ech sort sequence:

Field	Total	Report spacing
Organization Level 1		
Organization Level 2		
Period End Date		
Account Number	X	

Using the Payroll Journal Entry (7676) report

1. No two are the same

Because of differences in the general ledger systems used, this report is almost always modified from the original format delivered. Cyborg's consulting staff has extensive experience modifying this report and should be considered for any modifications needed.

2. Verify account numbers

The entry of account numbers usually does not change, even when the report is modified. Before modifying the report, run the report as delivered to verify the correct entry of all account numbers.

3. Understand Earned Income Credit reporting

Earned Income Credit (EIC) and federal withholding may or may not use the same general ledger account number based on individual organization policy. If the same account number is used, the EIC will be reported with federal withholding deducted. If different account numbers are used, a separate entry will show the EIC as a reduction to the federal liability.

See also:

- Payroll Journal Entry (7676) report ***(on page 275)***

For a detailed description of the Payroll Journal Entry report.

Using the Payroll Journal Entry (7676) report

```
CORP          01   ACME MANUFACTURING                                          REPT PERIOD 03/27/1998 FILE VERSION 18 PAGE     1
DIV           0001 CENTRAL DIVISION                    PAYROLL JOURNAL ENTRY    7676 PERIOD 00/00/0000 TIME 19:25 DATE 03/24/1998
           DATE                ACCOUNT NUMBER                DEBIT AMOUNT        CREDIT AMOUNT
         --------         ---------------------------      ------------        -------------
         19980327         01  ADM 0055                          28.95                  .00
         19980327         01  ADM 0055    1005001            3,129.00                  .00
         19980327         01  ADM 0055    1005023              529.00                  .00
         19980327         01  ADM 0055    FICA HI 103           52.68                  .00
         19980327         01  ADM 0055    FICA OASDI 1         225.24                  .00
         19980327         01  MAIN0055                          91.19                  .00
         19980327         01  MAIN0055    1005001              220.50                  .00
         19980327         01  MAIN0055    1005010               33.08                  .00
         19980327         01  MAIN0055    FICA HI 103            4.95                  .00
         19980327         01  MAIN0055    FICA OASDI 1          21.15                  .00
         19980327         01  MAIN0555                          91.19                  .00
         19980327         01  MAIN0555    1005001              220.50                  .00
         19980327         01  MAIN0555    1005010               33.08                  .00
         19980327         01  MAIN0555    FICA HI 103            4.95                  .00
         19980327         01  MAIN0555    FICA OASDI 1          21.15                  .00
         19980327         01  MANU0005                          15.79                  .00
         19980327         01  MANU0005    1005001            1,280.00                -92.50
         19980327         01  MANU0005    1005010               90.00                  .00
         19980327         01  MANU0005    1005023               92.50                  .00
         19980327         01  MANU0005    FICA HI 103           21.21                  .00
         19980327         01  MANU0005    FICA OASDI 1          90.68                  .00
         19980327         01  MANU0055                          78.15                  .00
         19980327         01  MANU0055    1005001              189.00                  .00
         19980327         01  MANU0055    1005010               28.34                  .00
         19980327         01  MANU0055    FICA HI 103            4.23                  .00
         19980327         01  MANU0055    FICA OASDI 1          18.12                  .00
         19980327         01  MANU0555    1005023            2,100.00                  .00
         19980327         01  MANU0555    FICA HI 103           30.45                  .00
         19980327         01  MANU0555    FICA OASDI 1         130.20                  .00
         19980327         101 FICA OASDI                          .00               -506.54
         19980327         102 FEDERAL                             .00             -1,130.97
         19980327         102 FUI                                 .00                -45.49
         19980327         103 FICA HI                             .00               -117.60
         19980327         80011500                                .00               -131.26
         19980327         80011520                                .00             -5,919.44
         19980327         FICA HI 103                             .00               -118.47
         19980327         FICA OASDI 101                          .00               -502.82
         19980327         IN SIT                                  .00               -155.60
         19980327         IN49   ACCT NBR NOT ENTERED              .00                -31.50
         19980327         NJ     ACCT NBR NOT ENTERED              .00                -80.99
         19980327         NJ SIT                                  .00                -14.85
         19980327         NJ SUI                                  .00                 -9.78
         19980327         NJSDI  122 FLD ACCT NOT ENT             .00                -17.47
*REPORT CODE     7676                                          8,875.28             -8,875.28
```

Journal Entry Interface (7575) report

Note: No printed output is produced by this report.

The Journal Entry Interface (7575) report produces a file of balanced journal entries in summary form. You may produce the Journal Entry Interface report for every payroll run or at the end of a payroll month. Entries are created for wage expenses, payroll liabilities (such as deductions, withheld taxes, and net pay), and organization-paid expenses and liabilities such as FICA (OASDI and HI), FUI, and SUI.

This file is used by payroll or accounting personnel to provide journal entries as input to your general ledger system.

Technical processing considerations

If you have selected other reports that also write information to the PO5T80 output file, you must segregate the general ledger information from other information in that file.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	7575
Report Select	0
Labor Record	Print Every Pay Run
Other Record	Print Every Pay Run
Plus	Print Every Pay Run
Minus	Print Every Pay Run
Manual	Print Every Pay Run
Current	Print Every Pay Run

If you wish to produce this report on a monthly basis you must change the following entries on the Report Request form (DD-SCR):

Field name	Changed value
Report Select	2
Plus	Do Not Print
Minus	Do Not Print
Manual	Do Not Print
Current	Do Not Print
Month	Print Every Pay Run

You must also select the appropriate value from the Reporting Type drop down box on the Payroll Run Process Control form (AE-SCR) for the last payroll run of the month.

Other required form entries

You may enter general ledger account numbers as either WL table records or as part of the Organization Number organization header record.

For earnings and deductions:

- The Earning And Deduction Account Numbers form (GL-HED) creates a WL Table record.
- The GL Account field on the Company Earnings and Company Deductions forms (A8-SCR) stores the account number on the organization earning and deduction definition, and no additional record is created.

For employer or employee-paid taxes:

- The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) creates a WL Table record.
- The Alternate GL Account Number Entry form (AK-SCR) creates an organization AK record.

The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) is used to enter account numbers for employee-paid and employer-paid taxes.

Output file

P05T80

The report does not produce any printed output. Information is placed on the file in the following format:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
aaaaaabbbbbbbbbbbbbbbbbbbbbbbbbbbbcccccccccccddddddddddeeeeeeeeeeeeeeeeeeeeeeeeee
```

Value	**Position**	**Description**
aaaaaa	1-6	period end date for this entry
bbb...bbb	7-34	account number
ccc...ccc	35-44	debit
ddd...ddd	45-54	credit
eee...eee	55-80	spaces

Payroll Accrual Journal Interface (7777) report

Note: No printed output is produced by this report.

The Payroll Accrual Journal Interface (7777) report produces a balanced journal accrual entry in file format. The entry is designed to accrue payroll expenses, including the organization portion of payroll taxes, from the last full pay period that is included in the standard payroll journal entry until the end of the month. The account numbers established for the Journal Entry Interface report are used for the accrual.

This accrual is based on a percentage of either the last payroll run, the current month, or a range of dates. The last two options require a simple modification as documented within the report generator source code. Contact your IS department for assistance.

This report is used to create the period-end accrual for payroll. The output is in a file that may be used as input to the general ledger.

Special considerations

Once labor records are selected for processing, the labor amount is multiplied by a percentage you specify to determine the amount of the accrual. The report looks for this percentage in two places and uses the first one it locates. This is how it works:

- If the User Field on the Payroll Run Process Control form (AE-SCR) is filled, that value is used.
- If no value is found in the User Field, the value in the Labor Percent field on the Company Pay Frequencies form (AJ-SCR) is used.

The system clears the entries in the field used (User Field or Labor Percent) during the run immediately following the payroll run for this frequency.

Technical processing considerations

If you have selected other reports that also place data in the output file, you must segregate the general ledger data from other information in the file.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	7777
Report Select	1
Labor Record	Print Every Pay Run
Other Record	Print Every Pay Run

Other required form entries

Before running the Payroll Accrual Journal Interface report, you must complete a WL Record Maintenance form (WL-SCR) to provide the general ledger account number for the offset for each organization using the report.

Optional form entries

The default Report Requests form (DD-SCR) shows the entries needed to produce the accrual interface file every payroll run.

To produce the interface on a monthly basis:

- Change the Report Select value to 2.
- Select End of Month Run (2) from the Reporting Type drop down box on the Payroll Run Process Control form (AE-SCR) on the last payroll run of the month.

If you also select the Payroll Accrual Entry report, the Report Requests form (DD-SCR) must have the same values as that report to ensure accurate results.

Output file

P05T80

Information is placed on a tape file in the format shown below:

Value	Position	Description
aaaaaa	1-6	Period end date for this entry
bbb...bbb	7-34	Account number
ccc...ccc	35-44	Debit (shown as positive numbers)
ddd..ddd	45-54	Credit (shown as negative numbers)
eeeeeee	55-61	ACCRUAL (the literal)
fff...fff	62-80	Spaces

Payroll Accrual Entry (7878) report

The Payroll Accrual Entry (7878) report produces a balanced journal accrual entry in printed format. This report is designed to accrue payroll expenses, including the organization portion of payroll taxes, beginning with the last full pay period that is included in the standard payroll journal entry until the end of the month. The account numbers established for the Payroll Journal Entry are used for the accrual.

This accrual is based on a percentage of either the last payroll run, the current month, or a range of dates. The last two options require a simple modification as documented within the report generator source code. See your IS department for assistance in making the modification to use the options.

This report provides payroll or accounting personnel with a list of the period-end payroll accrual for audit and review purposes.

Special considerations

Once labor records are selected for processing, the labor amount is multiplied by a percentage you specify to determine the amount of the accrual. The report looks for this percentage in two places and uses the first one it locates. This is how it works:

- If the User Field on the Payroll Run Process Control form (AE-SCR) has an entry, that value is used.
- If no value is found in the User Field, the value in the Labor Percent field on the Company Pay Frequencies form (AJ-SCR) is used.

The system clears the value in the field used (User Field or Labor Percent) during the run immediately following the payroll run for this frequency.

Technical processing considerations

If the accrual is to be processed within a range of dates, a change must be made to this report program. See your IS department for assistance.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	7878
Report Select	1
Labor Record	Print Every Pay Run
Other Record	Print Every Pay Run

Other required form entries

Before running the Payroll Accrual Entry report, you must complete a WL Record Maintenance form (WL-SCR) to provide the general ledger account number for the offset for each organization using the report.

The WL record is deleted when the interface is produced. You must create a new record every time you select the interface. Record the form entries, because you will need this information every time you select the report.

Optional form entries

The Report Requests form (DD-SCR) shows the entries needed to produce the accrual report every payroll run.

To produce the report on a monthly basis:

- Change the Report Select value to 2.
- Select the End of Month Run (2) from the Reporting Type drop down box of the Payroll Run Process Control form (AE-SCR) on the last payroll run of the month.

To ensure accuracy, the Report Requests form (DD-SCR) must have the same entries as the Payroll Accrual Journal Interface report.

Report field details

The Payroll Accrual Entry report is identical to the Payroll Journal Entry report.

Column heading	Description
DATE	Period-end date for this entry
ACCOUNT NUMBER	Account number
DEBIT AMOUNT	Debit (shown as positive numbers)
CREDIT AMOUNT	Credit (shown as negative numbers)
(none)	The literal ACCRUAL

Report totals details

A grand total is provided for all debit and credit amounts.

Report field details

The table that follows is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
Organization Level 1		
Organization Level 2		
Period End Date		
Account Number		

Payroll Accrual Entry (7878) report

```
CORPORATION  99   ACME MANUFACTURING                                          REPT PERIOD 03/27/1998 FILE VERSION 30 PAGE     1
DIVISION     9999 PRODUCTION CTL 1-2                  PAYROLL ACCRUAL ENTRY    7878 PERIOD 03/27/1998 TIME 16:12 DATE 03/25/1998
          DATE                 ACCOUNT NUMBER                DEBIT AMOUNT       CREDIT AMOUNT
        ------          ----------------------------        ------------       -------------
        19980327         01                                    22,275.38                .00          ACCRUAL
        19980327         01             101-FICA                1,361.33                .00          ACCRUAL
        19980327         01  ADM                                2,859.68                .00          ACCRUAL
        19980327         01  ADM        101-FICA                  174.76                .00          ACCRUAL
        19980327         01  MANU103                           1,324.53                .00          ACCRUAL
        19980327         01  MANU103    101-FICA                   80.95                .00          ACCRUAL
        19980327         01  MANU104                             946.57                .00          ACCRUAL
        19980327         01  MANU104    101-FICA                   57.85                .00          ACCRUAL
        19980327         01  MANU104 A                         1,673.93                .00          ACCRUAL
        19980327         01  MANU104 A  101-FICA                  102.30                .00          ACCRUAL
        19980327         01  MANU105                             441.51                .00          ACCRUAL
        19980327         01  MANU105    101-FICA                   26.99                .00          ACCRUAL
        19980327         01  MANU105 B                         2,290.99                .00          ACCRUAL
        19980327         01  MANU105 B  101-FICA                  140.01                .00          ACCRUAL
        19980327         01  MANU105 C                           620.87                .00          ACCRUAL
        19980327         01  MANU105 C  101-FICA                   37.94                .00          ACCRUAL
        19980327         01  SALE                                458.55                .00          ACCRUAL
        19980327         01  SALE       101-FICA                   28.03                .00          ACCRUAL
        19980327         02  ADM                                 835.95                .00          ACCRUAL
        19980327         02  ADM        101-FICA                   51.09                .00          ACCRUAL
        19980327         02  DIST                              1,406.10                .00          ACCRUAL
        19980327         02  DIST       101-FICA                   85.94                .00          ACCRUAL
        19980327         02  MANU                              1,051.84                .00          ACCRUAL
        19980327         02  MANU       101-FICA                   64.28                .00          ACCRUAL
        19980327         02  MANU104                            441.51                .00          ACCRUAL
        19980327         02  MANU104    101-FICA                   26.99                .00          ACCRUAL
        19980327         02  MANU105                           2,568.71                .00          ACCRUAL
        19980327         02  MANU105    101-FICA                  156.98                .00          ACCRUAL
        19980327         02  PURC103 A                         4,307.77                .00          ACCRUAL
        19980327         02  PURC103 A  101-FICA                  263.26                .00          ACCRUAL
        19980327         02  SALE                              7,119.92                .00          ACCRUAL
        19980327         02  SALE       101-FICA                  435.13                .00          ACCRUAL
        19980327         02  SALE104 A                         1,224.79                .00          ACCRUAL
        19980327         02  SALE104 A  101-FICA                   74.85                .00          ACCRUAL
        19980327         02  SALE104 B                         1,604.69                .00          ACCRUAL
        19980327         02  SALE104 B  101-FICA                   98.07                .00          ACCRUAL
        19980327         800111103                                   .00          -56,720.04          ACCRUAL
*REPORT CODE     7878                                           56,720.04          -56,720.04
```

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering earning and deductions account numbers 289
Entering tax account numbers 290
Entering alternate general ledger account numbers 291
Entering month-end accrual date range parameters 292
Entering the month-end payroll accrual parameters 293
Entering accrual percentages 293

Entering earning and deductions account numbers

1. Access the Earning and Deduction Account Numbers form

Access the Earning and Deduction Account Numbers form (GL-HED) by making the following selections:

Component: Payroll Setup Processing
Process: General Ledger Setup
Task: HED Account Numbers

2. Enter the HED Number

Type the three-digit earning or deduction number (for example, 001 or 999).

3. Enter the Account Number

Type that portion of the general ledger account number that is constant for all employees in the first 12 positions of the field for an earning, or the entire field for a deduction.

4. Click Save or press Enter

The Earning and Deduction Account Numbers form (GL-HED) is updated and one of the following messages is displayed:

- for a new entry, 'New record has been established'
- for a change to an existing entry, 'Maintenance has been performed'

See also

- Cross-referencing Cyborg data to general ledger account numbers ***(on page 270)***

For information on Cyborg's general ledger interface.

Entering tax account numbers

The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) is used to enter and maintain the general ledger account numbers for organization-paid and employee-withheld taxes.

The form creates a WL table record. You may view this record on the W Record Inquiry form (OTHER); it is identified by the constant FDJE, followed by the tax code.

1. Access the Company-Paid/Withheld Tax Account Nbrs form

Access the Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) by making the following selections:

Component: Payroll Setup Processing
Process: General Ledger Setup
Task: Tax Account Numbers

2. Enter the Tax Code

Type the tax code for the tax authority for which general ledger accounts numbers are being established (for example, 102 or 4NJSDI).

3. Select the Type of Tax

This field specifies whether the account numbers following are for taxes withheld from the employee or the organization liability for the tax authority. Valid values are:

- Company Paid Taxes (U)
- Withheld Taxes (W)

4. Enter the Account Nbr-Paid

This field contains the general ledger account number based upon the tax authority and Type of Tax value as follows:

- For Company Paid Taxes (U), for all tax authorities, type the account number for other liability (credit).
- For Withheld Taxes (W), type the account number, if needed, as shown:

Tax authority	Tax withheld
FICA OASDI and HI	No entry
Federal	Earned Income Credit
State	Employee-paid unemployment
City, County	No entry
Type 4 SDI	Employee-paid state disability

5. Enter the Account Nbr-W/Held

This field contains the general ledger account number based upon the tax authority and Type of Tax value selected as follows:

- For Company Paid Taxes (U), for all tax authorities, type the account number for the expense (debit).
- For Withheld Taxes (W), type the account number, if needed, as shown:

Tax authority	Tax withheld
FICA OASDI and HI	Employee FICA withheld
Federal	FIT withheld
State	SIT withheld
City, County	Local income tax withheld
Type 4 SDI	No entry

6. Click Save or press Enter

The Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) is updated and one of the following messages is displayed:

- for a new entry, 'New record has been established'
- for a change to an existing entry, 'Maintenance has been performed'

See also

- Cross-referencing Cyborg data to general ledger account numbers ***(on page 270)***

For information on Cyborg's general ledger interface.

Entering alternate general ledger account numbers

The Alternate GL Account Number Entry form (AK-SCR) offers an alternative to using the Company-Paid/Withheld Tax Account Nbrs form (GL-TAX) when establishing and maintaining the general ledger account numbers for taxes.

1. Access the Alternate GL Account Number Entry form

Access the Alternate GL Account Number Entry form (AK-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: General Ledger Setup
Task: Tax Acct Nbrs-Alternate Method

2. Enter the GL Report/Tax Code

Type the tax number only (for example, OI for FICA-OASDI, or NJSDI for New Jersey disability).

3. Enter the Account 1 number

Type the general ledger account number for FICA withheld and any income tax withheld for federal, state, county, city, or school district.

4. Enter the Account 2 number

Type the general ledger account number for federal Earned Income Credit, state employee-paid unemployment, or state employee-paid disability.

5. Enter the Account 3 number

Type the general ledger account number for the organization tax expense (debit).

6. Enter the Account 4 number

Type the general ledger account number for the organization tax liability (credit).

7. Enter the Account 5 number

This field is not used as delivered by Cyborg and can be user defined.

8. Enter the Account 6 number

This field is not used as delivered by Cyborg and can be user defined.

9. Click Save or press Enter

The Alternate GL Account Number Entry form (AK-SCR) is updated and one of the following messages is displayed:

- for a new entry, 'New record has been established'
- for a change to an existing entry, 'Maintenance has been performed'

See also

- Cross-referencing Cyborg data to general ledger account numbers ***(on page 270)***

For information on Cyborg's general ledger interface.

Entering month-end accrual date range parameters

The Month-End Accrual Date Range Parameters form (GLDATE) is used to define date parameters for month-end accruals. The entered dates are used as a search argument for determining which Labor Records are to be processed for accrual. Entries to this form are stored as organization-level W records.

1. Access the Month-End Accrual Date Range Parameters form

Access the Month-End Accrual Date Range Parameters form (GLDATE) by making the following selections:

Component:	Payroll Setup Processing
Process:	General Ledger Setup
Task:	Date Ranges for G/L Accrual

2. Enter the Effective Date

This is used to identify the entry date for this specific record.

3. Enter the Start Date

This is used to identify the beginning of the Labor Record processing date range for month-end general ledger accruals.

4. Enter the End Date

This identifies the end of the Labor Record processing date range for month-end general ledger accruals.

5. Click Save or press Enter

The Month-End Accrual Date Range Parameters form (GLDATE) is updated and one of the following messages is displayed:

- for a new entry, 'New record has been established'
- for a change to an existing entry, 'Maintenance has been performed'

See also

- General ledger accruals ***(on page 271)***

For information on accruals for Cyborg's general ledger interface.

Entering the month-end payroll accrual parameters

The Month-End Payroll Accrual Parameters form (GLACCR) is used to enter account numbers for month-end accruals. These account numbers are used by general ledger report generators 7777 and 7878. Entries to this form are stored as organization-level W records.

1. Access the Month-End Payroll Accrual Parameters Form

Access the Month-End Payroll Accrual Parameters form (GLACCR) by making the following selections:

Component: Payroll Setup Processing
Process: General Ledger Setup
Task: M/E Payroll Accrual Parameters

2. Enter the Effective Date

This is used to identify the entry date for this specific record.

3. Enter the Account Number

This alphanumeric field contains 26 characters.

This is a user-defined field. Enter your user-defined account number for month-end accruals.

4. Click Save or press Enter

The Month-End Accrual Date Range Parameters form (GLACCR) is updated and one of the following messages is displayed:

- for a new entry, 'New record has been established'
- for a change to an existing entry, 'Maintenance has been performed'

See also

- General ledger accruals ***(on page 271)***

For information on accruals for Cyborg's general ledger interface.

Entering accrual percentages

You will need to make an entry on your organization's Company Pay Frequencies form (AJ-SCR) in order to generate the General Ledger reports.

1. Access the Company Pay Frequencies form

Access the Company Pay Frequencies form (AJ-SCR) by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies

2. Enter Labor Percent

Enter the percentage of the pay period's earnings which apply to this accounting period in the Labor Percent field.

3. Click Save or press Enter

The Month-End Accrual Date Range Parameters form (GLDATE) is updated and the following message is displayed:

'Maintenance has been performed'

See also

- General ledger accruals ***(on page 271)***

For information on accruals for Cyborg's general ledger interface.

APPENDIX D

Preparing for Quarter End

In This Appendix

Introduction 296
(941) Federal Summary report (9$9$) 297
Federal/State Summary report (9A9A) 298
Tracking Employees Active on the 12th of the Month (2B2B) report 300
Employee Active on the 12th of the Month report (9B9B).....301

Introduction

Payroll Administration offers a number of reports that are used in preparation for Quarter End. Specific state reports are discussed in Using the Quarterly Processor documentation; however, Cyborg provides additional reports that can assist in your reporting requirements.

The default value on the Report Requests form (DD-SCR) for each option list is Do Not Print. Only those entries which differ from that value will be mentioned for each report.

The default value for the output file is PRINT1. Only those output files which differ will be mentioned for each report.

(941) Federal Summary report (9$9$)

The (941) Federal Summary (9$9$) report is designed to aid in the completion of Form 941, Employer's Quarterly Tax Return. Quarterly wage and tax amounts are shown for tax 101 FICA OASDI, 103 FICA HI, and 102 Federal. The line number on Form 941 is noted beside the appropriate wage and tax figures.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	9$9$
Report Select	3
Quarter	Print Every Run

Optional form entries

The Report Select field on the Report Request form (DD-SCR) may be changed to a 1 or an alphabetic character to be selected on a payrun, or a 0 (zero) to be selected on a maintenance run.

Report Field Details

Column Heading	Column Information
LINE NUMBER	The line number and description from the Federal 941 Summary to which the information applies.
(NONE)	For FICAs only, the applicable quarterly wage.
(NONE)	The amounts for entry on the Federal 941 Summary form.

Federal/State Summary report (9A9A)

The Federal/State Summary (9A9A) report provides a one line summary for all federal and state tax authorities. Quarterly unemployment wages and tax for both employer and employee are shown, along with taxable wages for income tax and the income tax withheld. The report is especially helpful at quarter end, but may be produced at any time to help balance quarterly figures per pay period.

The first page is always the federal summary for 101, 103 (FICA - OASDI and HI), and 102, federal. The second and subsequent pages show all state and state disability taxing authorities in order by tax code.

Special Considerations

- Both State and Type 4 disability taxing entities are reported.
- The employer unemployment tax liability for the quarter will be calculated and noted on the report if the unemployment experience rate is entered in the Tax Specification Information form (T1-SCR) ER UI/SDI RT field.

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	9A9A
Report Select	3
Quarter	Print Every Run

The Select-Code may be changed to a 1 or an alphabetic character to be selected on a payrun, or a 0 (zero) to be selected on a maintenance run.

Report Field Details - Federal Summary report

Field names and field numbers from the Taxes To-Date form (JT-SCR) and Taxes To-Date/Field Number Inquiry form (JD-SCR) are shown when applicable.

Column Heading	Column Information
(NONE)	The Tax Code for FICA-OASDI 101, FICA-HI 103, and Federal 102
EMPLOYER TXBL WAGES	The quarter-to-date taxable wages for FICAs and FUI, ER OASDI Wages, ER HI wages, FLD117 and Fed UI Wages, FLD121 on which the employer liability is calculated
EMPLOYEE TXBL WAGES	The quarter-to-date taxable wages for FICAs on which the employee tax has been calculated, EE OASDI Wages and EE HI Wages, FLD118
ER RATE FUI	The federal unemployment rate from the Tax Specification form (T1-SCR) for tax code 102

Column Heading	Column Information
EMPLOYER PAID TAX	The employer tax quarter-to-date for FICAs, ER OASDI Tax and ER HI Tax, FLD120, and the FUI liability as calculated by the report
EMPLOYEE PAID TAX	The quarter-to-date employee tax for FICAs, EE OASDI Tax and EE HI Tax, FLD122
WITHHOLDING WAGES	The quarter-to-date taxable wages for withholding, FIT Taxable Wgs, FLD119
WITHHOLDING TAX	The quarter-to-date employee federal income tax withheld, FIT Withheld, FLD120

Report Field Details - State Summary report

Field names and field numbers from the Taxes To-Date screen (JT-SCR) and Taxes To-Date/Field Number Inquiry screen (JD-SCR) are shown when applicable.

Column Heading	Column Information
(NONE)	The Tax Code for the state or state disability
SUI TOTAL WAGES	Quarter-to-date uncutoff SUI or SDI wages, FLD123, OT Premium
SUI/SDI TXBL WAGES	Quarter-to-date SUI or SDI taxable wages, FLD121, State UI Wages or Disability Wages
ER RATE SUI/SDI	The employer's disability rate or unemployment experience rate as entered on the Tax Specification form (T1-SCR)
ER PAID SUI/SDI	The quarter-to-date employer liability for SUI/SDI as calculated by this report
EE RATE SUI/SDI	The employee's disability or unemployment rate from the Tax Specification screen (T1-SCR)
EE PAID SUI/SDI	The quarter-to-date UI or SDI tax withheld from the employee, EE Paid UI or Disability Tax, FLD122
WITHHOLDING WAGES	The quarter-to-date taxable wages for withholding, SIT Taxable Wgs, FLD119
WITHHOLDING TAX	The quarter-to-date employee SIT withheld, SIT Withheld, FLD120.

Tracking Employees Active on the 12th of the Month (2B2B) report

Note: No printed output is produced by this report.

Tracking Employees Active on the 12th of the Month (2B2B) report updates the Work-tracked Status field for active employee tax records (except for FICA OASDI) for each employee paid the pay period containing the 12th of the month for the quarter. FICA-OASDI, tax code 101, is updated for all employees when their frequency is paid with the code necessary to keep track of which month of the quarter is being paid.

The employee tax record is updated if the following conditions are met:

- the 12th of the month falls within the current pay period
- the payroll being processed is not an off-cycle pay run
- the employee was paid

The number of employees active on the 12th of the month is required on quarterly reports for some states. If this is the case, this report must be run at the end of the quarter, prior to the first payroll run of the new quarter.

☞ *Refer to Using the Quarterly Processor documentation for specific state requirements.*

Note: For accurate reporting, you must select this report every pay run of a quarter. If your selection begins at any other interval, results will be inaccurate.

Special Considerations

The Work-tracked Status field on the employee tax records is set to 0, No Activity This Quarter, when clearing of the quarter occurs. This is controlled by the Clear To-Date field on the Payroll Run Process Control form (AE-SCR).

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	2B2B
Report Select	1
Year	Print Every Pay Run

Employee Active on the 12th of the Month report (9B9B)

The Employees Active on the 12th of the Month (9B9B) report is a quarterly report provides a count for each month of the quarter of active (paid) employees as of the 12th of each month. The total number of female employees in the last month of the quarter is also given. This summary report by state also lists the uncutoff unemployment wages for the quarter.

The Work-tracked Status field on the employee state tax record is updated by the processing generator, Flag Active Js (2B2B). The update occurs for employees paid in the pay period including the 12th of the month. The Active Employee Counts report uses this information to compute the monthly employee counts.

This report is used by payroll or tax personnel responsible for filing tax reports, and is required by some states on the summary transmittal page submitted with the quarterly unemployment report detail. If this is the case, this report must be run at the end of the quarter, prior to the first payroll run of the new quarter.

Special considerations

This report may be produced on a monthly basis. All of the headings will be shown, but figures will be provided for the month(s) already paid only. For example, if the report is run at the end of February, only the first and second month data will be shown.

The Work-tracked Status field on the employee tax records is set to 0, No Activity This Quarter, when clearing of the quarter occurs. This is controlled by the Clear To-Date field on the Payroll Run Process Control form (AE-SCR).

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	9B9B
Report Select	3
Company	Print Every Run
Year	Print Every Run

Other required form entries

Enter the quarter ending date in YYMMDD (US and Canada) or YYDDMM (elsewhere) format in the User Date field on the Payroll Run Process Control form (AE-SCR). This date is displayed in the second line of the report headings.

Report Field Details

Column Heading	Column Information
TAX BODY	The Tax Code assigned to the state

Column Heading	Column Information
DESCRIPTION	The name of the state
WAGES	Uncutoff unemployment wages for the quarter
1ST MO.	Number of employees paid for the period containing the 12th of the month for the 1st month of the quarter
2ND MO.	Number of employees paid for the period containing the 12th of the month for the 2nd month of the quarter
3RD MO.	Number of employees paid for the period containing the 12th of the month for the 3rd month of the quarter
3RD MO. FEMALE	Number of female employees paid for the period containing the 12th of the month for the 3rd month of the quarter

APPENDIX E

Multiple Worksite Reporting

In This Appendix

Introduction 304
The Multiple Worksite Report Interface 305
Determining establishment numbers.....306
Recording worksite information 308
Establishing worksites for the employee.....317
Running the Multiple Worksite report (7D7D).....318

Introduction

Along with contribution and wage reports, multi-establishment employers need to report employment and wages data to state employment security agencies. The information is gathered on the Multiple Worksite report, which is filed along with quarterly unemployment insurance reports. The Multiple Worksite report helps divide up and apply the statewide employment and wages data reported on the Quarterly Contribution Reports to their respective industrial and geographic categories. The data reported is used by the Bureau of Labor Statistics to compile statistical information about US business establishments, and conduct state programs and surveys.

In order to produce the Multiple Worksite report you will need to gather the following information:

- Unemployment Insurance number
  An Unemployment Insurance number is an account number assigned to the employer by the State Government. This number is used to identify the company on quarterly unemployment insurance reports.
- Worksite locations
  A worksite is an economic unit, usually a single physical location, where business is conducted or services or operations are performed. A worksite may be a factory, office building, single location of a restaurant, hotel, and so on. The primary worksite is defined as the establishment with the largest number of employees

Who should submit the Multiple Worksite report?

Although any employer may submit the Multiple Worksite report, employers who have more than one establishment under the same Unemployment Insurance account number are required to complete the report. If your company participates in State Unemployment Insurance Quarterly Contribution reporting, worksites have already been established for employees and the same codes may be used for the Multiple Worksite report.

If you are required to submit the Multiple Worksite report, you must register with the Bureau of Labor Statistics. Once you register, you will be provided with the information necessary for entering the data and submitting the Multiple Worksite report.

The Multiple Worksite Report Interface

Payroll Administration provides a number of forms that allow you to enter the information necessary for submitting the Multiple Worksite report. In addition, the Employee Tax Record Maintenance form (JJ-SCR) has been modified to allow the entry of a worksite for each employee. The Multiple Worksite report itself is a report generator that is loaded using the Report Request form (DD-SCR).

Determining establishment numbers

In Payroll Administration, worksite information is entered as an expansion of the Cyborg state tax code on an employees Employee Tax Record Maintenance form (JJ-SCR). In addition to the state tax code, you will enter a four character establishment number for each employee. For taxing purposes, only the first three characters of the tax code are used. The remaining four characters are used to distinguish the establishment, location, or worksite, in which the employee works.

To get a better understanding of worksites, consider an example company, Tempus Manufacturing, Inc. Its employees work in several locations:

- Corporate office in Chicago, Illinois
- Processing office in Schaumburg, Illinois
- Satellite office in Los Angeles, California
- Sales staff throughout the United States

In this example, employees could be assigned the following tax codes:

Location	Tax Code
Chicago, IL	2ILxxxx (where x represents space)
Schaumburg, IL	2ILSCHA
Los Angeles, CA	2CAxxxx
Seattle, WA (Sales staff example 1)	2CAxxxx
Boston, MA (Sales staff example 2)	2MAxxxx

The Chicago office and Schaumburg office use the same tax code, 2IL, but have different worksite locations. Because the Chicago office is the larger of the two, it is logical for it to have an establishment number of xxxx (where x represents spaces). Blank spaces are a valid establishment number value and will require the least amount of data entry on the Employee Tax Record Maintenance form (JJ-SCR) later on. The Schaumburg office, however, has a four character establishment number of SCHA. The establishment number value is determined by you and can be any alphanumeric value.

The Los Angeles office has an establishment number of spaces because it is the only worksite in California. If there were an additional California office, it is logical to assign the larger of the two offices a establishment number of spaces and an alphanumeric value to smaller worksites.

Two types of remote employees are shown in the example. In the first example, the employee works out of Seattle, but is paid from the Los Angeles office. This employee is taxed in California and therefore would have the same establishment number as an employee who worked in the office. In the second example, the employee works in Boston and has requested that he be taxed in Massachusetts. By granting this request, this employee essentially has become a worksite and is given an establishment number of spaces to go with the 2MA tax code.

Recording worksite information

Once you have determined your establishment numbers and tax codes, you are ready to enter the organization information for the Multiple Worksite report. This information must be recorded for each worksite using eight BLS Multiple Worksite Reporting forms. Most of the information that is recorded on these forms is provided by the state, or supplied in the documentation that you obtain from the U.S. Department of Labor when you register. Completing these forms creates eight WL records for each worksite recorded. These records are accessed to generate the Multiple Worksite report.

Note: *These forms create WL records. The layout for the WL record is shown for each form. The WL records can also be viewed using the General Payroll Tables form and View Company Tables form; however, it is recommended that you use the forms created specifically for multiple worksite reporting.*

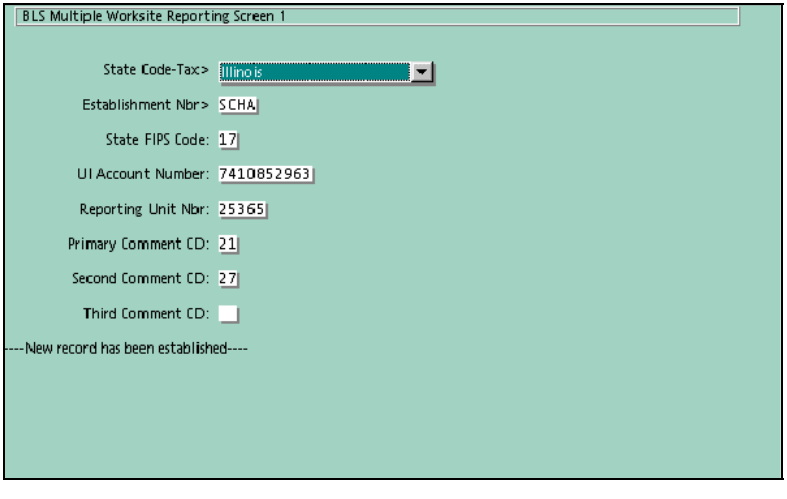
All eight BLS Multiple Worksite Reporting forms contain a State Code-Tax field and an Establishment Nbr field. Once you have completed these on the BLS Multiple Worksite Reporting Form 1 (BL1SCR), these values will automatically populate to the remaining forms.

Access the BLS Multiple Worksite Reporting forms by making the following selection from the navigator:

Component: Payroll Setup Processing
Process: Bureau of Labor Statistics MWR

BLS Multiple Worksite Reporting Form 1 (BL1SCR)

This form is the starting point for recording specific worksite information:



- State Code-Tax (option list PP56)
  Select the state in which this worksite is located.
- Establishment Nbr
  Enter the worksite number that has been established for this location.
- State FIPS Code
  Enter the two character State abbreviation of this worksite.
- UI Account Number
  Enter the Unemployment Insurance account number for your company that has been supplied to you by the state government. Enter this number without dashes.
- Reporting Unit Nbr
  Enter the Reporting Unit number for your company that has been supplied to you by the state government.
- Comment CD fields (optional)
  Enter an appropriate primary, second, and third comment code if data values differ substantially from previously reported data. Refer to the documentation supplied by the US Department of Labor for a listing of comment codes. This field is optional.

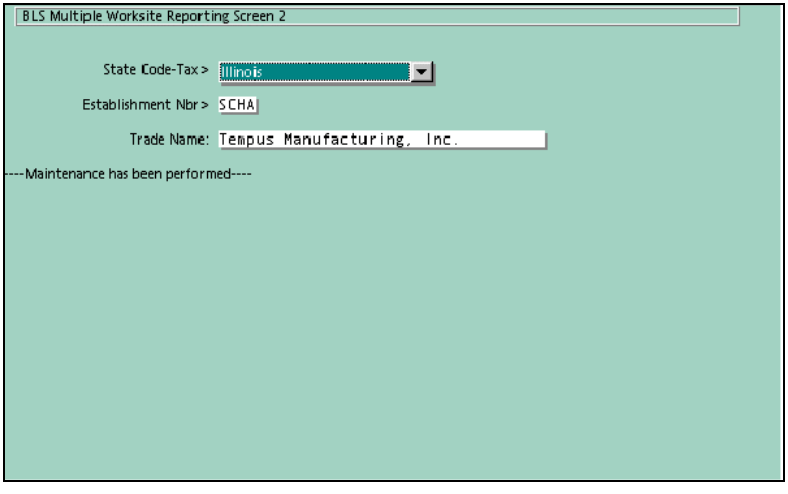
BLS MWR Batch WL 1 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              ccddddddddddeeeeeffgghh
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
cc	28–29	FIPS state code of the worksite location.
dddddddddd	30–39	Unemployment Insurance number assigned by the state government.
eeeee	40–44	Reporting Unit number assigned by the state government.
ff	45–46	Optional. Primary comment code.
gg	47–48	Optional. Second comment code.
hh	49–50	Optional. Third comment code.

BLS Multiple Worksite Reporting Form 2 (BL2SCR)

This is the second of eight forms for recording specific worksite information. The trade name of the worksite is entered on this form.



- Trade Name
  Enter the division or subsidiary name of the worksite.

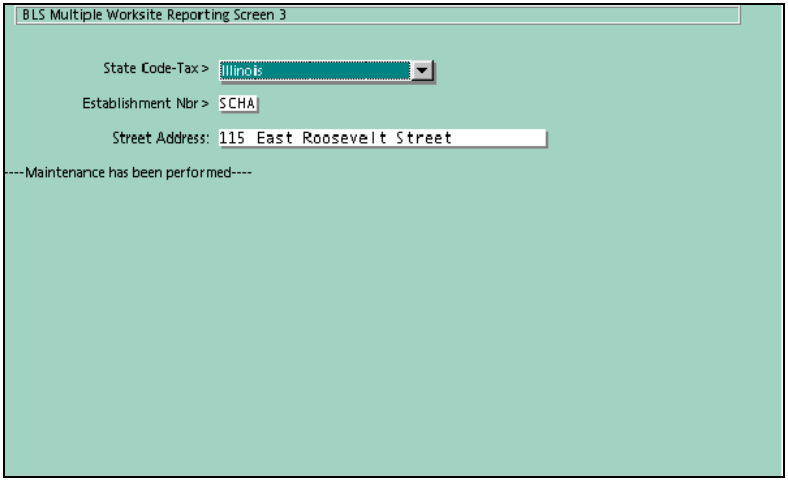
BLS MWR Batch WL 2 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              cccccccccccccccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
ccc. . . ccc	28–62	Division or subsidiary name of the worksite.

BLS Multiple Worksite Reporting Form 3 (BL3SCR)

This is the third of eight forms for recording specific worksite information. The street address of the worksite is entered on this form.



- Street Address
  Enter the physical street address of the worksite. You may abbreviate as necessary.

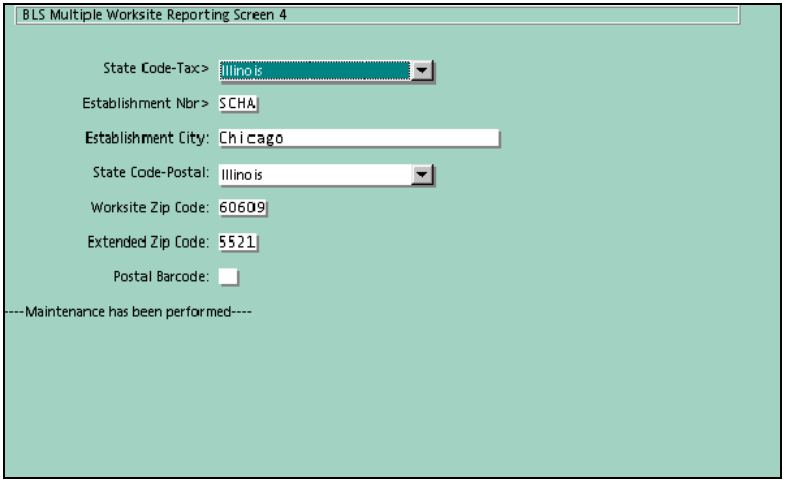
BLS MWR Batch WL 3 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              cccccccccccccccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
cccccccccc…	28–62	Physical street address of the worksite.

BLS Multiple Worksite Reporting Form 4 (BL4SCR)

This is the fourth of eight forms for recording specific worksite information. The city and zip codes of the worksite are entered on this form.



- Establishment City
  Enter the city in which the worksite is located.
- State Code-Postal
  Select the state in which this worksite is located.
- Worksite Zip Code
  Enter the five digit zip code for this worksite.
- Extended Zip Code (optional)
  Enter the four digit expanded zip code for this worksite. This field is optional.
- Postal Barcode (optional)
  Enter the two digit delivery point barcode used by the US Postal Service for this worksite. This field is optional.

BLS MWR Batch WL 4 Record Layout

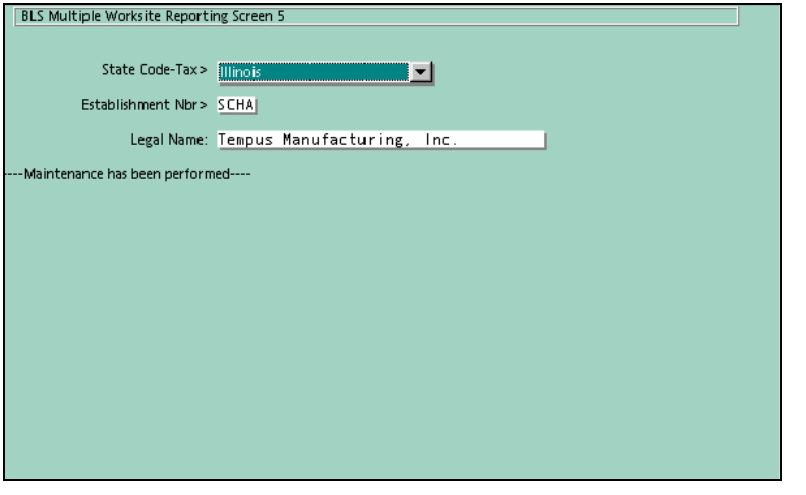
```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              ccccccccccccccccccccccccccccddfffffgggghh
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
cccccccccc…	28–57	City in which the worksite is located.
dd	58–59	State code of the worksite location.

Field ID	Position	Purpose
fffff	60–64	Zip code of the worksite.
gggg	65–68	Optional. Expanded zip code of the worksite.
hh	69–70	Optional. Delivery point barcode that is used by the US Postal Service for this worksite.

BLS Multiple Worksite Reporting Form 5 (BL5SCR)

This is the fifth of eight forms for recording specific worksite information. The legal name of the worksite is entered on this form.



- Legal Name (optional)
  Enter the legal or corporate name of the worksite. You may leave this field blank if the legal name is the same as the trade name entered on the BLS Multiple Worksite Reporting Form 2.

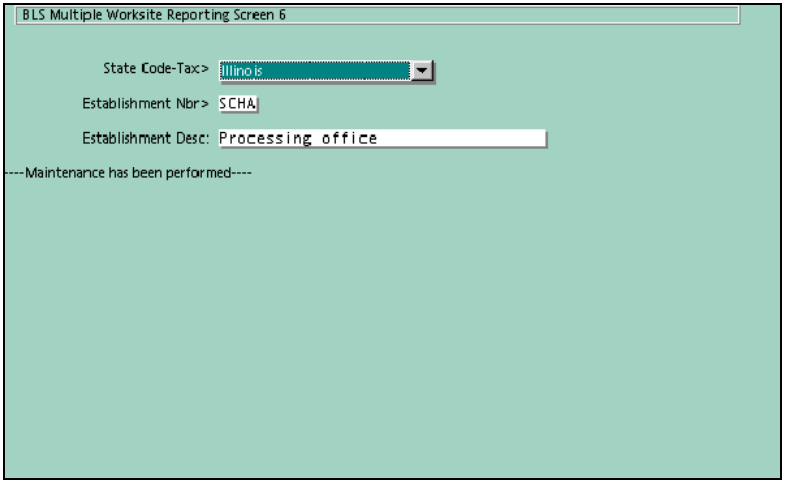
BLS MWR Batch WL 5 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              ccccccccccccccccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
ccccccccc…	28–62	Optional. Legal or corporate name of the worksite.

BLS Multiple Worksite Reporting Form 6 (BL6SCR)

This is the sixth of eight forms for recording specific worksite information. A description of the worksite is entered on this form.



- Establishment Desc
  Enter a meaningful and unique description of the worksite, such as a store name or plant number.

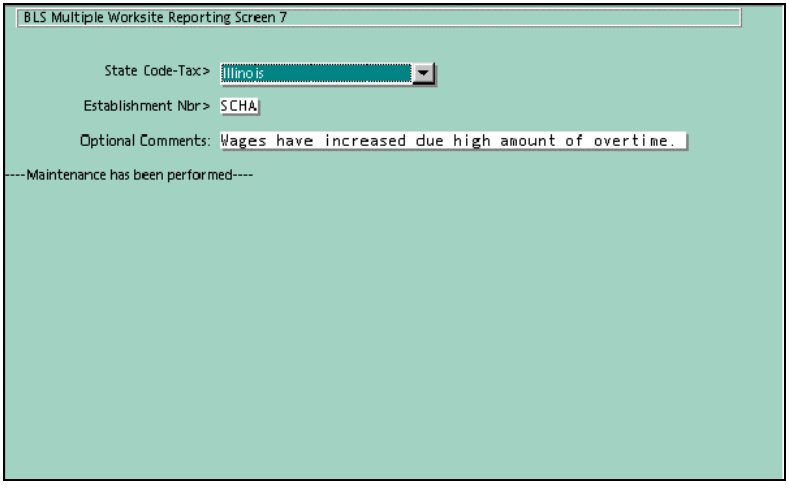
BLS MWR Batch WL 6 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              ccccccccccccccccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
ccccccccc…	28–62	Optional. Description of the worksite.

BLS Multiple Worksite Reporting Form 7 (BL7SCR)

This is the seventh of eight forms for recording specific worksite information. Any additional comments about the worksite can be entered on this form.



- Optional Comments (optional)
  Use this field to explain any significant changes that have occurred in your company that will affect this report. This field is optional.

Below are possible changes that can be described in this field:

- Changes in employment or wages due to closures, layoffs, bonuses, or seasonal changes.
- Any units of your company that are being reported for the first time following expansion or acquisition. Provide a description of the business activity that will be conducted. If units were purchased from another company, provide effective date of the transaction, and the name and Unemployment Insurance number of the seller, if known.
- Any units of your company that have been sold to another company. Provide the effective date of the transaction, and the name and Unemployment Insurance number of the purchaser, if known.

BLS MWR Batch WL 7 Record Layout

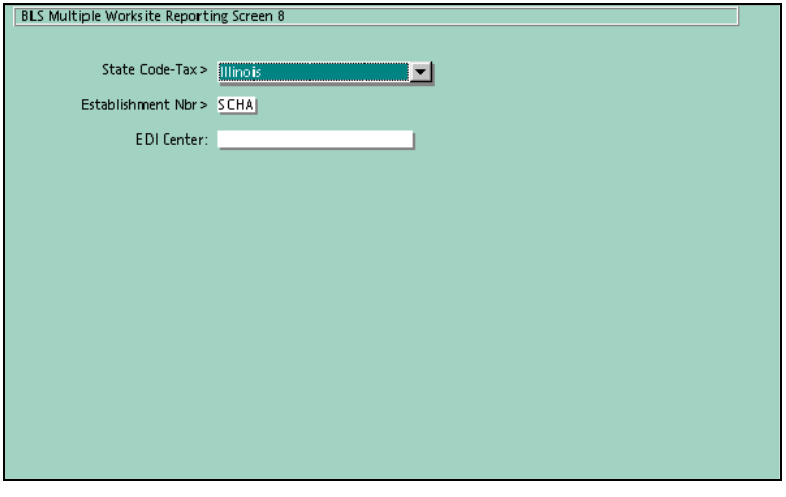
```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              cccccccccccccccccccccccccccccccccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.

Field ID	Position	Purpose
bbbb	9–12	Worksite number.
1	13	BLS key.
ccccccccc…	28–77	Optional. Explanation of any significant changes that have occurred that will affect the report.

BLS Multiple Worksite Reporting Form 8 (BL8SCR)

This is the last of eight forms for recording specific worksite information. The EDI center of the worksite can be entered on this form.



- EDI Center (optional)
  Contact the EDI Center regarding the use of this field. This field is optional.

BLS MWR Batch WL 8 Record Layout

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFD7Daabbbb1              cccccccccccccccccccc
```

Field ID	Position	Purpose
aa	7–8	State code of the worksite location.
bbbb	9–12	Worksite number.
1	13	BLS key.
ccccccccc…	28–48	Optional. Information for the EDI Center.

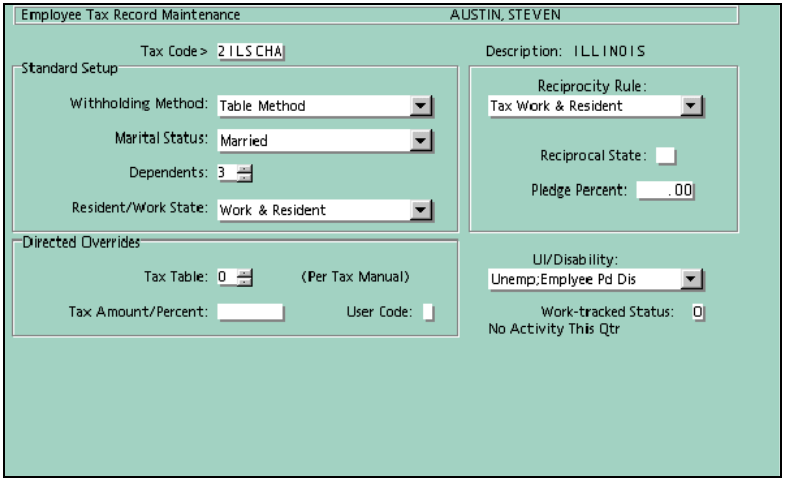
Establishing worksites for the employee

Employees are assigned to worksites by entering the establishment number immediately following the state tax code on the Employee Tax Record Maintenance form (JJ-SCR).

After determining unique identifiers for your locations, assign the appropriate establishment number to each employee by following the steps below. Once your organization has decided to use multiple worksite reporting every employee must be assigned an establishment number.

1. Access the state income tax code on the Employee Tax Record Maintenance form (JJ-SCR).
2. Enter the establishment number in the four positions immediate following the state tax code within the Tax Code field.
3. Click OK or press Enter.

In the example below, Steven Austin is an Illinois employee assigned an establishment number of SCHA. The Tax Code field has a value of 2ILSCHA:



Running the Multiple Worksite report (7D7D)

The Multiple Worksite report (7D7D) provides two sets of output: the magnetic media file (P50BLS) and the audit report (P50PLR). There will be one record for each worksite on the file. This report will produce 4 record types. Three will contain the static data for each worksite and the fourth will contain the numeric data for each employee. The four records will be record types A–D. In a company with multiple Organization Numbers, the generator will produce a separate set of static data records (record types A–C) for each organization number. P5PRNT will insure that only one record is ultimately produced for the report and magnetic media file.

Note: You must run the Tracking Employees Active on the 12th of the Month (2B2B) report prior to running the Multiple Worksite report.

☞ *Refer to the* **Preparing for Quarter End** *(on page 295) appendix for more information on the Tracking Employees Active on the 12th of the Month (2B2B) report.*

Report Requests form (DD-SCR) entries

You must make the following field entries:

Field name	Field value
Report Code	7D7D
Report Select	3
Other Record	Print Every Run
Quarter	Print Every Run

Output file

P50BLS

Position	Length	Field Description	Format Value
01–02	02	PROGRAM CODE	a constant of '02'
03–03	01	RECORD TYPE	a constant of '2'
04–05	02	REFERENCE STATE	Numeric
06–15	10	UI ACCOUNT NUMBER	9999999999
16–20	05	REPORTING UNIT NUMBER	99999
21–29	09	FEDERAL ID NUM.	999999999
30–64	35	TRADE NAME	Alphanumeric
65–99	35	STREET ADDRESS	Alphanumeric
100–129	30	CITY	Alphanumeric
130–131	02	STATE	Alphanumeric
132–136	05	ZIP CODE	99999
137–140	04	EXPANDED ZIP CODE	9999

Position	Length	Field Description	Format Value
141–142	02	DELIVERY POINT BARCODE	99
143–144	02	PRIMARY COMMENT CODE	99
145–146	02	SECONDARY COMMENT CODE	99
147–148	02	THIRD COMMENT CODE	99
149–152	04	REFERENCE YEAR	CCYY
153–153	01	REFERENCE QUARTER	9
154–188	35	LEGAL NAME	Alphanumeric
189–223	35	WORKSITE DESCRIPTION	Alphanumeric
224–229	06	MONTH 1 EMPLOYMENT	999999
230–235	06	MONTH 2 EMPLOYMENT	999999
225–241	06	MONTH 3 EMPLOYMENT	999999
242–251	10	QUARTERLY WAGES	9999999999
252–301	50	COMMENTS	Alphanumeric
302–322	21	EDI CENTER FIELD	Alphanumeric
323–350	28	FILLER	Spaces

Report field details

P50BLR

The Multiple Worksite Report details the information entered on the BLS Multiple Worksite Reporting forms, total employee counts from the Tracking Employees Active on the 12th of the Month (2B2B) report, and total quarterly wages for the quarter.

Report sorting, totals and spacing

The table below is listed in sort order and shows totals and spacing displayed after each sort sequence.

Field	Total	Report spacing
REFERENCE STATE	X	Double space before
UI ACCOUNT NUMBER	X	Double space before
REPORTING UNIT NUMBER (establishment number)		

APPENDIX F

Errors and Warnings

In This Appendix

Introduction 322
Transaction Load Report Messages 323
Payroll Audit Trail Messages 327
Audit Trail Warnings 332
Master File Status Report Messages 336

Introduction

This appendix contains a description and resolution for every message that may be printed on the batch payroll system reports. These messages are generally associated with error conditions encountered in the content of Payroll BATCH transactions, as processed by the payroll batch processing programs. When a message description includes a field name, it is referring to the field name in a transaction as described in the Batch Transaction Layouts appendix in the Technical Administration documentation.

These messages are printed on reports during a payroll or maintenance run. The reports that supply you with messages are:

- Transaction Load
- Payroll Audit Trail
- Audit Trail Warnings
- Master File Status

Transaction Load Report Messages

During the payroll process, the P2EDIT program verifies the contents of all fields for all transactions for syntax errors. Any errors found are noted on the Transaction Load report. Usually the entire transaction is rejected when an error is found.

You should review the Transaction Load report for error messages. If you find any error messages, you may:

- Continue processing and update the file. The rejected transactions have been dropped, and you must re-enter them on a later run.
- Correct the errors and rerun as necessary.

Address Code Invalid - Trans Rejected

Type a correct name code value and resubmit the transaction. The name code value must be in the range of 001 - 999.

Bad Fld Nbr

Type a corrected field number and resubmit the transaction.

Bad HED Nbr

Type the correct earning or deduction number and resubmit the transaction. The number must be in the range of 001 - 500 for earnings or 501 - 999 for deductions.

Check Amounts Differ - Trans Rejected

This message applies to the ER transaction. The net pay amount that cleared the bank is different from the amount issued by the system. Investigate the error and enter a corrected ER transaction.

Check Nbr Not Outstanding - Trans Rejected

This applies to the ER transaction. The recon number was not issued by the system. Investigate the error and submit an ER transaction to clear the payment.

Error in BATCH Trans - Batch Rejected

An error in the BATCH transaction has forced the rejection of this transaction. Check the error shown next to the BATCH transaction to determine the error. Correct the BATCH transaction and rerun.

Error in Trans - Entire Trans Rejected

See other error messages related to this transaction, correct them, and rerun.

Error - Missing data in Transaction

The transaction does not contain any data beyond the identifier.

HED Number Invalid - Transaction Rejected

The earning or deduction number is invalid. Correct and resubmit the transaction.

Identifier Invalid - 1st Tax Body Rejected

The tax type or tax number (or both) is incorrect. Make corrections in positions 13-46 and resubmit the transaction.

Identifier Invalid - 2nd Tax Body Rejected

The tax type or tax number (or both) is incorrect. Make corrections in positions 47-80 of the transaction and resubmit it.

Incorrect

The field listed did not pass the edit rules for the field or for the field within the company. Check the Payroll Audit Trail.

Invalid Adjustment Code - Trans Rejected

Position 77, 78, or 79 of an adjustment transaction is incorrect. Correct the error and resubmit the transaction.

Invalid Delete Identifier - Trans Rejected

An X transaction is being used to delete a field and the field number being used for deleting is not a key field. Correct and resubmit the transaction.

Invalid Employee Nbr - Trans Rejected

The employee number in positions 3-12 of the transaction is invalid. Correct and resubmit the transaction.

Invalid Field Number - Trans Rejected

The field number in positions 13-15 of the transaction is invalid. Correct and resubmit the transaction.

☞ *Refer to the Sample Field Table appendix in the Using Report Generator documentation for a list of valid field numbers.*

Invalid Identifier - This Entry Rejected

An AE transaction has been entered with one of the frequency identifiers left blank. Resubmit the transaction with the frequency entered.

Invalid Identifier - Trans Rejected

The frequency identifier on an AJ transaction is blank. Correct the entry and resubmit the transaction.

Invalid Table or Bracket - Trans Rejected

The table (position 10) or the bracket (positions 11-12) is invalid. Verify the tax update, correct the entry, and resubmit the transaction.

Invalid Transaction Code - Trans Rejected

The transaction code in positions 1-2 is incorrect. Correct the entry and resubmit the transaction.

☞ *Refer to the Batch Transaction Layouts appendix in the Technical Administration documentation for a list of valid transaction codes.*

Master Number Invalid - Trans Rejected

A non-numeric value has been entered in columns 53 - 56 of an X transaction. All master numbers are in the range of 0001 - 9999. Correct the error and resubmit the transaction.

Missing BATCH Transaction - Trans Rejected

Either there was no BATCH transaction, or a BATCH transaction did not follow a BATCH STOP transaction. Correct and resubmit the affected transactions.

☞ *Refer to The Batch Transaction in the Technical Administration documentation for more information.*

Missing Report Code - Trans Rejected

The report format code or sort code is missing from positions 3-4. Correct and resubmit the group of sorts and formats.

More Than 9 S1 Trans - Trans Rejected

A sort code is being loaded with more than nine S1 transactions. Those over nine will be rejected.

Must Edit in BATCH999999 - Trans Rejected

All report formats, report sorts, and payment reconciliation transactions must be entered in a batch with a BATCH transaction containing a company value of all 9s (999999). Change the company (control 1-2) value and resubmit the transaction.

☞ *Refer to The Batch Transaction in the Technical Administration documentation for more information.*

Name Format

All name fields must be entered in the following format: LAST NAME comma space FIRST NAME. Correct the Name field (AB or F1 transaction) and resubmit the transaction.

Non Numeric

The value typed in the field shown is not a numeric value. See the field number and transaction positions associated with the message. Correct the error and resubmit the transaction.

Out of Sequence - Transaction Rejected

The R and S transactions must be entered in sequence on positions 5-7 and 77-80. The entire set of R and S transactions must be reloaded.

Past Column 80

The system's Field Number Table is incorrect. Contact your data processing department immediately. Do not continue to process!

See BATCH Modify Control - Trans Rejected

The Modify Controls field in position 17 of the BATCH transaction allows either employee or company transactions in a group, but not both. This transaction contradicts the option you entered in the BATCH transaction and must be re-entered in the correct group.

☞ *Refer to The Batch Transaction in the Technical Administration documentation for more information.*

Split Number Invalid - Trans Rejected

The allocation number entered on the G transaction is invalid. The allocation number must be in the range of 01 - 98.

Sort Format Not Loaded - Trans Rejected

An R0 transaction was encountered and was not preceded by a sort (S1 and S7), or the R0 did not have a sort name entered in positions 64 and 65. To correct this, enter a sort, or fill in the name of an existing sort in positions 64 and 65 of the R0 transaction.

Tax Type or Number Invalid - Tran Rejected

The tax type or tax number is incorrect. Correct the error and resubmit the transaction.

☞ *Refer to Activating Taxes in the Payroll Organization Setup documentation for more information on valid Tax Type and Number.*

Trans Rejected - See BATCH Transaction

This transaction is in conflict with a BATCH transaction option. Correct the transaction in error and resubmit it.

☞ *Refer to The Batch Transaction in the Technical Administration documentation for more information.*

Validate Only - BATCH Rejected

The validate only option in position 16 of the BATCH transaction was specified. Therefore, no transactions will be written from this batch. Look for other errors, because all other editing will still be done.

Payroll Audit Trail Messages

All transactions that pass the P2EDIT program's syntax check are passed to the P4CALC program. P4CALC verifies that data exists on the Sequential Master File to support the transactions. For example, P4CALC makes sure that an earning or deduction number found on a time entry exists for that company. Any rejects are noted on the Payroll Audit Trail report.

Note: *Cyborg suggests that you review this report during the payroll process and account for any reject messages before continuing. Depending on the severity of the reject message, you may find it necessary to rerun the payroll.*

Bypass - History Not Run Since Paid

When using the H2 transaction's history updated option (position 15), this data cannot be updated.

☞ *Refer to Overview of the Batch Payroll System in the Technical Administration documentation for information about the H2 transaction.*

Bypass - This Control Not Being Paid

This time entry has been bypassed because this company was not paid. Check the Payroll Run Process Control form (AE-SCR) to determine the reason. Time entries processed for a company not being paid are written to the Recycle File and paid the next time the company is paid.

Bypass - This Frequency Not Paid

An option entered on the Payroll Run Process Control form (AE-SCR) determines the frequencies to be paid. This employee's pay frequency is not one of them. Verify the entry in the employee's Frequency field. The time entry will be written to the Recycle File and paid the next time the frequency is paid.

Entry Added - No Wages Adjusted

The earning had to be set up for this employee; see the No Wages Adjusted message later in this section.

Entry Added - Tax Type 1 Adjusted

The earning had to be set up for this employee; see the Tax Type 1 Wages Adjusted message later in this section.

No Wages Adjusted

The Adj Tax field of the Manual Payment (KA-SCR) form (or the Plug Code position 77 of the KB transaction) has specified that no federal, state, county, or city taxable wages fields are to be adjusted for this employee.

Not Loaded

The report shown on this line has not been loaded into the report working storage area on this run. This means it is not possible for this report to be produced on this run.

Reject - Address is Not Set Up

The address shown was not set up. Verify the identifier for the field in the F1 or F2 transaction. When adding a new name code, the Name field must be entered with the Address fields.

Reject - Bad Date, No Pay Calculated

The payment date on the Payroll Run Process Control form (AE-SCR) is missing. This company will not be paid on this run unless the payment date is entered. Also verify that all Previous/Save Period fields have been entered on the Company Pay Frequencies form (AJ-SCR).

Reject - Bad Employee Record

A defective employee record has been detected due to a missing segment or segments with incorrect lengths. The defective employee record is bypassed, no pay calculation or reporting is done, and the record is written to the P20OUT file.

Reject - Trans Failed Previous Edit

See the Transaction Load report for the nature of the error.

Reject - Control Ident Not Set Up

This earning or deduction has not been set up for the company. You must enter the earning or deduction number on either the Company Earnings or Company Deductions forms (A8-SCR).

Reject - Control Tax Body Not Set Up

The tax specification record is not set up on the file. Use the Tax Specification Information form (T1-SCR) or a T1 transaction to set up the tax record for the company.

Reject - Data Area is Full

This field cannot be added to the file.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for instructions on expanding the data area.*

Reject - Duplicate Identifier Entry

One of the following has been entered during this run: more than one Ux, Vx or Wx transaction with the same key; more than one sort with the same Sort Code; or more than one format with the same Format Code and loaded with the same sort.

Reject - Emp. Number Already Used

The Social Security number may be entered on an E transaction only when adding a new employee. Entering the Social Security number on the E transaction indicates a new employee, and the employee number is already in use for another employee. All transactions for this employee have been rejected. Correct the employee number entry and resubmit the transactions.

Reject - Format is Too Large

The report format is too large to process.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for instructions on expanding the Payer area.*

Reject - HED is Not Set Up

The earning or deduction is not set up for this employee. The Frequency field must be entered to establish an earning or deduction.

Reject - HED nnn - No A8 Transaction

(where nnn is the earning or deduction number)

This earning or deduction was not established for this company. You must set up the earning or deduction before you can enter any employee transactions.

Reject - HED nnn Not Added - Area Full

(where nnn is the earning or deduction number)

There is not enough room to add this earning or deduction.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for instructions on expanding this area.*

Reject - HED nnn Verify FLSA OT

(where nnn is the earning or deduction number)

A negative time entry has caused a negative overtime premium amount. The time entry shown has been rejected. Correct the time entry and resubmit it if you are executing a payroll rerun.

Reject - Identifier Entry Not Set Up

Either the transaction shown on this line has not been submitted previously, or this type of adjustment cannot be used on a time entry.

Reject - Master Not on File

No record exists on the Master File for the employee. You must enter the Social Security number to establish a new employee.

Reject - No Matching Print Position

The Report Content field of a report specifies more items to be printed than are accounted for in the R5 transaction (the starting print positions).

Reject - Record Not on File

The record is not on the file. Verify the company and employee number to determine the existence of the record.

Reject - Rept mmmm Over Loop Limit, Adr. nnnnn

The report identified by mmmm was looping at relative address nnnn. The report has been disabled for the remainder of this company.

Reject - Split Number is not Set Up

The Location Information field cannot be established without entering the split percent for this split number.

☞ *Refer to the Technical Administration documentation for the G transaction layout.*

Reject - Tax Body is Not Set Up

To establish a new tax record, you must complete the Tax Method Code field.

Reject - Unresolved Branch

The report sort or report format has a branch with no corresponding paragraph. Correct and reload the sort and format.

Reject - 99 Checks Already Written

An employee may receive no more than 99 payments on any one payroll run. If it is necessary to produce more than 99 payments for an employee, you must distribute the payments in multiple payroll runs.

Report AAAACalling Bad 5Gyy
Employee nnnnnnnnnnHED xxx CALLING BAD 5Gyy

(Where nnnnnnnnnn is the employee number, xxx is the earning or deduction number, and yy is the Method Code field entry, or AAAA is the report name and yy is the report generator routine.)

The earning, deduction, or report shown requires a report generator routine that is not loaded in the report area.

If the earning or deduction has been keyed incorrectly, correct it and rerun. Otherwise, contact your data processing department to have the generator routine loaded.

Report Area Full - Bypassed***

On the initial load of a generator, the report area is full.

☞ *Refer to Working with CYBMST in the Payroll Technical documentation for information on expanding this area.*

Selected

The report listed on this line has been selected on the Report Requests form (DD-SCR).

Tax Type 1 Wages Adjusted

The Adj Tax field of the Manual Payment (KA-SCR) form (or the Plug Code position 77 of the KB transaction) has specified that only federal tax records are to be adjusted by this amount.

This Control 1-2 Added

The company shown on this line has been added to the Master File.

This Control 1-2 Deleted

The company shown on this line has been deleted from the Master File.

This Employee Added

The employee shown on this line has been added to the Master File.

This Employee Deleted

The employee shown on this line has been deleted from the Master File. No W-2 or other reports can be produced; any dollar and hours amounts are lost unless they were transferred to another company.

This Identifier Entry Added

The information shown on this line has been added to the Master File.

This Identifier Entry Deleted

The information shown on this line has been deleted from the Master File.

This Tax Body Added

The tax specification record shown on this line has been added to the Master File.

This Tax Body Deleted

The tax specification record shown on this line has been deleted from the Master File.

Audit Trail Warnings

Warning - Area Full, PD Entry Dropped

The employee area is full, and this run's period table entry cannot be added to the file for this employee.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for instructions on expanding the employee area.*

Warning - HED nnn Accrd Hrs

(where nnn is the applicable earning or deduction number)

The available figure for this earning or deduction has been exceeded.

Warning - HED nnn Has Been Set Up

(where nnn is the applicable earning or deduction number)

This earning or deduction was not set up for the employee, but it has been added automatically by this transaction. The default fields established for the company have been used to set up the earning or deduction.

Warning - HED nnn DED – Insuff. Net Pay

(where nnn is the applicable deduction number)

This deduction, set up for arrears, was scheduled to be taken and could not be due to insufficient net pay.

Warning - Inactive Emp. Time Entry

A time entry has been submitted for an inactive employee. The employee either has an entry in the Termination Date field or an entry in the Period Override field to prevent pay. This is informational only; the time-entry transaction has been processed and the employee has been paid.

☞ *Refer to Employee Maintenance in the Payroll Employee Setup documentation for more information.*

Warning - Input Version Number Is

The entry in the File Version Number field on the Payroll Run Process Control form (AE-SCR) does not match the version number entry on the BATCH transaction.

Warning - No Bracket For Tax Table

There is a T4 transaction with no corresponding T5 bracket entries.

Warning - Negative Net Pay Zeroed Out

The employee's net pay is a negative amount and has been zeroed out, resulting in a zero check. Review the employee's earning, tax, and deduction (particularly arrears) information and make corrections. If the pay is to be rerun, correct the time entries as needed.

Warning: Neg. Pay Put Into Arrears

The employee's pay is a negative amount and HED999 has put that amount into arrears. If this occurred in error, the entire payment may be reversed with the Payment Reversal form. If the negative pay is valid, it will be recouped the next time the employee receives positive net pay.

Warning - No Hours x - Regular Pay Used

(where x is either the Hours One, Hours Two, Hours Three, or Hours Four field on a Format 2 time entry)

No earning number has been assigned this field on the Company Earnings form (A8-SCR). The hours on this Format 2 time entry will be paid as regular, earning 001.

☞ *Refer to Time Entry Formats and the Function Code in the Payroll Time Entries and Adjustments documentation for more information on assigning fields for hours and amounts.*

Warning - No Money x - Regular Pay Used

(where x is either the Amount One or the Amount Two field on a Format 2 time entry)

No earning has been assigned this field on the Company Earnings form (A8-SCR). The amount on this Format 2 time entry will be paid as regular, earning 001.

☞ *Refer to Time Entry Formats and the Function Code in the Payroll Time Entries and Adjustments documentation for more information on assigning fields for hours and amounts.*

Warning - No Time Entry or HED 001 Pay

This employee's frequency is being paid; however, this employee is not. The entry in the No Pay Warning field on the second part of the Company Options form (A8-SCR) controls the printing of this message.

Warning - Not In Table, Area Fill

A W (other) record could not be loaded in because the area is full.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for information on expanding the other area.*

Warning - Overtime For Exempt Employ.

Overtime has been entered for an employee who is set up as overtime exempt. See the Payment Code field on the Employee Information form (EF-SCR).

Warning - Shift HED Added

The earning or deduction for shift differential has been added to this employee's record.

Warning - Shift Method Code Not Valid

A shift differential earning must have a Calc Method field selection of Amt Per Reg Hour TE (14), Amt Per Total Hr TE (10), % Regular Gross TE (17), or % Total Gross on TE.

Verify that the Employee Earnings And Deductions form (HH-SCR) for the employee, as well as the Company Earnings form (A8-SCR) for the company, both have Calc Method field selections of Amt Per Reg Hour TE (14), Amt Per Total Hr TE (15), % Regular Gross TE (16), or % Total Gross on TE (17).

Warning - Tax Area Full, Tax Not Used

The tax specification record could not be loaded into the tax area because the area is full. Employee tax was not withheld.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for more information.*

Warning - Tax Body Not in Tax Area

The tax specification record is not in the tax area for this company. No taxes were withheld, since the tax record could not be found for this company.

☞ *Refer to Working with CYBMST in the Payroll Organization Setup documentation for information on adding the tax.*

Warning - Tax Table Missing

The tax table or tax specification record for this employee is not set up in the company tax record. No taxes were withheld for the employee, since the necessary tax table was not found.

☞ *Refer to Activating Taxes in the Payroll Organization Setup documentation for information on loading the Tax Authority File.*

Warning - Tax nnnnnnn Added

(where nnnnnnn is the tax code)

The tax record has been set up for this employee due to the adjustment or time-entry adjustment shown.

Warning - Tax nnnnnnn Area Full

(where nnnnnnn is the tax code)

The tax specification record could not be added because the tax area is full. This message is given when a new tax authority is being added to the company and there is not enough room to load the entire record.

☞ *Refer to Working with CYBMST in the Technical Administration documentation for instructions on how to expand the tax area.*

Warning - This Tax Body Deleted

One of the following has occurred:

A T1 transaction was entered for this run with a pound sign (#) in position 80.

The Use Tax field has been blanked out from the online environment for a tax specification record that was on the Master File and it has been dropped.

One or more T transactions were entered this run for a tax specification record that is not on the Master File, but neither a Y nor an N was entered in position 80 of a T1 transaction.

Warning - This Time Card Bypassed

This time entry has been bypassed because the date is a future date. The time entry will be written to the Recycle File and will be paid when the date falls within the period end being paid.

Warning - This Time Card Cancelled

This time entry was cancelled by a corresponding time entry with a zero in position two of the Entry Function Code field. We have to say "Card' not 'entry' because 'Card" is what the actual error message is. We cannot change that here or above.

Warning - Two KC Transactions

Two or more KC transactions have been entered, with pay document numbers, for the same adjustment.

XXXXXX Added

(where xxxxxx is the company ID)

During a merge operation the indicated company has been taken from the H20IN file, but there was no matching company on the Employee Database.

☞ *Refer to Special Processing Runs in the Technical Administration documentation for more information.*

XXXXXX Replaced

(where xxxxxx is the company ID)

During a merge operation the indicated company has been taken from the H20IN file, and there was a matching company on the Employee Database.

☞ *Refer to Special Processing Runs in the Technical Administration documentation for more information.*

Master File Status Report Messages

C1-2S EIN INVALID

The EIN on file for the company is invalid according to federal specifications.

SOCIAL SECURITY NUMBER MISSING

The employee's Social Security number is blank, all zeros, or all 9s.

SEX NOT M OR F

The employee's Sex field is not F or M.

EQUAL OPPORTUNITY CODE BAD

The employee's RACE is identified by a value less than 00 or greater than 05.

☞ *Refer to the Option List Quick Reference appendix in the Payroll Organization Setup documentation for valid options in Option list HR22.*

BIRTH DATE MISSING

The employee's Birth field is blank.

HIRE DATE MISSING

The employee's Employment field is blank.

SHIFT MISSING

The employee's Normal Shift field equals zero.

JOB CATEGORY BAD

The employee's Job Category is less than 01 or greater than 10.

☞ *Refer the Option List Quick Reference appendix in the Payroll Organization Setup documentation for valid options in Option list HR01.*

NAME MISSING

The first five bytes of the employee's Name field are VOID, or the field is blank.

ADDRESS MISSING

The employee's Address fields (lines 1 and 2) are blank.

CITY/STATE MISSING

The first five bytes of the employee's City/State field are blanks.

ZIP CODE MISSING

The employee's ZIP field is blank.

CONTROLS 3-6 MISSING

The employee's Control 3 through Control 6 fields, inclusive, are blank.

SPLIT % NOT 100%

The total of the employee's Percent Allocated fields from all the employee's home location/pay allocations is not equal to 100%.

NORMAL RATE MISSING

The employee has a Payment Type value different from 1 and 4, but normal salary (earning 001) equals 00000000.

NORMAL HOURS MISSING

The employee's normal hours (earning 001) equals 0000000.

MTD FIGURES OUT OF BALANCE BY <number>

Employee earnings less deductions, less net pay, less taxes, does not equal zero (month-to-date).

QTD FIGURES OUT OF BALANCE BY <number>

Employee earnings less deductions, less net pay, less taxes, does not equal 0 (zero) (quarter-to-date).

YTD FIGURES OUT OF BALANCE BY <number>

Employee earnings less deductions, less net pay, less taxes, does not equal 0 (zero) (year-to-date).

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 348).

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 345).

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 347).

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 347).

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 347).

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

Index

(

(01) Review informational messages for missing data 123
(01) Review the first page for reject messages .. 61
(01) Review the last page of the Transaction Load 34
(01) Verify the Run Type value 76
(02) Review out-of-balance messages 123
(02) Verify batch program version number 61
(02) Verify Company Options settings 76
(02) Verify Input files processed 35
(03) Investigate keying errors 35
(03) Review for H2 and P4 transactions 61
(03) Review W2 page warning messages 123
(03) Verify pay frequency and date information 77
(04) Review FICA tax amounts 123
(04) Verify HED information 77
(04) Verify that report generators are loaded..... 62
(04) Verify valid Organization Levels 35
(05) Review the size of working storage areas .. 62
(05) Verify other (WL) records 78
(05) Verify valid shift codes 36
(06) Review the records in and records out count 62
(06) Verify BATCH transactions 36
(06) Verify Tax records 78
(07) Verify the File Version number 63
(08) Verify that organizations are being paid 64
(09) Verify that report generators are selected .. 64
(10) Review tax table information 64
(11) Review warnings and information messages 64
(12) Review the last page for reject messages... 65
(941) Federal Summary report
Report Requests form entries 297
(941) Federal Summary report (9$9$) 297
(941) Federal Summary report, 9$9$ 297

.

.EXE 339
.INI 339

0

0100, Payroll Audit Trail Errors report 51
0101, Payroll Audit Trail 18
0101, Payroll Audit Trail report 57
0103, Control Headers report 74
0202, Master File report 127
0404, Unload Master Data report 176
0505, Accrual report 178

1

1. Adjustments creating no history are not reported 102
1. Do not review as a labor report 109
1. No two are the same 278
1. Print upon request 129
1. Review the warnings 85
1. Use it for employee queries 158
1011, Payroll Register report 154
1C1C, Pay Reconciliation report 180
1H1H, Payroll History report 184
1L1L, Labor report 186

2

2. Bypass printing human resource data 129
2. Do not look for memos 85
2. Review the number paid 102
2. The employee name line with no detail following is acceptable 109
2. Verify account numbers 278
2. Verify new deposits started 158
2222, Combined Register report 106

2B2B, Tracking Employees Active on the 12th of the Month report 300
2C2C, Outstanding Payment Records report... 196
2F2F, All Frequencies Set to 00 for Terminated Employees report 198
2H2H, HED Register report 82
2M2M, Memo HED Register 91
2T2T, Tax Filing Report - Paid Frequencies Only report..... 97
2W2W, Audit Trail Warnings report..... 200
2X2X, Out-of-Balance Check report..... 202

3

3. Adjustments creating no history are not reported 85, 109
3. Understand Earned Income Credit reporting278
360-degree appraisal..... 339

4

4245, Clear Manual Payments report 204
4343, Automatic Payment Reversal report..... 206
4L4L, Summarize Labor report..... 208
4T4T, Frick Company Terminations report 210
4U4U, Frick Company Magnetic Tape report. 212
4V4V, Build Gates report..... 214

5

5558, Ending Balance report 216
5959, Savings Bond Balance Register report .. 218

6

6767, Payment Document, Deposit Advice and Paystub report 140
6868, Pay Document, Check and Paystub report134
6A6A, ACH Tape report 149
6D6D, Direct Deposit Register report 152
6H6H, Illinois Child Support Register report.. 222
6I6I, Illinois ACH Tape report 224
6R6R, The Direct Deposit Register for Garnishments report..... 226

7

7575, Journal Entry Interface report..... 281
7676, Payroll Journal Entry report 275
7777, Payroll Accrual Journal Interface report 283
7878, Payroll Accrual Entry report 285
7979, Labor Distribution Detail report.....228
7C7C, Distribution report 230
7L7L, ESS Payslip Employee Information Extract report 234
7M7M, ESS Payslip Pay Information Extract report 236
7Q7Q, Back Out Quarter-to-Date Figures report 238
7W7W, Workers Compensation report.....240

9

9$9$, (941) Federal Summary report 297
9091, Tax Filing Report - Paid Frequencies Only 246
9A9A, Federal/State Summary report.....298
9B9B, Employees Active on the 12th of the Month report 301
9E9E, Master File Status report 121
9H9H, Delete Unused Employee HEDs/Tax Records 252
9R9R, Retro Pay Increase report.....254

A

About This Manual 3
Absence data 339
Absence point.....339
Absence type.....339
Account timeout.....339
Accrual (0505) report.....178
Accrual (0505) report sample.....179
Accrual percentage.....271
Accrual report 178
example.....179
report field details.....178
Report Requests form entries.....178
Accrual report, 0505 178
Accumulator id.....339
ACH Tape (6A6A) report 149
ACH Tape report.....149
ACH File Header Information form entries..149

Direct Deposit Information form entries 149
how to
enter file header information..... 167
verify and balance..... 169
output file 149
P05ACH 149
Report Requests form entries 149
technical processing considerations 149
ACH Tape report, 6A6A 149
Acrobat 339
Action button 339
Activity code 339
Activity types 339
Actuarial valuation 339
Additional Pay Reports..... 119
Address Code Invalid - Trans Rejected 323
ADDRESS MISSING 336
Administration home page..... 339
Administrative User ID 339
AE-SCR, Payroll Run Process Control form16, 17, 21
Aggregate tax method..... 340
AK-SCR, Alternate GL Account Number Entry form..... 270
All Frequencies Set to 00 for Terminated Employees (2F2F) report 198
All Frequencies Set to 00 For Terminated Employees report
Report Requests form entries 198
All Frequencies Set to 00 for Terminated Employees report, 2F2F 198
Alternate GL Account Number Entry form, AK-SCR 270
Always look for this report first 53
Always produce the report..... 27
Annualization 340
Annualization factor 340
Annuitant 340
Annuity 340
Appendices 255
Applicant 340
Appraisal rating 340
ASCII 340
Ask Me wizard 340
As-of reporting 340
Audit record 340
Audit report 340
Audit trail 340
Audit Trail Warnings 332
Audit Trail Warnings (2W2W) report..... 200
Audit Trail Warnings (2W2W) report sample. 201
Audit Trail Warnings report
example..... 201
report field details 200
Report Requests form entries..... 200
Audit Trail Warnings report, 2W2W 200
Authorized absence 340
Automated Clearing House 149
Automatic Payment Reversal (4343) report 206
Automatic Payment Reversal report
output file..... 206
P05OUT 206
Payment Reversal/Clearing form entries 206
Report Requests form entries..... 206
technical considerations 206
Automatic Payment Reversal report, 4343..... 206
Automatic plan 340
Average deferral percentage..... 341
Average rating..... 341

B

Back 341
Back Out Quarter-to-Date Figures (7Q7Q) report 238
Back Out Quarter-To-Date Figures report and the Payroll Run Process Control form... 238
output file..... 238
P05T80..... 238
Report Requests form entries..... 238
technical processing considerations 238
Back Out Quarter-to-Date Figures report, 7Q7Q 238
Bad Fld Nbr..... 323
Bad HED Nbr..... 323
Badge 341
Badge error..... 341

Badge number 341
Balancing..... 33
Balancing Charts 259
Balancing Gross to Net – 2222 Combined Register 262, 263
Balancing Taxable Wages – 2T2T Tax Filing Report 260
Balancing the Combined Register (2222) report 116, 117
Balancing the Direct Deposit Register (6D6D) report..... 120, 152, 169
Balancing the Tax Filing Report - Paid Frequencies Only (2T2T)..... 116
Balancing Total Pay – 2222 Combined Register 264, 265
Banner 341
Batch 341
batch balancing
and the Transaction Load report 33
Batch control record 341
Batch layout facility 341
Batch number 341
Batch processing 341
Batch Report Program Writer..... 13
BATCHL
and the IS/WAS Audit Trail report 27
Benchmark job 341
Beneficiary 341
Benefits control number 341
Benefits statement 341
Big option list..... 341
BIRTH DATE MISSING..... 336
BLS Multiple Worksite Reporting Form 1 (BL1SCR) 308
BLS Multiple Worksite Reporting Form 2 (BL2SCR) 310
BLS Multiple Worksite Reporting Form 3 (BL3SCR) 311
BLS Multiple Worksite Reporting Form 4 (BL4SCR) 312
BLS Multiple Worksite Reporting Form 5 (BL5SCR) 313
BLS Multiple Worksite Reporting Form 6 (BL6SCR).....314
BLS Multiple Worksite Reporting Form 7 (BL7SCR).....315
BLS Multiple Worksite Reporting Form 8 (BL8SCR).....316
BLS MWR Batch WL 1 Record Layout.....309
BLS MWR Batch WL 2 Record Layout.....310
BLS MWR Batch WL 3 Record Layout.....311
BLS MWR Batch WL 4 Record Layout.....312
BLS MWR Batch WL 5 Record Layout.....313
BLS MWR Batch WL 6 Record Layout.....314
BLS MWR Batch WL 7 Record Layout.....315
BLS MWR Batch WL 8 Record Layout.....316
Bridge loan.....341
Browser.....341
Budget plan year 341
Budget scenario.....342
Budget setting 342
Build Gates (4V4V) report.....214
Build Gates report
output file.....214
P05T80 214
Report Requests form entries.....214
technical processing consideratios.....214
WL Record Maintenance form entries.....214
Build Gates report, 4V4V 214
Bypass - History Not Run Since Paid 327
Bypass - This Control Not Being Paid.....327
Bypass - This Frequency Not Paid.....327
BYPASS-THIS CONTROL NOT BEING PAID warning.....64

C

C1-2S EIN INVALID 336
Cafeteria plan.....342
Calculation option list.....342
Candidate 342
Career planning.....342
Carrier record.....342
Case-sensitive 342
Catalog.....342
Category code 342

CE/H 342
Change control facility 342
Check Amounts Differ - Trans Rejected 323
Check and paystub field details 135
Check and Paystub Image 137
Check box 342
Check digit 342
Check Nbr Not Outstanding - Trans Rejected . 323
Checklist 342
Checklist item 342
Checklist item status 342
Checklist margin 343
Checkmark 343
Child Support ACH Tape (6I6I) report 224
Child Support Register (6H6H) report 222
Child Support Register (6H6H) report sample 223
CITY/STATE MISSING 336
Class 343
Class evaluation results 343
Clear Manual Payments (4245) report 204
Clear Manual Payments report
  output file 204
  P05OUT 204
  Report Requests form entries 204
Clear Manual Payments report, 4245 204
Client data file 343
Clock in and out 343
Clock transaction 343
Clock transaction warning 343
Closing costs 343
CLP 343
Codeset 343
Coefficient 343
Combinded Register report 106
  Report Requests form entries 106
  report totals details 108
  special considerations 106
  technical processing considerations 106
Combined register (2222) report 343
Combined Register (2222) report 106
Combined Register (2222) sample report 111
Combined Register report
  report field details 106
  reviewing the report 109
  sample 111
Combined Register report, 2222 106
Command button 343
Common tax organization 343
Communication event 343
Compa ratio 343
Company-Paid/Withheld Tax Account Nbrs form, GL-TAX 270
Competency 343
Complement limit 344
Complement position 344
Complement unit 344
Compliance 344
Component 344
Component icon 344
Component plan 344
Condition 344
Considered earnings 344
Considered earnings/hours (CE/H) accumulators 344
Considered hours paid 344
Considered hours worked 344
Consolidated reporting 344
Context-sensitive help 344
Contribution type 344
Control 1-2 344
Control Header report 74
  sample 79
Control Header report, 0103 74
Control Headers (0103) report 74
Control Headers (0103) report troubleshooting (01 – 06) 79
Control Headers report
  example 79
  troubleshooting 76
Control Level Terminology on Reports 12
Control levels 344
  and payroll reports 12
Control number 344
CONTROLS 3-6 MISSING 337
Conversion 344
Co-ordinator 344

Core plan 344
Cost categories 345
Cost types 345
Costing 345
Course 345
Course directory 345
CPI 345
Credited service 345
Crew 345
Crew code 345
Cross-reference keys 345
Cross-referencing Cyborg data to general ledger account numbers 270, 289, 291, 292
CSL 345
Cumulative data 345
Cursor 345
Customer-defined 345
CYB88X 345
Cyborg Scripting Language 13, 345

D

D transactions
and the Payroll Audit Trail 18
Data extract 345
Data load 345
Data mapping 345
Database 345
Datamart 346
DD-SCR, Report Requests form 12, 17, 21
Deduct credits by plan 346
Deduct credits by plan method 346
Deduction 346
Deduction cycle 346
De-enrollment 346
Deferred compensation 346
Deferred plan 346
Delete Unused Employee HEDs/Tax Records (9H9H) report 252
Delete Unused Employee HEDs/Tax Records report
output file 252
P05OUT 252
Report Requests form entries 252
special considerations 252
Delete Unused Employee HEDs/Tax Records, 9H9H 252
Delimiter 346
Dependent 346
Dependent number 346
Deposit advice and paystub field details 141
Deposit Advice and Paystub Image Sample Report 145
Deposit Register field details 142
Deposit Register Sample Report 147
Detail page 346
Detailed Directions 21, 42, 116, 161, 289
Determining establishment numbers 306
Dialog box 346
Direct Deposit Register - Child Support (6R6R) report 226
Direct Deposit Register - Child Support (6R6R) report sample 227
Direct Deposit Register (6D6D) report 152, 169
Direct Deposit Register (6D6D) sample report 159
Direct Deposit Register for Garnishments report
example 227
report field details 226
Report Requests form entries 226
Direct Deposit Register report 152
example 142
general use 158
report field details 152
Report Requests form entries 152
sample 159
Direct Deposit Register report, 6D6D 152
Disability insurance tax 346
Disciplinary action 346
Discretionary increase 346
Display 346
Display box 346
Disposable income 346
Distributed location 347
Distribution 347
Distribution (7C7C) report 230
Distribution (7C7C) report sample 233
Distribution report

example 233
report field details 230
Report Requests form entries 230
WL Record Maintenance form entries 230
WLFDGL record 230
Distribution report, 7C7C 230
Distribution rules 347
DL 347
Double-click 347
Drop-down list 347
Drop-down list box 347
Dynamic SQL 347

E

Earned income credit 347
Earning 347
Earning and Deduction Account Numbers form, GL-HED 270
Earnings category 347
EBCDIC 347
eCyborg Interactive Workforce Home 347
eCyborg Interactive Workforce Home page 347
Effective date 347
EIC 347
EL 347
Electronic Performance Support system .. 347, 348
Email 347
Employee Active on the 12th of the Month report (9B9B) 301
Employee cancellation 347
Employee Database 341, 348
Employee Database record 348
Employee nnnnnnnnnnHED xxx CALLING BAD 5Gyy 330
Employee record selection 274
Employees Active on the 12th of the Month report Report Requests form entries 301
Employees Active on the 12th of the Month report, 9B9B 301
Ending Balance (5558) report 216
Ending Balance (5558) report sample 217
Ending Balance report
and the Employee Earnings and Deductions form 216
example 217
report field details 216
Report Requests form entries 216
Ending Balance report, 5558 216
English Language 348
Enrollment form 348
Entering accrual percentages 268, 272, 293
Entering ACH File Header information . 120, 152, 167
Entering alternate general ledger account numbers 268, 270, 291
Entering data on the Report Requests form 21
Entering earning and deductions account numbers 268, 270, 289
Entering month-end accrual date range parameters 268, 272, 292
Entering pay document header and accrual options 120, 136, 143, 164
Entering pay document messages....120, 136, 143, 166
Entering pay document print options120, 136, 143, 163
Entering tax account numbers 268, 270, 290
Entering the month-end payroll accrual parameters 268, 272, 293
Entitlement accrual 348
Entity 348
Entry Added - No Wages Adjusted 327
Entry Added - Tax Type 1 Adjusted 327
Entry field 348
Entry form 348
Entry Form Writer 14
Environment 348
EPSS 348
EQUAL OPPORTUNITY CODE BAD 336
Error - Missing data in Transaction 323
Error in BATCH Trans - Batch Rejected 323
Error in Trans - Entire Trans Rejected 323
Error Messages
on the Master File Status report 336, 337
on the Payroll Audit Trail report 327

on the Transaction Load report 323, 326
Errors and Warnings..... 34, 57, 65, 121, 122, 321
ESS Payslip Employee Information Extract
output files 234
Report Requests form entries 234
ESS Payslip Employee Information Extract report, 7L7L 234
ESS Payslip Pay Information Extract
output file 236
Report Requests form entries 236
ESS Payslip Pay Information Extract report, 7M7M 236
Establishing worksites for the employee 317
Establishment Reporting 348
Event 348
Excused absence 348
Extract file 348
Extract Writer 14

F

Federal Insurance Contributions Act 348
Federal/State Summary report
Report Requests form entries 298
Federal/State Summary report (9A9A)..... 298
Federal/State Summary report, 9A9A 298
FICA 348
Field 348
Filter 348
Find out who made a change 28
Finished 349
Flat rate tax 349
Flex credits 349
Flex Master Plan 349
Flex plan 349
Flexible Benefits Plan 349
Flexible Benefits Program 349
Flexible Spending Arrangement 349
Folder 349
For earnings and deductions: 282
For employer or employee-paid taxes: 282
For federal withholding tax: 99
For FICA-OASDI and FICA-HI: 98
For local taxes (county, city or state disability):100
For state taxes: 99
Form 349
Form area 349
Form Builder 349
Formal education 349
Forward 349
Frequencies Set to 00 For Terminated Employees report
Employee Information form entries 198
Separations And Terminations form entries .198
Frequency selection 274
Frick Company Magnetic Tape (4U4U) report212
Frick Company Magnetic Tape report
Company Options form entries 212
output file 212
P05T80 212
Report Requests form entries 212
Tax Specification Information form entries..212
technical processing considerations 212
WL Record Maintenance form entries 212
Frick Company Magnetic Tape report, 4U4U..212
Frick Company Terminations (4T4T) report ...210
Frick Company Terminations report, 4T4T 210
Frick Company Terminations Tape report
output file 210
P05T80 210
Report Requests form entries 210
technical processing considerations 210
WL Record Maintenance form entries 210
FSA 349
FTE 349
FTP 349
Full Time Equivalent 349
Funeral days 349

G

Gap analysis 350
Garnishment 350
Gates McDonald unemployment reporting 214
general ledger account number 273
General ledger account number 273
General ledger accruals 271, 293, 294
general ledger interface 269

accruals 271
cross-referencing account numbers 270
General ledger interface 350
General Ledger Interface 267
general ledger report programs 274
General ledger report programs 274
Generating Pay 12
GLACCR, Month-End Payroll Accrual Parameters form 271
GLDATE, Month-End Accrual Date Range Parameters form 271
GL-HED, ... 270
global report option 18
GL-TAX, ... 270
Go to details 350
Graphical User Interface 350
Grievance 350
Gross wages 350
Group box 350
Group plan 350
GUI 350

H

Handicap 350
Health and safety profile 350
HED 350
HED Number Invalid - Transaction Rejected .. 323
HED Register (2H2H) report 82
HED Register (2H2H) sample report 87
HED Register report 82
example 87
report totals details 83
required form entries 82
reviewing the report 85
sample 87
special considerations 82
HED Register report, 2H2H 82
Help 350
HIRE DATE MISSING 336
History record 350
Holiday days 350
Home page 350
HTML 350

I

Identifier Invalid - 1st Tax Body Rejected 324
Identifier Invalid - 2nd Tax Body Rejected 324
Illinois ACH Tape
output file 224
P50AC2 224
Illinois ACH Tape report
Report Requests form entries 224
Illinois ACH Tape report, 6I6I 224
Illinois Child Support Register report
example 223
report field details 222
Report Requests form entries 222
Illinois Child Support Register report, 6H6H .. 222
Import facility 351
Import record 351
Inactive plan 351
Inactive tax record 351
Incorrect 324
Incumbent 351
Information-level security 351
Initial Administrator 351
Initial passwords 351
InitialAdmin 351
Inquiry form 351
Instructional text 351
Internal candidate 351
Internet 351
Intranet 351
Introduction1, 26, 48, 120, 173, 268, 296, 304, 322
Introduction 12
Invalid Adjustment Code - Trans Rejected 324
Invalid Delete Identifier - Trans Rejected 324
Invalid Employee Nbr - Trans Rejected 324
Invalid Field Number - Trans Rejected 324
Invalid Identifier - This Entry Rejected 324
Invalid Identifier - Trans Rejected 324
Invalid Table or Bracket - Trans Rejected 324
Invalid Transaction Code - Trans Rejected 324
Investment funds 351
IPEDS 351
IS/WAS Audit Trail
how to produce 42

IS/WAS Audit Trail (ISWAS) report 27, 43
IS/WAS Audit Trail (ISWAS) report details..... 28
IS/WAS Audit Trail report 27
and ESS 29
and the Sequential Master File 29
example 29
report field details 28
run procedure 29
when to produce 27
IS/WAS Audit Trail report, ISWAS..... 27, 29
ISWAS Sample Report..... 31
ISWAS, IS/WAS Audit Trail report..... 27, 29

J

Job assignment 351
JOB CATEGORY BAD..... 336
Job code..... 351
Job streams 351
Job type 351
Journal Entry Interface (7575) report 281
Journal Entry Interface report
Report Requests form entries 281
Journal Entry Interface report, 7575..... 281
Jury duty 351

L

Label..... 352
Labor (1L1L) report 186
Labor (1L1L) report sample 189
Labor Distribution Detail (7979) report 228
Labor Distribution Detail (7979) report sample229
Labor Distribution Detail report
example 229
report field details 228
Report Requests form entries 228
WL Record Maintenance form entries 228
Labor Distribution Detail report, 7979 228
Labor record 352
Labor report
example 189
report field details 186
Report Requests form entries 186
report totals details 186
Labor report, 1L1L.....186
Leave of absence.....352
Log off 352
Logical Employee Model.....352
LPI 352

M

Mailing address 352
Maintenance payroll run 352
maintenance run
differences from a payroll run 16
Major activity.....352
Mandatory field.....352
Map file.....352
Mass time entry creation 352
Master File (0202) report 127, 352
Master File (0202) report sample 131
Master File report.....127
print options.....129
report field details 127
Report Requests form entries.....127
sample.....131
Master File report, 0202.....127
Master File Status (9E9E) report.....121, 163
Master File Status (9E9E) report sample 125
Master File Status report 121
error message definitions for 336, 337
how to suppress messages 161
report field details 121
Report Requests form entries.....121
sample.....125
See also Reports.....337
suppress messages 121
troubleshooting 123
Master File Status Report Messages 336
Master File Status report, 9E9E 121
Master File Status reportW-2 page details 122
Master Number Invalid - Trans Rejected.....325
Matrix ID 352
Memo HED Register (2M2M) report.....91
Memo HED Register (2M2M) sample report 95
Memo HED Register report 91
Company Earnings/Deductions form entries ..91

report field details 83
Report Requests form entries 91
sample 95
Memo HED Register, 2M2M 91
Menu..... 352
Menu bar item 352
Message area 352
Method code 352
Midpoint 352
Minimart..... 352
Missing BATCH Transaction - Trans Rejected325
Missing Report Code - Trans Rejected..... 325
Monetary perquisites 353
Month-End Accrual Date Range Parameters form 271
Month-End Accrual Date Range Parameters form, GLDATE..... 271
Month-End Payroll Accrual Parameters form . 271
Month-End Payroll Accrual Parameters form, GLACCR 271
More Than 9 S1 Trans - Trans Rejected..... 325
Moving expenses 353
MTD FIGURES OUT OF BALANCE BY <number>..... 337
Multiple master..... 353
Multiple Worksite Reporting..... 303
Must Edit in BATCH999999 - Trans Rejected 325

N

Name Format 325
NAME MISSING..... 336
Navigation bar 353
Navigator 353
Net credit method 353
New Fields Definition Writer 14
New hire 353
New user..... 353
New User Home page..... 353
No report shown means no errors..... 53
No Wages Adjusted..... 327
NO WL FOR METHOD CODE 8A HED xxx warning 64
Node 353
Node ID..... 353
Non Numeric..... 325
NORMAL HOURS MISSING..... 337
NORMAL RATE MISSING..... 337
Not Loaded..... 327
Number registered..... 353

O

Object..... 353
Object key 353
Obsolete plan..... 353
Off cycle..... 353
Online..... 353
Online Entry..... 23
Online Query Writer 13
Open enrollment..... 353
Operator ID 354
Option 354
Option button 354
Option list..... 354
Optional additional form entries 141
Optional form entries 276, 284, 286, 297
Optional Report Requests form (DD-SCR) entries 74, 98
Optional Report Requests form entries 127
Organization..... 354
Organization Level 3 354
Organization Level 4 354
Organization Level 5 354
Organization Level 6 354
Organization Number..... 354
Organization Unit..... 354
Organization Validation table 354
Organization-specific tax setup..... 354
Other additional form entries 135
Other reporting uses 12
Other Reports 171
Other required form entries ...58, 82, 91, 141, 149, 275, 282, 283, 285, 301
Out of Sequence - Transaction Rejected 325
Out-of-Balance Check (2X2X) report..... 202
Out-of-Balance Check (2X2X) report sample. 203
Out-of-Balance Check report

example 203
report field details 202
Report Requests form entries 202
Out-of-Balance Check report, 2X2X 202
out-of-balance messages
and the Master File Status report 123
Output file 282, 284, 318
Output File (6A6A) 149
Outstanding Payment Records (2C2C) report . 196
Outstanding Payment Records report
Company Options form entries 196
output file 196
P05OUT 196
Report Requests form entries 196
Outstanding Payment Records report, 2C2C... 196
Override file 354
Overview of Payroll Reporting 11
Overview of the General Ledger Interface in
Payroll Administration 269

P

P05ACH 149
P05OUT
for Automatic Payment Reversal report..... 206
for Clear Manual Payments report 204
for Delete Unused Employee HEDs/Tax Records
report 252
for Outstanding Payment Records report..... 196
P05POUT
for Summarize Labor report..... 208
P05PUT
for Retro Pay Increase report 254
P05T80 ..... 176, 210
for Back Out Quarter-To-Date Figures report238
for Build Gates report 214
for Frick Company Magnetic Tape report.... 212
P2EDIT
and error messages 323
P4CALC
and error messages 327
P50AC2 224
Packaged reporting 354
Paid absence 354
Parallel run 355
Parameter form.....355
Password 355
Password aging 355
Past Column 80 325
Pay allocation.....355
Pay Documement, Check and Paystub report
sample.....136
Pay document.....355
Pay Document, Check and Paystub
how to enter header and accrual options.....164
how to enter pay document messages.....166
Pay Document, Check and Paystub (6868) report
.....134, 164, 166, 167
Pay Document, Check and Paystub report.....134
and P6 transactions 134
field details 135
how to enter print options.....163
payment register details 136
Report Requests form entries.....134
technical processing considerations.....134
Pay Document, Check, and Paystub report, 6868
.....134
Pay Document, Deposit Advice and Paystub
how to enter header and accrual options.....164
how to enter pay document messages.....166
Pay Document, Deposit Advice and Paystub (6767)
report 140, 164, 166, 167
and P6 transactions 140
Deposit Register field details.....142
Direct Deposit Information form entries 141
field details 141
interaction with the Pay Document, Check, and
Paystub report.....140
optional Payment Document Print Options - Part
1 form entries 141
Report Requests form entries.....140
technical processing considerations.....140
Pay Document, Deposit Advice and Paystub report
how to enter print options.....163
sample.....142
Pay frequency.....355
Pay Information Extract (7L7L) report 234

Pay Reconciliation (1C1C) report 180
Pay Reconciliation (1C1C) report sample 183
Pay Reconciliation report 180
example 183
report field details 180
Report Requests form entries 180
Pay Reconciliation report, 1C1C 180
Pay run vs. Maintenance run 16
Pay schedule 355
Pay stub 355
Pay-for-performance matrix 355
payment document setup 135, 141
Payment Document, Deposit Advice and Paystub report, 6767 140
Payment history record 355
Payment register details 136
Payment Register report
example 136
Payroll Accrual Entry (7878) report 285, 287
Payroll Accrual Entry report
example 286
Payroll Accrual Entry report, 7878 285
Payroll Accrual Journal Interface (7777) report283
Payroll Accrual Journal Interface report
Report Requests form entries 283
Payroll Accrual Journal Interface report, 7777 283
Payroll Audit Trail 57
Company Options form entries 58
error message definitions for 327
Payroll Run Process Control form entries 58
report fied details 58
report generators listed on 57
Report Requests form 57
sample 67
special considerations 57
technical processing considerations 57
troubleshooting 61
warning definitions for 332
Payroll Audit Trail (0101)
D transactions 18
Payroll Audit Trail (0101) report 57
Payroll Audit Trail (0101) report for
troubleshooting (01-10) 67
Payroll Audit Trail (0101) report for
troubleshooting (11 - 12) 71
Payroll Audit Trail Errors (0100) report 51
Payroll Audit Trail Errors report 51
no report shown 53
report field details 51
Report Requests form entries 51
reviewing 53
sample 53
technical processing considerations 51
Payroll Audit Trail Errors report sample 55
Payroll Audit Trail Errors, 0100 51
Payroll Audit Trail Messages 327
Payroll Audit Trail report, 0101 57
Payroll Audit Trail, 0101 18
payroll cycle 15
reporting 15
Payroll History (1H1H) report 184
Payroll History (1H1H) report sample 185
Payroll History report
example 185
report field details 184
Report Requests form entries 184
Payroll History report, 1H1H 184
Payroll home location 355
Payroll Journal Entry (7676) report 275, 278
Payroll Journal Entry report
example 278
Payroll Journal Entry report, 7676 275
Payroll Level 3 355
Payroll Level 4 355
Payroll Level 5 355
Payroll Level 6 355
Payroll period 356
Payroll Process Control 356
Payroll Register (1011) report 154
Payroll Register (1011) report sample 157
Payroll Register report
example 157
report field details 154
Report Requests form entries 154
Payroll Register report, 1011 154
payroll report headings 50

payroll reporting
and the Report Request form 17
edit pay transanctions..... 26
overview..... 12
setup requirements 17
troublshooting 26
verify online data entry 26
payroll reports
printing extra copies..... 21
payroll run
differences from a maintenance run..... 16
standard reports..... 48
Payroll run 356
Payroll Run Process Control form
interaction with interaction with the Report Requests form..... 17
Report Select field..... 18
Reporting Type field 17
Payroll Run Process Control form, AE-SCR16, 17, 21
Payroll Runs
when to rerun 327
Payslip Information Extract (7M7M) report sample 236
PCL 356
PDF 356
Peer-group appraisal..... 356
Pending de-enrollment segment 356
Pending eligibility segment..... 356
Performance appraisal 356
Performance appraisal rating..... 356
Performance rating 356
Performance-related pay..... 356
Perquisites 356
Personal days..... 356
Phonetic keys..... 356
Pixel..... 356
Plan deactivation 356
Plan ID 356
Plan shutdown 356
Plan year..... 356
Policy tables 356
Pop-up menu 357
Portable document format.....357
Position 357
Position Administration Control Number 357
Position complement.....357
Position in range 357
Posttax.....357
Premium.....357
Prenotification.....357
Preparing for Quarter End.....295, 318
Prerequisites.....26, 48, 120, 268
Pretax 357
Pretax Limits for Reducing Taxable Wages (1T1T) report 192
Pretax Limits for Reducing Taxable Wages (1T1T) sample.....193
Primary account 357
Process 357
Process bar 357
Process Monitor 49
Process Monitor and Report Viewer utilities 49
Processing considerations 270
Producing the IS/WAS Audit Trail (ISWAS) report 26, 29, 42
Program.....357
Protected amount 357
Prototype HED.....357
Provider.....358
Push button 358

Q

QTD FIGURES OUT OF BALANCE BY <number> 337
Quartile 358
Query alternate keys.....358
Query primary keys.....358
Questions answered.....26, 48, 120, 268
Quick Hire.....358

R

Radio button.....358
Recall 358
Reciprocal taxation 358
Record.....358

Recording worksite information 308
Recruitment 358
Recycle File 358
Registration 358
Registration number 358
Rehire 358
Reimbursement account 358
Reinstatement 358
Reject - 99 Checks Already Written 330
Reject - Address is Not Set Up 328
Reject - Bad Date, No Pay Calculated 328
Reject - Bad Employee Record 328
Reject - Control Ident Not Set Up 328
Reject - Control Tax Body Not Set Up 328
Reject - Data Area is Full 328
Reject - Duplicate Identifier Entry 328
Reject - Emp. Number Already Used 328
Reject - Format is Too Large 329
Reject - HED is Not Set Up 329
Reject - HED nnn - No A8 Transaction 329
Reject - HED nnn Not Added - Area Full 329
Reject - HED nnn Verify FLSA OT 329
Reject - Identifier Entry Not Set Up 329
Reject - Master Not on File 329
Reject - No Matching Print Position 329
Reject - Record Not on File 329
Reject - Rept mmmm Over Loop Limit, Adr. nnnnn 330
Reject - Split Number is not Set Up 330
Reject - Tax Body is Not Set Up 330
Reject - Trans Failed Previous Edit 328
Reject - Unresolved Branch 330
Reject time 358
Relation of D Transaction entries to Report Requests form fields 19
Relocation 358
Remaining net pay 359
Replication 359
Replication Application 359
Replication Distribution 359
Replication Holding File 359
Replication Packet File 359
Report 359
Report AAAACalling Bad 5Gyy 330
Report Area Full - Bypassed*** 330
Report field details ..28, 33, 51, 58, 74, 83, 91, 98, 106, 121, 127, 152, 276, 286, 319
Report Field Details 297, 301
Report Field Details - Federal Summary report298
Report Field Details - State Summary report .. 299
Report Generator 13, 359
Report Group 359
Report Group Scheduler 359
Report parameters 359
Report Request form (DD-SCR) entries 97
Report Requests batch transactions 18
Report Requests form
  batch transactions 18
  entering data on 21
  Extra Copy field 21
  interaction with Payroll Run Process Control form 17
  Report Select field 18, 21
  User field 21
Report Requests form (DD-SCR) entries51, 57, 74, 91, 106, 121, 127, 134, 140, 149, 152, 275, 281, 283, 285, 297, 298, 300, 301, 318
Report Requests form (DD-SCR) entries (2H2H)82
Report Requests form, DD-SCR 12, 17, 21
Report sorting, totals and spacing .52, 59, 74, 100, 319
Report Sorting, Totals and Spacing..... 84, 92, 108
Report sorting, totals, and spacing ..122, 128, 143, 152
Report specification made easy 18
Report totals details 83, 92, 100, 108, 286
Report Viewer 49
Reporting setup requirements 17, 22
Reporting Solution
  and payroll reporting 14
reporting tool for payroll
  Solution View 13
Reporting tools 13
reporting tools for payroll
  Cyborg Scripting Language 13
Reports 45

Audit Trail Warnings 322
Master File Status 322, 336, 337
Payroll Audit Trail 322, 327
that supply error messages 322
Transaction Load 322, 323, 326
Requisition 359
Requisition candidate 359
Requisition limit 359
Requisition unit 359
Research every error 53
Retirement 359
Retro Pay Increase (9R9R) report 254
Retro Pay Increase report
Define Retroactive Pay Parameters form entries 254
optional form entries 254
output file 254
P05OUT 254
Report Requests form entries 254
special considerations 254
Retro Pay Increase report, 9R9R 254
Return 359
Review process 359
Reviewing the Combined Register (2222) report 109
Reviewing the HED Register (2H2H) report 85
Reviewing the Payroll Audit Trail Errors (0100) report 53
Reviewing the Tax Filing Report - Paid Frequencies Only (2T2T) 102
Roll-up reporting 359
Rotation pattern 359
Running and Balancing Standard Pay Run Reports 47
Running the IS/WAS Audit Trail (ISWAS) report 29
Running the Multiple Worksite report (7D7D) 318

S

Safety standards 360
Salary budget record 360
Salary grade 360
Salary grade range 360
Salary plan 360
Salary plan year 360
Salary range 360
Salary review 360
Salary review authorization form 360
Sample Reports 37
SAT file 360
Save Changes 360
Save the IS/WAS print files 28
Savings Bond Balance Register (5959) report . 218
Savings Bond Balance Register (5959) report sample 221
Savings Bond Balance Register report and the Employee Earnings and Deductions form 218
Beneficiary/Bond-Owner form entries 218
Employee Name and Address form entries .. 218
example 221
report field details 218
Report Requests form entries 218
Savings Bond Information form entries 218
WL Record Maintenance form entries 218
Savings Bond Balance Register report, 5959 ... 218
Schedule Activities table 360
Schedule assignments 360
Schedule error 360
Schedule Master table 360
Schedule number 360
Screen 360
Scroll bar 360
Search argument 361
Search type 361
Secondary account(s) 361
Security Officer 361
See BATCH Modify Control - Trans Rejected 326
Selected 330
Self-adjusting taxes 361
Sequential Master File 361
Service interruption 361
Service method 361
Session 361
SEX NOT M OR F 336
Shift 361

shift codes
adding additional 36
SHIFT MISSING 336
Shift premium 361
Shortcut menu 361
Sick days 361
SOCIAL SECURITY NUMBER MISSING ... 336
Solution View 13, 361
Sort Format Not Loaded - Trans Rejected 326
Source DL 361
Special assessment 361
Special considerations 33, 57, 82, 97, 106, 283, 285, 301
Special Considerations 298, 300
Spinbox 361
SPLIT % NOT 100% 337
Split Number Invalid - Trans Rejected 326
Spreadsheet application 361
Standalone Time and Attendance 362
Standard report headings 50
Static data 362
Static SQL 362
Status bar 362
Statutory employee 362
Sub-schedule number 362
Succession planning 362
Summarize Labor (4L4L) report 208
Summarize Labor report
and WLFD4L records 208
output file 208
P05PUT 208
Report Requests form entries 208
Summarize Labor report, 4L4L 208
Summary page 362
Summary plan 362
Supplemental wages 362
Suppressing messages on the Master File Status (9E9E) report 120, 121, 161
Surplus 362
System administrator 362
System Control Repository 362
System Generator 362

T

Table 362
Table Definition Record 362
Target DL 363
Task 363
Task icon 363
Tasks 26, 48, 120, 268
tax
how to verify taxable wages 117
tax accumulation fields 258
Tax accumulation fields 258
Tax Accumulation Fields Information 257
Tax authority 363
Tax Authority File 363
Tax code 363
Tax Filing Report - All Frequencies (9091) report 246
Tax Filing Report - All Frequencies (9091) report
sample 249
Tax Filing Report - All Frequencies report
report field details 246, 249
Report Requests form entries 246
Tax Filing Report - Paid Frequencies Only 97
example 103
how to balance 116
report field details 98
Report Request form entries 97
report totals details 100
reviewing the report 102
Tax Filing Report - Paid Frequencies Only (2T2T) report 97, 103
Tax Filing Report - Paid Frequencies Only, 2T2T 97
Tax Filing Report - Paid Frequencies Only, 9091 246
Tax Maintenance File 363
TAX NOT IN TAX AREA warning 62
Tax specification 363
Tax Specification record 363
Tax table 363
Tax type 363
Tax Type 1 Wages Adjusted 330
Tax Type or Number Invalid - Tran Rejected . 326

Taxability 363
Taxable wage base 363
Tax-related Regulatory Bulletin 364
TDR 364
Technical processing considerations .. 51, 57, 106, 134, 140, 149, 281, 283, 285
Template 364
Temporary password 364
Termination 364
Test environment 364
Text box 364
Text qualifier 364
The Direct Deposit Register for Garnishments report, 6R6R 226
The Multiple Worksite Report Interface 305
The Payroll Cycle 15
The reporting cycle 17
The Reporting Solution 14
  and Impromptu 14
  and PowerPlay 14
This Control 1-2 Added 331
This Control 1-2 Deleted 331
This Employee Added 331
This Employee Deleted 331
This Identifier Entry Added 331
This Identifier Entry Deleted 331
This Tax Body Added 331
This Tax Body Deleted 331
Time entry 364
Time entry extract file 364
Time entry validation 364
Timeout 364
ToolTip 364
Top-down appraisal 364
Tracking Employee Active on the 12th of the Month report, 2B2B 300
Tracking Employees Active on the 12th of the Month (2B2B) report 300
Trainer 364
Trainer code 364
Training area 365
Training class results 365
Training class status 365
Training course code 365
Training plan 365
Training reason 365
Training request 365
Trans Rejected - See BATCH Transaction 326
Transaction Load report 33
  and P2EDIT 35
  balancing 33
  error message definitions for 326
  example 36
  report field details 33
  sample report 36
  special considerations 33
  troubleshooting 34
  verify Batch transactions 36
  verify input 35
  verify Organization Levels 35
  verify valid shift codes 36
Transaction Load report details 33
Transaction Load Report Messages 323
Transfer 365
Trend analysis 365
Trigger 365
Troubleshooting the Control Headers (0103) report 76
Troubleshooting the Master File Status (9E9E) report 123
Troubleshooting the Payroll Audit Trail (0101) report 61
Troubleshooting the Transaction Load report 34
Tuition reimbursement 365
Type of training request 365

U

Unauthorized absence 365
Underlined text 365
Unemployment insurance tax 365
Unload Master Data report
  output file 176
  P05T80 176
  special uses 176
Unload Master Data report 176
  Report Requests form entries 176

Unload Master Data report, 0404 176
Unload Master Data Utility (0404) report 176
Unpaid absence..... 365
Updating benefits information..... 12
Upward appraisal..... 365
URL..... 365
User class..... 366
User code..... 366
User defined password 366
User ID 366
User profile..... 366
Using the Direct Deposit Register (6D6D) report 158
Using the Master File (0202) report 129
Using the Payroll Journal Entry (7676) report 278, 279

V

Vacancy 366
Vacation days 366
Validate Only - BATCH Rejected..... 326
Validation 366
Variant forms..... 366
Verifying correct pay..... 12
Verifying Taxable Wage by Earnings/Pre-Tax Deductions 261
Verifying taxable wages 117
Viewing Online Entry and Pay Transactions..... 25

W

W2 page details 122
Waive 366
Warning
Neg. Pay Put Into Arrears 333
Warning - Area Full, PD Entry Dropped..... 332
Warning - HED nnn Accrd Hrs 332
Warning - HED nnn DED – Insuff. Net Pay ... 332
Warning - HED nnn Has Been Set Up 332
Warning - Inactive Emp. Time Entry 332
Warning - Input Version Number Is..... 332
Warning - Negative Net Pay Zeroed Out 332
Warning - No Bracket For Tax Table..... 332
Warning - No Hours x - Regular Pay Used 333
Warning - No Money x - Regular Pay Used ... 333
Warning - No Time Entry or HED 001 Pay 333
Warning - Not In Table, Area Fill..... 333
Warning - Overtime For Exempt Employ. 333
Warning - Shift HED Added..... 333
Warning - Shift Method Code Not Valid 333
Warning - Tax Area Full, Tax Not Used..... 334
Warning - Tax Body Not in Tax Area..... 334
Warning - Tax nnnnnnn Added..... 334
Warning - Tax nnnnnnn Area Full 334
Warning - Tax Table Missing 334
Warning - This Tax Body Deleted 334
Warning - This Time Card Bypassed 335
Warning - This Time Card Cancelled 335
Warning - Two KC Transactions 335
Warning lists 84, 92
Warning Messages
See Error Messages..... 327
Warning time..... 366
Warning:Neg. Pay Put Into Arrears 333
WARNING-NO TIME CARD OR HED 001 PAY warning 64
Welfare benefit plan group..... 366
Welfare benefit plan subgroup 366
Welfare plan..... 366
What-if mode 366
Who should submit the Multiple Worksite report? 304
Window..... 366
Wizard..... 366
WL Record Maintenance (WL-SCR)..... 174
WL Record Maintenance form, WL-SCR161, 174
WLFD4L records 208
WLFD4U transaction 212
WLFDGL record..... 230
WL-SCR, WL Record Maintenance form161, 174
WLWBZZ transaction..... 212
Work area..... 366
Work instructions..... 366
Work restrictions..... 366
Worker's compensation 367
Workers Compensation (7W7W) report 240
Workers Compensation (7W7W) report sample243

Workers Compensation report
optional form entries 240
report field details 240, 243
Report Requests form entries 240
WL Record Maintenance form entries 240
Workers Compensation report, 7W7W 240
Workforce competency 367

X

XHTML..... 367
XXXXXX Added..... 335
XXXXXX Replaced..... 335

Y

Year End Master File 367
YTD FICA wage x FICA rate = YTD FICA tax99
YTD FIGURES OUT OF BALANCE BY
<number>..... 337

Z

ZIP CODE MISSING..... 336

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual 3

Chapter 2 9

Chapter 2 Payroll Solution Overview 9
Introduction to Payroll Organization Setup 10

Part 2 19

Part 2 Organization Setup 19

Chapter 3 21

Chapter 3 Establishing an Organization 21
Introduction 22
Organization---the grouping of employees within the system 23
Organization structure---asking the right questions 26
Organization levels---interpreting your organization in the system 27
A new organization---establishing it in The Solution Series 29
Sharing data---Payroll and Human Resources 34
Organization processing options and your payroll practices 35
Organization pay frequencies 45
Organization requirements for Payroll reporting 48

The implications for deleting an organization 52
Detailed Directions 53
Extended Practice - Establishing an organization 62
Review of Questions Answered 63

Chapter 4 65

Chapter 4 Defining Organization Earnings, Deductions, and Accruals 65
Introduction 66
Hours, Earnings, and Deductions---HED or H-E-D? 67
Earning information 72
Deduction information 93
Accrual routines 107
Reports used for earnings, deductions, and accruals 128
Detailed Directions 129
Extended Practice 173
Review of Questions Answered 174

Part 3 175

Part 3 Taxation 175

Chapter 5 177

Chapter 5 Activating Taxes 177
Introduction 179
Tax authorities---Payroll as a withholding agent 180
Tax Authority File---Cyborg's interpretation of published regulations 181
Tax Maintenance File---incremental updates of published regulations 182
Regulatory Bulletins---when you need timely, consolidated tax service 183
Cyborg tax codes---the link between a Tax Specification Record and an employee tax record 184
Taxation and The Solution Series 186
Tax Activation 189
Tax Class fields 196
Tax Table Definition form (T4-SCR)---one entry for each taxing authority requiring table and brackets for their tax calculation 198
Tax Table Bracket forms (T5-SCR)---wage brackets for a graduated tax calculation 199
The two tax code setup methods 200
Tax batch transaction descriptions (in transaction layout) 204

Where to find tax accumulation information 218
Reciprocal taxation---enabling the automatic setup of tax reciprocity rules 219
State Reciprocal Tax Setup and Local Reciprocal Tax Setup forms 223
Tax Reciprocity Rules---setting up a record for a specific pair of states or localities that have a reciprocal agreement 227
Reciprocal Tax Mass Maintenance form 230
Reciprocal taxation and the payroll process 232
Detailed Directions 233
Extended Practice 244
Review of Questions Answered 245

Part 4 **247**

Part 4 Payroll **247**

Chapter 6 **249**

Chapter 6 Preparing for a Payroll Run 249
Introduction 250
Payroll production process 252
Types of batch system runs 259
Overview of payroll processing scripts 261
Payroll processing options and the Payroll Run Process Control form 262
Payroll verification and balancing 271
Payroll run audit records and reporting 272
Payment History and Labor records maintenance 273
Detailed Directions 274
Review of Questions Answered 316

Part 5 317

Part 5 Appendices 317

Appendix A 319

Appendix A Payroll Option List Quick Reference 319
Introduction 320
Payroll Option Lists 321

Appendix B 409

Appendix B Special Technical Features 409
Summarizing period-end records with the AP record 410
Overriding the bank code and routing number within an organization 412
Establishing job-related rates 413
Establishing fixed salary for fluctuating hours overtime (Overtime Factor 7) 414
Adding a new tax type 416
Validating additional shifts codes 418

Appendix C 419

Appendix C Practice and Review Answers 419
Introduction 420
Establishing an Organization 421
Defining Organization Earnings, Deductions, and Accruals 425
Activating Taxes 428
Preparing for a Payroll Run 430

Glossary of Terms 437

Index 467

PART 1

Introduction

In This Section

About This Manual.....3
Payroll Solution Overview.....9

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of the Payroll Administration module to perform your business tasks. This manual focuses on the setup, maintenance, and tasks associated with establishing an organization on The Solution Series.

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:

- Administrative staff
  Payroll, Benefits, and Human Resource personnel will find this manual useful for the day-to-day input and maintenance of employee data.
- Management and supervisory staff
  Payroll managers will find it helpful to read through the entire manual.
- Accounting staff
- Technical staff

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 the operating system in the user's work environment
- Basic understanding of The Solution Series

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand the information you need to set up, run, and troubleshoot the Payroll Administration features.

Documentation

Document	Description
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions, and basic employee data
Payroll Time Entries and Adjustments	A reference and training guide for creating time entries and making pay adjustments
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports
Maintaining Payroll Tax Codes	A reference manual containing information required to apply tax related regulatory bulletins
Using the Quarterly Processor / Quarterly Wage Reporting	Reference guides for setting up and generating state and territory quarterly wage information
Year-End Processing Guide	A reference and training guide for setting up and running Cyborg's Year-End Processor

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

Training Courses

Related Course	Description
Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, employee information, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees is also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the usage of reports to verify inputs and outputs from each payroll.

Related Course	Description
Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.
Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.
Year-End Processing	This comprehensive course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.

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

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 Where to get help
2	Overview of Payroll Organization Setup	Payroll Adminisatration fundamentals option lists Payroll activities at a glance Other applications and Solution Series modules Sharing data with multiple applications Product features and interfaces
3	Establishing an Organization	Defining an organization Types of organizations Organization structure Organization levels Setting up a new organization Sharing data with the Human Resource Administration module Establishing organization processing options Establishing organization pay frequencies Deleting an organization

Read this chapter		To learn about
4	Defining organization Earnings, Deductions, and Accruals	Hours, Earnings, and Deductions Delivered HEDs Establishing organization HEDs Special method codes Accruals
5	Activating Taxes	Tax authorities Tax Authority File Tax Update Bulletins Cyborg tax codes Establishing tax specification information The two setup methods Tax accumulation information
6	Preparing for a Payroll Run	Payroll production process The payroll cycle Maintenance runs Payroll runs Using Payroll Run Process Control form Grouping organizations for a payroll run Payroll verification and balancing Payroll run audit records and reporting Minimum required payroll reports Payroll processing procedures Purging Payment History and Labor records
A	Option List Quick Reference	Organization option lists with detailed descriptions of the associated code values
B	Special Technical Features	Information about some of the more technical features of the Payroll Administration module
C	Practice and Review Answers	For the answers to the review sections at the end of each 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

Payroll Solution Overview

In This Chapter

Introduction to Payroll Organization Setup 10

Introduction to Payroll Organization Setup

This section introduces concepts and procedures that are fundamental to the proper operation of the Payroll module. It provides an overview of the payroll process and describes how data sharing occurs between the Payroll Administration module and other Cyborg applications. Additionally, this section briefly describes The Solution Series product line and relevant product interfaces.

Payroll Administration features and interfaces

Payroll Administration offers many tools to assist you with payroll processing. This section highlights some of the key system features.

- **Quarterly wage reporting**–produces the tapes and reports required for quarterly reporting for all states
- **Year-end reporting**– allows you to run all W-2 outputs and reports, according to federal, state, and local regulations
- **COBRA interface**–Depending on how your organization is set up, the Payroll Solution may be responsible for updating certain types of data, such as Employee Name, Address, and Date of Birth, on TravisCOBRA Interface. The system allows you to share this data with other applications.
- **BLS reporting**–this quarterly interface to the Bureau of Labor Statistics (BLS) provides Multiple Worksite Reporting (MWR).
- **Online pay calculation**–allows you to perform an online pay calculation, perform a what-if (simulated) calculation, display the calculated results, and choose whether to submit the payment entry for online, immediate processing resulting in the production of a pay document.
- **Check reconcilliation**–a FASB requirement provided with Payroll Administration. It allows you to clear outstanding Payment History records by processing a file of cleared checks received from your bank or through the appropriate form. Payment history information is stored in the Employee Database and flagged as either outstanding or cleared.
- **General ledger interface**–Payroll Administration can provide a journal entry file, which may be modified to meet the specific needs of your general ledger. You can create this file once a month or after each payroll run. It contains dollar amounts summarized by the general ledger account number. In addition, you may create a debit and credit summary report.
- **Summarizing selected earnings and deductions**–Period End records (commonly referred to as PE records) allow summarization of selected earnings and deductions on a per pay period basis. These records are used when it is necessary to maintain certain current dollars and pay information on a non-standard time frame. The user-defined AP record is used to summarize PE records for each non-standard time frame.
- **Frick company magnetic tape and Gates McDonald tape**–Cyborg provides interface files on tape to the Frick Company and Gates McDonald, both of which provide unemployment compensation management services.
- **Ceridian Tax Service (CTS)**–Cyborg Systems provides an interface to Ceridian Tax Service (CTS), which furnishes payroll tax services for organizations ranging from

small businesses to large service bureaus. Payroll Administration provides all the required payroll run information to CTS for timely tax filing.

- **Westcorp Laser Pay Document interface**–Cyborg provides an interface that enables the laser printing of pay documents using the Westcorp Software Systems' laser printing software. This software facilitates the use of laser-imaged logos, signatures, and MICR-encoded account numbers when producing laser-printed checks and pay stubs.

Control-level assignment

Control levels define your organizational structure for payroll purposes and identify processing and reporting requirements. Cyborg Systems allocates six control levels for this purpose. The first two control levels identify the Organization Number, which is determined by you. The remaining four levels are subordinate to the Organization Number. These four levels are user-defined and further define the company at the employee level, particularly for labor-distribution purposes.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information.*

Types of earnings and deductions recorded for an organization

Each organization entered in the system may have up to 500 different earnings, 498 different deductions, and net pay. These categories are commonly referred to as hours, earnings, and deductions (HEDs). Examples of supported earning types include sick and vacation time accrual, regular pay, overtime pay, shift differential pay, and holiday pay. Supported deduction types include insurance, union dues, garnishments, and pre-tax deductions.

Cyborg supplies three required earnings and net pay:

- HED 001 regular pay (earning)
- HED 002 future raise (earning)
- HED 003 default overtime pay (earning)
- HED 999 net pay (deduction)

Although HED 003 is the default overtime earning, you may establish as many overtime earnings as you require. Each earning and deduction established for an organization contains all the necessary requirements for its calculation. Each employee is then assigned only those earnings and deductions that are applicable or required, which can then be modified at the employee level to meet specific employee requirements.

Earning and deduction accumulations maintained in the system

The Payroll Administration module maintains totals of current, month-to-date, quarter-to-date, and year-to-date dollars for earnings, deductions, and hours (or number of units, miles, items, and so on) for each employee's earnings. It also records deduction amounts for each to-date bucket, as well as arrears amounts, for each employee, as necessary.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information.*

Taxation functionality in Payroll Administration

Once taxes are established for an organization, Payroll Administration calculates, tracks, and reports all taxing information needed for your payroll processing. It also computes taxable wages and calculates taxes for employers and employees. The system handles taxes at all levels (federal, state, county, and local) and produces required regulatory reporting on a quarterly and yearly basis.

☞ *Refer to* **Activating Taxes** *(on page 177), the Quarterly Wage Reporting manual, and the Year-End Processing Guide for more information.*

Employee payment fundamentals

Each earning is calculated and accumulated with other earnings to create gross pay. An employee's gross pay is calculated based on established earning records and submitted time entries. The system then subtracts taxes and deductions from gross pay, resulting in net pay.

A pay document, made up of a pay stub and corresponding check or deposit advice, is printed for each payment to each employee.

☞ *Refer to the Payroll Employee Setup documentation for more information aobut employee payments.*

Payment history images in the Payroll Solution

Payment history is an image of a payment generated or an adjustment processed by the system. Multiple payment history images may be generated for an employee. Each image includes all earnings, taxes withheld, deductions, net pay, period end date and payment date, if applicable, and other static employee information for each payment or adjustment.

Labor records captured in the Payroll Administration module

Payroll Administration enables you to capture time information for each employee by earning or shift type, organization level, and function or project. Established hours and dollars, or those paid through a time entry with no labor allocation or overrides, may be split a maximum of 98 different ways for each employee.

Labor allocations for hours and dollars are unlimited when they are submitted using organization level overrides on employee time-entry forms. A labor record, as described above, is created for each submitted time entry or established automatic earning. If the pay allocations feature is used, a separate labor record is created for each allocation.

Support for standard payroll reporting

Payroll Administration supports a substantial number of standard reports for viewing payroll processing results. These reports are not only for internal use, but also for external regulatory filing requirements. Some of the standard reports provided include audit trails, pay documents, earning and deduction registers, employee detail, and annual W-2 forms and tapes.

Payroll activities at a glance

The primary purpose of any payroll application is to generate a pay document. Before you can produce a pay document, however, you must complete several tasks. Often these tasks

involve staff from other departments, such as timekeeping, benefits, and human resources, as well as payroll. The combined activity makes up what is commonly referred to as a payroll cycle.

☞ *Refer to the New Client Implementation manual for more information about the steps involved in preparing for the Payroll Administration module.*

A complete payroll cycle incorporates three distinct activities:

- Employee Database (FILE02) maintenance
- payroll run preparation
- payroll production process

Employee Database maintenance

Employee Database maintenance is an ongoing process that involves the maintenance of organization and employee records. This maintenance includes processing of new hires, terminations, employee status changes, organization and employee earnings and deductions, and time entries adjustments. It also includes applying tax update bulletins and regulatory changes.

Payroll run preparation

Payroll run preparation is an activity that involves a series of steps and procedures performed primarily by using online forms. Information entered on these forms is used to determine which organizations and payroll frequencies are paid. Additionally, the information entered determines if the system performs a payroll run or a maintenance run. Once the initial setup is complete, payroll processing can be accomplished using just one form, the Payroll Run Process Control form (AE-SCR).

Payroll production process

The payroll production process is a largely automated task that calculates employee pay, updates organization and employee records, and generates pay documents. A payroll run also produces payroll-related reports, interface files, and direct deposit files. At the end of a payroll run, payment history records are created for the pay documents generated and adjustments processed during the payroll cycle. Labor records are created reflecting hours and amounts paid with their associated charge-to information.

Additional activities are performed after the payroll run. Such activities can include balancing the payroll and distributing data to companion applications, such as the general ledger, time and attendance, tax filing services, and archives, as required.

Planning the payroll year

To meet payment and reporting schedules, plan the schedule for the next payroll year before the end of the current payroll year. Using a calendar dated for the upcoming year makes this planning process much easier.

General considerations for planning the payroll year

- Your schedule (period-end and payment dates) for the payroll year for each payroll frequency and organization
- Data input deadlines by payroll period
- Accounting and tax period-ends (such as month-end, quarter-end, and year-end)
- Associating these and any related activities with the payroll schedule
- Determining when the general ledger will need payroll information: after each payroll run or monthly

Tax reporting considerations for planning the payroll year

- Tax reporting requirements for quarterly and annual filing deadlines
- Method of filing quarterly state reporting: magnetic tape, paper form, or a combination of both

☞ *Refer to the Quarterly Wage Reporting manual for more information.*

Year-end considerations for planning the payroll year

- Planning for year-end adjustment runs after the last payroll run of the year
- Choosing and ordering W-2 forms to use for employee reporting
- Determining the method of filing federal and state W-2 data: magnetic tape, paper form, or diskette

☞ *Refer to the Year-End Processing Guide for more information.*

Sharing data with multiple applications

The Solution Series allows you to share data in several ways. These data sharing techniques are discussed in detail in this section.

Sharing static data

Using multiple Solution Series applications gives you an advantage over those that use multiple vendors, because the system has been designed so that information established in one application is shared with other applications within the system. Static data, such as Employee Name, Address, and Date of Birth, is stored in one place and used by multiple applications. Whether adding a new employee to the Employee Database or changing an existing employee's information, you enter data only once. Other Cyborg applications that share the same Employee Database use the same data. This is true not only when establishing organization and employee payroll information, but throughout the entire product offering.

You may use existing data in multiple functional areas of the complete system. Frequently, data required to establish an employee in one application is also required by other applications. A field such as Employee Name is used system-wide, but if is stored internally by the system in one place. This data sharing allows you to use a companion application almost immediately, increasing efficiency and, most importantly, data integrity.

Data sharing between the Payroll Solution and other applications in The Solution Series/ST

All Solution Series applications share the same program files and data files. This data sharing enables the system to use the same information across multiple applications, which reduces data redundancy and errors. The following section describes some of the ways in which The Solution Series takes advantage of this feature.

- The Human Resource Administration module can provide payroll increase and decrease information to the Payroll Administration Solution.

- The Time and Attendance module incorporates badge reader hardware with specialized software to allow immediate tabulation and reporting of employee and labor data. The recorded time information produced by Time and Attendance may then be included in a system payroll run.

- The Cyborg TravisCOBRA for Windows Interface ensures compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under this law, employers are required to offer all terminated employees and other qualifying beneficiaries continued group health insurance benefits, for a limited time. The TravisCOBRA interface, a PC-based product of the Travis Software Corporation, automates this process.

  This product maintains a complete database of information regarding qualified beneficiaries, election options, payments from participants, and disbursements to vendors. With it, you can produce communication letters, statements, premium notices, and reports needed to comply with COBRA regulations.

Cross-population across modules

You also have the ability to populate fields on one form with information from another form. By making selections on the System Options form (TG-SCR), you can automatically update data on multiple forms using a single source. The options contained in this form offer three basic choices:

1. Information entered using Human Resource (HR) forms updates corresponding payroll information
2. Information entered using Payroll (PR) forms updates corresponding Human Resource information
3. HR-entered information updates only Human Resource information and does not affect Payroll information; PR-entered data updates only payroll information

There are many reasons for the flexibility inherent in this process.

Sharing data across modules - Scenario #1

A separate reporting structure is required for Human Resources, due to formal workforce planning systems or the implementation of Position Management. In this situation, Payroll accounting and the general ledger interface is maintained separately. This may require the use of separate Organization Levels 3 through 6 for Human Resource processing.

Sharing data across modules - Scenario #2
The Human Resource department records and maintains current and historical salary information. This activity may be separate from the Payroll Department, which requires employee's current salary or pay rate for accurate pay calculations.

Sharing data across modules - Scenario #3
Human Resource staff applies the future increase today, but the Payroll staff needs it at the end of the month. In this situation, you would use the System Options (TG-SCR)form to create a carrier record. By selecting certain options on this form, such as Hourly Rate, Salary Per Period, and Normal Hours, a Salary Information form (41-SCR) is created for the carrier record. The Salary Information form (41-SCR) contains the employee pay rate or salary increase for payroll purposes, to be applied only on the effective date during a payroll run.

A special data interaction situation exists with salary change information, because it is date-sensitive. Depending on the dates involved, salary change information entered from a Human Resource form can directly update payroll salary information. Alternatively, salary change information entered from a Human Resource form can create payroll equivalents, using a carrier record accessible through the Salary Information form (41-SCR), which Payroll Administration monitors each time a payroll run takes place. When the effective date of a salary or pay rate change in the carrier record is within the pay period, the change is applied to the employee's pay rate or salary record in Payroll Administration.

Payroll Administration cannot send salary-change data to Human Resources Administration, though, because payroll salary information is not dated and therefore does not have the information needed to set up the same data as is directly entered on the Human Resources Administration form.

Because you may add or change information on various forms within the system and in different applications, you must determine which departments will be responsible for the various aspects of data entry. Typically, four departments participate in human resource-based data entry within an organization:

- Payroll
- Human Resources
- Benefits
- Administration

Decisions about ownership of the various data-entry functions usually are determined by an organization's project team during its implementation project. You may, however, need to re-evaluate these decisions when implementing additional Cyborg applications.

Example of the interaction between Payroll and Benefits

In most organizations, a dependent relationship exists between the Payroll and Benefits departments. For example, benefits plans that require employee funding through payroll deductions may have been established, in which case the benefits application determines the amounts to be deducted. This determination creates new and changed employee deduction records, which must be added to the Employee Database (FILE02). Two reports must be run, before processing a payroll, to accomplish this task.

The results of a payroll run are needed by the Benefits Administration module, so that it can perform many tasks, including:

- tracking maximum annual contribution limits on employee savings plans
- collecting employee deductions and contributions to welfare and savings plans
- accumulating costs associated with savings plans
- tracking plan year minimum hours and amounts needed for eligibility or enrollment (considered earnings/hours accumulations)

PART 2

Organization Setup

In This Section

Establishing an Organization 21
Defining Organization Earnings, Deductions, and Accruals.....65

CHAPTER 3

Establishing an Organization

In This Chapter

Introduction 22
Organization---the grouping of employees within the system 23
Organization structure---asking the right questions 26
Organization levels---interpreting your organization in the system 27
A new organization---establishing it in The Solution Series 29
Sharing data---Payroll and Human Resources 34
Organization processing options and your payroll practices 35
Organization pay frequencies 45
Organization requirements for Payroll reporting 48
The implications for deleting an organization 52
Detailed Directions 53
Extended Practice - Establishing an organization 62
Review of Questions Answered 63

Introduction

Before you can begin using the Payroll function, you must determine the number and types of organizations you need. You will then add them to the system by selecting and completing a series of online forms, which identify your organization to the system, assign a corporate structure using organization levels, and establish criteria at the organization level that will default to the employee level. This section provides an overview of the entire process.

Tasks

This section explains the following:

- Viewing organizations on file
- Setting up a new organization
- Assigning a company name and address
- Establishing organization processing options
- Defining organization pay frequencies
- Completing a report request

Prerequisites

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

- The Solution Seriesmust be installed
- Attended the Using The Solution Series introductory course

Questions answered

The following questions are answered in this section:

1. What are the different type of organizations and how are they structured?
2. How is an organization established in the system?
3. How are organization processing options established?
4. How are organization pay frequencies established?
5. How are reports selected for an organization?
6. How is an organization deleted from the system?

Organization---the grouping of employees within the system

An organization, or company, identifies 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. Assigning a unique value to the first two organization levels is the first step in defining your enterprise.

Organization Level 1 is a two-character value, and Organization Level 2 is a four-character value. These two levels make up the Organization Number. Each user-defined Organization Number represents a unique organizational structure, with processing parameters and reporting requirements that are defined by you.

The information and specifications defined at the organization level apply to all employees in the organization. You may supplement or override these specifications using employee-level forms or time entries.

An unlimited number of organizations may be defined and maintained in the system. Typically, organizations are established in order to group employees by common elements, as shown in the following list:

- legal entity
- subset of legal entity (such as a division or department)
- special purpose (common tax organization, terminated employees, retired employees, or job applicants)

Payroll organizations and the legal entity

All legal entities, such as corporations or enterprises, are considered separate tax entities. To comply with federal regulations, each entity is assigned an individual Federal Employer Identification Number (Federal EIN or EIN) by the Internal Revenue Service.

Multiple EINs, or legal entities, cannot be combined under one Organization Number; however, multiple payroll organizations may share the same EIN. In other words, each unique EIN must have a unique Organization Number. It cannot be combined with other legal entities under one organization.

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about EIN numbers.*

Multiple organization numbers as subsets of a legal entity

Legal entities may be split into multiple Organization Numbers for a variety of reasons. One of the primary reasons is that different organizational units within a legal entity may control their own payrolls. These organizational units (commonly referred to as companies, divisions, or groups) may have their own staff with unique earnings, deductions, and reporting requirements.

Payroll organizations specified for special purposes

- **Common tax organization**
  The system allows you to handle taxes common to multiple organizations in one of two ways. You may either establish the necessary tax specification records in each organization, or you may establish a common tax organization. A common tax organization contains all necessary tax specification records in a single organization. The common tax organization often handles tax specification records more efficiently, because it avoids duplication of the federal, state, and local tax records used by multiple companies.

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about the characteristics and requirements of a common tax organization.*

- **Terminated employees**
  The transfer of terminated employees from a paying organization to a nonpaying organization often reduces processing, reporting, and other overhead costs. Establishing an organization specifically for terminated employees provides an easy method of maintaining terminated employee records. Such organizations are specified as nonpaying.

Note: Transfers of terminated employees are normally performed only after a payroll year is completed and all W-2s and supporting reports have been produced. Performing the transfer at this time eliminates duplication of employee records. Additionally, all annual earnings and historical tax data required for W-2 and other year-end reporting are maintained on the paying organization until after the transfer.

  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.

- **Retired employees**
  If you need to track retirees because they are receiving retirement benefits, you may retain their records by establishing an organization specifically for retirees. A retiree organization may be non-paying if a third party administrator is paying out pension benefits, or it may be paying if it uses the Payroll module to produce retiree payments. If 1099-R forms are to be produced, retirees must be in a separate organization.

- **Job applicants**
  Companies often interview many job applicants. The Applicant Tracking application, which is part of the Human Resources Administration module, 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 Social Security number into the appropriate paying organization.

- **Test organizations**
  You will notice that there are several delivered organizations. These may be used for training, testing options, and running reports. Each Cyborg-delivered test organization

has a specific purpose, such as the Applicant Tracking test organization. Keep these test companies on file for future training and pre-production testing of new options. You may also choose to add a test organization that mirrors your production organization for testing purposes.

Apply the Concept

How is the Organization Number used to define a payroll processing unit?

Organization structure---asking the right questions

Many decisions must be made before establishing an organization. These decisions influence all organizational and regulatory reporting, such as quarterly reports and W-2s. The following list highlights some of the questions involved in the decision-making process:

1. How many legal entities are in your organization?
2. What type of organizational structure is required for accounting purposes?
3. Is there a need to report groups of employees by location, division, or other subsidiary groups within the organization? For example, a corporation with multiple divisions at several locations might require report totals by division.
4. Are earnings and deductions the same for all employees? If not, how are they different?
5. Is employee pay calculated in the same manner for all employees, or will you establish salaried and hourly employees, commission-only employees, or multiple pay frequencies?
6. How many individual paying organizations are needed, and what are the distinctions that identify the individual paying organizations? Are frequencies paid at different times? Do individual divisions within the organization use different banks? Does each organization have a different government reporting EIN?
7. What additional organizations do you need; for example, terminated, applicant, and retiree companies?

Issues to consider when establishing an organization structure

In addition to asking the right questions before you begin, there are other important issues to consider when establishing your organizational structure.

- All earnings and deductions must be established for each organization.
- Information established for an organization applies to all employees within that organization. Organizations usually establish these specifications to satisfy the needs of the majority of the employees in the organization. Using Payroll Administration, these specifications may be supplemented or overridden at the employee level.
- Most delivered payroll reports are sorted by Organization Number. The Org Level 1 value can be used to combine report totals across Org Level 2 values.
- Options for payroll processing are based on the Organization Number.
- Tax specification records (tax tables) for all levels of taxation must be available for each organization. These records may be set up as required for each organization, or a common tax organization may be established as a single source for all tax specification records.

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about tax considerations.*

Organization levels---interpreting your organization in the system

The structure of each organization is further defined for reporting and financial purposes by an additional four payroll levels, making a total of six organization levels. Within the six organization levels, the values assigned to Org Level 1 and Org Level 2 combine to form the Organization Number. The values assigned to Payroll Levels 3 through 6 are subordinate to the Organization Number and further define the structure.

- **Org Level 1 (OL1)**
  This user-defined alphanumeric value contains two characters. It is used to identify the highest level of control within the organizational structure (frequently the corporate level) and must represent only one Federal EIN.

- **Org Level 2 (OL2)**
  This user-defined alphanumeric value contains four characters. It is used to identify the next highest level within the organizational hierarchy (company, division, region) or a subdivision of employees within Org Level 1 (officers, directors, managers, hourly employees).

- **Payroll Levels 3-6 (PL3-6)**
  These user-defined alphanumeric values (4 positions per level) are additional organizational levels that can be used to group employees. Cyborg-delivered reports page break and subtotal at these levels. You can use all or part of the 16 Payroll Level values in the General Ledger Account Number, which is used for posting payroll dollars to the general ledger. Although you need to consider PL3-6 values when structuring your organization, the codes for these levels will not be established at the same time as those for Organization Levels 1 and 2.

Example of organization levels

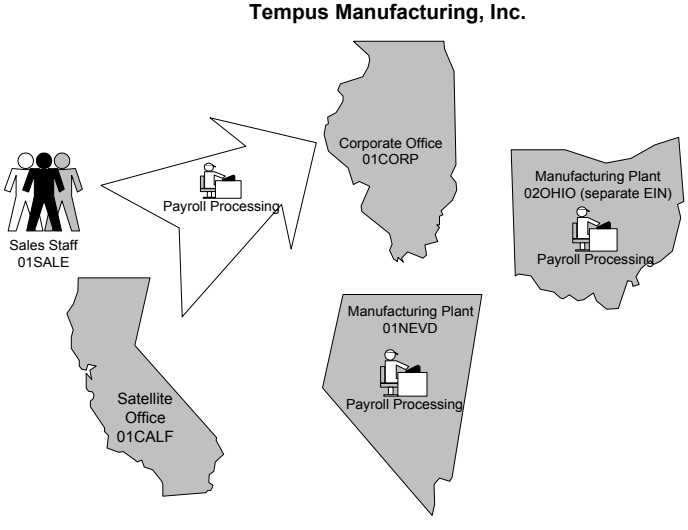
To get a better understanding of Payroll Levels, consider an example company, Tempus Manufacturing, Inc. This company manufactures household timesaving devices. Its employees work in several locations:

- corporate office in Chicago, Illinois
- satellite office in Los Angeles, California
- sales staff throughout the United States
- manufacturing plant in Sparks, Nevada
- unionized plant in Dayton, Ohio with a separate EIN

First, the company must establish separate organizations for each group, because there are multiple legal entities. In this example, there are two EINs, one for the first four divisions and one for the manufacturing plant in Dayton, which has a separate EIN and unique state reporting requirements.

Next, the company evaluates which areas have responsibility for payroll processing, balancing, scheduling, reporting, and security. In this instance, security means access to payroll records.

Tempus Manufacturing divides control and security among its locations. The administrative locations, including the sales staff, are handled by the corporate office in Chicago. Each plant, however, schedules its own payrolls and balancing, handles reporting, and has access to its own payroll records, as shown in the following illustration:



Tempus Manufacturing is able to report by individual locations, but the corporate totals reflect all locations, because Organization Level 1 identifies the corporation and Organization Level 2 identifies location. The individual locations each have a designated Organization Number, as shown in the following table.

Description	Org Level 1	Org Level 2	Organization Number
Corporate office	01	CORP	01CORP
Satellite office	01	CALF	01CALF
Sales	01	SALE	01SALE
Manufacturing plant in Nevada	01	NEVD	01NEVD
Manufacturing plant in Ohio	02	OHIO	02OHIO

A new organization---establishing it in The Solution Series

Defining your organization and determining how to interpret it in The Solution Series takes some evaluation time. You may create as many organizations as required for your payroll needs.

1. Avoid duplication

Before adding a new organization to the system, use the Organization Listing form (COLIST) to review Organization Levels 1 and 2 that are currently in use.

```
Organization Listing

                    Organization Name
Org        Org Name                        OL2 Name/Category

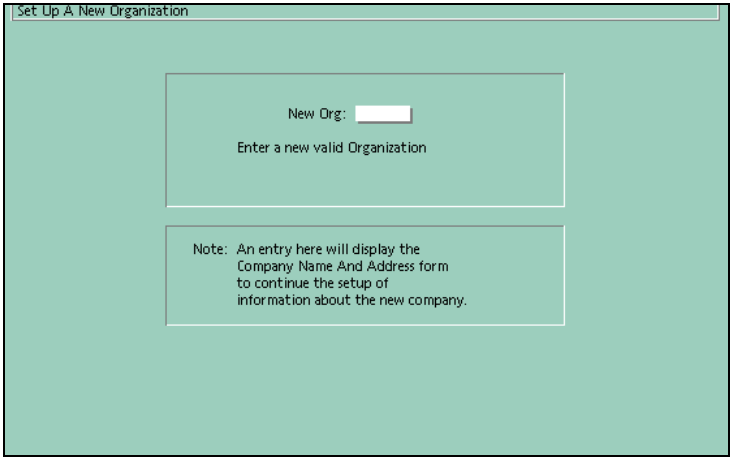
991111     ACME CE/H ACCUMLATORS           CE/H ACCUMULATION ORGANIZATION
                                           Unpaid-CE/H Accum
993333     ACME MANUFACTURING              APPLICANT TRACKING CTL 1-2
                                           Unpaid-Appl File
995555     ACME RETIREES                   RETIREE ORGANIZATION
                                           Pay-Retiree Master
999999     ACME MANUFACTURING              PRODUCTION MFTG ORGANIZATION
                                           Pay-Normal Master


----Complete----
```

Note: The Organization Number must not begin with a 9 or a Z, which are both reserved by The Solution Series for test organizations and internal processing programs.

2. Assign an organization Number

Once you have established an organization 'scheme', you are ready to assign an Organization Number via the Set Up A New Organization form (AA-NEW) creates a record that identifies a new organization to the system by creating default organization header information. It is used only when setting up a new organization; once the organization is established, all maintenance is done using the organization-level forms.

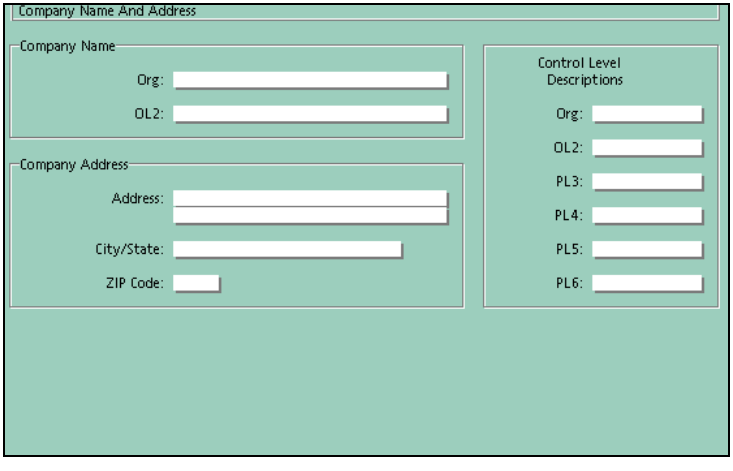


You must also add the Organization Number to the Organization Validation Table (delivered report generator RPT20) through the batch payroll prior to submitting time entries or adjustments for the organization. This is normally a task of the Information Systems department.

Note: *The default data setup includes four options for Hours, Earnings, and Deductions (001, 002, 003, and 999) and Company Options form (AF-SCR) entries. The Country Code is set to 0 (USA) on the second part of the Company Options form. A Report Requests form (DD-SCR) is established for the Payroll Audit Trail (0101) report.*

3. Provide organization details, such as name and address and control level definitions

Once you have set up the new organization, the Company Name and Address form (AA-SCR) is automatically displayed establish your organization's legal name and address for reporting purposes. You also use this form to create descriptive titles for each of the six control levels for report title purposes: Organization Level 1, Organization Level 2, and Payroll Levels 3-6. Only the first four characters of your descriptive title will appear on the Combined Register (2222) report, due to space constraints.



The following table lists the Payroll Level descriptions from the Company Name and Address form (AA-SCR). Using Tempus Manufacturing from our previous example, assume that Organization Level 1 is the corporation, and Organization Level 2 is the location, as discussed in the previous section.

Field label	Descriptive title	Combined Register (2222) report display	Example*
PL3	DEPARTMENT	DEPA	MKTG - Marketing Department SWRG - Southwest Regional Sales MIDW - Midwest Regional Sales MANU - Manufacturing
PL4	COST CENTER	COST	0001 - Account Managers 0002 - Client Services 0003 - Pre-sales Services
PL5	GROUP	GROU	3000 - Permanent 3001 - Contract

Field label	Descriptive title	Combined Register (2222) report display	Example*
PL6	BUILDING	BUIL	5000 - Dayton remote 5001 - Dayton plant

* These four-position codes are for use on the Pay Home Location/Pay Allocations form (GG-SCR) established at the employee level.

4. Establish processing options

The Company Options form (AF-SCR) is a two-part form that allows you to establish your payroll processing options. These parameters serve as the default options for this organization and all employees within it. By completing this form for your organization, you will answer these questions for the system:

- Do you use more than one bank or bank account for payroll?
- Do you use FLSA to calculate the premium portion of overtime?
- In which state should an employee's unemployment wages be accumulated if the employee lives in one state and works in another?
- Will you retain both payment history and labor records?
- Should tax tables be printed on the Payroll Audit Trail (0101) report on every run?
- How is shift differential calculated on overtime hours?
- What is your default pay frequency?
- Will you use the Payroll Solution's check reconciliation feature?
- How do you handle pay changes occurring in the middle of a pay period? (
- Should all organization pay frequencies be cleared on a clearing run or only those frequencies being paid?
- Do you want to maintain foreign exchange records?
- Do you use a common tax organization?
- What is your report frequency?
- What is your country?
- What is your local currency?
- How do you handle no-pay situations?
- What is your ACH routing number?
- Does this organization produce payments?
- Do you use the Time and Attendance Solution?
- Should adjustments being processed on a clearing run be applied before or after clearing takes place?
- Do you want to automatically create and update the Employee Name and Social Security Number?

5. Establish pay frequencies

You must define the pay frequencies for an organization in order to pay its employees. A pay frequency is the specific interval, such as weekly or monthly, at which employees are paid. The Company Pay Frequencies form (AJ-SCR) defines each pay frequency used by the organization.

You can view all of the pay frequencies on file for an organization by using the selection list or accessing the Company Pay Frequencies Inquiry form (AJISCR).

```
Company Pay Frequency Inquiry

   Freq  Ann  Nbr  N   Payment    Anniv      Period   Pd P D    Save    Sv P S
   Desc  Fact Week P    Date       Date       Date    Nb P D   Period   Nb C D

1 WEEKLY  5200 0100 Y            02-09-1992 02-02-1992 05 1 1 02-02-1992 05 1 1
2 BI WEEK 2600 0200 Y            02-23-1992 02-09-1992 03 1 1 02-09-1992 03 1 1
3 SEMI MO 2400 0217 Y            02-29-1992 02-15-1992 03 1 1 02-15-1992 03 1 1
4 MONTHLY 1200 0434 Y            03-31-1992 02-29-1992 02 1 1 02-29-1992 02 1 1
```

6. Identify what kinds of information you want reported about this organization

A thorough review of the delivered reports is important before you identify which reports you want to generate at the completion of the payroll cycle.

See also:

- Viewing organizations on file ***(on page 53)***

For detailed directions on viewing organizations of file.

- Setting up a new organization ***(on page 54)***

For detailed directions on setting up a new organization.

- Assigning a company name and address ***(on page 55)***

For detailed directions on assigning a company name and address.

- Establishing organization processing options ***(on page 56)***

For detailed directions on completing the Company Options form (AF-SCR).

- Defining organization pay frequencies ***(on page 58)***

For detailed directions on completing the Company Pay Frequencies form (AJ-SCR).

- Completing a report request ***(on page 60)***

For detailed directions on completing the Report Requests form (DD-SCR).

Sharing data---Payroll and Human Resources

Because you may add or change information on various forms within the system and in different applications, you must determine which departments will be responsible for the various aspects of data entry. Typically, four departments participate in human resource-based data entry within an organization:

- Payroll
- Human Resources
- Benefits
- Administration

Decisions about ownership of the various data-entry functions usually are determined by an organization's project team during its implementation project. You may, however, need to re-evaluate these decisions when implementing additional Cyborg applications.

Control level interaction between Payroll and Human Resources

If you use the Human Resource Management System, the Human Resource Organization Levels 3 through 6 establish a separate set of control levels 3 through 6 for reporting purposes. The Payroll Levels are for the general ledger interface and labor costing, and the HR levels are for Human Resource purposes. Using the HR Organization Levels allows for organizational reporting other than tracking payroll costs (hours and dollars). Payroll levels are entered on the Payroll Home Location/Pay Allocation form (GG-SCR) and HR levels are entered on the Location Assignment/Changes form (05CSCR) for all employees.

For example, in some organizations, a separate reporting structure is required for Human Resources (due to formal workforce planning systems, Position Management, and so on) than for Payroll accounting, costing, and the general ledger. This may require separate control levels 3 through 6 for Human Resources. Alternatively, some or all of the subordinate levels may be the same for payroll and HR.

The field labels for Human Resource Organization Levels are Org Level 3 (OL3) through Org Level 6 (OL6), as opposed to Payroll Level 3 (PL3) through Payroll Level 6 (PL6). Each code is four positions long and alphanumeric.

Control level sharing---Payroll and Human Resources

In addition to the added flexibility of using two separate control levels for Payroll and Human Resources, you can also share data between these applications when some or all control levels are the same. As part of your payroll implementation, you must decide how you would like this data sharing to work for the four control levels. Make this selection on the System Options form. There are three options to choose from:

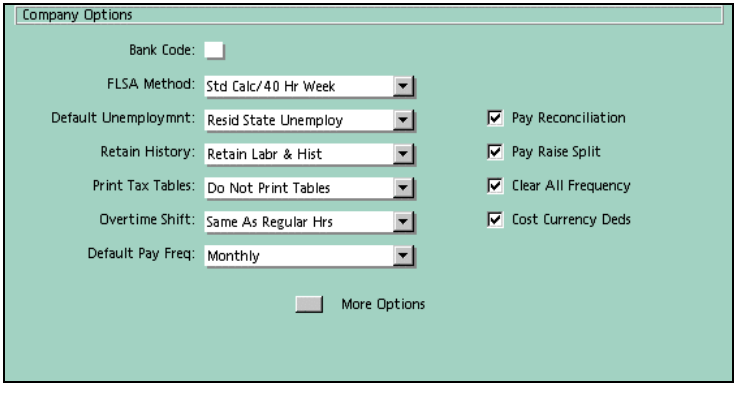
1. Human Resources updates Payroll. The payroll home location is updated as soon as the HR change is entered, regardless of the date entered.
2. Payroll updates Human Resources. The HR information is created when the payroll form is saved. The HR information will contain the current date.
3. Human Resources and Payroll remain autonomous by maintaining their own customized organization-level values.

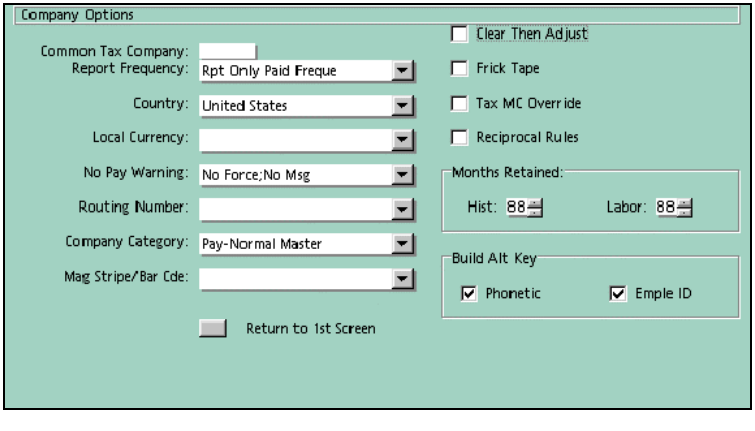
Organization processing options and your payroll practices

Once you've decided the types of organization that will best suit your company's needs, you must determine the payroll processing options that will be used to implement your company's payroll practices.

The Company Options form (AF-SCR) is a two-part form that allows you to establish your payroll processing options. These parameters serve as the default options for this organization and all employees within it. You must complete a Company Options form (AF-SCR) for each organization. All the fields are already completed with default information, which was generated automatically when the organization was established. You may need to change some of these options.

Samples of both parts of the Company Options form (AF-SCR) are shown below with the default values.





Do you use more than one bank or bank account for payroll?

This Bank Code field is an optional, two-character text box that records the identifier code of the bank used for employee payments. It is referred to with the routing number when assigning check numbers during the payroll process, and then again during the check reconciliation process.

If only one bank is used for all organizations, leave this field blank. If more than one bank is used, assign identifiers sequentially by Organization Number to ensure the correct check number assignment.

For example, the current organizations are 010010, 010043, and 020001. Bank codes could be assigned as follows, which allows for new organizations to be addes within the existing organization numbers.

Bank Code	Organization
10	010010
20	010043
30	020001

Do you use FLSA to calculate the premium portion of overtime?

The FLSA Method is the premium portion of overtime calculated according to the Fair Labor Standards Act. According to FLSA, you cannot pay an employee three different rates and then pay overtime at the lowest of the three rates, even if the overtime was worked at the lowest rate. An average rate must be used for the premium portion. The straight time portion may be paid at the lower rate.

The FLSA Method field (option list PP24) contains the code for the FLSA calculation method. This code determines the general rule that will apply to all employees within the organization.

If you don't use FLSA, select None (N) from the list. The system then pays overtime hours using the employee's rate multiplied by the overtime factor you specify, such as time and a half. Employee normal rates and overtime factors may be overridden on a time entry.

If you use FLSA, and the calculation applies to all employees within the organization, select one of the following options:

- **Use OT Hrs Reported (1) -** calculates an average rate based on all reported hours and dollars paid. Then, the average rate is applied to all overtime hours reported, regardless of the number of regular hours worked. This method is commonly used in health care organizations and union shops.

- **Bi Weekly (2) -** requires each 40-hour portion of the pay period to be reported separately on a time entry. All time entries must be dated for each 40 hour week. The standard 40-hour week is applied separately to each week.

- **Std Calc/40 Hr Week (Y) -** standard FLSA calculation based on one work week (40 hours). If no value is selected for this field, the system will treat the field as a Std Calc/40 Hr Week (Y) entry.

- **None (N) -** FLSA is not applicable for this organization.

If you use FLSA and the calculation is to be specified for each employee, select the following:

- **Use Code In Emp Rec (E) -** the FLSA calculation method must be selected for each employee in the FLSA Status field on the Employee Information form (EF-SCR).

Bonuses and certain types of overtime, such as for Police and Fire Departments, are calculated according to FLSA only if the overtime days match the pay period days. For example, if both are in the same biweekly period.

In which state should an employee's unemployment wages be accumulated if the employee lives in one state and works in another?

If an employee lives in one state and works in another, use the Default Unemploymnt field (option list PP25) to select the location of the employee's state tax record for the accumulation of SUI wages. In most cases, you will override the default value, Resid State Unemploy (2), and select Work State Unemploy (1). You can also override this option at the employee level in the SUI/SDI Paid-by Override field on the Employee Tax Record Maintenance form (JJ-SCR).

Will you retain both payment history and labor records?

The value in the Retain History field (option list PP26) indicates whether Payment History and Labor records are retained during each payroll run.

Payment History records contain detailed information for each employee payment and adjustment. This information is required for check reconciliation and automatic payment voids. Labor records contain the Pay Levels to which an employee's labor is being charged. These records also can be used to calculate retroactive pay and are used for the general ledger. Both record types are generated each time payments are calculated in a pay run. The Retain History options are as follows.

- Retain Labr & Hist (0) - default
- Retain History Only (1)
- Retain Labor Only (2)
- Retain No Labr/Hist (3)

There is no override entry at the employee level. The length of time that payment history and labor records are retained is determined by typing values in the Months Retained fields on the second part of the Company Options form (AF-SCR).

Note: *It is recommended that you always create Payment History and Labor records. If you do not need these records in the Employee Database, you can archive or purge them. You have several choices as to which records to archive. For example, you may archive only history or labor records, regardless of the reconciliation flag.*

☞ *Refer to the Payroll Technical documentation for more information.*

Should tax tables be printed on the Payroll Audit Trail (0101) report on every run?

The Print Tax Tables field (option list PP27) allows you to specify if and when all tax specification records for the organization are to be printed on the Payroll Audit Trail (0101) report.

When selecting an option, consider the number of active Tax Specification Records. Printing a list of five or ten may be reasonable. A list of 30 or more may be quite long. You may want to print tax tables on an as-needed basis, such as when new records are added. To do this, select Print This Run Only (X). After the tables are printed once, the value is automatically reset to Do Not Print Tables (N).

Note: When applying a tax related Regulatory Bulletin (RB), Cyborg recommends that you select the Print This Run Only (X) option. The report will show which tax tables were in effect during the payroll run. After the payroll run, the system will automatically, reset the option list value to the default value, Do Not Print Tables (N).

How is shift differential calculated on overtime hours?

The Overtime Shift field (option list PP28) is used to specify how your organization pays shift differential on overtime hours. Use this option list whenever shift differential is paid at one rate or percent for regular pay and at another rate or percent for overtime pay. If you don't pay shift differential as a separate line item on the check stub, ignore this field. Otherwise, select one of the following:

- **Same As Regular Hrs (0) - default**
  Pay shift differential at the same rate in overtime hours as regular hours are paid. This options requires setting up only one differential rate per shift; for example, regular shift differential is $.55 and so is overtime shift differential.

- **Regular & OT Differ (1)**
  Pay shift differential based on the overtime shift differential rate, which is a different rate than the regular shift differential. This option requires separate shift differential rates for regular and overtime; for example, $.75 per hour for overtime shift differential versus $.55 per hour for regular shift differential.

  This option requires that an overtime shift be established that is three HED numbers higher than the regular shift, as shown in the following table:

Regular shift	HED Number	Amount	Overtime shift	HED Number	Amount
First shift	100	$0	First shift OT	103	$0
Second shift	101	$0.50	Second shift OT	104	$0.75
Third shift	102	$1.00	Third shift OT	105	$1.50

- **Use OT Factor (2)**
  Multiply shift differential on overtime pay by the overtime factor (such as half time and time and a half), This option requires setting up only one differential rate per shift. For example, overtime shift differential is $.825, which is 1.5 times (time and a half) the regular shift differential of $.55. The overtime factor is defined on the overtime earning.

What is your default pay frequency?

If a new employee is added through the batch payroll system (P2EDIT, P4CALC, P5PRNT), and the employee's payment frequency is blank, the value in this field will be used as the employee's pay frequency. If you added employees, you can ignore this option list, because a pay frequency has already been assigned as part of the online process.

You can override the default value, Monthly (4), by selecting a value from the Frequency option list on the Employee Information form (EF-SCR).

Will you use the Payroll Solution's check reconciliation feature?

Check reconciliation uses the payment history record to indicate that a check is cleared or outstanding. Using a tape from your bank that contains records of all cleared checks for a period of time, the reconciliation process matches the tape to the outstanding payment history records and changes the payment history indicator to cleared.

Select the Pay Reconciliation checkbox to set the payment history indicator to uncleared, meaning that payment has not yet been cleared by the bank. History records remain uncleared until they are reconciled. Clear this checkbox if you do not wish to use the Pay Reconciliation feature. Clearing the option sets the payment history indicator to cleared, causing payments to be flagged and cleared automatically before they are reconciled.

Note: Even if you are not going to use the check reconciliation feature, you may want to select the checkbox to allow the automatic reversal of payments older than one pay period.

How do you handle pay changes occurring in the middle of a pay period?

If an employee receives a pay change in the middle of the pay period, should the entire pay period be paid at the new rate, or should the pay be split based on the change date, so part of the pay period is paid at the old rate and the remainder at the new rate?

Select the Pay Raise Split checkbox if you want pay to be split based on the change date. For example, if the effective date of the increase falls on a Wednesday for a weekly paid employee and the Pay Raise Split checkbox is selected, 40% (two days) of weekly salary is paid at the old rate and 60% (three days) is paid at the new rate. This selection affects pay changes for both auto-paid (no time entry required) and time-entry required employees. Because this is a percentage split, you may want to submit a separate, dated time entry for overtime, so that the system uses the correct rate based on the date of the pay change.

Clear the checkbox if you want to use the new rate or salary for the entire pay period.

You may ignore this field if the effective date of the pay change is always the first day of the pay period, or if you manually split the employee's pay using time entries with override pay rates, paying X days at the old rate and X days at the new rate.

Note: If Human Resources updates Payroll with increase information and pay raises are to be split, then the Salary Assignment/Changes form (40-SCR) must always create an HR to

Payroll Salary Information form. This requires modification to the Cyborg Scripting Language coding for the Salary Assignment/Changes form (40-SCR).

☞ *Refer to the documentation within the Salary Changes Edit Routine (40EDIT) coding for more information about this modification.*

Should all organization pay frequencies be cleared on a clearing run or only those frequencies being paid?

The Clear All Frequency checkbox determines which frequencies are to be cleared when the Clear To-date option is selected on the Payroll Run Process Control form (AE-SCR).

Select this checkbox if you want to clear all employees' to-date accumulated dollars and hours for the first payroll run of the month for all frequencies within the organization. Clear the checkbox if you want to clear the employees' to-date accumulated dollars and hours only for the pay frequency you are currently paying.

Note: It is recommended that you clear all frequencies on the first payroll of the month. If you clear this checkbox and you have multiple frequencies, you may have to run separate payrolls for each frequency to perform proper clearing.

Do you want to maintain foreign exchange records?

The Cost Currency Deds checkbox is part of the Muliticurrency component of the Payroll Administration module, and allows you to maintain a history of your foreign exchanges.

If you choose this option, you activate a G8 record, known as the Multicurrency costing record. This record allows the system to store deductions and direct deposits in multiple currencies against one HED and maintain a history of transactions for each exchange rate. This costing record for deductions is available only in the Multicurrency component.

☞ *Refer to the Using Multicurrency documentation for more information.*

Do you use a common tax organization?

If you have established a common tax organization on the system, type its Organization Number in this field. The system will use the tax tables and Tax Specification Records from the common tax organization specified here to calculate taxes on a payroll run. If you use a common tax organization, all tax authorities must be established before any employee-level tax entries.

What is your report frequency?

The only available selection for the Report Frequency (PP30) option list is Rpt Only Paid Freque (F).

What is your country?

The value in the Country option list (PP31) identifies the citizenship of the company and determines which country-specific forms, option lists, and tax records are used. The default is set to United States (0).

What is your local currency?

The Currency option list (PR69) is used by the Multicurrency function.

The value in the Currency option list identifies the type of currency used by the country in which your company is located, and is used when calculating exchange rates for employee compensation. This option list is a subset of the standard ISO currency table.

☞ *Refer to the Using Multicurrency documentation for more information about the Currency option list (PR69).*

How do you handle no-pay situations?

The No Pay Warning option list (PP32) allows you to determine how to process an employee's record when the employee's frequency is being paid, but the employee is not. This field cannot be overridden at the employee level.

This option list answers two questions:

- Should a no-pay warning print on the Payroll Audit Trial (0101) report?
- Should the payment calculation program force a pass through the employee's earnings and deductions, allowing deductions to go into arrears, if so indicated on the employee record?

Use the following table to assist you in choosing an option:

Option list value	Force a pass or arrears?	Print a message?
Force Pass;No Msg (A)	Yes	No
Force Pass;Print Msg (M)	Yes	Yes
No Force;No Msg (N) (default)	No	No
No Force; Print Msg (Y)	No	Yes

What is your ACH routing number?

If your company uses direct deposit, you must select a value from the Routing Number option list (PR07). This routing number, along with the Bank Code value on the first part of the Company Options form (AF-SCR), is used when check numbers or direct deposit numbers are assigned during a payroll run and when a check reconciliation takes place. This Routing Number will also appear on the ACH Tape (6A6A) report and the Direct Deposit Register (6D6D) report.

Note: You must populate this option list before selecting a value. Add an entry that contains the 9 digit ACH-assigned number of your organization's bank. If you change the value, you must also change the P6 records that supply pay document numbers to a payroll run.

Does this organization produce payments?

Select the appropriate value from the Company Category option list (PP55) to determine whether payroll checks can be produced for this organization and the type of payment.

Each option in this list is associated with a code value; for example, the default option, Pay-Normal Master, is associated with code 01. If you modify the option list, keep the following code rules in mind:

- Codes 01-50 - can produce paychecks
- Codes 51-99 - cannot produce paychecks
- Codes 61-99 - reserved for Applicant Tracking organizations

Note: The value in this option list stops pay from being calculated, even if the Payroll Run Process Control form(AE-SCR) is entered. It does not, however, inhibit the production of W-2s or 1099Rs for the organization.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for a detailed explanation of the codes available in this option list.*

Do you use the Time and Attendance module?

If your organization uses Time and Attendance, you must select a value from the Mag Stripe/Bar Cde option list (TN11). This value specifies the type of badge reader that is used by the timeclock. It also ensures the correct alternate key and employee-to-organization information for clock data that is written to the Employee Database (FILE02).

Select Bar Code (B) for badge media with no Organization Number. This encodes 10 or 11 characters and designated low or medium bar code densities. Select Magnetic Strip (M) for badge media containing the full 16 or 17 characters. This designates magnetic stripe encoding, or high bar code densities. If you do not use Time and Attendance, you may ignore this option list.

Should adjustments being processed on a clearing run be applied before or after clearing takes place?

Use this checkbox to specify that adjustments are to be applied either before or after to-date fields are cleared. This applies only to adjustments that are processed on the clearing run.

- Clear the checkbox to apply adjustments before performing any clearing specified on the Payroll Run Process Control form (AE-SCR). With this option, adjustments are applied to month, quarter, and year, as specified, then cleared. The adjustment detail will show on the Combined Register (2222) report, under the Current column heading, but it will not be in the to-date totals being cleared.
- Select the checkbox to clear before applying adjustments.

Do you use J.E. Frick or Gates unemployment reporting

Your organization may contract with either JE Frick Company or Gates McDonald Company for state unemployment claim processing. If so, you can produce this file every payroll or during quarter-end runs only.

The file will contain unemployment wage figures in the format required by each organization. This indicator causes uncutoff current SUI dollars to be accumulated for state unemployment claim processing for these organizations.

- Select the checkbox to create the file and maintain uncutoff SUI wages-current.
- Clear the checkbox (default) to prevent maintaining uncutoff SUI wages-current.

Note: If you use J.E. Frick, the Workers Compensation (7W7W) report may be produced only monthly or annually if the premium portion of overtime is to be excluded for the premium calculation.

Do you permit the withholding of additional tax when normal table calculations result in no tax withheld?

The Tax MC Override field interacts with the Withholding Method field on the Employee Tax Record Maintenance form (JJ-SCR). Depending on the withholding method selection, this field allows you to override a tax table calculation of zero, and take a specified amount or percent instead.

- Select this checkbox to permit the withholding of additional tax when normal table calculations result in no tax withheld.
- Clear this checkbox to prevent withholding.

Will you use the Reciprocal Taxation feature of The Solution Series/ST?

If you will use the Reciprocal Taxation feature, select this checkbox.

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about the Reciprocal Taxation feature.*

How many months should Payment History and Labor records be retained prior to system deletion?

Specify the number of months to retain Payment History and Labor records in the Hist and Labor text boxes. These records will be automatically dropped from the Employee Database after the specified time. The records are removed on a first-in/first-out basis during the last step of a payroll run. Payment History records that are not cleared are not dropped from the Employee Database, even if they otherwise qualify for a deletion.

Valid entries are as follows:

- **00**
  Because records cannot be dropped in the same payroll run in which they are created, a selection of 00 in this field retains the Payment History or Labor records until the beginning of the next calendar month. They are then available for per-pay-period general ledger reporting and online payment reversal.

- **01-87**
  This number specifies the number of months to retain Payment History and Labor records. The number is added to the year and month of the change date in the History and Labor record. If the year and month of the Run Date from the Payroll Process Control form (AE-SCR) of the previous payroll run is greater than the computed date, the record is dropped.

Note: Only cleared history records will be deleted.

- **88 (default)**
  This entry stops automatic purging and allows you to schedule archiving and subsequently purge the records. Any other value in the field holds the record for that number of months.

Do you want to automatically create and update the Employee Name and Social Security Number?

The two checkboxes in the Build Alt Key box allows Social Security Number and Employee Name key records to be created automatically for searching purposes.

The Phonetic checkbox allows you to create and maintain the phonetic key automatically. Select the checkbox to update established phonetic keys based on employee name. Clear the checkbox if you do not want to update existing phonetic keys or create new ones.

The Emple ID checkbox allows you to create and maintain the Social Security Number automatically. Select the checkbox to update established Social Security Numbers. Clear the checkbox if you do not want to update existing alternate keys or create new ones.

See also:

- Establishing organization processing options ***(on page 56)***

For detailed directions on completing the Company Options form (AF-SCR).

Organization pay frequencies

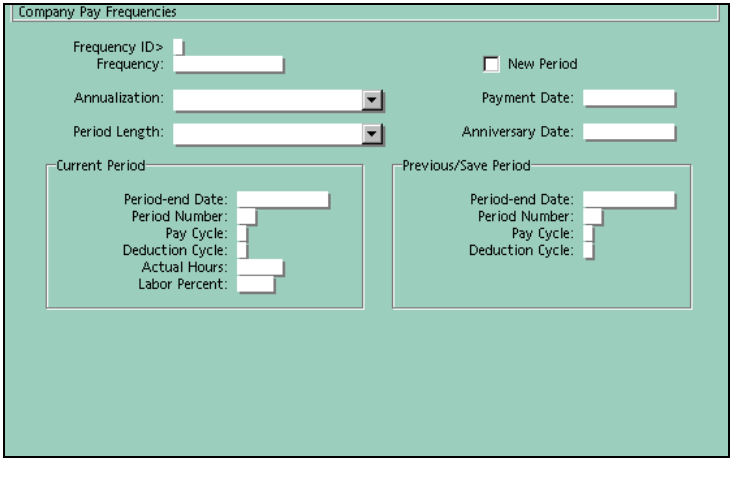
You must define the pay frequencies for an organization in order to pay its employees. A pay frequency is the specific interval, such as weekly or monthly, at which employees are paid.

The most commonly used pay frequencies are weekly, biweekly, semimonthly and monthly. For example, hourly employees may be paid each week and salaried employees semimonthly or monthly. It is even conceivable that multiples of the same frequency are required because period-end dates differ, or different groups of employees receive pay on different days of the week. For example, administrative staff is paid weekly on Friday, but union members, also paid weekly, receive their pay on Thursday.

The Payroll Solution allows you to define multiple pay frequencies for each organization. A specific frequency is assigned to each employee and is used during payroll processing. Pay frequencies also play a role in the computation of taxes and the calculation of earnings and deductions. They are also used by the Human Resource Management System to perform certain calculations when employee pay rate or salary changes are entered.

Required entries on the Company Pay Frequencies form (AJ-SCR) prior to running a payroll

The Company Pay Frequencies form (AJ-SCR) defines each pay frequency used by the organization. You may define only one pay frequency at a time. If you are defining more than one pay frequency for the same organization, you must complete a Company Pay Frequencies form (AJ-SCR) for each additional frequency.



You must complete the first four fields and the last four fields on this form before processing your first payroll. Establish only pay frequencies that will be used within this organization. Once you have made the initial entries for each frequency, the system calculates the values for this form. Each time you add a frequency, be sure to clear the form first and then enter the values appropriate for the frequency.

Frequency ID

The Frequency ID is a required field that works with the Payment Date, New Period, Pay Cycle, and Deduction Cycle fields to pay a pay frequency. It is a one-position alphanumeric value that is not tied to an organization-level option list. It is, however, tied to the employee-level Pay Frequency (PP29) option list. The entry in the Frequency ID field specifies the code of the pay frequency to be paid. You must first establish pay frequencies with this form before you can pay them using the Payroll Run Process Control form (AE-SCR). The Cyborg standard represented in the Pay Frequency (PP29) option list is as follows:

- 1 - weekly
- 2 - bi-weekly
- 3 - semi-monthly
- 4 - monthly

You are encouraged to use these codes if multiples of the same frequency or different frequencies are not required. Other frequency IDs must be added to the Pay Frequency (PP29) option list before they can be used at the employee level.

Note: Do not alter these option lists; options must be used as defined.

Frequency ID text box

The Frequency ID text box displays the descriptive title of the frequency and is useful when multiples of the same frequency are defined. For example, 'Off weekly' and 'Union weekly' are both weekly frequencies, but they use different period-end and payment dates.

Select the annualization factor from the Annualization (PP33) option list. These options indicate the number of pay periods in the year, based on the pay frequency specified on the Company Pay Frequencies form (AJ-SCR). The Period Length (PP34) option list indicates the number of weeks in each pay frequency, based on the annualization factor.

Note: Do not alter these option lists; options must be used as defined.

New Period and Payment Date—view only

The New Period and Payment Date may be viewed on this form, but they must be entered only on the Payroll Run Process Control form (AE-SCR) when a payroll run is scheduled. The Payment Date is cleared at the end of each payroll run.

Anniversary Date—view only

The Anniversary Date is maintained by the batch payroll programs. Each time a new period payroll is run, the period-end date of the next new period is calculated using the Period Length specified in this field.

Current Period information—view only

The Current Period information is used in the actual calculation of pay. On a new period payroll run, the date, number, and pay and deduction cycles to use are calculated from the Previous/Save Period information. The Current-Period End Date value is used on payroll reports, and automatic earnings and deductions are processed based on the pay and deduction cycles.

The Labor Percent field is used by the Payroll Accrual Entry (7878) report and the Payroll Accrual Journal Interface (7777) report.

Previous/Save Period information

The Previous/Save Period text box always displays the last time the frequency was paid. When a new period is processed, the batch payroll program uses the period length to update the Save fields with the new period-end date and cycles. The Save fields are then copied to the Current Period fields. The chart below shows how a weekly frequency automatically is updated when the new period to be paid is for the period ending June 11, 1999.

	Previous/ Save Period	**Added by batch program**	**Updated Previous/ Save period**	**Copied to Current Period**
Period End Date	06-04-199	7 days	06-11-1999	06-11-1999
Period Number	23	1	24	24
Pay Cycle	1	1	2	2
Deduction Cycle	1	1	2	2

See also:

- Defining organization pay frequencies ***(on page 58)***

For detailed directions on completing the Company Pay Frequencies form (AJ-SCR).

Organization requirements for Payroll reporting

The last step in the process of establishing an organization involves selecting the reports. First, each report you will use must be extracted from CYBMST and installed on the Batch Master file. This procedure is normally a function of your Information Systems department.

☞ *Refer to the Payroll Audit Trail for a list of reports already installed.*

Once a report is loaded, it may be selected for any or all organizations on the Employee Database. Provided reports and outputs are produced during a payroll or maintenance run. Before a report is produced for the first time, you must select the reporting options on the Report Requests form (DD-SCR). Then, during the payroll or maintenance run, the report is selected for the organization and the appropriate output is produced.

Reports for a particular organization

When you select a report, you are scheduling it to be processed for a particular organization. The system runs a report if the Report Select option on the Report Requests form (DD-SCR) is equal to or less than the Reporting Type option on the Payroll Run Process Control form (AE-SCR), or if it matches an option in the Report Select field on the Payroll Run Process Control form (AE-SCR).

You must select each report, except the Transaction Load report and the Payroll Audit Trail (0101) report, before producing it as part of a payroll or maintenance run. On the Report Requests form (DD-SCR), indicate when to produce the report and which types of organization and employee data are to be included. Add, change, or delete report requests for each organization. You may make additional report requests, changes, or deletions at any time before a payroll run. A report request is entered only once: it remains in effect until you change or delete it.

Report selection is determined by the following:

- **Reporting Type**
  The Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR) identifies the reporting cycle for a particular organization. You may select additional reports using the Report Select field.

- **Run Type**
  The Run Type (PP38) option list on the Payroll Run Process Control form (AE-SCR) is used to determine whether a payroll or maintenance run has been selected.

- **Report Requests form (DD-SCR)**
  The Report Requests form (DD-SCR) identifies the processing frequency and data type.

- **Global report option**
  Globally select reports using special batch process H2 or P4 control records, which allows you to select reports for all organizations at one time. The Report Requests form (DD-SCR) must be set up to do this.

Report Requests form---for report requests by organization

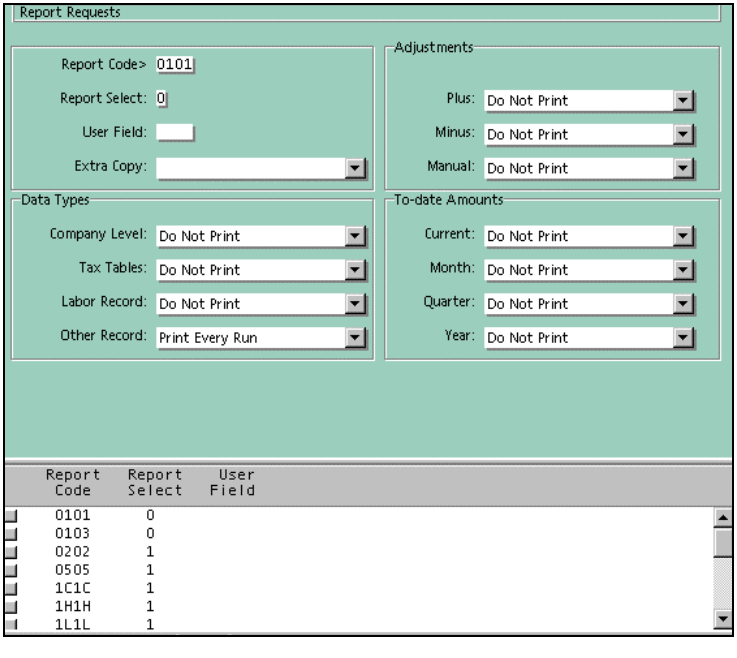
The Report Requests form (DD-SCR) is used to add, change, or delete report requests by organization. The various fields determine whether the report has been requested for execution during a payroll or maintenance run and what type of information will be reported from the organization and employee records. Report requests are maintained in a portion of the organization-level setup. You need enter a request only once; it remains in effect until you change it.

Report requests determine which report generators are selected for an organization and when they are used. The Report Code and Report Select fields are the "report" select fields. All other fields on this form are 'data' select fields.

The Report Select text box must be equal to or less than the entry in the Reporting Type field on the Payroll Run Process Control form (AE-SCR) for the payroll run, or no output will be created. Also, the codes in each of the data select fields must be equal to or less than the Reporting Type field on the Payroll Run Process Control form (AE-SCR), or that particular information type will not created for the report. To stop production of a report, enter a value of 5 in the Report Select field.

Data select fields determine which types of Employee Database information are processed by the report generator and when this information is processed. The types of data to be reported on is determined by the report generator coding.

Click the Show selection list in the message area button to display a list of available reports, as shown in the following example:



☞ *Refer to the Payroll Reports and Balancing documentation for the payroll report parameters to enter for each desired report.*

Reports---scheduling on an as-needed basis

To schedule reports on an as-needed basis, change the value of the Report Select field on the Report Requests form (DD-SCR) to any alphabetic character. Then enter this alphabetic character in the Report Select field on the Payroll Run Process Control form (AE-SCR). The system will then generate the selected reports by the Reporting Type field, as well as any reports whose Report Requests form (DD-SCR) contains the alphabetic character.

See also:

- Completing a report request ***(on page 60)***

For detailed directions on completing the Report Requests form (DD-SCR).

Minimum required reports for a payroll run

Certain payroll reports are required to balance and report your payroll calculations. You must select the following reports for every payroll run:

- **Payroll Audit Trail Errors (0100) report**— provides as separate printed record of the errors and warnings that appear at the end of the Payroll Audit Trail (0101) report.
- **Payroll Audit Trail (0101) repor**t—provides a printed record of all maintenance to the Employee Database (FILE02), any errors that were detected during a run of the system, and report selection data.
- **Control Headers (0103) report**—provides a list of the information contained in the organization header record, excluding report selection data.
- **Combined Register (2222) report**—provides a detailed printout of all earnings, hours, taxes, and deductions for all system-generated payments, manual checks, and all adjustments.
- **HED Register (2H2H) report**—reports each earning and deduction for every employee whose frequency is being paid; this report must be run to provide some of the Combined Register (2222) report data.
- **Memo HED Register (2M2M) report**—reports each memo earning and deduction for every employee whose frequency is being paid. This report has the same layout and Report Request form (DD-SCR) settings as the standard HED Register (2H2H) report.
- **Tax Filing Report - Paid Frequencies Only (2T2T) report**—provides a summary of tax accumulation fields for every employee whose frequency is being paid; this report must be run to provide some of the Combined Register (2222) report data.
- **Pay Document, Check and Paystub (6868) report**—prints pay documents for each employee whose net pay is NOT being direct deposited; this report must be run to provide some of the Combined Register (2222) report data.

- **Master File Status (9E9E) report**—lists possible setup errors and out-of-balance conditions; reports conditions that may suppress production of an employee W-2.

If you are using direct deposit, you must also select the following reports:

- **Pay Document, Deposit Advice and Paystub (6767) report**—prints deposit slips for those employees whose net pay is being directly deposited.
- **ACH Tape (6A6A) report**—produces a magnetic tape in ACH format to report direct deposits to the bank.
- **Direct Deposit Register (6D6D) report**—produces a detailed report of every direct deposit.

If you are using Interactive Workforce, you must also select the following reports:

- **IWF Payslip Employee Information Extract (7L7L) report**—creates text files used for the Basic, HED, and Tax data tables in the Pay Information database.
- **IWF Payslip Pay Information Extract (7M7M) report**—creates text files used for the Employee Information data table in the Pay Information database.

Apply the Concept
Name three required payroll reports.

The implications for deleting an organization

When you take action to delete an organization, every record containing organization, tax, and employee information is erased from the Employee Database. Therefore, as a safeguard, deleting an organization is not allowed using online forms.

Before deleting an organization, take the following steps:

1. Make sure there are no employee to-date accumulations on file that would be required for year-end regulatory reporting or filing, such as W-2s.
2. If an organization was originally created for and used only for testing, verify that other test organizations will remain available.
3. Confirm that backup copies of the most recent versions of the Employee Database are available.

To remove all of the information for an organization and its employees from the Employee Database, enter an organization level BATCH header record, followed by an AA transaction with DELETE in the Organization 1 Name field. This is not an online entry; it must be entered in batch. The organization value should also be removed from the Organization Validation Table (RPT20).

☞ *Refer to the Payroll Technical documentation for more information about the batch payroll process.*

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Viewing organizations on file 53
Setting up a new organization 54
Assigning a company name and address 55
Establishing organization processing options 56
Defining organization pay frequencies 58
Completing a report request 60

Viewing organizations on file

Use the Organization Listing form (COLIST) form to view all organizations on file.

1. Access the Organization Listing form

Access the Organization Listing form (COLIST) by selecting:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Display Organization List

For practice, access the Organization Listing form (COLIST).

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----
```

Setting up a new organization

Perform the followings steps to add a new organization to the system. This organization will be used for all successive tasks in this section.

1. Access the Set Up A New Organization form

Access the Set Up A New Organization form (AA-NEW) by selecting:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Set Up a New Organization

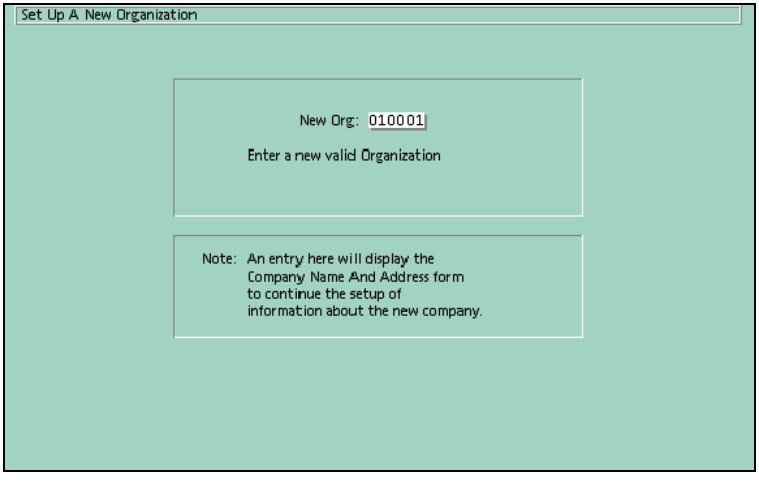
For practice, access the Set Up A New Organization form (AA-NEW).

2. Assign the Organization Number

Type the new six-character Organization Number in the New Org text box.

For practice, type '010001'.

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

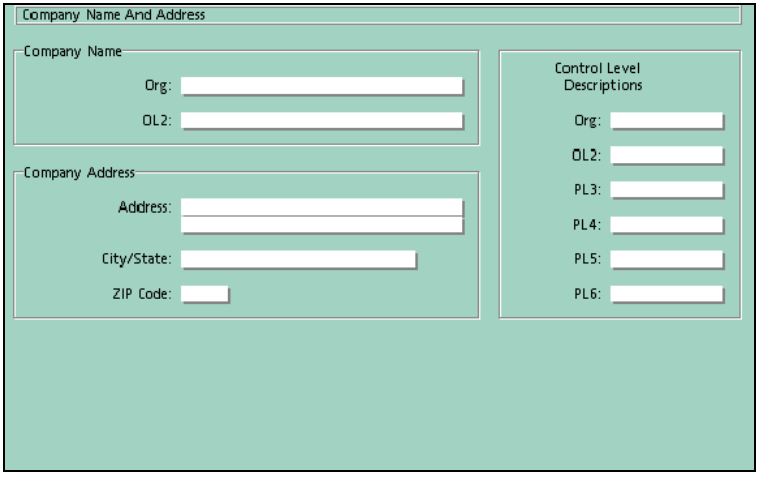


3. Click Save or press Enter

The Company Name And Address form (AA-SCR) appears for the new organization.

For practice, click Save or press Enter.

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



Assigning a company name and address

If you've just established a new organization using the Set Up A New Organization form (AA-NEW), the Company Name and Address form (AA-SCR) will automatically display. Complete the following steps to assign a name and address.

1. Access the Company Name and Address form

The Company Name and Address form (AA-SCR) should automatically be displayed when you complete the previous task. If not, access it by making the following selections:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Organization Name and Address

For practice, access the Company Name and Address form (AA-SCR).

2. Enter the Org name

Type the name of the organization as it should appear on reports.

For practice, type 'LJB INCORPORATED'.

3. Enter the Company Address

Type the legal address of the organization.

For practice, type '123 ELSTON AVE, PO BOX 1112, CHICAGO, IL 60647'.

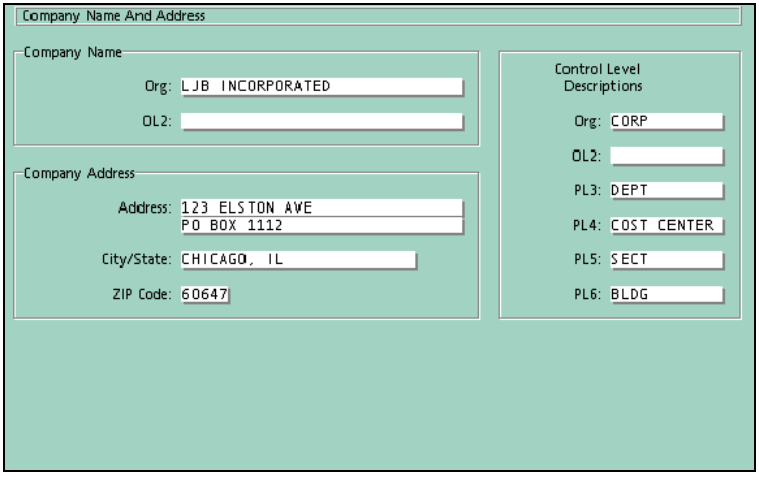
4. Enter the Control Level Descriptions

Type the descriptive titles for each control level.

For practice, type the following descriptions:
Org: CORP
PL3: DEPT

PL4: COST CENTER
PL5: SECT
PL6: BLDG

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



Establishing organization processing options

You must have already set up an organization and assigned a company name and address in order to complete this task.

Use the Company Options form (AF-SCR) to change any of the established default organization processing options, to meet your company's needs. Normally, only four to eight entries need to be changed.

In this example, you have established a company called LJB Incorporated. The Bank Code is 01. The FLSA calculation method is bi-weekly. SUI wages are accumulated in the work state. Shift differential on overtime hours is paid at the same factor as overtime hours. The system must force a pass and print a message when an employee is not paid and the employee's frequency is paid. Direct deposit and pay checks are drawn on the company's Hudson Bank account. Clearing is to be performed prior to adjustments being processed.

1. Access the Company Options form

Access the Company Options form (AF-SCR) by selecting:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Organization Options

For practice, access the Company Options form (AF-SCR).

2. Type the Bank Code

Type the Bank Code to use for this company.

For practice, type '01'.

3. Select the FLSA Method

This option specifies the FLSA calculation method. If you do not use FLSA, ignore this option list.

For practice, select Bi Weekly (2).

4. Select the Default Unemployment location

Use this option list to specify the default location of employee state tax records.

For practice, select Work State Unemploy (1).

5. Select the Overtime Shift

If shift differential is paid at one rate or percent for regular pay and at another rate or percent for overtime pay, use this option list. If you don't pay shift differential, ignore this field.

For practice, select Use OT Factor (2).

6. Select the No Pay Warning

This value determines whether the no-pay warning prints on the Payroll Audit Trail (0101) report and also whether the payment calculation program allows deductions to go into arrears for non-paid employees.

For practice, select Force Pass;Print Msg (M).

7. Select the Routing Number

You should have already populated this option list with your company's routing number, which is the first nine characters of the MICR code at the bottom of your company checks.

For practice, select Hudson Bank.

8. Choose a Clear Then Adjust method

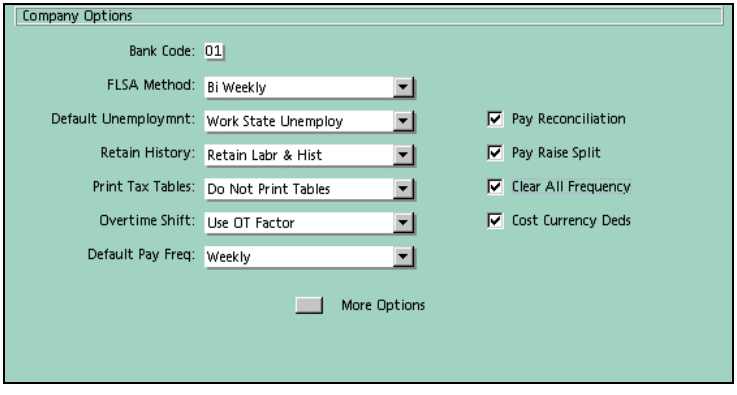
This value determines if adjustments are to be applied before or after to-date fields are cleared. This applies only to adjustments that are processed on the clearing run.

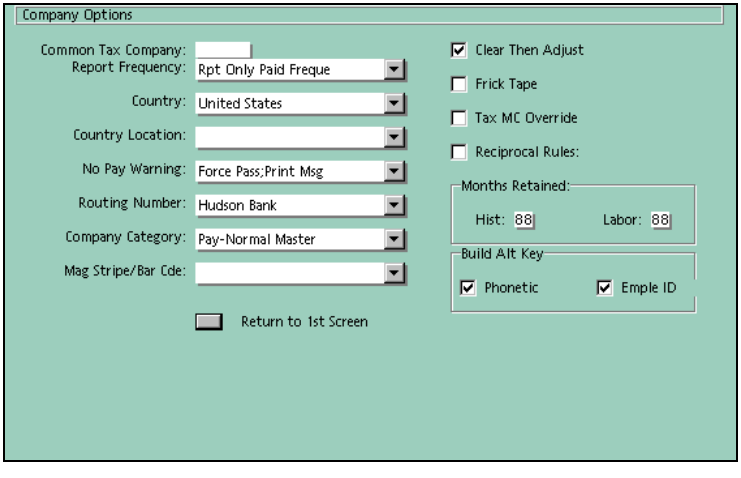
For practice, select the Clear Then Adjust checkbox.

9. Click Save or press Enter

The new processing options are saved for the organization.

If you completed the Guided Practice, the resulting form should look similar to the examples that follow:





See also:

- Organization processing options and your payroll practices ***(on page 35)***

For information on the impact of values on the Company Options form (AF-SCR).

Defining organization pay frequencies

You must have already set up an organization, assigned a company name and address, and established the organizaton processing options in order to complete this task.

Use the Company Pay Frequencies form (AJ-SCR) to add the organization's frequencies.

LJB Incorporated has one pay frequency, bi-weekly. The first test pay run will be for the period ending June 18, 1999.

1. Access the Company Pay Frequencies form

Access the Company Pay Frequencies form (AJ-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies

For practice, access the Company Pay Frequencies form (AJ-SCR).

2. Enter the Frequency ID

Specify the pay frequency to be paid.

For practice, type '2'.

3. Enter the Frequency

Type the description of the frequency.

For practice, type ' BI-WEEKLY'.

4. Select the Annualization factor

Indicate the number of pay periods in the year.

For practice, select Bi Weekly (2600).

5. Select the Period Length

Select the number of weeks in each pay frequency. This value must be identical to the Annualization factor.

For practice, select Bi Weekly (2).

6. Enter the Previous/Save Period

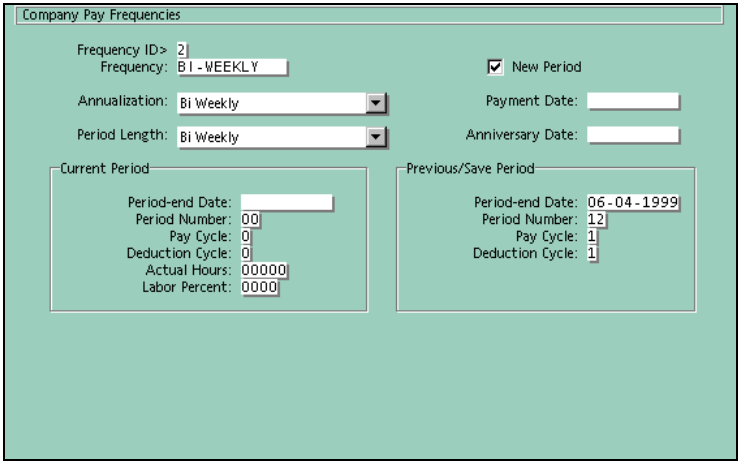
Enter the following information, using the period information for June 4, 1999, which is the last period prior to June 18, 1999:

For practice, type the following:
Period-end Date: '06-04-1999'
Period Number: '12'
Pay Cycle: '1'
Deduction Cycle: '1'

7. Click Save or press Enter

The remaining fields will be populated by the system.

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



See also:

- Organization pay frequencies ***(on page 45)***

For information on setting up payment frequencies.

Completing a report request

In this task, you will establish a report request for the Payroll Audit Trail (0101) report for Organization 010001. Establish the Report Requests form (DD-SCR) so that all 'other' records will appear on the report.

1. Access the Report Requests form

Access the Report Request form (DD-SCR) by making the following selections:

Component: Reporting
Process: Report Scheduling
Task: Schedule Payroll Run Reports

For practice, access the Report Requests form (DD-SCR).

2. Clear the form

Clear the form to prevent data from copying accidentally to the new request

For practice, clear the form by clicking the Clear this form button.

3. Enter the Report Code

Enter the appropriate report code for the Payroll Audit Trail (0101) report.

For practice, type '0101'.

4. Select the Data Type for 'other' records

Select the option that will print 'other' record data on the report.

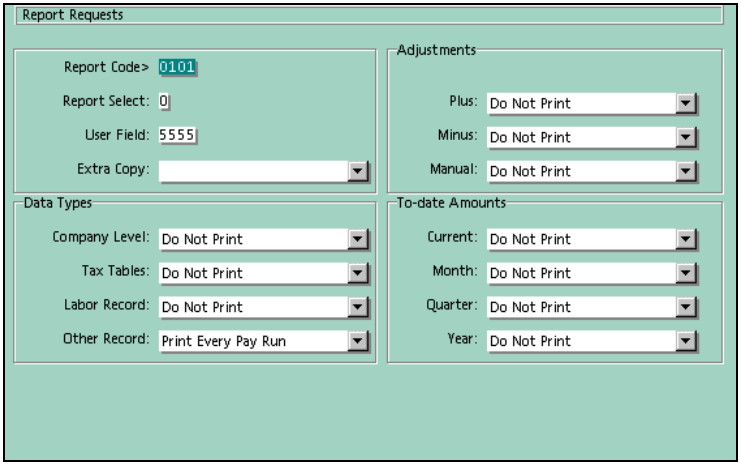
For practice, select Print Every Pay Run (1).

5. Click Save or press Enter

Save the form.

For practice, save the form.

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



See also:

- Organization requirements for Payroll reporting ***(on page 48)***

For information on setting up reports.

Extended Practice - Establishing an organization

The following practices use Organization 010001, which was established in the Guided Practices. You must have completed the guided practices in this section to guarantee the successful completion of the extended practice that follows.

1. Change the legal name of this organization to 'Ravenswood Company'.

2. Update the processing options for the Ravenswood Company to meet the following criteria:
   - The FLSA calculation method is a standard 40-hour week.
   - SUI wages are accumulated in the work state.
   - Shift differential is paid at the same rate on overtime as it is for regular hours.

3. Add a weekly pay frequency for Organization 010001, using Frequency ID 1. The Period-end Date is June 25, 1999. The Period Number is 25, the Pay Cycle is 3, and the Deduction Cycle is 3.

Review of Questions Answered

1. What types of processing decisions can be determined on the Company Options form (AF-SCR)?

2. How would you review all of the pay frequencies assigned to an organization?

CHAPTER 4

Defining Organization Earnings, Deductions, and Accruals

In This Chapter

Introduction 66
Hours, Earnings, and Deductions---HED or H-E-D? 67
Earning information.....72
Deduction information.....93
Accrual routines.....107
Reports used for earnings, deductions, and accruals.....128
Detailed Directions 129
Extended Practice 173
Review of Questions Answered.....174

Introduction

This section focuses on some of the important processes that your organization performs: establishing earnings and deductions, defining accrual rules, and determining payment cycles.

Tasks

This section demonstrates the following tasks:

- Establishing a shift premium HED
- Establishing an annual bonus HED
- Establishing a vacation HED
- Establishing a group term life insurance over $50,000 HED
- Establishing a nontaxable expense HED
- Establishing a fiscal memo HED
- Establishing a tax deferred HED
- Establishing a company-matched savings plan HED
- Establishing a stock purchase HED
- Establishing a direct deposit HED
- Assigning accrual selection numbers
- Establishing an accrual routine factor for a vacation entitlement
- Selecting accrual routine criteria
- Running the ACCRUE program
- Establishing Time Entry Method Code 9E
- Establishing Time Entry Method Code 9Y
- Establishing Accumulation Method Code 8A
- Establishing Garnishment Method Code 8G

Prerequisites

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

- The Solution Series installed
- At least one organization established on the system

Questions answered

The following questions are answered in this section:

1. What are organization earnings, deductions, and accruals?
2. How are earnings, deductions, and accruals established on The Solution Series?
3. How is the general ledger interface used in The Solution Series?
4. How are accrual routines established?

Hours, Earnings, and Deductions---HED or H-E-D?

Cyborg uses the abbreviation HED (hours, earnings, and deductions) to describe the earnings and deductions that are used to accumulate units and amounts, calculate and make payments, and take deductions. Units may be identified as hours, miles, or pieces (required for production piece rate calculations). In this section, units are referred to as hours.

A total of 998 earnings and deductions may be defined for each organization. You must first establish an earning or deduction at the organization level for the earning to be paid to, or the deduction taken from, an employee.

The criteria established at the organization level for an earning or deduction provides the calculation and processing parameters that will be used when a matching employee earning or deduction number is encountered during a payroll run. These organization parameters provide all or part of the necessary calculation, with the employee detail either overriding or supplementing the organization specification.

HED numbers are assigned to earnings and deductions based on a certain range, as indicated in the following table:

HED number	Is reserved for
001 - 500	earnings
501-998	deductions
999	net pay

Delivered HEDs

The system sets up the following four HEDs automatically when you establish an organization. You must not alter the purpose of these four earning and deduction numbers.

- **HED 001 - Regular pay**
  This earning is the employee's normal pay, received for the employee's regular activities. Earning 001 may be paid to an employee automatically without requiring a time entry. You may establish other earnings to be paid at the same rate as regular pay, such as sick, vacation, and holiday pay. Generally, no changes are required to HED 001.

- **HED 002 - Future raise**
  Earning 002 is used to enter a future-dated rate or salary change to regular pay HED 001. If you also use the Human Resource Administration module, you can update an employee's pay rate or salary from that application. The Salary Assignment/Changes form (40-SCR) retains each event, establishing a history of salary changes.

- **HED 003 - Overtime pay**
  Earning 003 represents the most frequent rate of overtime paid to eligible employees for this company. You must select the overtime factor associated with the most frequently paid type of overtime. You may establish additional overtime numbers that specify other overtime rates. Other than specifying an overtime factor for this HED, no other

changes are necessary to the values on the Company Earnings form (A8-SCR). Other user-defined overtime HEDs, which may be established with different overtime factors, may be patterned after this HED.

- **HED 999 - Net pay**
  The system establishes this deduction automatically when a new organization is added to the system. HED 999 is used to pay an employee. This payment is the balance remaining after earnings have been calculated, and taxes and deductions have been taken.

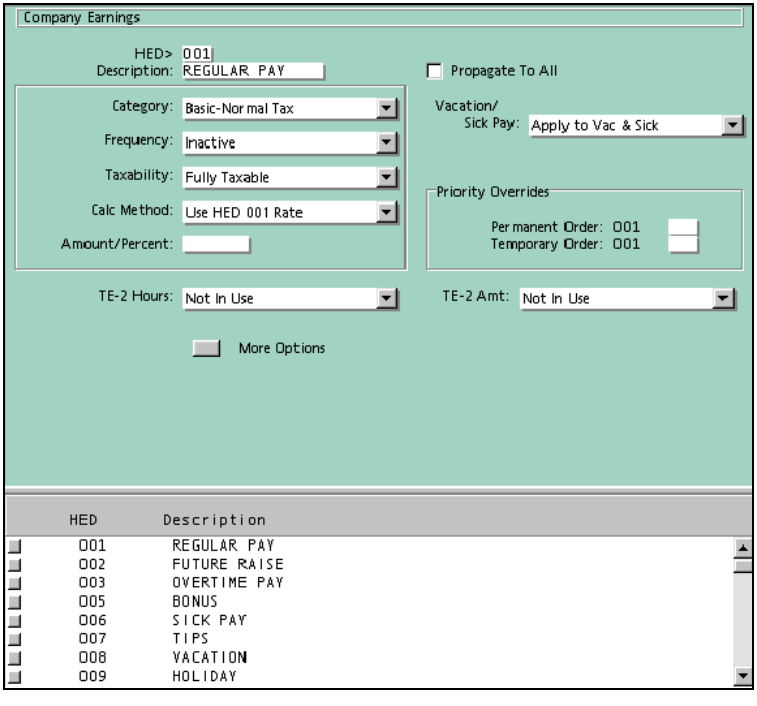
Note: eCyborg Interactive Workforce provides the option to establish HED 998 as net pay and HED 999 as a reimbursement account.

As delivered, however, The Solution Series uses HED 999 as net pay when producing pay documents. Customization is necessary to use HED 998 as net pay. You may contact Cyborg's Professional Services for assistance with this customization.

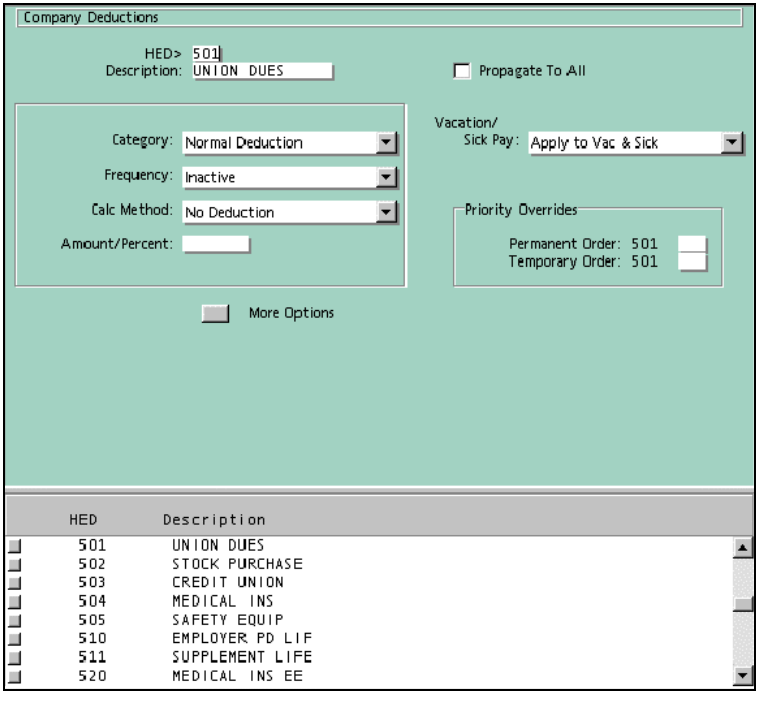
☞ *Refer to the Interactive Workforce documentation for more information on HEDs delivered with the Interactive Workforce product.*

HED establishment

You will use either of the Company Earnings or Company Deductions forms (A8-SCR) to enter and maintain organization earning and deduction numbers. These forms are accessed in the same manner; the selected HED determines which form is displayed. Use the Show selection list in the message area button to display a list of available HEDs. Double-click on the HED to display its information. If, for example, the earning number is 001 through 500, the Company Earnings form (A8-SCR) will display.



If the deduction number is 501 through 999, the Company Deductions form (A8-SCR) will display.



HED number assignment and descriptions

You must define an earning and deduction number for each HED to be applied to an employee and for each HED that maintains dollars and/or hours data. The system processes earning and deduction numbers in ascending order, starting with HED 001. That is, it processes deduction 510 (perhaps assigned to child support), then deduction 620 (perhaps assigned to 401(k), then deduction 800 (perhaps assigned to United Way), and so on. You should establish earnings and deductions in a priority sequence, with the lowest numbers having the most significant priority. Leaving a gap between assigned HED numbers allows room for future HEDs.

Note: *Not all deductions will process sequentially by HED number. Deductions with a category type of Deduct Before Taxes will be processed before any other deductions, despite their HED number.*

Assign each earning or deduction a unique, three-position identifying number referred to as an HED number using the HED text box. This number determines whether the HED is an earning or deduction. Use earning numbers 004 through 500 for the earnings you define (HEDs 001, 002, and 003 are Cyborg-delivered). Use HED numbers 501 through 998 for deductions.

The system maintains current, month-to-date, quarter-to-date, and year-to-date accumulations of amounts and hours/arrears for each HED for each employee. You must establish an earning or deduction at the organization level before it can be used at the

employee level. The system prevents you from setting up an earning and deduction number at the employee level that has not been previously established at the organization level.

When setting up earning and deduction numbers, consider grouping associated types. The following table shows examples of these groupings:

HED number	Group	Example
001-099	Pay for hours worked	Regular pay, overtime pay
100-199	Pay for hours earned	Vacation, sick, jury, military leave
200-299	Additional pay	Bonus, incentive, relocation, mortgage rate offsets
501-599	Involuntary and mandatory deduction	Tax levies, child support, garnishments, insurance plans
600-699	Elective deductions	Medical and dental insurance, 401(k) plans
700-799	Voluntary deductions	United Way, savings bonds

Once created, an organization earning or deduction cannot be deleted. However, you may deactivate it and use it again. When setting up earnings and deductions, plan ahead and leave gaps between numbers so that you may add new earnings and deductions numbers later at the desired priority level.

Use the Description text box to type a descriptive title for the HED as it should appear on pay stubs, reports, and employee forms.

Earning information

The Company Earnings form (A8-SCR) appears first when you select Earnings and Deductions from the navigator. The Company Earnings form (A8-SCR) is a two-part form used to create all earnings, except the delivered earnings 001, 002, and 003. You can modify any earning using this form.

The Company Earnings and Company Deductions forms (A8-SCR)allow you to assign HED numbers, establish organization earnings and deductions, and modify existing HEDs. There are five fields that define the operational parameters for the selected HED: Category, Frequency, Taxability, Calc Method, and Amount/Percent. The Taxability option list appears only for earnings. In most cases, if you complete these fields, you can allow the system to populate the remaining fields with default values.

When adding a new HED, clear the Company Earnings form (A8-SCR) first to prevent existing information from propagating to the new HED.

Note: HEDs can be set up or modified for all paying Organizations by selecting Propagate To All on the Company Earnings form (A8-SCR). Because an HED cannot be deleted once it is created, ensure that you want the HED created for ***all*** *paying Organizations before selecting Propagate To All.*

Earning categories

The Category (option list PP01) value assigned to an earning defines the earning type and basic processing rules for the earning. This is a required entry when establishing a new earning HED. If the Category (PP01) option list is left blank, a reject message will appear.

The Category code allows you to do the following:

- Group HEDs into totals based on your specifications, such as basic, overtime, and special pay. These totals may then be used for other earning and deduction calculations.
- Specify that an amount is regular or supplemental wages for withholding tax purposes.
- Establish memo earnings for accumulation of specific hours/dollars that do not affect the employee's pay nor display on any reports. Memos may have nonstandard clearing (fiscal or no-clear) and payroll year-end clearing.
- Process combination earnings and deductions for items considered wages for taxation but are not to be paid to the employee, such as use of the company auto or group term life insurance in excess of $50,000.

Many of the earning category codes allow the use of default taxation rules and calculations. For earnings assigned to a Category code of default taxation, the default (or supplemental) percent on the Tax Specification Information form (T1-SCR) will be used. They can be on a separate payment or combined with other earnings. Any earnings with a supplemental taxation category will have withholding tax calculated at the legally mandated supplemental rate or at the tax table rate, if there is no published supplemental rate.

For Canadian taxes, these category codes use the lump sum payment tax calculation. This method involves computing the employee's year-to-date tax liability twice: one calculation includes the lump sum payment and one calculation is done without this payment added in (the tax owed is the computed difference between these two figures).

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for the available codes and detailed explanation of each option.*

Processing and calculation rules for an earning

Four fields define the processing and calculation rules for the earning. The options you choose should address the majority of employees eligible for the earning. The Company Earnings form (A8-SCR) entries will be used if any of the corresponding fields are left blank on the employee earning record.

You may specify that Frequency, Taxability/Arrears Rule, Calc Method, and Amount/Percent default from the organization level to the employee level when they are left blank at the employee level by selecting Use Company Default (17) at the employee level. In this situation, a change at the organization level will automatically be updated for all employees who have the corresponding earning or deduction.

- **Frequency (PP59) option list**–determines if and when the earning is paid automatically, or if it requires a time entry to cause processing. Some Cyborg-delivered HEDs have preset frequencies; for example, Inactive (00) is the only valid option for HED 001. It is automatically paid based upon an employee-level indicator. For an accrual earning, this option specifies when to accrue hours, such as sick or vacation.

- **Taxability (PP09) option list**–specifies which tax authorities are to be updated when this earning is paid.

- **Calc Method (PP11) option list**–specifies how the earning is to be calculated. The hours and amount definitions described earlier as part of the Category field are the basis for some of the calculation methods. The option specified in the Calc Method determines whether an entry is needed in the Amount/Percent field and, if so, the type of entry needed to calculate the earning.

Some Cyborg-delivered HEDs have preset calculation methods; for example, Use HED 001 Rate (00) is the only valid option for HED 001. Any calculation method with an alphabetic character in its two-digit code, such as 8A, is a report generator method code. Prior to use, the report generator method code must be extracted from CYBMST and installed on the Employee Database. This is usually done by the IS department.

Note: *Do not enter a Report Request form (DD-SCR) for any report generator method code.*

Many of the calculation options available refer to specific groupings of earnings based upon the Category code, which allows the earning to be expressed as a percent of a group of earnings or an amount per groups of hours. You can also calculate earnings using regular pay, regardless of the pay received. The following list explains these types of calculations:

- **Normal earnings**
  The employee's rate for earning 001 (regular earnings), if the employee is hourly; or the value obtained by dividing the employee's normal salary by normal hours from earning 001 (regular pay), if the employee is not hourly. The hourly/not hourly determination is made depending on the value selected in the employee's Payment Type field on the Employee Information form (EF-SCR).

- **Basic earnings**
  The sum of all employee earnings paid in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- **Overtime earnings**
  The sum of all employee earnings paid in the Overtime (01) category.

- **Normal hours**
  The employee's normal hours from earning 001.

- **Basic hours**
  The sum of those hours in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- **Normal rate**
  The employee's rate for earning 001, if the employee is hourly; or the value obtained by dividing the employee's normal salary by normal hours from earning 001, based upon the value selected in the Payment Type field on the Employee Information form.

- **Special earnings**
  The sum of all earnings other than Overtime (01), Basic-Normal Tax (15) or Basic-Default Tax (05) category.

The value in the Amount/Percent text box indicates the actual amount or percentage to be used when calculating the earning (using the selected Calc Method option). For an accrual earning, this Amount/Percent value indicates the number of hours to be accrued. Enter a value in this field only if it answers the needs of the majority of the employees; otherwise, you can enter the value on an employee-by-employee basis. Enter a fixed amount and percentage with two decimal places and rates with four decimal places. For example, enter ten dollars as '1000', 12.5% as '1250', and $5.50/hour rate as '55000'.

Note: These four fields default to the organization-level value if the corresponding field in the employee record is left blank, or if the Employee Earnings and Deductions form (HH-SCR) for the corresponding earning contains a Frequency option of Use Organization Pay Default (17).

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for the available codes and a detailed explanation of all codes for these option lists.*

Apply the Concept
How does the Category code define an earning?

See also:

- Establishing a shift premium HED ***(on page 129)***

For detailed directions on establishing a shift premium HED.

- Establishing an annual bonus HED ***(on page 134)***

For detailed directions on establishing an annual bonus HED.

- Establishing a vacation HED ***(on page 136)***

For detailed directions on establishing a vacation HED.

- Establishing a group term life insurance over $50,000 HED ***(on page 139)***

For detailed directions on establishing a group term life insurance over$50,000 HED.

- Establishing a nontaxable expense HED ***(on page 141)***

For detailed directions on establishing a nontaxable expense HED.

- Establishing a fiscal memo HED ***(on page 143)***

For detailed directions on establishing a fiscal memo HED.

- Establishing a tax deferred HED ***(on page 145)***

For detailed directions on establishing a tax deferred HED.

- Establishing a company-matched savings plan HED ***(on page 147)***

For detailed directions on establishing a company-matched savings plan HED.

- Establishing a stock purchase HED ***(on page 149)***

For detailed directions on establishing a stock purchase HED.

- Establishing a direct deposit HED ***(on page 151)***

For detailed directions on establishing a direct deposit HED.

How optional earning information affects the overall operation of the HED

You can keep the system-generated defaults by allowing the system to populate the optional fields, or you can change the options based on your organization's requirements. Either way, you need to know the effects of your decisions on the overall operation of the HED.

Consider the following questions when establishing optional earning information.

1. Does this earning apply to vacation and/or sick pay?
2. Should this earning be shut off, either permanently or temporarily?
3. Should this earning be assigned to a Time Entry Format 2 hours or amount?
4. Should this non-overtime earning amount and hours be used in calculating the FLSA average rate? What factor should be used in calculating this overtime earning?
5. Does this earning have special tax normalization requirements?
6. Should any special organization defaults or processing options be used when this earning is automatically added by the batch payroll programs?
7. Are hours paid for this earning added to the total hours printed on pay documents? Is this an accrual earning?
8. How should entitlement hours that exceed accrued hours entered on a time entry be treated?
9. Should this earning be accumulated in a nonstandard timeframe?
10. Should the rate to be used when paying this earning be triggered by a time entry value (job-related rates)?
11. What is the general ledger account number?
12. Will this earning be printed on the HED Register (2H2H) or Memo HED Register (2M2M) report?

13. Does this earning have taxation requirements that vary among the same type of tax authority?
14. Is this earning subject to automatic shift differential?
15. Do you use Benefits Administration?

Does this earning apply to vacation and/or sick pay?

The Vacation/Sick Pay field determines if the automatic earning is to apply when an earning HED in the Vac-Normal Tax (02), Vac-Default Tax (03), or Sick Pay (04) category is paid. Select your choice from option list PP13. No other categories of earnings can be included in the payment. For example, you might pay a flex earning on a separate payment for vacation time, but not on sick pay.

Should this earning be shut off, either permanently or temporarily?

The Priority Overrides fields control whether earnings and deductions are processed during a payroll run. If left blank, these fields will be automatically populated with the number of the current earning, and HEDs will be processed in numeric order, from lowest to highest.

To inactivate an HED at the organization level for the current pay period only, enter 000 in the Temporary Override field. To inactivate an HED permanently, enter 000 in the Permanent Order field. The earnings will not be paid automatically to any employee, regardless of the employee HED entries. A time entry will pay any inactivated HED.

Should this earning be assigned to a Time Entry Format 2 hours or amount?

This option allows up to five earnings, in addition to regular (001) and overtime (003) to be paid with one time entry. This option is useful if multiple time entry earnings are paid every pay period to a large number of employees. Earnings assigned might include sick, vacation, time off without pay or on-call pay.

Use the TE-2 Hours (PP14) option list to assign the earning to one of eight hours slots available on each entry line of the Time Entry Format 2 form (TC2SCR). If the HG (Hours Group) field on the time entry line contains a 0 (zero) or blank, earnings assigned hours slots 1 through 4 are applied to the contents of the Hrs 1 and Hrs 4 fields on that entry line. If the HG field on the time entry line contains a 1, earnings assigned hours slots 5 through 8 are applied to the contents of the Hrs 1 through Hrs 4 fields on the Time Entry Format 2 form (TC2SCR). When a Format 2 time entry with earnings entered in the Hrs 1 through Hrs 4 fields is processed, the system checks the TE-2 Hours option on the Company Options form (AF-SCR) to find the appropriate earning to use.

The TE-2 Amount option list is used to assign the earning to one of two amount slots available on each entry line of the Time Entry Format 2 form (TC2SCR). When a Format 2 time entry with a value entered in the Amount field and with a 0 (zero), 1, or a blank in the HG field, the system checks the TE-2 Amt field to find the appropriate earning to use.

Using these two option lists in conjunction with the Hrs and Amount fields on the Time Entry Format 2 form (TC2SCR) allows a maximum of 10 predefined earnings to be paid on two Format 2 time entries. These option lists may be left blank when an earning is first established.

Should this non-overtime earning amount and hours be used in calculating the FLSA average rate? What factor should be used in calculating this overtime earning?

The FLSA Calc Use option list serves two purposes, depending on whether the earning is designated as overtime or non-overtime in the Category field. For overtime earnings, this field defines the overtime factor (option list PP03) used in pay calculations, such as time-and-a-half or double-time. For non-overtime earnings, this field determines if the hours, the amount, or both from the earning should be used to calculate the rate to use for the premium portion of overtime according to the Fair Labor Standards Act (FLSA) rules (option list PP04).

Note: The Category option determines which option list displays for this field. If an earning is designated as overtime, the Overtime Fctr (PP03) option list replaces the FLSA Calc Use (PP04) option list

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about FLSA.*

Does this earning have special tax normalization requirements?

The Tax Frequency (PP05) option list allows three different approaches for tax normalization:

- When paid as a separate payment or with other earnings using the same tax Frequency, income taxes will be calculated by annualizing the wage at a specified frequency. Most earnings will use the default value, Use Empl's Frequency (0), indicating that the employee's pay frequency will be used for taxable wage annualization. This field might be used for commissions or bonuses that are paid intermittently, or for a large one-time payment (if supplemental taxation does not apply according to the Category (PP01) code).

- The earning updates all taxable wages as defined by the Taxability (PP09) option, but has no income taxes withheld. All self-adjusting taxes, such as FICA and state disability, will still be withheld. The earning may be processed as part of the employee's normal pay. This is often used for imputed income.

- Normalize earnings paid on one check by specifying the number of pay periods the payment represents on the time entry. A common use of this feature is for multiple pay periods of vacation paid on one check. The earning must be paid as a separate payment or with other earnings using the same Tax Frequency entry.

Should any special organization defaults or processing options be used when this earning is automatically added by the batch payroll programs?

The Auto Setup (PP16) option list is used to specify the default frequency value to be used when an earning is automatically added to the employee record due to a batch conversion or a new earning entered on a time entry or adjustment. You may specify using Organization Pay Default (17) on earnings such as shift differential, where the organization default field entries apply to everyone.

This option may also be used for job-related rates, allowing multiple earnings to be paid and labor records produced while all the earnings are reported to the employee as HED 001, regular pay.

Are hours paid for this earning added to the total hours printed on pay documents? Is this an accrual earning?

The default value in the Add Total Hrs (PP18) option list is Add To Hours (0), which specifies that this earning should be added to the total hours and that it is not an accrual. Selecting either Acr/Add to Hours (1) or Acr/Do Not Add to Hr (3) defines this earning as an accrual, such as vacation or sick pay. When either of these options are selected, the accrued hours are stored in the Amount One field on the Employee Earnings and Deductions form (HH-SCR) for that earning. Hours paid against the accrual HED are subtracted from the Amount One field.

How should entitlement hours that exceed accrued hours entered on a time entry be treated?

The Accrual Optn (PP21) option list applies only to accrual earnings. It determines the action to be taken when the hours to be paid, as submitted on a time entry, are greater than the total hours available in the Amount One field for this earning on the Employee Earnings and Deductions form (HH-SCR).

Select Disallow All TE Hours (N) to have all the hours rejected when they exceed the accrued hours. A reject prints on the Payroll Audit Trail (0101) report and a good time entry must be provided for payment to be made.

To pay all hours submitted via a time entry although they exceed available hours, leave the default, Pay Hours Entered (A). After the payroll run, the Amount One field on the Employee Earnings and Deductions form (HH-SCR) for this number will contain a negative value. As hours are accrued by the employee, the negative balance will be reduced.

If the hours on the time entry are greater and you want to pay only the hours available in the Amount One field on the Employee Earnings and Deductions form (HH-SCR), select Pay Lessor of TE/Bal (L). A message will print on the Payroll Audit Trail (0101) report to alert the payroll staff of the discrepancy between the time entry and the accrued hours.

There is no override capability at the employee level for this field. In all instances, when hours submitted exceed the hours available, a warning message will be printed on the Payroll Audit Trail (0101) report. The way in which this situation is handled is determined by your company policy.

Should this earning be accumulated in a nonstandard timeframe?

The Period Table (PP17) option allows earning hours and dollars to be summarized into a single record per pay period. The system summarizes each earning according to the option chosen and placed the result in the Period-End (PE) Table records for an employee by period-end date.

Use of the AP record allows the summarization to be done for multiple pay periods into one Period End record to accommodate nonstandard periods, such as every six weeks or every four months.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for more information about the available options for this field.*

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about Period-End Tables.*

Should the rate to be used when paying this earning be triggered by a time entry value (job-related rates)?

The Timing (PP19) option allows job-related rates without using multiple HEDs. This feature causes fields left blank on the time entry, such as rate, to be filled in from the matching Time Entry Default Values form (WC record). This is based on the time entry field (such as Pay Levels 3-6, Function, or HED number) matching the same field on the WC record. The Timing feature also allows the time entry to trigger other automatic earnings or deductions, based upon time entry fields (such as Pay Levels 3-6 or Function) matching the same field on the Time Entry-Triggered Auto HED Values form (WH record).

Note: These functions currently require tailored modifications to the batch payroll program, P4CALC. Contact Cyborg Professional Services to discuss tailoring the functions associated with the use of this field.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about Period-End Tables.*

What is the general ledger account number?

The GL Account field can be used to assign the general ledger account number. The organization portion of the subaccount is derived from labor distribution data.

Note: You can also use the Earning and Deduction Account Numbers form (GL-HED) to establish the general ledger account number.

☞ *Refer to the Payroll Reports and Balancing documentation for more information.*

Will this earning be printed on the HED Register (2H2H) or Memo HED Register (2M2M) report?

Selecting the Show on HED Register checkbox prints the earning on the HED Register (2H2H) or Memo HED Register (2M2M) reports depending on the earnings category code. If you choose to print the earning, the resulting register prints one line per earning per employee, whether it is active or inactive for the current period, even is the year-to-date is zero. The report shows the information in HED number sequence.

The default is set to print the HED. Cyborg recommends clearing this checkbox for all unused HEDs and those active ones for which a register is not needed, to avoid printing a lengthy report.

Note: The selection in the checkbox does not affect whether the HED is printed on the Combined Register (2222) report.

Does this earning have taxation requirements that vary among the same type of tax authority?

The Pretax Type (PP20) option list may be used with all earning categories to control taxable wage updating among similar taxes. For example, an earning that is taxable in most

states, but not all, can be established as one HED, rather than multiples with differing taxability codes.

This field interacts with the Tax Class fields on the Tax Specification Information form (T1-SCR) to specify whether the amount updates taxable wages for a particular tax authority. The Tax Specification Record for each tax authority controls whether the amount is updated.

Note: In addition to the delivered options, you may assign six additional values to this option list (codes 4 through 9).

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about taxation.*

Is this earning subject to automatic shift differential?

The Shift Differential field indicates whether the earning is subject to automatic shift differential. The default is set to allow shift premiums. Select the Do Not Allow option if the earning is not subject to shift premium.

Do you use Benefits Administration?

The Earn Bucket and Hours Accum fields in the For Benefits Use section of the form will reflect values selected by your Benefits administrator. They are used to define the eligible hours and dollars used for various benefit plan accumulations. Earnings are assigned to numbered buckets, which have been predefined on the Benefits Table Company HED Benefits CE/H Accumulation Definitions form (A83SCR). The Hours Accum (BA46) option list indicates if the accumulation is for hours worked, hours paid, or both.

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

Examples of organization earnings

The following section discusses in detail some possible earnings you may establish on your system.

- Shift premiums
- Shift premiums and the Time and Attendance module
- Vacation
- Insurance coverage over $50,000
- Nontaxable expense item
- Moving expense
- Memos
- Tip wages

Shift premiums

A shift premium, also known as a shift differential, is an additional wage paid for special shifts. Shift premiums can be automatically calculated for any employee on second or third shift. Shifts 4 through 9 may also be established with a minor change to the Payroll Field Number table, Report Generator 21 (RPT21). The shift premium can be shown as a separate item on the pay document stub and reports, or it can be added into basic pay.

To pay second and third shift premiums, establish three unique earnings HEDs. Each of these HEDs must be categorized as Shift-Normal Tax (06) or Shift-Default Tax (07) in the

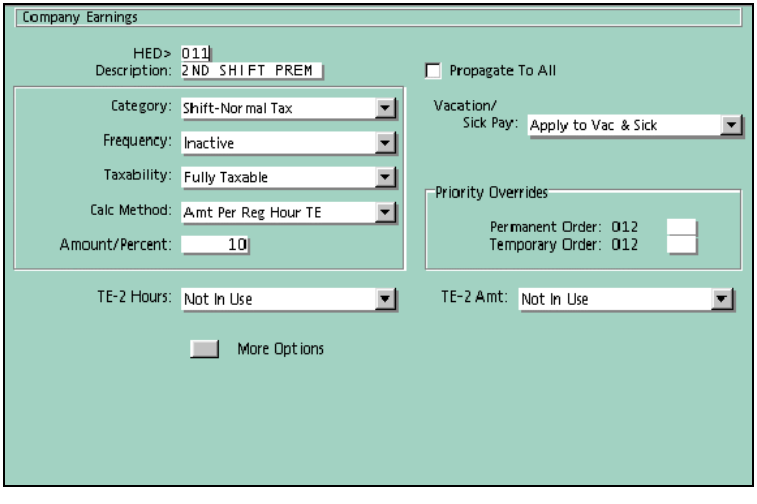
Category option list on the Company Earnings form (A8-SCR). The Add to Hours option defaults to Do Not Add to Hours (0), so that the total hours on the pay document are not overstated. The earning with the lowest HED number is assigned to first shift, the next lowest HED to the second shift, and the highest HED to the third shift. You must set up the first shift premium earning, even though premium pay will not be calculated. The Payroll Solution locates the appropriate HED to use by counting the shift category HEDs at the organization level. The first found is 1st shift, the next is 2nd shift, and so forth.

All shift HEDs must use one of the following calculation methods. No shift will be calculated if any other calculation method is used.

- Amt Per Reg Hour TE (14)
- Amt Per Total Hr TE (15)
- % Regular Gross TE (16)
- % Total Gross on TE (17)

When an employee is paid, the system automatically calculates the shift differential on earnings that allow automatic shift premium calculation (as specified by the Shift Differential option button on the second part of the Company Earnings form (A8-SCR)). The calculation uses the assigned shift contained on the employee's record, or the override shift on the time entry.

The Company Earnings form (A8-SCR) is shown here for second shift premium:



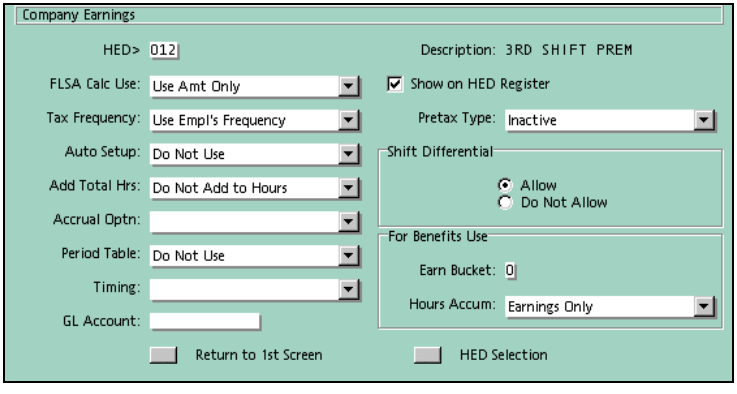
Company Earnings

HED> 011
Description: 2ND SHIFT PREM
FLSA Calc Use: No FLSA In Use
Show on HED Register
Tax Frequency: Use Empl's Frequency
Pretax Type: Inactive
Auto Setup: Do Not Use
Shift Differential
Allow
Do Not Allow
Add Total Hrs: Do Not Add to Hours
Accrual Optn:
For Benefits Use
Period Table: Do Not Use
Earn Bucket: 0
Timing:
Hours Accum: Earnings Only
GL Account:
Return to 1st Screen

The following form is shown for third shift premium:

Company Earnings

HED> 012
Description: 3RD SHIFT PREM
Propagate To All
Category: Shift-Normal Tax
Vacation/ Sick Pay: Apply to Vac & Sick
Frequency: Inactive
Taxability: Fully Taxable
Priority Overrides
Calc Method: Use HED 001 Rate
Permanent Order: 013
Temporary Order: 013
Amount/Percent: 90
TE-2 Hours: Not In Use
TE-2 Amt: Not In Use
More Options



Shift premiums and the Time and Attendance module

If you use the Time and Attendance function, you have the ability to assign the earnings codes (HEDs) with the different Type of Day codes. When time entries are created, the Type of Day code is used by the Time Entry Validation/Creation program to determine whether the hours in the table are to be checked against daily employee hour totals or pay period hour totals.

When you create time entries, the system follows these steps when processing the Earnings Code table:

1. Daily tables are checked for each employee for each date of clock transactions. The Time Entry Validation/Creation program checks the Calendar Routine to determine what Type of Day code is being processed.
2. The Earnings Code table is checked to determine which HED is to be associated with time entry hours and how many hours to assign to that HED.
3. The hours the employee worked for that day are accumulated. The number of hours up to the entry in the Hours text box, for the Type of Day code, are applied to the default HED (usually Regular Pay, HED 001) on the resulting time entry.
4. The number of hours exceeding the entry in the Earnings Code Hours text box are applied to the HED listed in the Time Entry Earn Code text box.

You can track different Shift Premium hours for different time periods during the course of a day. You can define what Shift Premium an employee could receive for working a regular shift, as well as a Shift Premium for employees who work overtime.

Shift premiums are associated with Type of Day codes. For each Type of Day code that requires a shift premium, you must establish a Shift Premium table.

☞ *Refer to the Using Time and Attendance Administration documentation for more information.*

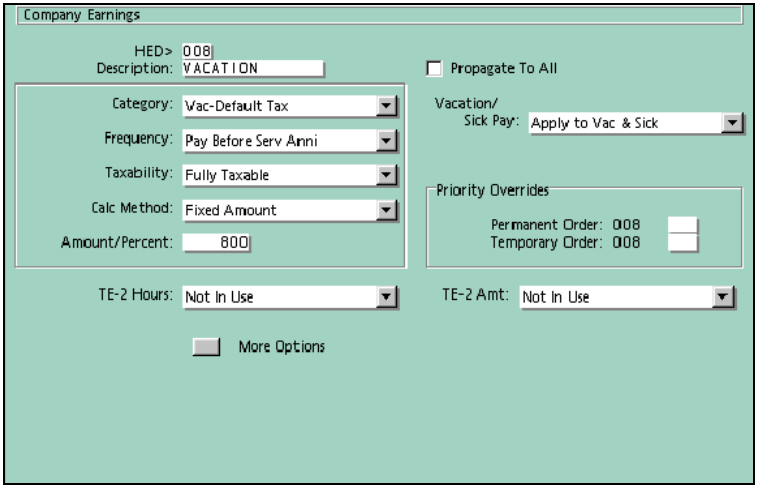
Vacation

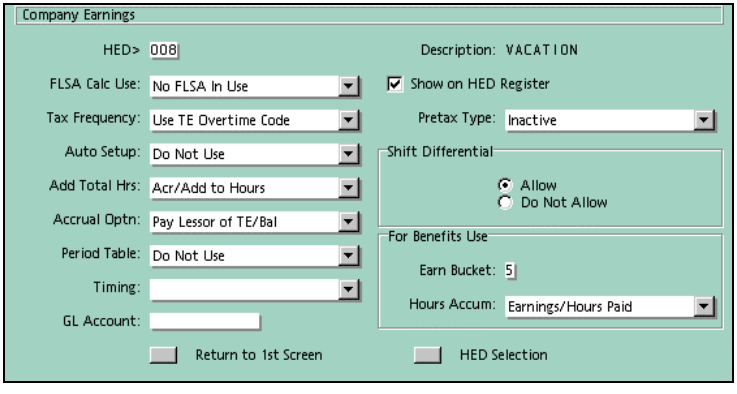
Simple vacation and sick leave entitlements can be automatically accrued by an HED, and the balance can be reduced as time is paid though a time entry. For each pay period worked and paid, an employee earns a certain amount of time, which can be accrued in an HED without the use of special calculation methods. For example, on the last pay period of the month (frequency), a fixed amount (calculation method) of hours (amount/percent), such as 4.00 hours, will be automatically accrued. The Add Total Hrs option list must specify an accrual.

If the entitlement accrual involves the carryover rules and multiple accrual calculation rates for different lengths of service, establish the accrual routines using the Accrual Routine forms. Very complex accrual routines may be addressed with modification to the accrual routine or custom report generator method codes.

The entitlement accrual balances are stored in the Amount One text box on the employee HED. These balances are decremented anytime the employee is paid for vacation. The same HED is used to pay vacation earnings to an employee via a time entry, on which the submitted vacation hours are multiplied by the employee's hourly rate in HED 001. If needed, you may override the rate on a time entry.

An example of a vacation HED is shown here:





☞ *Refer to the Using Time and Attendance Administration documentation for more information about specific earnings and their interaction with the Time and Attendance Administration component.*

Insurance coverage over $50,000

The cost of an employee's group term life insurance coverage over $50,000 that is paid by the employer is treated as imputed income and is a taxable earning to the employee per section 79 of the Internal Revenue Code. Employees having any company-paid or company-sponsored group term life insurance must pay FICA tax on the premiums paid for coverage that exceed the $50,000 limit based on the cost table supplied in the Internal Revenue Code, Section 79. This amount must also be reported as taxable wages for FIT and SIT on a W-2 at year-end.

To establish the organization-level earning, a Category option of either Earn/Ded-Normal Tax (10) or Earn/Ded-Default Tax (11) must be used. This allows the amount to be processed as an earnings to update taxable fields based on the Taxability used and then immediately deducted, because the dollars are not paid. Using a Tax Frequency of Report;No Tax Taken (A) prevents any income taxes from being withheld. All self-adjusting taxes, such as FICAs and SDIs will be withheld.

Two methods may be used to calculate imputed income amounts. The first method uses a payroll process that requires you to calculate the amounts manually, or obtain them from another source and then enter the amounts for each employee. The second method involves running the Taxable Group Term Life Insurance Over $50,000 (86-RPT) report. This report uses the life insurance plan established with the Benefits Administration module to update each employee record automatically with the appropriate amount. To use either of these methods, you must establish an earning HED.

If you are using the Benefits Administration module, you may want to have the group term taxable amount calculated and the result of that calculation made available to a specified payroll earning. The system calculates the taxable amounts through the Taxable Group Term Life Insurance Over $50,000 (86-RPT) report. After calculating the taxable amount, this report updates the employee earning, making it unnecessary to add it before using the

report. It is necessary only that the organization earning be defined before running the report.

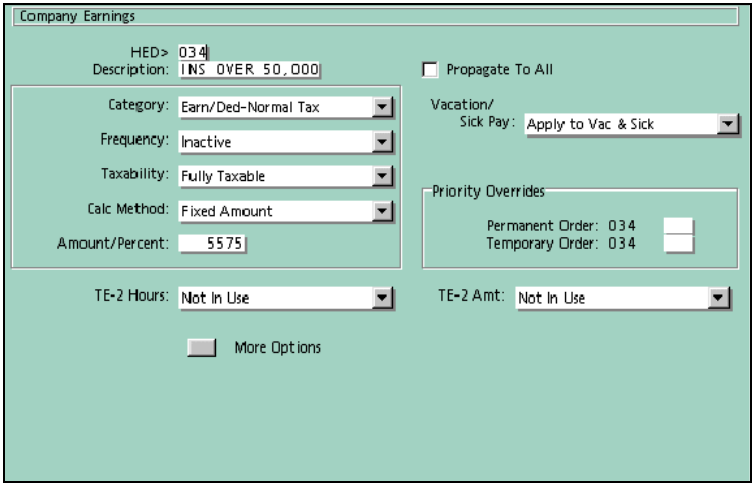
The Taxable Group Term Life Insurance Over $50,000 (86-RPT) report calculates a monthly taxable amount. This calculated amount is added to the One-time Amt field in the employee earning record, which is then processed the next time payroll is run. The earning number set up on the Company Earnings form (A8-SCR) must match the earning number defined in the Taxable Group Term Life Insurance Over $50,000 (86-RPT) report.

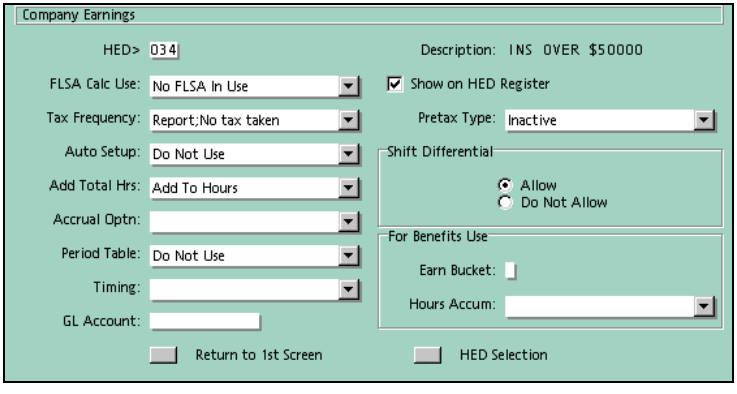
The Taxable Group Term Life Insurance Over $50,000 (86-RPT) report calculations are performed for each employee enrolled with a Resulting Plan Status of Active Participant (1). If an employee is enrolled with a Resulting Plan Status other than Active Participant (1), and a value selected of Turn Off Separation (98) or Waived (99) is recorded during the month and year defined on the Report Parameters for Group Insurance Over 50,000 Taxable form, the Uniform Premium Amount is prorated according to the number of days covered in the that month.

The system also prorates the Uniform Premium Amount if an employee's coverage starts on a day other than the first day of the defined month. Once the calculations have been performed, the system updates the appropriate employee's Employee Earnings And Deductions form (HH-SCR) and the calculated amount appears in the earning's One-time Amt field.

Note: *The Taxable Group Term Life Insurance Over $50,000 (86-RPT) report assumes HED 034 is being used for this earning. If a different HED number is used, the report must be modified to refer to that number.*

The following example shows an earning for this type of HED:





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

Nontaxable expense item

Expenses that are nontaxable, such as travel expenses and mileage allowances, can be processed through Payroll Administration and included on the employee's normal payment. These expenses are reimbursements that are not subject to payroll tax rules or regulations, and they can be paid as part of an employee's normal payment or as a separate payment.

You must establish each type of expense on the Company Earnings form (A8-SCR), using the appropriate category. Select No Tax;Expense Item (16) from the Taxability option list to process expense item payments. These payments do not update any taxable wage accumulators, are not reported on the employee's W-2, and are not included in total pay.

It is not necessary to establish the earning at the employee level before paying it. The earning will be set up when a time entry is submitted prior to a payroll run, using the default values from the organization earning:

- If Inactive (00) is selected in the Frequency option list, a time entry is submitted with the expense amount to be reimbursed. This action triggers the payment of this earning.

- If No Tax;Expense Item (16) is selected in the Taxability option list, the earning is marked as a nontaxable expense item and is not included in total gross. It becomes an accounts payable item and is paid directly through Net Pay (HED 999) only. This earning is protected from all deductions, and its amount is not reflected in total gross pay.

An example is shown here:

Company Earnings

HED> 015
Description: EXPENSE 1
Propagate To All
Category: Misc-Normal Tax
Vacation/ Sick Pay: Apply to Vac & Sick
Frequency: Inactive
Taxability: No Tax;Expense Item
Priority Overrides
Calc Method: (None)
Permanent Order: 015
Temporary Order: 015
Amount/Percent:
TE-2 Hours: Not In Use
TE-2 Amt: Not In Use
More Options

Company Earnings

HED> 015
Description: EXPENSE 1
FLSA Calc Use: No FLSA In Use
Show on HED Register
Tax Frequency: Use Empl's Frequency
Pretax Type: Inactive
Auto Setup: Do Not Use
Shift Differential
Add Total Hrs: Add To Hours
Allow
Do Not Allow
Accrual Optn:
For Benefits Use
Period Table: Do Not Use
Earn Bucket:
Timing:
Hours Accum:
GL Account:
Return to 1st Screen
HED Selection

Note: *To take advantage of the reimbursement functionality of Interactive Workforce, and to give your employees the option to designate an account for reimbursements other than the account in which net pay is deposited, you may wish to establish HED 999 as a reimbursement account and HED 998 as net pay.*

As delivered, however, The Solution Series uses HED 999 as net pay when producing pay documents. Customization is necessary to use HED 998 as net pay. You may contact Cyborg's Professional Services for assistance with this customization.

☞ *Refer to the Interactive Workforce: An Administrator's Guide documentation for more information on using HEDs with Interactive Workforce.*

Moving expense

Earning and deduction setups for moving expenses vary for the organization, depending on whether payments are made through the system or are paid through your accounts payable department (and recorded in employee records). Regardless of where the payment is made,

you must still update taxable wages according to the Taxability (option list PP09) defined for the HED. At year-end, the year-to-date taxable wages are reported on a W-2 and must include taxable moving expenses.

If you have various types of moving expenses that you wish to segregate (by type, taxability, and so on), consider creating multiple moving expense earnings to handle your situation.

The following instructions are independent of the Human Resources Administration forms (the Relocation Expenses Summary form (35-SCR), the Relocation Moving Expenses form (335MSCR), and the Relocation Temporary Living Expenses form (35TSCR)) for recording and tracking moving expenses. Information recorded on these forms has no effect on payroll processing, quarterly reporting, or W-2 reporting for your organization's employees.

When paying moving expenses through Payroll Administration, the value from the Category (PP01) option list on the Company Earnings form (A8-SCR) is usually Misc-Normal Tax (12) or Misc-Default Tax (13). The Taxability (PP09) field should reflect the tax records for which you want taxable wages updated for quarter-end and W-2 reporting, regardless of whether you want taxes withheld. Consult your tax guides to determine the appropriate code to use. The Tax Frequency (PP05) field can be used to stop income taxes from being withheld from the payment. If you select the value Report;No tax taken (A), the taxable wages for all appropriate tax records (that is, all tax records defined by the Taxability field) are updated, but no income taxes are withheld from the payment. All self-adjusting taxes, such as FICA and SDIs, will be withheld if their taxable wages are updated.

When moving expenses are paid outside Payroll Administration, the Category field on the Company Earnings form (A8-SCR) should be set up with a value of either Earn/Ded-Normal Tax (10) or Earn/Ded-Default Tax (11). These values specify that the payments have been made outside Payroll Administration (accounts payable, for example), either to the employee or to a third party on behalf of the employee. Use these categories when you wish to adjust only the employee's taxable wages or taxes fields.

These Category options prevent the creation of any journal entry for the moving expense earning, because it is assumed that any required journalizing has been recorded in the other system. Any taxes entered, however, are journalized.

To keep the record of net pay in balance for reporting to the employee, this earning category prints on the pay stub as both an earning and a deduction.

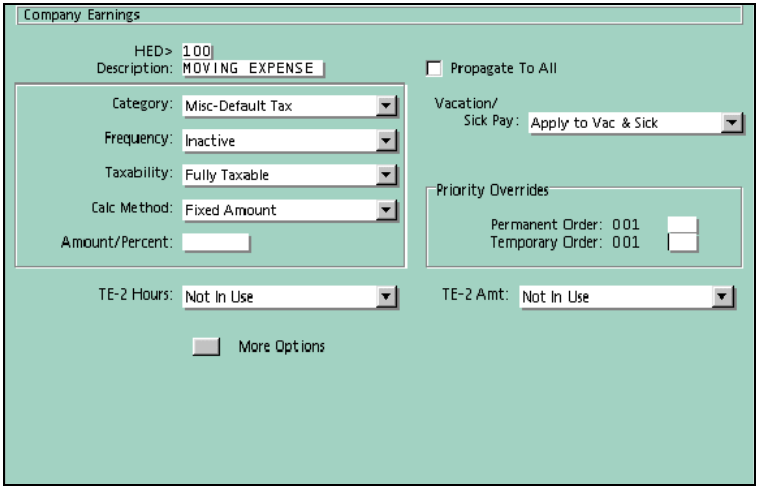
The value selected in the Taxability field determines which tax records' taxable wage fields are updated. The correct value here is crucial for proper quarter-end and year-end reporting. Consult your tax guides to determine the taxability of the moving expense. Then select the appropriate value from the Taxability (PP09) option list. This value is independent of whether you are recording any tax withholding for a particular employee; it involves only the taxable wage fields.

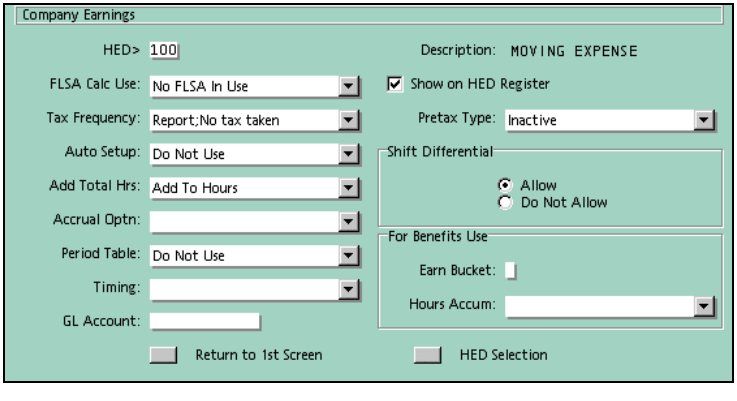
Select Report;No tax taken (A) from the Tax Frequency (PP05) option list if you want to stop any tax withholding (except for self-adjusting FICA and SDI taxes where applicable) from the employee's regular payment during the next payroll run. It is necessary to do this when the earning is submitted on a time entry (even though moving expense payments are

not being made to the employee) because withholding from the employee's regular pay would take place according to the value selected in the Taxability field.

☞ *Refer to the Payroll Employee Setup documentation for the considerations when establishing moving expenses for employees.*

An example is shown here:





Memos

Earning memo HEDs are used to accumulate or calculate amounts that are not to be used in gross-to-net calculation. The amounts do not appear on any standard reports, except the Master File Print (0202) and Memo HED Register (2M2M) reports. They do not appear in the standard pay documents. They may be used for sales figures, absent time, mileage, wages subject to deduction calculation (such as 401(k)), and so forth.

Based on when accumulation clearing takes place, you may choose from the following memo types:

- **Normal memos**
  Normal memos clear based on standard month-end, quarter-end, and year-end periods. The clearing is triggered only on a payroll run, depending on the selection in the Clear To-date option list on the Payroll Run Process Control form (AE-SCR).

Note: *Refer to* **Preparing for a Payroll Run** *(on page 249) for more information about the Payroll Run Process Control form (AE-SCR).*

- **Anniversary memos**
  Anniversary memos clear based on the employee's anniversary date.

- **Fiscal memos**
  Fiscal memos clear on the company's fiscal year-end. Clearing of fiscal memos takes place only during a payroll run when Clear Fiscal YTD Amt is selected in the Purge Rule (PP37) option list on the Payroll Run Process Control form (AE-SCR).

- **No Clear memos**
  These memos never clear; instead, they accumulate forever-to-date figures.

- **No Clear, No Roll memos**
  These memos update only current figures. The remaining accumulators are available for use by a customer-written calculation method.

Tip wages

Entering tip wages using the organization and employee earning setups specified here updates an employee's taxable wages for federal, FICA, state, and local taxes. All tip earnings are taxed identically; however, they are paid in two ways. The Category code determines the type of tips.

Normal tips are assigned a Category code of Tips-Normal Tax (08) on the Company Earnings form (A8-SCR). They are not paid through the payroll system. Typically, this is money given for restaurant meals, valet parking service, and so forth. This type of earning is a combo tip: it is brought in as an earning, used to update the taxable wage, and then immediately taken out as a deduction. These tips show on the check stub as both an earning and a deduction.

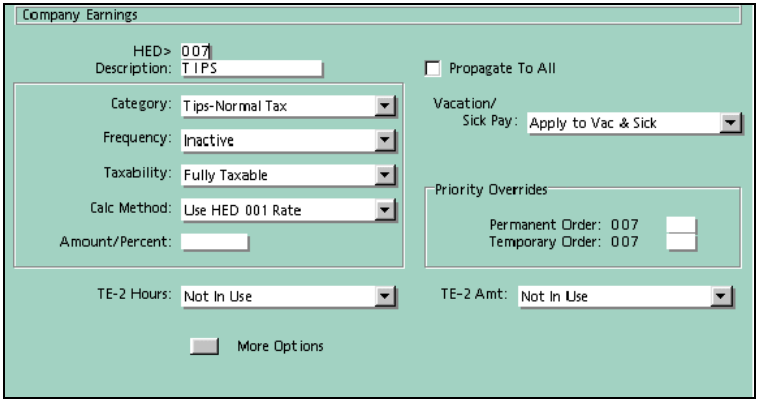
Assign Tips/Ern/Ded-Normal (9) for tips paid through the system. These types of tips are called 'banquet tips,' because most banquet facilities pay their employees in this manner. Each employee receives a set gratuity amount, which is distributed to the employee on the paycheck.

All tips are 100% taxable for FICAs and all income tax at any level. The variations on taxability lie in the updating of unemployment wages. Federal and state governments each have rules for this type of taxation.

- **FUI** - tips are considered wages for the purpose of FUI at the point they exceed $20.00 in a month
- **SUI** - states recognize tips as wages for SUI in three different ways: all tips are considered wages, no tips are considered wages, and follow federal guidelines for tips when updating SUI wages.
- **SDI** - tips are not considered wages for any state's employee-paid disability

The Taxability (option list PP09) code for all tip HEDs must be Fully;No FUI/SUI/SDI (19). This allows the batch payroll programs to update FUI and SUI wages correctly. Using any other option may result in FUI and SUI wages being updated twice.

An example is shown here:



☞ *Refer to* **Activating Taxes** *(on page 177) for more information about taxation.*

Deduction information

The Company Deductions form (A8-SCR) appears when you select a deduction (501-999) from the message area or type a deduction number in the HED text box. The Company Deductions form (A8-SCR) is a two-part form used to create all deductions, except delivered deduction 999 (net pay). You can also modify deductions using this form.

All deductions must be established at the organization level before they can be used at the employee level. It is the nature of a deduction to be uniquely defined for each employee, so that fewer entries are required on the organization record.

Most organization deduction HEDs may need only an HED number, description, and category. The remaining form entries can then default to the system-generated values, with specifics on when and how much is entered at the employee level.

When adding a new HED, clear the Company Deductions form (A8-SCR) first to prevent existing information from propagating to the new HED.

Note: HEDs can be set up or modified for all paying Organizations by selecting Propagate To All on the Company Deductions form (A8-SCR). Because an HED cannot be deleted once it is created, ensure that you want the HED created for ***all*** *paying Organizations before selecting Propagate To All.*

The critical issue of deduction sequence

The order of priority assigned to deductions is critical. You must establish HEDs in sequence, with the lowest numbers having the most significance. Generally, court-ordered deductions have the highest priority and are set up with the lowest HED numbers, then involuntary deduction, then voluntary deductions.

Not all deductions will process sequentially by HED number. Deductions with a category type of Deduct Before Taxes will be processed before any other deductions, despite their HED number.

Note: Cyborg recommends that you leave gaps between HED numbers when you first establish them on the system, allowing for later additions.

Relationship between the Benefits Administration Solution and deduction HEDs

Remember that if you are using the Human Resources Administration module, your Benefits administrator may request that contribution HEDs be established. These HEDs may be set up with generic information, because Benefits plans carry HED prototype information. The Benefit plan HED prototype can then populate employee HED fields directly as of an effective date for the employee.

Deduction categories

The Category (PP02) option assigned to a deduction defines the type of deduction and the basic processing rules for the deduction. This is a required entry when establishing a new deduction. If this field is left blank, a reject message will appear.

The category assignment provides the following:

- Defines a normal deduction
- Defines different types of memo deductions for tracking purposes only, such as company contribution for medical and life insurance and company-matched 401(k) amounts
- Specifies that direct deposit money is allowed
- Establishes a deduction as a Savings Bond purchase
- Allows ending balance deductions for employee purchases, such as stock
- Defines a pre-tax deduction, such as 401(k) and Section 125 plan deductions

The selected option interacts with the Frequency, Calc Method, and Amount/Percent fields on this form.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for a more information about these option lists.*

Processing and calculation rules for a deduction

These four fields define the processing and calculation rules for the deduction. The options you choose should address the majority of employees eligible for the deduction. The options on the Company Deductions form (A8-SCR) will be used if any fields are left blank on the employee deduction record.

The Frequency (PP60) option list determines when a deduction is automatically taken.

The Calc Method (PP12) option list determines how the deduction is to be calculated. It may be a fixed amount, a percentage of various earnings, or based on net pay. A specific method is available for garnishments.

Many of the calculation options available refer to specific groupings of deductions based on the Category code, which allows the deduction to be expressed as a percent of a group of deductions or an amount per groups of hours. You can also calculate deductions using regular pay, regardless of the pay received. The following list explains these earnings groups, which are used in deduction calculations:

- **Normal earnings**
  The amount that should be paid to the employee with HED 001. This is either the normal salary or the amount obtained by multiplying the employee's hourly rate by the normal hours worked, depending on the value selected in the employee's Payment Type field on the Employee Information form (EF-SCR).

- **Basic earnings**
  The sum of all employee earnings paid in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- **Overtime earnings**
  The sum of all employee earnings paid in the Overtime (01) category.

- **Normal hours**
  The employee's normal hours from earning 001.

- **Basic hours**
  The sum of those hours in the Basic-Normal Tax (15) or Basic-Default Tax (05) category.

- **Normal rate**
  The employee's rate for earning 001, if the employee is hourly; or the value obtained by dividing the employee's normal salary by normal hours from earning 001, based upon the value selected in the Payment Type field on the Employee Information form.

- **Special earnings**
  The sum of earnings other than Overtime (01), Basic-Normal Tax (15) or Basic-Default Tax (05) category.

Any calculation method with an alphabetic character in its two-digit code, such as 8G (garnishment method), is a report generator method code. Before they can be used, these report generators must be extracted from CYBMST and installed in the Employee Database. This is usually done by the IS department.

Note: Do not enter a Report Requests form (DD-SCR) for any report generator method code.

The value in the Amount/Percent text box indicates the actual amount or percentage to be used when calculating the deduction (using the selected Calc Method option). Enter a value in this field only if it answers the needs of the majority of the employees. Enter a fixed amount and percentage with two decimal places and rates with four decimal places. For example, enter ten dollars as '1000', 12.5% as '1250', and $5.50/hour rate as '55000'.

Note: These fields must never be altered for net pay deduction 999.

How optional deduction information affects the overall operation of the HED

You can keep the system-generated defaults by allowing the system to populate the optional fields, or you can change the options based on your organization's requirements. Either way, you need to know the effects of your decisions on the overall operation of the HED. Consider the following questions when establishing optional deduction information.

1. Does this deduction apply to vacation and/or sick pay?
2. Should this deduction be shut off, either permanently or temporarily?
3. How are arrears and recovery handled?
4. What is the general ledger account number?
5. Will this deduction be printed on the HED Register (2H2H) or Memo HED Register (2M2M) report?
6. Is this deduction a taxable wage reduction?
7. Should any special organization defaults be used when this deduction is automatically added by the batch payroll programs?
8. How are deductions in nonstandard timeframes accumulated?
9. Should this deduction trigger another deduction automatically, based on a time entry?

Does this deduction apply to vacation and/or sick pay?

The Pay on Vacation Pay field determines if the deduction is to apply when an earning HED in the Vac-Normal Tax (02), Vac-Default Tax (03), or Sick Pay (04) category is paid. No other categories of earnings can be included in the payment. For example, you might

want to deduct union dues from both Sick and Vacation Pay, but take a voluntary charitable deduction from vacation pay only. Select your choice from option list PP13.

Note: This field must never be altered for net pay deduction 999.

Should this deduction be shut off, either permanently or temporarily?

The Priority Overrides fields control the sequence in which earnings and deductions are processed during a payroll run. If left blank, these fields will be automatically populated with the number of the current deduction, and HEDs will be processed in numeric order, from lowest to highest.

The Permanent Order field controls the **regular** payroll processing sequence, and the Temporary Order field controls the **current** payroll run only. To inactivate an HED at the organization level for the current pay period only, enter 000 in the Temporary Override field. To inactivate an HED permanently, enter 000 in the Permanent Order field. The deduction will not be taken, regardless of the employee HED entries. A one-time time entry will pay this HED.

These fields may also be used to override the order in which HEDs are processed. However, not all deductions can use these override fields. Deductions with a category type of Deduct Before Taxes will be processed before any other deductions, despite their HED number or Permanent or Temporary Order number.

Deduct Before Taxes deductions are always processed in HED number order following earnings calculation. The Priority Overrides cannot be used to change their order, they are used only to shut off the pre-tax deduction.

Note: These fields must never be altered for net pay deduction 999.

How are arrears and recovery handled?

On the second part of the Company Deductions form (A8-SCR), there are three fields in the Arrears and Recovery section that determine if and how arrears situations are to be handled.

The Arrears Rule (PP10) option list determines whether a deduction is placed in arrears when insufficient net pay is available to take the entire deduction. The amount may be bypassed completely or partially deducted, and any amount not taken may be placed in arrears for later recovery. This entry may be overridden at the employee level. If left blank, it will default to the organization-level value.

Use the Recover Rule (PP06) option list to specify when arrears are to be recovered and when one-time override amounts in the employee's records are processed, as specified on the Employee Earning and Deductions form (HH-SCR). This field can override the deduction's normal frequency. The manner in which arrears are recovered is specified in the Arrears Rule (PP10) option list. For example, if a deduction's normal frequency is once per month during the first pay period of the month, recovery of any arrears and one-time overrides may be taken every period, or only once per month based on the frequency.

The Recovery Amt (PP23) option list determines how much of any outstanding arrears amount is to be satisfied on any given payroll run. The total arrears amount may be recovered, or recovery may occur over a period of time, by taking one or two times the normal deduction until the arrears are satisfied. You may not override this option at the employee level.

Note: Recovery of any outstanding arrears for each pay period takes place before the normal deduction amount is processed. In all cases, recovery continues until the total amount in arrears is recovered. Arrears recovery may result in a zero net pay balance for an employee.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for a list of available options.*

What is the general ledger account number?

The GL Account field is used to assign the general ledger account number.

Note: You can also use the Earning and Deduction Account Numbers form (GL-HED) to establish the general ledger account number.

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the general ledger.*

Will this deduction be printed on the HED Register (2H2H) or Memo HED Register (2M2M) report?

Selecting the Show on HED Register checkbox prints the deduction on the HED Register (2H2H) or Memo HED Register (2M2M) reports depending on the category of the deduction. If you choose to print it, the resulting register prints one line per earning per employee, whether it is active or inactive for the current period. The report shows the information in HED number sequence.

The default is set to print the HED. Cyborg recommends clearing this checkbox for all unused HEDs and any active ones for which a register is not needed to avoid printing a lengthy report.

If you elect to check this box for deductions the following categories: Memo-Calendar Clear (54), Memo-Anniversary Clr (55), Memo-Fiscal Clear (56), and Memo-Never Clear (57), these earnings will appear in the Memo HED report (2M2M). The format of this report is identical to the 2H2H report. To prevent a lengthy report, you may only want selected memo deductions to print.

Is this deduction a taxable wage reduction?

The Pretax Type (PP20) option list may be used with all deductions in the Deduct Before Taxes (58) category. It identifies which type of pre-tax deduction is defined.

This field interacts with the Tax Class fields on the Tax Specification Information form (T1-SCR) to specify whether the amount reduces taxable wages for a particular tax authority. The Tax Specification Record for each tax authority controls whether the amount is reduced.

Note: In addition to the delivered options, you may assign six additional values to this option list (codes 4 through 9).

☞ *Refer to* **Activating Taxes** *(on page 177) for more information about taxation.*

Should any special organization defaults be used when this deduction is automatically added by the batch payroll programs?

The Auto Setup (PP16) option list is used only when adding new employees using batch transactions during a batch run, such as during a data conversion and when a new deduction is automatically established for an employee due to a time entry or adjustment.

How are deductions in nonstandard timeframes accumulated?

The Period Table (PP17) option allows arrears to be summarized into a single record per pay period. The system summarizes each deduction according to the option chosen and places the result in the Period-End (PE) Table records for an employee by period-end date.

Use of the AP record allows the summarization to be done for multiple pay periods into one Period End record to accommodate nonstandard periods, such as every six weeks or every four months.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for more information about the available options for this field.*

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about Period-End Tables.*

Should this deduction trigger another deduction automatically, based on a time entry?

The Timing (PP19) feature causes the time entry to trigger other deductions based on a time entry field, such as one of the Pay Levels or Function, matching the same field on the Time-Entry Triggered Auto HED Values form (WH record). This feature is useful for a union deduction based upon the job or contract.

Note: These functions currently require tailored modifications to the batch payroll program, P4CALC. Contact Cyborg Professional Services to discuss tailoring the functions associated with the use of this field.

Apply the Concept

What factors should be considered when establishing organization deductions?

Examples of organization deductions

The following section details some examples of deductions that might be established for an organization. It includes a description of net pay HED 999, which is delivered.

- Net pay
- Garnishment
- Company-matched savings
- Stock purchase
- Long Term Disability insurance
- Direct deposit—partial
- Pre-tax deductions
- Savings Bonds
- Net pay
- Pretax wage reduction limit

The system automatically creates HED 999 for net pay when you establish a new organization. HED 999 is programmed to pay the employee 100% of what remains after all taxes and deductions have been subtracted from gross pay.

If you establish HED 999 for check payment only and another HED for 100% of direct deposit, you must perform a sort modification to the check generator.

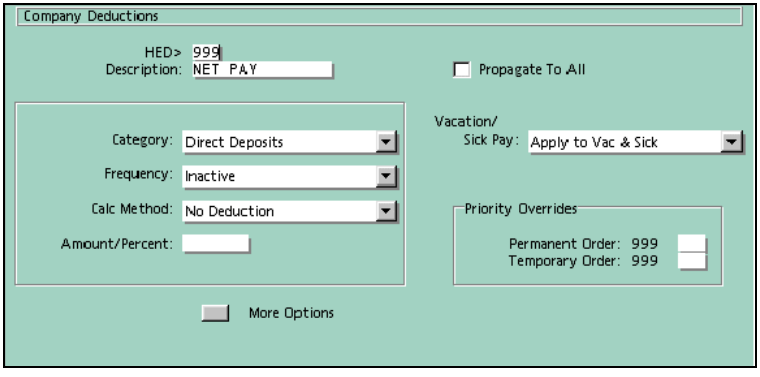
If the employee's gross pay is negative after the time entry and auto earnings pass, the system will continue through the tax calculations, obeying any rules that are applicable to the employee's tax method and a negative pay scenario, and the deduction calculations.

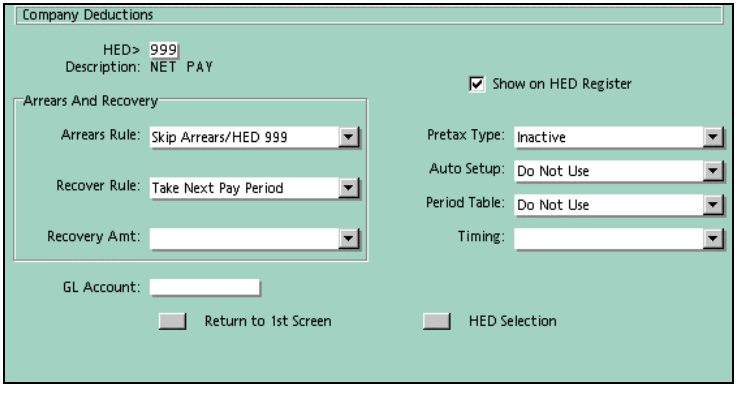
If the gross pay is still negative after all calculations have been completed , the amount will be put into arrears and net pay will become zero. The employees gross pay may be positive but forcing a deduction to be taken even though there is insufficient net pay available for the entire amount will also cause a negative net pay.

In both instances the standard pay advice will display a separate deduction line item prior to Net Pay of 'Net Pay Arrears', both recovered and owed. You will also receive a message on the Payroll Audit Trail (0101) and the Audit Trail Errors (0100) of 'WARNING:NEG PAY PUT INTO ARREARS'. The net pay arrears amount will be recovered as the employee is paid a positive net pay amount.

Note: *The only modification allowed to HED 999 is reassigning the Category code to Direct Deposits (53), for direct deposit purposes. If you make this change, the option to use direct deposit for net pay is recorded on each employee's deduction HED 999. You may have some employees receive a pay check, whereas others choose direct deposit and receive advice notices. In other words, selecting Direct Deposits (53) does not mean that every employee assigned this HED is a direct deposit employee. The Direct Deposit (53) category allows you to establish direct deposit for employees on an individual basis.*

An example of this HED is shown here:





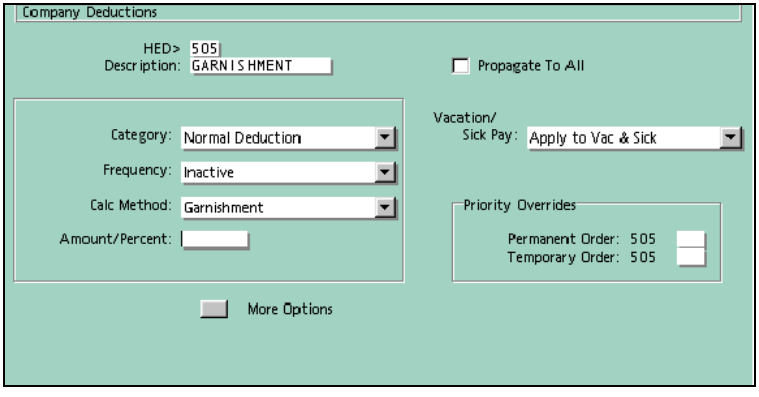
If you are using direct deposit but desire a check for all employees for a special off-cycle pay such as a bonus, no changes are needed to any direct deposit setup.

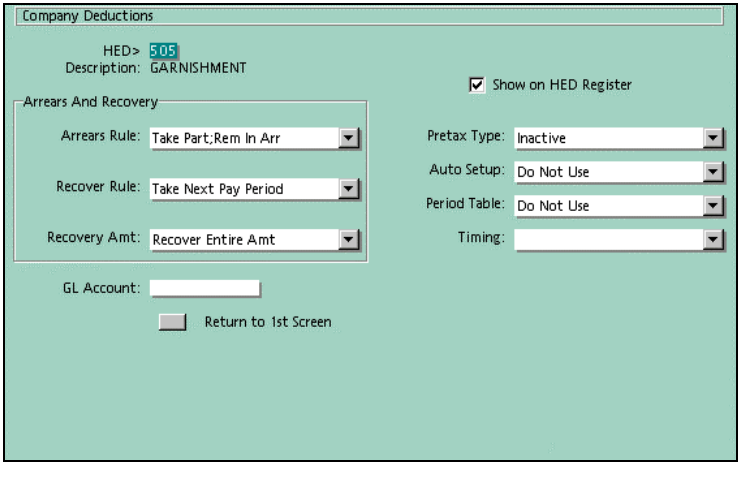
Garnishment

Garnishments must be assigned one of the first deduction HED numbers in order for it to supersede other deductions.

Note: Cyborg delivers a calculation method code for garnishment.

An example is shown here:



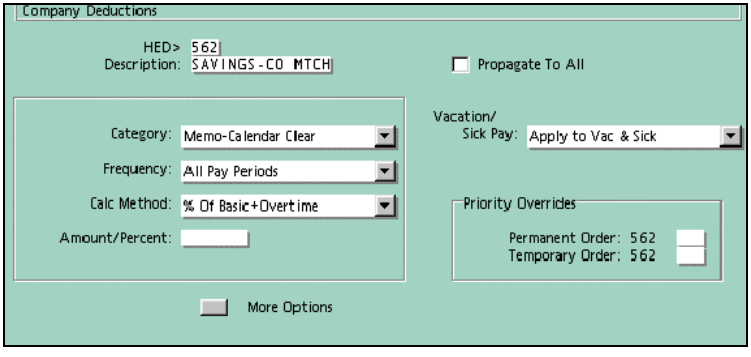


Company-matched savings

If your company wants to calculate or accumulate matching contributions for any deduction, including 401(k) amounts, you must establish a memo deduction for this purpose. The memo deduction can calculate exactly the way that the normal contribution deduction does, with limits and amounts set up on the individual employee HED.

Memo deductions do not appear on the employee payments. Memo amounts do not appear on any standard reports except the Master File Print (0202) and Memo HED Register (2M2M)reports.

An example is shown here:

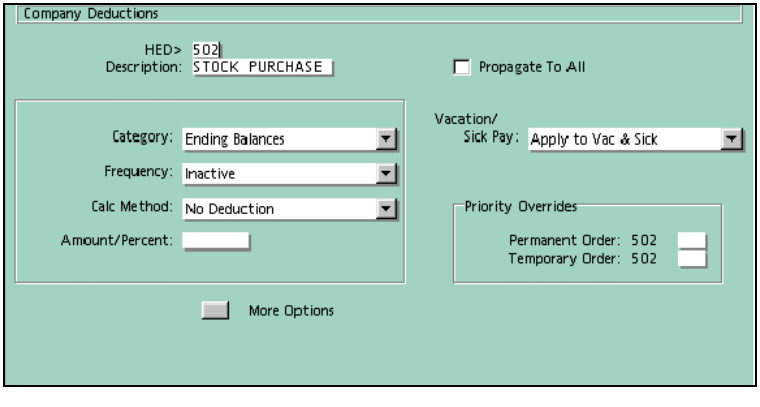


Stock purchase

The purchase of stock is an example of a deduction needing few entries on the organization HED. The organization deduction information simply enables the deduction, defines how it is to be taken, and specifies that a balance is maintained. The employee deduction handles the specifics of how many stocks are purchased, how often they are purchased, and the remaining balance, after the purchases.

If your organization offers payroll deductions for cycle purchases, you may want to designate a separate deduction HED for each item to be purchased through the organization payroll system. Type a unique description for each deduction, such as safety equipment or tools.

An example is shown here:

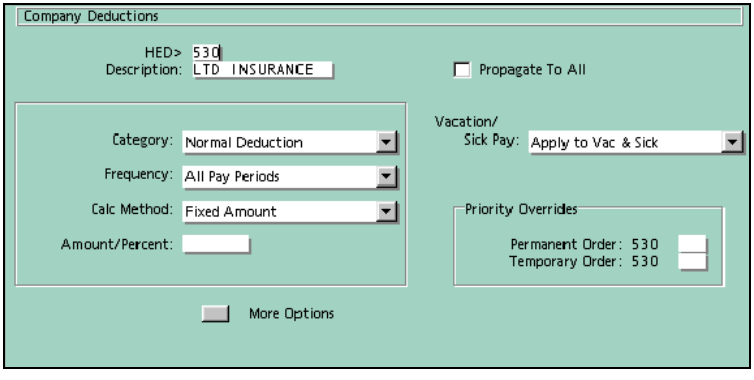


Long Term Disability insurance

Long Term Disability, or LTD, insurance is one of the deductions that can be prototyped using the Benefits Administration Solution. It can then be copied to the employee deduction HED on the effective date for that employee. The organization deduction HED needs to

define only the deduction category and specify arrears handling. The remainder of the information about frequency, amount, and calculation method can be maintained within the table information of the Benefits Administration Solution.

An example is shown here:



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

Direct deposit—partial

If your company offers more than one direct deposit option, you must establish multiple direct deposit HEDs. For example, if you allow employees to deposit pay into a checking account and a savings account, you must establish an HED for each.

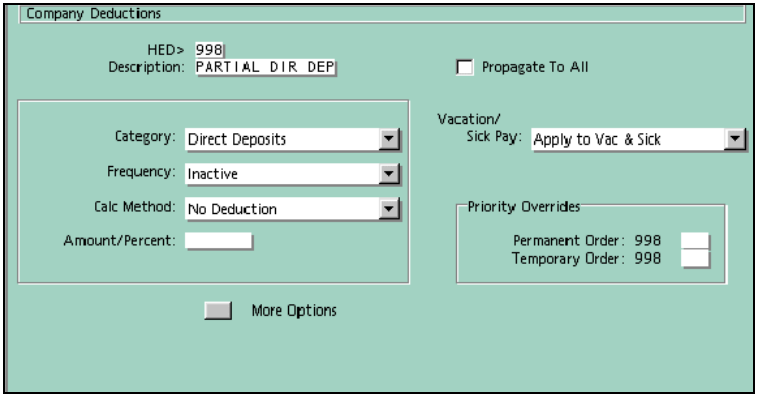
The number assigned to these partial direct deposit HEDs should be in the late 990s to allow all other deductions to be withheld before disposing of net pay. There is no limit to the number of HEDs that can be used for partial direct deposits, as long as the remaining net pay is resolved in HED 999.

If the employee's entire net pay is direct deposited into a single bank account, then you must use HED 999 for 100% of direct deposit.

The direct deposit feature can be used with any other deduction HED as needed. For example, your local credit union may accept direct deposit contributions.

Note: *If you choose Direct Deposits (53) as the Category (PP02) option at the organization level, it does not mean that every employee assigned this HED is a direct deposit employee. The Direct Deposit (53) category allows you to establish direct deposit for employees on an individual basis.*

An example is shown here:



Pre-tax deductions

Pre-tax deductions are processed after earnings and before taxes are withheld, so that the appropriate taxable wages can be reduced. According to federal law at the time of publication, pre-tax deductions will not be taken if taking them leaves insufficient funds for taxes to be withheld or lower-numbered (higher priority) HEDs. Because of this, it is important that the HED number assigned be prioritized properly, taking all other deductions (garnishments, child support, and so forth) into consideration.

Cyborg maintains taxability information at the federal and state levels for 401(k) deferred compensation plans and at the federal level only for Section 125 plans and tax-deferred annuities. You must maintain local (city, county, school district, and so on) taxability information for 401(k) plans and state and local taxability information for Section 125 and tax-deferred annuity plans.

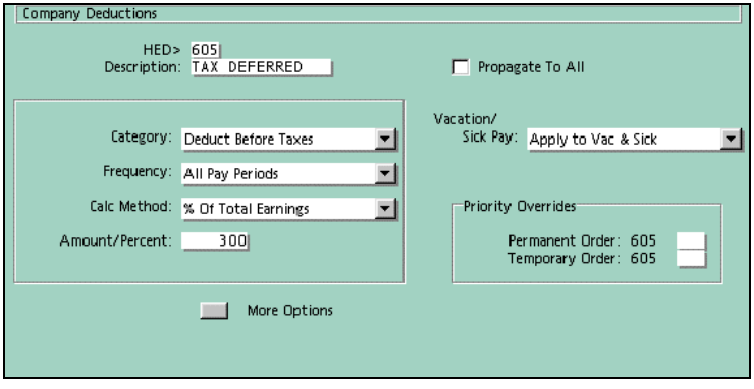
You may need to add multiple deduction amounts together to see if they have reached a certain annual amount, such as a 401(k) maximum annual amount.

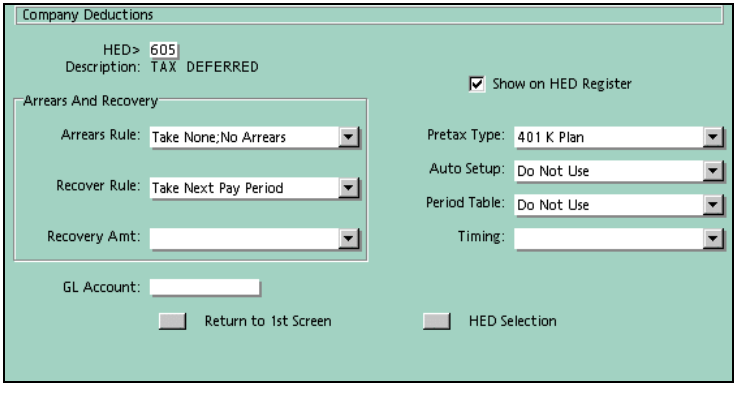
For example, if your organization allows employees to allocate their 401(k) deduction percentage to a maximum of three different plans:

- Plan A: 3% (deduction 1)
- Plan B: 1% (deduction 2)
- Plan C: 2% (deduction 3)

Then, the total deduction amount, Plan A + Plan B + Plan C, cannot exceed $10,000.00 for the year 1998. Cyborg delivers a calculation method, Accumulation Method Code 8A, which you can use to total multiple employee deductions and compare the total to an annual limit amount that you specify.

An example is shown here:





Savings Bonds

Many employees elect to invest in Savings Bonds because a payroll deduction makes it so easy. If your organization offers this facility to your employees, you must activate the Savings Bond function by establishing a company deduction number for the Savings Bond. Assign this deduction number to and customize it for each employee who elects to purchase Savings Bonds. Use the Savings Bond Information form (SB-SCR) to establish and maintain the bond denomination, owner, co-owner, beneficiary, and mailing information for the bond. The Savings Bond Information form (SB-SCR) uses the legal name and address from the Employee Name and Address form (FF-SCR).

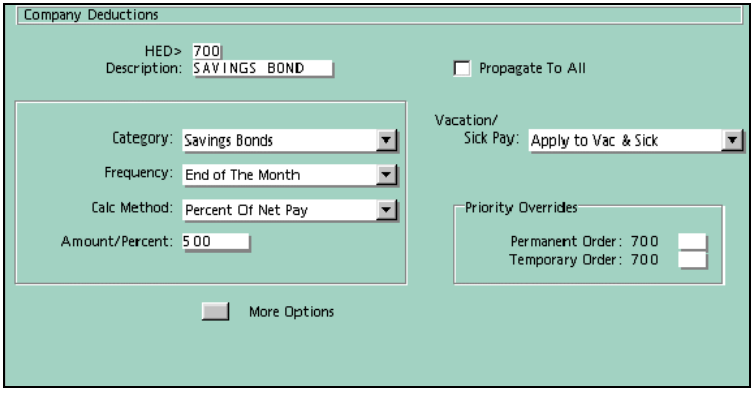
If the employee wants to designate someone other than themselves as the owner, co-owner, or beneficiary of the Savings Bond, set up these individuals on the Beneficiary/Bond-Owner Information form (58-SCR).

If the employee wants to mail the bond to a name or address that is different than their own, set up the individual on the Employee Name And Address form (FF-SCR).

The Savings Bond Balance Register (5959) report provides a detailed list of employees who have on or more Savings Bond deductions established. It lists the number of items to be purchased, the individual purchase price, and total purchase price..

☞ *Refer to the Payroll Reports and Balancing documentation for more information about the Savings Bond Balance Register (5959) report.*

An example is shown here:



☞ *Refer to the Using the Benefits Administration Solution documentation for more information about establishing a savings bond.*

Pre-tax wage reduction limit

Federal and state/local taxability rules for 401(k) programs can differ. For example, the federal government pre-tax wage reduction limit for 401(k) plans may be $11,000, and a state taxing body may allow only $10,500 for pre-tax wage reduction. The Solution Series contains the taxing information for states whose limits differ from the federal limit. However, it does not contain the pre-tax wage reduction limit for local tax authorities or tax classes other than 401(k), Tax Class 1. You may need to establish taxability information for specific taxing bodies in which you report taxes.

To set up taxability information for tax authorities, use the following Payroll forms:

- Organization-To-Rules Cross-Reference for Payroll form (AW-SCR)
- Pre-Tax Wage Reduction Limit Table form (R1-SCR)

Accrual routines

Methods used to accrue employee vacation and sick entitlement policies vary from one organization to another. There is no single or standard manner for incorporating these policies, or routines, into the Payroll Administration module. The system's flexibility allows you to choose various approaches and methods, depending on the complexity of your requirements.

Suppose that for each pay period worked and paid, an employee earns a certain amount of time. For example, weekly employees paid for 40 hours earn 1.53 hours vacation per week for the first five years of employment. This equates to 80 hours or 10 days vacation entitlement per year. After five years of service, the amount per week increases to 2.307 hours earned per 40-hour week, or three weeks per year. Each of these accrual rates must be set up as separate earning at the organization level. An employee's years of employment must be monitored, so that the first accrual rate is turned off and the second rate is turned on after five years of service. Vacation and sick time can be accrued by the system and reduced as the time is used.

Simple accrual routines do not change based on length of service. These routines can generally be produced by a single earning HED established on the organization record. A matching HED must be set up on the employee record. As time is accumulated, it becomes available for use and payment. When a time entry is processed for the employee during a payroll run, the hours accrued are reduced by the time entered for payment.

Complex routines, such as those involving different rates for accruing time dependent on length of service, and those with carryover rules dealing with maximum amounts of entitlement, are handled by a series of specific accrual routine forms.

See also:

- Assigning accrual selection numbers ***(on page 153)***

For detailed directions on assigning accrual selection numbers.

- Selecting accrual routine criteria ***(on page 156)***

For detailed directions on selecting accrual routine criteria.

Entitlement accrual routines

Methods used to accrue employee vacation and sick entitlement policies vary from one organization to another. There is no single or standard manner for incorporating these policies, which Cyborg calls routines, into the system. You can choose from various methods, depending on the complexity of your requirements.

Simple accrual routines do not change based on length of service. These routines can generally be produced by a single earning HED established on the organization record. A matching HED must be set up on the employee record. As time is accumulated, it becomes available for use and payment. When a time entry is processed for the employee during a payroll run, the hours accrued are reduced by the time entered for the payment.

Complex routines, such as those involving different rates for accruing time dependant on length of service, and those with carryover rules dealing with maximum amounts of entitlement, are handled by a series of specific accrual routine forms.

When establishing accrual routines, consider the following steps:

1. Set up your accrual policy calculations. Determine how many hours are to be multiplied by what rate, in order to accrue the correct amount, and how to handle carryover amounts.
2. Define the effects of those calculations on employees by determining when the routine will be effective and when its calculation rate will change.
3. Define accrual selection criteria by determining which groups of employees are assigned to an accrual routine.

See also:

- Establishing an accrual routine factor for a vacation entitlement ***(on page 154)***

For detailed directions on establishing an accrual routine factor for a vacation entitlement.

Accrual routine forms

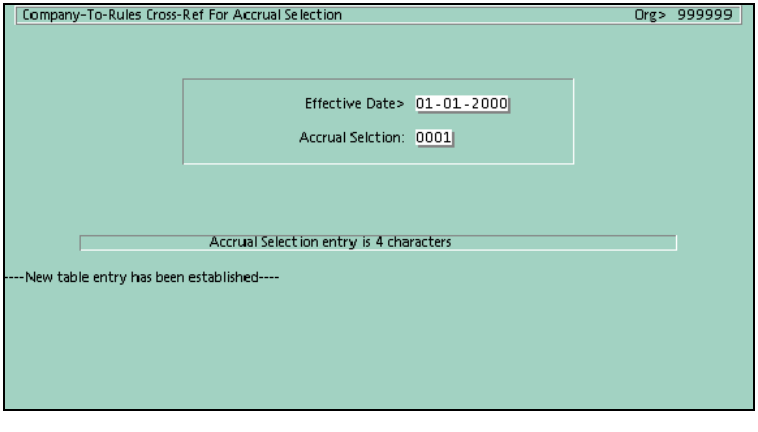
The forms that you will use must be completed in the following order:

1. Company-To-Rules Cross-Ref for Accrual Selection form (AZ-SCR)
2. Accrual Routine Factors form (AR-SCR)
3. Accrual Routine Selection Criteria form (AS-SCR)

Company-To-Rules Cross-Ref For Accrual Selection form

Use the Accrual Routine Factors form (AZ-SCR) to assign an Accrual Selection Number to a specific organization. An organization may be assigned only one Accrual Selection number, which is used by the Accrual Routine Selection Criteria form (AS-SCR) to link an organization to specific accrual routines. Instead of typing the Organization Number next to the employee selection group to identify the organization, type its Accrual Selection number. You must establish a Company-To-Rules Cross-Ref For Accrual Selection form (AZ-SCR) for each organization that will use accrual routines.

In the following example, Accrual Selection 0001 is assigned to Organization 999999.



Accrual Routine Factors form

Use the Accrual Routine Factors form (AR-SCR) to specify the calculations to be used for accruing vacation and sick leave, and to define the handling of carryover amounts. This form also names the accrual routine to tie it to employee selection criteria.

Once you name the routine, you will use this name to tell the system for which group(s) of employees this routine is valid. Each routine may have more than one effective date, and each effective date is associated with a different calculation. This allows you to pre-load changes in your accrual routines and have them take effect at the appropriate time. The Service Type field determines how to calculate an employee's length of service.

When the accrual HED reaches a maximum amount, a carryover to another HED may occur. The Carry Over Rule field determines when and what type of carryover procedure should occur. If you choose Carry Max;Move Diff (3) or Carry Max;Add Diff (4), you must enter a Carry Over HED to store the carryover amount. The Carry Over Date determines when the carryover occurs.

The Factor information entered on this form determines which HED and accrual amount will be used to calculate vacation and sick leave. If you use this feature, the factor from the identified HED is used to multiply the Factor/Hours as described below. The result of this multiplication is used as the accrual amount.

The bottom part of the form contains the calculation information. You may create up to eight different calculations based on service length. The Up To YYMM field contains the longest service length for which the Factor/Hours and Accrual Maximum fields are valid. The last entry for the Up To YYMM field must be '99-11', which includes the longest possible length of service.

The Factor/Hours field is the rate at which this routine accrues vacation/sick time. If the Factor HED is present, this field contains a four-decimal factor used in a multiplication routine to determine vacation/sick accrual. If the Factor HED field is blank, this value is a two-decimal hours amount.

The Accrual Maximum value is the most vacation/sick time that this routine may accrue. This is a two-decimal hours amount.

The following examples set up the factors for two accrual routines. In the first example, all employees accrue 15 days per year (10 hours per month) regardless of length of service. In the second example, employees with up to 3 years of service accrue 12 days per year (8 hours per month), and those with 3 or more years of service accrue 18 days per year (12 hours per month).

Accrual Routine Factors

Routine> VAC00A
Effective Date> 01-01-2000
Service Type:

Carry Over
HED:
Date: 01-01
Rule: No Carry Over

Factor
HED:
Field:

	Up To YYMM	Factor/ Hours	Accrual Maximum		Up To YYMM	Factor/ Hours	Accrual Maximum
1.	9911	10.00	.00	5.			
2.				6.			
3.				7.			
4.				8.			

----Accrual routine has been added to table----

Accrual Routine Factors

Routine> VAC00B
Effective Date> 01-01-2000
Service Type: From Adjusted Senior

Carry Over
HED:
Date: 01-01
Rule: No Carry Over

Factor
HED:
Field:

	Up To YYMM	Factor/ Hours	Accrual Maximum		Up To YYMM	Factor/ Hours	Accrual Maximum
1.	0300	8.00	.00	5.			
2.	9911	12.00	.00	6.			
3.				7.			
4.				8.			

----Accrual routine has been added to table----

Accrual Routine Selection Criteria form

The Accrual Routine Selection Criteria form (AS-SCR) is used to link the Accrual Selection number to a routine, select the employees, and set the frequency for the accrual routine. You must establish the routine on the Accrual Routine Factors form (AR-SCR) before using it on this form.

The records created on this form determine which employees are eligible for a particular routine and when the accrual occurs. The Ctrl Number field cross-references the Control Number field on the Company-To-Rules CrossRef For Accrual Selection form (AZ-SCR). You must set up a Company-To-Rules CrossRef For Accrual Selection form for each

organization to be processed. You must process the Company-To-Rules CrossRef For Accrual Selection form before processing this form.

Enter the HED where you wish to store the vacation or sick leave accrual in the HED Number field. The Seq Nbr field allows the use of the same HEDs for multiple accrual routines.

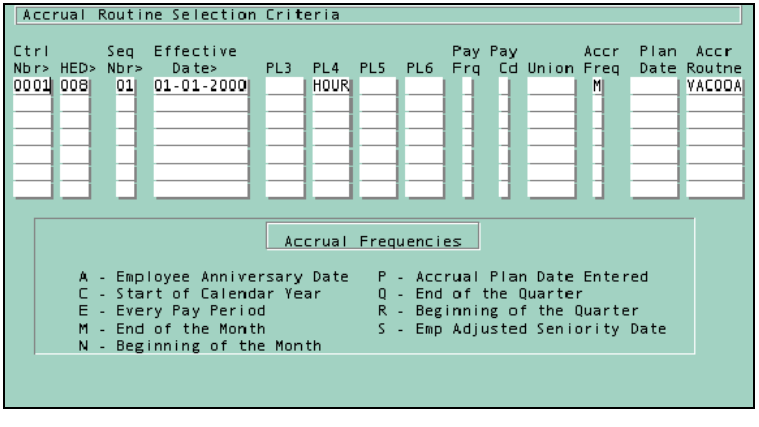
The Effective Date on this form must be greater than (more recent) or equal to the Effective Date on the Company-To-Rules CrossRef For Accrual Selection form (AZ-SCR).

Any values in the PL3 through PL6 fields are compared against an employee's payroll home location assignment on the Employee Database. You may use a wild card character when selecting these values. The equal sign (=) represents any single character. For example, the entry '0=3=' matches all codes that begin with 0 and have 3 in the third position. You may also select employees with the Pay Frq, Pay Cd, and Union fields. Values in any of these fields are compared to the corresponding fields on the employee's Employee Database record. If a match is found, the employee is selected for this accrual routine. You can use these fields in any combination to select employees based on your requirements.

The Accr Freq (PP96) option list determines when the accrual takes place. Choose from the list of options displayed on the form. If you enter a 'P' (Accrual Plan Date Entered), use the Plan Date field to enter the date on which the accrual takes place.

The Accr Routne field links this form with a routine entered on the Accrual Routine Factors form (AR-SCR). Both fields must match.

The following examples link employees to specific accrual routines. In the first example, hourly employees are linked to routine VAC00A. In the second example, salaried employees are linked to routine VAC00B.



Accrual Routine Selection Criteria

Ctrl Nbr>	HED>	Seq Nbr>	Effective Date>	PL3	PL4	PL5	PL6	Pay Frq	Pay Cd	Union	Accr Freq	Plan Date	Accr Routne
0001	008	01	01-01-2000		SALR						M		VACOOB

Accrual Frequencies

A - Employee Anniversary Date
C - Start of Calendar Year
E - Every Pay Period
M - End of the Month
N - Beginning of the Month
P - Accrual Plan Date Entered
Q - End of the Quarter
R - Beginning of the Quarter
S - Emp Adjusted Seniority Date

Accumulation Method Code 8A---for accumulating, combining, or tracking groups of earnings and deductions for special purposes

Organizations often need a method for accumulating, combining, or tracking groups of earnings and deductions for special purposes, such as accumulating vacation hours, life-to-date dollars and hours, 401(k) deductions, and company-matched amounts. An organization may also need to calculate earnings or deductions in a nonstandard manner. For example, for a 401(k) plan, you can do the following:

- Add all of an employee's applicable earning types
- Calculate the amount to deduct by multiplying the rate chosen by the employee for a 401(k) deduction by the accumulated total of the employee's earnings
- Deduct that amount, up to the federal annual maximum pre-tax contribution
- Change the employee contribution to a post-tax deduction once the federal maximum is reached

Accumulation Method Code 8A adds or subtracts multiple hours and amounts and stores them in a separate accumulation HED. Hours and dollars can be accumulated in a normal earning or deduction that is added to or deducted from an employee's pay. It can also be stored in a memo earning or deduction, which only collects the totals for your records.

When you work with Accumulation Method Code 8A, you work with two primary forms:

- HED Accumulation Method Setup form (MCASCR)
- HED Accumulation Method Limits form (MCALIM)

The specific earnings and deductions designated by those forms (such as an accumulation and a post-tax earning or deduction) require a special setup on the Company Earnings or Company Deductions form (A8-SCR).

The accumulation earnings and deductions can be further customized for an individual employee or a group of employees by using the Employee Earnings And Deductions form

(HH-SCR), the HED Employee Mass Update form (HHMSCR), or from the Benefits Administration module.

If the accumulation and resulting calculation varies based upon varying ranges of the accumulation amounts, the HED Accumulation Method Table form (MCATBL) will also be needed.

Complete the following steps to establish Accumulation Method Code 8A:

1. Extract Method Code 5G8A from CYBMST
2. Complete the Company Earnings form or Company Deductions form (A8-SCR)
3. Complete the HED Accumulation Method Setup form (MCASCR)
4. Complete the HED Accumulation Method Limits form (MCALIM)
5. Complete the Employee Earnings And Deductions form (HH-SCR) or HED Employee Mass Update form (HHMSCR)
6. Complete the Employee Earnings And Deductions form or HED Employee Mass Update form
7. Complete the Report Requests (DD-SCR) form

1. Extract Method Code 5G8A from CYBMST

Method Code 5G8A is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file (P20) prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

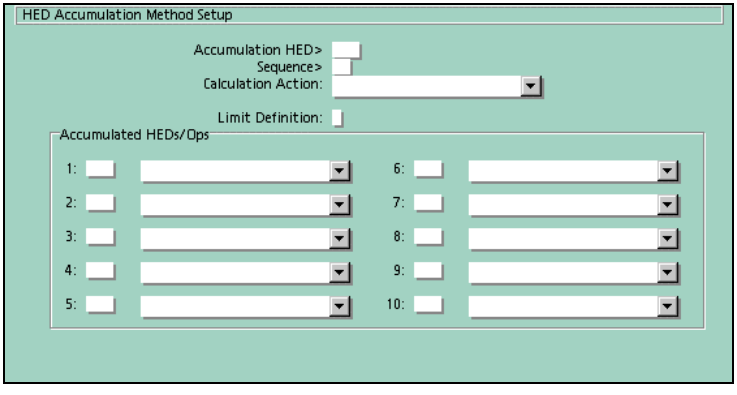
2. Complete the Company Earnings form or Company Deductions form (A8-SCR)

Establish a normal organization HED number (memo or non-memo) for the accumulation number. The processing order for the accumulation HED must be higher than the processing order for any of the working numbers specified on the HED Accumulation Method Setup form (MCASCR).Also use this form to set up a roll-over number, if one is needed for the HED Accumulation Method Limits form (MCALIM).

3. Complete the HED Accumulation Method Setup form (MCASCR)

The HED Accumulation Method Setup form (MCASCR) accumulates the hours, amounts, or both from a list of HEDs that you specify. Each HED amount or hours can be added to or subtracted from the total being accumulated. This form lists ten items, referred to as accumulated earnings or deductions. These HEDs are also referred to as working earnings or deductions. Whether you add each individual earning or deduction to the total being accumulated, or subtract it from the total, depends on what you are trying to accomplish with the form.

This form's text boxes behave very much like a table. The text boxes store instructions for processing up to 10 working numbers per form. Each working number has its own subtracted to the total being accumulated.



The best way to determine the correct entries for this form is to answer the following questions:

1. What is the HED number for this accumulator?
2. Will you need more than one form to hold all HEDs being used?
3. What calculation should be performed by this accumulator?
4. Is there a limit for this accumulator?
5. What HEDs are to be included in the accumulation?

What is the HED number for this accumulator?

Use the accumulator HED text box to identify the earning of deduction number set up at the company level which stores the total of the working number. The processing order that you specify on the Company Earnings or Company Deductions form (A8-SCR) for the accumulation earning or deduction number must be higher than the processing order of any of the numbers being accumulated in the lower portion of this form.

Will you need more than one form to hold all HEDs being used?

The sequence text box allows you to store the combined total of more than 10 working earning or deduction numbers in a single accumulation number. You do this by linking multiple HED Accumulation Method Setup (MCASCR) forms. The numbers typed in the Sequence text box for each form must be entered sequentially and consecutively starting with 01. Specify the same accumulation number on each additional form.

What calculation should be performed by this accumulator?

The value you select from this drop down box specifies what type of calculation, if any, is performed upon the total for the accumulated working earning or deduction numbers. If you are linking together multiple HED Accumulation Method Setup (MCASCR) forms via the Sequence text box, only select a calculation action on the first form in the sequence, that is, the one which has 01 in the Sequence field.

This calculation applies the amount, rate, or percentage from the employee HED to the total of the working earning or deduction numbers being accumulated. The result of the calculation is then stored in the accumulation number.

Is there a limit for this accumulator?

The value entered into the Limit Definition text box links the accumulator number to a limit specified on the HED Accumulator Method Limits (MCALIM) form. The value in this field must match the Limit Definition ID on the HED Accumulator Method Limits (MCALIM) form and the value typed in the second position of the User Code text box on the HH-SCR form for the accumulation number. The first position in the User Code text box must always contain an L.

You may compare up to eight accumulation numbers to a single limit (causing them to be totaled together) by assigning each on the same Limit Definition code and then listing them in the HED fields on the HED Accumulator Method Limits (MCALIM) form.

If, after reaching the limit, you want all the totaled accumulation numbers to post to the same post-tax earning or deduction number, type an identical value in the setup form's Limit Definition field for each of the accumulation numbers. Conversely, if you want all the accumulation numbers to post to separate post-tax earning or deduction number, a HED Accumulation Method Setup (MCASCR) form and separate the HED Accumulator Method Limits (MCALIM) forms must be set up, each with different post tax earning or deduction number identified.

What HEDs are to be included in the accumulation?

Entries in the Accumulated HEDs/Ops -1 through 10 fields identify the working earning or deduction numbers being totaled together. You do not need to enter numbers sequentially, but you cannot skip an HED field. Once the system encounters a blank HED field, it assumes there are no more entries and begins processing only those numbers it encountered before the blank field.

If you wish to use Gross Wages (contained in tax record 101), type ALL in the Accumulated HEDs -1 field. If you use the ALL value, do not select a value from the Accumulated Ops -1 drop down box. The remaining Accumulated HEDs fields (2 through 10) and their associated Accumulated Ops fields are used to add to or subtract from the gross wages amount.

Note: The ALL value can only be used on an HED Accumulation Method Setup (MCASCR) form that has a Sequence field value of 01.

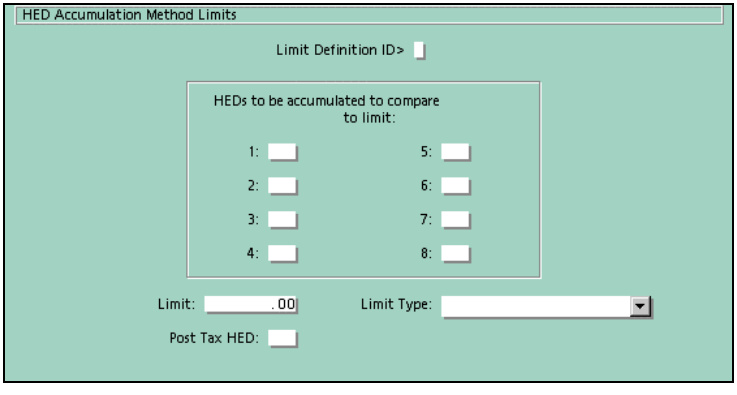
Memo earning are not automatically included in the total if you use the ALL value. If you want to include memo earnings, type them in the remaining Accumulated HEDs fields with the appropriate Accumulated Ops values.

4. Complete the HED Accumulation Method Limits form (MCALIM)

Once the accumulation HED has been established on the HED Accumulation Method Setup (MCASCR) form, it can then be accumulated with other accumulation HEDs. The total can then be compared against any limits. You are not required to specify more than one accumulation HED on this form. The additional accumulation HED fields provide the HED Accumulation Method Limits form (MCALIM) with greater flexibility.

Use the HED Accumulation Method Limits (MCALIM) form to establish a maximum, or limit, to which the amount stored in an accumulation number will be compared. Also use this form to list multiple accumulation HEDs that you wish to combine, so that their total can be compared to the limit.

Once the accumulation earning or deduction has been set up on the HED Accumulation Method Setup (MCASCR) form, it can, in turn, be accumulated with other accumulation earning or deduction numbers, and then their combined total compared against an annual limit.



The best way to determine the correct entries for this form is to answer the following questions:

1. What is the limit definition code?
2. What HEDs are to be combined to compare to the tax limit?
3. What is the limit?
4. What is the limit type?
5. Should the calculations roll over to another HED when the limit is met?

What is the limit definition code?

The Limit Definition ID text box is a required entry. This entry identifies the limit routine being established on this form. The entry you make in this text box must match the Limit Definition value entered on the HED Accumulation Method Setup (MCASCR) form for the accumulation earning or deduction numbers that are being totaled on this form. An identical limit definition also ensures that all of the accumulation numbers on this form post to the same post-tax earning or deduction number once the limit is reached.

What HEDs are to be combined to compare to the tax limit?

Entries in the 'HEDs to be accumulated to compare to limit: 1 through 8:' text boxes identify the accumulation deduction numbers to be totaled together and compared to the annual maximum. Use only deduction numbers here. You do not need to enter numbers sequentially, but you cannot skip an HED text box. Once the system encounters a blank HED text box, it assumes there are no more entries and begins totaling all numbers that were listed before the blank text box. Any numbers listed after the blank text box are ignored. Enter in these text boxes only those accumulation HEDs that have been set up on the HED Accumulation Method Setup (MCASCR) form.

What is the limit?

Enter into the Limit text box the maximum amount to which the total of the accumulation HEDs listed in the 1: through 8: text boxes is to be compared, using two decimal places.

Example: Enter $12,345.00 as '12345.' or '1234500'.

What is the limit type?

The Limit Type text box (Option List PR47) contains the code for defining the type of limit for the amount entered. Select from one of the following options:

- **Annual Limit (0)**
  The accumulation will stop when YTD of all HEDs referenced added together equals the limit amount.

- **Per Lim;No Ded > Lim (1)**
  The accumulator HEDs will process only until the limit amount is for every pay period.

- **Result < 0 = Zero ded (2)**
  No calculation if a negative amount. No accumulators will be updated if the resulting limit number is negative.

- **MTD Limit (3)**
  The accumulation stops when the MTD of all HEDs referenced added together equals the limit amount.

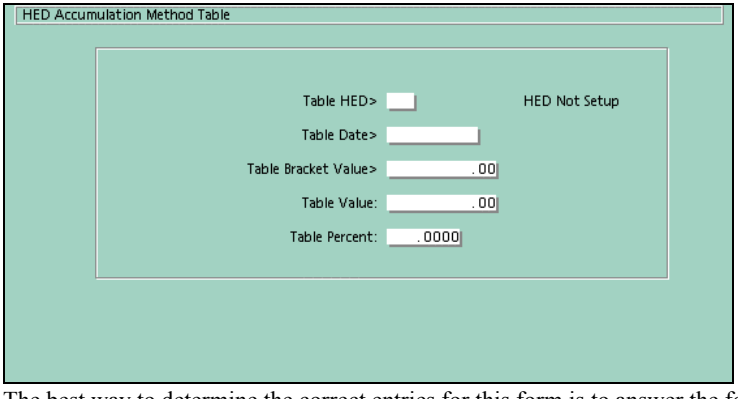
Should the calculations roll over to another HED when the limit is met?

Enter into the Post Tax HED text box the deduction number where amounts in excess of the limit are to be recorded. This post tax deduction number must be set up on the Company Deductions form (A8-SCR) as a normal (non-memo) deduction number and with a Calc Method value of Accumulation Method (8A).

Once the accumulation HED has been established on the HED Accumulation Method Setup (MCASCR) form, it can then be accumulated with other accumulation HEDs. The total can then be compared against any limits. You are not required to specify more than one accumulation HED on this form. The additional accumulation HED text boxes provide the HED Accumulation Method Limits (MCALIM) form with greater flexibility.

5. Complete the Employee Earnings And Deductions form (HH-SCR) or HED Employee Mass Update form (HHMSCR)

The HED Accumulation Method Table (MCATBL) form must be entered when the accumulator HED is using a table driven calculation action. This action allows the percent applied to the accumulated amount to vary based upon ranges of accumulations. This works like the graduated tax brackets used by many taxing authorities but may use dollars or hours. It also allows multiples of the same bracket to be entered based on an effective date.



The best way to determine the correct entries for this form is to answer the following questions:

1. What is the accumulator HED and the effective date of the entry?
2. What is the ending value of this bracket?
3. What is the table value amount for this entry?
4. What percent is to be used for this table?

What is the accumulator HED and the effective date of the entry?

Enter the accumulation HED and the effective date in the Table HED and Table Date text boxes.

What is the ending value of this bracket?

Enter the end value of dollars or hours using two decimals for this bracket.

What is the table value amount for this entry?

Enter the table amount in dollars in the table value text box.

What percent is to be used for this table?

Enter the percentage to be multiplied against the accumulated value for this bracket. Make sure to enter two decimal places, for example, 12.5% = 1250.

If necessary, use the HED Accumulation Method Table (MCATBL) form to perform special calculations based on a table percent, table amount or percent, or hours based. You must use this form if the calculation action used on the HED Accumulation Method Setup (MCASCR) form is 'H', 'T', 'U', 'C', 'Z', or 'D'.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319), option list PR28, Types of Calculation for these options and instructions for the required table entries.*

6. Complete the Employee Earnings And Deductions form or HED Employee Mass Update form

Use one or both of these forms to establish the employee-level accumulation HED.

As you assign an accumulation number to an individual or a group, you may customize it to that particular employee or group of employees. For instance, the figure in the Amount/Percent field may vary from employee to employee.

7. Complete the Report Requests form

For the Payroll Audit Trail (0101) report, select Print Every Run (0) from the Data Types - Other Record (PP51) option list. This option causes the WL records required for Method Code 5G8A to be read into working storage, so that they are available during the pay calculation.

Note: Accumulation Method Code 8A requires that the Payroll Audit Trail (0101) report be selected during a payroll run. The Data Types - Other Record field on the Report Requests form (DD-SCR) must contain a value other than Do Not Print (5). Cyborg recommends you select the value Print Every Run (0) in this field.

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.

To accommodate the catch-up provision of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), a catch-up HED must be established for all employees. You may establish this HED by using the HED Employee Mass Update form (HHMSCR). This new HED must process between all pretax 401(k) HEDs and the posttax HED, if any. For example, if your organization has two pretax HEDs—600 (Basic) and 601 (Supplemental)—as well as 603 (Posttax), then you must set up the 401(k) catch-up as HED 602. It may be necessary for your organization to renumber some HEDs to accommodate this process. As with the posttax requirement, the new 401(k) catch-up HED must be established for all employees.

The following setup is required for the new process:

1. Establish a Company Deductions form (A8-SCR) for the catch-up HED.
2. Establish an HED Accumulation Method Setup form (MCASCR) for the catch-up HED. Only three fields must be entered:
   - Accumulation HED that your organization has assigned for the catch-up HED in Step 1
   - Sequence—01
   - Limit Definition—any valid character not previously used.
3. Establish an HED Accumulation Method Limits form (MCALIM) for the Limit Definition entered on the HED Accumulation Method Setup form (MCASCR). Five fields must be entered on this form:

- Limit Definition ID—the same one used in Step 2
- HEDs to be Accumulated—the catch-up HED defined in Step 1
- Limit—1,000.00 for 2002
- Limit Type—'Age50 + Annual Lim'
- Post Tax HED—blank if there is no posttax HED

4. Set up an Employee Earning And Deduction form (HH-SCR) for the catch-up HED for each employee, with a frequency of 'All Pay Periods' and a Calc Method of 'Accumulation Method'. If an employee chooses not to participate in the catch-up, type an X in the first position of the two-position User Fields - Code text box.
   You may add the catch-up HED for all employees by using the HED Employee Mass Update form (HHMSCR). Be sure to add the catch-up HED and posttax to your Logical Employee Model template (LMODEL) so that all new hires have the HEDs established.

The Accumulation Method Code 8A places an A in the first position of the User Fields - Code text box when a posttax condition is reached. As a result of the catch-up provision processing logic, when an A is found, the current HED number will be used to find the HED Accumulation Method Setup form (MCASCR) segment. If none is found, processing will revert to its original logic. Using the HED Accumulation Method Setup form (MCASCR) segment, the limit segment will be found.

If the limit type is 'Age 50+ Annual Lim' (4), the age (years) will be calculated using the birth date on the E segment and the payment date on the AJ segment for the employee's frequency. If the employee is 50 or over at any time in the calendar year, processing continues. If the employee is not 50 or an X is found in the first position of the User Fields - Code text box, no amount is taken and the amount is moved to the post tax HED, if one is entered. The amount available plus prior year-to-date is compared to the limit. An amount is taken up to the limit. If there is an excess amount, it is moved to the posttax HED if one has been established.

Garnishment Method Code 8G---automatically calculating garnishment amounts

A garnishment is a tax levy, court order, or other required deduction taken from disposable income, as mandated by state and federal laws. The Garnishment Method Code 8G automatically calculates garnishment amounts. It takes available net pay and adds back all pre-tax deductions values.

Establishing Garnishment Method Code 8G requires you to complete several forms. This process is designed to accommodate the calculation of garnishments easier, while still complying with state and federal laws regarding disposable income.

Complete the following steps to establish this method code.

1. Extract Method Code 5G8G from CYBMST
2. Complete the Company Deductions form (A8-SCR)
3. Complete the Parameters For Garnishment (Method Code 8G) form (MCGSCR)
4. Complete the Employee Earnings and Deductions form (HH-SCR)

1. Extract Method Code 5G8G from CYBMST

Method Code 5G8G is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

2. Complete the Company Deductions form (A8-SCR)

Identify and establish a normal (non-memo) deduction on the Company Deductions form (A8-SCR). This HED will be used to perform the calculation. Garnishment deductions should be established in the processing order mandated by law or regulation. Select Garnishment (8G) from the Calc Method (PP12) option list.

Note: Some state require certain deductions, such as medical insurance, to be processed before a garnishment. Please review all accompanying documentation carefully to determine the correct processing order for any garnishment HED you establish.

3. Complete the Parameters For Garnishment (Method Code 8G) form (MCGSCR)

Establish exception deductions on the Parameters For Garnishment (Method Code 8G) form (MCGSCR). These are deductions that must be added back to the available net pay in the income subject to garnishment calculation, but have been assigned an HED number lower than that of the garnishment. Deductions with a lower HED number maintain a higher processing order, and therefore, have already been subtracted from the income amount. Completing this form adds that deduction amount back so that it is included in the garnishment calculation.

*Note: A pre-tax deduction is added back as part of Method Code 8G. If a pre-tax deduction should **not** be included in the calculation for available income, you must enter that HED as an exception.*

Identify the garnishment deduction in the HED field. This HED must already be established on the Company Deductions form (A8-SCR).

4. Complete the Employee Earnings and Deductions form (HH-SCR)

Enter the garnishment deduction number at the employee level.

How the garnishment method code calculates a garnishment

Payroll Administration automatically performs these four steps, as well as the calculations necessary for the option specified in the User Code field on the Employee Earnings and Deductions form (HH-SCR), when calculating a deduction HED using Method Code 8G.

Note: You are responsible for consulting the specific laws governing a garnishment before establishing it on The Solution Series. It is strongly recommended that you calculate these totals manually along with The Solution Series to ensure proper calculation.

1. Calculate the income subject to garnishment
2. Calculate the preliminary garnishment amount
3. Calculate the protected amount and allowable garnishment amount
4. Calculate the actual garnishment amount

1. Calculate the income subject to garnishment

Calculate the wages subject to the deduction less mandatory deductions as defined by state and federal laws.

Net pay available
+ Deduct Before Taxes (58) deductions
- Exception HEDs (from the Parameters For Garnishment (Method Code 8G) form)
+ Previously calculated deductions (add-back option)
= **Income subject to garnishment**

2. Calculate the preliminary garnishment amount

Calculate the amount of deduction before qualifying against state and federal limits as indicated by the option code on the employee's deduction HED.

F Fixed Amount
Preliminary garnishment amount = Amount/Percent field on Employee Earnings And Deductions form (HH-SCR)

G Percent of Gross
Gross wages (tax record 101 FiCA-OASDI)
x Garnishment percent
= **Preliminary garnishment amount**

P Percent of income subject to garnishment
Income subject to garnishment
x Garnishment percent
= **Preliminary garnishment amount**

H Additional protected amount
Fixed amount
+ Percent of disposable income
- Fixed amount
= **Preliminary garnishment amount**

I Percent of HED 001 dollars paid only
Percent from garnishment HED
x HED 001 amount
= **Preliminary garnishment amount**

The following calculation options are provided to meet the requirements of the states of Florida, Hawaii, Iowa, North Dakota, and Tennessee. Each of these options works in the same way as either the Fixed deduction (F) amount or Percentage (P) options. The only difference is in the way they handle the testing of protected amounts.

Additionally, a calculation option is provided to meet the requirements of the state of Wisconsin. This option calculates the garnishment value by determining the greater of the Fixed deduction amount (F) and Percent of gross (G) options.

A Percent deduction above legal minimum disposable wage

B Amount deduction above legal minimum disposable wage

Calculation options A and B are both used to compare disposable earnings to the legal minimum disposable wages. The only difference between the two is the way in which the value entered in the Amount/Pct field of the garnishment HED is treated by each. Both options add a test to the method code to compare disposable wage earnings to the legal minimum disposable wages. If actual disposable earnings are not greater than the limit, no garnishment is taken. The legal minimum must be entered in the Amount Two field of the Employee Earnings and Deductions form (HH-SCR) established for the memo deduction HED. If a garnishment can be taken, the calculated amount is compared to the protected amount entered in the Amount One field of the garnishment HED. The protected percent is entered in the Amount Two field of the garnishment HED.

When option A is used, the Amount/Pct field is treated as a percent for calculating the garnishment amount. When option B is used, the Amount/Pct field is treated as a fixed amount, and a garnishment is issued for a specific value.

C Percent deduction, Hawaii protection rule

D Amount deduction, Hawaii protection rule

Both options C and D calculate the protected percent for the state of Hawaii. This amount is then compared to the calculated deduction. The protected amount (30 times the Federal Minimum Wage) is entered in the Amount One field on the garnishment HED. Hawaii uses a unique three-tiered structure to calculate the protected percent.

For example, we will assume that the first tier is 95% of the first $100, the second tier is 90% of the next $100, and the third tier is 80% of the remainder. In order to accommodate this structure, the memo deduction HED must be established to store the following variables:

1. Enter the first tier percent as a whole percent in the Amount/Pct field. For example, enter 95% as 95.
2. Enter the first tier base dollars in whole dollars in the first five positions of the User Code and User Number fields combined. For example, to enter $100, type 00 in the User Code field and 100 in the first three positions of the User Number field.
3. Enter the second tier percent as a whole percent in the next three positions of the User Number field. For example, to enter 90%, type 090.

4. Enter the second tier base dollars in whole dollars in the next five positions of the User Number field. For example, to enter $100, type 00100.
5. Enter the third tier remainder percent as a whole percent in the Amount Two field. For example, enter 80% as 80.

E Percent deduction with year to date maximum (Iowa)

L Amount deduction with year to date maximum (Iowa)

Calculation options E and L are both used in Iowa to test for a year-to-date maximum garnishment amount. After the garnishment value for the current period is determined, a year-to-date test is performed by adding the current period garnishment amount to the prior year-to-date garnishment amount. The results are then compared to the year-to-date maximum. If the newly calculated current value would cause the year-to-date amount to be over the maximum allowable amount, the current value is reduced.

The year-to-date maximum amount is taken from the Amount Two field on the Employee Earnings and Deductions form (HH-SCR) for the memo deduction HED. Because the year-to-date maximum is based on anticipated earnings, this value must be determined by the user.

J Percent deduction, value X dependents added to protected amounts

K Amount deduction, value X dependents added to protected amounts

Calculation options J and K are both used in states that allow an additional protected amount for each qualifying dependent. When calculating the protected amount, these options multiply the per dependent value by the number of qualified dependents. That amount is then added to the standard protected amount. Enter the number of dependents in the Amount One field and the per dependent amount in the Amount Two field of the Employee Earnings and Deductions form (HH-SCR) for the established memo deduction HED.

M Greater of either a fixed amount or a percentage of gross

Option M, provided for the state of Wisconsin, determines the greater of a fixed amount or a percentage of gross pay. This option performs the same calculations as the Fixed deduction amount (F) and Percent of gross (G) options, and determines the greater of the two. First, the percentage of gross pay is calculated by multiplying gross wages (tax record 101 FICA-OASDI) by the garnishment percent entered in the Amount/Percent field on the Employee Earnings and Deductions form (HH-SCR) for the established memo deduction HED. The percentage of gross pay is then compared to the fixed amount entered in the Amount/Percent field of the garnishment HED. The greater of these two amounts determines the garnishment value. The protected amount (30 times the Federal Minimum Wage) is entered in the Amount One field of the garnishment HED, and the protected percent is entered in the Amount Two field of the garnishment HED. In the case of a child support garnishment, you need only to enter the protected percent.

Note: The protected percent is the percentage of pay that the employee may retain. For example, if the maximum deduction amount is 60%, the protected percent is 40%.

3. Calculate the protected amount and allowable garnishment amount

Calculate the deductible amount after satisfying mandatory deductions or protected amounts.

Income subject to garnishment
x Protected percent
= **Protected amount**

Income subject to garnishment
- Protected amount
- Previously calculated deductions (add-back option)
= **Allowable garnishment amount**

4. Calculate the actual garnishment amount

Calculate the amount to be deducted from the employee's wages, the lesser of the allowable garnishment amount or net pay available.

Zero Net Pay Method Code 8B---establishing minimum payments

Your company may have a policy that specifies a minimum check amount. For example, you may specify that a check cannot be produced for less than $20.00. If an employee's net pay is less than this amount, no check is produced. The amount under the minimum is carried forward and added to net pay in the next pay period.

Incorporate this pay technique with the deduction method code, Zero Net Pay (8B), which tests the amount of current net pay against a minimum amount established as part of the deduction specification. If net pay is less than the minimum, the net pay is zeroed, a zero check is issued, and the pay stub reflects zero net pay. The amount under the minimum is reported as a deduction and is retained for the next payment.

Note: During the processing of the last payroll run of the year, the system ignores the minimum amount and pays all outstanding amounts.

Complete the following steps to establish this method code.

1. Extract Method Code 5G8B from CYBMST
2. Complete the Company Deductions form (A8-SCR)
3. Complete the Employee Earnings and Deductions form (HH-SCR) or HED Employee Mass Update form (HHMSCR)

1. Extract Method Code 5G8B from CYBMST

Method Code 5G8B is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the batch payroll process, Pay Merge (PAYMRG), for use with the Online Pay Calculation feature.

2. Complete the Company Deductions form (A8-SCR)

Create a normal deduction number (non-memo) to perform the minimum net calculation. This is the minimum net deduction. The minimum net deduction must be the last deduction to be calculated before net pay. Therefore, the processing order for the minimum net deduction should be higher than any other deduction.

3. Complete the Employee Earnings and Deductions form (HH-SCR) or HED Employee Mass Update form (HHMSCR)

Use one or both of these forms to establish the employee-level accumulation HED.

An employee deduction with this deduction number must be added to each employee's record for whom the minimum payment amount applies.

How the Minimum Payment feature works

Upon execution of the method code, the system checks the available net pay (gross wages less taxes and deductions with a processing order lower than the current deduction) against the minimum amount in the Amount/Percent field. If the net pay is less than the amount entered as the minimum net amount, the available net pay is taken as a deduction, thus reducing net pay to zero.

During subsequent payroll runs, the method code adds the year-to-date amount for this deduction to the employee's available net pay. If the combined amount is still less than the minimum net amount, the current available net is taken as a current deduction, reducing net pay to zero again. The year-to-date amount for the deduction then reflects the current unpaid net pay.

If the combined amount is greater than the minimum net amount, the year-to-date amount for the deduction is refunded. This increases net pay to pay the current available net along with the previous unpaid balance.

When the last payroll run of the year is performed, as indicated by an entry in the Payroll Run Process Control form (AE-SCR), any unpaid amount for all employees is paid automatically and added to net pay. No carryover from year to year occurs.

☞ *Refer to the Year-End Processing Guide for more information about running the last payroll of the year.*

Interest Calculations Method Code 8C---employee loans

Your company may have loans to employees at a more favorable rate than the given (government) rate. The favorable difference in interest rates can be treated as imputed income to your employee. You may also have the need to separate the loan repayment into principal and interest portions. As an alternative you may wish to treat the entire payment as a principal payment and reduce the loan balance by that amount. In this case, the actual interest must be established as an active deduction.

Complete the following steps to establish this method code.

1. Extract Method Code 5G8C from CYBMST
2. Complete the Company Earnings form
3. Complete the Employee Earnings and Deduction form
4. Complete the Company Deductions form

5. Complete the Employee Earnings and Deduction form
6. Complete the Company Deduction form for a memo deduction
7. Complete the Employee Earnings and Deduction form

1. Extract Method Code 5G8C from CYBMST

Method Code 5G8C is a report generator method code. The source is delivered on CYBMST and must be installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

2. Complete the Company Earnings form

Establish an earning HED to calculate the imputed income, which is the favorable difference between the government rate and actual rate.

3. Complete the Employee Earnings and Deduction form

Using the same earnings HED number as above, establish the individual's rate and principal balance information.

You may establish this employee HED easily by using 'Use Company Defaults' in the Frequency field. If this option is used, the defaults set on the Company Earnings form (A8-SCR) will be used. The given (government) rate need only be entered once, on the Company Earnings form (A8-SCR).

4. Complete the Company Deductions form

Establish a deduction for the loan payment. The Calc Method field must contain Interest Calculation (8C).

5. Complete the Employee Earnings and Deduction form

Establish the deduction for the loan repayment for the employee. The Calc Method field must contain Interest Calculation (8C).

6. Complete the Company Deduction form for a memo deduction

If desired, a memo deduction may be established to accumulate the actual interest calculated each time the deduction is taken. If used, the HED number must be higher than the actual deduction HED established in Step 4 above.

If the payment is considered as a principal payment only, then you should not use this memo setup. You should establish an active deduction for the interest payment.

7. Complete the Employee Earnings and Deduction form

Based upon your setup in step 6 above, either establish a memo deduction for the employee to accumulate the actual interest calculated each time the loan payment is made, or establish an active deduction for the interest payment.

Reports used for earnings, deductions, and accruals

The following reports are used for tracking and auditing earnings, deductions, and accruals.

- Accrual (0505) report
- Combined Register (2222) report
- HED Register (2H2H) report
- HED Segment Changes Effective This Period (8R-RPT) report
- Master File (0202) report
- Memo HED Register (2M2M) report

The following 401(k) nondiscrimination report series has been designed to meet the requirements of the Tax Reform Act of 1986:

- 401(k) Nondiscrimination Test (1st Pass) (4D4D) report
- 401(k) Nondiscrimination Test (2nd Pass) (4E4E) report
- 401(k) Nondiscrimination Test (3rd Pass) (4F4F) report
- 401(k) Nondiscrimination Test (4th Pass) (4G4G) report
- 401(k) Nondiscrimination Test (5th Pass) (4H4H) report
- 401(k) Nondiscrimination Test (6th Pass) (4I4I) report
- 401(k) Nondiscrimination Test (7th Pass) (4J4J) report
- 401(k) Detail and Summary Report (4K4K) report

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Establishing a shift premium HED 129
Establishing an annual bonus HED 134
Establishing a vacation HED 136
Establishing a group term life insurance over $50,000 HED 139
Establishing a nontaxable expense HED 141
Establishing a fiscal memo HED 143
Establishing a tax deferred HED 145
Establishing a company-matched savings plan HED 147
Establishing a stock purchase HED 149
Establishing a direct deposit HED 151
Assigning accrual selection numbers 153
Establishing an accrual routine factor for a vacation entitlement 154
Selecting accrual routine criteria 156
Running the ACCRUE program 158
Establishing Time Entry Method Code 9E 159
Establishing Time Entry Method Code 9Y 160
Establishing Accumulation Method Code 8A 161
Establishing Garnishment Method Code 8G 165
Setting taxability limits for states whose limits differ from Federal limits 167
Setting up a new cross reference number for pretax wage limits 169
Establishing new pretax wage limits for a tax authority 171

Establishing a shift premium HED

You may choose not to establish this HED for your organization.

In this task, you will establish an earning that pays a second shift premium to employees who are assigned to second shift, or whose time entry has a second shift override. The shift premium is paid on any HED 001 hours submitted on a time entry. The shift premium is paid at $10.00 per hour, and the hours recorded for the purpose of paying shift premium are not included in the total hours worked on the payment stub. The processing order of this HED has been permanently changed to 012.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '101'.

3. Enter the Description

Type the description of the HED.

For practice, type '1ST SHIFT PREM'.

4. Select the Category

For this HED, select the option that defines the HED as a shift premium taxed using tax tables. Payroll Administration determines which shift earnings to use by counting shift categories on the organization record.

For practice, select Shift-Normal Tax (06).

5. Select the Frequency

For this HED, shift premium is inactive until triggered by a time entry for hours that qualify for shift premium.

For practice, leave the default Inactive (00).

6. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

7. Select the Calc Method

Direct the system to use HED 001 hours from the time entry and multiply them by the amount of shift premium per hour.

For practice, select Amt Per Total Hour TE (15).

8. Select the Amount/Percent

Leave this field blank, because a first shift premium is never paid.

For practice, leave blank.

9. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

For practice, click Save.

10. Select the Add Total Hrs option

On the second part of the Company Earnings form (A8-SCR), find the Add Total Hrs option list. For this HED, the hours on which this shift premium is based are already included in total hours.

For practice, leave the default Do Not Add to Hours (2).

11. Click Save or press Enter

The Company Options form (A8-SCR) is saved for HED 101.

For practice, click Save.

12. Clear the form and return to the first part of the form

Before establishing the second and third shift premium HEDs, you must clear the form.

For practice, click the Clear all the fields on this form button and click the Return to 1st Screen button.

13. Enter the new HED number

Type the HED number for the second shift premium HED.

For practice, type '102'.

14. Enter the Description

Type the description of the HED.

For practice, type '2ND SHIFT PREM'.

15. Select the Category

For this HED, select the option that defines the HED as a shift premium taxed using tax tables. Payroll Administration determines which shift earnings to use by counting shift categories on the organization record.

For practice, select Shift-Normal Tax (06).

16. Select the Frequency

For this HED, shift premium is inactive until triggered by a time entry for hours that qualify for shift premium.

For practice, leave the default Inactive (00).

17. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

18. Select the Calc Method

Direct the system to use HED 001 hours from the time entry and multiply them by the amount of shift premium per hour.

For practice, select Amt Per Total Hour TE (15).

19. Select the Amount/Percent

Pay this shift premium $0.65 for every hour.

For practice, type '65'.

20. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

For practice, click Save.

21. Enter the FLSA method

On the second part of the form, select a value from the FLSA Calc Use option list.

For practice, select Use Amt Only (1).

22. Save the form

The remaining field are populated by system-generated defaults, and the HED is established on the system.

For practice, click Save.

23. Clear the form and return to the first part of the form

Before establishing the second and third shift premium HEDs, you must clear the form.

For practice, click the Clear all the fields on this form button and click the Return to 1st Screen button.

24. Enter the new HED number

Type the HED number for the second shift premium HED.

For practice, type '103'.

25. Enter the Description

Type the description of the HED.

For practice, type '3RD SHIFT PREM'.

26. Select the Category

For this HED, select the option that defines the HED as a shift premium taxed using tax tables. Payroll Administration determines which shift earnings to use by counting shift categories on the organization record.

For practice, select Shift-Normal Tax (06).

27. Select the Frequency

For this HED, shift premium is inactive until triggered by a time entry for hours that qualify for shift premium.

For practice, leave the default Inactive (00).

28. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

29. Select the Calc Method

Direct the system to use HED 001 hours from the time entry and multiply them by the amount of shift premium per hour.

For practice, select Amt Per Total Hour TE (15).

30. Select the Amount/Percent

Pay this shift premium $0.90 for every hour.

For practice, type '90'.

31. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

For practice, click Save.

32. Enter the FLSA method

On the second part of the form, select a value from the FLSA Calc Use option list.

For practice, select Use Amt Only (1).

33. Access the Company Earnings and Deductions Inquiry form

Access the Company Earnings and Deductions Inquiry form (A8ISCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions Inquiry

For practice, access the Company Earnings and Deductions Inquiry form (A8ISCR).

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

```
Company Earnings And Deductions Inquiry

                        V                T                  A   A R   C A S C C
    Ct Description      a -Order- TE2 O a --- Default ---- T P T E T L C / E E
HED Cd Miscellaneous    c Prm Tmp H $ T x Fr Ty MC Amt/Pct O T H G C S R A E H

001 15 REGULAR PAY      0 001 001 0 0 0 0 00 00 00         N 0 0 Y   0   2

002 14 FUTURE RAISE     0 000 000 0 0 0 0 00 00 00         N 0 0

003 01 OVERTIME PAY     0 012 012 0 0 0 0 00 00 00         N 0 0 Y   0   2

008 18 VAC CARRYOVER    0 008 008 0 0 0 0 00 00 00         N 0 0 Y   0   2

009 15 REGULAR PAY      0 009 009 0 0 0 0 00 00 00         N 0 0 Y   0   2

011 06 INACTIVE         0 011 011 0 0 0 0 00 00 14      10 N 0 2 Y   0   2
```

See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing an annual bonus HED

This Annual Bonus HED automatically pays the earning to the employee each pay period. The earning is fully taxable, calculated using the default percent for the tax authorities, rather than by using the table calculation. The earning is the amount specified in the employee record in the Amount/Percent field.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '027'.

3. Enter the Description

Type the description of the HED.

For practice, type 'ANNUAL BONUS'.

4. Select the Category

For this HED, select the option that defines the HED as belonging to a separate group for purposes of calculating other earnings or deductions. This HED uses the supplemental rate or method, as defined by each taxing authority, to calculate employee income tax on this supplemental earning.

For practice, select Misc-Default Tax (13).

5. Select the Frequency

This organization will automatically pay out its annual bonus on a pay-period basis. The amount specified in the employee record for this HED is automatically included with other earnings on a payment.

For practice, leave the default Inactive.

6. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

7. Select the Calc Method

Direct the system to pay the amount entered in the Amount/Percent field.

For practice, select Fixed Amount (02).

8. Select the Amount/Percent

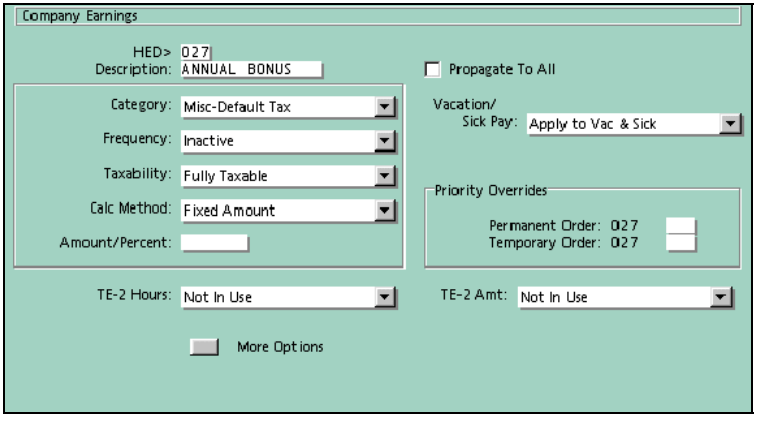
For this HED, the field is left blank because each employee bonus amount is different. The automatic payment is based on the entry in the corresponding employee field, specific to each employee.

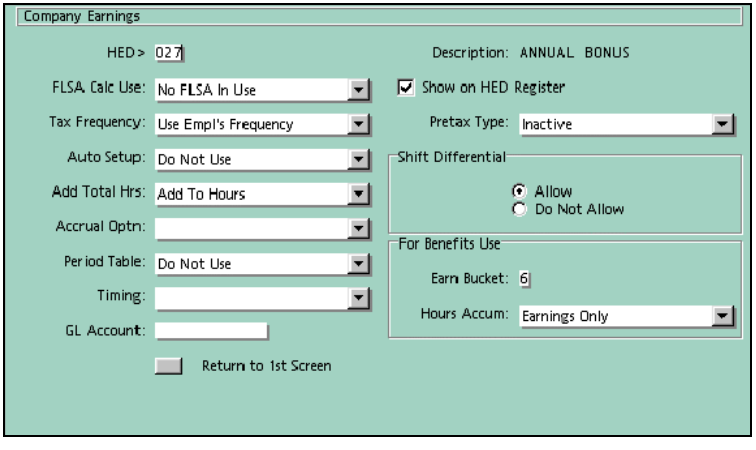
For practice, leave this field blank.

9. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing a vacation HED

This HED automatically accrues a fixed amount of eight hours of vacation on the first pay period of the month, and it stores the accrual in the Amount One field on the employee earning record. When used to pay vacation, the vacation HED defaults to the hourly rate stored in the employee's HED 001 and calculates taxes using the tax tables. The HED allows payment by time entry only to the limit of hours available to the employee, The HED normalizes taxation on large lump-sum amounts paid on a separate payment.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '210'.

3. Enter the Description

Type the description of the HED.

For practice, type 'VACATION'.

4. Select the Category

For this HED, select the option that provides the ability to have only specific deductions taken, or automatic earnings paid, when vacation is paid as a separate payment, and uses tax tables for income tax calculations.

For practice, select Vac-Normal Tax (02).

5. Select the Frequency

For this HED, shift premium is inactive until triggered by a time entry for hours that qualify for shift premium.

For practice, select End of The Month (13).

6. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

7. Select the Calc Method

Specify that the same amount is to be accrued each time the frequency occurs.

For practice, select Fixed Amount (02).

8. Select the Amount/Percent

For this HED, add 8 hours of entitlement accrual to the accrual balance. Use two decimal places.

For practice, type '800'.

9. Select the Tax Frequency

On the second part of the form, select the Tax Frequency option that allows the system to normalize taxes on a large lump-sum payment.

For practice, select Use TE Overtime Code (7).

10. Select the Add Total Hrs option

Identify the HED as an accrual HED and allow the hours paid for this earning to be added to the total hours amount that prints on the employee's pay stub.

For practice, select Acr/Add to Hours (1).

11. Select the Accrual Optn

Indicate that this accrual allows payment by time entry only to the limit available in the employee earning Amount One field, where the accrual remaining balance is stored.

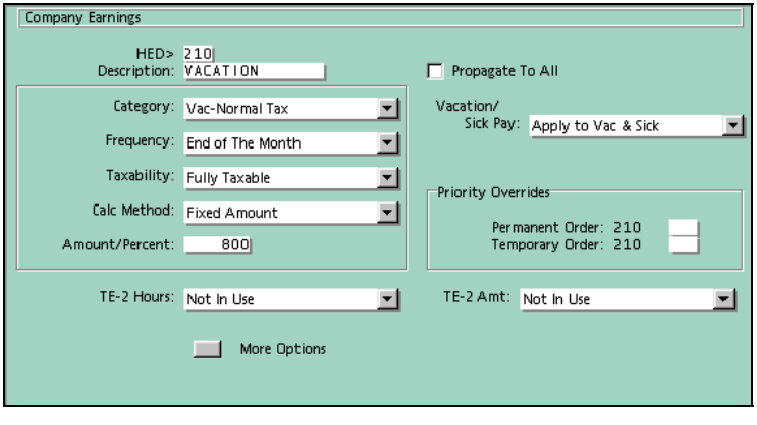
For practice, select Pay Lessor of TE/Bal (L).

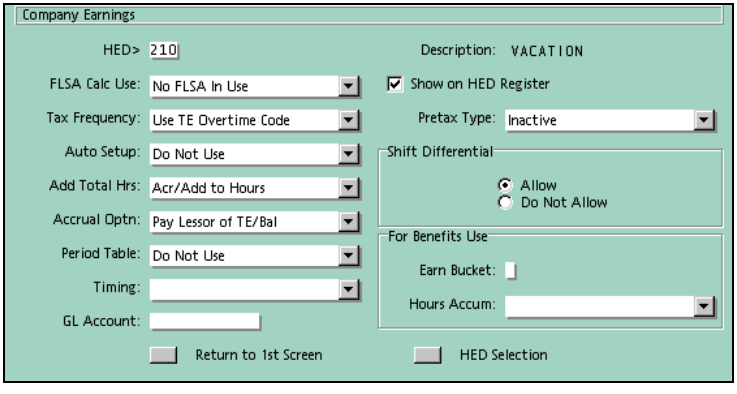
Note: This option prints a warning message on the Payroll Audit Trail (0101) report when this condition is encountered. No override capability is available for this option on the employee earning record.

12. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing a group term life insurance over $50,000 HED

This HED will process the amount as earning, update all appropriate taxable wages, withhold specified taxes, and then automatically deduct the amount so that no increase in pay occurs. It updates all taxable wages for the employee, but it deducts only FICA and disability taxes. To keep the employee's net pay in balance, the earning prints on the pay stub as both an earning and a deduction. Reports show the amount only once, as an earning.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '034'.

Note: The Taxable Group Term Life Insurance Over $50,000 (86-RPT) report assumes HED 034 is being used for this earning. If a different HED number is used, the report must be modified to refer to that number.

3. Enter the Description

Type the description of the HED.

For practice, type 'INS OVER 50,000'.

4. Select the Category

Select the option that processes the amount as an earning, updates taxable wages, withholds taxes, automatically deducts the amount to ensure exclusion from net pay, and treats the earning as a pass-through amount.

For practice, select Earn/Ded-Normal Tax (10).

5. Select the Frequency

This HED is inactive until triggered by a time entry.

For practice, leave the default Inactive (00).

6. Select the Taxability

This HED is fully taxable.

For practice, leave the default Fully Taxable (00).

7. Select the Calc Method

Select the option that pays the amount.

For practice, select Fixed Amount (02).

8. Select the Amount/Percent

This amount is submitted through a time entry.

For practice, leave this field blank.

9. Select the Tax Frequency

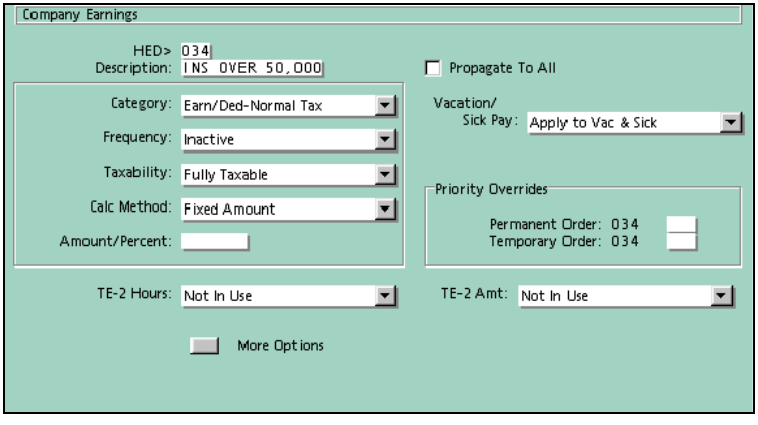
On the second part of the form, select the Tax Frequency option that causes taxable wage fields to be updated according to the value in the Taxability field, because this earning is to be accumulated as taxable wages in all the active tax records specified by the Taxability field, but only FICA and any disability taxes are withheld.

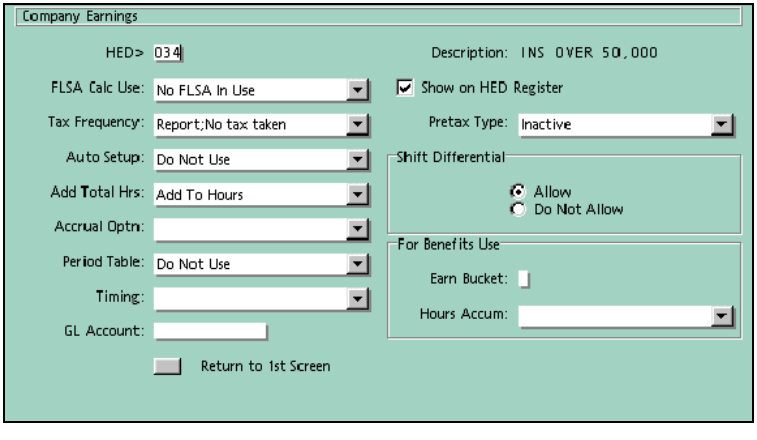
For practice, select Report;No tax taken (A).

10. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing a nontaxable expense HED

This HED allows payment of an expense amount through a time entry. The amount is nontaxable, not included in gross pay, and is protected from deductions all the way to net pay.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '300'.

3. Enter the Description

Type the description of the HED.

For practice, type 'EXPENSE 1'.

4. Select the Category

This earning belongs to a separate group for purposes of calculating other earnings or deductions, and it is taxed using the tax tables.

For practice, select Misc-Normal Tax (12).

5. Select the Frequency

This HED inactive until triggered by a time entry.

For practice, leave the default Inactive (00).

6. Select the Taxability

This HED takes no tax, is not included in gross pay, and is protected from all deductions.

For practice, select No Tax;Expense Item (16).

7. Select the Calc Method

Select the option that pays the amount.

For practice, select Fixed Amount (02).

8. Select the Amount/Percent

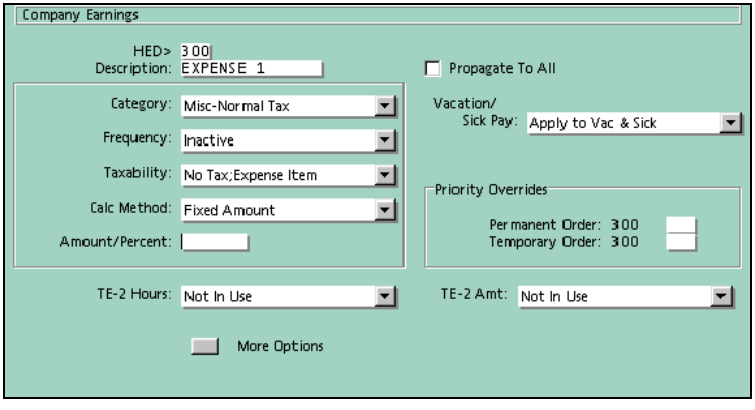
This amount is submitted on a time entry.

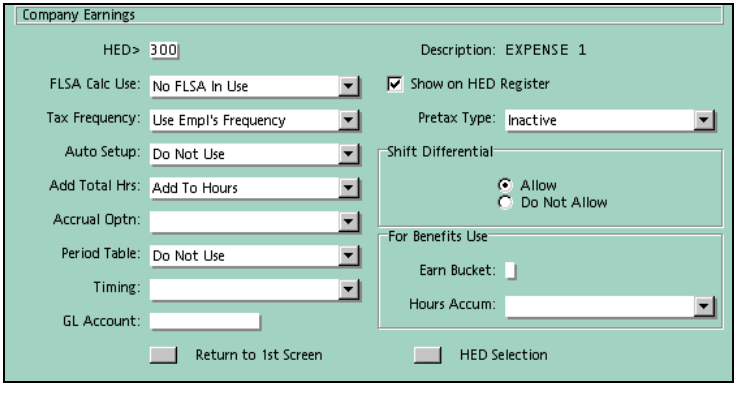
For practice, leave this field blank.

9. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing a fiscal memo HED

This HED is an accumulator for hours and amounts supplied to it by time entries or calculations. Because it is defined as a fiscal memo, it continues to accumulate amounts until you perform the steps to clear it. The HED does not affect payments and does not appear on employee payment stubs.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Earnings form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Earnings form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is an earning, use a number less than 500.

For practice, type '047'.

3. Enter the Description

Type the description of the HED.

For practice, type 'FISCAL MEMO'.

4. Select the Category

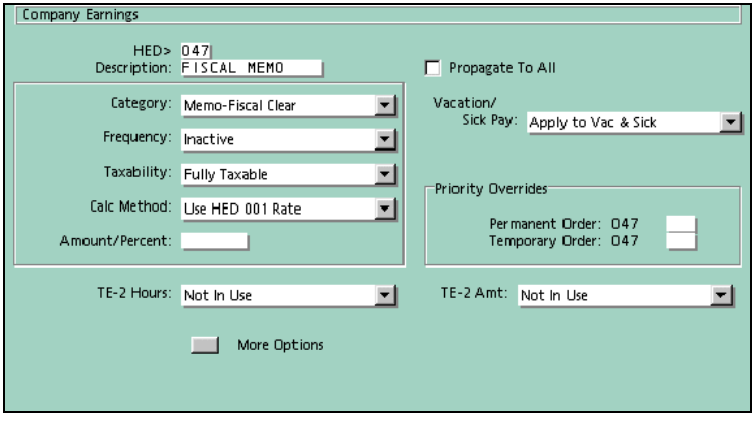
Define this HED as a memo earning that clears the employee's year-to-date accumulation only when specified.

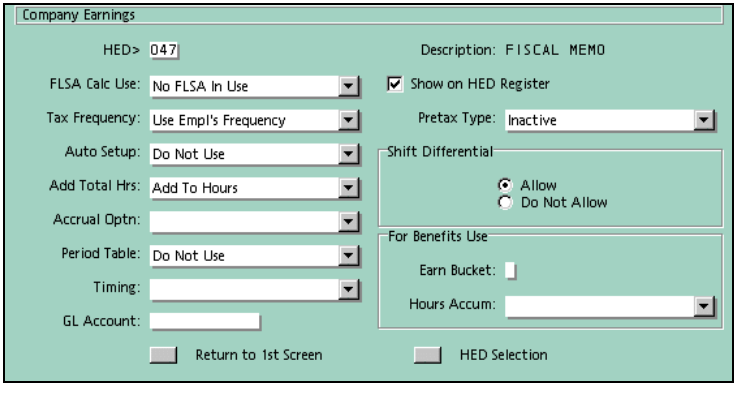
For practice, select Memo-Fiscal Clear (17).

5. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Earning information ***(on page 72)***

For more information on establishing company earnings.

Establishing a tax deferred HED

This HED processes an earnings reduction before all taxes and normal deductions. It is defined as a 401(k) plan that is processed on all payments, even when the payroll run is set to suppress automatic earnings and deductions. This HED takes a percentage of total earnings, and the percentage is chosen on the employee HED. Because it is a percentage calculation, the HED is set up to skip arrears. If the full earnings reductions cannot be taken, nothing is taken, and nothing is put into arrears.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Deductions form

Access the Company Earnings form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Deductions form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is a deduction, use a number greater than 500.

For practice, type '605'.

3. Enter the Description

Type the description of the HED.

For practice, type 'TAX DEFERRED'.

4. Select the Category

This amount is deducted before taxes.

For practice, select Deduct Before Taxes (58).

5. Select the Frequency

Specify that this deduction is taken from all payments, even if it is a no-deduction earning as specified by the time-entry or a no-deduction payroll run. This deduction applies to all payments for an employee in the payroll run.

For practice, select All,Even Ded Cycle (9).

6. Select the Calc Method

The percent in the Amount/Percent field for this deduction is multiplied against the earnings on this payment to equal the amount to be deducted.

For practice, select % Of Total Earnings (5).

7. Enter the Amount/Percent

The deduction amount is 3%. Use two decimal places.

For practice, type '300'.

8. Select the Arrears Rule

On the second part of the form, select the Arrears Rule that specifies if the full amount cannot be taken, do not take any part of the deduction, and do not put any amount in arrears.

For practice, select Take None;No Arrears (51).

9. Select the Pre-tax Type

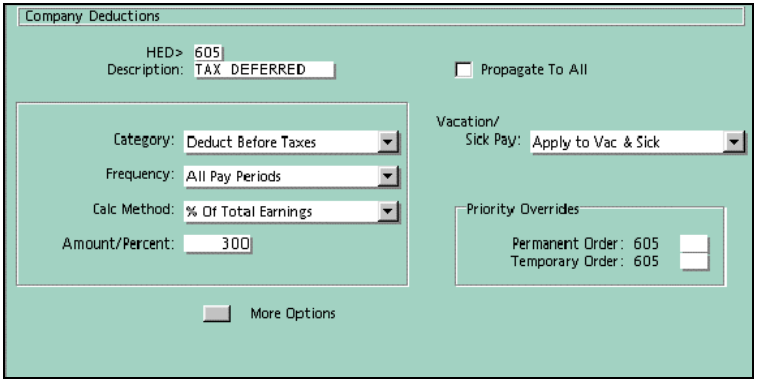
Any deduction with the option Deduct Before Taxes (58) selected in the Category field must specify the type of pre-tax deduction. This HED is for a 401(k) plan.

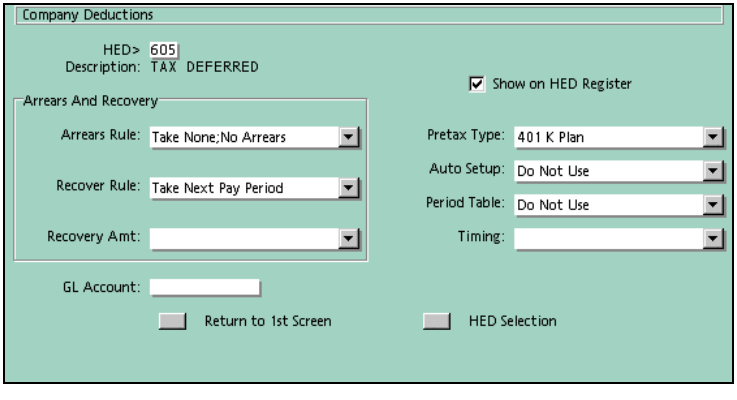
For practice, select 401 K Plan (1)).

10. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Deduction information ***(on page 93)***

For more information on establishing company deductions.

Establishing a company-matched savings plan HED

This HED accumulates deduction information that clears when normal clearing occurs. It processes on the same frequency as the HED it is meant to match, deducts a percent of total earnings, and skips arrears.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Deductions form

Access the Company Deductions form (A8-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Deductions form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is a deduction, use a number greater than 500.

For practice, type '610'.

3. Enter the Description

Type the description of the HED.

For practice, type 'SAVINGS-CO MTCH'.

4. Select the Category

Identify this deduction to be used to accumulate or calculate amounts not used in the gross-to-net calculations. It will be cleared with the standard clearing.

For practice, select Memo-Calendar Clear (54).

5. Select the Frequency

Specify that this deduction is taken from all payments, even if it is a no-deduction earning as specified by the time-entry or a no-deduction payroll run. This deduction applies to all payments for an employee in the payroll run.

For practice, select All,Even Ded Cycle 9 (18).

6. Select the Calc Method

The earning reduction is a percentage of all earnings on this payment. The percentage is specified in the employee HED.

For practice, select % Of Total Earnings (5).

7. Enter the Percent

Enter 1 ½ % in the Amount/Percent text box.

For practice, type '150'.

8. Select the Arrears Rule

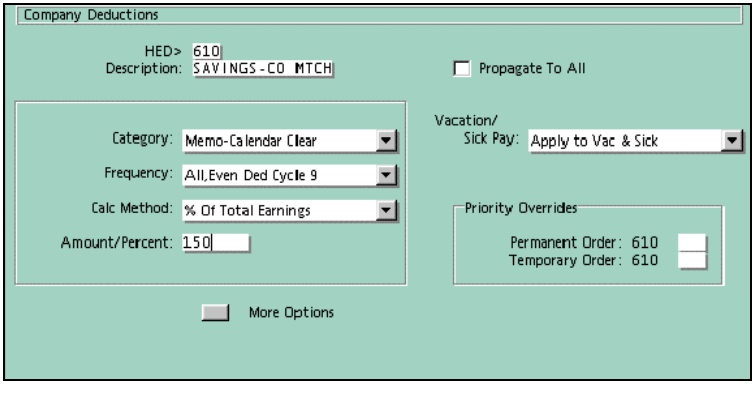
On the second part of the form, select the Arrears Rule that specifies if the full amount cannot be taken, do not take any part of the deduction, and do not put any amount in arrears.

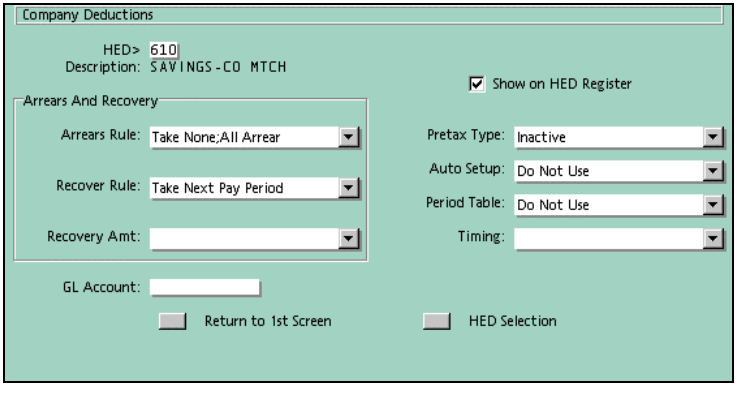
For practice, select Take None;No Arrears (51).

9. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Deduction information ***(on page 93)***

For more information on establishing company deductions.

Establishing a stock purchase HED

This HED allows sequential purchases of an item and monitors remaining balances after the deduction amount has been processed toward its purchase. All of the employee-specific information is recorded on the employee deduction HED.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Deductions form

Access the Company Deductions form (A8-SCR) by making the following selection from the navigator:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Deductions form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is a deduction, use a number greater than 500.

For practice, type '700'.

3. Enter the Description

Type the description of the HED.

For practice, type 'STOCK PURCHASE'.

4. Select the Category

Specify that this is an employee purchase using a fixed unit price.

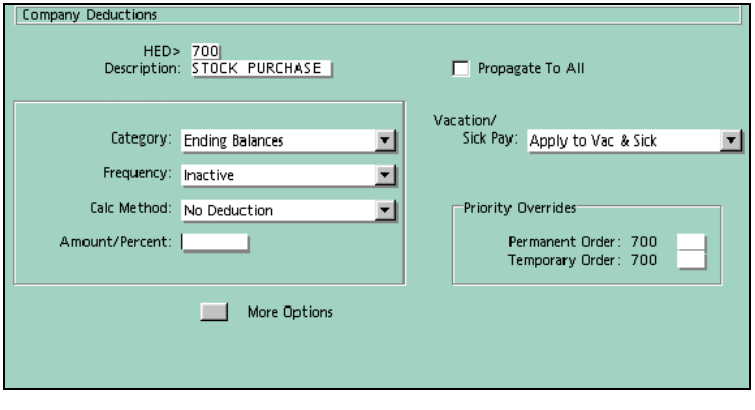
For practice, select Ending Balances (52).

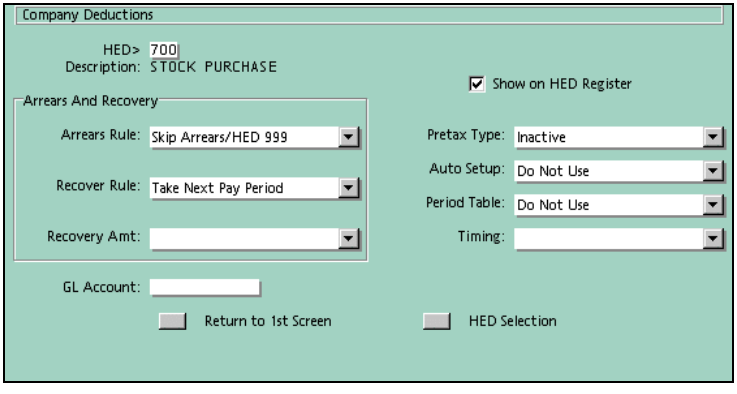
5. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

For practice, click Save.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Deduction information ***(on page 93)***

For more information on establishing company deductions.

Establishing a direct deposit HED

This HED directly deposits the amount specified in the employee HED each regular pay period. The percent of net pay or the specific fixed amount is recorded on the employee HED.

You may choose not to establish this HED for your organization.

Note: Not all fields on the form will be entered. System-generated defaults will be used.

1. Access the Company Deductions form

Access the Company Deductions form (A8-SCR) by making the following selection from the navigator:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the Company Deductions form (A8-SCR).

2. Enter the new HED number

Type the HED number in the HED text box. Because this is a deduction, use a number greater than 500.

For practice, type '998'.

3. Enter the Description

Type the description of the HED.

For practice, type 'DIR DEP PARTIAL'.

4. Select the Category

You must select the direct deposit deduction.

For practice, select Direct Deposits (53).

5. Select the Frequency

Identify this deduction to be calculated every time the employee is paid on a regularly scheduled payroll run.

For practice, select All Pay Periods (01).

6. Enter the Calc Method

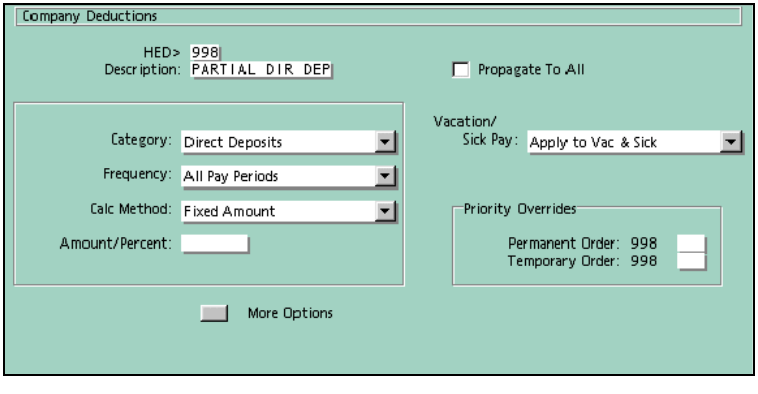
This is a fixed amount.

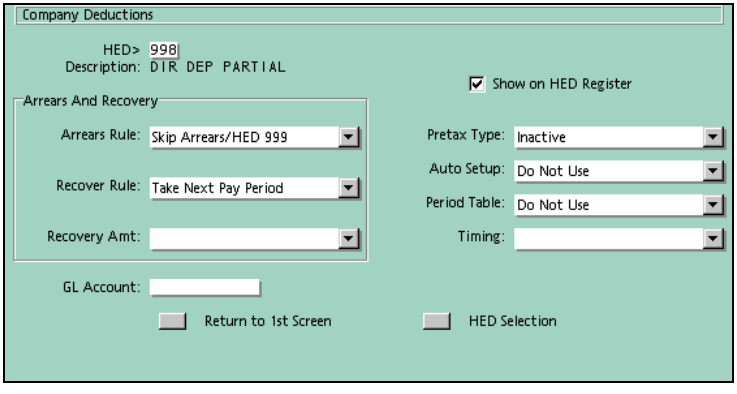
For practice, select Fixed Amount.

7. Click Save or press Enter

The remaining field are populated by system-generated defaults, and the HED is established on the system.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:





See also:

- Deduction information ***(on page 93)***

For more information on establishing company deductions.

Assigning accrual selection numbers

Complete the following steps to assign a selection number to the accrual.

1. Access the Company-To-Rule Cross-Ref For Accrual Selection form

Access the Company-To-Rule Cross-Ref For Accrual Selection form (AZ-SCR) by making the following selection from the navigator:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Accrual Cross-Reference

For practice, access the Company-To-Rule Cross-Ref for Accrual Selection form (AZ-SCR).

2. Enter the effective date

Type the date on which the accrual control number assignment becomes effective. Dates are entered in MM-DD-CCYY format (US and Canada, excluding Quebec) or DD-MM-CCYY format (elsewhere).

For practice, type '01-01-1999'.

3. Enter the control number

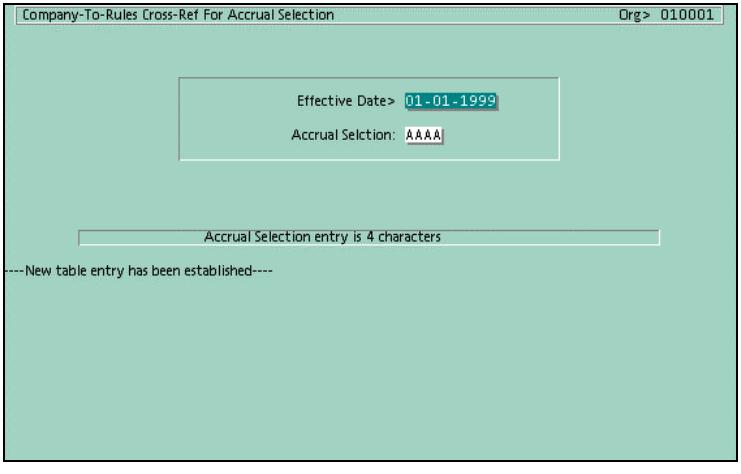
Type the four-character Accrual Selection number you are assigning to this organization.

For practice, type 'AAAA'.

4. Click Save or press Enter

The accrual control is assigned to the organization. The message '—New table entry has been established—' is displayed.

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



Repeat steps 1 through 4 for each organization to which you want to assign accrual routines. If several organizations share the same routines, you may assign them the same Accrual Selection number, which prevents you from having to make duplicate entries on the Accrual Routine Selection Criteria form.

See also:

- Accrual routines ***(on page 107)***

For more information on establishing company accruals.

Establishing an accrual routine factor for a vacation entitlement

In this exercise, assume that the organization has a vacation entitlement policy that provides the following accrual:

- Accrues at the end of each month in HED 008, beginning on January 1
- Allows carryover of any unused vacation entitlement into the next year
- Transfers the carryover amount to HED 009, which is used to track the previous year's vacation time (any previously unused prior-year time is cleared before posting the carryover amount for the current year)
- Applies to all employees
- Accrues based on length of service, calculated from the employee's adjusted seniority date: 0-3 years receives 8 hours per month, 3-5 years receives 10 hours per month, 5-10 years receives 12 hours per month, and more than ten years receives 16 hours per month

1. Access the Accrual Routine Factors form

Access the Accrual Routine Factors form (AR-SCR) by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Accrual Routine

For practice, access the Accrual Routine Factor form (AR-SCR).

2. Enter the Routine name

Type the customer-defined accrual routine name in the Routine text box.

For practice, type 'VAC001'.

3. Enter the Effective Date

Type the effective date. Dates are entered in MM-DD-CCYY format (US and Canada, excluding Quebec) or DD-MM-CCYY format (elsewhere).

For practice, type '01-01-1999'.

4. Select the Service Type

Select the length of service type.

For practice, select From Adjusted Senior.

5. Enter the Carry Over HED number

Type the HED to which the accrual carry-over should be posted. This HED must be established at the organization level.

For practice, type '009'.

6. Enter the start Date

Type the date on which the accrual carry-over should begin. Dates are entered in MM-DD format (US and Canada, excluding Quebec) or DD-MM format (elsewhere).

For practice, type '01-01'.

7. Select the Carry Over Rule

For practice, select Carry Max;Move Diff

8. Enter the accrued hours for up to three years of service

Type the length of service amounts in the Up To YYMM text box.

For practice, type the following
Line 1 Date: '0300'
Line 1 Factor/Hours: '800'

9. Enter the accrued hours for three to five years of service

Type the length of service amounts in the Up To YYMM text box.

For practice, type the following
Line 2 Date: '0500'
Line 2 Factor/Hours: '1000'

10. Enter the accrued hours for five to ten years of service

Type the length of service amounts in the Up To YYMM text box.

For practice, type the following
Line 3 Date: '1000'
Line 3 Factor/Hours: '1200'

11. Enter the accrued hours for more than 10 years of service

Type the length of service amounts in the Up To YYMM text box.

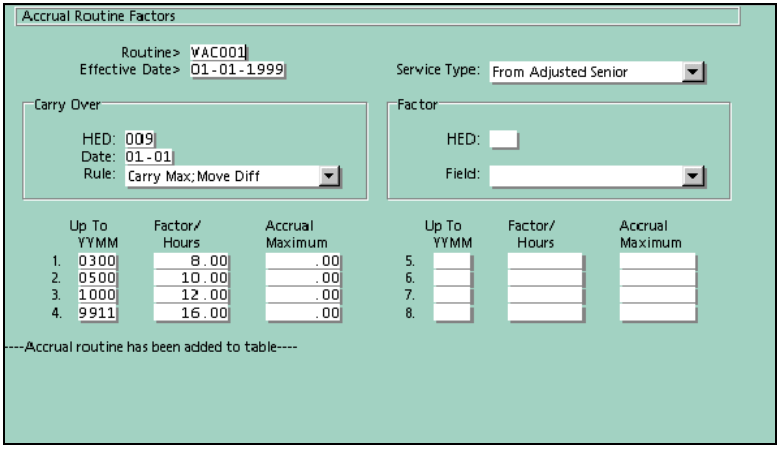
For practice, type the following
Line 4 Date: '9911'
Line 4 Factor/Hours: '1600'

12. Click Save or press Enter

The message '--Accrual routine has been added to table –' is displayed.

For practice, click Save.

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



See also:

- Entitlement accrual routines ***(on page 107)***

For more information on entitlement accrual routines.

Selecting accrual routine criteria

Complete this task by performing the following steps.

1. Access the Accrual Routine Selection Criteria form

Access the Accrual Routine Selection Criteria (AS-SCR) form by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Accrual Selection

For practice, access the Accrual Routine Selection Criteria form (AS-SCR).

2. Enter the Control Number

Type the Control Number in the Ctrl Nbr field.

For practice, type 'AAAA'.

3. Enter the HED number

Type the HED in which to perform the accrual.

For practice, type '008'.

4. Enter the Effective Date

Type the effective date of the accrual routine. Dates are entered in MM-DD-CCYY format (US and Canada, excluding Quebec) or DD-MM-CCYY format (elsewhere).

For practice, type '01-01-1999'.

5. Select the accrual frequency

Type the accrual frequency code in the Accr Freq field.

For practice, type 'M'.

6. Enter the accrual routine name

Type the name of the routine in the Accr Routne field.

For practice, type 'VAC001'.

7. Click Save or press Enter

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

Accrual Routine Selection Criteria

Ctrl Nbr>	HED>	Seq Nbr>	Effective Date>	PL3	PL4	PL5	PL6	Pay Frq	Pay Cd	Union	Accr Freq	Plan Date	Accr Routne
AAAA	008	01	01-01-1999								M		VAC001

Accrual Frequencies

A - Employee Anniversary Date
C - Start of Calendar Year
E - Every Pay Period
M - End of the Month
N - Beginning of the Month
P - Accrual Plan Date Entered
Q - End of the Quarter
R - Beginning of the Quarter
S - Emp Adjusted Seniority Date

See also:

- Accrual routine forms ***(on page 108)***

For more information on establishing company accruals.

Running the ACCRUE program

Once you establish the accrual routines, you may apply them at the appropriate intervals by running the ACCRUE program. The ACCRUE program updates the Amount One field of the specified employee earning record. This makes the entitlement accrual amount available to the employee in the following payroll run.

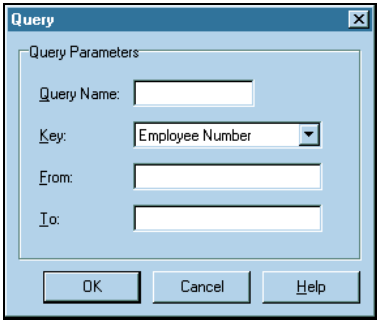
If you have established vacation or sick leave accrual routines, the accrual process must be executed before running regular payroll runs. The ACCRUE program will not produce any accrual amounts during a bonus or additional payroll run.

You decide when to run the ACCRUE program, depending on which payroll runs should be preceded by this process (every pay, end of month only, or annually). You must complete a Payroll Run Process Control form (AE-SCR) before running this query program.

Before running the Pay Extract program, PAYXTR, access the Query dialog box by making the following selections:

Component: User Tools
Process: Application Tools
Task: Run a Query

The following dialog box will be displayed:



Complete the dialog box, then click OK or press Enter. The Accrual Entitlement Update results are displayed.

The ACCRUE program updates only those employees whose value in the Accr Freq field on the Accrual Routine Selection Criteria form (AS-SCR) falls within the pay period. Terminated employees are not updated.

Note: Cyborg recommends that you first establish the accrual routines in a test organization to ensure they produce the correct results before performing accruals in an actual payroll run.

Establishing Time Entry Method Code 9E

This method code allows the hourly rate used for the hours paid to be taken from the employee's Salary Assignments/Changes record (LZF segment) based upon the date in the time entry. This method code is used only with earnings.

For example, an employee receives an increase on April 1, 2000. In May the employee needs to have 10 hours special pay paid at the rate in effect on January 1, 2000. Using this method code assures the proper rate being used without the manual effort of looking up the rate and entering it into the time entry.

Complete the following steps to establish this method code.

1. Extract Method Code 5G9E from CYBMST

Method Code 5G9E is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

If you do not perform this step, the earning will not process correctly. For each HED per employee that tries to use this method code, the following reject message will appear:

```
HXXX CALLING BAD 5G9Y
```

where XXX is the HED number.

☞ *Refer to the Payroll Technical documentation for more information about the batch payroll process.*

2. Complete the Company Earnings form

1. Establish a normal organizational HED number (memo or non-memo).
2. Select TE Method Code (21) from the Frequency (PP59) option list. The hours to be paid must be submitted via a time entry.
3. Select LZF Dated Rate (9E) from the Calc Method (PP11) option list.

3. Enter time entries as needed for employees

It is not necessary to establish the HED for any employees. The HED will be established for employees using the organizational defaults when a time entry is processed for the earning.

Establishing Time Entry Method Code 9Y

This method code calculates the percentage in the Amount/Percent field for this HED multiplied by the value in the Pay Rate field on HED 001 to produce the rate applied to hours submitted on a time entry. This method code can be used only with earnings.

For example, suppose a short-term disability is paid at 80 percent of an employee's pay rate. 8000 is entered into the Amount/Percent of the STD earning HED. The employee's rate is ten dollars per hour.

The calculation to arrive at the STD rate is performed in the following manner:

0.8000 x 10.0000 = 8.0000

The employee receives eight dollars an hour.

Complete the following steps to establish this method code.

1. Extract Method Code 5G9Y from CYBMST

Method Code 5G9Y is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

If you do not perform this step, the earning will not process correctly. For each HED per employee that tries to use this method code, the following reject message will appear:

```
HXXX CALLING BAD 5G9Y
```

where XXX is the HED number.

☞ *Refer to the Payroll Technical documentation for more information about the batch payroll process.*

2. Complete the Company Earnings form

1. Establish a normal organization HED number (memo or non-memo).
2. Select TE Method Code (21) from the Frequency (PP59) option list. The hours to be paid must be submitted via a time entry.

3. Select Hrs x (Reg Rt x Pct) (9Y) from the Calc Method option list.
4. In the Amount/Percent field, type the percent to be used in the calculation.

3. Complete the Employee Earnings and Deductions form or HED Employee Mass Update form

Use one or both of these forms to establish the employee-level accumulation HED, or have the HED established automatically when the time entry is processed.

Establishing Accumulation Method Code 8A

Accumulation Method Code 8A adds or subtracts multiple hours and amounts and stores them in a separate accumulation HED. Hours and dollars can be accumulated in a normal earning or deduction that is added to or deducted from an employee's pay. It can also be stored in a memo earning or deduction, which only collects the totals for your records.

Complete the following steps to establish Accumulation Method Code 8A.

1. Extract Method Code 5G8A from CYBMST

Method Code 5G8A is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

If you do not perform this step, the payroll run will not run properly. For each HED per employee that tries to use this method code, the following reject message will appear:

```
HXXX CALLING BAD 5G8A
```

where XXX is the HED number.

☞ *Refer to the Payroll Technical manual for more information about the batch payroll process.*

2. Complete the Company Earnings form or Company Deductions form

Establish a normal organization HED number (memo or non-memo) for the accumulation number. The processing order for the accumulation HED must be higher than the processing order for any of the working numbers specified on the HED Accumulation Method Setup form (MCASCR).

Select Accumulation Method (8A) from the Calc Method option list.

In the Amount/Percent field, type the amount, rate, or percent to be used in the accumulation calculation. Be sure that this value can be used by the calculation that you select in the Calculation Action field on the HED Accumulation Method Setup form (MCASCR).

Also use this form to set up a roll-over number, if one is needed for the HED Accumulation Method Limits form (MCALIM). Again, specify Accumulation Method (8A) in the Calc Method option list.

3. Complete the HED Accumulation Method Setup (MCASCR) form

The HED Accumulation Method Setup form (MCASCR) accumulates the hours, amounts, or both from a list of HEDs that you specify. Each HED amount or hours can be added to or subtracted from the total being accumulated.

This form lists ten items, referred to as accumulated earnings or deductions. These HEDs are also referred to as working earnings or deductions. Whether you add each individual earning or deduction to the total being accumulated, or subtract it from the total, depends on what you are trying to accomplish with the form.

In the Accumulation HED field, specify the organization-level HED in which amounts or hours are to be combined and stored.

The Sequence field allows you to store the combined total of more than 10 working HEDs in a single accumulation HED. To do this, you must link multiple HED Accumulation Method Setup forms (MCASCR). The numbers typed in the sequence field for each form must be entered sequentially and consecutively starting with 01. Specify the same accumulation number on each additional form.

Specify the calculation, if any, that is to be performed on the total of these numbers in the Calculation Action (PR28) option list. If you are linking together multiple HED Accumulation Method Setup forms (MCASCR) using the Sequence field, only select a calculation action on the first form in the sequence (the form that has 01 on the Sequence field). This calculation applies the amount, rate, or percentage from the employee HED to the total of the working HED being accumulated. The result of the calculation is then stored in the accumulation HED.

Use the Limit Definition field to link the accumulation HED to an annual limit specified on the HED Accumulation Limits form (MCALIM). The value in this field must match the Limit Definition ID in the HED Accumulation Method Limits form (MCALIM) and the value typed in the second position of the User Code field on the Employee Earnings and Deductions form (HH-SCR) for the accumulation HED.

Specify whether to add or subtract the amount in a working earning or deduction number with a value in the corresponding Accumulated HEDs/Ops (PR27) option list. If you wish to use Total Pay (contained in field 119 of tax record 101), type 'ALL' in the first field. If you use the 'ALL' value, do not select a value from the first Accumulated Ops (PR27) option list. The remaining fields (2-10) and their associated Accumulated Ops fields are used to add to or subtract from the gross wages amount.

Memo earnings are not automatically included in the total if you use the 'ALL' value. If you want to include memo earnings, type them in the remaining Accumulated HEDs fields with the appropriate Accumulated HEDs/Ops (PR27) options. This option list defines how the amounts and hours of the working earning and deduction numbers are combined in the total.

Note: The 'ALL' value can be used only in the first positions on an HED Accumulation Method Setup form (MCASCR) that has a Sequence field value of '01'.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for more information about this option list.*

When first accessed, the form may display a previously defined accumulator HED. If so, clear the form to prevent any unwanted entries from updating to the new entry. This form's text boxes behave very much like a table. The text boxes store instructions for processing up to 10 working numbers per form. Each working number has its own subtracted to the total being accumulated.

4. Complete the HED Accumulation Method Limits (MCALIM) form

Once the accumulation HED has been established on the HED Accumulation Method Setup (MCASCR) form, it can then be accumulated with other accumulation HEDs. The total can then be compared against any limits. You are not required to specify more than one accumulation HED on this form. The additional accumulation HED fields provide the HED Accumulation Method Limits form (MCALIM) with greater flexibility.

Use the HED Accumulation Method Limits (MCALIM) form to establish a maximum, or limit, to which the amount stored in an accumulation number will be compared. Also use this form to list multiple accumulation HEDs that you wish to combine, so that their total can be compared to the limit.

You may compare up to eight accumulation HEDs to a single limit (causing them to be totaled together) by assigning each one the same Limit Definition ID and listing them in the HED fields. This is a required field. The Limit Definition value must match Limit Definition value entered on the HED Accumulation Method Setup form (MCASCR) for the accumulation HEDs that are being totaled. An identical limit definition also ensures that all of the accumulation HEDs on this form post to the same roll-over HED, once the limit is reached.

If, after reaching the limit, you want all the totaled accumulation HEDs to post to the same roll-over HED, type an identical value in the Limit Definition field on the HED Accumulation Method Setup form (MCASCR) for each accumulation HED. Conversely, if you want all the accumulation HEDs to post to separate roll-over HEDs, a different Limit Definition value must be entered for each accumulation HED on the HED Accumulation Method Setup form (MCASCR) and separate HED Accumulation Method Limits (MCALIM) forms must be established, each with a different roll-over HED identified.

Note: These HED numbers must already be established on the HED Accumulation Method Setup form (MCASCR).

In the Limit field, type the annual maximum amount to which the total of the accumulation numbers listed in the 1-8 fields is to be compared, using two decimal places. For example, type $12,345.00 as 12345. (decimal point) or 1234500 (no decimal point).

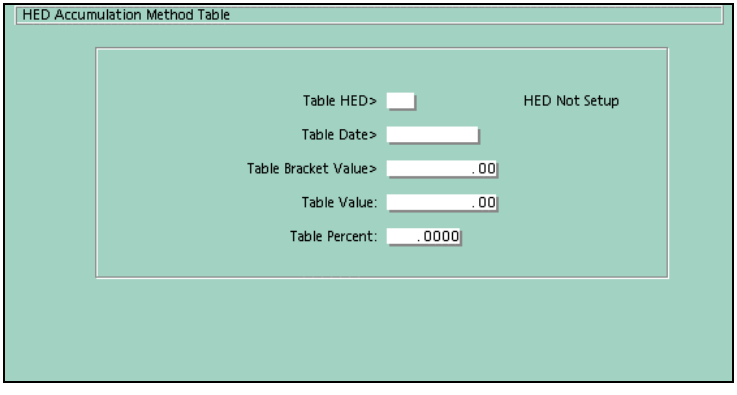
In the Post Tax HED field, type the deduction number where the amounts in excess of the limit are to be recorded. This post-tax, or roll-over, deduction number must be established on the Company Deductions form (A8-SCR) as a normal (non-memo) deduction number with a Calc Method (PP12) option of Accumulation Method (8A).

Note: The roll-over HED must be established for all employees.

Once the accumulation earning or deduction has been set up on the HED Accumulation Method Setup (MCASCR) form, it can, in turn, be accumulated with other accumulation earning or deduction numbers, and then their combined total compared against an annual limit.

5. Complete the HED Accumulation Table (MCATBL) form

The HED Accumulation Method Table (MCATBL) form must be entered when the accumulator HED is using a table driven calculation action. This action allows the percent applied to the accumulated amount to vary based upon ranges of accumulations. This works like the graduated tax brackets used by many taxing authorities but may use dollars or hours. It also allows multiples of the same bracket to be entered based on an effective date.



The best way to determine the correct entries for this form is to answer the following questions:

What is the accumulator HED and the effective date of the entry?

Enter the accumulation HED and the effective date in the Table HED and Table Date text boxes.

What is the ending value of this bracket?

Enter the end value of dollars or hours using two decimals for this bracket.

What is the table value amount for this entry?

Enter the table amount in dollars in the table value text box.

What percent is to be used for this table?

Enter the percentage to be multiplied against the accumulated value for this bracket. Make sure to enter two decimal places, for example, 12.5% = 1250.

If necessary, use the HED Accumulation Method Table (MCATBL) form to perform special calculations based on a table percent, table amount or percent, or hours based. You must use this form if the calculation action used on the HED Accumulation Method Setup (MCASCR) form is 'H', 'T', 'U', 'C', 'Z', or 'D'.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319), option list PR28, Types of Calculation for these options and instructions for the required table entries.*

6. Complete the Employee Earnings And Deductions form or HED Employee Mass Update form

Use one or both of these forms to establish the employee-level accumulation HED.

As you assign an accumulation number to an individual or a group, you may customize it to that particular employee or group of employees. For instance, the figure in the Amount/Percent field may vary from employee to employee.

Finally, if you intend to compare the accumulation amount of the earning and deduction number to an annual maximum or limit, you must type L in the first position of the User Fields - Code field on the Employee Earnings And Deductions form (HH-SCR). In the second position of the User Fields - Code field, type the same value as that which you typed in the Limit Definition ID field on the HED Accumulation Method Limits form (MCALIM).

☞ *Refer to the Payroll Employee Setup documentation for more information about employee-level HEDs.*

7. Complete the Report Requests form

Click on the Show selection list in the message area button on the toolbar. Select the Payroll Audit Trail (0101) report from the list at the bottom of the screen. For this report, select Print Every Run (0) from the Data Types - Other Record (PP51) option list. This option causes the WL records required for Method Code 5G8A to be read into working storage, so that they are available during the pay calculation. If you do not complete this step, the following error will display on the Payroll Audit Trail (0101) report:

```
NO WL FOR METHOD CODE 8A
```

Note: Accumulation Method Code 8A requires that the Payroll Audit Trail (0101) report be selected during a payroll run. The Data Types - Other Record field on the Report Requests form (DD-SCR) must contain a value other than Do Not Print (5). Cyborg recommends you select the value Print Every Run (0) in this field.

☞ *Refer to the Payroll Reports and Balancing docmentation for more information about this report.*

Establishing Garnishment Method Code 8G

A garnishment is a tax levy, court order, or other required deduction taken from disposable income, as mandated by state and federal laws. The Garnishment Method Code 8G automatically calculates garnishment amounts. It takes available net pay and adds back all pre-tax deductions values.

Establishing Garnishment Method Code 8G requires you to complete several forms. This process is designed to accommodate the calculation of garnishments easier, while still complying with state and federal laws regarding disposable income.

Complete the following steps to establish this method code.

1. Extract Method Code 5G8G from CYBMST

Method Code 5G8G is a report generator method code. The source is delivered on CYBMST and must be extracted and installed on the Batch Master file prior to use. Once it is installed, it will be written to the Employee Database during the Pay Merge (PAYMRG) process. It can then be used with the Online Pay Calculation feature.

If you do not perform this step, the payroll run will not run properly, and the garnishment will not be calculated. For each HED per employee that tries to use this method code, the following reject message will appear:

```
HXXX CALLING BAD 5G8G
```

where XXX is the HED number.

☞ *Refer to the Payroll Technical manual for more information about the batch payroll process.*

2. Complete the Company Deductions form

Identify and establish a normal (non-memo) deduction on the Company Deductions form (A8-SCR). This HED will be used to perform the calculation. Garnishment deductions should be established in the processing order mandated by law or regulation. Select Garnishment (8G) from the Calc Method (PP12) option list.

Note: Some state require certain deductions, such as medical insurance, to be processed before a garnishment. Please review all accompanying documentation carefully to determine the correct processing order for any garnishment HED you establish.

3. Complete the Parameters For Garnishment (Method Code 8G) form

Establish exception deductions on the Parameters For Garnishment (Method Code 8G) form (MCGSCR). These are deductions that must be added back to the available net pay in the income subject to garnishment calculation, but have been assigned an HED number lower than that of the garnishment. Deductions with a lower HED number maintain a higher processing order, and therefore, have already been subtracted from the income amount. Completing this form adds that deduction amount back so that it is included in the garnishment calculation.

*Note: A pre-tax deduction is added back as part of Method Code 8G. If a pre-tax deduction should **not** be included in the calculation for available income, you must enter that HED as an exception.*

Identify the garnishment deduction in the HED field. This HED must already be established on the Company Deductions form (A8-SCR).

Use the Sequence field to allow income subject to garnishment to be reduced by more than 10 deductions (more than will fit on one form). Number each form in sequential order (enter 1 on the first form, 2 on the second, and so on). Use the same deduction key for each form.

In the HED 1 through HED 10 fields, enter the deduction numbers of all exception deductions.

4. Complete the Employee Earnings and Deductions form

Enter the garnishment deduction number at the employee level. Select Garnishment (8G) from the Calc Method (PP11) option list. Enter the garnishment deduction amount or percent for the pay period in the Amount/Percent field. Enter the protected amount in the Amount One field and the protected percent in the Amount Two field.

Note: The Amount One field should not be used for any purpose other than to enter the protected amount.

Select the calculation option to be used for this garnishment deduction in the first position of the User Fields - Code field. Choose from the following codes:

- F - Fixed deduction amount
- G - Percent of gross wages
- P - Percent of income subject to garnishment
- H - Fixed amount plus percent of disposable income minus the fixed amount
- I - Percent of amount paid for regular pay (earning 001)

In addition, the following calculation options are provided to handle specific state requirements:

- A - Percent deduction above legal minimum disposable wage
- B - Amount deduction above legal minimum disposable wage
- C - Percent deduction, Hawaii protection rule
- D - Amount deduction, Hawaii protection rule
- E - Percent deduction with year to date maximum
- J - Percent deduction, value X dependents added to protected amounts
- K - Amount deduction, value X dependents added to protected amounts
- L - Amount deduction with year to date maximum
- M - Greater of either a fixed amount or a percentage of gross

Note: For these additional calculation options (A-E and J-M), you must create a memo deduction HED at the company and employee level. The number assigned to each new memo deduction HED must be one greater than the number assigned to the corresponding garnishment HED. The memo deduction HEDs are established to store protection amount variables.

If it is necessary to add back deductions, because the garnishment deduction is not in the correct processing sequence (other deductions have already been taken from the available net pay), type 'A' in the second position of the User Code field. This adds back deductions with a lower processing order than the deduction being processed. The add-back option is important when more than one garnishment deduction has been established for an employee, and all garnishments are to be calculated from the same amount.

Note: The add-back option adds back all deductions with a lower processing order than the garnishment deduction currently being processed. Because HEDs in the Deduct Before Taxes (58) category are always added back as part of this method code, garnishment deductions should have a lower processing order than any Deduct Before Taxes (58) HEDs. This prevents Deduct Before Taxes (58) HEDs from being added back twice.

Setting taxability limits for states whose limits differ from Federal limits

The Solution Series contains the following information for each of the states whose taxability rules differ from the federal rules:

- Tax class: 401 K Plan
- Effective Date: 01-01-02
- Dollar amount of pre-tax wage reduction limit for the state

The above taxability information is linked to a Cyborg delivered pretax wage reduction limit cross reference number of 99. To use these Cyborg delivered state taxability limits for any or all of the delivered states, do the following:

1. Access the organization for which you want to use the cross reference number

Before beginning this task be sure you are working with the correct organization, an organization that reports wages in a state whose taxability limits do not conform to federal limits. The organization displays in the top right of the form.

2. Access the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR)

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

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: Pre-Tax Wage Reduction Limit Table

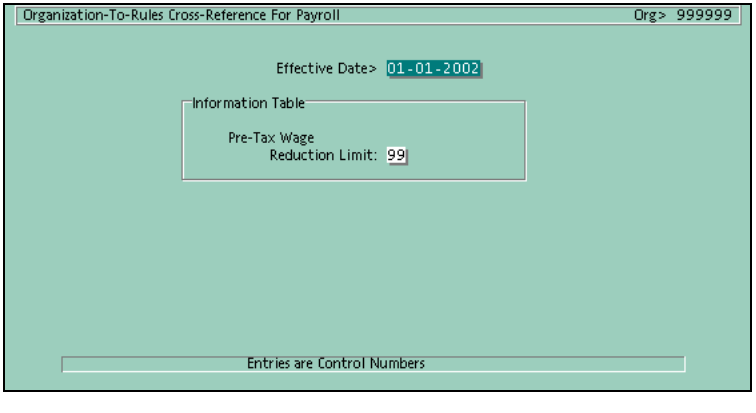
For practice, access the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR).

3. Enter 99 for the Pretax Wage Reduction Limit

Enter 99 in the Pretax Wage Reduction Limit text box.

For practice, enter 99 in the Pretax Wage Reduction Limit text box.

If you completed the Guided Practice, the resulting form should look similar to the following example.



4. Click Save or press Enter

Click Save or press Enter to use this pretax wage reduction limit cross reference number and the delivered tax information for the organization that appears on the top right of the form.

For practice, click Save.

5. Repeat the previous steps for each organization that reports taxes in a state whose taxability limits differ from Federal limits.

To use taxability limits set up in The Solution for states whose taxability limits differ from Federal limits, you must access the organization and follow the steps in this task.

Note: To view the delivered tax authorities and pretax wage limits, access the Pre-Tax Wage Reduction Limit Table form (R1-SCR) and display the records in the message area. Following is the message area showing the delivered information.

Tax Code	Tax Class	Description	Effective Date	Pre-Tax Wage Reduction Limit
2AR	1	401 K Plan	01-01-2001	10,500.00
2AZ	1	401 K Plan	01-01-2002	10,500.00
2CA	1	401 K Plan	01-01-2002	10,500.00
2GA	1	401 K Plan	01-01-2002	10,500.00
2HI	1	401 K Plan	01-01-2002	10,500.00
2IN	1	401 K Plan	01-01-2002	10,500.00
2KY	1	401 K Plan	01-01-2002	10,500.00
2MA	1	401 K Plan	01-01-2002	10,500.00
2MS	1	401 K Plan	01-01-2002	10,500.00
2NC	1	401 K Plan	01-01-2002	10,500.00
2NJ	1	401 K Plan	01-01-2002	10,500.00
2PA	1	401 K Plan	01-01-2002	10,500.00
2SC	1	401 K Plan	01-01-2002	10,500.00
2WI	1	401 K Plan	01-01-2002	10,500.00

Setting up a new cross reference number for pretax wage limits

Create a cross reference number to set up taxability limits for a tax authority if the tax authority in which you are reporting has a different pre-tax wage limit than that of the federal government.

To create a pretax wage reduction limit cross reference number, follow these steps:

1. Access the organization for which you want to use the cross reference number

Before beginning this task be sure you are working with the correct organization, one that reports wages in a tax authority whose taxability limits do not conform to federal limits. The organization displays in the top right of the form.

For practice, access Organization 999999.

2. Access the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR)

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

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: Pre-Tax Wage Reduction Limit Table

3. Enter an Effective Date

Enter the date that the pretax wage limit becomes effective. The Solution Series uses the date closest, but not prior, to the pay frequency date.

For practice, enter the first day of the current year.

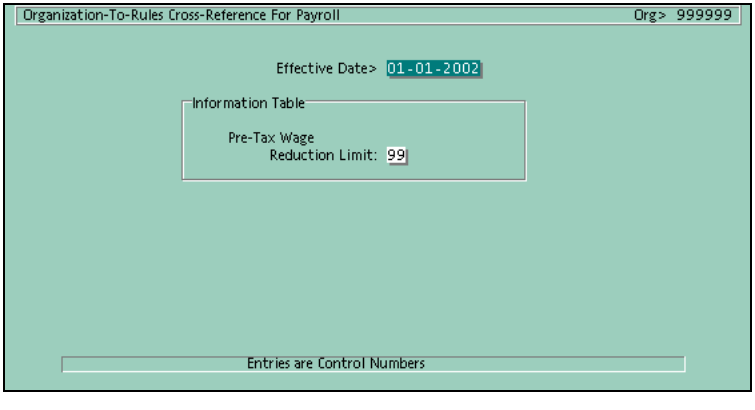
4. Enter a Pretax Wage Reduction Limit number

Enter a pretax wage reduction limit cross reference number for this effective date. The two-position number can be any combination of letters and numbers; however, you can have only one pretax wage reduction limit cross reference number per organization.

Note: Cyborg uses cross reference number 99 for taxability information for states whose 401(k) pretax wage reduction limit differs from federal taxability limits. This information is delivered with The Solution Series. Therefore, to use delivered information Cyborg recommends that you use 99 when setting up 401(k) taxability information for a tax authority.

For practice, enter 99.

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



5. Click Save or press Enter

Click Save or press Enter to save the cross reference number for use by this organization.

Note: You must now access the Pre-Tax Wage Reduction Limit Table form (R1-SCR) to establish the tax authority and taxing properties to associate with this cross reference number.

6. Perform the above for each tax authority with taxability limits that differ from Federal taxability limits

Perform this task for each tax authority whose taxability limits differ from federal limits.

Establishing new pretax wage limits for a tax authority

Use the Access the Pre-Tax Wage Reduction Limit Table form (R1-SCR) to enter a pre-tax wage reduction limit for a tax authority. This information is linked to a pre-tax wage reduction limit cross reference number that can be used by any organization. The cross-reference number to which you are linking taxability information appears in the top right of the form.

Note: The pretax wage reduction limit cross reference number that appears at the top right of the form was set up on the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR).

To enter a pre-tax wage reduction limit for a tax authority, follow these steps:

1. Access the Pre-Tax Wage Reduction Limit Table form (R1-SCR)

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

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: Organization-to-Rules Xref for Payroll

For practice, access the Pre-Tax Wage Reduction Limit Table form (R1-SCR).

2. Enter the Tax Code for the tax authority

Enter the tax code of the tax authority for which you want to set taxability limits.

For practice, enter 4KYASHL.

3. Select a Tax Class

Select the tax class the organization uses for 401(k) contributions.

For practice, select the tax class 401 K Plan.

4. Enter an Effective Date

Enter the date on which you want the pretax deduction limit to become effective. The Solution Series uses the date closest, but not prior, to the pay frequency date.

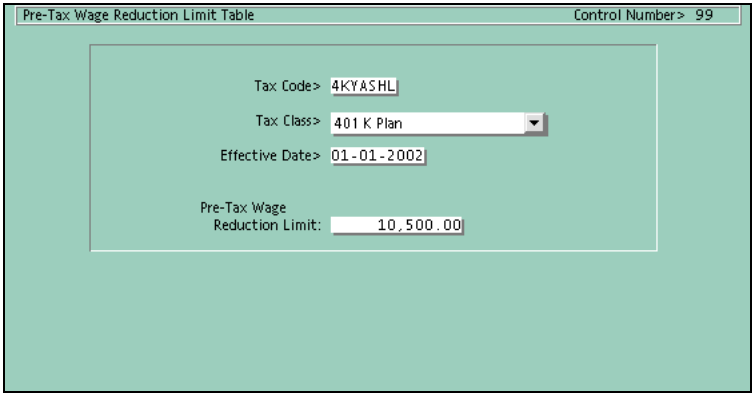
For practice, enter 01/01/02.

5. Enter the Pretax Deduction Limit

Enter the amount of the pretax deduction limit, including two decimal places, for this pretax wage reduction limit cross reference number and taxing body.

For practice, enter $11,000.00.

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



6. Click Save or press Enter

Click Save or press Enter to save the taxability information for this tax authority. Perform this task for each tax authority whose taxability limits differ from federal limits.

Note: You can now attach other organizations to this pre-tax wage reduction limit using the Organization-To-Rules Cross-Reference for Payroll form (AW-SCR).

Extended Practice

The following practices use Organization 010001, which was previously established. You must have completed the Guided Practices in that section before continuing with the Extended Practice.

1. Establish earning 305 for travel expenses.
2. Establish deduction 750 for long term disability insurance. Take as much of the deduction as is possible from net pay and place the remainder into arrears. Recover arrears on the next pay cycle, regardless of whether the deduction is to be taken, and at the rate of one normal deduction until all arrears are recovered.
3. Set up a Savings Bond HED at the organization level, to be deducted on the first pay period. The amount to be deducted will be established on an individual basis at the employee level.

Review of Questions Answered

1. What is a simple accrual routine?

2. What method code is used to accumulate earnings and deductions for special purposes?

PART 3

Taxation

In This Section

Activating Taxes.....177

CHAPTER 5

Activating Taxes

In This Chapter

Introduction 179
Tax authorities---Payroll as a withholding agent 180
Tax Authority File---Cyborg's interpretation of published regulations 181
Tax Maintenance File---incremental updates of published regulations 182
Regulatory Bulletins---when you need timely, consolidated tax service 183
Cyborg tax codes---the link between a Tax Specification Record and an employee tax record 184
Taxation and The Solution Series 186
Tax Activation 189
Tax Class fields 196
Tax Table Definition form (T4-SCR)---one entry for each taxing authority requiring table and brackets for their tax calculation 198
Tax Table Bracket forms (T5-SCR)---wage brackets for a graduated tax calculation 199
The two tax code setup methods 200
Tax batch transaction descriptions (in transaction layout) 204
Where to find tax accumulation information 218
Reciprocal taxation---enabling the automatic setup of tax reciprocity rules 219
State Reciprocal Tax Setup and Local Reciprocal Tax Setup forms 223
Tax Reciprocity Rules---setting up a record for a specific pair of states or localities that have a reciprocal agreement 227
Reciprocal Tax Mass Maintenance form 230
Reciprocal taxation and the payroll process 232
Detailed Directions 233
Extended Practice 244
Review of Questions Answered 245

Introduction

Once you have added your organizations, you must activate taxes on the system. This section explains how to enter organization-level tax-related data onto the system. It covers a variety of specific tax situations and provides detailed information about how to keep your taxes current. You will learn how to use the Payroll Solution to determine taxable wages, calculate taxes, and accumulate taxable wages and taxes on the system.

The basic payroll processing unit is the organization. In this role, the organization collects and remits taxes and reports tax information to tax authorities. Tax calculations and pay period tax reporting for employees occur at this level.

Tasks

This section explains the following:

- Establishing a tax code for Illinois state tax
- Establishing a tax code for New York State Disability tax
- Establishing a common tax organization
- Establishing corresponding production organizations for a common tax organization
- Establishing employer-specific tax information

Prerequisites

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

- The Solution Series installed
- Completed the tasks in the previous sections

Questions answered

The following questions are answered in this section:

1. What is a tax authority?
2. How does The Solution Series handle tax updates and changes?
3. How are taxes established on the system?
4. What is a tax specification record and how are they administered on the system?
5. What is a common tax organization and when is it used?
6. How are taxes accumulated?
7. How does The Solution Series handle reciprocal taxation?

Tax authorities---Payroll as a withholding agent

A tax authority is a governmental agency to which an employer and/or employee has statutory tax obligations. Tax authorities exist at the federal, state, and local levels. The organization established in the system acts as a withholding agent for all the tax authorities to which it is responsible. In this role, the organization collects and remits taxes and reports tax information to tax authorities. The way in which your organization is defined internally for payroll purposes is independent from how it is defined for reporting to tax authorities.

Tax Authority File---Cyborg's interpretation of published regulations

To support tax calculations, Cyborg provides and maintains a Tax Authority File. This file contains tax specifications for all federal, state, state disability, state unemployment, and special assessment taxes, all localities requiring tax tables, and many flat-rate localities. The information maintained for a tax might include wage-bracket tables for different marital statuses, unemployment or disability annual wage base amounts, and information related to allowances, standard deductions, and dependents. In short, the information in the file represents Cyborg's internal translation of the regulations published by tax authorities.

These tax specifications reflect information from standard payroll reference sources such as *Commerce Clearing House*, *Research Institute of America*, *Bureau of National Affairs*, and *Payroll Practitioners Monthly*. In addition, Cyborg maintains direct contact with government agencies responsible for taxation.

Note: *Refer to the Cyborg Users Bulletin Board Service (CUBBS) for the latest version of the Tax Authority File, as well as individual tax changes that are due to be included in the next scheduled regulatory bulletin for tax updates.*

Tax Maintenance File---incremental updates of published regulations

Like the Tax Authority File, the Tax Maintenance File also contains tax transactions. The Tax Maintenance File, however, includes only tax specifications that have changed since the last tax update. The Tax Maintenance File includes only those specifications replaced or added as a result of the changes in tax specifications. This limits the exposure of the maintenance process and minimizes the resources required.

Note: Refer to the Cyborg Users Bulletin Board Service (CUBBS) for the latest version of the Tax Maintenance File, as well as individual tax changes that are due to be included in the next scheduled regulatory bulletin for tax updates.

Apply the Concept

What is the difference between the Tax Authority File and the Tax Maintenance file?

Regulatory Bulletins---when you need timely, consolidated tax service

Information about tax changes and the tax updates that implement them are delivered to customers in regulatory bulletins. The changes made to tax specifications fall into a variety of categories, including increases in unemployment wage bases, changes to percentages for tax or wage brackets, and modifications to exemption or allowance amounts. It is your responsibility to update the Tax Specification Records in your Employee Database as such changes occur.

Regulatory Bulletins are issued to you based on the effective dates of the tax changes and the number of tax changes currently pending. This delivery strategy provides you with a timely, consolidated tax service. Historically, this approach has resulted in a distribution of four to six tax update regulatory bulletins each year, with most releases occurring in the December to January and June to July periods.

Note: *When applying a regulatory bulletin for tax updates, Cyborg recommends that you select the Print This Run Only (X) option in the Print Tax Table (PP27) option list on the Company Options form (AF-SCR). The report will show which tax tables were in effect during the run. After the run, the system will automatically, reset the option list value to the default value, Do Not Print Tables (N).*

☞ *Refer to the regulatory bulletin for more information about applying tax updates.*

Cyborg tax codes---the link between a Tax Specification Record and an employee tax record

The link between a Tax Specification Record and an employee tax record is a Cyborg tax code. This Cyborg-assigned code serves as the standard identifier for each tax that is processed by the system. The Cyborg tax code is used to identify and access both the employee tax record and the associated Tax Specification Record.

Cyborg has established a set of conventions to identify supported taxes. Each tax is assigned a tax code by Cyborg. Tax Specification Records are added and maintained by tax code at the organization and employee level. Once a tax is set up by Cyborg, all references to its records are made with the assigned tax code.

In some cases, a single tax code can be used to designate two tax types. One example is unemployment insurance, which is in the same Tax Specification Record and employee tax record as the associated income tax for federal and state authorities.

Tax authorities exist at these governmental levels: federal, state, county, and local (which includes city and school district). Within each taxing level, there can be several types of taxes.

Note: *Cyborg must assign all new tax codes. If you need the tax code for a new tax authority, please contact your Customer Service Manager.*

The taxes for the various governmental levels are outlined in the following table:

Federal level	Employer-paid	Employee-paid
Social Security (FICA-OASDI)	X	X
Medicare (FICA-HI)	X	X
Federal Income Tax (FIT)		X
Unemployment Insurance (FUTA, FUI)	X	

State level	Employer-paid	Employee-paid
Income Tax (SIT)		X
Unemployment Insurance (SUI, SUTA)	X	X (if applicable)
Disability Insurance (SDI)		X
Special assessments	X	X (if applicable)

Local level	Employer-paid	Employee-paid
Income tax		X

Note: *Oregon Workers Compensation Fund, Washington Industrial Insurance Fund, and local occupational privilege taxes are not established on the system as tax codes; you must assign deduction numbers for these items.*

Cyborg tax code syntax

A Cyborg tax code contains up to seven digits. Each code starts with a one-digit tax type value followed by two to six alphanumeric characters. Together, these three to seven characters are called a tax code.

The first character of the tax code is the tax type, and it corresponds to a taxing level:

- 1 - federal taxes
- 2 - state taxes
- 3 - local county taxes
- 4 - local city or school district taxes, state disability insurance, and special assessments

Refer to the following table for a summary of the Cyborg tax codes:

Federal Tax	**Cyborg Tax Code**
Social Security (FICA-OASDI)	101
Federal Income Tax and Federal Unemployment Insurance	102
Medicare (FICA-HI)	103
Railroad Retirement Tier I	104
Railroad Retirement Tier II	105

State Tax	**Cyborg Tax Code**
State income tax and state unemployment insurance	2XX*
State disability insurance	4XXSDI
State special assessment	4XX + Cyborg-assigned code

Local Tax	**Cyborg Tax Code**
Local county income tax	3XXYYYY**
Local city income tax	4XXYYYY**
Local school district income tax	4XXYYYY**

* XX represents the two-character alphabetic state code in Federal Information Processing Standard (FIPS) format.

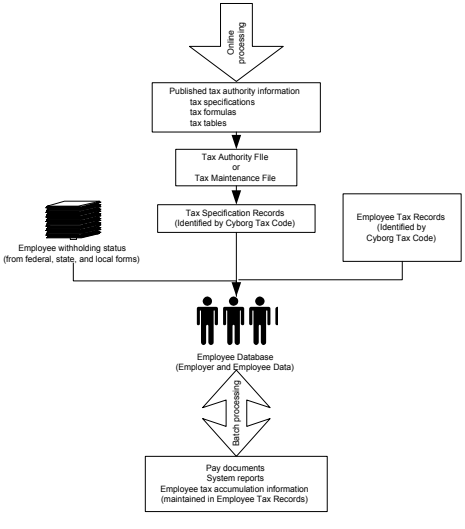
** YYYY represents the Cyborg-assigned identifier.

Taxation and The Solution Series

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. The tax specifications can be in the form of tax formulas, tax tables, or both. These tax specifications must be added to the system. Establish Tax Specification Records only for those tax authorities to which your organization and its employees have tax obligations.

The implementation process begins when you activate Tax Specification Records in the Employee Database. During a batch payroll maintenance run, all activated Tax Specification Records are updated with the wage limits, tax percentages, wage-bracket tables, and other similar data containing the taxation rules from the Tax Authority File (TAF).

The following figure illustrates the relationship between The Solution Series and the various taxation procedures and requirements.



The Tax Specification Record---Cyborg-supplied information

Most of the required information for Tax Specification Records is supplied by Cyborg. The exact contents of a Tax Specification Record vary with the tax, but in every case the record contains all the information needed to calculate a tax as defined by current specifications published by the tax authority. All of the Cyborg-supplied information has been verified and tested; however, we recommend that you test all delivered tax information before applying it to your system.

☞ *Refer to the regulatory bulletin delivered with every tax update for more information about testing procedures.*

For example, for Tax Code 101 (FICA-OASDI), Cyborg will supply the maximum annual wage base and rate for both the employer and employee portion of the tax. For income taxes with wage or rate brackets, Cyborg will include tax tables with wage ranges of the various brackets and associated bracket rates. For income taxes with allowances for dependents and standard deductions, Cyborg supplies the allowance and the standard deduction amounts. For supplemental earnings subject to income tax, Cyborg supplies the rate or table for calculating tax on supplemental earnings. Cyborg also supplies the percentage used to calculate a flat-rate taxes.

The Tax Specification Record---employer-specific information

In addition to the information supplied by Cyborg in the Tax Authority File, you must enter some employer-specific tax information in the system. Employer-specific information includes the following:

- Organization EIN assignments for the specific tax authority
- Unemployment experience rate assigned to your organization by the state (for state unemployment insurance)
- Taxation of employee contributions to local 401(k) plans (Cyborg maintains federal and state plans), state and local Section 125 plans (Cyborg maintains federal), and tax sheltered annuities

Note: Employee contributions vary by tax authority, and taxability is affected by how individual plans are defined by the employer.

Flat-rate taxes

There is no information in the Tax Authority File for some county and city taxes that are calculated using a flat percentage rate. For these taxes, you can enter a Tax Specification Record online, supplying all the required information. It is sufficient for you to type the name of the tax and the flat rate in the Tax Specification Information form (T1-SCR).

Note: Flat-rate taxes are added to the Tax Authority File as they are updated or new ones are added.

Employee Identification Number (EIN)---the link between the calculation and collection of taxes

To fulfill its role as a withholding agent, your organization registers with tax authorities. Upon registration, your organization receives one or more Employer Identification Numbers (EINs). EINs are federal or state assigned numbers used in all tax filing and reporting. The tax authority always refers to and communicates with your organization through this number.

The EIN serves as the only link between the calculation and collection of taxes within the Payroll Solution and external reporting and remittance of taxes to tax authorities. In simple situations, an EIN for external tax reporting might correspond to a single organization in the Employee Database. In more complex situations, several companies might be assigned the same EIN. For any tax authority, a given company can be associated with only one EIN.

This means that, for any given tax, all employees within a company are reported under one EIN. Although organizations are usually established independently of taxing considerations, keep in mind that a single EIN applies to all employees in the organization assigned that EIN.

For year-end W-2 reporting, the system processes, groups, and reports tax information for all employees assigned to organizations that share the same EIN. If EINs are not correctly assigned, incorrect groupings for tax reporting result.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about EIN numbers.*

Tax Activation

Tax specification detail is provided by Cyborg in the Tax Authority File. Information from this file must be loaded into your Employee Database for the Tax Specification Records to be activated.

Tax Specification Records are established in a number of circumstances:

- When implementing the Payroll Administration module.
- When legislative changes result in the addition of new taxes. Such additional taxes will be documented by Cyborg in regulatory bulletins. Each new tax will have tax specifications included in the tax update.
- When adding new locations or organization units, hiring new employees, or if employees move. In these situations, you may need to add tax specifications for the additional taxes for which your organization has obligations.

Setting up Tax Specification Records means preparing them in your Employee Database, so that the records contain all the information required to calculate and report taxes for the related tax authorities. Complete the following three steps:

1. Activate the Tax Specification Records

2. Enter employer-specific information

3. Load the data from the Tax Authority File

1. Activate the Tax Specification Records

You must activate a record for each tax for which your organization and employees have tax obligations. This can be done online or in a maintenance run. In the activation process, you identify federal, state, and local taxes that are to be set up in your Employee Database, using the Tax Specification Information form (T1-SCR).

These taxes includes state unemployment insurance you must pay as an employer; in other words, a state tax record must be established for no-income-tax states. You also need one Tax Specification Record for each state disability insurance program to which the employer or employees have obligations.

2. Enter employer-specific information

Employer-specific information, such as state unemployment experience rates, can now be added online to the existing tax specification records on the Employee Database. This information will not be overwritten by the Tax Authority File (TAF).

You may choose to perform this step now, as part of the activation process, or you may do this after loading the TAF.

3. Load the data from the Tax Authority File

Cyborg supplies all the calculation information needed for tax processing in the Tax Authority File, which is delivered with every regulatory bulletin for tax updates. You must perform a tax update to your Employee Database in order to update the taxes on your system. These steps are covered in more detail later in this section.

☞ *Refer to the Payroll Employee Setup manual for more information about employee-level taxes.*

See also:

■ Establishing a tax code for Illinois state tax ***(on page 233)***
For detailed directions on establishing a tax code for Illinois state tax.

■ Establishing a tax code for New York State Disability tax ***(on page 234)***
For detailed directions on establishing a tax code for New York Disability tax.

Tax Specification Information form---the key to activation within the system

The Tax Specification Information form (T1-SCR) is used to activate new taxes and to make changes to specific tax authority data. To activate a tax record, you must complete a Tax Specification Information form (T1-SCR) for each tax authority and organization on the Employee Database, unless you use a common tax organization. In this case, activate Tax Specification Records for the common tax organization only.

You need to complete at least one field on this form in order to enter the new tax. When you apply a tax update, all applicable fields on the Tax Specification Information form (T1-SCR) will be overwritten by the Tax Authority File. For example, if you enter a description for a tax code, your description would be replaced by whatever is on the Tax Authority File. The Description field also appears on some Cyborg reports, such as the Tax Filing Report - Paid Frequencies Only (2T2T) report, the Tax Filing Report - All Frequencies (9091) report, and the Combined Register (2222) report.

The Tax Specification Information form (T1-SCR) creates three tax records: T1, T2, and T3. The appearance of the Tax Specification Information form (T1-SCR) is tailored to each specific tax type. Only those fields used by the tax authority are shown on the form, with field labels appropriate to the type of tax authority being accessed.

The Tax Specification Information form (T1-SCR) is shown below for federal taxes, state, state disability, and local with employer-specific entries noted for each.

Tax Specification Information form (T1-SCR) - Federal Tax Code 101

This form activates Tax Specification Records for Social Security (FICA-OASDI) wages and taxes.

Tax Specification Information — Tax ID: TX 101

Description: FICA-OASDI
Tax Filing Nbr:
UI Reporting Nbr:
Flat Rate:
Use Tax: Yes Active

Minimum wage: 5.150000
EE OASDI Rt: 62000
ER OASDI Rt: 62000
ER Max OASDI Wage: 6840000
ER Max OASDI Tax: 424080
EE Max OASDI Wage: 6840000
EE Max OASDI Tax: 424080
Disab Recip: 0
UI Recip: 0
Tax Misc 2: 6

Resident Tables: Single: 0 Married: 0 HOH: 0
Non-Resident Tables: Single: 0 Married: 0 HOH: 0
Tax Flag: 1: 0 2: 0 3: 0
Tax Tables: 7: 0 8: 0 9: 0
Tax Class: 1: 1 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

You must complete the following employer-specific entries for this tax authority:

- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Specification Information form (T1-SCR) - Federal Tax Code 102

This form for activates Tax Specification Records for Federal Withholding tax.

Tax Specification Information — Tax ID: TX 102

Description: FEDERAL W/H TAX
Tax Filing Nbr: 01-123456789
UI Reporting Nbr: 12345678
Flat Rate:
Use Tax: Yes Active

Fed UI Rate: .008000
Supplement Rate: 280000
Fed Max UI Wage: 700000
Tax Misc: 999999999
Tax Misc 2: 6
Disab Recip: 0
UI Recip: 0

Resident Tables: Single: 1 Married: 2 HOH: 1
Non-Resident Tables: Single: 1 Married: 2 HOH: 1
Tax Flag: 1: 0 2: 0 3: 0
Tax Tables: 7: 0 8: 0 9: 0
Tax Class: 1: 3 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

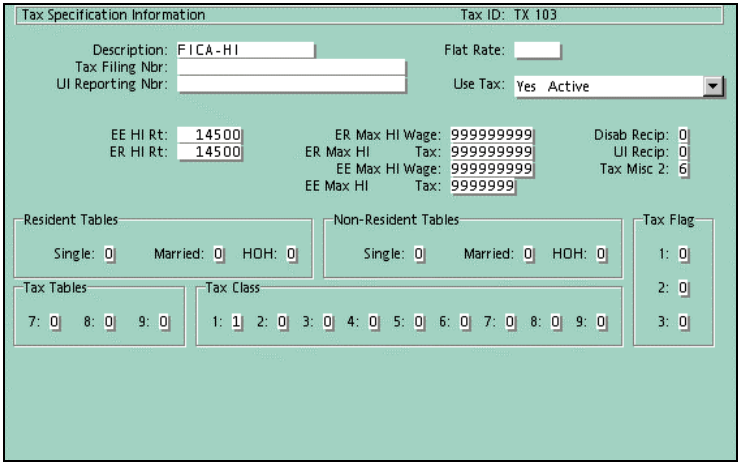
You must complete the following employer-specific entries for this tax authority:

- Tax Filing Nbr
- UI Reporting Nbr
- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Specification Information form (T1-SCR) - Federal Tax Code 103

This form activates Tax Specification Records for Medicare (FICA-HI) wages and taxes.



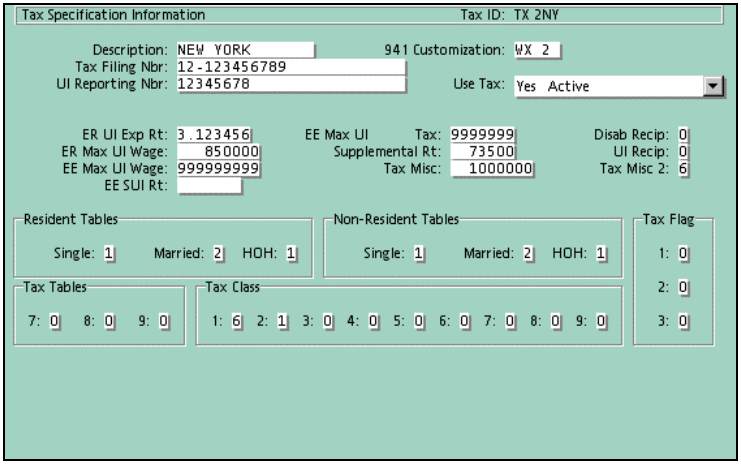
You must complete the following employer-specific entries for this tax authority:

- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Specification Information form (T1-SCR) - State tax code

This form activates Tax Specification Records for state taxes. The example shown here is for New York state tax (Tax Code 2NY).



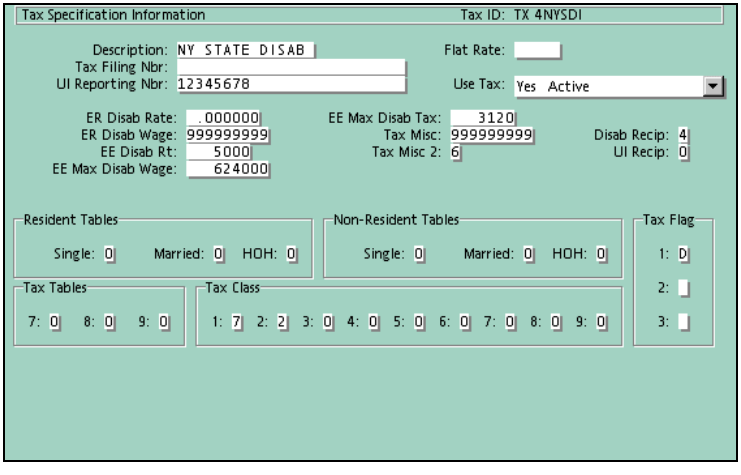
You must complete the following employer-specific entries for this tax authority:

- Tax Filing Nbr
- UI Reporting Nbr
- User Experience Rate (ER UI Exp Rt field)
- Section 125 value (Tax Class 2 field)
- Tax-sheltered annuity (Tax Class 3) field
- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Specification Information form (T1-SCR) - State disability tax code

This form activates Tax Specification Records for state disability taxes. The example shown here is for New York state disability.



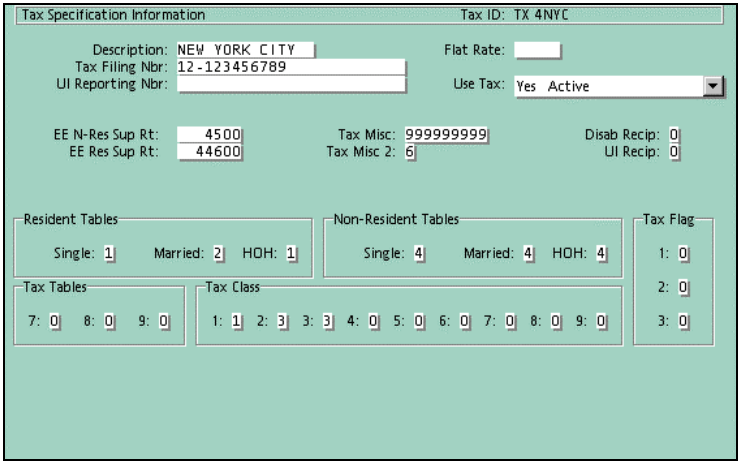
You must complete the following employer-specific entries for this tax authority:

- UI Reporting Nbr
- User Experience Rate (ER UI Exp Rt field)
- 401(k) value (Tax Class 1 field)
- Section 125 value (Tax Class 2 field)
- Tax-sheltered annuity (Tax Class 3 field)
- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Specification Information form (T1-SCR) - Local tax code

This form activates Tax Specification Records for local taxes. The example shown here is for New York City.



You must complete the following employer-specific entries for this tax authority:

- Tax Filing Nbr
- User Experience Rate (ER UI Exp Rt field)
- 401(k) value (Tax Class 1 field)
- Section 125 value (Tax Class 2 field)
- Tax-sheltered annuity (Tax Class 3 field)
- Any user-defined tax class 4-9 fields

Once entered, these entries are never altered by a tax update, because the fields are left blank on the Tax Authority File.

Tax Class fields

These fields define taxability for pre-tax deductions. These contributions can vary by tax authority.

- Tax Class 1—taxability for 401(k) plans (maintained by Cyborg for all but local authorities)
- Tax Class 2—Section 125 plans (maintained by Cyborg for federal only)
- Tax Class 3—tax-sheltered annuities (maintained by Cyborg for federal only)
- Tax Class 4 - 9 fields—customer-defined

Note: *If Cyborg uses the Tax Class 4-9 fields, they will be used in ascending order; for example, Tax Class 4 will be used first, then Tax Class 5, and so on. If you plan to use these fields, consider using them in reverse order; for example, use Tax Class 9 first, then Tax Class 8, and so on. Doing so prevents your customizations from being written over by the Tax Authority File.*

These fields work together with the Pretax Type (option list PP20) selected on the Company Earnings and Company Deductions forms (A8-SCR). The combination is in effect for deductions, using the Deduct Before Taxes (58) option in the Category (PP02) option list. It may also be used for earnings when the taxability varies by state or locality.

The Pretax Type (option list PP20) code defined at the organization level matches with the Tax Class fields on the Tax Specification Information form (T1-SCR) to determine the taxability for the tax-deferred item. The relationship between the Pretax Type option and each Tax Class field is shown in the following table:

Pretax Type option on Company Earnings and Company Deductions forms (A8-SCR)	**Tax Class field on T3 transaction**
401 K Plan (1) - also used for 403B and other tax-deferred plans	Points to Tax Class 1 for taxability
Section 125 Plan (2)	Points to Tax Class 2 for taxability
Tax Shelter Annuity (3)	Points to Tax Class 3 for taxability
User-defined (4)	Points to Tax Class 4 for taxability
User-defined (5)	Points to Tax Class 5 for taxability
User-defined (6)	Points to Tax Class 6 for taxability
User-defined (7)	Points to Tax Class 7 for taxability
User-defined (8)	Points to Tax Class 8 for taxability
User-defined (9)	Points to Tax Class 9 for taxability

Only Tax Class 1, 2, and 3 are currently in use. You can define Tax Class fields 4 - 9 for your own use.

Tax Class 1, for taxability of 401(k)s, is maintained by Cyborg for all but local authorities. You are responsible for maintaining the 401(k) values for local authorities.

Tax Class 2, for taxability of Section 125 plans, is maintained by Cyborg for federal tax authorities. You are responsible for maintaining the Section 125 values for state and local taxes.

Tax Class 3, for Tax Sheltered Annuities, is maintained by Cyborg for federal tax authorities. You are responsible for maintaining the Tax Sheltered Annuity values for state and local taxes.

Valid values for these fields are shown in the following table:

Tax Authority	Tax Class 1 - 9 values
FICA - 101 and 103	0 - Excludable 1 - Taxable
Federal - 102	0 - Fully excludable 2 - FIT taxable, FUI excludable 3 - FIT excludable, FUI taxable 5 - Fully taxable
State - 2XX	0 - Fully excludable 1 - SIT taxable, SUI excludable 6 - SIT excludable, SUI taxable 7 - Fully taxable
State disability - 4XXSDI	0 - Excludable 7 - Taxable
Locals - 3XXYYYY and 4XXYYYY	0 - Excludable 7 - Taxable

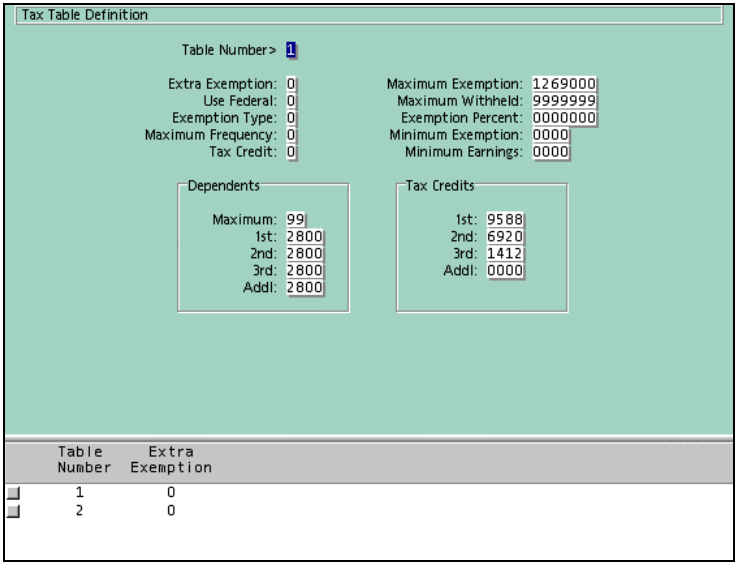
The default for any Tax Class field is zero. The field is maintained as nine separate fields. This protects any user-defined changes from being written over when a new tax update is applied.

Note: The taxability codes mean the opposite when used for an earning. Fully excludable means fully taxable, and all taxable wage fields will be updated.

Tax Table Definition form (T4-SCR)---one entry for each taxing authority requiring table and brackets for their tax calculation

Any taxing authority requiring table and brackets for their tax calculation, such as Federal, tax code 102, will have one Tax Table Definition form (T4-SCR) entry for each table. The information included on the entry includes exemption, dependent and tax credit information along with other information needed for correct tax calculation. All the information is provided by Cyborg Systems, Inc. through regulatory bulletins. It is never necessary for you to make changes to this information. The form is provided so you may view the table definition data.

It is suggested that the form be requested in Inquiry mode first, allowing you to then choose the specific table definition to view. When printed on the Payroll Audit Trail (0101) report the table definitions are shown as T4 transactions.



Tax Table Bracket forms (T5-SCR)---wage brackets for a graduated tax calculation

Every table requiring wage brackets for a graduated tax calculation will have multiple Tax Table Bracket forms (T5-SCR), one per wage bracket within the table. The bracket wages are given along with the tax amount from the prior brackets and the tax percentage for the bracket being viewed. The information included on the entry includes exemption, dependent and tax credit information along with other information needed for correct tax calculation. All the information is provided by Cyborg Systems, Inc. through regulatory bulletins. It is never necessary for you to make changes to this information. The form is provided so you may view the table bracket data.

It is suggested that the form be requested in Inquiry mode first, allowing you to then choose the specific table definition to view. When printed on the Payroll Audit Trail (0101) report the table definitions are shown as T5 transaction.

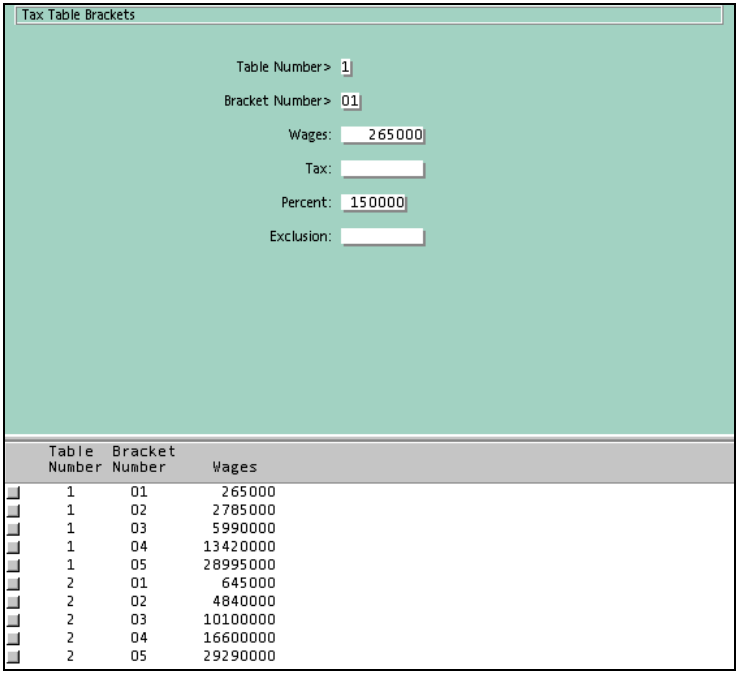


Table Number	Bracket Number	Wages
1	01	265000
1	02	2785000
1	03	5990000
1	04	13420000
1	05	28995000
2	01	645000
2	02	4840000
2	03	10100000
2	04	16600000
2	05	29290000

The two tax code setup methods

Tax specification records can be implemented in two ways: using a common tax organization or an organization-specific setup. The information you supply to the system varies according to the setup method you are using.

A common tax organization is used to hold tax information for all paying organizations that will use it. It is most useful if you process many organizations, each one using numerous state and local tax authorities. Detailed instructions for establishing a common tax organization are covered later in this section.

With the organization-specific setup method, each production company has only the Tax Specification Records needed for its employee payroll processing. Tax specification records for each tax required for employee tax processing must be set up for each organization.

Organization-specific Tax Specification

With the organization-specific setup method, each production company has only the Tax Specification Records needed for its employee payroll processing. Tax specification records for each tax required for employee tax processing must be set up for each organization.

With this setup, a Cyborg batch record uses a special-purpose batch identifier, TAX<space>TAX, as input to the tax maintenance run. The P2EDIT program makes a copy of all transactions following the TAX batch for each company defined on the Organization Validation Table, Report Generator RPT20, except Organization 999999.

All the tax transactions (from either the Tax Maintenance File or Tax Authority File) are made available to apply to all organizations. The system automatically applies these transactions only to activated Tax Specification Records on each organization.

See also:

- Establishing employer-specific tax information ***(on page 242)***

For detailed directions on establishing employer-specific tax information.

The common tax organization

A common tax organization is used to hold tax information for all paying organizations that will use it. It is most useful if you process many organizations, each one using numerous state and local tax authorities.

All required Tax Specification Records are stored in and activated for the common tax organization only, which means you need to activate only one Tax Specification Record in the Employee Database to process the tax for any organization on file. The production companies do not contain any Tax Specification Records. All access to Tax Specification Records, including employee tax processing, is from the common tax organization.

The common tax organization must be assigned an Organization Number lower in sequence than all production organizations that will use it, because it must be processed prior to any production organization. It must not represent an operating payroll unit nor should any employees be assigned to it. The taxes are read into the tax area and remain there until the

next organization with any T transactions is read. At that time, the taxes from that company replace the common tax organization records in the tax working storage area.

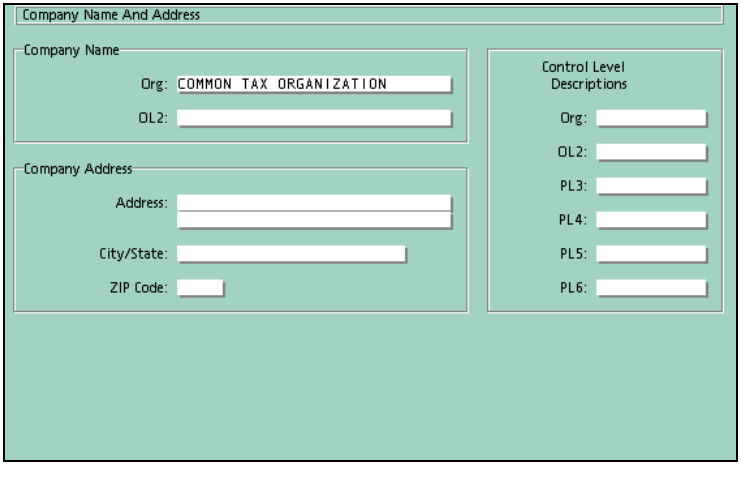
Note: *If using a common tax organization, do not apply Tax Specifications Records to a production organization. Doing so will cause the system to not have all the necessary tax records available.*

Enter information on two forms when using the common tax organization:

- Employer-Specific Tax Information form (TXWSCR) - complete this form for each payroll production company.
- Tax Specification Information form (T1-SCR) - certain employer-specific taxability information.

If you want to establish a common tax organization, complete the following steps:

1. Add the new organization online using the Set Up A New Organization form (AA-NEW). Enter only an Organization Level 1 title in the Org field, as shown in the following example. The system recognizes a common tax organization by checking the City/State and ZIP Code fields on this form. A blank in these fields indicates a common tax organization, and the taxes are automatically read into the tax working storage area.



2. Enter the Tax Specification Information (T1-SCR) forms (in the common tax organization only) for all applicable taxes. Do not enter any EIN or UI numbers unless they apply to all organizations that will use the common tax organization. Alternatively, you can edit the Tax Authority File to have the taxes added from the TAF, instead of entering all the required taxes online. If you choose this method, be sure to type a 'Y' in column 80 of each T1 transaction for all required taxes, so that the tax authorities will be added during the tax update process.

3. Add the new common tax organization value to RPT20, the Organization Validation Table. You must do this before processing the Tax Authority File to add tax tables. This step is normally performed by technical staff.

4. Extract the common tax organization and update the taxes with the latest Tax Authority File. The BATCH transaction must refer to the common tax organization and it must use a batch number.

Note: Do not use the word 'TAX' as the batch number. This will update all organizations on the Employee Database.

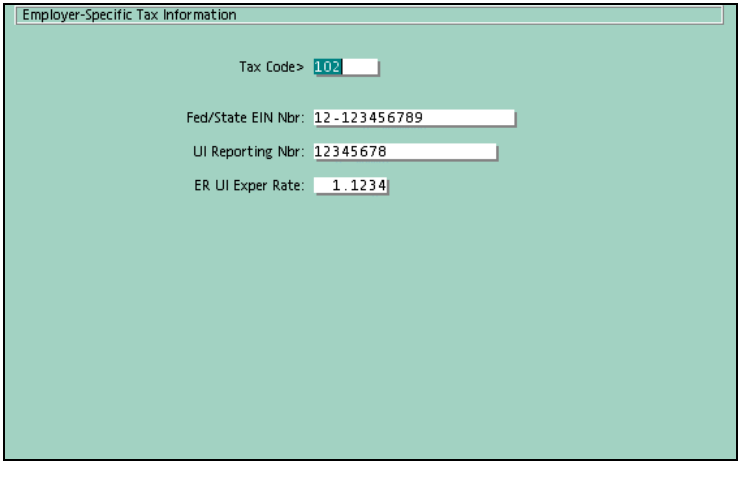
Once you've set up the common tax organization, you now need to link it to your production companies. To do this, complete the following steps:

1. On the second panel of the Company Options form (AF-SCR), enter the Organization Number for the common tax organization.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about the Company Options form (AF-SCR).*

2. Complete the Employer-Specific Tax Information form (TXWSCR). Use this form to enter your EIN and UI numbers and SUI experience rate. This form creates WLFDTX records. These records are necessary to verify that the tax authority is used by this organization when entering employee-level tax information and for providing the tax numbers needed for quarterly and year-end reporting. You can view WLFDTX records by using the View Employer-Specific Tax Information form (TXWSCR). This form is available in inquiry-mode only.

   An example of the Employer-Specific Tax Information form (TXWSCR) is shown in the following example:



3. Enter the employee-level tax information.

4. On the Report Requests form (DD-SCR), verify that the Print Every Run (0) option for Data Types - Other (option list PP51) is selected for the Payroll Audit Trail (0101) report. On the Payroll Audit Trail (0101) report, this appears as a '0' in column 18. This option causes the WLFDTX records to be read into working storage, so that the EIN, UI Numbers, and SUI rate are available.

Note: Never allow a T transaction to be added to the production organization. If a batch card of BATCH999999TAX is accidentally processed with the Tax Authority File, Tax Code 101, Tax Code 102, and Tax Code 103 will be added to all organizations, because they are delivered with the Tax Authority File with a 'Y' in column 80.

See also:

- Establishing a common tax organization ***(on page 235)***

For detailed directions on establishing a common tax organization.

- Establishing corresponding production organizations for a common tax organization ***(on page 238)***

For detailed directions on establishing corresponding production organizations for a common tax organization.

Tax batch transaction descriptions (in transaction layout)

This section describes the batch tax transactions. They are listed in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR). Instead, they are listed in the order that they appear on the Tax Authority File and the Payroll Audit Trail (0101) report.

T1 transactions---for adding or deleting tax tables and changing basic information

The T1 transaction is used to add or delete tax tables and to change basic information. The following section explains the fields and codes that are used for T1 transactions at the federal, state, and local levels. The fields are described in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR). Instead, they are listed in the order that they appear on the Tax Authority File, as shown in the following two excerpts:

```
T1101    FICA-OASDI                                                Y
T14PAPEMAPENN MANOR   PA                                            10000
T14PAPENCPENN TWP -CHSTR                                            05000
T14PAPEQ2PEQUA VALLEY PA                                            10000
T14PAPE25PERRY TWP                                                  10000
T14PAPHILDROP TABLES
T14PAPHILPHILADELPHIA
```

Note: The Payroll Audit Trail (0101) report and the Transaction Load report show all tax records for a tax authority in transaction layout, which allows the entire tax definition to be viewed together. For this reason, these two reports look much different from the Tax Specification Information form (T1-SCR), although both contain the same information.

An excerpted example of the Payroll Audit Trail (0101) report is also shown.

```
          1    1    2    2    3    3    4    4    5    5    6    6    7    7    8    8    9    9    1    1    1
1   5     0    5    0    5    0    5    0    5    0    5    0    5    0    5    0    5    0    5    0    0    1
>>
                                                                                                   0    5    0
T1 TX 101     000   240 USE TAX BODY       IS  Y           WAS Y          80-80                  PAYR       3
T2 TX 101     000   241 DISABILITY RATE    IS     6.2000   WAS    6.2000  10-16                  PAYR       4
T2 TX 101     000   242 DEFAULT WTH PCT    IS     6.2000   WAS    6.2000  17-23                  PAYR       4
T2 TX 101     000   243 UNEMPLOY RATE      IS   515.0000   WAS  515.0000  24-30                  PAYR       4
T2 TX 101     000   244 TAX MISC FIELD     IS   4,501.20   WAS  4,501.20  31-39                  PAYR       4
T3 TX 101     000   250 MAX UNEMPL WAGE    IS  72,600.00   WAS 72,600.00  10-18                  PAYR       5
T3 TX 101     000   251 MAX DISAB WAGE     IS  72,600.00   WAS 72,600.00  19-27                  PAYR       5
T3 TX 101     000   252 MAX DISAB TAX      IS   4,501.20   WAS  4,501.20  28-34                  PAYR       5
T3 TX 101     000   841 TAX CLASS 1        IS  1           WAS 1          46-46                  PAYR       5
T1 TX 102     000   236 TAX DESCRIPTION    DROP TABLES                    10-24 THIS IDENTIFIER ENTRY DELETED
PAYR       6
T1 TX 102     000   236 TAX DESCRIPTION    IS  FEDERAL W/H TAX               10-24               PAYR       7
```

Transaction Code

(positions 1-2)

This field is always 'T1' for T1 transactions.

Cyborg Tax Code

(positions 3-9)

This field is maintained by Cyborg for all taxes delivered on the Tax Authority File. If you change this field, it will be overwritten when the next tax update is applied.

Note: If you need to assign a new tax code, please contact National Phone Support. Cyborg must supply all new tax codes.

Cyborg Tax Code Description

(positions 10-24)

This field is maintained by Cyborg for all taxes delivered on the Tax Authority File. If you change this field, it will be overwritten when the next tax update is applied.

Tax Filing Nbr

(positions 25-49)

This field is maintained by Cyborg for all taxes delivered on the Tax Authority File. If you change this field, it will be overwritten when the next tax update is applied.

UI Reporting Nbr

(positions 50-74)

This field is maintained by Cyborg for all taxes delivered on the Tax Authority File. If you change this field, it will be overwritten when the next tax update is applied.

Flat Rate field

(positions 75-79)

- **Federal taxes** - not used
- **State taxes** - customizing the 941 Detail (9595) report. It is used by Report Generator 9595 to determine if the state should be reported, and if so, what data to print and how to print it. The following table explains the codes that are available for this field at the state taxation level. Position 75 is the first code in the Flat Rate field.

Position	Codes
75	**Always blank**; not used for any customization
76	**Blank** - Report this state on the 941 Detail (9595) report* and print the employee name in Last, First Middle format. **F** - Report this state on the 941 Detail (9595) report and print the employee name in First Middle Last format. **X** - Do not report this state on the 941 Detail (9595) report. Cyborg delivers an X in this field for any state with its own report generator for SUI paper reporting.

Position	Codes
77	Determines what is printed on the 941 Detail (9595) report:* **Blank** - no special entry needed **H** - Print hours worked; requires a state-specific report generator. **T** - Print termination date (taken from the Termination field on the Employee Information form (EF-SCR)). **W** - Print weeks worked (taken from the Weeks Worked field on the employee J segment). **F** - Print FICA wages, as reported from Tax Code 101 (FICA OASDI). **S** - Print hire date (taken from the Employment field on the Employee Information form (EF-SCR)).
78	Controls what wage fields to report: total SUI wages regardless of cutoff, taxable SUI wages up to the cutoff, and excess SUI wages (total minus taxable, as calculated by Report Generator 9595). **Blank or 7** - total, taxable, and excess wages **1** - excess only **2** - total only **3** - excess and total **4** - Taxable only **5** - taxable and excess **6** - taxable and total
79	Frick frequency. Cyborg delivers report generators 4U4U and 4T4T to produce the required interfaces to Frick.

* If you wish to use the 941 Detail (9595) report for unemployment balancing, you must remove the X from the Flat Rate field before running the report. Remember, however, that the next time the Tax Authority File is applied, the X will be written to the field. In this case, you might consider creating a separate batch file of T1 transactions to load after each tax update.

Note: Report Generators 9595, 4U4U, and 4T4T must be extracted from CYBMST and loaded before using this field at the state tax level.

☞ *Refer to the Payroll Technical documentation for more information about extracting report generators.*

- **County and city taxes** - stores the percentage rate of taxation that applies to everyone. It is left blank for any local authority requiring tax tables. This amount populates the default tax field when a flat rate tax is added through the Tax Specification Information form (T1-SCR) or through the batch system.

Use Tax

(position 80)

This field corresponds with the Use Tax (PP67) option list on the Tax Specification Information form (T1-SCR). It defines tax usability. A 'Y' indicates Yes Active, which forces this tax code to be added when taxes are loaded. Cyborg delivers the Tax Authority with a 'Y' in position 80 for all taxes.

An 'N' indicates No Inactive. This code updates the tax with information from the Tax Authority File, but it does not use it in a calculation even if the tax is established at the employee level. This option is used most often when a tax has been repealed during a calendar year.

A pound sign (#) indicates the Delete on Next Run option, which deletes all T transactions for this tax. This option does not work for federal taxes, which cannot be deleted.

T2 transactions---for adding or changing certain tax body data

The T2 transaction is used to add or change certain tax body data. The following section explains the fields and codes that are used for T2 transactions at the federal, state, and local levels. The fields are described in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR). Instead, they are listed in the order that they appear on the Tax Authority File, as shown in the following two excerpts:

```
T2101      62000  620005150000   450120
T24MISPRI   5000  10000
```

Note: The Payroll Audit Trail (0101) report and the Transaction Load report show all tax records for a tax authority in transaction layout, which allows the entire tax definition to be viewed together. For this reason, these two reports look much different from the Tax Specification Information form (T1-SCR), although both contain the same information.

Transaction Code

(positions 1-2)

This field is always 'T2' for T2 transactions.

Cyborg Tax Code

(positions 3-9)

This field is maintained by Cyborg for all taxes delivered on the Tax Authority File. If you change this field, it will be overwritten when the next tax update is applied.

Note: If you need to assign a new tax code, please contact your Customer Service Manager.

Disability rate

(positions 10-18)

This code varies by tax authority:

- Tax Code 101 - employee OASDI rate
- Tax Code 103 - employee FICA HI rate
- City taxes - non-resident employee supplemental rate
- State disability - employee disability rate

Default Percent

(positions 19-23)

This code varies by tax authority:

- Tax Code 101 - employer OASDI rate
- Tax Code 102 - federal supplemental rate
- Tax Code 103 - employer FICA HI rate
- State taxes - state supplemental rate. States with no published rate will have all 9s in this field, causing the tax table to be used when supplemental earnings are paid.
- City taxes - resident employee supplemental rate

UI Rate

(positions 24-30)

This code varies by tax authority:

- Tax Code 101 - federal minimum wage (Cyborg-maintained)
- Tax Code 102 - federal unemployment rate (Cyborg-maintained)
- State taxes - employer's state unemployment experience rate (user-maintained). If the rate is entered here, the liability will be calculated and reported for the general ledger and on the 941 Summary (9A9A) report.

Tax Misc

(positions 31-39)

This code varies by tax authority:

- Tax Code 101 - maximum employer tax to be withheld. This field is used in the self-adjusting of employer FICA OASDI.
- Tax Code 103 - maximum employer tax to be withheld. All 9s signifies that there is no maximum amount.
- Some local taxes - surtax factor. This factor is multiplied by the table tax calculated to determine the total tax to be withheld. The Tax Credit field (position 15) of the T4 transaction must contain an 'I' for this calculation to occur.

Tax Misc2

(position 40)

This field is currently not in use.

T3 transactions---federal, state, and local levels

The following section explains the fields and codes that are used for T3 transactions at the federal, state, and local levels. The fields are described in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR). Instead, they are listed in the order that they appear on the Tax Authority File, as shown in the following two excerpts.

```
T32FL       700000                          6
T33IN03                             111444
```

Note: The Payroll Audit Trail (0101) report and the Transaction Load report show all tax records for a tax authority in transaction layout, which allows the entire tax definition to be viewed together. For this reason, these two reports look much different from the Tax Specification Information form(T1-SCR), although both contain the same information.

Transaction Code

(positions 1-2)

This field is always 'T3' for T3 transactions.

Cyborg Tax Code

(positions 3-9)

These fields are maintained by Cyborg for all taxes delivered on the Tax Authority File.

Note: If you need to assign a new tax code, please contact National Phone Support.

Maximum UI Wage

(positions 10-18)

This field varies by tax authority:

- Tax Code 101 - wage limit for employer FICA OASDI
- Tax Code 102 - wage limit for federal unemployment
- Tax Code 103 - wage limit for employer FICA HI. All 9s signifies that there is no wage limit
- State taxes - wage limit for state unemployment. SUI wages are cutoff for current, month-to-date, and quarter-to-date when this limit is reached.

Max Disability Wage

(positions 19-27)

This field varies by tax authority.

- Tax Code 101 - wage limit for employee FICA OASDI. Employee wages are cut off for current, month-to-date, and quarter-to-date when this limit is reached.
- Tax Code 103 - wage limit for employee FICA HI. All 9s signifies that there is no wage limit.
- State taxes - wage limit for employee-paid state unemployment.
- State disability - wage limit for employee-paid state disability. Wages are cut off for current, month-to-date, and quarter-to-date when this limit is reached.

Max Disability Tax

(positions 28-34)

This field varies by tax authority.

- Tax Code 101 - maximum employee tax to be withheld. This field is used in the self-adjusting of employee FICA OASDI.
- Tax Code 103 - maximum employee tax to be withheld. This field is used in the self-adjusting of employee FICA HI. All 9s signifies that there is no maximum.
- State taxes - maximum state unemployment tax to be withheld from an employee. This field is used in the self-adjusting of the employee-paid SUI.
- State disability taxes - maximum state disability tax to be withheld from an employee. This field is used in the self-adjusting of employee-paid state disability taxes.

Disability Reciprocal

(position 35)

This is the reciprocal rule for EE UI/SDI. This field defines the reciprocal rule between states regarding disability. Because the employee-paid UI works off the disability field, at the state level this applies to employee-paid unemployment.

- 0 - self-adjusting, honor other state wages
- 1 - self-adjusting, do not honor other state wages
- 2 - calculate as % x (wage - 1 dependent), up to a maximum
- 3 - calculate as % x wage, up to a maximum
- 4 - wage annualized x rate, up to a maximum = annual deduction then de-annualized

UI Reciprocal

(position 36)

This is the reciprocal rule for ER UI. This field defines the reciprocity between states for unemployment wages.

- 0 - other states' wages apply toward the maximum wage
- 1 - only this state's wages apply to a maximum wage

Resident Table Single

(position 37)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Resident Table Married

(position 38)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Resident Table HOH

(position 39)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Non-Resident Table Single

(position 40)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Non-Resident Table Married

(position 41)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Non-Resident Table HOH

(position 42)

This tax table is used based on residency and marital status from employee J segment. Valid options are:

- 0 - no tax table in use
- 1-6 - the actual table to use for single, married, or head-of-household, either resident or non-resident

Tax Table 7

(position 43)

This table is used for tax calculation when a 7, 8, or 9 is entered in the Tax Table field of the employee's tax record.

- 0 - No 7th, 8th, or 9th table in use
- 1-9 - the actual table to use when a 7, 8, or 9 is entered in the employee's tax record

Tax Table 8

(position 44)

This table is used for tax calculation when a 7, 8, or 9 is entered in the Tax Table field of the employee's tax record.

- 0 - No 7th, 8th, or 9th table in use
- 1-9 - the actual table to use when a 7, 8, or 9 is entered in the employee's tax record

Tax Table 9

(position 45)

This table is used for tax calculation when a 7, 8, or 9 is entered in the Tax Table field of the employee's tax record.

- 0 - No 7th, 8th, or 9th table in use
- 1-9 - the actual table to use when a 7, 8, or 9 is entered in the employee's tax record

The Tax Class 1-9

(positions 46-54)

These fields define taxability for pre-tax deductions. These contributions can vary by tax authority.

T4 transactions - federal, state, and local levels

The following section explains the fields and codes that are used for T4 transactions at the federal, state, and local levels. The fields are described in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR) and the Tax Table Definition form (T4-SCR) for applicable taxes. Instead, they are listed in the order that they appear on the Tax Authority File, as shown in the following two excerpts.

```
T4102    2000  0623000              2750275027502750958834000694000 0
T42ME    1                          2750275027502750  00  00  00  00
T42ME    2                          2750275027502750  00  00  00  00
T42ME    7                          2750275027502750  00  00  00  00
```

Note: The Payroll Audit Trail (0101) report and the Transaction Load report show all tax records for a tax authority in transaction layout, which allows the entire tax definition to be viewed together. For this reason, these two reports look much different from the Tax Specification Information form (T1-SCR), although both contain the same information.

Transaction Code

(positions 1-2)

This field is always 'T4' for T4 transactions.

Cyborg Tax Code

(positions 3-9)

These fields are maintained by Cyborg for all taxes delivered on the Tax Authority File.

Note: If you need to assign a new tax code, please contact the Cyborg Help Desk.

Table Number

(position 10)

This is the number of the current table.

Extra Exemption

(position 11)

This is the additional withholding exemption. The following codes are used when an additional wage exemption is offered. The amount specified is subtracted from the annualized wage prior to calculating tax due.

- 0 - not used
- 1 - subtract FICA tax from taxable wages
- 2 - subtract the personal exemption amount entered in the Minimum Wage Taxed field (T4 positions 75-78) from taxable wage
- 3 - Subtract FICA tax and personal exemption from taxable wage
- 4 - Double Minimum Wage Taxed field (T4 positions 75-78) if the number of dependents is greater than 1
- 5 - Montana method (not used)
- 6 - Oklahoma method
- 7 - Subtract FICA tax from taxable up to the maximum in the Minimum Wage Taxed field (T4 positions 75-78)

Use Federal

(position 12)

The following codes are used when FIT is used to off-set state withholding or when SIT is used as taxable for a county or city.

- 0 - not used
- 1 - subtract FIT from taxable wage
- 2 - subtract FIT from taxable wage up to the limit specified in the Minimum Wage Taxed field (T4 positions 75-78)
- 3 - use FIT as taxable
- 4 - use FIT against gross wage brackets
- 5 - subtract FIT from the taxable wage and use the result in all subsequent calculations
- 6 - use SIT as taxable
- 7 - subtract a percentage of FIT from taxable wage; the percentage is found in the Minimum Wage Taxed field (T4 positions 75-78)
- 8 - use FIT as taxable; if FIT is zero and employee is not FIT exempt, use the percentage in the Minimum Wage Taxed field (T4 positions 75-78)
- 9 - subtract FIT from taxable wage up to limit specified in the Max Exemption Amount field (T4 positions 16-22)

Exemption Type

(position 13)

This field is used for special exemption usage. The following codes define how to use the Max Exemption Amount and Exemption Percent fields.

- 0 - not used
- 1 - if the number of dependents if not zero, deduct the Exemption Percent up to the Max Exemption Amount
- 2 - deduct the Exemption Percent up to the Max Exemption Amount
- 3 - deduct the Exemption Percent times tax
- 4 - deduct the Exemption Percent but no less than the Minimum Exempt Amount
- 5 - deduct the Exemption Percent but no less than the Minimum Exempt Amount or no greater than the Max Exemption Amount
- 6 - deduct the Exemption Amount; if the result is not greater than zero and zero exemptions are claimed, deduct 15% instead
- 7 - deduct the Exemption Percent up to the Max Exemption Amount if two or more dependents are claimed; if 0 or 1 dependent is claimed, use the Minimum Exempt Amount
- 8 - deduct 2nd Dependent Amount if the employee's annualized wages are greater than the amount in the Max Exemption Amount field (T4 positions 16-22), else deduct 1st Dependent Amount

Maximum Frequency

(position 14)

This field is used in conjunction with the Maximum Withheld field, specifying the Frequency of the maximum specified.

- 0 - annualized maximum
- 1 - current maximum
- 2 - monthly maximum
- 3 - quarterly maximum
- 4 - yearly maximum

Tax Credit

(position 15)

This field specifies the tax credit usage. The following codes determine if tax credits are allowed. If so, the field further defines where to obtain the credit amount.

- 0 - not used
- 1 - deduct all Tax Credit fields, if applicable to the employee
- 2 - take a standard percentage minus the amount of one dependent, as defined in the Addtl Dependent Amount
- 3 - deduct the 2nd Tax Credit Amount
- 4 - deduct the Bracket Exclusion amount (T5 positions 38-64) multiplied by the number of dependents claimed

Max Exemption Amount

(positions 16-22)

This field is used in conjunction with the Exemption Type entry. The default is '99,999.99'.

Maximum Tax Withheld

(positions 23-29)

This field contains the maximum amount of tax that can be withheld. The Maximum Frequency field determines the frequency. The default is '99,999.99'.

Exemption Percent

(positions 30-36)

This field is used in conjunction with the Exemption Type when a percentage is referenced.

Maximum Dependents

(positions 37-38)

This is the maximum number of dependents an employee can claim.

1st Dependent Amount

(position 39-42)

This field contains the annual amount for the first dependent claimed in whole dollars.

2nd Dependent Amount

(position 43-46)

This field contains the annual amount for the second dependent claimed in whole dollars.

3rd Dependent Amount

(position 47-50)

This field contains the annual amount for the third dependent claimed in whole dollars.

Addtl Dependent Amt

(position 51-54)

This field contains the annual amount for each additional dependent claimed, up to the maximum number allowed, in whole dollars.

1st Tax Credit

(position 55-58)

This is the annual amount deducted from the calculated tax for the first dependent claimed in whole dollars.

2nd Tax Credit

(position 59-62)

This is the annual amount deducted from the calculated tax for the second dependent claimed in whole dollars.

3rd Tax Credit

(position 63-66)

This is the annual amount deducted from the calculated tax for the third dependent claimed in whole dollars.

Addtl Tax Credits

(position 67-70)

This is the annual amount deducted from the calculated tax for each additional dependent claimed in whole dollars.

Min Exempt Amount

(positions 71-74)

The use of this field is based on the exemption type. This field is used in conjunction with the Exemption Type when an amount is referenced.

Minimum Wage Taxed

(positions 75-78)

This field contains the minimum amount an employee must earn before any tax is calculated.

- If the Extra Exemption field (T4 position 11) contains a 2, this field contains a personal exemption amount.
- If the Extra Exemption field (T4 position 11) contains a 4 and the employee claims more than one dependent, this field is doubled to arrive at the minimum wage amount.
- If the Use Federal field (T4 position 12) contains a 7, this field contains a percentage with two decimals.
- For tax type 4 tax authorities only, if the Maximum Frequency field (T4 position 14) contains a 2, this field contains a monthly minimum wage.

T5 transactions - federal, state, and local levels

The following section explains the fields and codes that are used for T5 transactions at the federal, state, and local levels. The fields are described in transaction layout, so they will not necessarily appear in the same order that they appear on the Tax Specification Information form (T1-SCR) and the Tax Table Brackets form (T5-SCR) for applicable taxes.. Instead, they are listed in the order that they appear on the Tax Authority File, as shown in the following two excerpts.

```
T5102    101   265000       00 150000
T5102    102  2730000   369750 280000
T5102    103  5850000  1243350 310000
T5102    104 13180000  3515650 360000
T5102    105 28470000  9020050 396000
T5102    201   645000       00 150000
T5102    202  4750000   615750 280000
T5102    203  9850000  2043750 310000
T5102    204 16300000  4043250 360000
T5102    205 28760000  8528850 396000
T53IN46  101      000            9500
T53IN46  401      000            7000
```

Note: The Payroll Audit Trail (0101) report and the Transaction Load report show all tax records for a tax authority in transaction layout, which allows the entire tax definition to be viewed together. For this reason, these two reports look much different from the Tax Specification Information form (T1-SCR), although both contain the same information.

Transaction Code
(positions 1-2)

This field is always 'T5' for T5 transactions.

Cyborg Tax Code
(positions 3-9)

These fields are maintained by Cyborg for all taxes delivered on the Tax Authority File.

Note: *If you need to assign a new tax code, please contact your Customer Service Manager.*

Tax Table Number
(position 10)

This is the number of the table for the tax authority.

Bracket Number
(position 11-12)

This is the bracket within the table.

Bracket Wages
(positions 13-21)

This is the minimum wage for this bracket. The default is '999,999.99'.

Bracket Tax
(positions 22-30)

This is the minimum tax amount for this bracket. The default is zero.

Bracket Percent
(positions 31-37)

This is the tax percentage to be applied to the Bracket Wages. The default is zero.

Bracket Exclusion
(positions 38-46)

This field contains the amount to be deducted from the taxable wages before the tax being calculated. The default is zero.

Where to find tax accumulation information

In a payroll run, the system determines taxable wages and calculates taxes for each active employee tax record. The information in the employee record for a specific tax interacts with the associated Tax Specification Record to determine the employee and employer tax liabilities, and the amount of taxes to be withheld from the employee's pay.

Information about taxable wages and taxes withheld for an employee is stored in the employee's tax record. This information is called employee tax accumulation information. It is maintained on a current pay period and a periodic (month-to-date, quarter-to-date, year-to-date) basis.

Tax accumulation information is available in Payroll Administration's tax inquiry forms and appears in standard Cyborg reports such as the Tax Filing (2T2T) report and All Frequencies Tax Filing (9091) report. This report contains detailed information about the employee's taxes and taxable wages by tax authority. This information also appears in tax filing reports, which can be produced to assist in preparing tax deposits to government agencies. Quarter-to-date tax amounts are used by the system in producing quarterly reports and tapes. Similarly, year-to-date amounts are used to produce W-2s and associated year-end reports.

Reciprocal taxation---enabling the automatic setup of tax reciprocity rules

Reciprocal tax withholding refers to agreements made between 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.

The Reciprocal Taxation feature enables the automatic setup of tax reciprocity rules when you select work and resident states or localities. In addition, you can select the work tax jurisdiction on the Time Entry - Full Override form (TCFSCR), and the system determines the permanent resident state from the employee master record. The Pay Calculation Program, P4CALC, then accesses a new table of rules and calculates taxes based upon this configuration.

☞ *Refer to the Payroll Technical documentation for more information about batch payroll programs.*

System-level maintenance of reciprocal taxation rules

The Reciprocal Taxation feature includes a system-level table for maintaining state and local reciprocal taxation rules. This table resides on the System Control Repository and is known as the Reciprocal Rules Table. Cyborg populates the Reciprocal Rules Table at the state level.

The Reciprocal Rules Table also allows you to support and maintain reciprocal rules across local tax authorities, such as cities and counties. For local taxation, reciprocity may require the establishment of only one rule on a single entry in the table. This entry would apply to all local taxing jurisdictions in the state. In cases where different types of local tax jurisdictions (such as cities, counties, and school districts) do not follow the same overall specification, specific rules for the local authorities may be established.

The table layout is shown in the following figure:

Position	Field Name	Length	PIC	Comments
001	Record ID	001	X(001)	T
002-003	Table ID	002	X(002)	RR
004-010	RR-RESIDENT-TAX-CD	007	X(007)	Key field (option list PR38)
011-017	RR-WORK-TAX-CD	007	X(007)	Key field (option list PR38)
018-023	RR-EFFECTIVE-DATE	006	X(006)	Key field (MM-DD-YY)
024	Filler	001	X(001)	Spaces
025	RR-RECIP-STATUS	001	X(001)	Required (option list PR37)

Position	Field Name	Length	PIC	Comments
026	RR-RECIP-RULE	001	X(001)	Required (option list PR36)
027-032	RR-REDUCTION-PCT	006	9(3)v99	4
038-080	Filler	047	X(042)	Spaces

Automated tax reciprocity

The Reciprocal Taxation feature also includes an automated setup method to supply the reciprocity rules between various tax jurisdictions. Based on the rules, additional employee tax records may need to be established or activated. The automated tax reciprocity feature includes two major categories:

- employee tax record setup and time entry processing
- adherence to the reciprocal rules when calculating employee taxes

Employee-level tax setup

An employee-level tax setup form is included, so that you can specify the resident and work jurisdiction. The system looks up the rules table and sets up the appropriate employee tax records with the proper reciprocity codes.

Using this feature, you can update an employee's existing tax records if the employee's permanent work and (or) resident tax jurisdiction change. You can also update an employee's existing tax records if the reciprocal rule for a tax jurisdiction changes.

Override to the permanent work jurisdiction

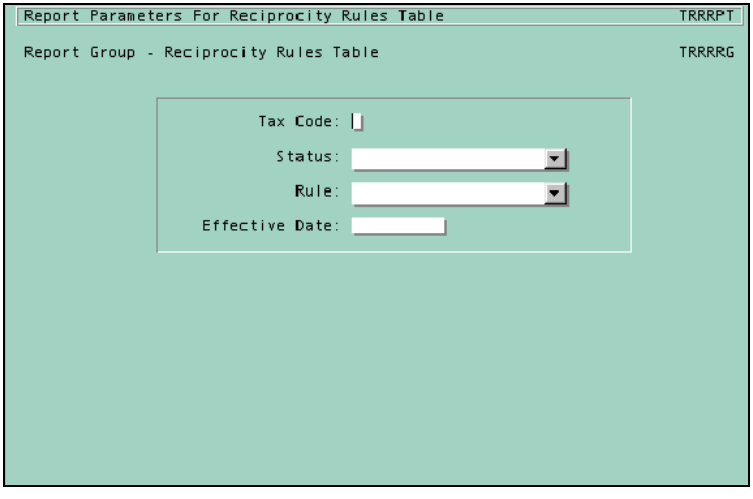
Reciprocal Taxation includes an override to the permanent work jurisdiction, so that you can select a temporary work tax jurisdiction on the Time Entry - Full Override form (TCFSCR) or its batch equivalent. The system determines the permanent resident state from the employee master record. The calculation accesses the Reciprocal Rules Table and calculates taxes based upon this configuration.

Activation at the organization-level

You can activate the reciprocal tax features at the organization level. This allows each organization to determine whether the reciprocal rules should be followed.

Reciprocity Rules Table report

The Reciprocity Rules Table report (TRRRPT) provides a formatted printout of the state and local Reciprocal Rules Tables. To run the Reciprocity Rules Table report (TRRRPT), you must first use the Report Group Activities form (RGMSTR) to include it in a report group. You can then use the Report Parameters for Reciprocity Rules Table form to define parameters for running the report.



Establish the form using the following guidelines:

The Tax Code text box indicates the type(s) of tax code(s) to include in the report. The options include the following:

- S - State tax code
- L - Local tax code
- Blank - All tax codes

Select Active (A) or Inactive (I) from the Status (PR37) option list for tax codes that are to be included in the report. If the field is left blank, only active tax codes will be included in the report.

Select the reciprocity rule from the Rule (PR36) option list for tax codes that are to be included in the report. If no option is selected, all reciprocity rules will be included in the report.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for a list of available options.*

Enter the Effective Date for tax codes that are to be included in the report. Enter the date in the format MM-DD-CCYY (US and Canada, excluding Quebec) or DD-MM-CCYY (elsewhere). If no date is selected, the current date is used.

Table access

The Payroll Calculation Program, P4CALC, has been modified to provide access to the rules table for Reciprocal Taxation from the System Control Repository.

State Reciprocal Tax Setup and Local Reciprocal Tax Setup forms

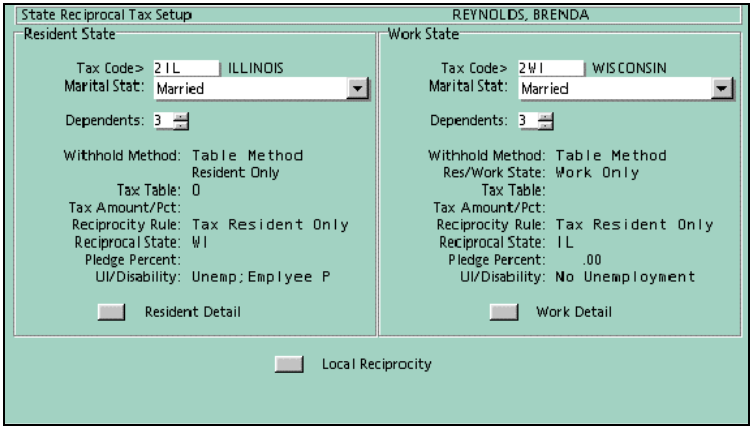
The State Reciprocal Tax Setup and Local Reciprocal Tax Setup (JR-SCR) forms are used to add or change employee tax records. This is similar to the process of maintaining tax records using the Employee Tax Record Maintenance form(JJ-SCR), except that the these forms use system-level and organization-level defaults when setting up tax records to automate the task. Additionally, the form allows changes to state and local tax records already on file, updating only those components affected by the reciprocal agreement between the resident and work tax authorities (states, cities, or counties).

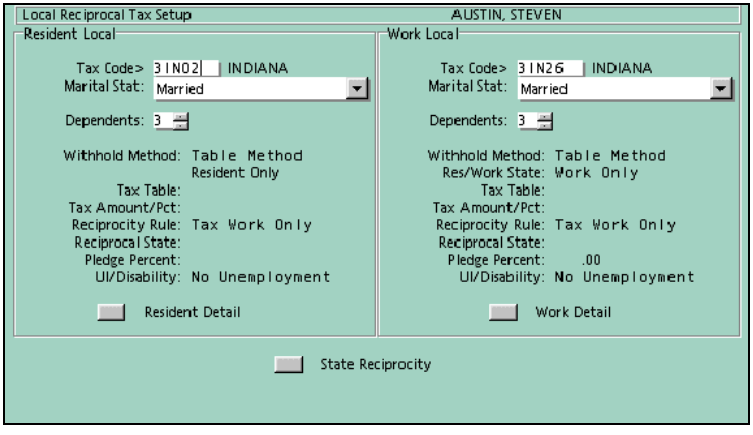
When you enter the form, the specific reciprocal rule is obtained from the Reciprocal Rules Table for the resident-work combination. Based on that specific rule, each tax record is updated with the appropriate values in the Tax Code, Reciprocity Rule, and Reciprocal locality fields.

The form returns each state or local tax record, giving you the option of changing certain fields or making other entries. A link to the Employee Tax Record Maintenance form (JJ-SCR) is provided to enable changes to the other fields.

Note: *Before using any of the reciprocal taxation forms, you must specify that you are using the reciprocal taxation feature by selecting the Reciprocal Rules option on the Company Options form (A8-SCR).*

Examples of both forms are shown below:





Click the Resident Detail button to return to the Employee Tax Record Maintenance form (JJ-SCR) for the resident state entered in the Tax Code text box. Click the Work Detail button to return to the Employee Tax Record Maintenance form (JJ-SCR) for the work state entered in the Tax Code text box. The Local Reciprocity button will return you to the Local Reciprocal Tax Setup form (JR-SCR).

- **Tax Code field**
  Use both sides of the form to select the resident and work locality for the employee. The tax code must already be established for the common tax company or the specific company for the employee.

- **Marital Stat (PR11) option list**
  Update or select the marital status for both the resident and work locality tax record. When a tax record is being added for the employee and an option is not selected here, it defaults to the marital status selected for federal withholding tax.

- **Dependents field**
  This text box is used to update or select the number of dependents in the resident and work locality tax record. When a tax record is being added for the employee and this text box is left blank, it defaults to the number of dependents entered for federal withholding tax.

- **Withholding Method field**
  This field is used to determine the method by which the tax is computed. When a tax record is being added for the employee, this value defaults to Table Method. Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

- **Res/Work State field**
  This field indicates whether this taxing authority is in the employee's resident locality, work locality, or both. When a tax record is being added for the employee, this field defaults to Work & Resident when the resident and work localities are the same, and

Resident Only for both when the resident and work localities are different. Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

- **Tax Table field**
  This field specifies the tax table to be used to calculate the employee's taxes. When a tax record is being added for the employee, this field defaults to Not in use. Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

- **Tax Amount/Pct**
  When a tax record is being added for the employee, the Tax Amount/Pct field defaults to zeros. Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

☞ *Refer to* **Defining Earning, Deductions, and Accruals** *(see "Defining Organization Earnings, Deductions, and Accruals" on page 65) for more information about this field.*

- **Reciprocity Rule field**
  This field is used to specify whether resident and (or) work localities receive the employee's tax payment. When a tax record is being added or changed for the employee and the resident and work localities are the same, the field defaults to Tax Work & Resident.

  When a tax record is being added or changed for the employee and the resident and work localities are different, the field defaults based on the tax reciprocal rules:

Tax reciprocal rule	Resident state default field value
Diff to Resident	Tax Resident Diff
Tax Res and Work	Tax Work & Resident
Tax Resident	Tax Resident Only
Tx Res if Wrk No Tax	Tax Resident Only
Tax Work	Tax Work Only
No Res or Work Tax	Tax Resident Only
None	Tax Work Only

Tax reciprocal rule	Work state default field value
Diff to Resident	Tax Work Only
Tax Res and Work	Tax Work & Resident
Tax Resident	Tax Resident Only
Tx Res if Wrk No Tax	Tax Resident Only
Tax Work	Tax Work Only
No Res or Work Tax	Tax Work Only
None	Tax Work Only

Tax reciprocal rule	Local default field value
Tax Res and Work	Tax Work & Resident
Tax Work Only	Tax Work Only
Res Red by % of Wrk	Tax Resident Only
No Res or Work Tax	Tax Work Only
None	Tax Work Only
Diff to Res State	Diff to County for counties Diff to Local for cities
Tax Res and Work	Tax Work & Resident
Tax Resident	Tax Resident Only
Tax Work	Tax Work Only
Res Red by % of Wrk	%Diff to County for counties % Diff to Local for cities
No Res or Work Tax	Tax Resident Only
None	Tax Work Only

- **Reciprocal State field**
  This field is used to identify the work state for which a reciprocity agreement exists for this resident state. The default value for resident state is taken from the Work State - Tax Code field. The default value for work state is taken from the Resident State - Tax Code field.

Note: This field is not used for local taxes.

- **Pledge Percent field**
  Use this field only when a percentage of the wages earned should be taxable for withholding. When a tax record is being added for the employee, this field defaults to zeros. Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

- **UI/Disability field**
  Use this field to indicate whether unemployment/disability wages should be accumulated for this employee in this state. This field is not used for local taxes. When a tax record is being added for the employee, this field defaults to either No Unemployment or Unemp;Emplyee Pd Dis, based on the option selected for Default Unemployment on the Company Options form (AF-SCR). Changes to this field must be made through the Employee Tax Record Maintenance form (JJ-SCR).

Tax Reciprocity Rules---setting up a record for a specific pair of states or localities that have a reciprocal agreement

The Tax Reciprocity Rules form (TRRSCR) is used to define a Reciprocity Rules Table record for a specific pair of states or localities that have a reciprocal agreement. It provides the ability to specify the following:

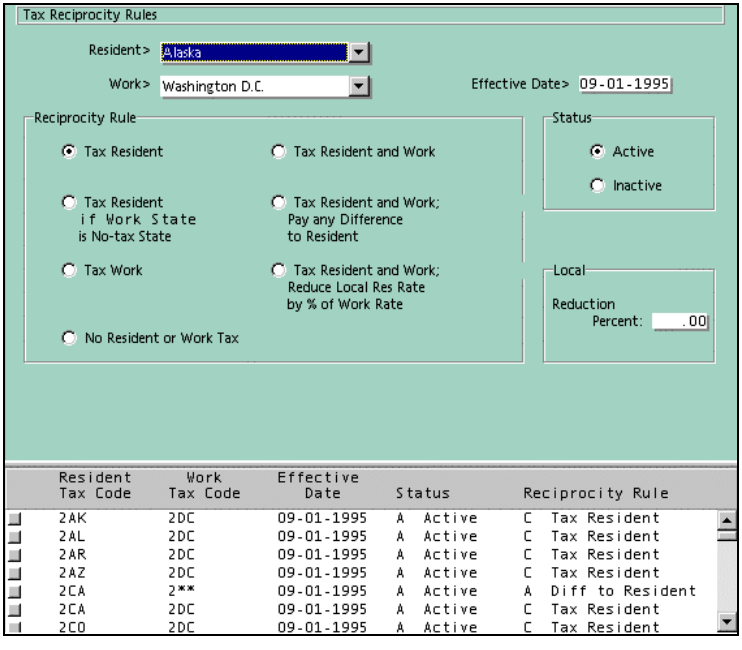
- the state or local tax authorities between which there is a reciprocal agreement
- the rule for calculating employee withholding tax when the resident and work locations (state or locality) differ
- the date when the rule is effective, thus allowing for future-dated specifications
- the status of the reciprocal agreement, thus allowing agreements to be active or inactive

The rules in this table are used when employee tax records are established, such as for new hires, and when an employee changes resident, or permanent, work location. These rules are also used to determine the appropriate taxing when tax codes are submitted as overrides as part of a time entry. To simplify the maintenance of the table, wildcards can be used so that a single entry can define the reciprocal agreement between many tax authorities.

Note: *Before using any of the reciprocal taxation forms, you must specify that you are using the Reciprocal Taxation feature by selecting the Use Reciprocal Rules option on the Company Options form (AF-SCR).*

Completing the Tax Reciprocity Rules form (TRRSCR) form

To access a specific entry within the Tax Reciprocity Rules form (TRRSCR), click the Show selection list in the message area on the toolbar. Double-click on the entry you wish to edit.



Select the Resident (option list PR38) value, which designates the resident state or locality for which a reciprocal rule exists or is being maintained. The Work (PR38) option list designates the work state or locality for which a reciprocal rule exists or is being maintained.

You may select the wildcard option to indicate that a reciprocal agreement exists between a specific resident locality and all work localities. For example, the state wildcard option is 2XX, the local tax authorities (counties) option is 3XX****, and the local tax authorities (cities) wildcard is 4XX****. (XX represents the state in which the locality is located.)

Note: You are responsible for maintaining option list PR38 for city and county tax authorities.

The Effective Date text box contains the date that this reciprocity rule (table entry) is effective. Enter the date in MM-DD-CCYY format (US and Canada, excluding Quebec) or DD-MM-CCYY format (elsewhere).

In the Reciprocity Rule section of the form, several option buttons are available to determine the rules for calculating employee withholding tax when the employee resides in the state or locality selected from the Resident (PR38) option list and works in the state or locality selected from the Work (PR38) option list.

Select Tax Resident and Work; Reduce Local Res Rate by % of Work Rate only when the Resident and Work options are localities (tax type 3 or 4). Select Tax Resident If Work State Is No-tax State only when the Resident and Work options are states (tax type 2).

If you select Inactive from the Status option button, a new record with a new Effective Date is required. No change to the selected Status is allowed for an existing record. Active is selected by default.

Enter the Reduction Percent text box only if the Reciprocity Rule option is Tax Resident and Work; Reduce Local Res Rate by % of Work. This numeric text box contains five digits. Use two decimals; for example, enter 1.5% as 015000.

Note: The Tax Reciprocal Rules table is used when employee tax records are established, when an employee changes resident (permanent) work location, or to determine the appropriate taxing when state tax codes are submitted as overrides as part of a time entry. Therefore, any changes to rules on the table require maintenance to be performed on the records of each employee who resides or has a permanent work location within the changed tax authorities. This maintenance is performed using the Reciprocal Tax Mass Maintenance form (JRMSCR).

Reciprocal Tax Mass Maintenance form

The Reciprocal Tax Mass Maintenance form (JRMSCR) applies changes in state or local reciprocal tax rules to affected employee tax records. The Reciprocal Rules Table is used in the following situations:

- when employee tax records are established
- when an employee changes resident (permanent) work location
- to determine the appropriate taxing when tax codes are submitted as overrides as part of a time entry

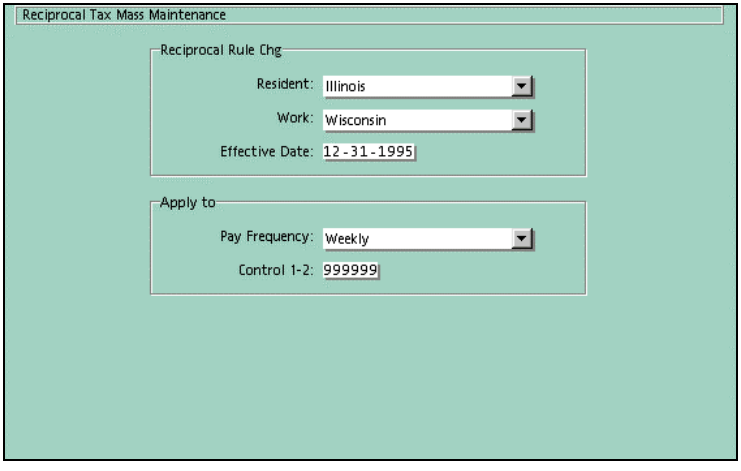
Therefore, any changes to the Reciprocal Rules Table require maintenance to be performed on each employee who resides or has a permanent work location within the changed tax authorities.

The Reciprocal Tax Mass Maintenance form (JRMSCR) must be processed before a payroll run and after a tax reciprocity rule has been changed. The entries in the Reciprocal Rule Chg fields identify which reciprocal agreement has been changed. They must be identical to the entries made in the Tax Reciprocity Rules form (TRRSCR). The selections in the Apply to fields identify which employee tax records are to be updated based on the company and pay frequency.

When the Reciprocal Tax Mass Maintenance form (JRMSCR) is processed, the form program accesses the Reciprocal Rules Table for the resident, work, and effective date combination and obtains the specific rule. The program then accesses the payment date from the company's Payroll Run Process Control form (AE-SCR) and compares it to the effective date. If the payment date is within (earlier than or equal to) the effective date, each affected employee tax record for the designated company and pay frequency is updated with the appropriate values in the Resident - Tax Code and Reciprocity Rule fields on the State Reciprocal Tax Setup form (JR-SCR).

Note: *Before using any of the reciprocal taxation forms, you must specify that you are using the reciprocal taxation feature by selecting the Reciprocal Rules option on the Company Options form (AF-SCR).*

An example of the form is shown here:



The Resident (PR38) option list identifies the resident state or locality for which a reciprocal rule change associated with the work state or locality has changed. This change will be applied to any employee whose tax records contain this combination of resident and work locations.

The Work (PR38) option list identifies the work state or locality associated with the resident state or locality for which a reciprocal rule change has been made.

The Effective Date text box contains the date when the reciprocity rule (table entry) is effective. Enter this text box in the format MM-DD-CCYY (US and Canada, excluding Quebec) or DD-MM-CCYY (elsewhere).

The Pay Frequency (PP08) option list indicates the pay frequency within this organization that is affected by this reciprocal tax rule change.

The Control 1-2 field identifies the organization affected by the reciprocal tax rule change.

Reciprocal taxation and the payroll process

Changes made to the payroll process for the reciprocal taxation feature involve two main areas.

- Obtaining the required entries from the Reciprocal Rules Table in the System Control Repository
- Tax code overrides included in time entries from the Time Entry - Full Override form (TCFSCR)

The Reciprocal Rules Table is accessed using the employee resident tax record and the time entry override tax codes to detect any reciprocal rules. If there is a permanent work tax record on file as well, it is not updated (taxable wages or tax) by the results of the time entry override. If no matching entry is found in the Reciprocal Rules Table, a wildcard is used for the work tax authority to see if a blanket rule exists for the employee's resident tax authority. If an entry is found, that rule is followed. If no matching entry is found using the wildcard method, the default rule, Tax Work, is used for the time entry override.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Establishing a tax code for Illinois state tax 233
Establishing a tax code for New York State Disability tax 234
Establishing a common tax organization 235
Establishing corresponding production organizations for a common tax organization 238
Establishing employer-specific tax information 242

Establishing a tax code for Illinois state tax

This task uses Organization 010001.

The following tax only establishes the tax code in the system. A tax update must be applied in batch to carry out tax calculations.

1. Access the Tax Specification Information form

Access the Tax Specification Information form (T1-SCR) by making the following selections:

Component: Payroll Setup Processing
Process: Tax Information
Task: Tax Specifications

For practice, access the Tax Specification Information form.

2. Enter the tax code

Enter the Tax Type and Number in the last two fields on the first form. (Check the Org Level field to be sure your accessing tax codes for the correct Organization Number first.)

For practice, type '2' in the Tax Type field and 'IL' in the Number field.

3. Enter the Description

Although this field will be overwritten by the Tax Authority File, you may enter a temporary a description.

For practice, type 'ILLINOIS'.

4. Enter the Tax Filing Number

Type the EIN, for tax filing purposes, in the Tax Filing Nbr field.

For practice, type '12-129876'.

5. Enter the UI Reporting Number

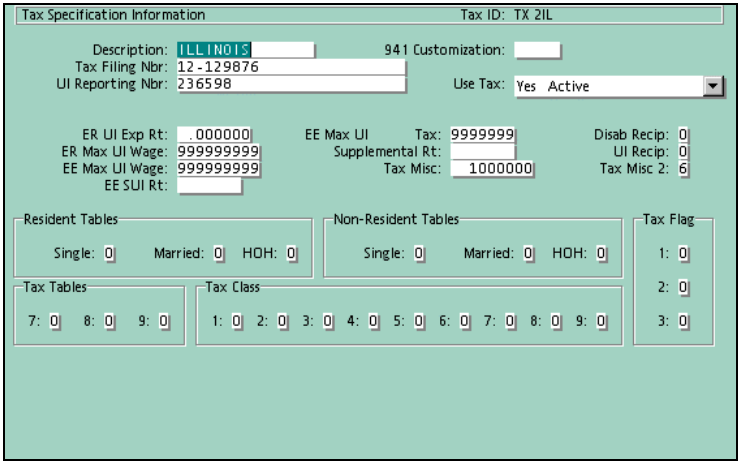
Type the state identification number, as it appears on correspondence from the state, in the UI Reporting Nbr field.

For practice, type '236598'.

6. Click Save or press Enter

The new tax code is established. The remaining fields will be overwritten when a new tax update is applied.

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



See also:

- Tax Activation ***(on page 189)***

For more information on setting up taxes.

Establishing a tax code for New York State Disability tax

The following tax only establishes the tax code. A tax update must be applied to carry out tax calculations.

1. Access the Tax Specification Information form

Access the Tax Specification Information form (T1-SCR) by making the following selections:

Component:	Payroll Setup Processing
Process:	Tax Information
Task:	Tax Specifications

For practice, access the Tax Specification Information form.

2. Enter the tax code

Enter the Tax Type and Number in the last two fields on the form. (Check the Org Level field to be sure your accessing tax codes for the correct Organization Number first.)

For practice, type '4' in the Tax Type field and 'NYSDI' in the Number field.

3. Enter the Description

Although this field will be overwritten by the Tax Authority File, you may enter a temporary a description.

For practice, type 'NY STATE DISAB'.

4. Enter the Tax Filing Number

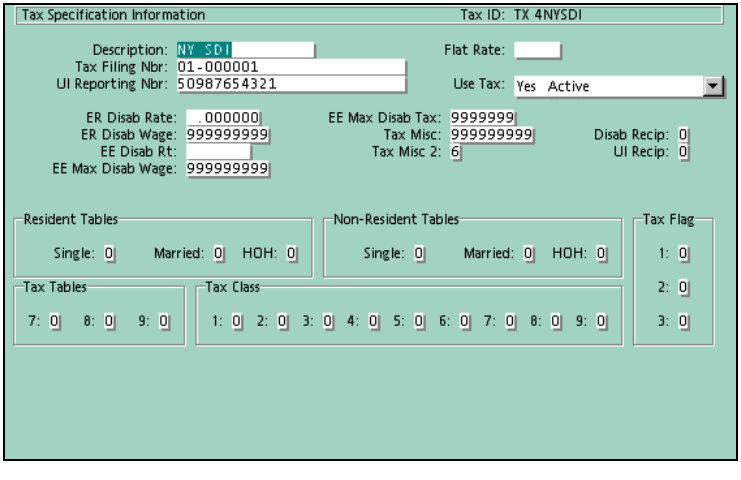
Type the EIN, for tax filing purposes, in the Tax Filing Nbr field.

For practice, type '01-000001'.

5. Click Save or press Enter

The new tax code is established. The remaining fields will be overwritten when a new tax update is applied.

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



See also:

- Tax Activation ***(on page 189)***

For more information on setting up taxes.

Establishing a common tax organization

If you do not intend to use a common tax organization, you may skip this task.

1. Access the Set Up A New Organization form

Access the Set Up A New Organization form (AA-NEW) by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Set Up a New Organization

For practice, access the Set Up A New Organization form.

2. Enter the new Organization Number

Type the new number in the New Org field. The common tax organization must be assigned an Organization Number lower in sequence than all production organizations that will use it.

For practice, type '020000'.

3. Click Save or press Enter

The Company Name and Address form is displayed.

For practice, press Enter.

4. Enter only the Organization Level 1 title

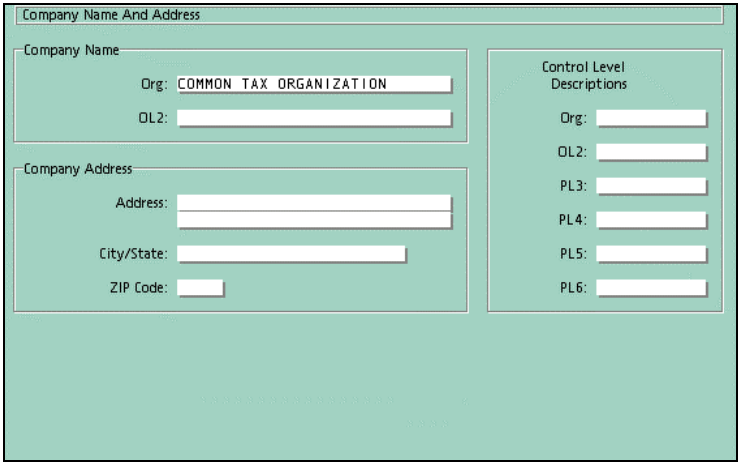
Type the title in the Org field. Payroll Administration recognizes a common tax organization by checking the City/State and ZIP Code fields on this form. A blank in these fields indicates a common tax organization.

For practice, TYPE 'COMMON TAX ORGANIZATION'.

5. Click Save or press Enter

The common tax organization is established.

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



6. Access the Tax Specification Information form

Access the Tax Specification Information form (T1-SCR) by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Tax Information
Task: Tax Specifications

For practice, access the Tax Specification Information form.

7. Enter a tax code

Use this form to access the tax code you are going to establish.

For practice, type '1' in the Tax Type field and '01' in the Number field.

8. Enter a description

Type a description in the Description field. This field will be overwritten when a tax update is applied, but at least one field needs to be populated in order to establish the tax code.

For practice, type 'SOCIAL SECURITY'.

9. Click Save or press Enter

The new tax code is saved.

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

Tax Specification Information Tax ID: TX 101

Description: SOCIAL SECURITY
Tax Filing Nbr:
UI Reporting Nbr:
Flat Rate:
Use Tax: Yes Active

Minimum wage: .000000
EE OASDI Rt:
ER OASDI Rt:
ER Max OASDI Wage: 999999999
ER Max OASDI Tax: 999999999
EE Max OASDI Wage: 999999999
EE Max OASDI Tax: 9999999
Disab Recip: 0
UI Recip: 0
Tax Misc 2: 6

Resident Tables
Single: 0 Married: 0 HOH: 0

Non-Resident Tables
Single: 0 Married: 0 HOH: 0

Tax Flag
1: 0
2: 0
3: 0

Tax Tables
7: 0 8: 0 9: 0

Tax Class
1: 0 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

Remember that you must update Report 20 in batch with the knew Organization Number before performing any calculations.

See also:

- The two tax code setup methods ***(on page 200)***

For more information on setting up a common tax organization.

Establishing corresponding production organizations for a common tax organization

Complete this task only if you have already established the common tax organization.

1. Access the Set Up A New Organization form

Access the Set Up A New Organization form (AA-NEW) by making the following selections:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Set Up a New Organization

For practice, access the Set Up A New Organization form.

2. Enter the new Organization Number

Type the number for the production organization in the New Org field. The production organization must be assigned an Organization Number higher in sequence than its corresponding common tax organization.

For practice, type '020001'.

3. Click Save or press Enter

The Company Name and Address form (AA-SCR) is displayed.

For practice, press Enter.

4. Complete the Company Name and Address form

Add the name, address, and control level titles for the production organization

For practice, type the following:
Org: 'SMITH MANUFACTURING'
Address: '123 FREMONT ROAD'
City/State: 'SEATTLE, WA'
ZIP Code: '98121'
Org: 'CORP'
PL3: 'DEPT'
PL4: 'COST'
PL5: 'REGN'
PL6: 'AREA'

5. Click Save or press Enter

The new organization information is saved.

For practice, press Enter.

6. Access the Company Options form

Access the Company Options form (AF-SCR) by making the following selections:

Component:	Payroll Setup Processing
Process:	Organization Setup
Task:	Organization Options

For practice, access the Company Options form.

7. Enter the Common Tax Company identifier

On the second page of the form, type the Organization Number of the common tax organization in the Common Tax Company field.

For practice, type '020000'.

8. Click Save or press Enter

The new organization information is saved.

For practice, press Enter.

9. Access the Employer-Specific Tax Information form

Access the Employer-Specific Tax Information form by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Tax Information
Task: Employer-Specific Tax Information

For practice, access the Employer-Specific Tax Information form.

10. Enter the tax code

Enter the tax code to be established on the system.

For practice, type '2WA'.

11. Enter the Fed/State EIN Nbr

Type the employer-specific tax specification information.

For practice, type '12-5648792-987'.
UI Reporting Nbr: '52987412'
ER UI Exp Rt: '1.596'

12. Enter the UI Reporting Nbr

Type the information.

For practice, type '52987412'.

13. Enter the ER UI Experience Rate

Type the percentage in the ER UI Exper Rate field.

For practice, type '1.596'.

14. Click Save or press Enter

The new tax code is established

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

Tax Specification Information Tax ID: TX 2WA

Description: 941 Customization:
Tax Filing Nbr: 12-5648792-987
UI Reporting Nbr: 52987412 Use Tax: Yes Active

ER UI Exp Rt: 1.596000 EE Max UI Tax: 9999999 Disab Recip: 0
ER Max UI Wage: 999999999 Supplemental Rt: UI Recip: 0
EE Max UI Wage: 999999999 Tax Misc: 1000000 Tax Misc 2: 6
EE SUI Rt:

Resident Tables: Single: 0 Married: 0 HOH: 0
Non-Resident Tables: Single: 0 Married: 0 HOH: 0
Tax Flag: 1: 0 2: 0 3: 0
Tax Tables: 7: 0 8: 0 9: 0
Tax Class: 1: 0 2: 0 3: 0 4: 0 5: 0 6: 0 7: 0 8: 0 9: 0

15. Access the Report Requests form

Access the Report Requests form (DD-SCR) by making the following selections from the navigator:

Component: Reporting
Process: Report Scheduling
Task: Schedule Payroll Run Reports

For practice, access the Report Requests form.

16. Select the reporting option for the Payroll Audit Trail (0101) report

Select the reporting option in the Data Types - Other (PP51) option list that will cause WLFTDX records to be read into working storage.

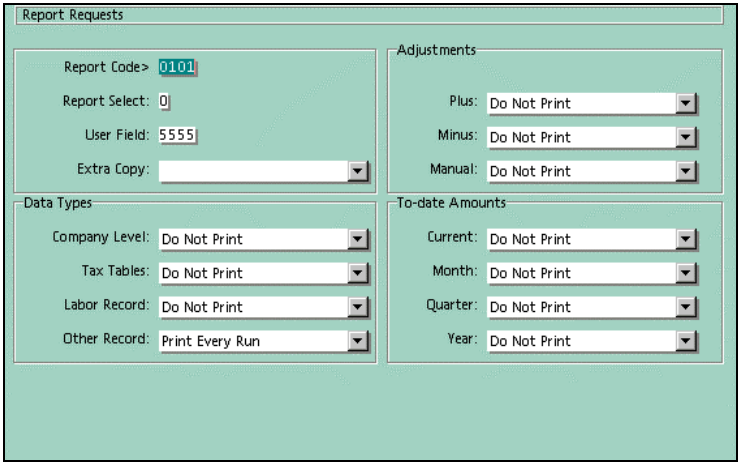
For practice, select Print Every Run (0)

17. Click Save or press Enter

The Report Requests form is saved.

For practice, click Save.

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



See also:

- The two tax code setup methods ***(on page 200)***

For more information on setting up a common tax organization.

Establishing employer-specific tax information

Use the Employer-Specific Tax Information form to enter your EIN and UI numbers and SUI experience rate. This form creates WLFDTX records. These records are necessary to verify that the tax authority is used by this organization when entering employee-level tax information and for providing the tax numbers needed for quarterly and year-end reporting.

1. Access the Employer-Specific Tax Information form

Access the Employer-Specific Tax Information form (TXWSCR) by making the following selections from the navigator:

Component: Payroll Setup Processing
Process: Tax Information
Task: Employer-Specific Tax Information

For practice, access the form.

2. Enter the Tax Code

Type the tax code for which you want to establish the information.

For practice, type '2NY'.

3. Enter you EIN Number

Type your state-assigned Employee Identification Number.

For practice, type '12-123456789'.

4. Enter the Reporting Number

Enter your unemployment identification number.

For practice, type '12345678'.

5. Enter the user experience rate

Type the unemployment experience rate. It must be entered with leading as well as trailing zeros.

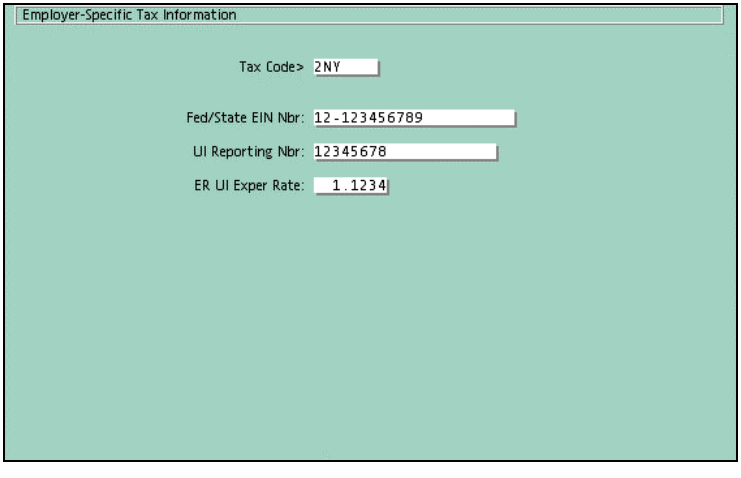
For practice, type '1.1234'.

6. Save the form

The information is saved.

For practice, click Save.

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



See also:

- The two tax code setup methods ***(on page 200)***

For more information on setting up organization specific taxes.

Extended Practice

The following extended practice uses Organization 999999.

1. Assume that the Ohio city of Ashland uses a flat rate tax of 1.5%. This tax specification is not supported on the Tax Authority File. Enter the Tax Specification Record online for this tax authority.

Review of Questions Answered

1. What kind of information is not supplied on the Tax Authority File?

2. How is a new tax code added to the Tax Authority File?

PART 4

Payroll

In This Section

Preparing for a Payroll Run 249

CHAPTER 6

Preparing for a Payroll Run

In This Chapter

Introduction 250
Payroll production process.....252
Types of batch system runs.....259
Overview of payroll processing scripts.....261
Payroll processing options and the Payroll
Run Process Control form 262
Payroll verification and balancing 271
Payroll run audit records and reporting.....272
Payment History and Labor records
maintenance.....273
Detailed Directions 274
Review of Questions Answered.....316

Introduction

This section contains detailed information about preparing for a payroll run. It includes a discussion of the preparation procedures that must be completed before a payroll run. It describes how to select reports, organizations, and pay frequencies. It also includes descriptions of special payroll-run and period-end processing procedures. Later, this section introduces the programs that are involved in Payroll's batch processing. This section also introduces you to additional post-payroll-run procedures.

The instructions in this section are directed toward payroll staff members who interact with other departments, particularly the technical department. It is critical for everyone to understand the complete payroll process, including preparation and completion.

Tasks

This section explains the following:

The Solution Series Enhanced Pay Processing and Reporting

- Scheduling a basic pay run
- Scheduling a pay run
- Entering direct deposit routing information (Canada only)
- Entering pay document and deposit information
- Verifying online users
- Verifying pay requests
- Launching the pay calculation online
- Verifying the pay calculation
- Updating the Employee Database online
- Updating theInteractive Workforce Pay Information database
- Updating the Reporting Administration history and labor tables
- Updating benefits information

The Solution Series Standard Pay Processing and Reporting

- Scheduling a basic pay run
- Scheduling a pay run
- Entering direct deposit routing information (Canada only)
- Entering pay document and deposit information
- Verifying online users
- Verifying pay requests
- Launching the pay calculation
- Verifying the pay calculation
- Updating the Employee Database
- Updating the Reporting Administration history and labor tables
- Updating benefits information

Prerequisites

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

- Organization payroll processing options
- Organization HEDs

Questions answered

The following questions are answered in this section:

1. Name three of the ten steps in the payroll processing cycle.
2. List two types of payroll runs.
3. What form is used to group organizations for payroll processing?
4. How is a payroll run launched online?
5. How can the Process Monitor and Report Viewer be used throughout the pay process? What are the benefits of using these two utilities?
6. What is the Pay Process Checklist?

Payroll production process

The payroll production process is a largely automated task that calculates employee pay, updates organization and employee records, and generates pay documents. A payroll run also produces payroll-related reports, interface files, and direct deposit files. At the end of a payroll run, Payment History Records are created for the pay documents generated and adjustments processed during the payroll cycle. Labor Records are created reflecting hours and amounts paid with their associated charge-to information.

Additional activities are performed after the payroll run. Such activities can include balancing the payroll and distributing data to companion applications, such as the general ledger, tax filing services, archives, and others, as required.

The following steps show the order in which the various components of preparing and running a payroll are performed. You may want to use this list to be sure that you have included all necessary items for processing your payroll successfully.

1. Enter all online information:
   - Employee changes (address, W4, salary)
   - New hires
   - Adjustments from last payroll cycle
   - Time entries
   - New Company Pay Frequencies form (AJ-SCR) entries
   - New Report Requests form (DD-SCR) entries

2. Run the ACCRUE program to perform accrual routines.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about the ACCRUE program.*

3. Run the 85-RPT program. Review the Recalc Benefit Plans (85-RPT) report.

4. Run the 8R-RPT program. Review the HED Segment Changes Effective This Period (8R-RPT) report.

5. Run the 86-RPT program. Review the Taxable Group Term Life Insurance Over $50,000 report.

6. Produce audit reports (such as the ISWAS Audit report). Because all data was entered through Payroll Solution forms, it is important to have this report to support the new or changed information applied to the Employee Database. You will need it if there are any questions raised or if unexpected conditions occur during or after the payroll run.

7. Prepare the Payroll Run Process Control form (AE-SCR) for each frequency to be paid.

8. If you are not paying all organizations, prepare the Selected Company Payroll Run Schedule form (PAYC12).

9. Prepare the WL Record Maintenance form (WL-SCR) to enter direct deposit information (Canada only).

10. Establish starting numbers for checks and deposit advices. Complete the Pay Document and Reconciliation Numbers form (CHNSCR) for each bank account from which money is drawn for this payroll cycle.

11. Ensure that users are offline and pay frequencies are entered correctly.

12. Execute the pay calculation.

Note: If you are paying all organizations, you may initiate the pay calculation online. If you are paying only selected organizations, you must execute the batch payroll scripts (JPAYXTR, JPAYRUN, JMNTRUN) manually.

13. Verify that the pay calculation is complete and accurate.

14. Update the Employee Database.

Note: If you are paying all organizations, you may initiate this update online. If you are paying only selected organizations, you must execute the batch pay merge script (JPAYMRG) manually.

15. Run the CONSID program to update the Considered Earnings and Hours Accumulators (Benefits users only).

16. Run the BAXACT program to update Flexible Spending Account (FSA) balances. This step is required for Benefits Administration users (Benefits users only).

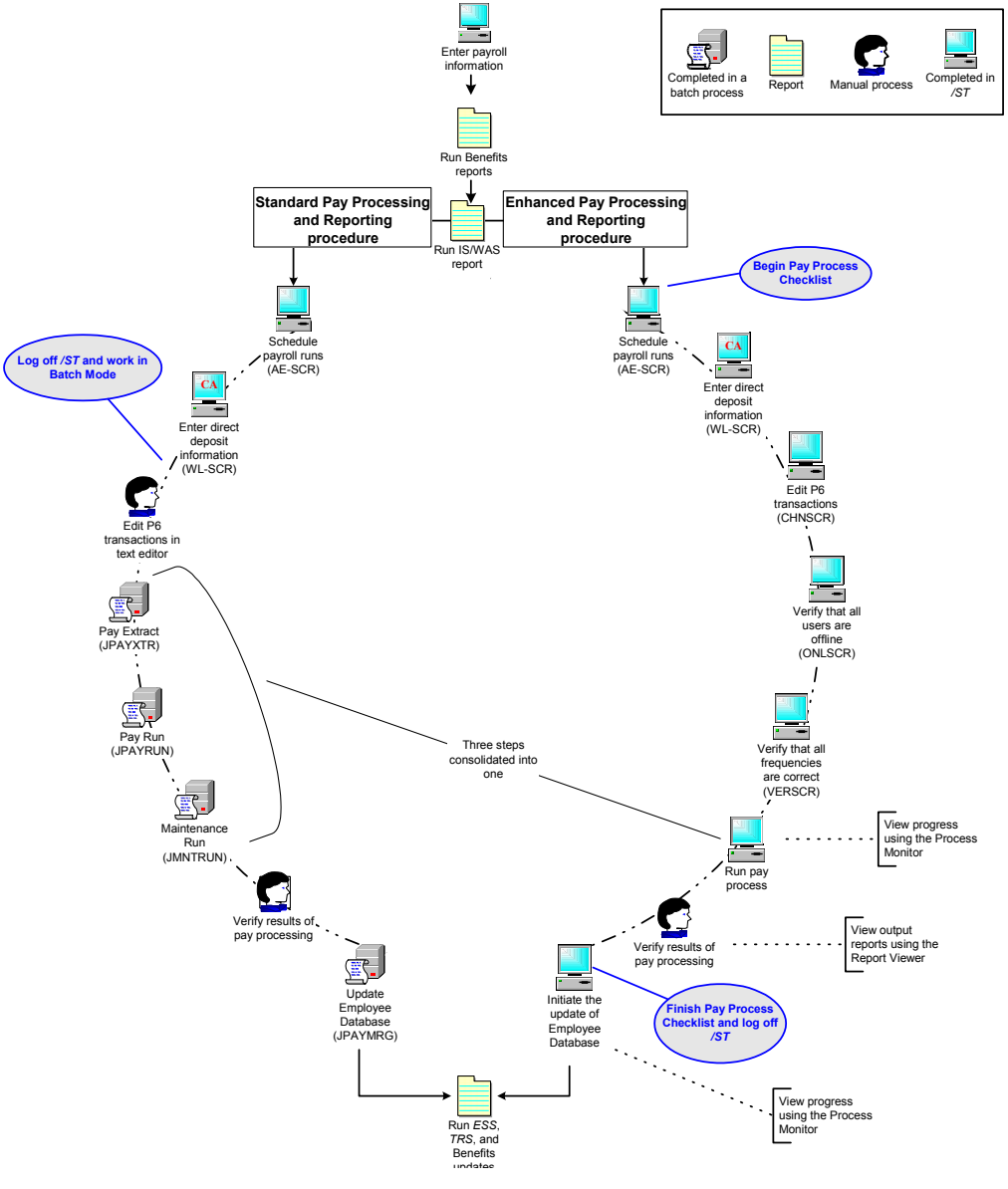
17. Update the Interactive Workforce Pay Information Database tables (Interactive Workforce users only).

Standard Pay Processing and Reporting and Enhanced Pay Processing and Reporting

Several new features were introduced with the release of The Solution Series 4.5 (with 4.5.1 Service Pack) for Windows and UNIX server platforms that enhanced the manner in which payroll is processed. From a technical standpoint, the pay process has changed very little. The underlying calculations are performed the same way, but are accomplished slightly differently. A pay run using the Standard Pay Processing and Reporting procedures—that is, the pay run process performed by a version 3.x user—can still be performed by a version 4.5 (or above) user. Additionally, however, a 4.5 system running on a Windows or UNIX server platform includes the Enhanced Pay Processing and Reporting functionality, which provides an easier, online method for processing payroll.

The Enhanced Pay Processing and Reporting functionality is applicable only when all organizations and frequencies are being paid. If you have the Enhanced Pay Processing and

Reporting functionality and are not paying all your frequencies, you must follow the Standard Pay Processing and Reporting procedures.

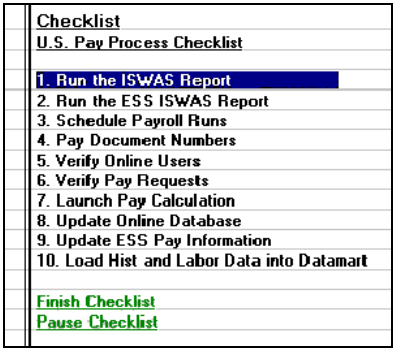


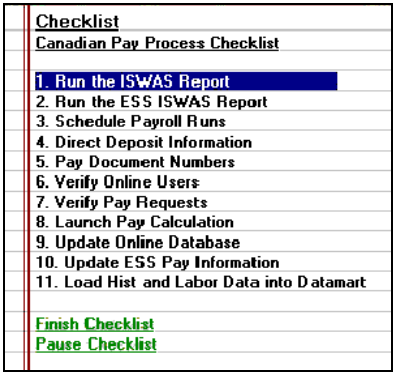
Payroll processing differences between the United States and Canada

The payroll processes between the United States and Canada vary slightly regarding the entry of bank routing information. For American companies, this information is entered once and retained throughout pay runs. Canadian companies, however, are required to enter this information in preparation for each pay run.

This difference can be most easily depicted by the two Pay Process Checklists provided with The Solution Series. These checklists walk you through most of payroll cycle and include all the forms and procedures that must be followed in order to process a pay run.

Below are examples of the two Pay Process Checklists:



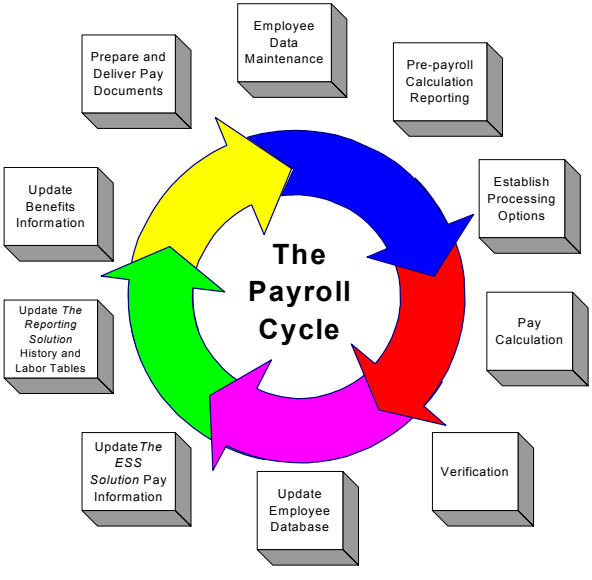


Notice Step 2: Direct Deposit Information in the Canadian Pay Process Checklist. This is the extra step that is completed by Canadian companies. All other steps are identical between the two countries.

The payroll cycle

The main steps in a payroll cycle are the same for all Cyborg payroll users. Additional steps may be required when certain additional components of the Cyborg system are being used.

Understanding the payroll processing cycle provides the information needed to troubleshoot the cause of a problem and to determine what corrective action may be needed.



Step 1: Employee data maintenance

The payroll cycle begins with ongoing payroll maintenance, such as address changes, tax changes, salary increases for existing employees, and new hire information. Wage or tax adjustments from the last pay cycle and time entries for the current pay cycle may also be entered. All online entry is verified at the time of entry.

Step 2: Pre-payroll calculation reporting

The IS/WAS report, and a collection of benefits processing programs if you use Benefits Administration, should be run prior to running the pay calculation. These reports verify the accuracy of information that will be used during the payroll process. The benefits processing programs update employee HEDs for benefit deductions and imputed income earning for group term life insurance over $50,000.

Note: *Interactive Workforce users may also want to run the audit trail report developed specifically for Interactive Workforce (ISWASE), which allows full audit capabilities of all transactions completed using Interactive Workforce.*

☞ *Refer to the Interactive Workforce: Technical Implementation documentation for more information about the Interactive Workforce ISWAS Audit report.*

Step 3: Establish processing options

Prior to executing the pay calculation, you must establish some options for processing the calculation. You must enter pay frequencies for each organization to be paid during the

current pay cycle, and establish starting numbers for employee pay checks and deposit advices. In Canada, bank routing information for direct deposit is also entered at this time.

Step 4: Pay calculation

This is the main step in the payroll cycle and involves the execution of batch scripts. Upon execution, the batch scripts perform the following functions:

Pay Extract

This step creates a batch master (a sequential version of the Employee Database) for input into the pay run. A file of all adjustments and time entries is also created for use during the pay run.

Pay run

In this step, employee pay is calculated and payroll reports are created. The payroll programs run during this step of the pay calculation accomplish the following:

- Organization Numbers are verified for all batches of time entries and adjustments. Incoming transactions are edited for syntax errors and formatted for input to the pay calculation program.
- Time entries and adjustments are processed, including those entered online as well as any transactions created by an external system. Employee pay is calculated.
- Payroll reports and files are produced, and check and deposit advice numbers for each employee payment are assigned.

Pay maintenance

This step involves a second execution of the payroll programs for the creation of history records. Every pay run must be followed by a maintenance run.

- Payment history records are created for all employees paid and check numbers are applied to the history records for check reconciliation or payment reversal purposes. A batch master is created with the new, current history records.
- Reports and files are created using the report records from the previous step. At a minimum, this includes the Payroll Audit Trail (0101) report.

Step 5: Verification

Before continuing the payroll cycle, verify that the pay calculation is complete and accurate. Follow your organization's payroll verification and balancing procedures. Reports are generated during the pay calculation to help you ensure payroll accuracy.

Step 6: Update Employee Database

The batch master created during the pay calculation are used to create a new Employee Database or update the existing one, depending on the type of extract completed during the pay calculation. Once this step is complete, all employee data is up-to-date.

Step 7: Update The Interactive Workforce Solution Pay Information

If you use Interactive Workforce, you must update the database used to store pay information for use by Interactive Workforce.

☞ *Refer to the Interactive Workforce: Technical Implementation documentation for more information about the Pay Information Database.*

Step 8: Update The Reporting Solution History and Labor tables

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the datamart.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the datamart.*

Step 9: Update Benefits information

If you use the Benefits Administration component of The Solution Series, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

☞ *Refer to the Benefits Administration documentation for more information about updating benefits information after a pay run.*

Step 10: Prepare and deliver pay documents to employees

The final step of the payroll cycle is preparing the pay document output files for printing, and delivering payment to employees. Payroll Administration is designed to be flexible, thus providing you with many options for the manner by which you pay your employees.

Types of batch system runs

Payroll Administration has the capability to process two different runs to meet your processing needs. You will process a run to pay your employees. You may also need to load new reports or regulatory updates in a maintenance run

The maintenance run---for non-payroll batch operations

Any run performed in the batch environment that is not a payroll run is considered a maintenance run. A maintenance run does not calculate pay or produce payroll reports. It is used to update organization and employee information in the Employee Database, apply a tax related regulatory bulletin, apply adjustments, or produce non-payroll-dependent reports. You may also perform a maintenance run when high volume employee changes are generated by an external source.

The payroll run

Standard payroll processing occurs during the scheduled normal payroll run. This run, or cycle, automatically tracks the calculation frequency of earnings and deductions based on entries on the Company Pay Frequencies form (AJ-SCR). This form also maintains the pay period-end date and anniversary date (next period-end date). These dates increment during a normal payroll run according to the pay frequency definitions.

For automatically paid employees, the normal pay cycle generates pay based on either the employees' pay period salary or their normal hours multiplied by the hourly rate. Time entries that were entered are also processed for employees whose frequencies are being paid. In addition to generating pay for time entry required employees, you can use time entries to adjust hours and pay for automatically paid employees.

The Payroll Run Process Control form (AE-SCR) provides the parameters for the scheduled normal payroll run. If you do not select values in the Payroll Run Process Control form (AE-SCR), however, the system assumes that a maintenance run is being performed.

Types of payroll runs

There are several different types of payroll runs available to process payroll, based on your requirements. You can calculate employee pay, update organization and employee records, and generate pay documents. You can also produce payroll-related reports, interface files, History and Labor Records, and direct deposit files. Examples of the types of payroll runs are described in this section.

Off-cycle payroll run

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.

You can also process payments for employees whose time entry records were unavailable or omitted during a scheduled normal pay cycle. If, for example, you have multiple job sites submitting time entries, and you did not receive one site's time entries in time for the normal payroll run, you can process an additional payroll for the same pay period just for employees at that site.

Off-cycle check only payroll run

Suppose bonuses are paid to your employees semi-annually. All employees are paid via direct deposit but you want to issue checks to everyone. A special parameter entered in the User Field on the Payroll Run Process Control form (AE-SCR) allows this with no other changes needed.

Pre-payroll run

The pre-payroll run, also known as a payroll edit run, may be used to determine whether new or changed organization earnings, deductions, or tax information will produce the necessary results. You may also use a simulation run to test new reports. The parameters for this run type are essentially the same as for the off-cycle payroll run, except that employee earnings, deductions, tax records should be added or changed as necessary, or specific time entries should be submitted for processing.

Note: You should not retain the output Sequential Master File for this type of run, because it is updated with pay information. The Sequential Batch Master (P20IN) files and the Recycle File (P05IN) must be restored prior to the actual payroll run.

First run of the year

The first run of the new payroll year is critical for clearing to-date accumulations. It is important that you clear all to-date accumulations before starting the first (actual) payroll run for the new year, in order to properly satisfy reporting requirements, especially to the various governmental agencies.

Most organizations prepare the new-year Employee Database in separate maintenance or off-cycle payroll runs. These organizations also process any necessary maintenance to prepare for the new year. You could perform an off-cycle payroll run to clear to-date accumulations before executing the first payroll run of the new year.

Preparing for the new year also includes updating Tax Specification Records (tables), union dues changes, and tax-deferred contribution limits.

Report only run

The report-only run does not calculate pay. It is used to produce reports for history and labor reporting, auditing, and other payroll reporting.

Apply the Concept

What is the difference between a maintenance run and a payroll run?

Overview of payroll processing scripts

Cyborg delivers two sets of scripts for payroll processing. The organizations that you are paying during the payroll run determines which scripts to execute:

Online pay processing scripts

If you are paying *all* organizations, launch the pay calculation and Employee Database update online. The following scripts are executed as background processes:

- BPAY—processes the pay extract, pay run, and maintenance run
- BMRG—updates the Employee Database (pay merge)

Batch pay processing scripts

If you are paying *selected* organizations, manually execute the following scripts:

- JPAYXTR—processes the pay extract
- JPAYRUN—processes the pay run
- JMNTRUN—processes the maintenance run
- JPAYMRG—processes the pay merge

Apply the Concept

Indicate which payroll script is executed for the given scenario. A scenario may associate with more than one script.

1) You are processing a pay calculation for only your union employees.
2) All your organizations have been paid and you are updating the Employee Database.
3) You are launching a pay calculation online for your entire company.
4) You are updating the Employee Database for 2 of your four organizations.

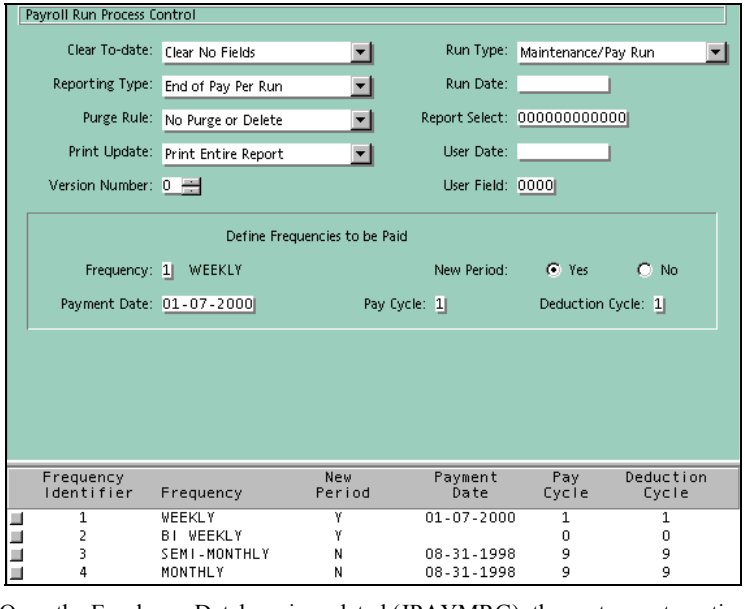
a) JPAYXTR, JPAYRUN, JMNTRUN
b) BPAY
c) BMRG
d) JPAYMRG

Payroll processing options and the Payroll Run Process Control form

The Payroll Run Process Control form (AE-SCR) is used to set up process parameters that direct the batch payroll programs to execute a payroll or maintenance run. This form identifies which pay frequencies are to be processed, and it allows you to pay multiple pay frequencies during one payroll run. The Payroll Run Process Control parameters are deactivated after each complete run, so you must complete this form again for the next payroll run. The frequency-specific fields on this form update the Company Pay Frequencies form (AJ-SCR).

The ten fields in the top half of the Payroll Run Process Control form (AE-SCR) are in effect for all frequencies established for the organization. If you change any of these entries, you are changing all selected frequencies in the organization. For example, if you selected Purge Terminated Emp (1) from the Purge Rule (PP37) option list for the first frequency, all additional frequencies will use this value.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking on the Show selection list in the message area button on the toolbar. Select the frequency by double-clicking on it.



Once the Employee Database is updated (JPAYMRG), the system automatically resets the parameters on the Payroll Run Process Control form (AE-SCR). If you are restarting a pay calculation because of an incorrect value entered on the Payroll Run Process Control form (AE-SCR) and have already updated the Employee Database, you must revert to the backup

copy of the Employee Database and re-enter all the mandatory information on the form. However, if you have only completed the payroll run through the pay calculation (JPAYXTR, JPAYRUN, JMNTRUN) you do not need to re-enter information in the Payroll Run Process Control form (AE-SCR) because the Employee Database has not been updated.

Note: Because you may have to re-run the payroll, always retain or back up the Employee Database output from the Pay Extract program, PAYXTR, before beginning the payroll run. If you do have to re-run the payroll, be sure to use the same Employee Database that was used for the initial payroll run.

Apply the Concept
Under which circumstances are the parameters on the Payroll Run Process Control form (AE-SCR) not reset?

Required Payroll Run Process Control form entries

The following fields are required to run a payroll. If these fields are not completed to specify a payroll run, a maintenance run is performed instead.

- Reporting Type
- Run Type
- Frequency
- New Period
- Payment Date

Note: If a payroll run does not produce payments, review the Payroll Audit Trail (0101) report and verify that the required fields on the Payroll Run Process Control form (AE-SCR) were completed correctly.

Reporting Type options on the Payroll Run Process Control form

You must select a value from the Reporting Type (PP36) option list. Its primary use is to request payroll reports for the payroll period you are processing. The Reporting Type works with the Report Select field on the Report Requests form (DD-SCR) to determine which reports should be produced with the run. If the Report Select value is equal to or less than the Reporting Type value, the report is selected, as shown in the following table.

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0 - Maintenance run only
End of Pay Per Run (1)	0 - Payroll run 1 - Period end

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
End of Month Run (2)	0 - Payroll run 1 - Period end 2 - Month-end
End of Quarter Run (3)	0 - Payroll run 1 - Period end 2 - Month-end 3 - Quarter-end
End of Year Run (4)	0 - Payroll run 1 - Period end 2 - Month-end 3 - Quarter-end 4 - Year-end

The Batch Payroll Calculation program, P4CALC, uses the Reporting Type to determine when to process automatic earnings and deductions with a frequency that specifies end-of-month, end-of-quarter, or end-of-year.

* After a payroll run, the system resets to Maintenance Run Only.

Run Type options on the Payroll Run Process Control form

You must select a value from the Run Type (PP38) option list. To generate a payroll run and to request the appropriate payroll run reports, you must select Maintenance/Pay Run (1) and select one of the following Reporting Type options:

- End of Pay Per Run (1)
- End of Month Run (2)
- End of Quarter Run (3)
- End of Year Run (4)

Pay frequency options on the Payroll Run Process Control form

The fields on the lower half of the Payroll Run Process Control form (AE-SCR) designate the pay frequency. They are the same fields as the Current Period and Previous/Save Period fields on the Company Pay Frequencies form (AJ-SCR). Depending on the entries on the Payroll Run Process Control form (AE-SCR), the system either determines the new Period-end Date, Pay Cycle, and Deduction Cycle field values, or it uses the Current Period End Date, Pay Cycle, and Deduction Cycle values that you specify.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about organization pay frequencies.*

Refer to the following table for an explanation of the interactions of Payroll Run Process Control form (AE-SCR) fields with other fields and forms.

Field	Description
Frequency	Specifies the code of the pay frequency to be paid
New Period? (Y)	Automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value
Not a New Period? (N)	You may specify which pay period of the month is represented in this payroll run by making an entry in the Pay Cycle and Deduction Cycle fields; if left blank, the existing values will remain
Payment Date	Stores the date that appears on pay documents Updates Payment Date field on the Company Pay Frequencies form (AJ-SCR) Cleared by P4CALC after the payroll run
Pay Cycle*	Specifies which pay period of the month this payroll run represents for earnings: 1 - First period of the month 2 - Second period of the month 3 - Third period of the month 4 - Fourth period of the month 5 - Fifth period of the month 6 - Do not process earnings with a Frequency option 9 - Process time entries, but do not process auto-pay or automatic earnings, except for earnings whose Frequency option is All Pay;Even Cycle 9 (18)
Deduction Cycle*	Specifies which pay period of the month this payroll run represents for deductions: 1 - First period of the month 2 - Second period of the month 3 - Third period of the month 4 - Fourth period of the month 5 - Fifth period of the month 6 - Do not process deductions with a Frequency option 9 - Process deductions with a Frequency option of All,Even Ded Cycle 9 (18) only

* The entered values are used only if it is not a new period. If you do not make an entry, the payroll run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

When you specify any monthly clearing, the system resets both Previous/Save and Current Pay and Deduction Cycles to zero. The clearing of to-date accumulations informs the system that this is the first pay period and first deduction period of a new accumulation period, so the system starts the cycle count again. The New Period option is reset to Yes, and the Pay Cycle and Deduction Cycle values will increment by one, which sets the new period to the first period of the month.

When you specify year-to-date clearing, the system resets the Period Number field to zero.

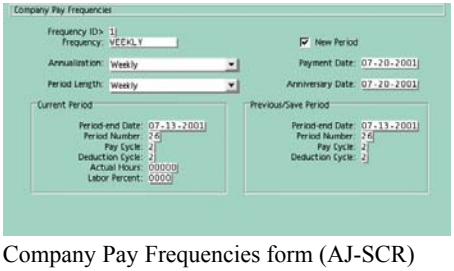
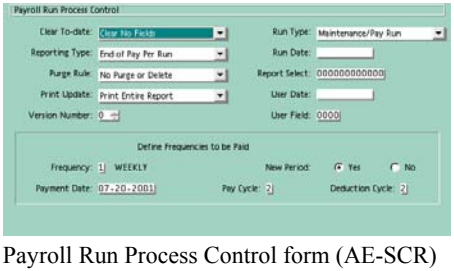
Note: *The Pay Cycle field also controls the processing of deductions that function as negative earnings. These deductions use a category of Deduct Before Taxes (58) and are usually associated with Section 125 and 401(k) deductions.*

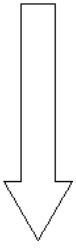
Apply the Concept
Which fields are required on the Payroll Run Process Control form (AE-SCR)?

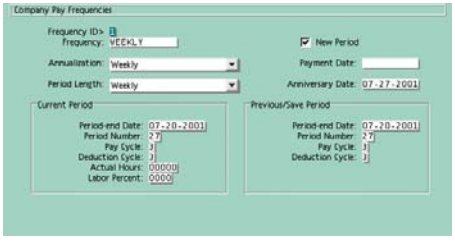
Apply the Concept
What should you do if a payroll run does not produce payments?

Relationship between the Payroll Run Process Control form and the Company Pay Frequencies form

The following diagram depicts the relationship between these two forms.

Where you are in the process…	What it looks like…	What is happening…
1 At the beginning of the payroll process, before you have entered data for the next payroll run.	 Company Pay Frequencies form (AJ-SCR)	The Current Period information is from the last pay run. The Anniversary Date is the period-end date for the this pay run.
2 You enter the Payment Date for the current pay run and select the New Period button on the Payroll Run Process Control form (AE-SCR).	 Payroll Run Process Control form (AE-SCR)	

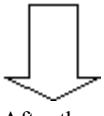




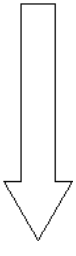
Company Pay Frequencies form (AJ-SCR)

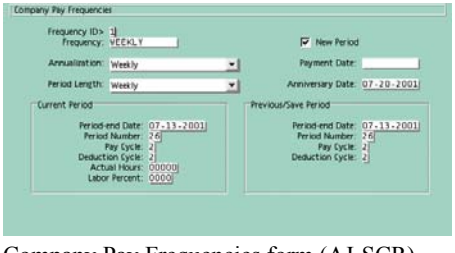
The Payment Date displays on the Company Pay Frequencies form (AJ-SCR), but the Current Period information is still from the last pay run.

3 Current Period information is computed during the pay calculation as part of the script processing.



After the pay run.





Company Pay Frequencies form (AJ-SCR)

The Company Pay Frequencies form (AJ-SCR) displays the Current Period information for the pay run that was just completed.

The Anniversary Date has been incremented to display the period-end date for the next pay run.

The Payment Date is cleared.

4

5 Return to the top. The process starts all over again.

Optional Payroll Run Process Control entries

Depending on the type of run you are processing, there are several optional features on the Payroll Run Process Control form (AE-SCR) that provide even greater flexibility for processing payroll.

Clear to-date amounts options on the Payroll Run Process Control form

Clearing means reducing to zero all to-date figures for each employee. Clearing takes place only on a payroll run and is performed before the calculation of any pay.

The value you select from the Clear To-Date (PP35) option list determines whether accumulated month-to-date, quarter-to-date, or year-to-date hours and amounts for all employee earnings, taxes, taxable wages, and deductions (except accruals, fiscal memos, and no-clear memos) are reset to zero. Arrears amounts and ending balances are never cleared.

During the calculation step of the payroll run, any option that indicates clearing of month-to-date initiates a new payroll month and resets the Previous/Save Period - Pay Cycle and Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any value that indicates clearing of year-to-date not only resets these fields, but also causes the Previous/Save Period - Period Number field to be reset to zeros. After every payroll run, the Clear To-date field is reset to Clear No Fields (0).

The Clear To-date option interacts with the Company Options form (AF-SCR) in the following manner:

- If the Clear All Frequency checkbox is selected on the Company Options - Part 1 form (AF-SCR), the clearing process will be performed for all frequencies, whether paid or not. If the checkbox is cleared, only those frequencies that are being paid with this run will be cleared.

- If the Clear Then Adjust checkbox is selected on the Company Options - Part 2 form (AF-SCR), adjustments processed in the clearing run are applied after clearing of month-to-date, quarter-to-date, and year-to-date accumulations. If the checkbox is cleared, adjustments will be processed before clearing.

If you do not select the appropriate Clear To-date option at the beginning of the new period, none of the to-date accumulations are cleared. This causes current pay period amounts to be added to existing month-to-date, quarter-to-date, and year-to-date accumulations. It also causes the Previous/Save Period - Payment Cycle and Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR) to continue to increment, instead of resetting to the start of the new accumulation period. When the values in these fields reach 9, the automatic pay stops and deduction calculations are no longer performed, except those with the Frequency value of All,Even Ded Cycle 9 (18) selected on the Company Deductions form (A8-SCR).

If, for any reason, the to-date accumulations are not cleared at the beginning of the new period, you can correct the situation by restoring to your backup file, or if a re-run is not possible, run the Back Out Quarter-to-Date Figures (7Q7Q) report.

Note: *Timing is critical in clearing accumulations, so it is important to establish a payroll processing schedule. This schedule helps identify the appropriate timing for the first run of the year, quarter, and month, as well as when to clear to-date accumulations. Schedule clearing of to-date accumulations only on the first run of the new period. Do not clear accumulations on the last payroll run of a period, or they will be understated for accounting purposes, because all prior accumulations are cleared before any pay is calculated. The first quarter-to-date accumulations for a semimonthly frequency are not cleared on the March 31 run; they are cleared on the April 15 run.*

Purge Rule options on the Payroll Run Process Control form

The value you select from the Purge Rule (PP37) option list determines the type of 'housecleaning' you want to perform in the Employee Database. Options other than No Purge or Delete (0) are operative only during a pay run.

Note: The Batch Payroll Calculation program, P4CALC, resets the Purge Rule option to No Purge or Delete (0) after every payroll run.

The following options are available:

- No Purge or Delete (0) (default)- take no action
- Purge Terminated Emp (1) - delete the Permanent Master Record for a terminated employee (employee's frequency must be paid for this payroll run, the year-to-date gross wages must be zero and there must be no deductions with arrears.
- Clear Fiscal YTD Amt (2) - clear year-to-date figures for fiscal year memo earnings and deductions, specifically the Memo-Fiscal Clear (17) earning and Memo-Fiscal Clear (56) deduction categories

Note: Memo earnings based on a fiscal year are not cleared automatically. You must clear them during the first payroll of the fiscal year; otherwise, they continue to accumulate.

- Clear Tax MC A (3) - clear pay period to-date taxes withheld and taxable wages of employees using the weekly aggregate tax method, such as daily payments made to employees having a weekly frequency

Print Update options on the Payroll Run Process Control form

The Print Update (PP39) option list determines what employee information is included on the Payroll Audit Trail (0101) report and may also be used to control the paying of auto-paid employees.

Select Print Entire Report (0) (default) for a report that includes every time entry and adjustment that was entered online, plus any batch transactions input to the run.

Select Print Errors Only (1) if you want all time entries and adjustments, but only rejects for other types of maintenance. The latter option is useful for file conversions when data is entered into the batch payroll processing programs, using the batch transactions approach.

Select Don't Print Timecards (2) to suppress the printing of time cards on the Audit Trail (0101) report unless these timecards have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the payrun if you elect this option.

The Print;No Auto Pd Emp (N) option stops payroll processing for auto-paid employees (except those for whom time entries are submitted). The Payroll Audit Trail (0101) report includes everything that was entered, as for the Print Entire Report (0) value. Use this option when a large number of time entries have been omitted, but the payroll run has already completed and checks have been printed. This option allows an off-cycle payroll run with a pay and deduction cycle of other than '99'.

Note: This option list cannot be used to suppress printing organization maintenance information, tax updates, adjustments, or time entries.

Version Number identification on the Payroll Run Process Control form

This optional field contains the current Employee Database version number. It defaults to 00 if left blank. The system checks this number against the file version number on the company header record to make sure that the correct file is being used. The version number always appears on the Control Headers (0103) report and is a standard report heading item on Cyborg-delivered payroll reports. Its primary use is for Batch Master files stored on reel tapes and is normally left at '00' if you use disc files.

Note: A warning shows on the Payroll Audit Trail (0101) report if these two numbers do not match. The correct version number prints in the report headings, however, and the run continues normally.

Run Date on the Payroll Run Process Control form

This date is used as the change date for the Payment History or Labor Records generated during a payroll run. The Batch Payroll Calculation program, P4CALC, clears the contents of this field after every payroll run. If this date is not entered, the current system date at the time of the payroll run is used.

Monthly general ledger entries are selected based upon a comparison of the Period-end Date on the Company Pay Frequencies form (AJ-SCR) and the change date in the labor record. For example, if you wanted to report adjustments applied in an off-cycle payroll run on October 1, 1999 in the September general ledger, you would type a run date of 09-30-1999.

Report selection on the Payroll Run Process Control form

The Report Select field allows you to select reports in addition to those specified in the Reporting Type (PP36) option list. Each character represents a separate Report Select code. You can type the codes in any order. Each code is compared to the Report Select value on each Report Request form (DD-SCR). If the two match, the report is selected.

Note: This field is reset to zeros after every payroll run.

User fields on the Payroll Run Process Control form

The User Field is used to specify a 'Check Only' pay run. Only checks will be issued if it is an off-cycle pay (New Period of No) with a Pay Cycle of 9 and 'CHEK' entered in the User Field. The deduction cycle may be whatever is desired.

The User Date field is used to hold a date required for some Cyborg-delivered reports and user-written reports. For example, the date is optional on the Pay Reconciliation (1C1C) report but required by some Cyborg-delivered tax reports and quarterly reports. Some delivered reports that are part of the general ledger interface require an entry in the User Field, which may also be required by user-written or customized reports.

Note: The User Field and User Date fields are reset to spaces after every payroll run.

Payroll verification and balancing

Before printing any pay documents, you should determine that the payroll run is accurate. Some simple payroll verification and balancing procedures, developed and implemented within your organization, will ensure payroll accuracy and allow you to correct any errors that you may find before printing. When you develop your procedures, make sure that they are used consistently from one payroll run to the next.

To verify the payroll run, look for any error conditions that require correction before the pay documents can be produced. Review these five reports:

- Transaction Load report
- Payroll Audit Trail Errors (0100) report
- Payroll Audit Trail (0101) report
- Combined Register (2222) report
- Master file Status (9E9E) report

The Transaction Load report, Payroll Audit Trail Error (0100) report, and Payroll Audit Trail (0101) report should show 0 (zero) reject errors. If you have made online corrections to time entries, you may see balancing errors. You may ignore these error messages if all the time entries are accounted for.

The system produces the Transaction Load report and the Payroll Audit Trail (0101) report for each payroll run. For any other report to be produced as part of a payroll run, it must be selected before you process the payroll. However, you do not have to re-enter the Report Requests form (DD-SCR) each time you process payroll. Once a report is selected, it remains selected for all subsequent payroll runs, unless you disable it with the Do Not Print (5) option.

Note: *Although the Payroll Audit Trail (0101) report can be suppressed, Cyborg recommends that it always be produced.*

At a minimum, you should balance year-to-date earnings, deductions, and tax accumulations for every payroll run by performing the following calculation:

Prior year-to-date from previous payroll run
\+ Current payroll
\+ Adjustments
\- Adjustments
= New year-to-date

☞ *Refer to the Payroll Reports and Balancing documentation for more information on balancing the payroll.*

Payroll run audit records and reporting

As you add and change organization and employee data, the system creates audit records of these additions and changes. These audit records not only store additions and changes to information but also provide a log of the operator who performed the update, the session number, the date, and the time.

Before updating the Employee Database, review an audit report and verify the changes and resulting new information. The audit report must be run before updating the Employee Database (pay merge), as the audit records needed for the report are normally deleted from the Employee Database during the update. The standard audit report is the IS/WAS Audit Trail (ISWASP) report. This report program prints one line of information showing is and was information for each field changed. Forms with multiple entry lines, such as the time entry forms, are printed in form-image format.

☞ *Refer to the Technical Administration documentation for more information about the content of the ISWASX/ISWASP report and how to produce it.*

Note: *Interactive Workforce users may also want to run the audit trail report developed specifically for Interactive Workforce (ISWASE), which allows full audit capabilities of all transactions completed using Interactive Workforce.*

☞ *Refer to the Interactive Workforce: Technical Implementation documentation for more information on the ISWASE report.*

Payment History and Labor records maintenance

After completing the payroll process, you may want to purge Payment History and Labor Records. You can retain these records on the Employee Database indefinitely. However, it is more realistic to archive them on a regular basis. Evaluate your organization's need for these records and determine the appropriate time frame for archival, purging, or both.

Detailed Directions

Tasks have been provided for both the Enhanced and Standard Pay Processing and Reporting procedures. For information on how to complete a business task, choose one of the following topics:

Tasks

Enhanced Pay Processing and Reporting 274
Standard Pay Processing and Reporting..... 297

Enhanced Pay Processing and Reporting

The following tasks relate to the versions of The Solution Series that include the Enhanced Pay Processing and Reporting functionality.

Scheduling a basic pay run---Enhanced Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

To schedule a basic pay run, you are only required to enter five fields on the Payroll Run Process Control form (AE-SCR). As such, only those five fields are covered in this task.

☞ *Refer to* **Scheduling a pay run** *(see "Scheduling a pay run---Enhanced Pay Processing and Reporting" on page 276) for detailed directions on all fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a basic pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, click Clear Fields.

3. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

4. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run, or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

5. Select a frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '1' for Weekly.

6. Select a new period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

7. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents. The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

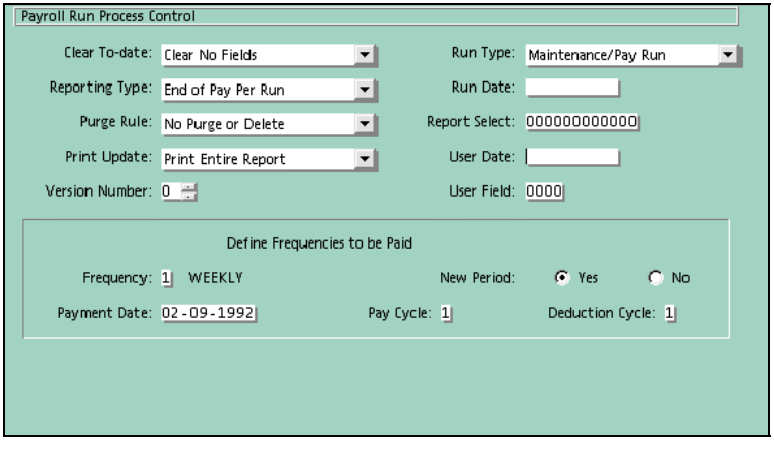
For practice, type '02-09-1992' (US and Canada) or '09-02-1992' (elsewhere).

8. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Scheduling a pay run---Enhanced Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a payroll run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

Some fields on the Payroll Run Process Control form (AE-SCR) are optional, but are covered in this task to give you an understanding of the function of each field on the form.

☞ *Refer to* **Scheduling a basic pay run** *(see "Scheduling a basic pay run---Enhanced Pay Processing and Reporting" on page 274) for detailed directions on entering only the required fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, click Clear Fields.

3. Select the Clear To-date option (optional)

The value you select from the Clear To-Date (PP35) option list determines whether accumulated month-to-date, quarter-to-date, or year-to-date hours and amounts for all employee earnings, taxes, taxable wages, and deductions (except accruals, fiscal memos, and no-clear memos) are reset to zero. Arrears amounts and ending balances are never cleared.

For practice, leave this entry blank.

4. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

5. Select the Purge Rule (optional)

The value you select from the Purge Rule (PP37) option list determines the type of 'housecleaning' you want to perform in the Employee Database. Options other than No Purge or Delete (0) are operative only during a pay run.

Note: The Purge Rule option is reset to No Purge or Delete (0) after every pay run.

The following options are available:

- No Purge or Delete (0) (default)—Take no action.
- Purge Terminated Emp (1)—Delete the Permanent Master Record for a terminated employee (employee's frequency must be paid for this pay run, the year-to-date gross wages must be zero and there must be no deductions with arrears).
- Clear Fiscal YTD Amt (2)—Clear year-to-date figures for fiscal year memo earnings and deductions, specifically the Memo-Fiscal Clear (17) earning and Memo-Fiscal Clear (56) deduction categories.

Note: Memo earnings based on a fiscal year are not cleared automatically. You must clear them during the first payroll of the fiscal year; otherwise, they continue to accumulate.

- Clear Tax MC A (3)—Clear pay period to-date taxes withheld and taxable wages of employees using the weekly aggregate tax method, such as daily payments made to employees having a weekly frequency.

For practice, leave this entry blank.

6. Select the Print Update option (optional)

The Print Update (PP39) option list determines what employee information is included on the Payroll Audit Trail (0101) report and may also be used to control the paying of auto-paid employees.

- Print Entire Report (0) (default)—For a report that includes every time entry and adjustment that was entered online, plus any batch transactions input to the run.
- Print Errors Only (1)—If you want all time entries and adjustments, but only rejects for other types of maintenance. The latter option is useful for file conversions when data is entered into the batch payroll processing programs, using the batch transactions approach.
- Don't Print Timecards (2)—To suppress the printing of time entries on the Audit Trail (0101) report unless these time entries have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the pay run if you elect this option.
- Print;No Auto Pd Emp (N)—Stops payroll processing for auto-paid employees (except those for whom time entries are submitted). The Payroll Audit Trail (0101) report includes everything that was entered, as for the Print Entire Report (0) value. Use this option when a large number of time entries have been omitted, but the pay run has already completed and checks have been printed. This option allows an off-cycle pay run with a pay and deduction cycle of other than '99'.

Note: This option list can not be used to suppress printing organization maintenance information, tax updates, adjustments, or time entries.

For practice, leave this entry blank.

7. Select the Version Number (optional)

This optional field contains the current Employee Database version number. It defaults to 00 if left blank. The system checks this number against the file version number on the company header record to make sure that the correct file is being used. The version number always appears on the Control Headers (0103) report and is a standard report heading item on Cyborg-delivered payroll reports. Its primary use is for Batch Master files stored on reel tapes and is normally left at '00' if you use disk files.

Note: A warning shows on the Payroll Audit Trail (0101) report if these two numbers do not match. The correct version number prints in the report headings, however, and the run continues normally.

For practice, leave this entry blank.

8. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

9. Enter the Run Date (optional)

This date is used as the change date for the Payment History or Labor Records generated during a pay run. The Batch Payroll Calculation program, P4CALC, clears the contents of this field after every pay run. If this date is not entered, the current system date at the time of the pay run is used.

For practice, leave this entry blank.

10. Enter a Report Select code (optional)

The Report Select field allows you to select reports in addition to those specified in the Reporting Type (PP36) option list. Each character represents a separate Report Select code. You can type the codes in any order. Each code is compared to the Report Select value on each Report Request form (DD-SCR). If the two match, the report is selected.

Note: This field is reset to zeros after every pay run.

For practice, leave this entry blank.

11. Enter the User Date (optional)

The User Date field is used to hold a date required for some Cyborg-delivered reports and user-written reports. For example, the date is optional on the Pay Reconciliation (1C1C) report but required by some Cyborg-delivered tax reports and quarterly reports. Some delivered reports that are part of the general ledger interface require an entry in the User Field, which may also be required by user-written or customized reports.

Note: The User Date field is reset to spaces after every pay run.

For practice, leave this entry blank.

12. Enter the User Field (optional)

The User Field is used to specify a 'Check Only' pay run. Only checks will be issued if it is an off-cycle pay (New Period of No) with a Pay Cycle of 9 and 'CHEK' is entered in the User Field. The deduction cycle may be whatever is desired.

Note: The User Field is reset to spaces after every pay run.

For practice, leave this entry blank.

13. Enter a Frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '2' for Bi Weekly.

14. Select a New Period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

15. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

For practice, type '02-23-1992' (US and Canada) or '23-02-1992' (elsewhere).

16. Enter the Pay Cycle (optional)

Enter a value in the Pay Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Note: The Pay Cycle field also controls the processing of deductions that function as negative earnings. These deductions use a category of Deduct Before Taxes (58) and are usually associated with deductions for deferred payment benefit plans.

Specify which pay period of the month this pay run represents for earnings:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process earnings with a Frequency option
- 9—Process time entries, but do not process auto-pay or automatic earnings, except for earnings whose Frequency option is All Pay;Even Cycle 9 (18)

For practice, leave this entry blank.

17. Enter the Deduct (optional)

Enter a value in the Deduct Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Specify which pay period of the month this pay run represents for deductions:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process deductions with a Frequency option
- 9—Process deductions with a Frequency option of All,Even Ded Cycle 9 (18) only

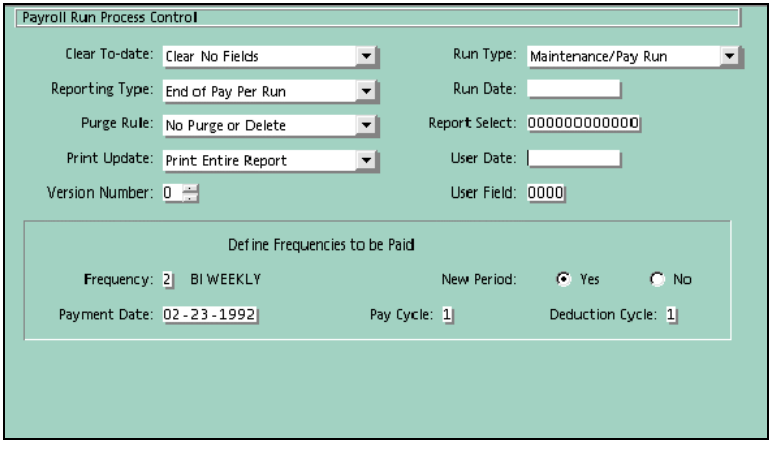
For practice, leave this entry blank.

18. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Entering direct deposit routing information (Canada only)---Enhanced Pay Processing and Reporting

In Canada, direct deposit information must be entered with every pay run. This is accomplished using the WL Record Maintenance form (WL-SCR).

The WL Record Maintenance form (WL-SCR) provides banking client, transit, and account information for each organization level 1-2 being reported on the direct deposit tape.

Note: In the US, direct deposit information is retained once entered and is treated as basic payroll setup rather than being part of the payroll cycle.

Perform the followings steps to enter direct deposit information for Canada.

1. Access the WL Record Maintenance form (WL-SCR)

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

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Click the Column Ruler

The Column Ruler displays the column numbers above each field, making it easier to see the column in which you are entering data.

For practice, click the Column Ruler.

3. Select the Table Type

The Table Type identifies what type of record you are submitting, either company header information or employee header information, and whether it relates to Cyborg or client records. Direct deposit information is to be added to with the Cyborg company header information.

For practice, select Co Other Cyborg.

4. Enter the direct deposit transmission identifier and client number

Enter the direct deposit transmission identifier followed by the client number in the Table Key field. Your bank provides this information to you. You must also enter a literal 'A' in column 20.

For practice, enter 'DDCLI9852631475A'.

5. Enter the destination data center number

Enter the destination data center in Field 1. Your bank provides this number.

For practice, enter '00410'.

6. Enter the file creation number

Enter the file creation number in Field 2. This number should be incremented by one for each tape transmission. You may also enter the file creation date in YYDD format immediately following the file creation number. If you do not enter a date, the system date will be used.

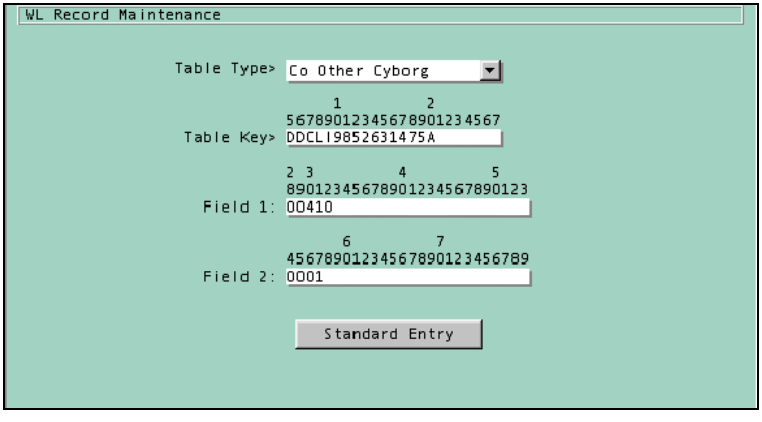
For practice, enter '0001'.

7. Click Save of press Enter

The direct deposit information is saved.

For practice, click Save.

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



Entering pay document and deposit information---Enhanced Pay Processing and Reporting

Enter pay document and deposit numbers using the new Pay Document and Reconciliation Numbers form (CHNSCR). This form supplies starting and ending numbers for checks and deposit advices.

Note: *This form must be completed for each bank account from which money is drawn, and to establish separate starting and ending numbers for checks and deposit advices.*

Use the Show selection list button in the message area to display and verify the list of information.

Perform the followings steps to enter pay document and deposit numbers for the current pay run.

1. Access the Pay Document and Reconciliation Numbers form (CHNSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Pay Document Numbers

For practice, access the Pay Document and Reconciliation Numbers form (CHNSCR).

2. Enter a Sequence Number

The Sequence Number identifies each Pay Document and Reconciliation Numbers form (CHNSCR) entered.

For practice, type '01'.

3. Enter the Bank Code

The Bank Code is a two-digit number that designates the bank upon which the payment was drawn. If this information is entered on the Company Options form (AF-SCR), it must also be entered here. The information entered in this field will be retained for the next pay run.

For practice, leave this entry blank.

4. Select the Routing Number

The Routing Number) option list (PR07) is a user-defined option list that contains the bank routing numbers for all employees that use direct deposit. If this information is entered on the Company Options form (AF-SCR), it must also be entered here. The information entered in this field will be retained for the next pay run.

Note: When the user-defined Routing Number (PR07) option list on the Company Options form (AF-SCR) is altered, this form must be updated.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about user-defined option lists.*

For practice, leave this entry blank.

5. Enter lowest Reconciliation Number

Enter the beginning Reconciliation Number in the Low field.

For practice, type '00051350'.

6. Enter the highest Reconciliation Number

Enter the ending Reconciliation Number in the High field. If the ending number is unknown, enter all 9s in this field.

For practice, type '99999999'.

7. Select the Form option

Select the type of payment document from the Code option list (PR48). Select either Check Numbers (U) or Deposit Advice Nbrs. (V).

For practice, select Check Numbers (U).

8. Select a Print Option

Select the print option from the Print Option option list (PR49). Select one of the following options:

- Do Not Print (N)—payment documents will not be printed. This option is useful when you have to re-run and you have already produced some of your pay documents. Select this option for those numbers that you do not want to print again.
- Print (P)—all payment documents will be printed.
- Void (V)—the system will not use the pay document numbers assigned on this form.
- Line Ups (X)—prints all Xs and 0s so that you may align the form on your printer. This option is useful for impact printers.

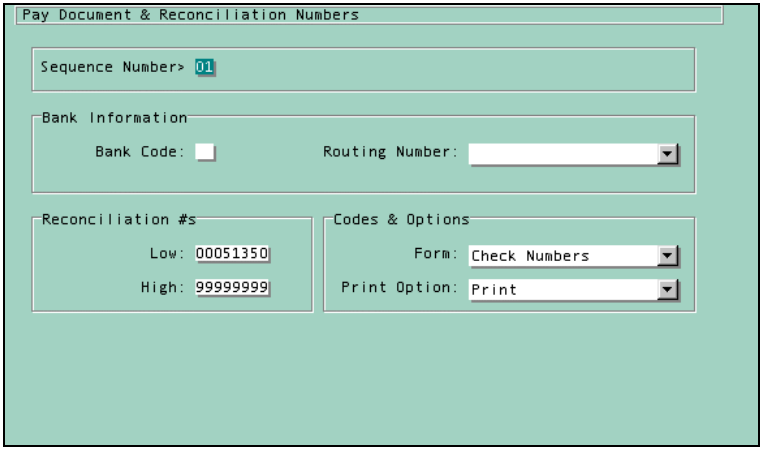
For practice, select Print.

9. Save the form

Click Save or press Enter to save the information. The pay document or deposit advice numbers are established for this pay run.

For practice, click Save.

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



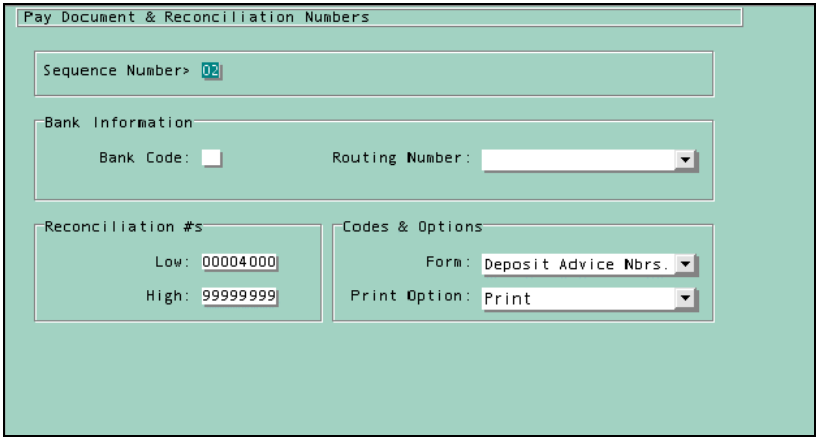
10. Repeat Steps 1–9 for Deposit Advice Numbers

Establish deposit advice starting and ending numbers using the following information:

- Sequence Number: 02
- Low Reconciliation Number: 00004000

For practice, repeat Steps 1–9 for Deposit Advice Numbers.

If you completed the guided practice, the resulting form should look similar to the example that follows:



Verifying online users---Enhanced Pay Processing and Reporting

Many organizations require that all users are off-line during a pay run. The Active User List form (ONLSCR) allows you to see who is online in time to contact them and prevent your pay run from being terminated.

This form must be manually refreshed. You can scroll through and refresh this form by pressing Enter. The date and time of logon that displays on this form is updated each time a user's FileCL is updated.

Perform the following step to verify online users before executing the pay run.

1. Access the Active User List form (ONLSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Verify Online Users

For practice, access the Active User List form (ONLSCR).

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

```
Active User List

   Operator     Session        Logged on at
     ID          Number       Time  -   Date

     DIAN        0025        08:28 on 2000/09/14
     RONA        0026        08:33 on 2000/09/14
```

Note: See your Security Officer if you are unable to identify the employees by their Operator IDs.

2. Contact online users

You may wish to contact any users who are online to notify them that the pay run will soon be in progress and they will be switched to inquiry mode. During this time, they will be unable to make any updates to the system.

Verifying pay requests---Enhanced Pay Processing and Reporting

Verify that the frequencies and organizations are entered correctly using the Pay Setup Verification form (VERSCR). This inquiry-only form displays the pertinent fields from the Payroll Run Process Control form (AE-SCR) to display a list of all organization frequencies that will be paid. It also performs system checks to ensure that everything is ready for the pay process. If you notice errors, return to the Payroll Run Process Control form (AE-SCR) and make the necessary corrections.

Only one organization displays on the form at a time. Press Enter to page through all the organizations that were set up for your pay run. The message '----COMPLETE----' displays at the end of the list.

Perform the following steps to verify pay requests before executing the pay run.

1. Access the Pay Setup Verification form (VERSCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Verify Pay Requests

For practice, access the Pay Setup Verification form (VERSCR). Press Enter to page through all the organizations setup for this pay run.

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

```
Pay Setup Verification

                                   Name
  Org        Org Name                 OL2 Name/Category

  999999     ACME MANUFACTURING       PRODUCTION MFTG ORGANIZATION
                                                 New   Pay  Ded.
     Frequency          Pay Date    Period # / Date  Pay  Cycle Cycle

     1   WEEKLY         02-16-1992   06   02-09-1992   Y     2     2
     2   BI WEEKLY      02-23-1992   03   02-09-1992   Y     1     1
```

```
Pay Setup Verification

                                   Name
  Org        Org Name                 OL2 Name/Category

                                                 New   Pay  Ded.
     Frequency          Pay Date    Period # / Date  Pay  Cycle Cycle

----Complete----
```

2. Make any necessary corrections

If you notice errors on the Pay Setup Verification form (VERSCR), return to the Payroll Run Process Control form (AE-SCR) to make the necessary corrections.

Access the Payroll Run Process Control form (AE-SCR) by making the following selection:

Component: Payroll Processing
Process: Pay Scheduling
Task: Schedule Payroll Runs

For practice, do not access the Payroll Run Process Control form (AE-SCR). All the entries are correct.

Launching the pay calculation online---Enhanced Pay Processing and Reporting

Launching the pay calculation online extracts employee information from the Employee Database, calculates pay, and then processes a maintenance run to create history records.

Note: Launching the pay calculation online includes all the pay frequencies and organization even if the Payroll Run Process Control form (AE-SCR) has not been completed. If you are paying only selected organizations, Cyborg suggests executing the batch payroll scripts manually.

1. Access the Process Confirmation form (PAYLCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Launch Pay Calculation

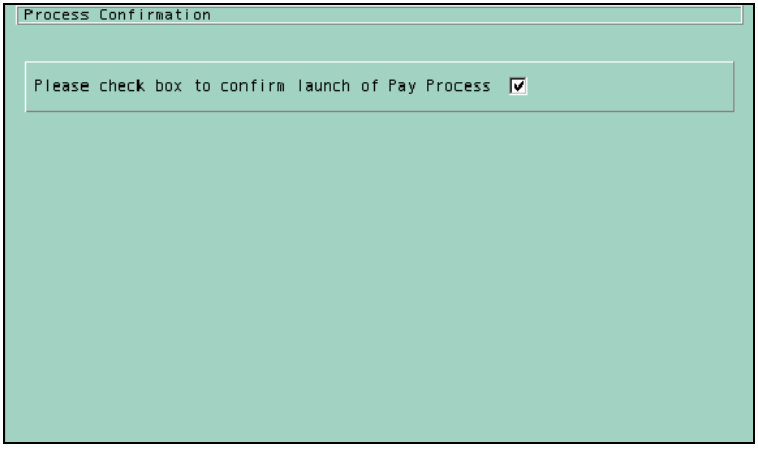
For practice, access the Process Confirmation form (PAYLCR).

2. Select the confirmation message

Select the check box to confirm the launch of the pay calculation.

For practice, select the check box.

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

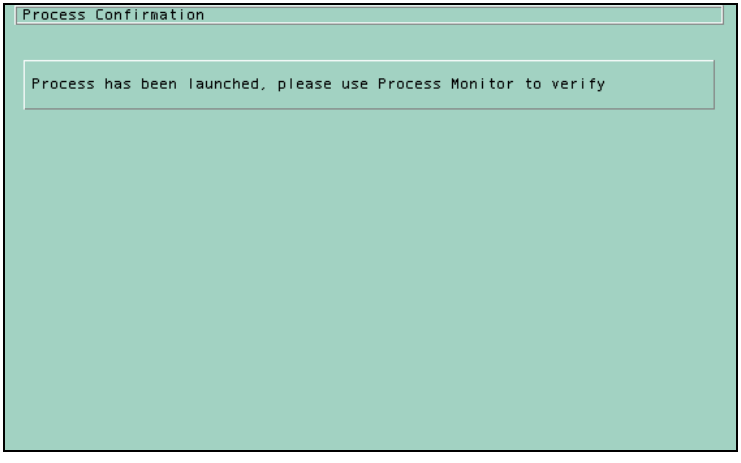


3. Save the form

When you accept the confirmation, all users currently logged on to The Solution Series will be automatically switched to inquiry-only mode and the pay calculation is launched as a background process.

For practice, click Save.

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



4. View progress of the pay calculation

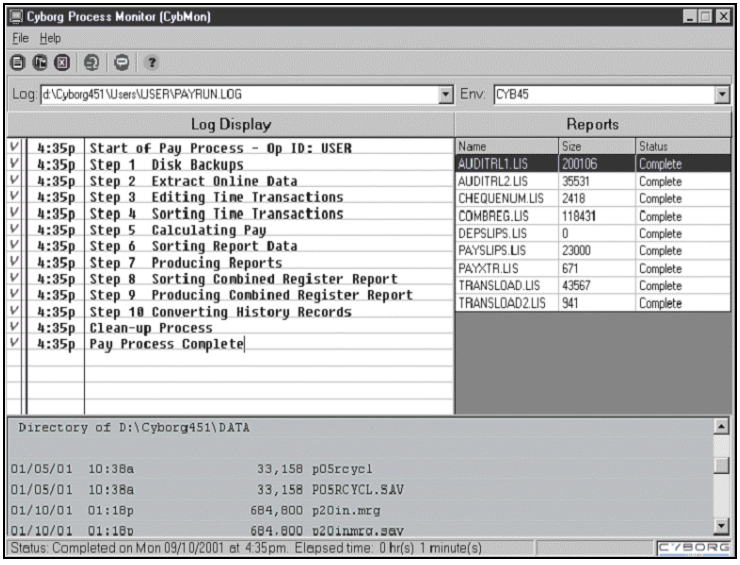
At this point, use the Process Monitor to view the progress of the pay calculation.

Open the Process Monitor through the Launch toolbar or by making the following selection from the Windows Start menu:

Programs ► The Solution Series ► Process Monitor

For practice, launch the Process Monitor.

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



The Log Display window displays the steps of the pay process. As each step is successfully completed, a check mark and the time of completion displays to the left.

The Reports window on the right side of the Process Monitor displays the reports that are written as part of the pay process. Reports that are still in progress will show a status of 'In Progress' and have an LIW extension. Once the report is completed, the extension changes to LIS and the status changes to 'Completed'.

Note: *Do not open reports until they are completed and have an extension of LIS.*

If any errors occur during the pay processing, a red, blinking warning message will display in the status bar at the bottom of the screen and an error or reject message will display in the bottom part of the Process Monitor window.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using packaged reports for more detail on this utility.*

Verifying the pay calculation---Enhanced Pay Processing and Reporting

Before printing any pay documents, you should determine that the pay run is accurate. Some simple payroll verification and balancing procedures, developed and implemented within your organization, will ensure payroll accuracy and allow you to correct any errors that you may find before printing. When you develop your procedures, make sure that they are used consistently from one pay run to the next.

To verify the pay run, look for any error conditions that require correction before the pay documents can be produced. At a minimum, review the five reports listed below:

Report name	Filename for report
Transaction Load report	Transload.lis for report from Pay run
Payroll Audit Trail Errors (0100) report	Auditr1.lis
Payroll Audit Trail (0101) report	Auditr1.lis
Master file Status (9E9E) report	Auditr1.lis
Combined Register (2222) report	Combreg.lis

Note: The Auditr1.lis file is a consolidation of several reports, which were introduced in Understanding Reporting Setup. While Cyborg recommends that you review all of them, it is absolutely critical that you review those listed above.

☞ *Refer to Understanding Reporting Setup for descriptions of the standard payroll output reports.*

☞ *Refer to the Payroll Reports and Balancing documentation for detailed information about all payroll reports.*

Perform the following steps to view the payroll reports using the Report Viewer.

1. Open the Report Viewer

The Report Viewer provides you with an interface from which you may review report output from a pay run. If errors have occurred during the pay run, instead of reading pages and pages of a printed report, you may easily search for error and reject messages. This utility also allows you to easily manipulate the report files, especially consolidated reports, such as the Audit Trail. You may quickly jump to a specific report within the consolidated report, and print or save only one or all reports within the consolidated file.

It may seem as though you have several copies of the same report displaying in the Report Viewer; however, each listing represents a specific section of that one report. For example, the HED Register (2H2H) report can be listed as many as three times—once for the Earnings section of the report, and twice more for the Deductions and Warnings sections.

☞ *Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for general information on using the Report Viewer.*

You may open the Report Viewer using the Programs menu, through the Launch Toolbar, or by double-clicking the report in the Process Monitor.

For practice, double-click Auditr1.lis report in the Process Monitor to open the Report Viewer.

2. Open the report

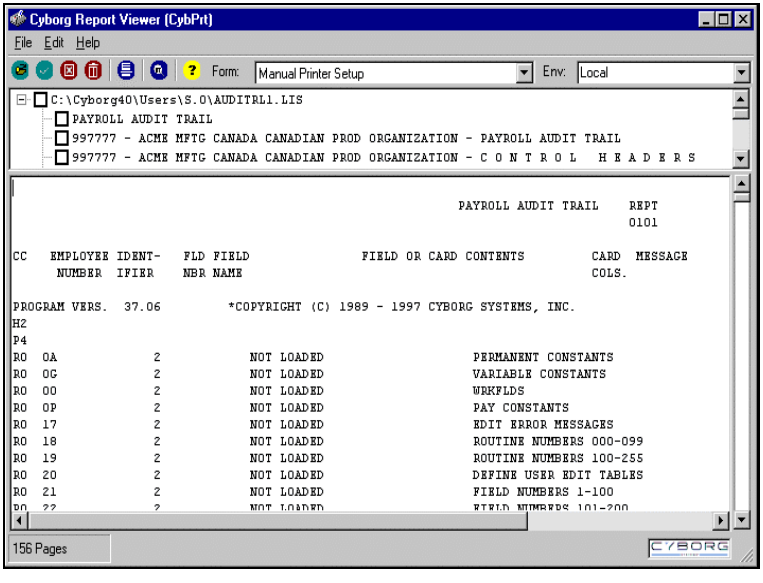
If you open the Report Viewer using the Programs menu or the Launch toolbar, you must open the report from the directory in which payroll output is located.

As delivered, reports are located at the *n*:*Cyborgxx*\Users directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, skip this step, as the Audit Trail report is already open.

If you completed the first step of this Guided Practice, the resulting form should look similar to the one that follows:



3. Search for errors

Errors can be labeled as a Reject or a Warning. Search for errors by selecting Find from the Edit menu. Type the word 'reject' in the Find field and click Find. Then search again using the word 'warning'.

For practice, search for errors.

4. Review the remaining reports

Open and review the five reports listed above.

For practice, open and review the other reports.

Refer to the Payroll Reports and Balancing documentation for more information on payroll verification and balancing activities.

Refer to either the eCyborg: Using the Web Client or Using The Solution Series: Administrative Solutions documentation for more information about using the Report Viewer.

Updating the Employee Database online---Enhanced Pay Processing and Reporting

Updating the Employee Database online brings the updated employee information from the recently completed pay calculation into the online environment.

Note: Launching the Employee Database update online merges employee data for all the pay frequencies and organizations. If you are paying only selected organizations, Cyborg suggests executing the batch payroll script manually.

1. Access the Process Confirmation form (UPOLCR)

Access this form by making the following selection:

Component: Payroll Processing
Process: Pay Process
Task: Update Online Database

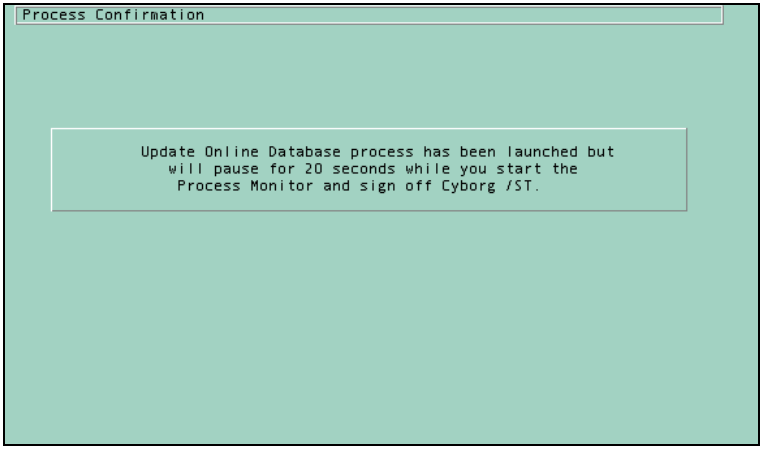
For practice, access the Process Confirmation form (UPOLCR).

2. Select the confirmation message

Select the check box to confirm the launch of the online update process. Once you save this form, you will have 20 seconds to finish the checklist if you were using it, access the Process Monitor, and close The Solution Series.

For practice, select the check box and save the form.

If you completed the first two steps of this Guided Practice, the resulting form should look similar to the example that follows:



3. Click Pause Checklist (optional)

If you are using the checklist, click Pause Checklist to close the checklist. You may resume the checklist and finish the remaining steps once you have update of the Employee Database is complete.

For practice, skip this step, as the checklist is not in use.

4. Log off The Solution Series

You may log off by using the File menu or by clicking the Exit button.

For practice, click the Exit button.

5. Open the Process Monitor

The Process Monitor may be opened using the Programs menu or through the Launch toolbar. If you completed the instructions for Launching the pay calculation online, the Process Monitor should already be open and you may simply maximize the window and select the current job from the Log drop-down list.

For practice, open the Process Monitor.

6. Verify the update is successful

Verify that the Employee Database update completes successfully and no errors display.

For practice, ensure that no errors display in the Process Monitor.

Updating the Pay Information database (eCyborg Interactive Workforce users only)---Enhanced Pay Processing and Reporting

If you use eCyborg Interactive Workforce, you must update the database used to store pay information for use by eCyborg Interactive Workforce. This task is actually the last step of a two-step process. The first step is completed during the pay run when the Pay Info Extract (7L7L) and Payslip Extract (7M7M) Report Generators extract the required data from The Solution Series and store that data in text files.

The text files are then loaded into the appropriate Pay Information database tables by running a batch script—the step discussed here. The information in these database tables populates the View Pay Information pages in eCyborg Interactive Workforce, allowing users to view their current pay information and their payments over past pay periods.

☞ *Refer to the eCyborg Interactive Workforce: Technical Implementation documentation for more information about the Pay Information Database.*

Updating Reporting Administration history and labor tables (Reporting Administration users only)

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the data mart. This is accomplished by executing a batch script that pulls the data from a file created during the pay run, formats the data to be loaded into the data mart tables, and finally, updates Reporting Administration tables with the current data.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the data mart.*

Updating benefits information

If you use Benefits Administration, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

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. This program copies the current history earnings records into the accumulators. The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run.

The Considered Earnings/Hours Update (CONSID) is run prior to running the Update Benefit Plan Balance Information program (BAXACT), and both should be run as soon as possible after the Employee Database is updated.

☞ *Refer to Using the Benefits Administration documentation for more information about updating benefits information after a pay run.*

Standard Pay Processing and Reporting

The following tasks relate to the versions of The Solution Series that include the Standard Pay Processing and Reporting functionality.

Scheduling a basic pay run---Standard Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

To schedule a basic pay run, you are only required to enter five fields on the Payroll Run Process Control form (AE-SCR). As such, only those five fields are covered in this task.

☞ *Refer to* **Scheduling a pay run** *(see "Scheduling a pay run---Standard Pay Processing and Reporting" on page 300) for detailed directions on all fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a basic pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, clear the fields.

3. Select the Reporting Type

The Reporting Type option list (PP36) interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

4. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run, or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs.
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

5. Select a frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '1' for Weekly.

6. Select a new period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

7. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents. The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

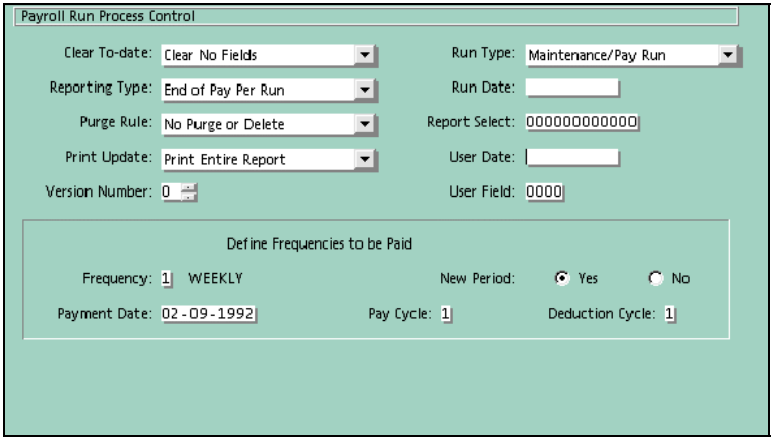
For practice, type '02-09-1992' (US and Canada) or '09-02-1992' (elsewhere).

8. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Scheduling a pay run---Standard Pay Processing and Reporting

Use the Payroll Run Process Control form (AE-SCR) to establish the processing options for a pay run.

The Payroll Run Process Control form (AE-SCR) initially displays the lowest-numbered frequency for the organization. You can display a list of all pay frequencies by clicking the Refresh Selection List button on the toolbar. You may then select the frequency you want by double-clicking on it.

Some fields on the Payroll Run Process Control form (AE-SCR) are optional, but are covered in this task to give you an understanding of the function of each field on the form.

☞ *Refer to* **Scheduling a basic pay run** *(see "Scheduling a basic pay run---Standard Pay Processing and Reporting" on page 297) for detailed directions on entering only the required fields on the Payroll Run Process Control form (AE-SCR).*

Perform the followings steps to schedule a pay run.

1. Access the Payroll Run Process Control form (AE-SCR)

Access this form by making the following selections:

Component: Payroll Processing
Process: Payroll Scheduling
Task: Schedule Payroll Runs

For practice, access the Payroll Run Process Control form (AE-SCR).

2. Clear the fields

Click the Clear Fields button to clear the form and prevent possible errors.

For practice, clear the fields.

3. Select the Clear To-date option (optional)

The value you select from the Clear To-Date (PP35) option list determines whether accumulated month-to-date, quarter-to-date, or year-to-date hours and amounts for all employee earnings, taxes, taxable wages, and deductions (except accruals, fiscal memos, and no-clear memos) are reset to zero. Arrears amounts and ending balances are never cleared.

For practice, leave this entry blank.

4. Select the Reporting Type

The Reporting Type (PP36) option list interacts with the Report Select field on the Report Requests form (DD-SCR), as shown in the table below:

Payroll Run Process Control form (AE-SCR): Reporting Type option	Report Requests form (DD-SCR): Report Select option
Maintenance Run Only (0)*	0—Every run
End of Pay Per Run (1)	0—Every run 1—Period end
End of Month Run (2)	0—Every run 1—Period end 2—Month-end
End of Quarter Run (3)	0—Every run 1—Period end 2—Month-end 3—Quarter-end
End of Year Run (4)	0—Every run 1—Period end 2—Month-end 3—Quarter-end 4—Year-end

Select the appropriate option to produce the reports required for this run.

For practice, select End of Pay Per Run (1).

5. Select the Purge Rule (optional)

The value you select from the Purge Rule (PP37) option list determines the type of 'housecleaning' you want to perform in the Employee Database. Options other than No Purge or Delete (0) are operative only during a pay run.

Note: The Purge Rule option is reset to No Purge or Delete (0) after every pay run.

The following options are available:

- No Purge or Delete (0) (default)—Take no action.
- Purge Terminated Emp (1)—Delete the Permanent Master Record for a terminated employee (employee's frequency must be paid for this pay run, the year-to-date gross wages must be zero and there must be no deductions with arrears).
- Clear Fiscal YTD Amt (2)—Clear year-to-date figures for fiscal year memo earnings and deductions, specifically the Memo-Fiscal Clear (17) earning and Memo-Fiscal Clear (56) deduction categories.

Note: Memo earnings based on a fiscal year are not cleared automatically. You must clear them during the first payroll of the fiscal year; otherwise, they continue to accumulate.

- Clear Tax MC A (3)—Clear pay period to-date taxes withheld and taxable wages of employees using the weekly aggregate tax method, such as daily payments made to employees having a weekly frequency.

For practice, select No Purge or Delete.

6. Select the Print Update option (optional)

The Print Update (PP39) option list determines what employee information is included on the Payroll Audit Trail (0101) report and may also be used to control the paying of auto-paid employees.

- Print Entire Report (0) (default)—For a report that includes every time entry and adjustment that was entered online, plus any batch transactions input to the run.
- Print Errors Only (1)—If you want all time entries and adjustments, but only rejects for other types of maintenance. The latter option is useful for file conversions when data is entered into the batch payroll processing programs, using the batch transactions approach.
- Don't Print Timecards (2)—To suppress the printing of time entries on the Audit Trail (0101) report unless these time entries have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the pay run if you elect this option.
- Print;No Auto Pd Emp (N)—Stops payroll processing for auto-paid employees (except those for whom time entries are submitted). The Payroll Audit Trail (0101) report includes everything that was entered, as for the Print Entire Report (0) value. Use this option when a large number of time entries have been omitted, but the pay run has already completed and checks have been printed. This option allows an off-cycle pay run with a pay and deduction cycle of other than '99'.

Note: This option list can not be used to suppress printing organization maintenance information, tax updates, adjustments, or time entries.

For practice, leave this entry blank.

7. Select the Version Number (optional)

This optional field contains the current Employee Database version number. It defaults to 00 if left blank. The system checks this number against the file version number on the company header record to make sure that the correct file is being used. The version number

always appears on the Control Headers (0103) report and is a standard report heading item on Cyborg-delivered payroll reports. Its primary use is for Batch Master files stored on reel tapes and is normally left at '00' if you use disc files.

Note: A warning shows on the Payroll Audit Trail (0101) report if these two numbers do not match. The correct version number prints in the report headings, however, and the run continues normally.

For practice, leave this entry blank.

8. Select the Run Type

Specifying the Run Type identifies whether you are executing a maintenance run, pay run or report override run. This option determines which operations and calculations are to be performed during the run.

- A maintenance run does not calculate pay or produce payroll reports, and is commonly used to update organization and employee information in the Employee Database.
- A pay run is a normally scheduled run where all standard payroll processing occurs
- A report override run does not calculate pay, but does produce reports, and is commonly used for history and labor reporting, auditing, and other payroll reporting.

For practice, select Maintenance/Pay Run (1).

9. Enter the Run Date (optional)

This date is used as the change date for the Payment History or Labor Records generated during a pay run. The Batch Payroll Calculation program, P4CALC, clears the contents of this field after every pay run. If this date is not entered, the current system date at the time of the pay run is used.

For practice, leave this entry blank.

10. Enter a Report Select code (optional)

The Report Select field allows you to select reports in addition to those specified in the Reporting Type (PP36) option list. Each character represents a separate Report Select code. You can type the codes in any order. Each code is compared to the Report Select value on each Report Request form (DD-SCR). If the two match, the report is selected.

Note: This field is reset to zeros after every pay run.

For practice, leave this entry blank.

11. Enter the User Date (optional)

The User Date field is used to hold a date required for some Cyborg-delivered reports and user-written reports. For example, the date is optional on the Pay Reconciliation report (1C1C)but required by some Cyborg-delivered tax reports and quarterly reports. Some delivered reports that are part of the general ledger interface require an entry in the User Field, which may also be required by user-written or customized reports.

Note: The User Date field is reset to spaces after every pay run.

For practice, leave this entry blank.

12. Enter the User Field (optional)

The User Field is used to specify a 'Check Only' pay run. Only checks will be issued if it is an off-cycle pay (New Period of No) with a Pay Cycle of 9 and 'CHEK' is entered in the User Field. The deduction cycle may be whatever is desired.

Note: The User Field is reset to spaces after every pay run.

For practice, leave this entry blank.

13. Enter a Frequency

Click the Show Selection List in the Message Area button to display a list of available frequencies. The Frequency field specifies the code of the pay frequency to be paid.

For practice, type '2' for Bi Weekly.

14. Select a New Period

Selecting a new period automatically increments the Previous/Save Period Pay Cycle by one and updates the Current Period - Pay Cycle with the new Previous/Save Period - Pay Cycle value on the Company Pay Frequencies form (AJ-SCR). If you specify that this is not a new period, you may specify which pay period of the month is represented in this pay run by making an entry in the Pay Cycle and Deduction Cycle fields.

For practice, click Yes.

15. Enter the Payment Date

The Payment Date field stores the date that appears on pay documents The entry in this field updates the Payment Date field on the Company Pay Frequencies form (AJ-SCR). This field is cleared after each pay calculation.

Type the pay date in the Payment Date text box. Dates are entered in MM-DD-CCYY format (US and Canada) or DD-MM-CCYY format (elsewhere).

For practice, type '02-23-1992' (US and Canada) or '23-02-1992' (elsewhere).

16. Enter the Pay Cycle (optional)

Enter a value in the Pay Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Note: The Pay Cycle field also controls the processing of deductions that function as negative earnings. These deductions use a category of Deduct Before Taxes (58) and are usually associated with deductions for deferred payment benefit plans.

Specify which pay period of the month this pay run represents for earnings:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process earnings with a Frequency option
- 9—Process time entries, but do not process auto-pay or automatic earnings, except for earnings whose Frequency option is All Pay;Even Cycle 9 (18)

For practice, leave this entry blank.

17. Enter the Deduct Cycle (optional)

Enter a value in the Deduct Cycle field only if this is not a new period. If you do not make an entry, the pay run uses the values shown from the Current Period - Pay Cycle and Current Period - Deduction Cycle fields on the Company Pay Frequencies form (AJ-SCR). Any entry made updates these fields on the Company Pay Frequencies form (AJ-SCR).

Specify which pay period of the month this pay run represents for deductions:

- 1—First period of the month
- 2—Second period of the month
- 3—Third period of the month
- 4—Fourth period of the month
- 5—Fifth period of the month
- 6—Do not process deductions with a Frequency option
- 9—Process deductions with a Frequency option of All,Even Ded Cycle 9 (18) only

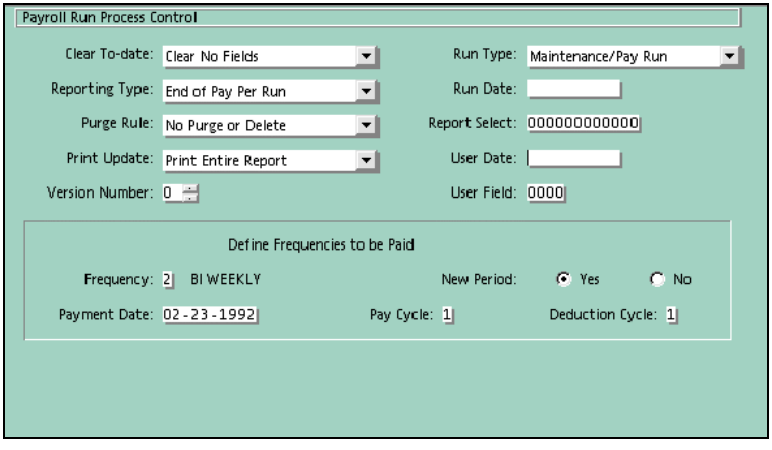
For practice, leave this entry blank.

18. Click Save or press Enter

The processing options for this pay run are established. The parameters that are set using this form are deactivated after each complete run, so you must complete the form again for the next pay run.

For practice, click Save.

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



Entering direct deposit routing information (Canada only)---Standard Pay Processing and Reporting

In Canada, direct deposit information must be entered with every pay run. This is accomplished using the WL Record Maintenance form (WL-SCR).

The WL Record Maintenance form (WL-SCR) provides banking client, transit, and account information for each organization level 1-2 being reported on the direct deposit tape.

Note: In the US, direct deposit information is retained once entered and is treated as basic payroll setup rather than being part of the payroll cycle.

☞ *Refer to Understanding Reporting Setup for more information about establishing direct deposit information in the United States.*

Perform the followings steps to enter direct deposit information for Canada.

1. Access the WL Record Maintenance form (WL-SCR)

Access this form by making the following selection:

Component: Payroll Setup Processing
Process: Payroll Maintenance
Task: General Payroll Records

For practice, access the WL Record Maintenance form (WL-SCR).

2. Click the Column Ruler

The Column Ruler displays the column numbers above each field, making it easier to see the column in which you are entering data.

For practice, click the Column Ruler.

3. Select the Table Type

The Table Type identifies what type of record you are submitting, either company header information or employee header information, and whether it relates to Cyborg or client records. Direct deposit information is to be added to with the Cyborg company header information.

For practice, select 'Co Other Cyborg'.

4. Enter the direct deposit transmission identifier and client number

Enter the direct deposit transmission identifier followed by the client number in the Table Key field. This information is provided to you by your bank. You must also enter a literal 'A' in position 20.

For practice, type 'DDCLI9852631475A'.

5. Enter the destination data center number

Enter the destination data center in Field 1. This number is provided by your bank.

For practice, type '00410'.

6. Enter the file creation number

Enter the file creation number in Field 2. This number should be incremented by one for each tape transmission. You may also enter the file creation date in YYDD format immediately following the file creation number. If you do not enter a date, the system date will be used.

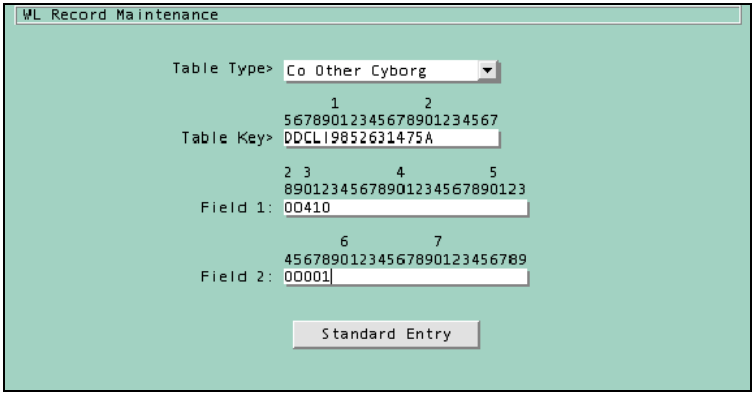
For practice, type '00001' according to the example

7. Click Save or press Enter

The direct deposit information is saved.

For practice, click Save.

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



Entering pay document and deposit information---Standard Pay Processing and Reporting

You must supply starting and ending numbers for the checks and deposit advices being produced during the pay run. Enter these numbers by editing the P6 transactions using a text editor, such as Notepad.

Note: You must enter one P6 transaction for each bank account from which money is drawn, and to establish separate starting and ending numbers for checks and deposit advices.

Perform the followings steps to enter pay document and deposit numbers for the current pay run.

1. Open the JPAYRUN.BAT file in a text editor

P6 transactions are recorded in the JPAYRUN.BAT file, which is one of the batch files used during the pay calculation. As delivered, this file is located in the …\Runs directory.

Note: If your JPAYRUN.BAT file has been modified, these transactions may be found in a different file.

For practice, open JPAYRUN.BAT in Notepad. Right-click on the filename and select Edit from the menu.

2. Locate the P6 records

Scroll down until you find the P6 records. Alternatively, you may select Find from the Search menu to find the P6 records.

For practice, select Find from the Search menu, type 'P6' in the Find what: field, and click Find Next.

3. Enter the Form option in position 3

Type the type of payment document, either Check Numbers (U) or Deposit Advice Nbrs. (V).

For practice, type 'U'.

4. Enter lowest Reconciliation Number in positions 4–11

Type the beginning Reconciliation Number in the Low field.

For practice, type '00051350'.

5. Enter the highest Reconciliation Number in positions 12–19

Type the ending Reconciliation Number in the High field. If the ending number is unknown, type all 9s in these positions.

For practice, type '99999999'.

6. Enter a Print Option in position 20

Specify what you want to print by typing one of the following options in position 20:

- Do Not Print (N)—payment documents will not be printed. This option is useful when you have to re-run and you have already produced some of your pay documents. Select this option for those numbers that you do not want to print again.
- Print (P)—all payment documents will be printed.
- Void (V)—the system will not use the pay document numbers assigned on this record.
- Line Ups (X)—prints all Xs and 0s so that you may align the form on your printer. This option is useful for impact printers.

For practice, type 'P'.

7. Enter the Bank Code in positions 21–22

The Bank Code is a two-digit number that designates the bank upon which the payment was drawn. If this information is entered on the Company Options form (AF-SCR), it must also be entered here.

For practice, leave this entry blank.

8. Enter the Routing Number in positions 23–31

The Routing Number is a nine-digit bank routing number for employees who use direct deposit. If this information is entered on the Company Options form (AF-SCR), it must also be entered here.

For practice, leave this entry blank.

9. Repeat Steps 3–9 for additional Bank Codes, Routing Numbers, or payment forms

A separate P6 record must exist for every bank account from which money is drawn, and to supply starting numbers for both direct deposits and checks. Create a P6 record for deposit advice starting and ending numbers using the following information:

- Sequence Number: 02
- Low Reconciliation Number: 00004000

For practice, repeat steps 1–9 for Deposit Advice Numbers.

10. Save the file

Click Save from the File menu to save the information. The pay document or deposit advice numbers are established for this pay run.

For practice, click Save.

If you completed the Guided Practice, the P6 transaction should look similar to the example that follows. Two P6 records were created, one for checks and the other for direct deposit advices:

```
              1         2         3         4         5
     12345678901234567890123456789012345678901234567890
-------------------------------------------------------
echo P6U0005135099999999P                 >> ..\p05rdr
echo P6V0000000199999999P                 >> ..\work\p05rdr
```

Verifying online users---Standard Pay Processing and Reporting

Many organizations require that all users are off-line during a pay run. Perform the following step to verify online users before executing the pay run.

Identify and contact online users

You may wish to contact any users who are online to notify them that the pay run will soon be in progress and they will be switched to inquiry mode. During this time, they will be unable to make any updates to the system.

Verifying pay requests---Standard Pay Processing and Reporting

Verify that the frequencies and organizations are entered correctly using the Organization Pay Frequencies Inquiry form (AJISCR). This inquiry-only form displays the pertinent fields from the Payroll Run Process Control form (AE-SCR) to display a list of all organization frequencies that will be paid. If you notice errors, return to the Payroll Run Process Control form (AE-SCR) and make the necessary corrections.

All the frequencies set up for an single organization display on the form. View another organization by clicking the Enter a valid Control 1-2/Employee button.

Perform the following steps to verify pay requests before executing the pay run.

1. Access the Company Pay Frequencies Inquiry form (AJISCR)

Access this form by making the following selection:

Component: Payroll Setup Processing
Process: Organization Setup
Task: Pay Frequencies Inquiry

For practice, access the Company Pay Frequencies Inquiry form (AJISCR) for the ACME Manufacturing organization (999999).

If you completed the Guided Practice, the resulting form should look similar to the example that follows. Notice that the Payment Date is missing for the Semi-monthly and Monthly frequencies. This means that these two frequencies will not be paid.

Company Pay Frequency Inquiry

	Freq Desc	Ann Fact	Nbr Week	N P	Payment Date	Anniv Date	Period Date	Pd Nb	P	D	Save Period	Sv Nb	P C	S D
1	WEEKLY	5200	0100	Y	02-16-1992	02-09-1992	02-02-1992	05	1	1	02-02-1992	05	1	1
2	BI WEEK	2600	0200	Y	02-23-1992	02-23-1992	02-09-1992	03	1	1	02-09-1992	03	1	1
3	SEMI MO	2400	0217	Y		02-29-1992	02-15-1992	03	1	1	02-15-1992	03	1	1
4	MONTHLY	1200	0434	Y		03-31-1992	02-29-1992	02	1	1	02-29-1992	02	1	1

2. Make any necessary corrections

If you notice errors on the Company Pay Frequencies form (AJISCR), return to the Payroll Run Process Control form (AE-SCR) to make the necessary corrections.

Access the Payroll Run Process Control form (AE-SCR) by making the following selection:

Component: Payroll Processing
Process: Pay Scheduling
Task: Schedule Payroll Runs

For practice, do not access the Payroll Run Process Control form (AE-SCR). All the entries are correct.

Launching the pay calculation---Standard Pay Processing and Reporting

Launching the pay calculation involves executing three payroll scripts which extract employee information from the Employee Database, calculate pay, and then process a maintenance run to create history records.

1. Locate the payroll scripts

As delivered, scripts are located at the *n*:*Cyborgxx*\Runs directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access \Runs subdirectory using Windows Explorer.

2. Execute the payroll extract script

The batch script to run the payroll extract is JPAYXTR.BAT.

You may execute this script by typing the file name at the command prompt and pressing Enter, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYXTR.BAT.

3. Review the payroll extract output file for errors

The payroll extract process produces a diagnostic report named PAYXTR.03, which is located in the \List directory. Always verify this report to be sure that the process completes successfully and there are no errors. File 11 and File 12 may not always match, but File 12 should always have a count. Following is a sample payroll extract output file:

```
CSSS <0010( (999999(PAYXTR(  (ALL       (          )09:04:42 08-13 XXXX
PP011M: All Control 1-2 extract option is in effect
FILE11 RECORD COUNT -    2,529
 FILE12 RECORD COUNT -    2,529
```

For practice, open PAYXTR.03 in a text editor and verify that the extract completed successfully.

4. Execute the pay run script

The batch script to run the pay run is JPAYRUN.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYRUN.BAT.

5. Execute the payroll maintenance run script

The batch script to run the payroll maintenance run is JMNTRUN.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JMNTRUN.BAT.

Verifying the pay calculation---Standard Pay Processing and Reporting

Before printing any pay documents, you should determine that the pay run is accurate. Some simple payroll verification and balancing procedures, developed and implemented within your organization, will ensure payroll accuracy and allow you to correct any errors that you may find before printing. When you develop your procedures, make sure that they are used consistently from one pay run to the next.

To verify the pay run, look for any error conditions that require correction before the pay documents can be produced. At a minimum, review the five reports listed below:

Report name	Filename for report
Transaction Load report	Translod.lis for report from Pay run
Payroll Audit Trail Errors (0100) report	Auditrl.lis
Payroll Audit Trail (0101) report	Auditrl.lis
Master file Status (9E9E) report	Auditrl.lis
Combined Register (2222) report	Combreg.lis

Note: The Auditr1.lis file is a consolidation of several reports. While Cyborg recommends that you review all of them, it is absolutely critical that you review those listed above.

☞ *Refer to the Payroll Reports and Balancing documentation for detailed information about all payroll reports.*

Perform the following steps to view the payroll reports using a text editor.

1. Locate the reports

As delivered, scripts are located at the *n*:*Cyborgxx*\List directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access the \List subdirectory using Windows Explorer.

2. Open the report

View the report using a text editor such as Notepad.

For practice, double-click Audtrl.lis report in Windows Explorer to open the report in Notepad.

3. Search for errors

Errors can be labeled as a Reject or a Warning. Search for errors by selecting Find from the Edit menu. Type the word 'reject' in the Find field and click Find. Then search again using the word 'warning'.

For practice, search for errors.

4. Review the remaining reports

Open and review the five reports listed above.

For practice, open and review the other reports.

☞ *Refer to the Payroll Reports and Balancing documentation for more information on payroll verification and balancing activities.*

Updating the Employee Database---Standard Pay Processing and Reporting

Launching the update of the Employee Database executes one payroll script to bring the updated employee information from the recently completed pay calculation into the online environment.

1. Log off The Solution Series

You must log off The Solution Series prior to updating the Employee Database. You may log off by using the File Menu or by clicking the Close button in the upper right-hand corner of the screen.

For practice, click the Close button.

2. Locate the payroll script

As delivered, scripts are located at the *n*:*Cyborgxx*\Runs directory, where *n* is the drive, and *Cyborgxx* is the directory on which the scripts are stored.

'xx' represents the version of The Solution Series you are using.

For practice, access \Runs subdirectory.

3. Execute the payroll merge script

The batch script to run the payroll merge is JPAYMRG.BAT.

You may execute this script by typing the file name at the command prompt, or double-clicking the filename in Windows Explorer.

For practice, double-click JPAYMRG.BAT.

4. Review the payroll merge output file for errors

The payroll merge process produces a diagnostic report named PAYMRG.03, which is located in the \List directory. Always verify this report to be sure that the process completes successfully and there are no errors. Following is an sample payroll extract output file:

```
CSSS <UTIL( (999999(PAYMRG(  (          (1 7 1      )09:05:04 08-13 XXXX
FILE11 RECORD COUNT -    2,547
FILE12 RECORD COUNT -
 FILE13 RECORD COUNT -
```

For practice, open PAYMRG.03 in a text editor and verify that the Employee Database was updated successfully.

Updating Reporting Administration history and labor tables (Reporting Administration users only)

If you use Reporting Administration, you must extract the updated history and labor records from the pay run and import the data into the data mart. This is accomplished by executing a batch script that pulls the data from a file created during the pay run, formats the data to be loaded into the data mart tables, and finally, updates Reporting Administration tables with the current data.

☞ *Refer to the Technical Administration documentation for detailed information about extracting and loading history and labor records into the data mart.*

Updating benefits information

If you use Benefits Administration, you must run the Considered Earnings/Hours Update program (CONSID) and the Update Benefit Plan Balance Information program (BAXACT) to ensure that benefits accumulators and deferred benefit amounts reflect the most current earnings for employees.

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. This program copies the current history earnings records into the accumulators. The Update Benefit Plan Balance Information program (BAXACT) updates deferred plan accumulators after a pay run.

The Considered Earnings/Hours Update (CONSID) is run prior to running the Update Benefit Plan Balance Information program (BAXACT), and both should be run as soon as possible after the Employee Database is updated.

☞ *Refer to Using the Benefits Administration documentation for more information about updating benefits information after a pay run.*

Review of Questions Answered

1. Name three of the ten steps in the payroll processing cycle.

2. List two types of payroll runs.

3. What form is used to group organizations for payroll processing?

4. How is a payroll run launched online?

5. How can the Process Monitor and Report Viewer be used throughout the pay process? What are the benefits of using these two utilities?

6. What is the Pay Process Checklist?

PART 5

Appendices

In This Section

Payroll Option List Quick Reference.....319
Special Technical Features 409
Practice and Review Answers.....419

APPENDIX A

Payroll Option List Quick Reference

In This Appendix

Introduction 320
Payroll Option Lists.....321

Introduction

This section provides a quick reference guide to Payroll option lists. The option codes and descriptions, where applicable, are included.

Types of option lists

Three types of option lists are available, with varying levels of organization-level validation.

- **Standard option list (blank at the end)**
  There is no validation done by the Organization Number for this type of option list. Option list values are entered without being processed by an Organization Number. All organizations on file may use any value in the option list. Examples include Deductions Category (PP02), Deduction Method Code (PP12), and Shift on Overtime (PP28).

- **Option lists that end in a 9**
  Validation is done for any Organization Number beginning with a 9, such as for all delivered test organizations. The valid options for test organizations are preceded by the full 6-position Organization Number. Valid values for use by all other organizations are not preceded by the Organization Number. All option lists with values that are unique to each organization, such as Payroll Levels 3-6 (option lists PR019 - PR049), are delivered with a 9 in the last position.

- **Option lists that end in a Y**
  Validation is performed by Organization Number for all organizations accessing the option list. No option lists of this type are delivered. You may decide to change any delivered option list to full validation if the values used by each organization are unique. All entries in this type of option list must be preceded by the full 6-position Organization Number. When accessed by each organization, only valid values will display.

☞ *Refer to the Using the Solution Series (for Windows users) or eCyborg: Using the Web Client (for web users) documentation for more information about option lists.*

Payroll Option Lists

Earnings Category (PP01)

This option list can be found on the Company Earnings form (A8-SCR). It defines types of earnings (overtime, vacation, and basic pay) and their use. Do not change the code translation meaning of these options. Some of the options differ in the way income tax is calculated. Where this is the case, the option list name includes one of the following two terms:

- **Normal Tax**
  Normal tax uses the tax tables defined by each taxing authority to calculate employee income tax.

- **Default Tax**
  Default tax uses the supplemental rate or method, defined by each taxing authority, to calculate employee income tax on supplemental earnings. Any supplemental earning may be paid as a separate payment or combined on a payment with other earnings. If the default percent is zero, and the table number for the tax record is zero, the employee's normal salary will determine the appropriate tax bracket. The default tax is then multiplied by the bracket percent to find the tax amount. If the default percent is all 9s, the default tax earnings is annualized and the appropriate table amount used.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about these options.*

- **Overtime (01)**
  Overtime pay, earning 003, is automatically established. You may set up multiple overtime earnings with different factors, such as time and one-half and double-time. If you have multiple overtime factors, assign HED 003 to the most frequently used overtime rate. Set up additional earning HEDs for the other overtime factors. Normal taxation and calculations apply to this earning.

Note: Do not enter overtime hours in the regular hours fields of a time entry, or they will be paid at straight time. The system does not automatically calculate overtime rates when more than 40 hours are recorded in the regular hours fields, unless FLSA is in use.

- **Vac-Normal Tax (02) and Vac-Default Tax (03)**
  This category, often used for vacation, provides the ability to have only specific deductions taken, or automatic earnings paid, when the earnings is paid as a separate payment or with other earnings in the same category. Vacation earnings can be separated from regular pay and paid with a separate check. These options allows the number of pay periods covered to be submitted on the time entry and taxes calculated accordingly.

- **Sick-Normal Tax (04)**
  Select this value for sick pay. Normal taxation and calculation rules apply to this earning.

- **Basic-Default Tax (05)**
  Select this value for any earning that can be considered part of an employee's base pay, but which must be taxed as a supplemental earning. This may apply to one-time payments, such as severance or commission payments.

- **Shift-Normal Tax (06) and Shift-Default Tax (07)**
  Either of these values specifies a shift differential earning, which generally defines an add-on amount for shift or hazardous work. To pay second and third shift differentials, set up three unique earnings using the Company Earnings form (A8-SCR), each with a Category field value of Shift-Normal Tax (06) or Shift-Default Tax (07).

  The earning with the lowest earning number is assigned to the first shift, the next lowest earning number to the second shift, and the highest earning number to the third shift. You must set up the first shift earning even though no add-on amount is calculated for first shift.

Note: The earning numbers used for shift differentials do not have to be sequential.

When an employee is paid, the system automatically calculates the shift differential as follows:

- If no shift is typed on a time entry for an employee, the value in the Normal Shift field of the Employee Information form (EF-SCR) is used. The system determines which shift earnings to use by counting shift categories at the company level. For example, the third shift earning is located by finding it sequentially by the earning number assigned in the Permanent Order field on the Company Earnings form (A8-SCR). Only those earnings with a Category field value of Shift-Normal Tax (06) or Shift-Default Tax (07) will be processed.

- If a shift number is typed on a time entry, that shift's differential is paid when the time entry is calculated.

- If the employee is automatically paid, the shift earnings must be set up on the Employee Earnings And Deductions form (HH-SCR) with an value of All Pay;Even Cycle 9 (18) selected in the Frequency field.

- If a value of Earnings Only (R) is selected in the Auto Setup field on the Company Earnings form (A8-SCR), the calculated shift amount is added to basic pay and does not appear as a separate amount on the pay stub or on any other reports.

The value selected in the Calc Method field on the Company Earnings form (A8-SCR) for a shift earning must be one of the following for the shift to be automatically calculated:

- Amt Per Reg Hour TE (14)
- Amt Per Total Hr TE (15)
- % Regular Gross TE (16)
- % Total Gross on TE (17)

- **Tips-Normal Tax (08)**
  Select this value for tips paid to the employee through the payroll system, often referred to as banquet tips. You must select the value Fully;No FUI/SUI/SDI (19) in the Taxability field on the Company Earnings form (A8-SCR) with this value to ensure proper updating of unemployment wages according to federal and state guidelines.

- **Tips Ern/Ded-Normal (09)**
  Select this value for tips the employee has already received and which are being reported for tax purposes only. The employee's pay is not increased; only the appropriate taxable wage fields are updated. Tips that are assigned this value are processed as an earning, with all appropriate taxable wages updated. They are then automatically deducted so that no increase in pay occurs. These tips print on the employee's pay stub as both an earning and a deduction. The Combined Register (2222) report shows these tips only once, as an earning.

  You must select the value Fully;No FUI/SUI/SDI (19) in the Taxability (PP09) option list of the Company Earnings form (A8-SCR) to ensure proper updating of federal and state unemployment wages.

- **Earn/Ded-Normal Tax (10) and Earn/Ded-Default Tax (11)**
  Select one of these values when defining compensation that an employee has received outside of the Payroll Solution (such as prizes, awards, or use of a company car), for which taxes have not been deducted. Although these are not earnings paid to the employee, they are considered taxable wages. The employee's taxable wages are updated according to the value selected in the Taxability field of the Company Earnings form (A8-SCR). These earnings are added to an employee's taxable wages for the current pay period tax calculations.

  An earning with one of these values selected is processed as an earning, updating all appropriate taxable wages according to the Taxability field value, then automatically deducted so that no increase in pay occurs. Such earnings print on the employee's pay stub as both an earning and a deduction. The Combined Register (2222) report shows these earnings only once, as an earning.

- **Misc-Normal Tax (12) and Misc-Default Tax (13)**
  Either of these values identifies an earning which is not considered part of an employee's base pay. These options are used to differentiate earnings for the various method codes. Some examples of these earning types may include bonuses, commissions and awards.

  Whenever another earning or deduction is calculated as an amount per basic hour or a percentage of basic pay, these earning types are not included in the total of basic hours or earnings.

- **Memo-Standard Clear (14)**
  Select this value to accumulate or calculate amounts that are not used in the gross-to-net calculations. This type of memo is cleared with the standard clearing of month-to-date, quarter-to-date, and year-to-date accumulations.

- **Basic-Normal Tax (15)**
  Select this value for any earning that can be considered part of an employee's base pay. It is automatically used for regular pay (earning 001). Use this value for any earning, such as holiday or jury duty, which makes up the employee's base pay.

- **Memo-Anniversary Clr (16)**
  Select this value to accumulate or calculate amounts that are not used in the gross-to-net calculations. The employee's earning year-to-date accumulation is cleared automatically, based on the date typed in the Significant Dates - Employment field on the Employee Information form (EF-SCR) for each employee. This occurs during the payroll run immediately preceding the employee's anniversary. The system sets a reserved field (Clear Anniversary), and the year-to-date accumulation is cleared on the following payroll run. Memo amounts appear only on the Master File (0202) report.

- **Memo-Fiscal Clear (17)**
  Select this value to accumulate or calculate amounts that are not used in the gross-to-net calculations. The employee's year-to-date accumulation is cleared during a payroll run whenever Clear Fiscal YTD Amt (2) is selected in the Purge Rule field on the Payroll Run Process Control form (AE-SCR).

- **Memo-Never Clear (18)**
  Select this value to accumulate or calculate amounts that are not used in the gross-to-net calculations. The employee's year-to-date accumulation is never cleared. Use this value to accumulate life-to-date amounts, or amounts that may be cleared through adjustments or by calculation methods you define.

- **Memo-No Clear/Roll (19)**
  Select this value to accumulate or calculate amounts that are not used in the gross-to-net calculations. No to-date accumulations are maintained or cleared. The current amount and hours are updated from time entries or are calculated, depending on the calculation method for the earning with this value.

  Selecting this value allows the six to-date accumulators (three for amounts and three for hours) to be used in nonstandard ways, based on a calculation method you define or report. If necessary, the calculation method or report may add to or subtract from each of the six fields to maintain six different life-to-date accumulations.

Deductions Category (PP02)

This option list, on the Company Deductions form (A8-SCR), defines the types of deduction and their use. Do not change the code translation meaning of these options.

- **Normal Deduction (51)**
  Selecting this value identifies a normal deduction. Examples of normal deductions include credit union deductions, union dues, and garnishments.

- **Ending Balances (52)**
  Selecting this value sets up a deduction to record the employee purchase of anything for which a unit price is used, such as stocks or uniforms. All detailed information for the deduction is maintained at the employee level, including the price of one item, how many will may be purchased, and the employee's ending balance after purchase.

☞ *Refer to the Payroll Employee Setup documentation for more information about this option.*

- **Direct Deposits (53)**
  Select this value for every direct deposit deduction, including net pay (deduction 999), if applicable. All detailed information, including type of bank account, account number, and employee bank account number, is maintained at the employee level.

- **Memo-Calendar Clear (54)**
  This value identifies a deduction that may be used to accumulate or calculate amounts that are not used in the gross-to-net calculations. This type of memo deduction is cleared with the standard clearing of month-to-date, quarter-to-date, and year-to-date figures. Memo amounts do not appear on any standard reports except the Master File (0202) report. Employer-matched 401(k) costs or employer-paid insurance costs are established as Memo-Calendar Clear deductions.

- **Memo-Anniversary Clr (55)**
  This value identifies a memo deduction. See the description for the value Memo-Calendar Clear (54). However, the employee's year-to-date accumulation is cleared automatically, based on the entry in the employee's Significant Dates - Employment field on the Employee Information form(EF-SCR). With this value selected, the system sets a reserved field (Clear Anniversary) to Yes during the payroll run immediately preceding the employee's anniversary, and the fields are cleared on the following payroll run.

- **Memo-Fiscal Clear (56)**
  This value identifies a memo deduction. See the description for the value Memo-Calendar Clear (54). However, the employee's deduction year-to-date accumulation is cleared whenever Clear Fiscal YTD Amt (2) is the value selected in the Purge Rule field on the Payroll Run Process Control form (AE-SCR) for a payroll run.

- **Memo-Never Clear (57)**
  This value identifies a memo deduction. See the description for the value Memo-Calendar Clear (54). However, the employee's deduction year-to-date accumulation is never cleared. You can use this value to accumulate life-to-date amounts, or amounts that may be cleared through adjustments or by Calc Method codes you define.

- **Deduct Before Taxes (58)**
  Select this value for all pre-tax amounts that reduce taxable wages prior to taxes being calculated. Examples include 401(k) plans, Section 125, and tax sheltered annuities. Any deduction using this option must specify the Pretax Type (option list PP20) on the Company Deductions form (A8-SCR). The Pretax Type determines what type of pre-tax deduction is being defined and directs the system to check the corresponding Tax Class field on the Tax Specification Information form (T1-SCR) for each taxing authority to determine its taxability.

- **Savings Bonds (59)**
  Selecting this value identifies Savings Bonds, which is a specific form of a cycle purchase. This category allows the deduction to access other forms in the system which specify the bond denomination, purchase price, owner, co-owner, beneficiary, and mailing information.

Overtime Calc Method (PP03)

This option list on the Company Earnings form (A8-SCR) provides the factor to use when calculating overtime pay. It is used only for those earnings with a category code of Overtime (01). It is also used on the time entry forms to override the earnings defined factor.

- **Half Time (1)**
  Overtime hours x (pay rate/2)

- **Straight Time (2)**
  Overtime hours x pay rate

- **Time & One Half (3)**
  Overtime hours x (pay rate x 1.5)

- **Double Time (4)**
  Overtime hours x (pay rate x 2)

- **Double & One Half (5)**
  Overtime hours x (pay rate x 2.5)

- **Triple Time (6)**
  Overtime hours x (pay rate x 3)

- **Pay/Basic Pay+OT Hrs (7)**
  Overtime rate = normal pay / basic pay + overtime

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about using this option.*

- **Time and ¾ (8)**
  Overtime hours x (pay rate x 1.75)

- **Time and 1/3 (A)**
  Overtime hours x (pay rate x .33)

- **Time and 1/4 (B)**
  Overtime hours x (pay rate x .25)

- **Time and 2/3 (C)**
  Overtime hours x (pay rate x .667)

- **1/5 Time (D)**
  Overtime hours x (pay rate /5)

- **1/10 Time (E)**
  Overtime hours x (pay rate /10)

- **1/3 Time (F)**
  Overtime hours x (pay rate /3)

- **Time and 4/5 (G)**
  Overtime hours x (pay rate x .80)

- **Double Time and 2/5 (H)**
  Overtime hours x (pay rate x .40)

- **2/3 (I)**
  Overtime hours x (pay rate /.667)

- **Time and 1/5 (J)**
  Overtime hours x (pay rate x .20)

- **Double Time and 3/5 (H)**
  Overtime hours x (pay rate x .60)

FLSA Calculation (PP04)

This option list on the second part of the Company Earnings form (A8-SCR) applies to all non-overtime earnings. It determines how the hours, dollars, or both, for each earning will be used in calculating the hourly rate that is to be used for the premium portion of overtime.

- **No FLSA in Use (0)**
  Select this option if FLSA regulations do not apply to this earning.

- **Use Amt Only (1)**
  Use the amount only when calculating the average hourly rate to use for the premium portion of overtime.

- **Use Amt & Hrs (2)**
  Use both the amount and hours when calculating the average hourly rate to use for the premium portion of overtime.

- **Use Hours Only (3)**
  Use the hours only when calculating the average hourly rate to use for the premium portion of overtime.

Frequency for Tax (PP05)

This option list on the second part of the Company Earnings form (A8-SCR) determines which pay frequency is used to annualize an earning for withholding tax purposes and calculations. It applies either when the earning is paid as a separate payment or when it is paid with other earnings having the same value in this field.

If nothing is selected from this list, it defaults to Use Empl's Frequency (0), indicating that the employee's pay frequency will be selected.

- **Use Empl's Frequency (0)**
  Use the employee's frequency to determine the annualization factor before calculation tax amounts. This is the default selection.

- **Weekly (1)**
  This payment is multiplied by 52 to annualize it before calculating tax amounts.

- **Bi Weekly (2)**
  This payment is multiplied by 26 to annualize it before calculating tax amounts.

- **Semi Monthly (3)**
  This payment is multiplied by 24 to annualize it before calculating tax amounts.

- **Monthly (4)**
  This payment is multiplied by 12 to annualize it before calculating tax amounts.

- **Semi Annual (5)**
  This payment is multiplied by 2 to annualize it before calculating tax amounts.

- **Quarterly (6)**
  This payment is multiplied by 4 to annualize it before calculating tax amounts.

- **Use TE Overtime Code (7)**
  This option provides normalization of taxes when a single payment is given covering multiple pay periods. The number of pay periods this payment represents is entered in the Overtime Code field on the Time Entry Format 1 form (TC1SCR). The valid number of pay periods is 2-6 and, using the employee's pay frequency, will be used to annualize the taxes. All of the earnings paid must have the same number of pay periods entered in the time entry.

- **Aggregate Tax Method (8)**
  This option normalizes taxes and is useful when an employee's pay amount fluctuates. The employee's year-to-date taxable earnings, including this payment, are annualized by multiplying them by 52 and dividing the result by the weeks worked and the various taxes are then computed. The taxes are then de-annualized by dividing them by the same factor that was used as a multiplier for the wage annualization. The year-to-date tax amounts are subtracted from the de-annualized taxes to arrive at the taxes for this payment.

- **Annual (9)**
  This payment is multiplied by 1 to annualize it before calculating tax amounts.

- **Report;No tax taken (A)**
  Using this option allows taxable wages to be updated according to the Taxability code on the earnings, but no income tax is withheld. FICAs, employee-paid unemployment, and employee-paid disability self-adjust and are withheld. This is most often used for company-paid group term life insurance in excess of $50,000. Earnings that use this option may be paid with any other earning regardless of the Tax Frequency.

Arrears/Overrides (PP06)

This option list can be found on the second part of the Company Deductions form (A8-SCR). It is used to indicate when arrears should be taken. The manner in which arrears accumulation and override situations are handled is specified on the Employee Earnings and Deductions form (HH-SCR).

- **Take Next Pay Period (0)**
  Arrears recovered on the next pay cycle regardless of whether the deduction is to be taken.

- **Take Next Ded Cycle (1)**
  Arrears recovered the next time the deduction is taken, according to its frequency.

Earnings Frequency (PP07)

The Earnings Frequency (PP07) option list is found on the Employee Earnings and Deductions form (HH-SCR). It is a required field that determines if and when an earning is automatically calculated by the system. The organization-level default from the Earnings Frequency (PP59) option list on the Company Earnings form (A8-SCR) can be overridden on this form.

This option list is also used on the HED Employee Mass Update form (HHMSCR). You must enter the code in the Frequency text box. Type a question mark (?) in the field and press Enter to display the Option List PP07 dialog box.

- **Inactive (00)**
  Inactivates the earning. Select it for any earning submitted exclusively on a time entry.

- **All Pay Periods (01)**
  Calculates the earning every time the employee is paid, excluding off-cycle payroll runs. This option processes automatically, depending on which pay period of the month is being processed.

- **1st Pay Period (02)**
  Calculates the earning for the first pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd Pay Period (03)**
  Calculates the earning for the second pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd Pay Period (04)**
  Calculates the earning for the third pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **4th Pay Period (05)**
  Calculates the earning for the fourth pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **5th Pay Period (06)**
  Calculates the earning for the fifth pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **First Four;not 5th (07)**
  Calculates the earning for the first four pay periods of the month, but not the fifth period. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 2nd Pay Period (08)**
  Calculates the earning for the first and second pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd & 4th Pay Period (09)**
  Calculates the earning for the third and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 3rd Pay Period (10)**
  Calculates the earning for the first and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd & 4th Pay Period (11)**
  Calculates the earning for the second and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Current Pay Per Only (12)**
  Valid at the employee level only. Calculates earnings for the current pay period only. After the payroll run, the employee's Frequency (PP07) option is reset to Inactive (00).

- **End of The Month (13)**
  Calculates the earning only when the payroll being run is specified as an End Of Month Run (2) in the Reporting Type (PP36) option on the Payroll Run Process Control form (AE-SCR).

- **End of The Quarter (14)**
  Calculates the earning only when the payroll being run is specified as an End Of Quarter Run (3) in the Reporting Type (PP36) option on the Payroll Run Process Control form (AE-SCR).

- **End of The Year (15)**
  Calculates the earning only when the payroll being run is specified as an End Of Year Run (4) in the Reporting Type (PP36) option on the Payroll Run Process Control form (AE-SCR).

- **Use Company Default (17)**
  Selecting this value results in the contents of the Frequency, Arrears Rule, Calc Method and Amount/Percent field and field values, as defined at the organization level, to be used for the employee as well. Each time pay is processed, the four values above are used to calculate the earning. The Frequency (PP07) option list on the Employee Earnings and Deductions form (HH-SCR) always reflects Use Company Defaults (17). Any changes made to the Taxability, Calc Method, or Amount/Percent at the organization level will be reflected on the employee record at the end of the pay run, regardless of whether the employee was paid or a pass forced through the HEDs.

  This option is also used for job-related rates. It is valid only for earnings and only at the organization-level. You must select Earnings Only (R) from the Auto Setup (option list PP16). This option uses the default information to calculate earnings for a time entry submitted for this HED. The result of the calculation is stored in the regular pay HED 001 or the overtime HED 003, depending on the time entry. You must also select Use This HEDs Rate (01) from the Calc Method (PP11) option list.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about job-related rates.*

- **All Pay;Even Cycle 9 (18)**
  Calculates the earning for all pay periods, regardless of the pay cycle. The earning is paid even on an off-cycle payroll run with a pay cycle of 9.

- **2nd & 3rd Pay Period (19)**
  Calculates the earning for the second and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Pay Before Serv Anni (20)**
  Calculates the earning when the employee's anniversary date, based on date in the Significant Dates - Employment field on the Employee Information form (EF-SCR), falls within the period being paid.

- **TE Method Cde (21)**
  Indicates that the earning is always paid via a time entry and the Calc Method (PP11) used for this earning is a report generator time entry method code.

  If you select this option for an earning with a Calc Method option other than Hrs x (Reg Rt x Pct) (9Y) or a customized time entry method code, or if the Calc Method option is not shown as loaded on the Payroll Audit Trail (0101) reportform , the time entry will not be calculated. The following message will be produced on the Payroll Audit Trail (0101) report:

```
EMPLOYEE nnnnnnnnnnHED xxx CALLING BAD 5Gyy
```

  where n is the employee number, xxx is the earning number, and yy is the code associated with the selected Calc Method option for this earning.

- **Accrual Method Code (22)**
  Indicates that the value in the Calc Method (PP11) option list on the Company Earnings form (A8-SCR) for this earning identifies a custom report generator Calc Method code. The calculation method usually determines how many hours the employee will accrue for this earning, to have available for later use. The hours accrued are added to the sum in the Amount One field on the Employee Earnings and Deductions form (HH-SCR).

  This option is used only to accrue the hours. To pay the hours, you must submit a time entry. During the payroll run, the actual accrual of hours is performed before the time entry is processed, so that the hours accrued on a payroll run are available to be paid on the same run.
  If the selected Calc Method code does not show as loaded on the Payroll Audit Trail (0101) reportform , an earning using this Frequency option will produce the following reject message:

```
EMPLOYEE nnnnnnnnnnHED xxx CALLING BAD 5Gyy
```

  where n is the employee number, xxx is the earning number, and yy is the code associated with the selected Calc Method option for this earning.

Deductions Frequency (PP08)

This option is located on the Employee Earnings and Deductions form (HH-SCR). It is used to determine when a deduction is automatically calculated by the system. This employee-level value can default to or override the organization-level Deduction Frequency (option list PP60) value.

It is also available on the Direct Deposit Information form (H9-SCR) to establish a direct deposit HED.

On the Deduction Information From Benefit Plans form (54-SCR), this is the pay period in which deductions are to be taken for the benefit. The HED is identified on this form in the HED field. On the Benefit Plan Prototype Contribution HED form (TS-SCR), this option establishes the pay period in which deductions are to be taken for the benefit described on the table.

- **Inactive (00)**
  This deduction is inactive and will not be taken. Use this value to turn off a deduction for an indefinite period of time. Arrears recovery still occurs with this value.

- **All Pay Periods (01)**
  Calculate this deduction every time the employee is paid, excudling off-cycle and additional payroll runs.

- **1st Pay Period (02)**
  Calculate this deduction for the first pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd Pay Period (03)**
  Calculate this deduction for the second pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd Pay Period (04)**
  Calculate this deduction for the third pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **4th Pay Period (05)**
  Calculate this deduction that for the fourth pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **5th Pay Period (06)**
  Calculate this deduction for the fifth pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **First Four, Not 5th (07)**
  Calculate this deduction for the first through the fourth pay periods (weeks) of the month. This option processes automatically, depending on what pay period of the month is being run.

- **1st & 2nd Pay Period (08)**
  Calculate this deduction for the first and second pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd & 4th Pay Period (09)**
  Calculate this deduction for the third and fourth pay periods of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 3rd Pay Period (10)**
  Calculate this deduction for the first and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd & 4th Pay Period (11)**
  Calculate this deduction for the second and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Current Pay Per Only (12)**
  This option is valid only at the employee level. It specifies that the deduction is calculated for the current pay period only. The Frequency field value is reset to Inactive (00) after the payroll run is completed.

- **End of the Month (13)**
  Calculate this deduction only when the Reporting Type is End of Month Run (2) on the Payroll Run Process Control form (AE-SCR).

- **End of the Quarter (14)**
  Calculate this deduction only when the Reporting Type is End of Quarter Run (3) on the Payroll Run Process Control form (AE-SCR).

- **End of the Year (15)**
  Calculate this deduction only when the Reporting Type is End of Year Run (4) on the Payroll Run Process Control form (AE-SCR).

- **All,Even Ded Cycle 9 (18)**
  This value identifies a deduction that is calculated for all pay periods, regardless of the deduction cycle, including off-cycle and additional payroll runs.

- **2nd & 3rd Pay Period (19)**
  Identifies a deduction that is calculated for the second and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Pay Before Serv Annv (20)**
  This value identifies a deduction that is calculated when the employee's anniversary date, based on the entry in the Significant Dates - Employment field of the Employee Information form (EF-SCR), falls within the period being paid.

- **Use Company Defaults (17)**
  Selecting this value results in the contents of the Frequency, Arrears Rule, Calc Method and Amount/Percent field and field values, as defined at the organization level, to be used for the employee as well. Each time pay is processed, the four values above are used to calculate the deduction. The Frequency (PP08) option list on the Employee Earnings and Deductions form (HH-SCR) always reflects Use Company Defaults (17). Any changes made to the Arrears Rule, Calc Method, or Amount/Percent at the organization level will be reflected on the employee record at the end of the pay run, regardless of whether the employee was paid or a pass forced through the HEDs.

Earnings Tax Type (PP09)

This option list determines which employee tax records will be updated by the earnings. On the Company Earnings form (A8-SCR), the field label is Taxability; on the Employee Earnings and Deductions form (HH-SCR), the field label is Type. The employee-level field can default to or override the Company Earnings value. This option list will be ignored if the Frequency (PP07) option list on the Employee Earnings and Deductions form (HH-SCR) contains Use Company Default (17).

This option list is also used on the HED Employee Mass Update form (HHMSCR). You must enter the code in the Type text box. Type a question mark (?) in the field and press Enter to display the Option List PP09 dialog box.

☞ *Additional codes may be added to this option list. Refer to* **Special Technical Features** *(on page 409) for more information.*

- **Fully Taxable (00)**
  This earning is subject to all applicable taxes.

- **Non-Taxable (01)**
  This earning is paid to the employee but is not subject to any taxes.

- **Fully Taxable;No FIT (02)**
  This earning is fully taxable, except for federal income tax.

- **Fully;No FICA (03)**
  This earning is fully taxable, except for FICA-OASDI and FICA-HI tax.

- **Fully Taxable;No FUI (04)**
  This earning is fully taxable, except for federal unemployment insurance.

- **Fully Taxable;No SIT (05)**
  This earning is fully taxable except for state income taxes.

- **Fully;No SIT and SDI (06)**
  This earning is fully taxable except for state income and disability insurance taxes.

- **Fully;No FUI,FICA (07)**
  This earning is fully taxable except for federal unemployment insurance, FICA-OASDI, and FICA-HI taxes.

- **Fully;No Local Taxes (08)**
  This earning is fully taxable except for local (city, county) taxes.

- **FIT ONLY (09)**
  This earning is subject to federal income taxes only.

- **FICA ONLY (10)**
  This earning is subject to FICA-OASDI (Social Security) and FICA-HI (Medicare) taxes only.

- **FUI ONLY (11)**
  This earning is subject to federal unemployment taxes only.

- **SIT ONLY (12)**
  This earning is subject to state income tax only.

- **SUI and SDI ONLY (13)**
  This earning is subject to state unemployment insurance and state disability insurance taxes only.

- **No SIT, SUI and SDI (14)**
  This earning is subject to all federal and local tax, but is not subject to any state income, unemployment insurance, or disability insurance taxes.

- **Local Taxes ONLY (15)**
  This earning is subject to local (county and city) taxes only.

- **No Tax;Expense Item (16)**
  This earning is nontaxable and not included in total gross pay. It may be used for expense amounts, other payables, or non-payroll items. This amount is subtracted from the rolling net pay amount maintained by the system during gross-to-net processing. When deduction 999 (net pay) is reached, this amount is added back to net pay. Therefore, this amount is not available for use to satisfy any other deductions. Similarly, it is not available if deductions exceed normal earnings less taxes.

- **ONLY FUI/FIC/SUI/SDI (17)**
  This earning is not subject to income tax. Only federal unemployment insurance, FICA, state unemployment insurance, and disability insurance taxes are withheld.

- **Income Taxes ONLY (18)**
  This earning is subject to income tax only. No FICA-OASDI, FICA-HI, federal unemployment insurance, state unemployment insurance, or state disability insurance taxes are withheld or calculated.

- **Fully;No FUI/SUI/SDI (19)**
  This earning is fully taxable except for federal unemployment insurance, state unemployment insurance, and state disability insurance.

- **Fully;No SUI (20)**
  This earning is subject to all taxes except state unemployment insurance.

Arrears (PP10)

When there is not enough available net pay to take the entire deduction amount, selecting one of the following values specifies what to do with the amount that cannot be deducted (the amount to be placed in arrears). On the second part of the Company Deductions form (A8-SCR), the field label is Arrears Rule. On the Employee Earnings And Deductions form (HH-SCR), it is labeled Type. It is also available on the Direct Deposit Information form (H9-SCR) to establish a direct deposit HED.

Codes 00 and 51-55 in this list are normally used for deductions. However, if the Category code of the deduction is Deduct Before Taxes (58), codes 00 through 20 can be used to define the taxable wages that are to be reduced by the deduction amount, if the Pretax Type (PP20) option is not specified.

When this option is selected on the Deduction Information from Benefit Plans form (54-SCR), it is written to the Employee deduction HED. On the Benefit Plan Prototype Contribution HED form (TS-SCR), this option list establishes the tax rule for the benefit deduction described.

- **Skip Arrears/HED 999 (00)**
  Ignore any amount that cannot be deducted. This option is always used on Net Pay, HED 999.

- **DO-NOT-REDUCE Non-taxable (01)**
  This is a non-taxable deduction.

- **REDUCE-ALL-BUT-FIT Fully;No Federal Inc (02)**
  REDUCE-ALL-BUT-FICA Fully;No FICA (03)
  REDUCE-ALL-BUT-FUI Fully;No Fed Unempl (04)
  REDUCE-ALL-BUT-SIT Fully;No State Incom (05)
  REDUCE-ALL-BUT-SUI/D Fully;No State&Disab (06)
  REDUCE-ALL-BUT-FUI/D Fully;No FUI&FICA (07)
  REDUCE-ALL-BUT-LOCAL Fully;No Local (08)
  REDUCE-FIT-ONLY Federal Income Only (09)

REDUCE-FICA-ONLY FICA Only (10)
REDUCE-FICA-ONLY Federal Unempl Only (11)
REDUCE-SUI-ONLY Sate Income Only (12)
SUI&DISABILITY-ONLY SUI&Disability Only (13)
REDUCE-SUI/DIS-ONLY No State Inc,SUI&Dis (14)
REDUCE-LOCAL-ONLY Local Only (15)
REDUCE-UNEMP/DIS-ONL Only FUI/FIC/SUI/DIS (17)
REDUCE-INC-TAX-ONLY Income Tax Only (18)
REDUCE-ALL-BUT-UN/D Fully;No FUI,SUI,DIS (19)
REDUCE-USER-DEFINED User Defined (20)
Take None;No Arrears (51)
If the entire amount cannot be taken, do not take any part of the deduction. No arrears are needed.

- **Take Part;No Arrears (52)**
  Take as much of the deduction as is possible from net pay, and disregard the remainder; place nothing into arrears.

  Selecting this value may result in zero net pay for an employee. If your company policy does not allow an employee to receive zero net pay, consider selecting the value Take None;All Arrear (54) instead.

- **Take Part;Rem In Arr (53)**
  Take as much of the deduction as is possible from net pay and place the remainder into arrears.

  Selecting this value may result in zero net pay for an employee. If your company policy does not allow an employee to receive zero net pay, consider selecting the value Take None;All Arrear (54) instead.

- **Take None;All Arrear (54)**
  If the entire deduction amount cannot be satisfied, do not take any of the deduction; place the entire amount into arrears.

- **Always Take (55)**
  Take the entire deduction, even if there is insufficient net pay. When this occurs, the entire deduction amount will be reported as taken and nothing put into arrears. This will result in net pay being negative with the amount needed reported in the Arrears for HED999.

  This is used for those deductions that must be paid in full regardless of whether the employee had sufficient pay. The amount shown on the HED Register (2H2H) under Current will be the correct amount to pay.

Earning Method Code (PP11)

This option list on the Company Earnings form (A8-SCR) specifies how the value in the Amount/Percent field is used to calculate an earning. It can be overridden at the employee

level on the Employee Earnings and Deductions form (HH-SCR). Seven different earning types are available, as described in the following table.

Type	Description
Normal earnings	The amount that should be paid, disregarding adjustments, to the employee with the regular pay earning (earning 001). It is calculated differently if the employee is automatically paid or time-entry paid, as specified in the Payment Type field on the Employee Information form (EF-SCR). Auto-paid employee: the normal earnings amount is taken from the Salary field on the Employee Pay Rate Or Salary form (H1-SCR). Time-entry paid employees: the normal earnings amount is derived by multiplying the employee's hourly rate (from the Pay Rate field on the Employee Pay Rate Or Salary form (H1-SCR)) by the normal hours worked (from the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR)).
Basic earnings	The sum of all employee earnings paid with a Category (option list PP01) of Basic-Default Tax (05) or Basic-Normal Tax (15).
Overtime earnings	The sum of all employee earnings paid with a Category (option list PP01) of Overtime (01).
Special earnings	The sum of all earnings paid with a Category (option list PP01) other than Overtime (01), Basic-Default Tax (05), or Basic-Normal Tax (15).
Normal hours	The employee's normal hours from earning 001, as displayed in the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR).
Basic hours	The sum of those hours with a Category (option list PP01) of Basic-Default Tax (05) or Basic-Normal Tax (15).
Normal rate	The employee's rate for earning 001, if the employee is hourly paid. This figure is displayed in the Pay Rate field on the Employee Pay Rate Or Salary form (H1-SCR). The normal rate for non-hourly employees is obtained by dividing the employee's normal salary (from the Salary field on the Employee Pay Rate Or Salary form (H1-SCR)) by his normal hours from earning 001 (from the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR)). Whether an employee is hourly paid is determined by the value chosen in the Payment Type field on the Employee Information form (EF-SCR).

Note: When the description of a calculation method states that a percentage from the employee earning record is applied to or multiplied by one of these seven earning types just described, the amount used for the calculation is the amount totaled up to the time that this

earning is calculated, in earning number sequence. For example, suppose that earning 050 specifies a calculation method of % of Basic Earnings (04). If, for the employee in question, there are earnings with a higher number than 050, in the Category of Basic-Normal Tax (15) or Basic-Default Tax (05), and the employee has those records on file or submitted on a time entry, those amounts will not be available for the calculation of earning 050.

This option list is also used on the HED Employee Mass Update form (HHMSCR). You must enter the code in the Calc Method text box. Type a question mark (?) in the field and press Enter to display the Option List PP11 dialog box.

- **Use HED 001 Rate (00)**
  Use the 4-decimal rate from the employee's regular pay record (earning 001) as the rate per hour.

  Use this option only for hours submitted on a time entry. Any hours submitted on a time entry will be multiplied by the employee's normal hourly rate. If no rate has been entered for a salaried employee, the rate is calculated by dividing the normal salary by the normal hours.

Note: *Earning 001 must use this option, whether the employee is time-entry paid or automatically paid.*

- **Use This HEDs Rate (01)**
  Use the rate typed in the Amount/Percent field for the earning.

  Use this value only for earnings that are submitted on a time entry. It causes any hours submitted on a time entry to be multiplied by the rate contained in the Amount/Percent field for this earning.

- **Fixed Amount (02)**
  Pay the amount (dollars and cents) typed in the Amount/ Percent field for this earning.

- **% Of Normal Earnings (03)**
  Multiply the percentage in the Amount/Percent field for this earning by the employee's normal earnings to determine the amount paid.

- **% Of Basic Earnings (04)**
  Multiply the percentage in the Amount/Percent field for this earning by the employee's basic earnings to determine the amount paid.

- **% Of Total Earnings (05)**
  Multiply the percentage in the Amount/Percent field for this earning by all earnings to determine the amount paid.

- **% Of Basic+Overtime (06)**
  Multiply the percentage in the Amount/Percent field for this earning by the employee's basic earnings plus any overtime earnings to determine the amount paid.

- **% Of Overtime Earn (07)**
  Multiply the percentage in the Amount/Percent field for this earning by the employee's overtime earnings to determine the amount paid.

- **Amt Per Normal Hour (08)**
  Multiply the amount in the Amount/Percent field for this earning by the value in the Normal Hours field of the Employee Pay Rate Or Salary form (H1-SCR) for regular pay (earning 001) to determine the amount paid.

- **Amt Per Basic Hour (09)**
  Multiply the amount in the Amount/Percent field for this earning by the employee's basic hours to determine the amount paid.

- **Amt Per Total Hour (10)**
  Multiply the value in the Amount/Percent field for this earning by all hours paid to determine the amount paid.

- **Amt Per Basic +OT Hr (11)**
  Multiply the amount in the Amount/Percent field for this earning by the employee's total basic and overtime hours to determine the amount paid.

- **Amt Per Overtime Hr (12)**
  Multiply the amount in the Amount/Percent field for this earning by the employee's overtime hours to determine the amount paid.

- **Amt Per Reg Hour TE (14)**
  Pay shift differential at a rate per hour for regular hours only, no overtime hours.

  When an earning uses this value, do not submit its earning number with hours or dollars on a time entry. The calculation is performed when an employee earning record with this earning number is processed. In other words, if there is no employee earning record on file, nothing will be calculated.

- **Amt Per Total Hr TE (15)**
  Pay shift differential at a rate per hour for all hours submitted, including hours.

  When an earning uses this value, do not submit its earning number with hours or dollars on a time entry. The calculation is performed when an employee earning record with this earning number is processed. In other words, if there is no employee earning record on file, nothing will be calculated.

- **% Regular Gross TE (16)**
  Pay shift differential as a percentage applied to all regular pay only, not overtime, as calculated from submitted time entries.

  When an earning uses this value, do not submit its earning number with hours or dollars on a time entry. The calculation is performed when an employee earning record with

this earning number is processed. In other words, if there is no employee earning record on file, nothing will be calculated.

- **% Total Gross on TE (17)**
  Pay shift differential as a percentage applied to all pay, including overtime, as calculated from submitted time entries.

  When an earning uses this value, do not submit its earning number with hours or dollars on a time entry. The calculation is performed when an employee earning record with this earning number is processed. In other words, if there is no employee earning record on file, nothing will be calculated.

- **Amt x Normal Hrly Rt (18)**
  Multiply the amount in the Amount/Percent field for this earning by the employee's normal rate in HED 001 to determine the amount paid.

- **% Basic +Special Earn (19)**
  Multiply the percentage in the Amount/Percent field for this earning by the total of basic earnings (as defined earlier in the Types of Earnings chart). The result is added to the employee's special earnings, if any, resulting in the earnings paid.

- **HED Rate/Ann Factor (20)**
  Divide the value in the Amount/Percent field for this earning by the Annualization (PP33) option on the Company Pay Frequencies form (AJ-SCR) for the employee's frequency to determine the amount paid.

  For example, if an employee is paid $1,040.00 weekly, the amount paid is calculated as follows: 1040.00 ÷ 52 = $20.00. If, however, an employee is paid $1,040.00 monthly, the amount is calculated as follows: 1040.00 ÷ 12 = $86.67.

- **Rate per Normal Hour (28)**
  Multiply the rate in the Amount/Percent field for this earning by the value in the Normal Hours field of the Employee Pay Rate or Salary form (H1-SCR) for regular pay (earning 001) to determine the amount paid.

- **Rate per Basic Hour (29)**
  Multiply the rate in the Amount/Percent field for this earning by the employee's basic hours to determine the amount paid.

- **Rate per Total Hour (30)**
  Multiply the rate in the Amount/Percent field for this earning by all hours paid to determine the amount paid.

- **Negative Fixed Amount (32)**
  Reduce earnings paid by the fixed amount in the Amount/Percent field for this earning to determine the amount paid.

- **Accumulation Method (8A)**
  Total the amounts for all earning numbers that are identified on the HED Accumulation Method Setup form MCALIM), and then apply the calculation rule. The Amount/Percent field stores the variable needed for calculation. Amounts may also be accumulated only with no calculation.

Note: You must extract the SRT5G and RPT8A report generators from CYBMST before using this option.

☞ *Refer to* **Accumulation Method Code 8A** *(see "Accumulation Method Code 8A---for accumulating, combining, or tracking groups of earnings and deductions for special purposes" on page 112) in* **Establishing Earnings, Deductions, and Accruals** *(see "Establishing employer-specific tax information" on page 242) for more information about this option.*

- **Interest Calculation (8C)**
  Calculate the taxable portion of interest where there is a low interest employer loan. The value of the difference in the loan rate and the government rate can be treated as imputed income each time it is calculated. This method code can also deduct the loan payment and allocate the payment between principal and interest and will reduce the principal established to accumulate the actual interest deduction.
  You must extract this method code from CYBMST.

- **LZF Dated Rate (9E)**
  Obtain the employee's hourly rate from the LZF (Salary Assignment and Changes for 40-SCR) and multiply this rate by the number of hours paid for this HED. To obtain the correct LZF rate you must enter the period date on the time entry. If the period end date is not entered on the time entry, the current pay rate for the employee is used. If the employee does not have an LZF segment for the date entered on the time entry, the employee will not be paid for this HED.
  Any earnings using this value must have a frequency of TE Method Code (21) and the hours must be submitted on a time entry.

Note: You must extract the SRT5G and RPT9E report generators from CYBMST before using this option.

- **Hrs x (Reg Rt x Pct) (9Y)**
  Multiply the percentage in the Amount/Percent field for this earning by the amount in the Pay Rate field on the Employee Pay Rate Or Salary form (H1-SCR) for regular pay (earning 001) equals the rate applied to hours submitted on a time entry.
  Any earning using this value must have a Frequency (PP59) option of TE Method Cde (21), and the hours to be paid must be submitted on a time entry.
  For example, suppose a short-term disability is paid at 80 percent of an employee's pay rate. The employee's pay rate is ten dollars an hour. The calculation is performed in the following manner: 0.8000 x 10.0000 = 8.0000. The employee receives eight dollars an hour.

Note: You must extract the SRT5G and RPT9Y report generators from CYBMST before using this option.

Deduction Method Code (PP12)

This option list on the Company Deductions form (A8-SCR) specifies how the value in the Amount/Percent field is used to calculate an earning. It is also available on the Direct Deposit Information form (H9-SCR) to establish a direct deposit HED. Seven different earning types are available for use by the value selected in this field, as described in the following table.

Type	Description
Normal earnings	The amount that should be paid, disregarding adjustments, to the employee with the regular pay earning (earning 001). It is calculated in one of two ways, depending upon whether the entry in the Payment Type field on the Employee Information form (EF-SCR) indicates that the employee is automatically paid or time-entry paid. If the employee is automatically paid, the normal earnings amount is taken from the Salary field on the Employee Pay Rate Or Salary form (H1-SCR). If the employee is time-entry paid, the normal earnings amount is derived by multiplying the employee's hourly rate (as displayed in the Pay Rate field on the Employee Pay Rate Or Salary form (H1-SCR)) by the normal hours worked (as displayed in the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR)).
Basic Earnings	The sum of all employee earnings paid with a Category (PP01) option of Basic-Default Tax (05) or Basic-Normal Tax (15).
Overtime Earnings	The sum of all employee earnings paid with a Category (PP01) option of Overtime (01).
Special Earnings	The sum of all earnings paid with a Category (PP01) option other than Overtime (01), Basic-Default Tax (05), or Basic-Normal Tax (15).
Normal Hours	The employee's normal hours from earning 001, as displayed in the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR).
Basic Hours	The sum of those hours with a Category (PP01) option of Basic-Default Tax (05) or Basic-Normal Tax (15).

Type	Description
Normal Rate	The employee's rate for earning 001, if the employee is hourly paid. This figure is displayed in the Pay Rate field on the Employee Pay Rate Or Salary form (H1-SCR). The normal rate for non-hourly employees is the figure obtained by dividing the employee's normal salary (displayed in the Salary field on the Employee Pay Rate Or Salary form (H1-SCR)) by his normal hours from earning 001 (displayed in the Normal Hours field on the Employee Pay Rate Or Salary form (H1-SCR)). Whether an employee is hourly paid or not is determined by the value chosen in the Payment Type field on the Employee Information form (EF-SCR).

On the Deduction Information From Benefit Plans form (54-SCR), this option describes the calculation method used to determine the amount of the deduction for the benefit. The HED is denoted in the HED field. On the Benefit Plan Prototype Contribution HED form (TS-SCR), this option describes the calculation method used to determine the amount of deduction for the benefit.

- **No Deduction (01)**
  This deduction is inactive.

- **Fixed Amount (02)**
  Deduct the amount in the Amount/Percent field for this deduction.

- **% Of Normal Earnings (03)**
  Multiply the percentage in the Amount/Percent field for this deduction by the normal earnings (earning 001) to determine the amount to be deducted.

- **% Of Basic Earnings (04)**
  Multiply the percentage in the Amount/Percent field for this deduction by the employee's basic earnings to determine the amount to be deducted.

- **% Of Total Earnings (05)**
  Multiply the percentage in the Amount/Percent field for this deduction by all earnings to determine the amount to be deducted.

- **% Of Basic+Overtime (06)**
  Multiply the percentage in the Amount/Percent field for this deduction by the employee's basic and overtime earnings to determine the amount to be deducted.

- **% Of Overtime Earngs (07)**
  Multiply the percentage in the Amount/Percent field for this deduction by the employee's overtime earnings to determine the amount to be deducted.

- **Amt Per Normal Hour (08)**
  Multiply the amount in the Amount/Percent field for this deduction by the Normal Hours amount on the Employee Pay Rate Or Salary form (H1-SCR) for regular pay (earning 001) to determine the amount to be deducted.

- **Amt Per Basic Hour (09)**
  Multiply the amount in the Amount/Percent field for this deduction by the employee's basic hours to determine the amount to be deducted.

- **Amt Per Total Hour (10)**
  Multiply the amount in the Amount/Percent field for this deduction by the sum of all hours taken to determine the amount to be deducted.

- **Amt Per Basic+OT Hr (11)**
  Multiply the amount in the Amount/Percent field for this deduction by the sum of the employee's basic and overtime hours to determine the amount to be deducted.

- **Amt Per Overtime Hr (12)**
  Multiply the amount in the Amount/Percent field for this deduction by the employee's overtime hours to determine the amount to be deducted.

- **Percent of Net Pay (13)**
  Multiply the percentage in the Amount/Percent field for this deduction by net pay to determine the amount to be deducted. Net pay for this entry means the amount available at the time this deduction is processed for the employee during the payroll run.

- **Amt x Normal Hrly Rt (18)**
  Multiply the amount in the Amount/Percent field for this deduction by the Pay Rate for regular pay (earning 001) on the Employee Pay Rate Or Salary form (H1-SCR) to determine the amount to be deducted.

- **% Of Basic+Specl Ear (19)**
  Add the percentage in the Amount/Percent field for this deduction to the sum of all earnings except those in the Overtime (01) category to determine the amount to be deducted.

- **Ded Amt/Annl Factor (20)**
  Divide the amount in the Amount/Percent field for this deduction by the Annualization (PP33) factor from the Company Pay Frequencies form (AJ-SCR) (for the employee's frequency) to determine the amount to be deducted.

  For example, if an employee is paid weekly and the Amount/Percent field equals $1,040.00, the following calculation will occur: 1040.00 ÷ 52 = $20. If an employee is paid monthly and the Amount/Percent field equals $1,040.00, the following calculation will occur: 1040.00 ÷ 12 = $86.67.

- **Eq To FICA/FICA Done (23)**
  Select this value when the amount to be deducted is equivalent to the value of the employee's FICA-OASDI tax withheld plus the FICA-HI when the annual maximum is reached, from the point where FICA-OASDI stops being deducted.

- **Rate per Normal Hour (28)**
  Multiply the rate in the Amount/Percent field for this deduction by the value in the Normal Hours field of the Employee Pay Rate Or Salary form (H1-SCR) for regular pay (HED 001) to determine the amount to be deducted.

- **Rate per Basic Hour (29)**
  Multiply the rate in the Amount/Percent field for this deduction by the employee's basic hours to determine the amount to be deducted.

- **Rate per Total Hour (30)**
  Multiply the rate in the Amount/Percent field for this deduction by the sum of all hours to determine the amount to be deducted.

- **Negative Fixed Amount (32)**
  Refund the amount entered in the Amount/Percent field.

- **Accumulation Method (8A)**
  Total the amounts for the HED numbers, either earnings or deductions, identified on the HED Accumulation Method Setup form (MCALIM) and apply the variable in the Amount/Percent field to the total.

  You must extract this method code from CYBMST.

- **Interest Calculation (8C)**
  Calculate the taxable portion of interest where there is a low interest employer loan. The value of the difference in the loan rate and the government rate can be treated as imputed income each time it is calculated. This method code can also deduct the loan payment and allocate the payment between principal and interest and will reduce the principal established to accumulate the actual interest deduction.

  You must extract this method code from CYBMST.

- **Zero Net Pay (8B)**
  Reduce net pay to zero if the amount of net pay is less than the amount in the Amount/Percent field. The amount deducted resulting in zero net pay is added to the employee's next payment.

  You must extract this method code from CYBMST.

- **Garnishment (8G)**
  This value calculates the deduction amount based on the variables entered. These variables ensure compliance with the applicable rules.
  You must extract this method code from CYBMST.

Vacation/Sick Flag (PP13)

This option list determines if an automatic earning or deduction is to be processed when an earning HED in the Vac-Normal Tax (02), Vac-Default Tax (03), or Sick Pay (04) category is paid. No other categories of earnings can be included in the payment.

- **Applies to Vacation and Sick Pay (0)**
  This option applies to both vacation and sick pay. If selected, and this HED describes an earning, then this is paid with vacation and sick pay. If selected, and this HED describes a deduction, then this is taken from vacation and sick pay.

- **Not Appl to Vacation (1)**
  This option only applies to sick pay. If selected, this HED will not apply to vacation pay. No earnings are paid and no deductions are taken.

- **Not Appl to Sick Pay (2)**
  This option only applies to vacation pay. If selected, this HED will not apply to sick pay. No earnings are paid and no deductions are taken.

- **Not Appl Sick & Vac (3)**
  This option does not apply to sick or vacation pay. If selected, this HED will not apply to vacation and sick pay. No earnings will be paid, nor deductions taken when the employee's total pay is vacation and/or sick pay.

TE 2 Hours Edit (PP14)

This option list, located on the Company Earnings form (A8-SCR), allows you to assign a particular earnings to the Hrs 1-4 fields on the Time Entry Format 2 form (TC2SCR). The code in this field can be used to assign up to eight HEDs. The Hours Group Code (G) field on the Time Entry Format 2 form (TC2SCR) determines whether the Hrs 1-4 fields are recognized as buckets 1-4 or 5-8.

The option in this field must coordinate with the Hours Group Code (HG) field on the Time Entry Format 2 form (TC2SCR). Refer to the following code explanations for more information.

Note: Do not assign the same Hours codes to two different HEDs within the same organization.

- **Not in Use (0)**
  This feature is not used for this earning.

- **TE2 Hrs 1/Grp 0 (1)**
  This code assigns the hours in the Hrs 1 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field.

- **TE2 Hrs 2/Grp 0 (2)**
  This code assigns the hours in the Hrs 2 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field.

- **TE2 Hrs 3/Grp 0 (3)**
  This code assigns the hours in the Hrs 3 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field.

- **TE2 Hrs 4/Grp 0 (4)**
  This code assigns the hours in the Hrs 4 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field.

- **TE2 Hrs 1/Grp 1 (5)**
  This code assigns the hours in the Hrs 5 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field. The Hrs 5 value is the amount in the Hrs 1 field when there is a code of 1 in the Hours Group Code (HG) field.

- **TE2 Hrs 2/Grp 1 (6)**
  This code assigns the hours in the Hrs 6 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field. The Hrs 5 value is the amount in the Hrs 2 field when there is a code of 1 in the Hours Group Code (HG) field.

- **TE2 Hrs 3/Grp 1 (7)**
  This code assigns the hours in the Hrs 5 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field. The Hrs 5 value is the amount in the Hrs 3 field when there is a code of 1 in the Hours Group Code (HG) field.

- **TE2 Hrs 4/Grp 1 (8)**
  This code assigns the hours in the Hrs 5 field on the Time Entry Format 2 form (TC2SCR) to the HED when a blank or 0 is entered in the Hours Group Code (HG) field. The Hrs 5 value is the amount in the Hrs 4 field when there is a code of 1 in the Hours Group Code (HG) field.

TE 2 Amount Edit (PP15)

This option list links the HED to the Amount field on the Time Entry Format 2 form (TC2SCR). Only two HEDs per organization may be linked. This code works in conjunction with the Hours Group Code (HG) field on the Time Entry Format 2 form (TC2SCR).

- **Not In Use (0)**
  This option is not in use for this earning.

- **TE2 Amnt/Grp 0 (1)**
  This code assigns the Amount value from the Time Entry Format 2 form (TC2SCR) to this HED when a blank or 0 is entered in the Hours Group Code (HG) field.

- **TE2 Amnt/Grp 1 (2)**
  This code assigns the Amount value from the Time Entry Format 2 form (TC2SCR) to this HED when a 2 is entered in the Hours Group Code (HG) field.

Auto Setup (PP16)

This option list specifies whether or not an earning or deduction should be automatically established for a new employee being added through the batch payroll system. Automatic setup always occurs when a time entry or adjustment is entered with an HED not currently established for the employee. This field is located on both the Company Earnings and Company Deductions forms (A8-SCR).

For earnings, you can select an option that causes the system to use the default information to calculate earnings for a time entry coded to this HED. The result is stored in HED 001. Another option allows you to use the Default Frequency from the Company Earnings or Company Deductions form (A8-SCR) to establish an HED for an employee, regardless of the Frequency entered in the Employee Earnings and Deductions form (H1-SCR).

Note: If you are entering new employees online, a logical employee template is used and any HED on the template will be written to the employee record.

- **Do Not Use (N)**
  Selecting this value prevents the use of the automatic setup feature for this earning or deduction.

- **Earnings Only (R)**
  Select this value only for earning numbers. Selecting this value causes the value typed in the Amount/Percent field on the Company Earnings form (A8-SCR), to be used as a rate to calculate time entries submitted using this earning number.

  The earning is not set up for the employee. The resulting calculation either updates regular pay - earning 001, or overtime pay - earning 003, depending on which field is used to enter the hours on the time entry.

  Labor Records are created for all hours or amounts submitted on a time entry. This value may be used for tracking job-related rates for labor-distribution purposes, and for summarizing all submitted hours and amounts paid to the employee for regular and overtime earnings. To use this value, an earning must have a Frequency field value of Use Company Default (17) and a Calc Method field value of Use This HEDs Rate (01) on the Company Earnings forms (A8-SCR).

- **Use A8 Frequency (S)**
  This value is valid if you use the batch payroll system to add HEDs via the H transaction. This value uses the value in the Frequency field for the company when adding this earning or deduction to the employee's record, regardless of the value, if any, at the employee level.

- **TE Adj Set Up Freq17 (X)**
  If the earning is being set up automatically due to a time entry or adjustment entry, selecting this value causes Use Company Default (17) to be selected in the Frequency

field on the Employee Earnings And Deductions form (HH-SCR). This option is used for earnings, such as shift differential, where the frequency, taxability, calculation method, and amount are the same for all employees.

- **Auto Set Up All Emps (Y)**
  This option is valid only if you use the batch payroll system to add HEDs via the H transaction. It tells the system to set up this earning or deduction automatically by selecting a Frequency field value of Use Company Default (17) for every new employee added to the Employee Database.

  This option is valid only if employees and their HEDS are added using the batch payroll system.

Period Table (PP17)

This option list is located on the second part of the Company Earnings form (A8-SCR). It is used to indicate how hours and amounts entered for the HED affect the Pay Period-End Maintenance form (PE-SCR). All payments and adjustments entered update the Period-End Table, based on the option selected.

New period-end dates can be established on the Pay Period-End Maintenance form (PE-SCR).

- **Do Not Use (0)**
  Hours and amounts for this HED do not affect the Period-End Table. This is the default value. If every HED is coded Do Not Use (0), no entries are kept on the table.

- **+ This Hed Amt (1)**
  Only the amount for this HED is added to the Period Amount value on the Period-End Table.

- **+ Hed Amt and Hours (2)**
  The amount and hours for this HED is added to the Period Amount value and the Period Hours value on the Period-End Table, respectively.

- **+ This Hed Hrs (3)**
  Only the hours for this HED are added to the Period Hours value on the Period-End Table.

- **Sub Hed Amt (4)**
  Only the amount for this HED is subtracted from the Period Amount value on the Period-End Table.

- **Sub Hed Amt and Hrs (5)**
  The amount and hours for this HED is subtracted from the Period Amount value and the Period Hours value of the Period-End Table, respectively.

- **Sub Hed Hours (6)**
  Only the hours for this HED are subtracted from the value in the Period Hours Table.

Add To Total Hours (PP18)

This option list on the second part of the Company Earnings form (A8-SCR) indicates whether the hours for this earning are to be added to the Total Hours shown in the check stub and determines if the earnings is an accrual.

- **Add To Hours (0)**
  Add to Total Hours shown on the check or voucher stub.

- **Do Not Add to Hours (2)**
  Do not add to Total Hours shown on the check or voucher stub.

- **Acr/Add to Hours (1)**
  An earning is considered an entitlement when this option is selected.

  Hours will be automatically accrued to the employee in the Amount One field, based on the automatic frequency used. As the hours are paid via a time entry, the Amount One field is decremented. The hours will show on the Total Hours on the check or voucher stub.

- **Acr/Do Not Add to Hr (3)**
  An earning is considered an entitlement when this option is selected.

  Hours will be automatically accrued to the employee in the Amount One field, based on the automatic frequency used. As the hours are paid via a time entry, the Amount One field is decremented. The hours will not show on the Total Hours on the check or voucher stub.

HED Timing Code (PP19)

This option list is located on the second part of the Company Earnings form (A8-SCR). It implements specialized automatic functions, which require modifications to the delivered system. Contact Cyborg Professional Services to obtain assistance and discuss tailoring the functions associated with the use of this field.

- **Action 1** - if a time entry matches a WC record, use the WC record to fill in the blank fields of the time entry.

- **Action 2** - if a time entry matched a WH record with zeros in the HED number, trigger some other automatic earnings and/or deduction. This action will take place regardless of the earnings code in the time entry and will happen only once per time entry.

- **Action 3** - if a time entry matched a WC record, trigger some other automatic earning and/or deduction. This action will take place regardless of the earnings code in the time entry, including shift differential.

  Refer to the following table for the actions that are triggered by the option list values:

	Action Taken		
Value	**1**	**2**	**3**
A			X
B	X		X
C		X	X
D	X	X	X
E	X	X	
F		X	
G	X		

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about shifts 4-9.*

Tax Flag Type (PP20)

This option list on the second part of the Company Earnings and Company Deductions forms (A8-SCR) interacts with the Tax Class fields on the Tax Specification Information form (T1-SCR). Together, these fields determine whether a benefit plan HED is subject to taxation.

Codes 4-9 are user-defined.

- **Inactive (0)**
  This HED is not a deferred income plan.

- **401(K) Plan (1)**
  This HED is used for 401(k) plans. The Taxability is determined by the Tax Class 1 field on the Tax Specification Information form (T1-SCR).

- **Section 125 Plan (2)**
  This HED is used for Section 125 plans. The Taxability is determined by the Tax Class 2 field on the Tax Specification Information form (T1-SCR).

- **Tax Shelter Annuity (3)**
  This HED is used for tax-sheltered annuity plans. The Taxability is determined by the Tax Class 3 field on the Tax Specification Information form (T1-SCR).

Note: The remaining Tax Class 4-9 fields on the Tax Specification Information form (T1-SCR) correspond with the user-defined codes established in this option list. Start with the Tax Class 9 field and work backwards, because Cyborg will use Tax Class 4 first if necessary.

HED Accrual Option (PP21)

This option list on the second part of the Company Earnings form (A8-SCR) is used to indicate how accrued hours are to be paid.

- **Pay Hours Entered (A)**
  This accrual allows payment of all hours on the time entry, even if those hours exceed the amount available in the Amount One field. The Amount One balance will go negative when more are paid than have been accrued. As more hours are accrued, the

Amount One will become a positive number. A warning will print showing the new negative accrued balance.

- **Pay Lessor of TE/Bal (L)**
  This accrual allows payment by time entry hours only to the amount available in the employee earning's Amount One field, where the accrual is stored. A warning will print showing the accrued hours set to zero.

- **Disallow All TE Hrs (N)**
  Stops the payment of hours if the time entry hours exceed the amount available in the field. A message is written to the Payroll Audit Trail (0101) report, warning of the rejected time entry.

Arrears Recovery (PP23)

This option list is on the second part of the Company Deductions form (A8-SCR). It is used to indicate how an arrears amount is to be taken.

- **Recover Entire Amt (0)**
  This option will attempt to recover as much of the arrears as possible and could result in zero net pay.

- **Recover Normal Amt (1)**
  Arrears are recovered at the rate of one normal deduction until all arrears are recovered.

- **Recover 2x Normal Amt (2)**
  Arrears are recovered at the rate of twice the normal deduction until all arrears are recovered.

FLSA Calc Method Cde (PP24)

This option list, located on the Company Options form (AF-SCR) and the Employee Information form (EF-SCR), determines the calculation method used to determine the overtime portion of hours worked according to the Fair Labor Standards Act (FLSA). The option you select applies to all employees within the organization.

This option is used in conjunction with the value selected from the FLSA Calculation (PP04) option list on the Company Earnings form (A8-SCR) to designate the applicability of the earnings dollars and hours for the FLSA calculation method. For those Company Earnings forms (A8-SCR) that define earnings other than overtime, the name of the field is FLSA Calc Use.

- **Use OT Hrs Reported (1)**
  This value is commonly used in health care organizations and union shops. It is also known as the eight and 80 rule, or 8/80 rule. An average rate is calculated and paid based on all reported overtime hours, regardless of the number of regular hours. The average rate is applied to all overtime hours reported.

- **Bi Weekly (2)**
  This value specifies a biweekly calculation that is based on two 40-hour weeks. The calculation is based on each week, and the hours for each must be reported on separate lines on a time-entry form.

  The Date MM-DD field on a time-entry line is required to provide the period-end date for the hours submitted for each of the two weeks.

- **Use Code in Emp Rec (E)**
  This value specifies using the corresponding field on the Employee Information form (EF-SCR) which defines the FLSA calculation method for each employee. In other words, there is no rule at the organization level that applies to all employees. This option is not valid at the employee level.

- **None (N)**
  This value indicates that FLSA is not used.

- **Std Calc/40 Hr Week (Y)**
  Selecting this value specifies using the standard FLSA calculation based on a 40-hour work week. This is the default value for this field, if it left blank.

Default Unemployment (PP25)

This option list is located on the Company Options form (AF-SCR). It determines the state in which unemployment wages are to be accumulated. These options apply to employees who work in one state and reside in another. This option may be overridden at the employee-level.

- **Work State Unemploy (1)**
  This code, which will be selected in most cases, indicates that unemployment wages are accumulated in the employee's work state.

- **Resid State Unemploy (2)**
  This option indicates that unemployment wages are accumulated in the employee's resident state. It is the default option when a new organization is added.

Print Tax Tables (PP27)

Use this option list to indicate when and if tax tables are printed on the Payroll Audit Trail (0101) report. It is located on the Company Options form (AF-SCR).

- **Do Not Print Tables (N)**
  Do not print any tables.

- **Print This Run Only (X)**
  This option allows the tax tables to print on the current run only. The switch is then reset automatically to N.

- **Print Tabls All Runs (Y)**
  Print the tables for every run of the batch system.

Shift on Overtime (PP28)

This option list, located on the Company Options form (AF-SCR), is used to specify how your company pays shift differential on overtime hours.

- **Same as Regular Hrs (0)**
  Pay shift differential at the same rate on overtime hours as regular hours are paid.

- **Regular & OT Differ (1)**
  Use this option when regular rate and shift premium is paid at two different rates or percents. For example, the shift premium rate might be $.05 per hour for regular hours and $.15 for overtime hours.

Note: To use this option, you must establish organization-level HEDs for both regular and overtime shift differential. Assign HED numbers according to the following table:

Organization HED for shift differential (HED category of 06 or 07)		**HED number or permanent order**
Regular	First shift Second shift Third shift	Lowest number
Overtime	First shift Second shift Third shift	Highest number

- **Use OT Factor (2)**
  Multiply shift on overtime pay by the overtime factor (half time, time and a half, and so forth).

Pay Frequency (PP29)

This option list is accessed at the organization level on the Company Options form (AF-SCR). It is used to define the frequency of payment at the organization level. It may be modified to include other frequencies or multiples of the same frequency, such as weekly office and weekly factory.

This option list is also accessible at the employee-level. It is located on the Salary Assignment/Changes form (40-SCR) and the Employee Information form (EF-SCR). If you do not select a value on the Salary Assignment/Changes form (40-SCR), it is automatically populated with the value selected on the Employee Information form (EF-SCR).

On the Reciprocal Tax Mass Maintenance form (JRMSCR), this option list is used to select the frequency for the reciprocal tax mass update.

- **Weekly (1)**
  This frequency is paid weekly.

- **Bi Weekly (2)**
  This frequency is paid once every two weeks.

- **Semi Monthly (3)**
  This frequency is paid twice per month.

- **Monthly (4)**
  This frequency is paid once per month.

Report Freq Code (PP30)

This option list indicates whether reports are printed for all frequencies in this organization, or only those being paid in the payroll run. It is located on the Company Options form (AF-SCR).

- **Rpt Only Paid Freque (F)**
  This code indicates that only a specified number of frequencies are paid in the payroll run. Reports are printed only for those specific frequencies.

Country Codes (PP31)

This option list indicates which country's tax rules apply to employees within this organization. It is located on the second part of the Company Options form (AF-SCR). If more codes are added to this option list, the Multi-Country Organization Batch Processing (CS-SCR) program must also be modified. A CS-SCR record identifies the organization's Country code and ensures the organization's data is handled correctly by the batch programs.

Country	Code
United States	0
Canada	1
United Kingdom	2
Ireland	3
Malaysia	4
Singapore	5
Australia	6
Jamaica	7
States of Jersey	8
Indonesia	9
Colombia	A
Middle East	B
New Zealand	C
Hong Kong	D
Philippines	E

Country	Code
India	F
Thailand	G
Namibia	I
Kenya	K
Lesotho	L
Mexico	M
Botswana	O
Mozambique	Q
South Africa	S
Tanzania	T
Uganda	U
Venezuela	V
Swaziland	W
Zambia	X
Zimbabwe	Z

No Pay Warning (PP32)

The No Pay Warning options are system indicators on the Company Options form (AF-SCR). They define how the system handles an employee's HEDs and the Payroll Audit Trail (0101) report when an employee's frequency is processed in a payroll run and when the employee is not paid in the payroll run.

- **Force Pass;No Msg (A)**
  Force a pass through all of an employee's HEDs when the employee's frequency is paid and the employee is not. Do not print a 'No Pay Warning' on the Payroll Audit Trail (0101) report.

- **Force Pass;Print Msg (M)**
  Force a pass through the employee's HEDs when the employee's frequency is paid and the employee is not. Print a 'No Pay Warning' message on the Payroll Audit Trail (0101) report.

- **No Force;No Msg (N)**
  Do not force a pass through an employees HEDs when the frequency is paid and the employee is not. Do not produce a 'No Pay Warning' message on the Payroll Audit Trail (0101) report.

- **No Force;Print Msg (Y)**
  Do not force a pass though the employee's HEDs when the frequency is paid and the employee is not. Print a 'No Pay Warning' message on the Payroll Audit Trail (0101) report.

Annualization Factor (PP33)

This option list is located on the Company Pay Frequencies form (AJ-SCR). It indicates the number of pay periods in the year, based on the pay frequency.

Note: Do not modify these option list values and their meanings. These options must be used as defined.

- **Annual (0100)**
  There is one pay period in the year.

- **Semi Annual (0200)**
  There are two pay periods in the year.

- **Quarterly (0400)**
  There are four pay periods in the year.

- **Monthly (1200)**
  There are twelve pay periods in the year.

- **Every 4 Wks (1300)**
  There are thirteen pay periods in the year.

- **Every 3 Wks (1733)**
  There are seventeen and one-third (17.33) pay periods in the year.

- **Semi Monthly (2400)**
  There are twenty-four pay periods in the year.

- **Bi Weekly (2600)**
  There are twenty-six pay periods in the year.

- **Weekly (5200)**
  There are fifty-two pay periods in the year.

Number of Weeks Edit (PP34)

This option list is labeled Period Length (PP33) on the Company Pay Frequencies form (AJ-SCR). It indicates the number of weeks in each pay frequency.

Note: Do not modify these option list values and their meanings. These options must be used as defined.

- **Weekly (0100)**
  There is one week in the pay period.

- **Bi Weekly (0200)**
  There are two weeks in the pay period.

- **Semi Monthly (0217)**
  There are 2.17 weeks in the pay period.

- **Every 3 Wks (0300)**
  There are three weeks in the pay period.

- **Every 4 Wks (0400)**
  There are four weeks in the pay period.

- **Monthly (0434)**
  There are 4.34 weeks in the pay period.

- **Quarterly (1300)**
  There are thirteen weeks in the pay period.

- **Semi Annual (2600)**
  There are twenty-six weeks in the pay period.

- **Annually (5200)**
  There are fifty-two weeks in the pay period.

Clear Code (PP35)

This option list is labeled Clear To-date on the Payroll Run Process Control form (AE-SCR) and the Calculate Pay For: form (PAYCP). It indicates which HED and tax to-date amounts are cleared out at the end of the period.

Note: All to-date figures should be cleared on the first run following the period.

- **Clear No Fields (0)**
  Do not clear any fields.

- **Clear MTD Only (1)**
  Clear the month-to-date fields only.

- **Clear MTD & QTD (2)**
  Clear the month-to-date and quarter-to-date fields only.

- **Clear MTD,QTD, & YTD (3)**
  Clear month-to-date, quarter-to-date, and year-to-date fields.

- **Clear QTD & YTD (4)**
  Clear quarter-to-date and year-to-date fields only.

- **Clear QTD Only (5)**
  Clear quarter-to-date fields only.

- **Clear YTD Only (6)**
  Clear year-to-date fields only.

Report Timing (PP36)

This option list is labeled Reporting Type on the Payroll Run Process Control form (AE-SCR) and the Calculate Pay For: form (PAYCP). It specifies the type of processing run for report selection and production purposes. The option is compared to the Report Select entry on the Report Requests form (DD-SCR). The option indicates the highest report selection level. If the Report Select entry is equal to or less than this code, the report is selected. For example, if the end-of-quarter report is selected, the end-of-pay-period and end-of-month report is printed. All sub-reports are also printed in the same run.

- **Maintenance Run Only (0)**
  This is a non-pay, or maintenance run.

- **End of Pay Per Run (1)**
  This is a payroll run for the end of the pay period.

- **End of Month Run (2)**
  This is a payroll run for the end of the month.

- **End of Quarter Run (3)**
  This is a payroll run for the end of the quarter.

- **End of Year Run (4)**
  All reports are printed when this option is selected. This option is selected for the end of the year.

Purge/Clear (PP37)

Use this option list to maintain the Employee Database. It is labeled Purge Rule on the Payroll Run Process Control form (AE-SCR) and the Calculate Pay For: form (PAYCP). Terminated employees can be deleted, and fields containing year-to-date figures can be cleared. Options other than No Purge or Delete (0) are operative only during a payroll run.

- **No Purge or Delete (0)**
  Do not purge or delete.

- **Purge Terminated Emp (1)**
  Delete the permanent master record for any terminated employee whose frequency is being paid on this payroll run and whose year-to-date gross wages are zero.

- **Clear Fiscal YTD Amt (2)**
  Clear the fiscal year-to-date amounts of all fiscal memo HEDs. A fiscal memo HED has a Category (PP01) option list value of Memo-Fiscal Clear (17) on the Company Earnings form (A8-SCR) or Memo-Fiscal Clear (56) on the Company Deductions form (A8-SCR).

- **Clear Tax MC A (3)**
  Clear the year-to-date figures, the Amount/Percent field, and the KD Premium fields.

Run Type (PP38)

This option list specifies whether the P4CALC batch run being processed is for a maintenance run, payroll and maintenance runs, or a report override run. It is found on the Payroll Run Process Control form (AE-SCR).

- Maintenance Run Only (0)
- Maintenance/Pay Run (1)
- Report Override (2)

Print Update Report (PP39)

This option list is found on the Payroll Run Process Control form (AE-SCR). It is labeled Print Update. Use this option list to specify what is printed on the Payroll Audit Trail (0101) report.

- **Print Entire Report (0)**
  This default option prints the entire report.

- **Print Errors Only (1)**
  This option, which prints only errors, is typically used during a file conversion.

- **Don't Print Timecards (2)**
  This option suppresses the printing of time cards on the Audit Trail (0101) report unless these timecards have generated warnings. Be sure that you have another source report or procedure to review your time entries prior to the payrun if you elect this option.

- **Print;No Auto Pd Emp (N)**
  This option causes the entire report to print and bypasses paying all auto-paid employees. Use this option for an off-cycle payroll run when a group of time entries has been omitted. Only the time entries will be paid and the correct pay and deduction cycles may be specified.

Pay Code Description (PP40)

This option list is labeled Payment Type on the Set Up A New Employee form (NH-SCR) and the Employee Information form (EF-SCR). It is a required field that indicates whether an employee is paid automatically or through a time entry and if the employee is salaried or hourly.

- **Hourly-TE Required (1)**
  A time entry must be entered before the system will calculate a payment for the employee.

- **Salary-TE Required (2)**
  A time entry must be entered before the system will calculate a payment for the employee.

- **Salary-TE/No OT Allw (3)**
  A time entry must be entered before the system will calculate a payment for the employee. However, if overtime earnings are entered on the time entry, the system will

pay the amount and print the following warning on the Payroll Audit Trail (0101) report: 'WARNING-OVERTIME FOR EXEMPT EMPLOY'.

- **Hourly-Auto Paid (4)**
  The employee will automatically receive a payment of the amount calculated by multiplying the normal (Amount One) hours from HED 001 by the Hourly Rate (Amount/Percent) from HED 001 each time the employee's frequency is paid. Time entries will also be paid.

- **Salary-Auto Paid (5)**
  The employee will automatically receive a payment of the amount in the Salary (Amount Two) of HED 001 each time the employee's frequency is paid. The Normal Hours (Amount One) of HED 001 will be reported. Time entries will also be paid.

- **Salary-Auto/No OT Al (6)**
  The employee will be automatically paid, as with Salary - Auto Paid (5). Time entries will also be paid. However, if overtime earnings are entered on the time entry, the system will pay the amount and print the following warning on the Payroll Audit Trail (0101) report: 'WARNING-OVERTIME FOR EXEMPT EMPLOY'.

- **TE Triggers Auto Pay (7)**
  A time entry is required to generate the employee's normal salaried pay amount. Only the Employee Number is entered on the time entry.

Sex Codes (PP41)

This option list is located on the Employee Information form (EF-SCR). It is used to specify employee gender.

- Female (F)
- Male (M)
- Unclassified (U)

Union Code (PP429)

This is a user-defined option list located on the Set Up A New Employee form (NH-SCR) and the Additional Employee/Payroll Information form (EG-SCR). It is shared with the Human Resources Administration module. On the System Option form (TG-SCR), it is option list HR42. On the Job Assignment/Changes form (05-SCR), it is option list PP429. The option selected should match in both HR and Payroll fields, but the Job Assignment/Changes form (05-SCR) field can be overridden.

As part of Position Administration, this option list is also located on the Incumbency - Basic Details form (M40SCR), where it is used to identify the employee's union for the position incumbency.

You must enter the codes and descriptions required for your organization. If your company does not require union codes, you can customize this option list for your company's requirements.

Shift Codes (PP43)

This option list is located on both the Set Up A New Employee and the Additional Employee/Payroll Information form (EG-SCR), and it is labeled Normal Shift. It is used to indicate the employee's normal, or default, shift. For time entries, this field indicates the shift that the employee worked for this time entry.

If shift differential HEDs (Category 06 or 07 earnings) have been established, the system uses this option list to access the appropriate shift differential HED for computing the premium amount.

The Normal Shift option can be overridden using the Shift Code (SC) field on a Format 1 or 2 time document. This field appears as a text box on the time entry forms. Type a question mark (?) in the field and press Enter to access the option list dialog box. Double-click on the option to select it. The override applies only to those earnings entered on the time entry.

Note: The payroll batch Field Numbers Table, RPT21, must be modified to use all shifts.

☞ *Refer to* **Special Technical Feature** *(see "Special Technical Features" on page 409)s for more information.*

- **No Shift (0)**
  Select this option to inhibit shift differential. If calculation is not inhibited, the system attempts to compute a shift differential for any earning, including memos.
- **1st Shift HED (1)**
- **2nd Shift HED (2)**
- **3rd Shift HED (3)**
- **4th Shift HED (4)**
- **5th Shift HED (5)**
- **6th Shift HED (6)**

Note: The payroll batch Field Numbers Table, RPT21, must be modified to use shifts 7–9.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about shifts 4-9.*

Split Code (PP44)

This option list, located on the Additional Employee/Payroll Information form (EG-SCR), indicates how time entry earnings and automatic earnings are to be split for labor purposes when the employee has multiple Payroll Home Location/Labor Allocation forms (GG-SCR). This field is relevant only if the employee must always have labor charged to multiple locations (through multiple forms).

For example, if Split TE Only (3) is selected, the employee's earnings are split up. In other words, different labor earnings are created. All automatic pay is charged to the employee's home location

- **No Split (0)**
  Do not split.

- **Split Auto and TE (1) (default)**
  Split labor distribution for both time entry-paid and automatically paid employees.

- **Split Auto Pay Only (2)**
  Split labor distribution for auto-pay only.

- **Split TE Only (3)**
  Split labor distribution for time entries only.

Termination Code (PP479)

This is a user-defined option list located on the additional Employee Information form (EE2SCR).

This secondary Employee Information form is used only by Payroll Administration. If your company also uses the Human Resources Administration module, this information is contained on HR forms. You must edit this option list to enter the appropriate termination codes for your company.

HED Start Codes (PP48)

This option list is found on the Employee Earnings and Deductions form (HH-SCR), the Direct Deposit Information form, and the Time Entry-Triggered Auto HED Values form (WH-SCR). It indicates when an HED first becomes effective.

When accessed on the Deduction Information From Benefit Plans form (54-SCR) and the Benefit Plan Prototype Contribution HED form (TS-SCR), this option list indicates when an HED first becomes effective for benefits. The option selected on this form overwrites the employee-level value on the Employee Earnings and Deductions form (HH-SCR).

The Start Method describes the contents of the Start Value field. It can be used to start a deduction or an automatic earnings when an event occurs. When that event occurs, this field is changed to Event Has Occurred (S) for that run, and then it is reset to zero on the next run. An exception to this rule is Once Per Pay Run (7), which specifies that this HED is to be processed if the date in the Start Value field is not greater than the period-end date on the Payroll Run Process Control form (AE-SCR); the next period-end date is then to be placed in the Start Value field.

Note: For future raise HED 002, only Inactive (0) and Date (1) are valid options. Do not use this option list for HED 001.

- **Inactive (0)**
  No Start value is in effect. This is the default.

- **Date (1)**
  Start the HED on the date entered in Start field.

  The Start date is compared with the Period-end Date on the Company Pay Frequencies form (AJ-SCR). The event occurs when the Start date is less than or equal to the Period-end Date.

- **YTD Fed Taxable (2)**
  Start the HED when year-to-date federal taxable wages are equal to or greater than the amount in Start field. Specify a whole-dollar amount in the Start Value field.

- **YTD FICA-OASDI Wage (3)**
  Start the HED when year-to-date FICA (tax code 101) taxable wages are equal to or greater than the amount in Start field. Specify a whole-dollar amount in the Start Value field.

- **YTD Basic Pay (4)**
  Start the HED when year-to-date basic taxable wages are equal to or greater than the amount in Start field. Specify a whole-dollar amount in the Start Value field.

- **YTD Total Gross (5)**
  Start the HED when year-to-date total gross taxable wages are equal to or greater than the amount in Start field. Specify a whole-dollar amount in the Start Value field.

- **Once Per Pay Run (7)**
  Process HED if the date in the Start field is not greater than the period-end date on the Payroll Run Process Control form (AE-SCR). Then place the next period-end date in the Start field.

- **Event Has Occurred (S)**
  When the specified date is reached, the system automatically selects this option. The S is reset to Inactive (0) on the next run.

HED Stop Code (PP49)

This option list is located on the Employee Earnings and Deductions form (HH-SCR), the Direct Deposit Information form (H9-SCR), and the Time Entry-Triggered Auto HED Values form (WH-SCR). It is used to stop a deduction or an automatic earnings based on the Stop Value field. When Stop Value is reached, this field changes to Event Has Occurred (S), and the Frequency (PP07) option is changed to Inactive (00), except for Pay Period Max (8), Monthly Max (9), and YTD Max (A). The Event Has Occurred (S) option is reset to a zero on the next run.

This option list is also used on the HED Employee Mass Update form (HHMSCR). You must enter the code in the Stop Method text box. Type a question mark (?) in the field and press Enter to display the Option List PP49 dialog box.

Note: Do not use this field with HED 001.

This option list is also located on the Perquisites: Monetary form (27-SCR), the Deduction Information From Benefit Plans form (54-SCR), and the Benefit Plan Prototype Contribution HED form (TS-SCR). It is used to stop an automatic benefits HED when triggered by a particular event.

- **Inactive (0)**
  The Stop field is not active. This is the default option.

- **Date (1)**
  Stop the HED when the current date equals the date specified in the Stop field.

- **YTD Fed Taxable (2)**
  Stop the HED when the amount of year-to-date federal taxable wages for the employee equals the amount specified in the Stop field. Specify a whole-dollar amount in the Stop Value field.

- **YTD FICA-OASDI Wage (3)**
  Stop the HED when the amount of FICA wages equals the amount specified in the Stop field. Specify a whole-dollar amount in the Stop Value field.

- **YTD Basic Pay (4)**
  Stop the HED when the amount of Basic Pay (earnings categories 05 and 15) equals the amount specified in the Stop field. Specify a whole-dollar amount in the Stop Value field.

- **YTD Total Gross (5)**
  Stop the HED when the amount of year-to-date total gross pay equals the amount specified in the Stop field. Specify a whole-dollar amount in the Stop Value field.

- **YTD Basic + OT (6)**
  Stop the HED when the amount of year-to-date basic pay (earnings categories 05 and 15) equals the amount specified in the Stop field. Specify a whole-dollar amount in the Stop Value field.

- **Max Amount (7)**
  Stop the HED when a zero balance is reached in the Stop field. A maximum amount is entered in the Stop field, and the system decrements this amount each payroll run as the HED is paid or deducted. Specify an amount in the Stop Value field using two decimal places.

  If the number is greater than 9999.99, enter all 9s in the Stop Value field, then place the actual value in the Amount One field on the same form. The system recognizes all 9s in the Stop field and automatically uses the Amount One value, decrementing it until zero is reached and the HED is inactivated.
  Specify an amount in the Stop Value field using two decimal places.

- **Large Balance (B)**
  Stop the HED when a zero balance is reached in the Amount Two field. Use this option when the amount is greater than $99,999.99. A maximum amount is entered in the

Amount Two field, and the system decrements this amount each payroll run as the HED is paid or deducted. Specify an amount in the Amount Two field using two decimal places.

Note *Adjustments to year-to-date earnings automatically adjust the Stop field, except for adjustments with Plus Adj;No Lbr/Hist ($) selected in the Action field.*

- **Pay Period Max (8)**
  Stop this HED when the maximum pay period amount, specified in the Stop field, is reached. It will be activated again on the next pay period.
  The year-to-date amount is compared to the Stop Value and, when equal, the HED does not process. When year-to-date is cleared, the HED processes again.
  Specify an amount in the Stop Value field using two decimal places.

- **Monthly Max (9)**
  The maximum monthly amount, specified in the Stop field, is reached. It will be activated again when the month-to-date is cleared.
  The year-to-date amount is compared to the Stop Value and, when equal, the HED does not process. When year-to-date is cleared, the HED processes again.
  Specify an amount in the Stop Value field using two decimal places.

- **YTD Max (A)**
  The year-to-date HED amount reaches the amount in the Stop field. This option does not decrement or automatically stop the HED. The year-to-date amount is compared to the Stop Value and, when equal, the HED does not process. When year-to-date is cleared, the HED processes again.
  Specify an amount in the Stop Value field using two decimal places.

- **ACH Pre-Note (P)**
  This option is used exclusively for direct deposits. It causes Report Generator 6A6A to create a prenotification record. The P is changed to an S on the next run, and then it is reset to a zero. The Stop Value field is not used for this option.

- **Event Has Occurred (S)**
  When the specified stop-point is reached, the system automatically selects this option, and the Frequency is rest to Inactive (00). The S is reset to Inactive (0) on the next run.

HED One Time Code (PP50)

This option list is located on the Employee Earnings and Deductions form (HH-SCR) and the Time Entry-Triggered Auto HED Setup form (WH-SCR). It is labeled One-time Rule, and it is used to describe an action to be applied to the value in the One-time Amt field.

This option list is typically used for deductions; however, it can apply to automatically calculated earnings. Use of the One-time Rule for HED 001 is not recommended for an employee paid by time entry, because the employee's normal hours are associated with the One-Time Amt value.

The One-time Rule option is set to No One Time Amt (0) after this HED has been processed. However, the One-time Amt value is not zeroed out.

- **No One Time Amt (0)**
  The One-time Amount field is inactive. This is the default value for both earnings and deductions.

- **Stop Norm;Add This (1)**
  Stop normal calculation and then do one of the following calculations:
  - For earnings, add the amount in the One-Time Amt field to gross pay.
  - For deductions, take the amount in the One-Time Amt field from gross pay.

- **Stop Norm;Sub/Rfd Dd (2)**
  Stop normal calculation and then do one of the following calculations:
  - For earnings, subtract the One-time Amt value from gross pay
  - For deductions, refund the One-time Amt value.

- **Add This Amt to Norm (3)**
  For earnings and deductions, add the One-time Amt value to normally calculated pay.

- **Sub This Amt fr Norm (4)**
  For earnings and deductions, stop normal calculation and subtract the One-time Amt value from normally calculated pay.

- **Calc Normal THIS Pay (5)**
  For earnings and deductions, process this HED even if the HED's frequency must be overridden.

Report Selects (PP51)

This option list is located on the Report Requests form (DD-SCR). It is used to indicate when a particular report is to be printed. The Report Select value is compared to the Reporting Type value on the Payroll Process Control form (AE-SCR). It it's equal to or less than the Reporting Type, the report is selected.

- **Print Every Run (0)**
  Print the report after every run, including maintenance and payroll runs.

- **Print Every Pay Run (1)**
  Only print the report after every payroll run.

- **Print End of Month (2)**
  Print the report at the end of the month.

- **Print End of Quarter (3)**
  Print the report at the end of the quarter.

- **Print End of Year (4)**
  Print the report at the end of the year.

- **Do Not Print (5)**
  Do not print the report.

Company Category Code (PP55)

This option list defines an organization as paying (one that produces pay documents for its employees) and determines the type of employees or non-employees an organization contains, and paid or non-paid status of employees. This option list is located on the Company Options form (AF-SCR). Option codes 01 through 50 are for organizations with paid employees. Option codes 51 through 99 are for organizations that do not have paid employees.

You may modify this option list to make the descriptions more meaningful to your organization. However, you cannot change the Unpaid-Appl File (61) value.

☞ *Refer to the Using the Solution Series documentation for more information about modifying option lists.*

- **Pay-Normal Master (01)**
  This is the recommended value for an organization that pays employees.

- **Pay-Terminated (02)**
  This is the recommended value for an organization established to store terminated employees.

- **Pay-Trans Off CSSS (03)**
  Pay-Retiree Master (04)
  Pay-COBRA Master (05)
  Pay-Expatriate (06)
  Unpaid-CE/H Accum (51)
  Select this value only with Cyborg's delivered 991111 organization. The purpose of this organization is to retain considered earnings and hours (CE/H) accumulations needed for benefits plans.

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

- **Unpaid Terminated (52)**
  Unpaid-Trans Off CSSS (53)
  Unpaid-Retiree Maste (54)
  Unpaid-COBRA Master (55)
  Unpaid-Res Alien (60)
  Unpaid-Appl File (61)
  If you classify applicants by categories such as active, new, and inactive (no longer to be considered for hire), this value is used for applicants who are being actively considered for employment.

- **Unpaid-Appl New (62)**
  If you classify applicants by categories such as active, new, and inactive (no longer to be considered for hire), select this value for new applicants whose application information is being verified.

- **Unpaid-Appl Dead Fil (63)**
  Select this value if you classify applicants by categories such as active, new, and inactive (no longer to be considered for hire). This value is for applicants you no longer will consider.

- **Consolidated Rpting (99)**
  This value is reserved for organization that are set up specifically to supply heading information that is used for roll-up or consolidated reporting.

Extra Copy (PP52)

This option list, located on the Report Requests form (DD-SCR), allows you to print extra copies of reports during the second execution of the P5PRNT program during a payroll run. Normally, only the Combined Register (2222) report and Pay Document, Check and Paystub (6868) report (payment register portion) are outputted from the second execution of P5PRNT.

Extra copies are not automatically produced for other reports. If you require an additional copy of a single report, Cyborg recommends using multiple-part paper when printing the report.

- **No Extra Copy (N)**
  Do not print extra copies.

- **Prt 2nd Combined Reg (C)**
  This option applies to the HED Register (2H2H) report, Tax Filing Report - Paid Frequencies Only (2T2T) report; and Pay Document, Check and Paystub (6868) report only. If you want additional printouts of the Combined Register (2222) report, you must select one of these two values for all three reports.

WL Table Type (PP53)

This option list is used on the WL Record Maintenance form (WL-SCR) to specify the type of 'other' data and where the data is located.

- **Co Other Cyborg (FD)**
  This form contains Cyborg 'other' data, and it is located after the organization header record.

- **Co Other User (GD)**
  This form contains user 'other' data, and it is located after the organization header record.

- **Emp Othr Cyborg (WB)**
  This form contains Cyborg 'other' data, and it located after the employee records.

L Segments (PP579)

This is a user-defined option list.

Agency Identification (PP589)

This is a user-defined option list.

Deduction Frequency (PP60)

Located on the Company Deductions form (A8-SCR), this option list indicates if and when a deduction is to taken. The corresponding employee-level field on the Employee Earnings and Deductions form (HH-SCR) can default to or override this option list value.

- **Inactive (00)**
  This deduction is inactive and will not be taken. Use this value to turn off a deduction for an indefinite period of time. Arrears recovery still occurs with this value.

- **All Pay Periods (01)**
  Calculates the earning every time a new period is paid for the employee's frequency. This option processes automatically, depending on which pay period of the month is being processed. It does not process for cycle 9.

- **1st Pay Period (02)**
  Calculates the earning for the first pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd Pay Period (03)**
  Calculate this deduction for the second pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd Pay Period (04)**
  Calculate this deduction for the third pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **4th Pay Period (05)**
  Calculate this deduction that for the fourth pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **5th Pay Period (06)**
  Calculate this deduction for the fifth pay period of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **First Four, Not 5th (07)**
  Calculate this deduction for the first through the fourth pay periods (weeks) of the month. This option processes automatically, depending on what pay period of the month is being run.

- **1st & 2nd Pay Period (08)**
  Calculate this deduction for the first and second pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd & 4th Pay Period (09)**
  Calculate this deduction for the third and fourth pay periods of the month only. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 3rd Pay Period (10)**
  Calculate this deduction for the first and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd & 4th Pay Period (11)**
  Calculate this deduction for the second and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Current Pay Per Only (12)**
  This option is valid only at the employee level. It specifies that the deduction is calculated for the current pay period only. The Frequency field value is reset to Inactive (00) after the payroll run is completed.

- **End of the Month (13)**
  Calculate this deduction only when the Reporting Type is End of Month Run (2) on the Payroll Run Process Control form (AE-SCR).

- **End of the Quarter (14)**
  Calculate this deduction only when the Reporting Type is End of Quarter Run (3) on the Payroll Run Process Control form (AE-SCR).

- **End of the Year (15)**
  Calculate this deduction only when the Reporting Type is End of Year Run (4) on the Payroll Run Process Control form (AE-SCR).

- **All,Even Ded Cycle 9 (18)**
  Calculates the earning for all pay periods, regardless of the pay cycle. The earning is paid even on an off-cycle payroll run with a pay cycle of 9.

- **2nd & 3rd Pay Period (19)**
  Identifies a deduction that is calculated for the second and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Pay Before Serv Annv (20)**
  This value identifies a deduction that is calculated when the employee's anniversary date, based on the entry in the Significant Dates - Employment field of the Employee Information form (EF-SCR), falls within the period being paid.

Dept Print Option (PP61)

This option list is located on the Payment Document Print Options - Part 1 form (PD1SCR). It is used to identify which control level title from the Company Name and Address form (AA-SCR) is to be printed on the pay stub.

- Organization (1)
- Org Level 2 (2)
- Org Level 3 (3)
- Org Level 4 (4)
- Org Level 5 (5)
- Org Level 6 (6)

Use Tax Status (PP67)

This option list, located on the Tax Specification Information form (T1-SCR), determines if a tax authority is to be added to the Employee Database or if it is not to be retained at all. If the tax authority is retained, special options are available to restrict its use.

If changes are made to the Tax Filing Number or the UI Reporting Number of a tax body that already exists on the Employee Database, this field can be left blank.

- **Delete on Next Run (#)**
  Delete this tax code. A tax code must be deleted in batch with this option selected online.

- **No Inactive (N)**
  Add this tax body to the Employee Database and allow it to be updated, but it may not be used in tax calculations.

- **Yes Active (Y) (default)**
  Add this tax body to the Employee Database; allow it to be updated AND used for tax calculations.

Other Record Type (PP68)

This option list is located on the W Record Inquiry form (OTHER). It specifies the type of 'other' record to be viewed.

- WA Record (WA)
- WC Record (WC)
- WH Record (WH)
- WL Record (WL)
- WX Record (WX)

Overtime Calc Method (PP71)

This option list is located on the time entry form (TC1SCR)s: Time Entry Format 1 form, Time Entry Edit Format 1 form (TC1EDT), Time Entry - Full Override form (TCFSCR), and Rolling Time Entry Format 1 form (TCRSCR). It appears as a text box on these forms, and it is used to indicate the overtime code. If you type a question mark (?) in the field and press Enter, a list of available options will be displayed. Double-click on a selection in the Option List PP71 dialog box to enter it.

- ½ Time (1)
- Straight Time (2)
- Time and One Half (3)
- Double Time (4)
- Double & ½ Time (5)
- Triple Time (6)
- Time and ¾ Time (8)

Country Location (PP72)

The value in the Country option list (PP31) identifies the citizenship of the company and determines which country-specific forms, option lists, and tax records are used. The default is set to United States (0). This option list is found on the Company Options form (AF-SCR).

- Anyplace Worldwide (123)
- Australia (AUS)
- Canada (CAN)
- Colombia (COL)
- United Kingdom (GBR)
- Indonesia (IDN)
- Ireland (IRL)
- Mexico (MEX)
- Malaysia (MYS)
- New Zealand (NZL)
- Philippines (PHL)
- Puerto Rico (PRI)
- Singapore (SGP)
- United States (USA)

Control One (PP91)

This is a user-defined option list. It is used to label the Control One value for reporting purposes.

Control Two (PP92)

This is a user-defined option list. It is used to label the Control Two value for reporting purposes.

Accr Carry Over Rule (PP93)

Use this option list, simply labeled Rule on the Accrual Routine Factors form (AR-SCR), to specify how carry-over time is handled when a maximum amount of accrued time is reached.

- **Carry;No Maximum (1)**
  Carry over any amount of unused accrued time to the next year. There is no limit on the amount of hours that may be carried over; they continue to accumulate.

- **Carry;To Maximum (2)**
  Accrue vacation or sick hours for an employee until they equal the amount specified in the Accrual Maximum field, then stop accruing time for this year.
  If you select this rule, an accrual maximum amount must be entered, and a carry-over date may be entered. If you specify a carry-over date, the accrual maximum is only checked on that date. If you leave the Carry Over - Date field blank, the maximum is checked every time the ACCRUE program is run.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about the ACCRUE program.*

- **Carry Max;Move Diff (3)**
  If vacation or sick hours earned during the entitlement year exceed the amount specified in the Accrual Maximum field, store the excess amount in a separate earning. Replace any hours already in the earning number with this excess amount. If you select this rule, you must also specify the accrual maximum, a carry-over date, and a carry-over earning number on this form.

  This rule is useful in situations when the date upon which an employee finishes accruing time for an entitlement year is different from the date by which an employee must use the accrued time for that year.

  For example, suppose an organization has a vacation leave policy that specifies that any vacation hours earned between August 1, 1999 and July 31, 2000 must be taken by the end of the current calendar year. On the carry-over date (July 31, 2000), unused vacation time is moved to a separate earning (specified in the Carry Over - HED field on this form). Between August 1, 1999 and December 30, 1999, vacation time taken by the employee is first subtracted from the carry-over earning, rather than from the regular vacation earning that accrues hours, because these carry-over hours are the hours that the employee stands to lose if they are not taken by the end of the calendar year.

- **Carry Max;Add Diff (4)**
  If vacation or sick hours earned during the entitlement year exceed the amount specified in the Accrual Maximum field, add the excess into a separate earning. Add the excess amount to any hours already in the separate earning. If you select this rule, you must also specify the accrual maximum, a carry-over date, and a carry-over earnings number on this form.

This rule is useful in situations when the date upon which an employee finishes accruing time for an entitlement year is different from the date by which an employee must use the accrued time for that year.

- **No Carry Over (5)**
  Vacation and sick time earned, but not taken, during the entitlement year is lost. The employee starts each new year with zero hours of entitlement. If you choose this value, you must also enter a carry-over date.

Accr Factor Amt Fld (PP94)

This option list is simply labeled Field, and it is located on the Accrual Routine Factors form (AR-SCR). It specifies which field in the employee record identified in the Factor - HED field contains the hours or amount to be used in the accrual calculation. Select a value in this field only if you have entered an earning number in the Factor - HED field. The fields which correspond to the values listed below can be found either on the Employee Earnings And Deductions form (HH-SCR) or on the HEDs To-Date Inquiry form (HT-SCR).

- **Amount 1 Field (1)**
- **Amount 2 Field (2)**
- **Current Amt To Date (C)**
- **Current Hrs To Date (D)**
- **Month Amt To Date (M)**
- **Month Hrs To Date (N)**
- **Quarter Amt To Date (Q)**
- **User Defined Routine (R)**
  This option indicates that you are using a Cyborg Scripting Language routine that is specific to the accrual calculation you have set up. This routine must be added to the ACCRUE program.
- **Quarter Hrs to Date (S)**
- **Year Amt To Date (Y)**
- **Year Hrs To Date (Z)**

Service Calc Types (PP95)

The Service Type option list, located on the Accrual Routine Factors form (AR-SCR), determines how to calculate an employee's length of service.

- From Adjusted Senior (A)
- From Employment Date (E)
- From Original Hire (O)

Accrual Frequencies (PP96)

This field is displayed as a text box on the Accrual Routine Selection Criteria form (AS-SCR). The available options are listed on the form. The option determines when the accrual takes place. You may also type a question mark in the field and press Enter to display a dialog box from which you can select an option.

- Emp Anniversary Date (A)
- Calendar Year Start (C)
- Every Pay Period (E)
- End Of Month (M)
- Beginning Of Month (N)
- Accrual Plan Date (P)
- End Of Quarter (Q)
- Beginning of Quarter (R)
- Adjusted Senior Date (S)

PL3 (PR019)

This is a user-defined option list. It is used to define the Payroll Level 3 (PL3) value. The PL3 value is a 4-position value that is used to define an organizational unit. It can be overridden on a time entry.

- On the Payroll Home Location/Pay Allocations form (GG-SCR), it is used to describe the location to which the employee's labor is to be charged.

- On the Bank Code And Routing Overrides form (WA-SCR), it is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about this form.*

- On the absence query forms (Denied Absence Query Parameter form (DENIED), Approved Absence Query Parameters form (APPROV), and the Absence Inquiry by Type form (93TSCR)), it used to enter an override Payroll Level 3 value for a time card entry. Enter this field if the employee worked any hours at a Payroll Level 3 other than the normal location.

- On the Time Entry Default Values form (WC-SCR) and the Time Entry-Triggered Auto HED Values form (WH-SCR), this option list is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

Inhibit Labor (****)

This option blocks the creation of labor records.

PL4 (PR029)

This is a user-defined option list. This is a user-defined option list. It is used to define the Payroll Level 4 (PL4) value. The PL4 value is a 4-position value that is used to define an organizational unit. It can be overridden on a time entry.

- It is used on the Payroll Home Location/Pay Allocations form (GG-SCR) to describe the location to which the employee's labor is to be charged.

- On the Bank Code And Routing Overrides form (WA-SCR), it is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about this form.*

- On the absence query forms (Denied Absence Query Parameter form (DENIED), Approved Absence Query Parameters form (APPROV), and the Absence Inquiry by Type form (93TSCR)), it used to enter an override Payroll Level 4 value for a time card entry. Enter this field if the employee worked any hours at a Payroll Level 4 other than the normal location.

- On the Time Entry Default Values form (WC-SCR) and the Time Entry-Triggered Auto HED Values form (WH-SCR), this option list is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

Inhibit Labor (****)

This option blocks the creation of labor records.

PL5 (PR039)

This is a user-defined option list. This is a user-defined option list. It is used to define the Payroll Level 5 (PL5) value. The PL5 value is a 4-position value that is used to define an organizational unit. It can be overridden on a time entry.

- It is used on the Payroll Home Location/Pay Allocations form (GG-SCR) to describe the location to which the employee's labor is to be charged.

- On the Bank Code And Routing Overrides form (WA-SCR), it is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about this form.*

- On the absence query forms (Denied Absence Query Parameter form (DENIED), Approved Absence Query Parameters form (APPROV), and the Absence Inquiry by Type form (93TSCR)), it used to enter an override Payroll Level 5 value for a time card entry. Enter this field if the employee worked any hours at a Payroll Level 5 other than the normal location.

- On the Time Entry Default Values form(WC-SCR) and the Time Entry-Triggered Auto HED Values form (WH-SCR), this option list is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

Inhibit Labor (****)

This option blocks the creation of labor records.

PL6 (PR049)

This is a user-defined option list. This is a user-defined option list. It is used to define the Payroll Level 6 (PL6) value. The PL6 value is a 4-position value that is used to define an organizational unit. It can be overridden on a time entry.

- It is used on the Payroll Home Location/Pay Allocations form (GG-SCR) to describe the location to which the employee's labor is to be charged.

- On the Bank Code And Routing Overrides form (WA-SCR), it is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

☞ *Refer to* **Special Technical Features** *(on page 409) for more information about this form.*

- On the absence query forms (Denied Absence Query Parameter form (DENIED), Approved Absence Query Parameters form (APPROV), and the Absence Inquiry by Type form (93TSCR)), it used to enter an override Payroll Level 6 value for a time card entry. Enter this field if the employee worked any hours at a Payroll Level 6 other than the normal location.

- On the Time Entry Default Values form (WC-SCR) and the Time Entry-Triggered Auto HED Values form (WH-SCR), this option list is matched against the same fields on the time document. If there is a match, the entries in the remaining fields in the WA, WC, and WH transactions are used in creating a paycheck.

Inhibit Labor (****)

This option blocks the creation of labor records.

Function (PR059)

This is a user-defined option list. The Function is a 10-position value that can be supplied in addition to the PL3-6 values to describe a particular charge-to location. For example, the Function option list field can describe a project, job type, machine type, work level, or a product produced. The Function code can be overridden on a time entry.

Bank Account Type (PR06)

This option list, located on the Direct Deposit Information form (H9-SCR) and Company Options form (AF-SCR). It is used to specify whether a paycheck is deposited into a checking or savings account.

- Invalid Code (0)
- Checking Account (2)
- Savings Account (3)

Routing Number (PR07)

This is a user-defined option list located on the Direct Deposit Information form (H9-SCR). It is labeled Employee Bank, and it is used to identify the bank routing number of each bank used for employee direct deposits.

Tax Method Code (PR09)

This option list is located on the Employee Tax Record Maintenance form (JJ-SCR). It is used to specify the method used to compute a tax. When a tax body is being added to the employee's record, this is a required field.

- **Inactive (0) (default)**
  No taxes are computed. This code is used to deactivate all taxes except FICAs. Taxable wages are not computed, and tax is not withheld. Any taxable wages or taxes already accumulated will remain in the record.

  This is the default option for FICA tax records 101 and 103. Despite this option, however, they are considered active by the system and wages are still accumulated for them.

☞ *Refer to the Payroll Employee Setup documentation for a description of how to deactivate FICA tax records.*

- **Table Method (1)**
  This option computes taxes using the standard table method. Tax is calculated using the applicable information from the related Tax Specification Record for the tax. With this option, the values for Resident/Work State (option list PR10) and Marital Status (option list PR11) in the employee tax record are used to determine the proper table for the employee.

  For some nonstandard setups, the number of a tax table might need to be specified in the Tax Table field. This number overrides the automatic operation of the Resident/Work State and Marital Status values.

  The Table Method option is also used for flat-rate taxes, although no tax table is involved in the tax calculation.

☞ *Refer to the Maintaining Payroll Tax Codes documentation for more information about nonstandard tax setups.*

- **No Tax;No Wages (2)**
  No tax is withheld and taxable wages for income tax are not accumulated for the tax.

Use this option for state disability insurance or employer assessments, for which wages and premiums are accumulated, but to which income tax does not apply.

- **No Tax;Wages Updated (3)**
  No tax is withheld, but taxable wages for income tax are accumulated for the tax. This option is typically used for cases in which employees are exempt from an income tax, but their taxable wages must be accumulated for reporting purposes.

- **Fixed Amount (4)**
  This option computes a tax amount using the Tax Specification Record. It then compares the calculated tax against a fixed amount (the amount entered in the Tax Amount/Percent text box in the employee tax record). If the table amount is zero, no tax is taken unless you selected the Tax MC Override field on the Company Options (AF-SCR) form. If the table amount is greater than zero, it is compared to the Tax Amount/Percent field, and the larger of the two amounts is withheld.

  Enter the amount in the Tax Amount/Percent field using two decimals; for example, type $500.00 as 50000.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about the Company Options form (AF-SCR).*

The Tax Amount/Percent field is ignored when the tax is for an earnings with a Category (option list PP01 on the Company Earnings form (A8-SCR)) that specifies default taxation.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about the Company Earnings form (A8-SCR).*

Do not use this option for federal taxes, because the W-4 form does not allow fixed amounts or fixed percents.

- **Fixed Percent (5)**
  This option computes a tax amount using the organization tax table. Then it calculates the tax using the percentage entered in the Tax Amount/Percent field. If the table amount is zero, no tax is taken unless you selected the Tax MC Override field on the Company Options form (AF-SCR). If the table amount is greater than zero, it is compared to the Tax Amount/Percent field, and the larger of the two amounts is withheld.

  Enter the percent in the Tax Amount/Percent field using two decimals; for example, type 4.5% as 0450.

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about the Company Options form (AF-SCR).*

The Tax Amount/Percent field is ignored when the tax is for an earnings with a Category (option list PP01 on the Company Earnings form (A8-SCR)) that specifies default taxation.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about the Company Earnings form (AF-SCR).*

Do not use this option for federal taxes, because the W-4 form does not allow fixed amounts or fixed percents.

Note: If RA is entered in the Reciprocal State text box, then the tax amount calculated with the percentage in the Tax Amount/Percent field is used as the tax, no matter which amount is greater.

- **Table + Fixed Amt (6)**
  The withholding is calculated based on the Tax Specification Record, and then the fixed amount (taken from the Tax Amount/Percent field) is added. If the table amount is zero, no tax is taken unless you selected the Tax MC Override field on the Company Options form (AF-SCR).

☞ *Refer to* **Establishing an Organization** *(on page 21) for more information about the Company Options form (AF-SCR).*

The Tax Amount/Percent field for Tax Method Options is ignored when the taxes are computed for an earnings with a Category (option list PP01 on the Company Earnings form (A8-SCR)) that specifies default taxation.

Enter the amount in the Tax Amount/Percent field using two decimals; for example, type $500.00 as 50000.

- **Table + Percent (7)**
  The withholding is calculated based on the organization tax table, and then the percentage, taken from the Tax Amount/Percent field, is added. If the table amount is zero, no tax is taken unless you selected the Tax MC Override field on the Company Options form (A8-SCR).

  For this option, the tax amount is zero if the table amount is zero.

  The fixed amount or percentage required for this option should be entered in the Tax Amount/Percent field. The Tax Amount/Percent field for Tax Method Options is ignored when the taxes are computed for an earnings with a Category (option list PP01 on the Company Earnings form (A8-SCR)) that specifies default taxation.

  Enter the percent in the Tax Amount/Percent field using two decimals; for example, type 4.5% as 0450.

- **Ohio Alternate Methd (8)**
  This method of calculating taxes in the state of Ohio is intended for an employee who is placed into a higher bracket when filing jointly with a spouse. It ensures that the calculation of the employee's wages is based on the higher bracket so that taxes are not underwithheld. The employee must elect to be taxed in this way.
  The fixed amount or percentage required for this option should be entered in the Tax Amount/Percent field. The Tax Amount/Percent field is ignored when the taxes are computed for an earnings with a Category (option list PP01 on the Company Earnings form (A8-SCR)) that specifies default taxation.

  Enter the percent in the Tax Amount/Percent field using two decimals; for example, type 4.5% as 0450.

☞ *Refer to* **Defining Organization Earnings, Deductions, and Accruals** *(on page 65) for more information about the Company Earnings form (A8-SCR).*

The following the steps describe how the Ohio alternate taxing method calculation is performed:

1. The employee's salary is annualized by the pay period.
2. The annual salary is then divided by the percentage in the Tax Amount/Percent field, increasing the wage.
3. The tax is computed, using the inflated wage.
4. The computed tax is multiplied by the percentage in the Tax Amount/Percent field.
5. The tax is then deannualized, using the normal procedure.

- **Aggregate/Cumula Tax (9)**
  This option computes taxes using the aggregate tax method. The aggregate, or cumulative, tax method is used only when an employee requests taxes to be withheld on cumulative wages. The employee must have been paid using the same payroll method, such as weekly or bi-monthly, since the beginning of the year.
  The system computes the tax on the basis of cumulative year-to-date wages. It is particularly useful for salespeople whose commissions can fluctuate greatly from pay period to pay period. The highly variable earnings of certain jobs, such as commission salary jobs, can result in overwithholding if the tax table method is used. To prevent this, the employee may request an aggregate or cumulative method of withholding. With this method, year-to-date earnings and taxes figure in the calculation for the current pay period.

  Here, in general terms, is how the method works:
  1. Add the wages to be paid to the employee for the current pay period to the total wages previously paid for the year.
  2. Calculate a prorate factor to determine the proportion of the year worked, on the basis of work weeks. (52 is divided by number of weeks worked.)
  3. Multiply the total wages from step one by the prorate factor. This results in an annualized salary amount.
  4. Calculate the taxes using the applicable wage-bracket table.

5. Deannualize by dividing the tax amount by the prorate factor. The result is the year-to-date taxes due.
6. From the step five amount (year-to-date taxes due), subtract the tax amount already paid. 7. The result is the tax amount due for the current period.

- **Weekly Aggregate (A)**
  This method can be used to tax earnings made in multiple separate payments in a single pay period. The period-to-date taxes are stored in the Tax Amount/Percent field and period-to-date taxable wages are stored in the year-to-date OT Premium field on the Taxes To-Date Inquiry form (JT-SCR). The Purge Rule option selected on the Payroll Run Process Control form (AE-SCR) determines when the fields are cleared. This method must be used only during an off-cycle payroll run.

  The off-cycle frequency should be specified each time an employee or group of employees is to be paid during a period (five daily payments in a weekly pay period, for example). When all the payments have been made and a new pay period is to be processed, select Clear Tax MC A (3) option from the Purge Rule (PP37) option list on the Payroll Run Process Control form (AE-SCR) to clear the period-to-date figures.

- **Additional Exempt (B)**
  When this option is selected, a whole dollar annual exemption amount can be entered in the Tax Amount/Percent field. The tax is calculated using the table method, after the exemption amount reduces annual taxable wages.

  Enter the a whole dollar amount in the Tax Amount/Percent field.

- **Save Uncollected Tax (C)**
  This option causes the uncollectable withholding tax to be stored in the Tax Amount/Percent field for attempted collection the net time the employee is paid. The tax table method is used first to calculate the tax. This additional operation is performed, however, if the tax cannot be collected because of insufficient net pay. The system attempts to collect the tax the next time the employee is paid.

Resident Code (PR10)

This option list, located on the Employee Tax Record Maintenance form (JJ-SCR), is used to describe the state tax body authorized to tax this employee. The codes indicate whether the state taxing body is the employee's work state, resident state, or both.

- Work Only (1)
- Resident Only (2)
- Work & Resident (3)

Tax Marital Status (PR11)

This option list is located on the Employee Tax Record Maintenance form (JJ-SCR) and the State Reciprocal Tax Setup form (JRSSCR). It indicates the legal marital status of the employee.

- Single (1)
- Married (2)
- Head of Household (3)

Unemployment Code (PR12)

This option list is located on the Employee Tax Record Maintenance form (JJ-SCR). It indicates whether unemployment/ disability should be accumulated for this employee in this tax body. When the employee's resident status is established or changed, this field is automatically set to No Unemployment (0) or Unemp;Emplyee Pd Dis (1), based on the option selected in the Default Unemploymnt (PP25) option list on the Company Options form (AF-SCR).

- **No Unemployment (0)**
  This is the default option for state taxes. Select this option for local taxes to indicate that the unemployment wages are not tracked for these tax types.

- **Unemp;Emplyee Pd Dis (1)**
  This option is automatically selected for state disability taxes. It applies when the disability insurance is paid by the employee, or by both the employer and employee. This option causes wages to be accumulated and the employee disability premium to be calculated, deducted, and accumulated. The disability self-adjusts and stops when the maximum wage is reached and maximum disability has been withheld. This ensures that the defined disability tax will actually be withheld from the employee's earnings.

- **Disab-Employer Paid (2)**
  For state disability insurance, select this option if the insurance obligation is solely the responsibility of the employer. It causes wages to be accumulated to a specific cut-off, but it does not withhold tax from the employee.

Tax Work & Resident (PR13)

This option list is labeled Reciprocity Rule on the Employee Tax Record Maintenance form (JJ-SCR). It is used only for employees who live in one state and work in another. The option selected indicates how state taxation is handled for these employees.

- **Tax Work Only (1)**
  State taxes are taken according to the laws in the employee's work state only.

- **Tax Resident Only (2)**
  State taxes are taken according to the laws in the employee's resident state only.

- **Tax Work Resident (3)**
  State taxes are taken according to the laws in both the work state and the resident state of the employee.

- **Sub Recip Frm Ths St (4)**
  Subtract the reciprocal state tax from this state's tax.

The system updates taxable wages and computes a tax amount for the tax record. The computed tax is reduced by the tax calculated for the state specified in the Reciprocal State text box (the current state must be specified in that state's record).

- **Combine Codes 4 andA (5)**
  This option is a combination of the Sub Recip Frm Ths St (4) and Sub Pledge Frm Gross (A) options. The calculation method described for both options is in effect. Subtract the reciprocal state tax from this state's tax and subtract the amount in the Pledge Percent field (no decimals) from the taxable gross.

  For example, an employee might regularly work two days each week in Missouri and three days each week in Kansas. The percentage worked in each state is entered in this field (40% for Missouri and 60% for Kansas). Taxable wages for each tax record are determined according to the percentage entered.

- **Offset St W/Local Amt (6)**
  Offset the state income tax for this state contained in the Reciprocal State field by the income tax amount for the local tax authority. This option is for the reciprocal agreement concerning New Jersey residents working in Philadelphia. The Philadelphia nonresident tax rate is used to calculate the tax, and that tax is used to reduce the New Jersey income tax. This option can be used only in a local tax record to reduce a state tax. The local tax withheld reduces the tax withheld for the state specified in the Reciprocal State text box.

- **Sub Pledge Frm Gross (A)**
  Subtract the amount in the Pledge Percent field (no decimals) from taxable gross. The system updates taxable wages and computes a tax amount for the tax record, no matter what Resident/Work State (PR10) option is selected. Before the tax amount is computed, however, the amount in the Pledge Percent field is subtracted from the annualized taxable wages.

- **Res Foreign Country (B)**
  All an employee working in the United State to be exempt from federal withholding tax. For foreign nationals working in the U.S., the system accumulates taxable wages in the FIT Taxable Wgs field on the Taxes To-Date Inquiry form (JT-SCR). It does not calculate any federal income tax until the year-to-date wages exceed the amount entered in the Pledge Percent field.

- **US Citizen Overseas (C)**
  Allow a U.S. citizen, who is working overseas, to be exempt from federal withholding tax for up to $70,000. The system accumulates taxable wages in the FIT Taxable Wgs field on the Taxes To-Date Inquiry form (JT-SCR), and does not calculate any federal income tax until the year-to-date wages exceed the amount entered in the Pledge Percent field.

  This option is also used to signal situations in which a subtraction should be made from taxable wages; in this function, the option works in connection with the Pledge Percent field.

- **Aggregate/Suppl TAX (D)**
  Use the Aggregate Tax Method.

- **Flat/Aggr Lesser Amount (E)**
  Compute the tax using both the Flat Rate Method and the Aggregate Tax Method. Use the lesser amount.

- **Flat Rate Method (F)**
  Always use the Flat Rate Method when there are taxes to be paid on the regular earnings.

UI/Disability (PR14)

This field is used to track employees actively working and paid (taxed) in the states and (or) local authorities on the twelfth of each month of the quarter. This field is reported on the Tracking Employees Active on the 12th of the Month (2B2B) report, and it is updated on the Employees Active on the 12th of the Month (9B9B) report.

The system updates this field for tax code 101 when the employee's frequency is paid. It updates this field for all other employee tax records, except tax codes 102 and 103, if the following conditions occur:

- The 12th of the month falls within the current pay period
- The payroll being processed is not an off-cycle payroll run
- The employee was active

Note: For an accurate count, you must establish the Report Requests form (DD-SCR) so that the Tracking Employees Active on the 12th of the Month (2B2B) report and Employees Active on the 12th of the Month (9B9B) report is run every payroll run.

☞ *Refer to the Quarterly Wage Reporting manual for more information about this feature.*

- No Activity This Qtr (0)
- 1st Month (1)
- 2nd Month (2)
- 1st & 2nd Months (3)
- 3rd Month (4)
- 1st & 3rd Months (5)
- 2nd & 3rd Months (6)
- All Three Months (7)

K Plug Code (PR16)

This field is located on the Manual Payment form (KA-SCR). It is used to indicate which of the employee's tax bodies are automatically adjusted. The Weeks Worked field is never automatically adjusted in any tax body.

- **Adj All Tax Recs (0)**
  This code is used for most adjustments. In each active tax body, and combination of the following items can be adjusted by this code: work/employer wages, resident/employee wages, taxable wages, unemployment wages, premium portion of overtime.

- **Adj All Fed Tax Recs (1)**
  This code is used when the adjustment affects state and/or local tax bodies that are not currently active tax bodies for this employee. The federal tax bodies are still automatically adjusted as described for Adj All Tax Recs (0).

- **Don't Adj Tax Recs (2)**
  This code is used when the employee's tax bodies are not automatically adjusted due to an out-of-balance condition.

K Action Code (PR17)

This option list is located on the Manual Payment form (KA-SCR). It is used to specify that the tax amounts are to be added/subtracted from the corresponding fields in the employee record. This field is internally linked to the Manual Adjustments form (KB-SCR).

- Plus Adj;No Lbr/Hist ($)
- Plus Adj (+)
- Minus Adj ;No Lbr/Hist (*)
- Minus Adj (-)
- Manual Check Adj (M)

K To Date Codes (PR18)

This option list is located on the Manual Payment form (KA-SCR). It specifies the type of to-date figures to be adjusted.

- **Month To Date Only (1)**
  This option inhibits creation of History and Labor Records.

- **Quarter & YTD (2)**

- **Month, quarter, and year (3)**

- **Quarter To Date Only (4)**
  This option inhibits creation of History and Labor Records.

- **Year To Date Only (5)**

- **Combination - See Manl (6)**

Time Entry Codes (PR19)

This option list determines how may checks are cut per employee and how many time entries are combined to produce a single check. It is located on the time entry forms: Time Entry Format 1 form (TC1SCR), Time Entry Edit Format 1 form (TC1EDT), Rolling Time

Entry Format 1 form (TCRSCR), and Time Entry - Full Override form (TCFSCR). This Entry Function field appears as a text box. Type a question mark (?) in the field and press Enter to access the option list dialog box. Double-click the option to select it.

There following rules apply to entries in this field:

- One combined check is produced for all time entries that contains a 1 or 6 in the first position of this field.
- One combined check is produced for all time entries that contains a 2 or 7 in the first position of this field.
- One combined check is produced for all time entries that contains a 3 or 8 in the first position of this field.
- A separate check is produced for each time entry that contains a 4, 5, or 9 in the first position of this field.

Options

- **Pay Based on TE (1)**
  Pay Based on TE (12)
  Perform normal processing. Pay all automatic and time entry earnings with applicable taxes, and take deductions as specified in the employee record.

  Time entries with a 1 in the first position are combined with time entries with a 6 in the first position to produce a combined check.

- **Stop Hed001 Pay TE (10)**
  Stop automatic pay for HED 001. Pay only time entry earnings with applicable taxes, and take deductions as specified in the employee record.

  Time entries with a 1 in the first position are combined with time entries with a 6 in the first position to produce a combined check.

- **Plus Labor (14)**
  Plus Labor (24)
  Plus Labor (34)
  Do not produce pay for the employee. Create only a plus adjustment. Separate combined checks are produced for each of these options.

- **Minus Labor (15)**
  Minus Labor (25)
  Minus Labor (35)
  Do not produce pay for the employee. Create only a minus adjustment.

- **Hours Dock Pay (16)**
  Hours Dock Pay (26)
  Hours Dock Pay (36)
  Produce negative pay for docking a salary amount. Do not report negative hours.

- **Amt Dock Pay (17)**
  Amt Dock Pay (27)
  Amt Dock Pay (37)
  Produce negative pay for docking a salary amount. Report negative hours.

- **Pay Amount on TE (18)**
  Treat regular and overtime values as amounts. Use this option to report hours and pay a specific salary amount entered as a time entry.

- **Pay Amount on TE (28)**
  Generate a payment based on the time entry. The dollars and hours for the payment can be specified. The Deduction Cycle field can be used to indicate additional deductions, but it is not required.

- **Pay Amount on TE (38)**
  Payment is based on the time entry. The dollars and hours for the payment may be specified. The Deduction Cycle field accepts codes for additional deductions besides automatic.

- **Pay Amount on TE (48)**
  Payment is based on the time entry. The dollars and hours for the payment may be specified. Regular and overtime values are treated as amounts. Each entry is issued a separate check.

- **Pay Amount on TE (58)**
  Payment is based on time entry. Dollars and hours can be specified.

  No automatic taxes or deductions are taken, unless specified in the Deduction Cycle field. Regular and overtime values are treated as amounts. No taxes are taken.

  No deductions are taken unless specified in the Deduction Cycle field.

- **Pay TE;Select Ded Cycle (2)**
  Pay TE;Select Ded Cy (22)
  Payment is based on a time entry, but a Deduction Cycle may be specified. This option is used for non-regular payments where you may want to use a specific Deduction Cycle.

- **Pay TE; No Deductions (3)**
  Pay TE;No Deductions (32)
  Payment is based in the time entry. No automatic deductions are taken, so an entry in the Deduction Cycle field is mandatory.

- **Pmnt Per TE (4)**
  Pmnt Per TE (42)
  Produce a single check for each time entry. The Deduction Cycle field accepts codes for additional deductions besides automatic.

- **Cancel All Prior 4s (40)**
  Ignore all previously entered time entries with a 4 in the first column of the Card Code field. This option is used for time entry corrections.

- **Pmnt;No ded/tx (5)**
  Pmnt Per;No ded/tx (52)
  A single check is produced for each time entry. No automatic taxes or deductions are taken. You can specify deductions by entering a code in the Deduction Cycle field.

- **Cancel All Prior 5s (50)**
  Cancel all previously entered time entries with a 50 in the Card Code field. This option is used to correct time entries.

Time Entry Code (PR20)

This option list determines how may checks are cut per employee and how many time entries are combined to produce a single check. It is located on the time entry forms: Time Entry Format 1 form (TC1SCR), Time Entry Edit Format 1 form (TC1EDT), Rolling Time Entry Format 1 form (TCRSCR), and Time Entry - Full Override form (TCFSCR). This Entry Function field appears as a text box. Type a question mark (?) in the field and press Enter to access the option list dialog box. Double-click the option to select it.

There following rules apply to entries in this field:

- One combined check is produced for all time entries that contains a 1 or 6 in the first position of this field.
- One combined check is produced for all time entries that contains a 2 or 7 in the first position of this field.
- One combined check is produced for all time entries that contains a 3 or 8 in the first position of this field.
- A separate check is produced for each time entry that contains a 4, 5, or 9 in the first position of this field.

Options

- **Pay Based on TE (6)**
  Pay Based on TE (62)
  This code produces payment based on the time entry. All normal taxes and deductions are taken.

- **Plus Labor (64)**
  Plus Labor (74)
  Plus Labor (84)
  Do not produce pay for the employee. Create only a plus adjustment. Separate combined checks are produced for each of these options.

- **Minus Labor (65)**
  Minus Labor (75)
  Minus Labor (85)
  Do not produce pay for the employee. Create only a minus adjustment.

- **Hours Dock Pay (66)**
  Hours Dock Pay (76)
  Hours Dock Pay (86)
  Produce negative pay for docking a salary amount. Do not report negative hours.

- **Pay TE;Select Ded Cy (7)**
  Pay TE;Select Ded Cy (72)
  Produce a normal payment. The Deduction Cycle field accepts codes for additional non-automatic deductions.

- **Pay TE;No deductions (8)**
  Pay TE;No deductions (82)
  Produce a normal payment, but do not take automatic deductions. You must make an entry in the Deduction Cycle field.

- **Cancel All Prior 9s (90)**
  Void all previous code 9 time entries.

- **1 Pmnt Per TE (9)**
  1 Pmnt Per TE (92)
  Produce a normal payment with a single check per code 9 time entry. All automatic and time entry earnings are paid with applicable taxes and deductions taken as specified by the employee record.

Hours Group Code (PR21)

This option list is located on the Time Entry Format 2 form (TC2SCR), and it is labeled HG. You can type the value directly in the field, or access the Option List PR21 dialog box by typing a question mark (?) in the field and pressing Enter. The Time Entry Format 2 form (TC2SCR) can be used to enter up to two different HEDs for each of the Hours (Hrs 1-4) and Amount fields. The code in this option list control whether the value in the Hours and Amount fields is tied to the first or second HED.

This option list also works with the TE-2 Hours (PP14) and TE-2 Amt (PP15) option lists on the Company Earnings form (A8-SCR). The option selected from the TE-2 Hours field assigns the HED to an Hours bucket on the Time Entry Format 2 form (TC2SCR).

- **A8 Hours = 1-4/Amt=1 (0)**
  If used with the Company Earnings form (A8-SCR), this option indicates Hours buckets 1-4. This is the default.

- **A8 Hours = 5-8/Amt=2 (1)**
  If used with the Company Earnings form (A8-SCR), this option indicates Hours buckets 5-8.

EB Transfer Codr (PR22)

This option list is located on the Employee Transfer - Batch Transaction form (EB-SCR). It is used to control the transfer of accumulated amounts in an employee record during an employee transfer.

- **Do Not Transfer Amts (0)**
  Report Generator 4141 creates the forms necessary to transfer static employee data and to fill in the termination date on the employee's old record. The transactions are written to recycled file and take effect on the next run. The employee's history and labor records are neither transferred nor deleted.
  This option is normally used to transfer an employee between legal corporations. The employee receives a W-2 for each corporation.

- **Transfer All Amount (1)**
  Report Generator 4141 creates the forms necessary to transfer static employee data and delete the old employee record. Report Generator 4242 creates the necessary form to transfer employee amounts and hours for earnings, deductions, and tax bodies. These transactions are written to the recycled file and take effect on the next run. Employee history and labor records are not transferred or deleted. This option causes the employee to receive a single W-2.

- **FICA, FUI, SUI Only Tr (3)**
  Only FICA, FUI, and SUI tax figures are transferred to the new organization. The remaining accumulated figures are retained on the old organization record.

Deduction Cycle (PR25)

This option list is located on the time entry forms. It allows you to override the deduction cycle. It appears on the time entry forms as a text box. Type a question mark (?) in the field and press Enter to access the option list dialog box. Double-click to select the option.

- **Deduction Cycle 1 (1)**
  Use the first pay period to take deductions on this payroll run.

- **Deduction Cycle 2 (2)**
  Use the second pay period to take deductions on this payroll run.

- **Deduction Cycle 3 (3)**
  Use the third pay period to take deductions on this payroll run.

- **Deduction Cycle 4 (4)**
  Use the fourth pay period to take deductions on this payroll run.

- **Deduction Cycle 5 (5)**
  Use the fifth pay period to take deductions on this payroll run.

- **Net To Gross (8)**
  This option causes a time entry to produce a net-after-tax payment amount, or a 'gross-up', check.

- **Other (9)**
  Stop special automatic earnings and allow no deductions, except those with a Frequency of All Pay Period (18).

Retain History/Labor (PP26)

This option list is found on the Company Options form (AF-SCR) . It indicates how and if History and Labor Records are retained on the Employee Database.

- **Retain Labr & Hist (0)**
  Retain both records. This is the default option when a new organization is added. It is the recommended option.

- **Retain History Only (1)**
  Retain history only.

- **Retain Labor Only (2)**
  Retain labor only.

- **Retain No Labr/Hist (3)**
  Retain neither.

Type of Accumulation (PR27)

This option list, located on the HED Accumulation Method Setup form (MCALIM), specifies the type of accumulation for use with Accumulation Method Code 8A.

- Add Amts (+1)
- Add Hrs/Amts (+2)
- Add Hrs (+3)
- Subtract Amts (-1)
- Subtract Hrs/Amts (-2)
- Subtract Hrs (-3)
- Add Value in the Amount Two Field (+4)
- Subtracts Value in the Amount Two Field (-4)
- Add Month to Date Amounts(+A)
- Add Month to Date Amounts and Hours(+B)
- Add Month to Date Hours(+C)
- Subtract Month to Date Amounts(-A)
- Subtract Month to Date Amounts and Hours(-B)
- Subtract Month to Date Hours(-C)
- Add Quarter to Date Amounts(+D)
- Add Quarter to Date Amounts and Hours(+E)
- Add Quarter to Date Hours(+F)
- Subtract Quarter to Date Amounts(-D)
- Subtract Quarter to Date Amounts and Hours(-E)
- Subtract Quarter to Date Hours(-F)
- Add Year to Date Amounts(+G)
- Add Year to Date Amounts and Hours(+H)
- Add Year to Date Hours(+I)
- Subtract Year to Date Amounts(-G)
- Subtract Year to Date Amounts and Hours(-H)
- Subtract Year to Date Hours(-I)
- Add Monthly Base Salary (+5)
- Subtract Monthly Base Salary (-5)
- Add Amount One (+6)
- Subtract Amount One (-6)

Type of Calculation (PR28)

This option list is labeled Calculation Action on the HED Accumulation Method Setup form (MCALIM). It identifies the calculation to be applied against the accumulated HEDs. It uses Accumulation Method Code 8A.

- **Hrs X Amt (A)**

- **Fixed Amount (F)**

- **No Calculation (O)**

- **Amt X Pct (P)**

- **Hours X Rate (R)**

- **Amt X Percent X Hours (H)**
  This option performs the following calculation:

Accumulation from MCASCR * Percentage in this HED's Amount/Percent field (6 decimals 25% = .250000) * the hours entered in a time transaction for this HED.

An '18' or '17' time transaction must be used.

- **Table Amount (T)**
  Based on standard 8A accumulation, find the proper table. Use the table amount as the value. The WL table layout is as follows:

  WFLDMC8ATHHHDDDDDD999999999888888887777777

  where:
  MC8A = Literal portion of the key
  HHH = the HED number being worked out
  DDDDDD = Effective date in complement format
  999999999 = the end value of the bracket - 9(7) v99
  888888888 = the fixed amount to two decimal places 9(7) v99 (data portion of the record)
  777777777 = the percentage value to be multiplied by the accumulated value- 12.5% = 0125000 - 9(3) v9999

- **Table Percent (U)**
  Based on the standard accumulation, use the accumulated value times the percent from the table defined in the table amount above for the value.

- **Table Amt or Percent (C)**
  A combination of codes 'T' and 'U' above. The system checks for a value in the amount field of the WL, if one is found, it uses it. If not, it uses the percent value.

- **Table - Hours Based (Z)**
  Use accumulated hours instead of amount to find the table amount.

- **Percent - 6 decimals (D)**
  Works like the standard percent except the decimal is set to six places .25 = 250000.

Retro Select Codes (PR29)

This option list is located on the Define Retroactive Pay Parameters form (WX-SCR). It is used to specify whether to give retroactive pay increases to selected employees or to all employees.

- Single Employee (00)
- All Employees (01)

Retro Code (PR30)

This option list is located on the Define Retroactive Pay Parameters form (WX-SCR). It is used to generate a one-time document for each labor record or a one-time document for the entire retroactive pay increase.

- Entry/Labor Rec (0)
- Entry/Retro Pay (1)

Key Tax Flag (PR31)

This option list is located on the Company-Paid/Withheld Tax Account Nbrs form (GL-TAX). It is used to differentiate between WL table entries for account numbers for taxes.

- Company Paid Taxes (U)
- Withheld Taxes (W)

Tax Reciprocal Rules (PR36)

This option list is used to define the reciprocity status. It is located on the Report Parameters For Reciprocity Rules Table form, which is accessed through the Report Group Activities form (RGMSTR) or the Parameter Selection form (RPARMS).

- **Diff to Resident (A)**
  Tax resident and work states. Pay any difference to resident.

- **Tax Res and Work (B)**
  Tax resident and work states.

- **Tax Resident (C)**
  Tax resident state only.

- **Tx Res if Wrk No Tax (D)**
  Tax resident state if the work state is a no-tax state.

- **Tax Work (E)**
  Tax work state only.

- **Res Red by % of Wrk (F)**
  Tax resident local and work local. Reduce the resident rate by a percentage of the work rate.

- **No Res or Work Tax (G)**
  Do not take a tax in either the resident of work state.

Tax Reciprocal Status (PR37)

This option list is used to define the reciprocity status. It is located on the Report Parameters For Reciprocity Rules Table form, which is accessed through the Report Group Activities form (RGMSTR) or the Parameter Selection form (RPARMS).

- **Active (A)**
  Include active tax codes.

- **Inactive (I)**
  Include Inactive tax codes.

States/Locals with reciprocal rules (PR38)

This option list is located on the Tax Reciprocity Rules (TRRSCR) and the Reciprocal Tax Mass Maintenance (JRMSCR) forms. The Resident option list identifies the resident state of the employee, and the Work option list identifies the work state of the employee.

Note: Cyborg maintains this option list at the state level only.

Alaska	2AK
Alabama	2AL
Arkansas	2AR
Arizona	2AZ
California	2CA
Colorado	2CO
Connecticut	2CT
Washington D.C.	2DC
Delaware	2DE
Florida	2FL
Georgia	2GA
Hawaii	2HI
Iowa	IA
Idaho	ID
Illinois	2IL
Indiana	2IN
Kansas	2KS
Kentucky	2KY
Louisiana	2LA
Massachusetts	2MA
Maryland	2MD
Maine	2ME
Michigan	2MI
Minnesota	2MN
Missouri	2MO
Mississippi	2MS
Montana	MT

North Carolina	2NC
North Dakota	2ND
Nebraska	2NE
New Hampshire	2NH
New Jersey	2NJ
New Mexico	2NM
Nevada	2NV
New York	2NY
Ohio	2OH
Oklahoma	2OK
Oregon	2OR
Pennsylvania	2PA
Puerto Rico	2PR
Rhode Island	2RI
South Carolina	2SC
South Dakota	2SD
Tennessee	2TN
Texas	2TX
Utah	2UT
Virginia	2VA
Vermont	2VT
Washington	2WA
Wisconsin	2WI
West Virginia	2WV
Wyoming	2WY

Tax Work & Resident (PR39)

This option list is located on the Reciprocal Tax Mass Maintenance form (JRMSCR) and is used only for employees who live in one state and work in another. It is used to indicate how state taxation is handled for these employees.

Note: The Reciprocal Rules checkbox must be selected on the Company Options form (AF-SCR) in order to use this feature.

- **Tax Work Only (1)**
  State taxes are taken according to laws in the employee's work state only.

- **Tax Resident Only (2)**
  State taxes are taken according to laws in the employee's resident state only.

- **Tax Work & Resident (3)**
  State taxes are taken according to laws in both the resident state and the work state of the employee.

- **Offset St W/Locl Amt (6)**
  Offset the state income tax amount for the state by the income tax amount for the local tax authority.

- **Sub Pledge Frm Gross (A)**
  Subtract the amount in the Pledge Percent field from the taxable gross.

- **Res Foreign Country (B)**
  Allow a foreign employee working in the United States to be exempt from federal withholding.

- **US Citizen Overseas (C)**
  Allow a U.S. citizen working overseas to be exempt from federal withholding for up to $70,000.

- **Diff to State (G)**
  Subtract the tax from the resident state tax.

- **Diff to County (H)**
  Subtract the tax from the resident county tax.

- **Diff to Local (I)**
  Subtract the tax from the resident city tax.

- **% Dif to State (J)**
  Reduce the resident state tax by a percentage of the tax, taken from the Tax Reciprocal Rule Table.

- **% Dif to County (K)**
  Reduce the resident county tax by a percentage of the tax, taken from the Tax Reciprocal Rule Table.

- **% Dif to Local (L)**
  Reduce the resident city tax by a percentage of the tax, taken from the Tax Reciprocal Rule Table.

Limit Type (PR47)

The limit type option is on the HED Accumulation Method Limit form (MCALIM), and defines an annual, period limit, or month to date limit.

- **Annual Limit(0)**
  The annual accumulation will not exceed the limit entered in the limit field.

- **Per Lim;No Ded > Lim (1)**
  Period limit, no deduction taken it the accumulation is greater than the per pay period limit entered in the limit field.

- **Result <0=Zero ded (2)**
  Do not take the deduction if the calculation results in a negative deduction.

- **MTD Limit (3)**
  The monthly accumulation will not exceed the limit entered in the limit field.

- **Annual Limit (4)**
  The annual statutory catch-up accumulation will not exceed the amount entered in the limit field.

Currency Code (PR69)

The Currency Codes Option List arrives with the following options. You may edit this list as needed.

- None (#)
- Australian Dollars (ASD)
- Canadian Dollars (CAD)
- German Marks (DM)
- French Francs (FFR)
- Hong Kong Dollars (HKD)
- Indonesian Rupiah (IDR)
- Indian Rupees (INR)
- Italian Lira (ITL)
- Malaysian Ringits (MAR)
- Singapore Dollars (SGD)
- UK Sterling (STD)
- Thai Bahts (THB)
- Turkish Lira (TUL)
- US Dollars (USD)
- Japanese Yen (YEN)

☞ *For complete information about the Currency Codes option list, refer to the Using Multicurrency documentation.*

Time Entry Large Numbers (PR9A)

The Time Entry Format 1 Large Numbers form (TCBSCR) allows the entry of up to $9,999,999.00 on a single time entry paid as a dollar amount only, 2 decimal positions. Up to 99.99 hours may be reported with the amount paid. The form permits overrides to regular pay, period-end date, location charged including Function, shift and the deduction cycle to use.

The Function Code entry directs the system to process the time entry as a large dollar amount, reporting with it any hours entered in the time entry. No hours times rate calculation is allowed. The allowable entries are:

- **Pay Amount On TE (13)**
  Pay the dollar amount entered and report any hours entered.

- **Pay Amount on TE (23)**
  Pay the dollar amount entered and report any hours entered. The Deduction Cycle may be used to specify the deduction cycle to use but it is not required.

- **Pay Amount on TE (33)**
  Pay the dollar amount entered and report any hours entered. No deductions except those with a Frequency of All Pay;Even Cycle 9 unless a Deduction Cycle is entered.

- **Pay the dollar amount entered and report any hours entered. (43)**
  The Deduction Cycle may be used to specify the deduction cycle to use but is not required. A separate payment will be issued for each 43 time entry.

- **Amount Dock Pay (19)**

- **Amount Dock Pay (29)**

- **Amount Dock Pay (39)**

- **Amount Dock Pay (49)**
  Produce negative pay for docking a salary amount. Report negative hours.

  No overtime may be paid nor any tax override be processed on this form. Otherwise, the fields are entered in the same way as the Time Entry - Full Format form (TC1SCR).

Retro Increase Code (WX01)

Use this option list to specify the method of the retroactive pay increases. It is located in two places on the Set Up A Retroactive Pay form (RT-SCR). Use the Retro Method field to specify the method of the retroactive pay increases. Use the Shift Retro Method field to specify the method of retroactive pay increases for shift HEDs. If this latter field is blank, the Retro Method value is used for calculations.

- **Percent Increase (01)**
  Enter the percentage rate in the Percent/Rate/Salary field using four decimals; for example, enter 7% as 0700.

- **Rate Increase (02)**
  Enter the rate in the Percent/Rate/Salary field with two decimals; for example, enter $100.00 as 10000.

- **Salary Increase (03)**
  Enter the salary in the Percent/Rate/Salary field with two decimals; for example, enter $100.00 as 10000.

- **New Hourly Rate (04)**
  Enter the rate in the Percent/Rate/Salary field with two decimals; for example, enter $100.00 as 10000.

- **New Salary (05)**
  Enter the salary in the Percent/Rate/Salary field with two decimals; for example, enter $100.00 as 10000.

Retro Code (WX02)

This option list is labeled Labor Recs Per TE on the Set Up A Retroactive Pay form (RT-SCR).

- **Lbr Record Per TE (M)**
  Generate a one-time document for each labor record.

- **Multi Lbr Rec Per TE (S)**
  Generate a one-time document for the entire retroactive pay increase.

Retroactive Pay Action Code (WX03)

This option list is located on the Retroactive Pay form (RTRSCR). It is used to specify the action to take on the form. This field appears as a text box. Type a question mark (?) in the field and press Enter to access the option list dialog box. Double-click on the option to select it. The override applies only to those earnings entered on the time entry.

Press Enter to bring up the next form of time records for the employee.

- **First Labor Records (F)**
  This code returns the first time entry record for the employee. You must process each form for an employee for all the time records to be processed.

- **More Labor Records (M) (default)**
  This entry does not process time entries.

- **Next Employee (N)**
  This entry does not process time entries. It bypasses any time records for that employee that have not been processed. After displaying all time entries for an employee, the system places an N (for next employee) in this field.

- **Process Timecards (P)**
  This option processes the displayed time entries for an employee. The system will then bring up any additional time entries for the employee. If you have already viewed the time entries, the system brings up the next employee instead.

- **Return to Entry Scr (R)**
  This option changes the calculation or selection criteria.

Earnings Frequency (PP59)

This option list is located on the Company Earnings form (A8-SCR). It indicates if and when an earnings is to be automatically calculated by the system. The corresponding employee-level field on the Employee Earnings and Deductions form (HH-SCR) can default to the organization-level entry or override it.

- **Inactive (00)**
  Inactivates the earning. Usually selected for any earning submitted exclusively on a time entry.

- **All Pay Periods (01)**
  Calculates the earning every time a new period is paid for the employee's frequency. This option processes automatically, depending on which pay period of the month is being processed. It does not process for cycle 9.

- **1st Pay Period (02)**
  Calculates the earning for the first pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd Pay Period (03)**
  Calculates the earning for the second pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd Pay Period (04)**
  Calculates the earning for the third pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **4th Pay Period (05)**
  Calculates the earning for the fourth pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **5th Pay Period (06)**
  Calculates the earning for the fifth pay period of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **First Four;not 5th (07)**
  Calculates the earning for the first four pay periods of the month, but not the fifth period. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 2nd Pay Period (08)**
  Calculates the earning for the first and second pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **3rd & 4th Pay Period (09)**
  Calculates the earning for the third and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **1st & 3rd Pay Period (10)**
  Calculates the earning for the first and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **2nd & 4th Pay Period (11)**
  Calculates the earning for the second and fourth pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Current Pay Per Only (12)**
  Valid at the employee level only. Calculates the HED for the current pay period only. After the payroll run, the option list is reset to Inactive (00).

- **End of The Month (13)**
  Calculates the earning only when the payroll being run is specified as an End Of Month Run (2) in the Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR).

- **End of The Quarter (14)**
  Calculates the earning only when the payroll being run is specified as an End Of Quarter Run (3) in the Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR).

- **End of The Year (15)**
  Calculates the earning only when the payroll being run is specified as an End Of Year Run (4) in the Reporting Type (PP36) option list on the Payroll Run Process Control form (AE-SCR).

- **Use Company Default (17)**
  This value is valid at the organization-level only when the Auto Setup option on the Company Earnings form (A8-SCR) contains Earnings Only (R). It calculates the earning based on the Frequency, Taxability, Calc Method, and Amount/Percent fields on the Company Earnings form (A8-SCR). In this situation, the employee-level Frequency (PP59) option always reflects this value. Any changes made to these fields at the organization level are reflected for the employee at the end of the payroll run.

- **All Pay;Even Cycle 9 (18)**
  Calculates the earning for all pay periods, regardless of the pay cycle. The earning is paid even on an off-cycle payroll run with a pay cycle of 9.

- **2nd & 3rd Pay Period (19)**
  Calculates the earning for the second and third pay periods of the month. This option processes automatically, depending on which pay period of the month is being processed.

- **Pay Before Serv Anni (20)**
  Calculates the earning when the employee's anniversary date, based on date in the Significant Dates - Employment field on the Employee Information form (EF-SCR), falls within a period being paid.

- **TE Method Cde (21)**
  Indicates that the earning is always paid via a time entry and the Calc Method (PP11) used for this earning is a report generator time entry method code.
  If you select this option for an earning with a Calc Method option other than Hrs x (Reg Rt x Pct) (9Y) or a customized time entry method code, or if the Calc Method option is nor shown as loaded on the Payroll Audit Trail (0101) report, the time entry will be rejected. The following message will be produced on the Payroll Audit Trail (0101) report:

```
EMPLOYEE nnnnnnnnnnHED xxx CALLING BAD 5Gyy
```

  where n is the employee number, xxx is the earning number, and yy is the code associated with the selected Calc Method option for this earning.

- **Accrual Method Code (22)**
  Indicates that the value in the Calc Method (PP11) option list on the Company Earnings form (A8-SCR) for this earning identifies a custom report generator Calc Method code. The calculation method usually determines how many hours the employee will accrue for this earning, to have available for later use. The hours accrued are added to the sum in the Amount One field on the Employee Earnings and Deductions form (HH-SCR).

  This option is used only to accrue the hours. To pay the hours, you must submit a time entry. During the payroll run, the actual accrual of hours is performed before the time entry is processed, so that the hours accrued on a payroll run are available to be paid on the same run.

  If the selected Calc Method code does not show as loaded on the Payroll Audit Trail (0101) report, an earning using this Frequency option will produce the following reject message:

```
EMPLOYEE nnnnnnnnnnHED xxx CALLING BAD 5Gyy
```

  where n is the employee number, xxx is the earning number, and yy is the code associated with the selected Calc Method option for this earning.

APPENDIX B

Special Technical Features

In This Appendix

Summarizing period-end records with the AP record 410
Overriding the bank code and routing number within an organization 412
Establishing job-related rates 413
Establishing fixed salary for fluctuating hours overtime (Overtime Factor 7)414
Adding a new tax type 416
Validating additional shifts codes 418

Summarizing period-end records with the AP record

Period End records (commonly referred to as PE records) allow summarization of selected HEDs on a per pay period basis. They are used when it is necessary to maintain certain current dollars that must be easily accessible at any time. They are also used when it is necessary to maintain pay information on a non-standard time frame, such as two months at a time or every six weeks. The user-defined AP record is used to summarize PE records for each non-standard time frame.

Period-end records

Period-end records are employee-level records, which reside in the P segment at pointer 37. One PE record is created per employee, per payment, summarizing the amount, dollars, and/or weeks for all selected HEDs. An entry must be made in the Period Table on the second panel of the Company Earnings or Company Deductions forms (A8-SCR) for each HED to be summarized.

PE records are stored in date order. Use the Pay Period-End Maintenance forms (PE-SCR) to change, delete or add a record. The Pay Period-End Inquiry form (PEISCR) displays all Period End records for an employee. Period End records are never automatically deleted. A report generator to delete PE records and a P4CALC override to delete them is available.

The AP Record

The AP record is a user-defined, organization-level record residing in the C segment at pointer 23. The fields and entry form must be established using the Solution View module. The segment code, AP, must be specified in the Additional Key field, directing the Solution View - New Fields Definition form (NEWSCR) to use that segment on the new fields.

The first field must be a key field of a date and at least one other field must be defined. (A record cannot be established making just a key field entry and the segment must be at least 12 bytes long. Consider making the second field a 6-position alphanumeric field. When the form is entered, enter a '#' in the second field. This counts as an entry, but it leaves the field blank.)

The AP record causes the PE records to accumulate into a single Period record per employee for all pay runs when the period-end date of the frequency being paid is equal to or less than the AP date.

Multiple AP records may be entered to account for as long a period as needed. If the PE records were to be accumulated in 6-week periods, nine entries can be made to account for the entire year starting with 990215, 990327, 990508, and so forth.

The accumulation process

All payments for each employee will accumulate into a PE record with the date of the first or current AP record as long as the period-end date of the frequency is equal to or less than the AP date. The Period End record for each employee will have the date of the AP transaction.

Once the period-end date of the frequency is greater than the date on the Period End record, P4CALC searches for the next AP record. If no AP record is found, the system reverts to a

single Period End record per payment. If another AP record is found, its date will be used to create the new PE record for each employee and the process begins again.

Overriding the bank code and routing number within an organization

The Bank Option and Routing Overrides form (WA-SCR) is used to override the Bank Option and Routing Number on the Company Options form (AF-SCR) for earnings paid by a time entry.

Complete the following steps to complete the override:

1. Extract and load Report Generator 0103.
2. Modify the Update/Calculate portion of the batch payroll program, P4CALC, so that the system knows which fields in the time entry are to be matched against the Match Key.
3. Select the Pay Level 3 (option list PR019), Pay Level 4 (option list PR029), Pay Level 5 (PR039), and Pay Level 6 (option list PR049) fields. The Match Key portion of the WA record is determined by these options.
4. Select the Print Every Run (0) option in the Data Types-Other Record (PP51) option list on the Report Requests form (DD-SCR).
5. Enter the Bank Code identifier in the Bank Code field on the Bank Code and Routing Overrides form (WA-SCR). This is the Bank Code that will override the entry on the Company Options form (AF-SCR).
6. Enter the Routing Number to override the number entered on the Company Options form (AF-SCR) for this payment.
7. Enter an optional description in the Description field.
8. Click Save or press Enter.

Establishing job-related rates

The Time Entry Default Values form (WC-SCR) is used to supply default values for fields left blank in time documents. You can also use this form to establish job-related rates.

Complete the following steps to establish job-related rates:

1. Extract and load Report Generator 0103.
2. Modify the Update/Calculate portion of the batch payroll program, P4CALC, so that the system knows which fields in the time entry are to be matched against the Match Key.
3. Select one of the following HED Timing Code (option list PP19) options on the Company Earnings form (A8-SCR): Action 1 & 3 (B), Actions 1,2, & 3 (D), Action 1 & 2 (E), or Action 1 (G). The system will not use a matching WC record unless one of these is selected.
4. Select the PL3 (PR019), PL4 (PR029), PL5 (PR039), and PL6 (PR049) option lists on the Time Entry Default Values form (WC-SCR). The Match Key portion of the WC record is determined by these options.
5. Enter the HED number in the HED 1 field on the Time Entry Default Values form (WC-SCR).
6. Enter the HED number in the HED 2 field on the Time Entry Default Values form (WC-SCR).
7. Enter the State number to written to the time entry.
8. Enter the 941A State Unit Number to be written to the time entry in the State Unit Code field.
9. Enter the County code to be written to the time entry.
10. Enter the City code to be written to the time entry.
11. Enter the Regular Rate/Salary to be written to the time entry.
12. Enter the overtime amount in the OT Rate/Salary field.
13. Select the type of overtime from the Type of OT (PP03) option list.
14. Enter the Old Rate.
15. Enter the New Rate.
16. Enter the Effective Date.
17. Click Save or press Enter.

Establishing fixed salary for fluctuating hours overtime (Overtime Factor 7)

The Overtime (PP03) option list on the Company Earnings form (A8-SCR)provides the factor to use when calculating overtime pay. It is used only for those earnings with a category code of Overtime (01). It is also used on the Time Entry form to override the earnings defined factor.

☞ *Refer to the* **Payroll Option List Quick Reference** *(on page 319) for more information about this option list.*

The Pay/Basic Pay+OT Hrs (7) option, also called Overtime Factor 7, calculates overtime in the following manner:

Overtime rate = normal pay / basic pay + overtime

Overtime Factor 7 is used for calculating overtime for salaried employees. It is also referred to as Fixed Salary for Fluctuating Hours Overtime and BiLo Overtime. The principle of Overtime Factor 7 is that the more overtime someone works, the smaller the hourly rate used to pay the premium portion of overtime becomes. It is intended to discourage overtime.

In the examples that follow, a fixed salary of $500.00 per week is used. Each example demonstrates the decreasing pay rate as more overtime hours are worked.

- For four hours of overtime, the following calculation is performed:
  500/44 = 11.36
  4 hrs x 11.36 x .5 = 22.72 + 500 = 522.72

- For eight hours of overtime, the following calculation is performed:
  500/48 = 10.42
  8 hrs x 10.42 x .5 = 41.68 + 500 = 541.58

- For twelve hours of overtime, the following calculation is performed:
  500/52 = 9.62
  12 hrs x 9.62 x .5 = 57.72 + 500 = 557.72

Establishing Overtime Factor 7

If you plan to use this feature, you must complete the following steps:

1. The overtime earning HED must be assigned a Category (option list PP01) of Overtime (01) and an Overtime Fctr (option list PP03) of Pay/Basic Pay+OT Hrs (7) on the Company Earnings form (A8-SCR).
2. FLSA must be in use. All non-overtime earnings must have the appropriate selection in the FLSA Calc Use (PP04) option list. Selecting this option determines the salary, which is divided by the hours and then added to the overtime hours to arrive at the rate used to pay the premium portion of overtime.
3. Select Std Calc/40 Hr Week (Y) from the FLSA Method (PP24) option list on the Company Options form (AF-SCR). You may also select Use Code In Emp Rec (E) only

if the FLSA Status (PP24) option list contains the Std Calc/40 Hr Week (Y) Employee Information form (EF-SCR).

4. The employee must have a weekly frequency.
5. The employee can be either hourly or salary.
6. The overtime hours must be paid on a time entry, and the Overtime Code on the time entry must be left blank.

Adding a new tax type

The Earnings Tax Type (PP09) option list contains all current taxability codes available. On the Company Earnings form (A8-SCR), the field label is Taxability; on the Employee Earnings and Deductions form (HH-SCR), the field label is Type. The employee-level field can default to or override the Company Earnings value.

This option list is fairly extensive, but you may need to add a tax code, such as a city-only or county-only tax. Additional codes 21 - 25 are available for this purpose. In order to use these codes, you must update Report Generators RPT0A and RPT17.

In sequence number 340, Report Generator RPT0A contains five sets of 'Y' character strings in the LIT24 and LIT16 instructions. Each string contains eight 'Y's. The first set corresponds with tax code 21, the second with tax code 22, the third with tax code 23, the fourth with 24, and the fifth with 25. You must override the appropriate set and define the taxability by entering a Y or N in the following eight positions:

1. Federal Income Tax
2. FICA tax
3. Federal Unemployment
4. State Income Tax
5. State Unemployment Tax
6. State Disability Tax
7. County Income Tax
8. City Income Tax

The placement of the definition for each code is noted in the following excerpt:

```
12345678901234567890123456789012345678901234567890123456789012345678901234567890
R70A340LIT24  (21)  YYYYYYYYYYYYYYYY;LIT16YYYYYYYYYYYYYYYY;LIT36Y
R70A340LIT24YYYYYYYY  (22)  YYYYYYYY;LIT16YYYYYYYYYYYYYYYY;LIT36Y
R70A340LIT24YYYYYYYYYYYYYYYY  (23)  ;LIT16YYYYYYYYYYYYYYYY;LIT36Y
R70A340LIT24YYYYYYYYYYYYYYYYYYYYYYYY;LIT16  (24)  YYYYYYYY;LIT36Y
R70A340LIT24YYYYYYYYYYYYYYYYYYYYYYYY;LIT16YYYYYYYY  (25)  ;LIT36Y
```

If tax codes 21-25 are defined, the range of valid codes in Report Generator RPT17 must also be changed. RPT17 is delivered with tax code 21 already validated. The 21 in position 28 of the override must be changed to the code being defined, such as 22, 23, 24, or 25.

After you have made the changes in the override, you must update option list PP09. You must also re-extract RPT0A and RPT17 and reload them onto the Batch Master File (P20IN) before you can use the new tax code. An example of the P05RDR entries is shown here:

```
12345678901234567890123456789012345678901234567890123456789012345678901234567890
   ** T.ZZBATCH
   999999
   ** R.RPT0A
   R70A340LIT24YYYYYYYYYYYYYYYYYYYYYYYY;LIT16YYYYYYYYYYYYYYYY;LIT36Y
   999999
```

```
** R.RPT17
R717010LIT32  0119  515922    205154500BATCH
```

Validating additional shifts codes

As delivered, the batch payroll system recognizes the following shifts codes:

- 1st shift HED
- 2nd shift HED
- 3rd shift HED
- 4th shift HED
- 5th shift HED
- 6th shift HED

The Normal Shift (PP43) option list, which is used to select the codes, is located on the Set Up A New Employee (NH-SCR) and the Additional Employee/Payroll Information (EG-SCR) forms. This option list indicates the employee's normal, or default, shift. For time entries, this field indicates the shift that the employee worked for the corresponding time entry

If shift differential HEDs (Category 06 or 07 earnings) have been established, the system uses this option list to access the appropriate shift differential HED for computing the premium amount. The Normal Shift option can be overridden using the Shift Code (SC) field on a Format 1 or 2 time document. The override applies only to those earnings entered on the time entry.

If these additional shifts will always reside only on the employee's E segment and will never be entered on a time entry, no change is required. However, if the shift code will be entered on a time entry, the payroll batch Field Numbers Table, RPT21, must be expanded to include the new shifts.

The following override may be used to expand the edit to include the additional shifts . The Field Numbers Table, RPT21, must already be updated and installed on the Batch Master File, P20, before entering a time entry using these shift codes. You must also add the additional shift codes to the Normal Shift (PP43) option list before entering them on a time entry.

An example of the jobstream is shown here:

```
12345678901234567890123456789012345678901234567890123456789012345678901234567890
   ** T.ZZBATCH
   999999
   ** R.RPT21
   R721083LIT32NORMAL SHIFT   1E8E  09    01054
    999999
```

APPENDIX C

Practice and Review Answers

In This Appendix

Introduction 420
Establishing an Organization 421
Defining Organization Earnings, Deductions, and Accruals 425
Activating Taxes 428
Preparing for a Payroll Run 430

Introduction

This section 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 section.

Establishing an Organization

The exercises in this section are based on Organization 999999.

Apply the Concept

1. How is the Organization Number used to define a payroll processing unit?
   The Organization Number is a six-digit number that represents the highest level of the organizational structure in The Solution Series. Organization Level 1 is a two-character value, and Organization Level 2 is a four-character value. Together, these two levels make up the Organization Number. Each user-defined Organization Number represents unique processing parameters and reporting requirements defined by you.

2. Name three required payroll reports.
   Any of the following reports are correct:

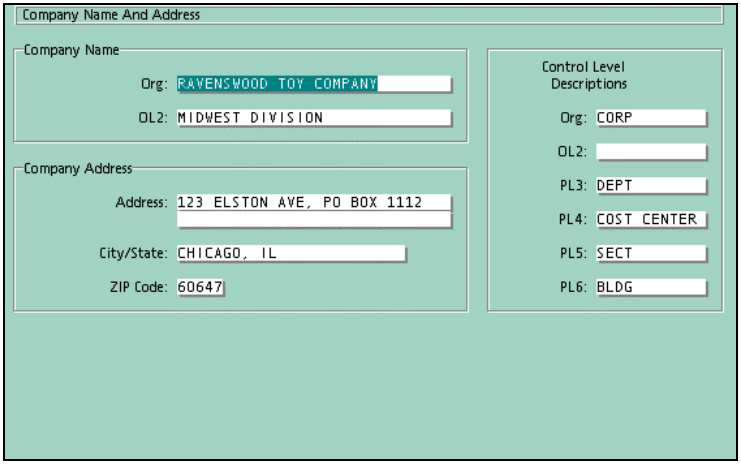
   Payroll Audit Trail (0101) report
   Control Headers (0103) report
   Combined Register (2222) report
   HED Register (2H2H) report
   Tax Filing Report - Paid Frequencies Only (2T2T) report
   Pay Document, Check and Paystub (6868) report
   Master File Status (9E9E) report
   Pay Document, Deposit Advice and Paystub (6767) report (for direct deposit)
   ACH Tape (6A6A) report (for direct deposit)
   Direct Deposit Register (6D6D) report (for direct deposit)

Extended Practice

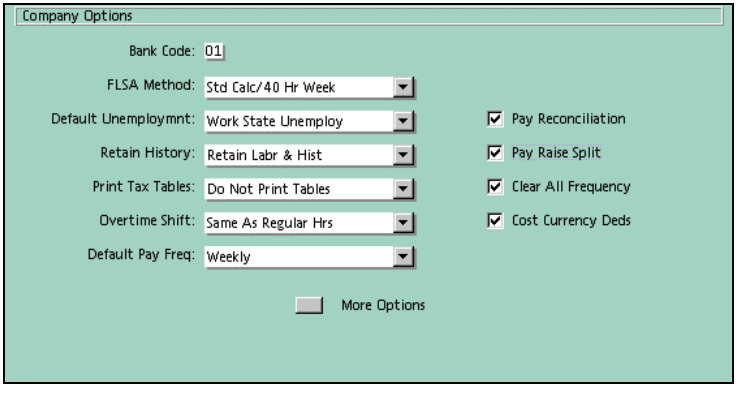
The following practices use Organization 010001, which was established in the Guided Practices. You must have completed the guided practices to guarantee the successful completion of the extended practice that follows.

1. Change the legal name of this organization to 'Ravenswood Company'.

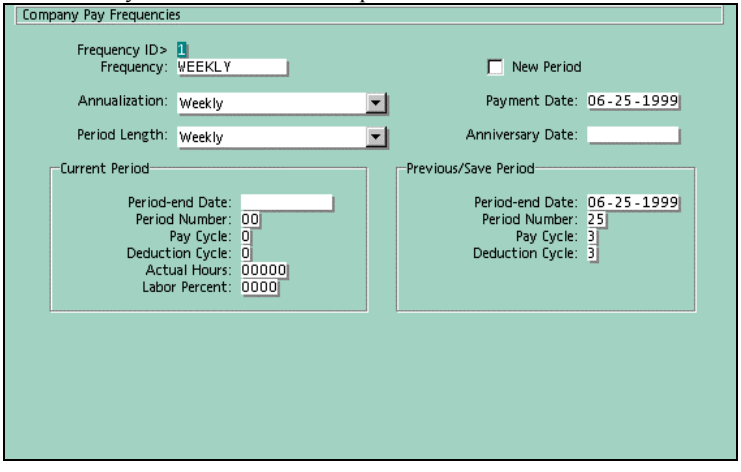
Use the Company Name and Address form (AA-SCR).



2. Update the processing options for the Ravenswood Company to meet the following criteria:
   - The FLSA calculation method is a standard 40-hour week.
   - SUI wages are accumulated in the work state.
   - Shift differential is paid at the same rate on overtime as it is for regular hours.



3. Add a weekly pay frequency for Organization 010001, using Frequency ID 1. The Period-end Date is June 25, 1999. The Period Number is 25, the Pay Cycle is 3, and the Deduction Cycle is 3. It is not a new period.



Review of Questions Answered

1. What types of processing decisions can be determined on the Company Options form (AF-SCR)?
   The Company Options form (AF-SCR) records the payroll processing characteristics of an organization. It can be used to identify specific banks when more than one is used. It records the general rule for FLSA calculation in the organization. In multi-state situations, it records the state in which unemployment is accumulated. It specifies if History and Labor records are retained. It determines if tax specification records are printed on the Payroll Audit Trail (0101) report. It records how shift differential is recorded, what the default pay frequency is, whether check reconciliation is used, and how pay changes are handled. Additionally, it specifies when pay frequencies are cleared, whether a common tax organization is in use, what countries are being processed for payroll, how no-pay situations are handled, and whether the organization produces payments. It determines whether the Time and Attendance functionality or Reciprocal Taxation is in use, whether J.E. Frick or Gates McDonald is in use, and when clearing is performed.

2. How would you review all of the pay frequencies assigned to an organization?

Use the Company Pay Frequency Inquiry form (AJISCR).

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	N	06-25-1999			00	0	0	06-25-1999	25	3	3
2	BI-WEEK	2600	0200	Y	09-01-1999	07-02-1999	06-18-1999	13	2	2	06-18-1999	13	2	2

Or use the Show selection list in the message area button.

Company Pay Frequencies

Frequency ID> 1
Frequency: WEEKLY
New Period
Annualization: Weekly
Payment Date: 06-25-1999
Period Length: Weekly
Anniversary Date:

Current Period
Period-end Date:
Period Number: 00
Pay Cycle: 0
Deduction Cycle: 0
Actual Hours: 00000
Labor Percent: 0000

Previous/Save Period
Period-end Date: 06-25-1999
Period Number: 25
Pay Cycle: 3
Deduction Cycle: 3

Freq ID	Annualization Factor	Frequency	No of Weeks	New Period	Payment Date	Period-end Date
1	52.00	WEEKLY	1.00	N	06-25-1999	
2	26.00	BI-WEEKLY	2.00	Y	09-01-1999	06-18-1999

Defining Organization Earnings, Deductions, and Accruals

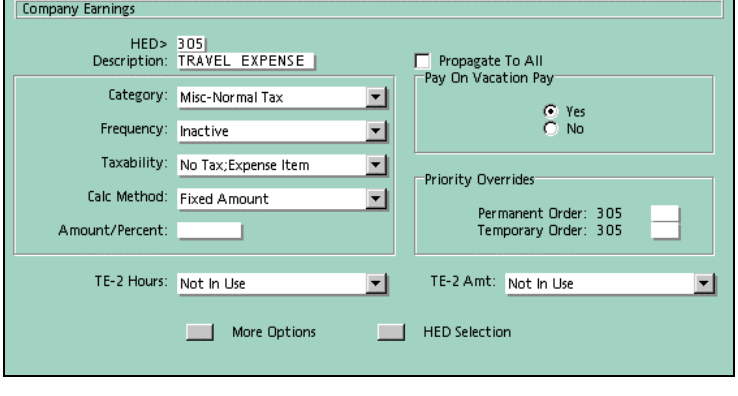
Apply the Concept

1. How does the Category code define an earning?
   The Category code groups HEDs into totals based on your specifications, such as basic, overtime, and special pay. These totals may then be used for other earning and deduction calculations. It also specifies that an amount is regular or supplemental wages for withholding tax purposes, and it establishes memo earnings for accumulation of specific hours/dollars that do not affect the employee's pay nor display on any reports. The Category code can also be used to process combination earnings and deductions for items considered wages for taxation but are not to be paid to the employee, such as use of the company auto or group term life insurance in excess of $50,000.

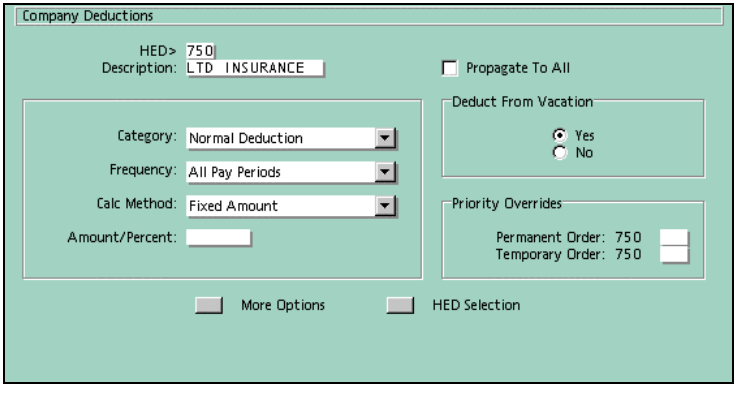
2. What factors should be considered when establishing organization deductions?
   The processing priority and the grouping. Deductions must be established in a priority sequence, with lower-numbered HEDs processing first. Deductions can also be set up in blocks, or groups. Similar deductions can be grouped with each other to maintain processing organization.

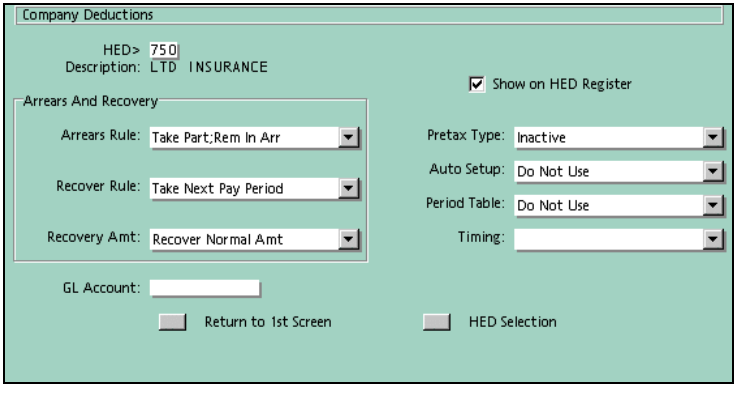
Extended practice

1. Establish HED 305 for travel expenses.

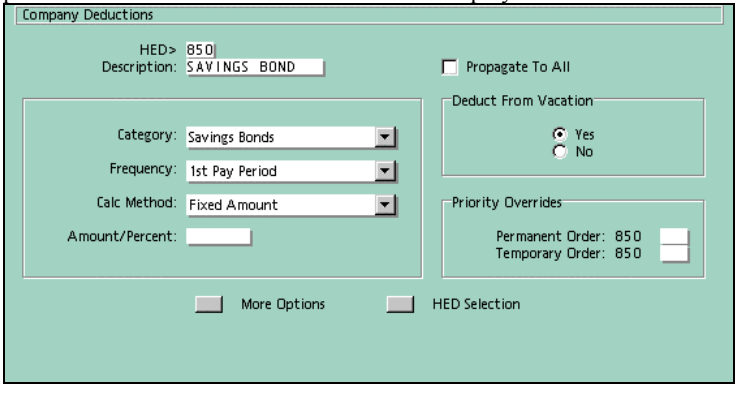


2. Establish deduction 750 for long term disability insurance. Take as much of the deduction as is possible from net pay and place the remainder into arrears. Recover arrears on the next pay cycle, regardless of whether the deduction is to be taken, and at the rate of one normal deduction until all arrears are recovered.





3. Set up a Savings Bond HED at the organization level, to be deducted on the first pay period. The amount will be established at the employee level.



Review of Questions Answered

1. What is a simple accrual routine?
   An accrual routine that is not affected by length of service.

2. What method code is used to accumulate earnings and deductions for special purposes?
   Accumulation Method Code 8A.

Activating Taxes

Apply the Concept

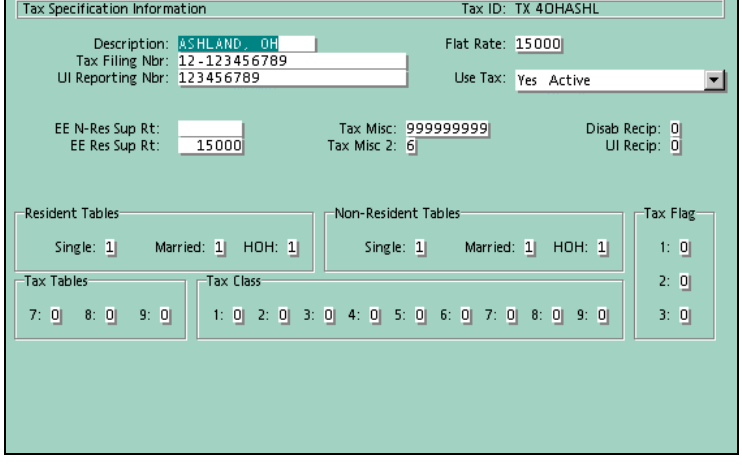
1. What is the difference between the Tax Authority File and the Tax Maintenance file?
   Both the Tax Authority File (TAF) and the Tax Maintenance File contain tax transactions. The TAF contains all the tax specification information that is currently supported by Cyborg, even if it has not changed. The Tax Maintenance File, however, includes only tax specifications that have changed since the last tax update. The Tax Maintenance File includes only those specifications replaced or added as a result of the changes in tax specifications. This limits the exposure of the maintenance process and minimizes the resources required.

2. What are the two setup methods and what are the advantages of both?
   The common tax organization setup and the organization-specific tax setup. A common tax organization is used to hold tax information for all paying organizations that will use it. It is most useful if you process several organizations that each use numerous state and local tax authorities.

   The organization-specific setup method established taxes on each production company. Each organization has only the Tax Specification Records needed for its employee payroll processing. Tax specification records for each tax required for employee tax processing must be set up for each organization.

Extended practice

1. Assume that the Ohio city of Ashland uses a flat rate tax of 1.5%. This tax specification is not supported on the Tax Authority File. Enter the Tax Specification Record online for this tax authority.



Review of Questions Answered

1. What kind of information is not supplied on the Tax Authority File?
   Employer-specific information, such as the Tax Filling Number and the UI Reporting Number.
2. What is the procedure for getting a tax code assigned to the Tax Authority File?
   Contact the Cyborg Help Desk to assign a new tax code. Cyborg must assign all new tax codes.

Preparing for a Payroll Run

Apply the Concept

1. What is the difference between a maintenance run and a payroll run?
   Any run performed in the batch environment that does not calculate pay or produce reports is considered a maintenance run. A payroll run processes payments and generates payroll reports.

2. Indicate which payroll script is executed for the given scenario. A scenario may associate with more than one script.
   1. You are processing a pay calculation for only your union employees.
   ____a____*(JPAYXTR, JPAYRUN, JMNTRUN)*

   2. All your organizations have been paid and you are updating the Employee Database.
   ____c____*(BMRG)*

   3. You are launching a pay calculation online for your entire company.
   ____b____*(BPAY)*

   *4. You are updating the Employee Database for 2 of your four organizations.*____*d*____*(JPAYMRG)*

3. Under which circumstances are the parameters on the Payroll Run Process Control form (AE-SCR) not reset?
   You have not yet executed the maintenance run (JMNTRUN).

3. Which fields are required on the Payroll Run Process Control form (AE-SCR)?
   Reporting Type (PP36) option list

   Run Type (PP38) option list

   Frequency

   New Period

   Payment Date

4. What should you do if a payroll run does not produce payments?
   Review the Payroll Audit Trail (0101) report and verify that the required fields on the Payroll Run Process Control form (AE-SCR) were completed correctly.

Extended practice

The following practices use Organization 999999. You must have completed the Extended Practices in the previous sections before continuing with these practices.

1. Prepare the Payroll Run Process Control form (AE-SCR) for weekly frequency in Organization 999999. The payment date is July 2, 1999.

Payroll Run Process Control

Clear To-date: Clear No Fields
Run Type: Maintenance/Pay Run
Reporting Type: End of Pay Per Run
Run Date:
Purge Rule: No Purge or Delete
Report Select: 000000000000
Print Update: Print Entire Report
User Date:
Version Number: 0
User Field: 0000

Define Frequencies to be Paid

Frequency: 1 WEEKLY
New Period: Yes No
Payment Date: 07-02-1999
Pay Cycle: 1
Deduction Cycle: 1

Frequency Identifier	Frequency	New Period	Payment Date	Pay Cycle	Deduction Cycle
1	WEEKLY	Y		1	1
2	BI WEEKLY	Y		1	1
3	SEMI MONTHLY	Y		1	1
4	MONTHLY	Y		1	1

2. Set the Payroll Run Process Control form (AE-SCR) back to a maintenance run for Organization 999999. (Note: You must enter a # (pound sign) in the Payment Date field to blank it out.

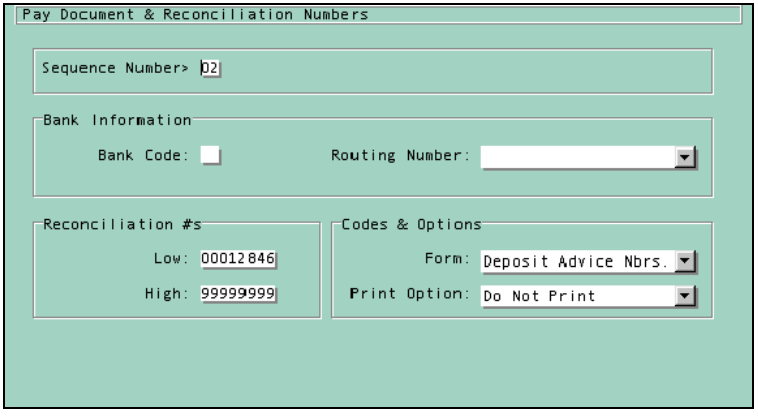
Payroll Run Process Control

Clear To-date: Clear No Fields
Run Type: Maintenance Run Only
Reporting Type: Maintenance Run Only
Run Date:
Purge Rule: No Purge or Delete
Report Select: 000000000000
Print Update: Print Entire Report
User Date:
Version Number: 0
User Field: 0000

Define Frequencies to be Paid

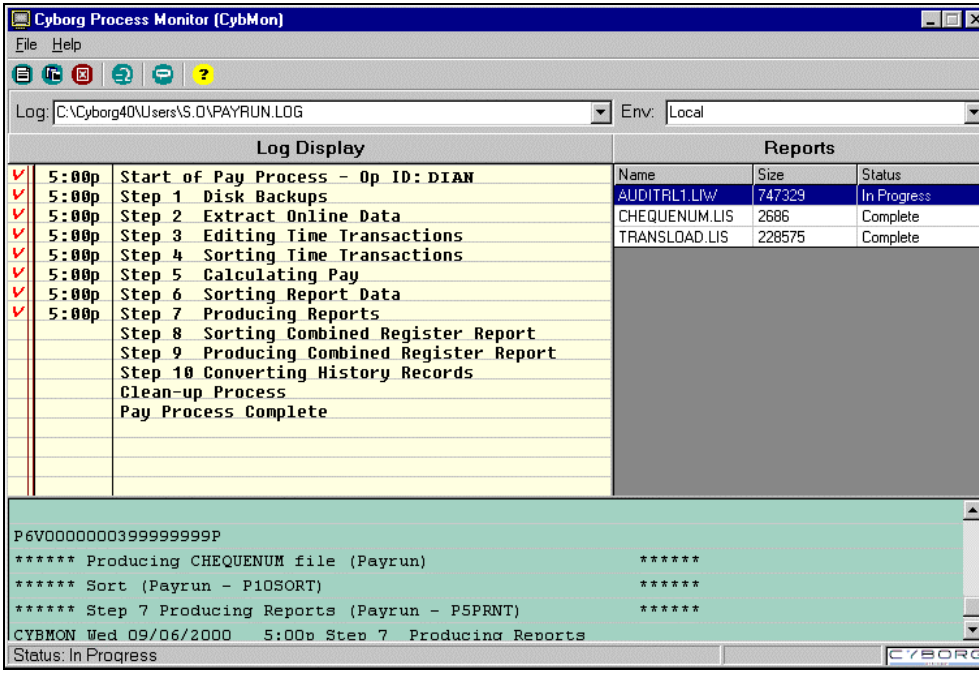
Frequency: 1 WEEKLY
New Period: Yes No
Payment Date:
Pay Cycle: 1
Deduction Cycle: 1

3. Use the Pay Process Checklist to enter reconciliation numbers for Deposit Advices. Start the numbering at 00012846. Set the Print Option to not print.
   Use the Pay Process Checklist to access the Pay Document & Reconciliation Numbers form. Enter '02' in the Sequence Number field. In the Reconciliation #s grouping, enter '00012846' in the Reconciliation #s Low field and '99999999' in the High field. In the Codes & Options grouping, enter 'Deposit Advice Nbrs.' in the Codes & Options Form field and 'Do Not Print' in the Print Option field. Finally, press Enter to save the form.



4. The following is an example of a pay calculation process displayed in the Process Monitor. Using this example, answer the following:
   - Which steps of the process have been completed?
     Steps 1 through 7.
   - Which reports have been completed?
     CHEQUENUM.LIS and TRANSLOAD.LIS.

- What errors have occurred?
  None.

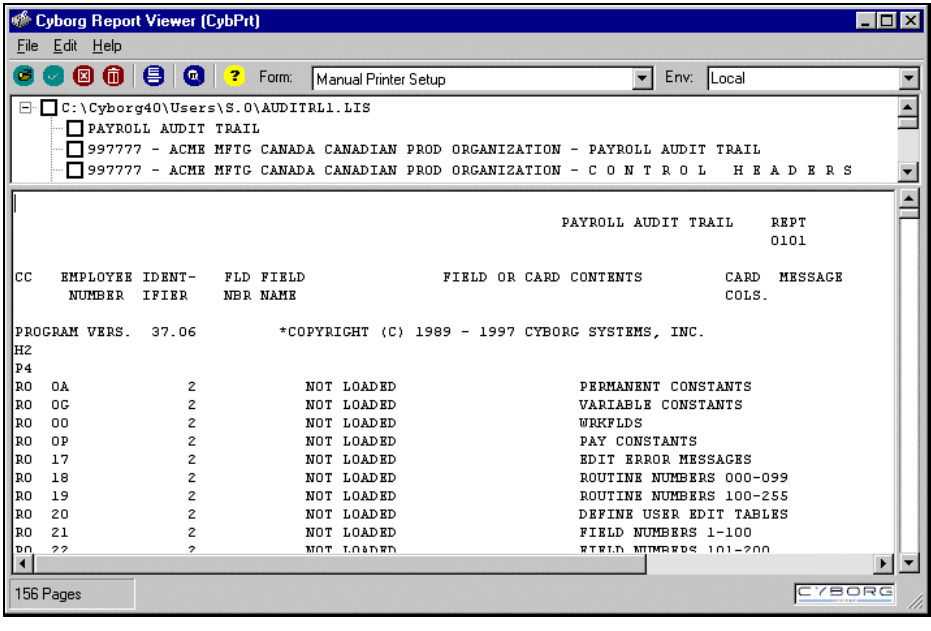


5. Using the Report Viewer, open the Audit Trail report from a pay run and search for errors. Then, choose one of the reports within this consolidation, print it and archive.
   Open the Report Viewer through the Programs menu, the Launch toolbar, or by double-clicking the Audit Trail report in the Process Monitor. If you opened the Report Viewer using one of the first two methods, open the Audit Trail report by clicking the Open Report button on the toolbar and selecting the report.

   Search for errors by clicking the Find button on the toolbar and enter 'error' or 'reject'.

   Print one of the reports by clicking the corresponding checkbox for the report in the top portion of the Report Viewer and click the Print button on the toolbar.

Archive one of the reports by clicking the corresponding checkbox, if it is not already selected, and click the Save As button on the toolbar.



Review of Questions Answered

1. Name three of the eight steps in the payroll processing cycle.
   Any of the following eight are correct:
   Step 1: Complete the online information
   Step 2: 85-RPT, 8R-RPT, 86-RPT (Benefits Administration users only)
   Step 3: ISWAS Audit report
   Step 4: PAYXTR (pay extract)
   Step 5: Payroll calculation
   Step 6: Payroll maintenance
   Step 7: PAYMRG (pay merge)
   Step 8: CONSID and BAXACT (Benefits Administration users only)

2. List two types of payroll runs.
   Any of the following answers are correct:
   Off-cycle payroll run
   Pre-payroll run
   First run of the year
   Report only run

3. What form is used to group organizations for payroll processing?
   Selected Company Payroll Run Schedule form (PAYC12)

4. How is a payroll run launched online?

Using the Pay Process Checklist, specifically Step 5 of the US Checklist and Step 6 for Canadian checklist.

5. How can the Process Monitor and Report Viewer be used throughout the pay process? What are the benefits of using these two utilities?
   The Process Monitor allows users to view the progress of the pay process and notify them of errors if they occur. The Report Viewer allows users to view report output from the pay process. In the Report Viewer reports can be searched, printed, and archived.
6. What is the Pay Process Checklist?
   A checklist that includes all the steps required to complete a payroll run online.

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 446).

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 443).

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 445).

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 445).

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 445).

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

Index

.

.EXE 437
.INI 437

0

0100, Payroll Audit Trail Errors report 50, 271
0101, Payroll Audit Trail report38, 41, 50, 75, 161, 269, 271, 276, 300, 329, 353, 355, 358, 362, 405
0103, Control Headers report 50, 270, 276, 300
0505, Accrual report 128

1

1C1C, Pay Reconciliation report 276, 300
1st Dependent Amount 215
1st Tax Credit 215

2

2nd Dependent Amount 215
2nd Tax Credit 215

3

360-degree appraisal 437
3rd Dependent Amount 215
3rd Tax Credit 215

A

A new organization---establishing it in The Solution Series 29
About This Manual 3
Absence data 437
Absence point 437
Absence type 437
Account timeout 437
Accr Carry Over Rule (PP93) 376
Accr Factor Amt Fld (PP94) 377
Accrual Frequencies (PP96) 378
Accrual Routine Factors form 109
Accrual routine forms 108, 158
Accrual Routine Selection Criteria form 110
Accrual routines 107, 154
Accumulation Method Code 8A---for accumulating, combining, or tracking groups of earnings and deductions for special purposes112, 343
Accumulation Method Code 8A---for catch-up contributions 119
Accumulator id 437
Acrobat 437
Action button 437
Activating Taxes12, 23, 24, 26, 43, 80, 92, 97, 177, 428
Activation at the organization-level 220
Active User List form 287
Active User List form, ONLSCR 287
Active User List, ONLSCR 287
Activity code 437
Activity types 437
Actuarial valuation 437
Add To Total Hours (PP18) 352
Adding a new tax type 416
Addtl Dependent Amt 215
Addtl Tax Credits 215
Administration home page 437
Administrative User ID 437
AF-SCR, Company Options form 284, 308
Agency Identification (PP589) 372
Aggregate tax method 438
AJ-SCR, Company Pay Frequencies form276, 300
Annualization 438
Annualization factor 438
Annualization Factor (PP33) 359
Annuitant 438
Annuity 438

Appendices 317
Applicant 438
Apply the Concept 421, 425, 428, 430
Appraisal rating 438
Arrears (PP10) 337
arrears recovery 95
Arrears Recovery (PP23) 354
Arrears/Overrides (PP06) 329
ASCII 438
Ask Me wizard 438
As-of reporting 438
Assigning a company name and address 33, 55
Assigning accrual selection numbers 107, 153
Audit record 438
Audit report 438
Audit trail 438
Authorized absence 438
Auto Setup (PP16) 350
Automated tax reciprocity 220
Automatic plan 438
Average deferral percentage 439
Average rating 439

B

Back 439
Badge 439
Badge error 439
Badge number 439
Bank Account Type (PR06) 380
Banner 439
Batch 439
Batch control record 439
Batch layout facility 439
Batch number 439
Batch pay processing scripts 261
Batch processing 439
Benchmark job 439
Beneficiary 439
Benefits control number 439
Benefits statement 439
Big option list 439
Bracket Exclusion 217
Bracket Number 217
Bracket Percent 217
Bracket Tax 217
Bracket Wages 217
Bridge loan 439
Browser 439
Budget plan year 439
Budget scenario 440
Budget setting 440

C

Cafeteria plan 440
Calculation option list 440
Candidate 440
Career planning 440
Carrier record 440
Case-sensitive 440
Catalog 440
Category code 440
CE/H 440
Change control facility 440
check and deposit numbers
  entering 284, 308
Check box 440
Check digit 440
Checklist 440
Checklist item 440
Checklist item status 440
Checklist margin 441
Checkmark 441
CHNSCR, Pay Document and Reconciliation
  Numbers form 284, 308
Class 441
Class evaluation results 441
Clear Code (PP35) 360
Clear to-date amounts options on the Payroll Run
  Process Control form 267
Client data file 441
Clock in and out 441
Clock transaction 441
Clock transaction warning 441
Closing costs 441
CLP 441
Code option list 284

Codeset 441
Coefficient 441
Combined register (2222) report 441
Command button 441
Common tax organization 441
Communication event 441
Compa ratio 441
Company Category Code (PP55) 370
Company Options form, AF-SCR 284, 308
Company Pay Frequencies form, AJ-SCR276, 300
Company-To-Rules Cross-Ref For Accrual Selection form 108
Competency 441
Complement limit 442
Complement position 442
Complement unit 442
Completing a report request 33, 50, 60
Completing the Tax Reciprocity Rules form (TRRSCR) form 228
Compliance 442
Component 442
Component icon 442
Component plan 442
Condition 442
Considered earnings 442
Considered earnings/hours (CE/H) accumulators 442
Considered hours paid 442
Considered hours worked 442
Consolidated reporting 442
Context-sensitive help 442
Contribution type 442
Control 1-2 442
Control Headers report, 0103 ..... 276, 300
Control level interaction between Payroll and Human Resources 34
Control level sharing---Payroll and Human Resources 34
Control levels 442
Control number 442
Control One (PP91) 375
Control Two (PP92) 375
Control-level assignment 11
Conversion 442
Co-ordinator 442
Core plan 442
Cost categories 443
Cost types 443
Costing 443
Country Codes (PP31) 357
Country Location (PP72) 375
Course 443
Course directory 443
CPI 443
Credited service 443
Crew 443
Crew code 443
Cross-population across modules 15
Cross-reference keys 443
CSL 443
Cumulative data 443
Currency Code (PR69) 402
Cursor 443
Customer-defined 443
CYB88X 443
Cyborg Scripting Language 443
Cyborg Tax Code 205, 207
Cyborg Tax Code 209, 212, 217
Cyborg Tax Code Description 205
Cyborg tax code syntax 185
Cyborg tax codes---the link between a Tax Specification Record and an employee tax record 184

D

Data extract 443
Data load 443
Data mapping 443
Data sharing between the Payroll Solution and other applications in The Solution Series/ST. 15
Database 443
Datamart 444
DD-SCR, Report Requests form 276, 300
Deduct credits by plan 444
Deduct credits by plan method 444
Deduction 444

Deduction categories 93
Deduction cycle 444
Deduction Cycle (PR25) 394
Deduction Frequency (PP60) 372
Deduction information 93, 147, 149, 151, 153
Deduction Method Code (PP12) 344
Deductions Category (PP02) 324
Deductions Frequency (PP08) 333
De-enrollment 444
Default Percent 208
Default Unemployment (PP25) 355
Deferred compensation 444
Deferred plan 444
Defining Organization Earnings, Deductions, and Accruals ...11, 65, 225, 252, 321, 376, 382, 383, 384
Defining Organization Earnings, Deductions, and Accruals 425
Defining organization pay frequencies.. 33, 47, 58
Delimiter 444
Delivered HEDs 67
Dependent 444
Dependent number 444
Dept Print Option (PP61) 374
Detail page 444
Detailed Directions 53, 129, 233, 274
Dialog box 444
direct deposit
entering information online (Canada) .. 282, 306
Disability insurance tax 444
Disability rate 207
Disability Reciprocal 210
Disciplinary action 444
Discretionary increase 444
Display 444
Display box 444
Disposable income 444
Distributed location 445
Distribution 445
Distribution rules 445
DL 445
Do you permit the withholding of additional tax when normal table calculations result in no tax withheld? 43
Do you use a common tax organization? 40
Do you use FLSA to calculate the premium portion of overtime? 36
Do you use J.E. Frick or Gates unemployment reporting 42
Do you use more than one bank or bank account for payroll? 36
Do you use the Time and Attendance module?..42
Do you want to automatically create and update the Employee Name and Social Security Number?44
Do you want to maintain foreign exchange records? 40
Does this organization produce payments? 41
Double-click 445
Drop-down list 445
Drop-down list box 445
Dynamic SQL 445

E

Earned income credit 445
Earning 445
Earning and deduction accumulations maintained in the system 11
Earning categories 72
Earning information ..72, 134, 136, 139, 141, 143, 145
Earning Method Code (PP11) 338
Earnings category 445
Earnings Category (PP01) 321
Earnings Frequency (PP07) 329
Earnings Frequency (PP59) 405
Earnings Tax Type (PP09) 335
EB Transfer Codr (PR22) 394
EBCDIC 445
eCyborg Interactive Workforce Home 445
eCyborg Interactive Workforce Home page 445
Effective date 445
EIC 445
EL 445
Electronic Performance Support system ..445, 446

Email 445
Employee cancellation..... 445
Employee Database 439, 446
Employee Database maintenance 13
Employee Database record 446
Employee Identification Number (EIN)---the link between the calculation and collection of taxes 187
Employee payment fundamentals..... 12
Employee-level tax setup..... 220
English Language 446
Enhanced Pay Processing and Reporting..... 274
Enrollment form 446
Entering direct deposit routing information (Canada only)---Enhanced Pay Processing and Reporting..... 282
Entering direct deposit routing information (Canada only)---Standard Pay Processing and Reporting..... 306
Entering pay document and deposit information---Enhanced Pay Processing and Reporting 284
Entering pay document and deposit information---Standard Pay Processing and Reporting..... 308
Entitlement accrual..... 446
Entitlement accrual routines 107, 156
Entity 446
Entry field..... 446
Entry form 446
Environment 446
EPSS..... 446
Establishing a common tax organization. 203, 235
Establishing a company-matched savings plan HED 75, 147
Establishing a direct deposit HED..... 75, 151
Establishing a fiscal memo HED..... 75, 143
Establishing a group term life insurance over $50,000 HED 75, 139
Establishing a nontaxable expense HED ... 75, 141
Establishing a shift premium HED..... 74, 129
Establishing a stock purchase HED..... 75, 149
Establishing a tax code for Illinois state tax ... 190, 233
Establishing a tax code for New York State Disability tax..... 190, 234
Establishing a tax deferred HED..... 75, 145
Establishing a vacation HED..... 75, 136
Establishing Accumulation Method Code 8A. 161
Establishing an accrual routine factor for a vacation entitlement 108, 154
Establishing an annual bonus HED..... 75, 134
Establishing an Organization 11, 21, 77, 188, 202, 264, 382, 383, 421
Establishing corresponding production organizations for a common tax organization203, 238
Establishing employer-specific tax information200, 242, 343
Establishing fixed salary for fluctuating hours overtime (Overtime Factor 7) 414
Establishing Garnishment Method Code 8G... 165
Establishing job-related rates 413
Establishing new pretax wage limits for a tax authority..... 171
Establishing organization processing options33, 44, 56
Establishing Overtime Factor 7..... 414
Establishing Time Entry Method Code 9E..... 159
Establishing Time Entry Method Code 9Y 160
Establishment Reporting 446
Event 446
Example of organization levels 27
Example of the interaction between Payroll and Benefits..... 16
Examples of organization deductions..... 98
Examples of organization earnings 80
Excused absence..... 446
Exemption Percent 215
Exemption Type..... 213
Extended practice 425, 428, 430
Extended Practice..... 173, 421
Extended Practice..... 244
Extended Practice - Establishing an organization62
Extra Copy (PP52) 371
Extra Exemption..... 213
Extract file..... 446

F

Federal Insurance Contributions Act 446
FICA 446
Field 446
Filter 446
Finished 447
First run of the year 260
Flat Rate field 205
Flat rate tax 447
Flat-rate taxes 187
Flex credits 447
Flex Master Plan 447
Flex plan 447
Flexible Benefits Plan 447
Flexible Benefits Program 447
Flexible Spending Arrangement 447
FLSA Calc Method Cde (PP24) 354
FLSA Calculation (PP04) 327
Folder 447
Form 447
Form area 447
Form Builder 447
Formal education 447
Forward 447
Frequency for Tax (PP05) 328
FSA 447
FTE 447
FTP 447
Full Time Equivalent 447
Function (PR059) 380
Funeral days 447

G

Gap analysis 448
Garnishment 448
Garnishment Method Code 8G---automatically calculating garnishment amounts 120
General considerations for planning the payroll year 14
General ledger interface 448
Go to details 448
Graphical User Interface 448
Grievance 448
Gross wages 448
Group box 448
Group plan 448
GUI 448

H

Handicap 448
Health and safety profile 448
HED 448
HED Accrual Option (PP21) 353
HED establishment 69
HED number assignment and descriptions 70
HED One Time Code (PP50) 368
HED Start Codes (PP48) 365
HED Stop Code (PP49) 366
HED Timing Code (PP19) 352
Help 448
History record 448
Holiday days 448
Home page 448
Hours Group Code (PR21) 393
Hours, Earnings, and Deductions---HED or H-E-D? 67
How do you handle no-pay situations? 41
How do you handle pay changes occurring in the middle of a pay period? 39
How is shift differential calculated on overtime hours? 38
How many months should Payment History and Labor records be retained prior to system deletion? 43
How optional deduction information affects the overall operation of the HED 95
How optional earning information affects the overall operation of the HED 75
How the garnishment method code calculates a garnishment 121
How the Minimum Payment feature works 126
HTML 448

I

Import facility 449
Import record 449

In which state should an employee's unemployment wages be accumulated if the employee lives in one state and works in another? 37
Inactive plan 449
Inactive tax record 449
Incumbent 449
Information-level security 449
Inhibit Labor (****) 378, 379, 380
Initial Administrator 449
Initial passwords 449
InitialAdmin 449
Inquiry form 449
Instructional text 449
Interest Calculations Method Code 8C---employee loans 126
Internal candidate 449
Internet 449
Intranet 449
Introduction 1, 22, 66, 179, 250, 320, 420
Introduction to Payroll Organization Setup 10
Investment funds 449
IPEDS 449
Issues to consider when establishing an organization structure 26

J

Job assignment 449
Job code 449
Job streams 449
Job type 449
Jury duty 449

K

K Action Code (PR17) 389
K Plug Code (PR16) 388
K To Date Codes (PR18) 389
Key Tax Flag (PR31) 398

L

L Segments (PP579) 371
Label 450
Labor record 450
Labor Record 276, 300
Labor records captured in the Payroll Administration module 12
Launching the pay calculation online---Enhanced Pay Processing and Reporting 290
Launching the pay calculation---Standard Pay Processing and Reporting 311
Leave of absence 450
Limit Type (PR47) 401
Log off 450
Logical Employee Model 450
LPI 450

M

Mailing address 450
Maintenance payroll run 450
Major activity 450
Mandatory field 450
Map file 450
Mass time entry creation 450
Master File (0202) report 450
Matrix ID 450
Max Disability Tax 209
Max Disability Wage 209
Max Exemption Amount 214
Maximum Dependents 215
Maximum Frequency 214
Maximum Tax Withheld 214
Maximum UI Wage 209
Menu 450
Menu bar item 450
Message area 450
Method code 450
Midpoint 450
Min Exempt Amount 216
Minimart 450
Minimum required reports for a payroll run 50
Minimum Wage Taxed 216
Monetary perquisites 451
Moving expenses 451
Multiple master 451
Multiple organization numbers as subsets of a legal entity 23

N

Navigation bar 451
Navigator 451
Net credit method 451
New hire 451
New user 451
New User Home page 451
No Pay Warning (PP32) 358
Node 451
Node ID 451
Non-Resident Table HOH 211
Non-Resident Table Married 211
Non-Resident Table Single 211
Number of Weeks Edit (PP34) 359
Number registered 451

O

Object 451
Object key 451
Obsolete plan 451
Off cycle 451
Off-cycle check only payroll run 260
Off-cycle payroll run 259
Online 451
Online pay processing scripts 261
ONLSCR, Active User List 287
ONLSCR, Active User List form/fb 287
Open enrollment 451
Operator ID 452
Option 452
Option button 452
Option list 452
Optional Payroll Run Process Control entries . 267
Organization 452
Organization Level 3 452
Organization Level 4 452
Organization Level 5 452
Organization Level 6 452
Organization levels---interpreting your organization in the system 27
Organization Number 452
Organization pay frequencies 45, 60
Organization processing options and your payroll practices 35, 58
Organization requirements for Payroll reporting 48, 61
Organization Setup 19
Organization structure---asking the right questions 26
Organization Unit 452
Organization Validation table 452
Organization-specific tax setup 452
Organization-specific Tax Specification 200
Organization---the grouping of employees within the system 23
Other Record Type (PP68) 374
Override file 452
Override to the permanent work jurisdiction ... 220
Overriding the bank code and routing number within an organization 412
Overtime Calc Method (PP03) 326
Overtime Calc Method (PP71) 375
Overview of payroll processing scripts 261

P

P4CALC 276, 300
Packaged reporting 452
Paid absence 452
Parallel run 453
Parameter form 453
Password 453
Password aging 453
Pay allocation 453
pay calculation
  how to launch 290, 295, 311, 314
  verifying 292
Pay Code Description (PP40) 362
Pay document 453
Pay Document and Reconciliation Numbers form 284
Pay Document and Reconciliation Numbers form, CHNSCR 284, 308
Pay Extract 257
Pay frequency 453
Pay Frequency (PP29) 356

Pay frequency options on the Payroll Run Process Control form 264
Pay maintenance 257
Pay Process Checklist
verify pay requests 288
Pay Reconciliation report, 1C1C 276, 300
Pay run 257
Pay schedule 453
Pay Setup Verification form 288
Pay Setup Verification form, VERSCR/fa 288
Pay stub 453
Pay-for-performance matrix 453
PAYLCR, Process Confirmation form ... 290, 311, 314
Payment History and Labor records maintenance 273
Payment history images in the Payroll Solution 12
Payment history record 453
Payroll 247
Payroll activities at a glance 12
Payroll Administration features and interfaces .. 10
Payroll Audit Trail report, 0101 ..... 276, 300
payroll cycle steps
enter deposit numbers 284, 308
enter direct deposit information (Canada) ... 282, 306
enter pay document numbers 284, 308
P6 records 284, 308
verification of pay calculation 292, 312
verify online users 287, 310
verify pay requests 288
Payroll home location 453
Payroll Level 3 453
Payroll Level 4 453
Payroll Level 5 453
Payroll Level 6 453
Payroll Option List Quick Reference42, 73, 74, 79, 94, 97, 98, 118, 162, 164, 221, 319, 414
Payroll Option Lists 321
Payroll organizations and the legal entity 23
Payroll organizations specified for special purposes 24
Payroll period 454
Payroll Process Control 454
Payroll processing differences between the United States and Canada 255
Payroll processing options and the Payroll Run Process Control form 262
Payroll production process 13, 252
Payroll run 454
Payroll run audit records and reporting 272
Payroll run preparation 13
Payroll Solution Overview 9
payroll verification and balancing 292, 312
Payroll verification and balancing 271
payroll verification forms
online users 287, 310
pay frequency requests 288
PCL 454
PDF 454
Peer-group appraisal 454
Pending de-enrollment segment 454
Pending eligibility segment 454
Performance appraisal 454
Performance appraisal rating 454
Performance rating 454
Performance-related pay 454
Period Table (PP17) 351
Period-end records 410
Perquisites 454
Personal days 454
Phonetic keys 454
Pixel 454
PL3 (PR019) 378
PL4 (PR029) 379
PL5 (PR039) 379
PL6 (PR049) 380
Plan deactivation 454
Plan ID 454
Plan shutdown 454
Plan year 454
Planning the payroll year 13
Policy tables 454
Pop-up menu 455
Portable document format 455
Position 455

Position Administration Control Number..... 455
Position complement 455
Position in range 455
Posttax 455
PR07 284
PR48 ..... 284, 308
PR49 284
Practice and Review Answers 419
Premium 455
Prenotification 455
Preparing for a Payroll Run..... 91, 249, 430
Pre-payroll run..... 260
Prerequisites 22, 66, 179, 250
Pretax..... 455
Pre-tax wage reduction limit 106
Primary account..... 455
Print Option option list..... 284
Print Tax Tables (PP27) 355
Print Update options on the Payroll Run Process Control form 269
Print Update Report (PP39)..... 362
Process..... 455
Process bar 455
Process Confirmation form, PAYLCR... 290, 311, 314
Process Confirmation form, UPOLCR..... 295
Process Monitor..... 290
Processing and calculation rules for a deduction94
Processing and calculation rules for an earning 73
Program 455
Protected amount..... 455
Prototype HED 455
Provider 456
Purge rule 276, 300
Purge Rule options on the Payroll Run Process Control form 269
Purge/Clear (PP37)..... 361
Push button..... 456

Q

Quartile..... 456
Query alternate keys..... 456
Query primary keys..... 456
Questions answered.....22, 66, 179, 251
Quick Hire.....456

R

Radio button.....456
Recall 456
Reciprocal Tax Mass Maintenance form 230
Reciprocal taxation 456
Reciprocal taxation and the payroll process.....232
Reciprocal taxation---enabling the automatic setup of tax reciprocity rules 219
Reciprocity Rules Table report 221
Record.....456
Recruitment.....456
Recycle File 456
Registration 456
Registration number.....456
Regulatory Bulletins---when you need timely, consolidated tax service.....183
Rehire.....456
Reimbursement account.....456
Reinstatement.....456
Reject time 456
Relationship between the Benefits Administration Solution and deduction HEDs 93
Relationship between the Payroll Run Process Control form and the Company Pay Frequencies form 266
Relocation 456
Remaining net pay 457
Replication 457
Replication Application 457
Replication Distribution.....457
Replication Holding File.....457
Replication Packet File 457
Report.....457
Report Freq Code (PP30).....357
Report Generator.....457
Report Group 457
Report Group Scheduler.....457
Report only run 260
Report parameters 457
Report Requests form, DD-SCR.....276, 300

Report Requests form---for report requests by organization 49
Report selection on the Payroll Run Process Control form 270
Report Selects (PP51) 369
Report Timing (PP36) 361
Report Viewer 292
Reporting Type options on the Payroll Run Process Control form 263
Reports for a particular organization 48
Reports used for earnings, deductions, and accruals 128
Reports---scheduling on an as-needed basis 50
Required entries on the Company Pay Frequencies form (AJ-SCR) prior to running a payroll 45
Required Payroll Run Process Control form entries 263
Requisition 457
Requisition candidate 457
Requisition limit 457
Requisition unit 457
Resident Code (PR10) 385
Resident Table HOH 211
Resident Table Married 210
Resident Table Single 210
Retain History/Labor (PP26) 395
Retirement 457
Retro Code (PR30) 398
Retro Code (WX02) 404
Retro Increase Code (WX01) 403
Retro Select Codes (PR29) 397
Retroactive Pay Action Code (WX03) 404
Return 457
Review of Questions Answered 63, 174, 245, 316, 423, 427, 429, 434
Review process 457
Roll-up reporting 457
Rotation pattern 457
Routing Number (PR07) 381
Routing Number option list 284
Run Date on the Payroll Run Process Control form 270
Run Type (PP38) 362
Run Type options on the Payroll Run Process Control form 264
Running the ACCRUE program 158

S

Safety standards 458
Salary budget record 458
Salary grade 458
Salary grade range 458
Salary plan 458
Salary plan year 458
Salary range 458
Salary review 458
Salary review authorization form 458
SAT file 458
Save Changes 458
Schedule Activities table 458
Schedule assignments 458
Schedule error 458
Schedule Master table 458
Schedule number 458
Scheduling a basic pay run---Enhanced Pay Processing and Reporting 274, 277
Scheduling a basic pay run---Standard Pay Processing and Reporting 297, 300
Scheduling a pay run---Enhanced Pay Processing and Reporting 274, 276
Scheduling a pay run---Standard Pay Processing and Reporting 297, 300
Screen 458
Scroll bar 458
Search argument 459
Search type 459
Secondary account(s) 459
Security Officer 459
Selecting accrual routine criteria 107, 156
Self-adjusting taxes 459
Sequential Master File 459
Service Calc Types (PP95) 377
Service interruption 459
Service method 459
Session 459

Setting taxability limits for states whose limits differ from Federal limits 167
Setting up a new cross reference number for pretax wage limits 169
Setting up a new organization 33, 54
Sex Codes (PP41) 363
Sharing data across modules - Scenario #1 15
Sharing data across modules - Scenario #2 16
Sharing data across modules - Scenario #3 16
Sharing data with multiple applications 14
Sharing data---Payroll and Human Resources... 34
Sharing static data 14
Shift 459
Shift Codes (PP43) 364
Shift on Overtime (PP28) 356
Shift premium 459
Shortcut menu 459
Should adjustments being processed on a clearing run be applied before or after clearing takes place? 42
Should all organization pay frequencies be cleared on a clearing run or only those frequencies being paid? 40
Should tax tables be printed on the Payroll Audit Trail (0101) report on every run? 38
Sick days 459
Solution View 459
Source DL 459
Special assessment 459
Special Technical Features. 79, 98, 326, 331, 335, 353, 364, 378, 379, 380, 409
Spinbox 459
Split Code (PP44) 364
Spreadsheet application 459
Standalone Time and Attendance 460
Standard Pay Processing and Reporting 297
Standard Pay Processing and Reporting and Enhanced Pay Processing and Reporting 253
State Reciprocal Tax Setup and Local Reciprocal Tax Setup forms 223
States/Locals with reciprocal rules (PR38) 399
Static data 460
Static SQL 460
Status bar 460
Statutory employee 460
Step 1
Employee data maintenance 256
Step 10
Prepare and deliver pay documents to employees 258
Step 2
Pre-payroll calculation reporting 256
Step 3
Establish processing options 256
Step 4
Pay calculation 257
Step 5
Verification 257
Step 6
Update Employee Database 257
Step 7
Update The Interactive Workforce Solution Pay Information 257
Step 8
Update The Reporting Solution History and Labor tables 258
Step 9
Update Benefits information 258
Sub-schedule number 460
Succession planning 460
Summarizing period-end records with the AP record 410
Summary page 460
Summary plan 460
Supplemental wages 460
Support for standard payroll reporting 12
Surplus 460
System administrator 460
System Control Repository 460
System Generator 460
System-level maintenance of reciprocal taxation rules 219

T

T1 transactions---for adding or deleting tax tables and changing basic information 204

T2 transactions---for adding or changing certain tax body data 207
T3 transactions---federal, state, and local levels208
T4 transactions - federal, state, and local levels212
T5 transactions - federal, state, and local levels216
Table 460
Table access 222
Table Definition Record 460
Table Number 213
Target DL 461
Task 461
Task icon 461
Tasks 22, 66, 179, 250
Tax Activation 189, 234, 235
Tax authorities---Payroll as a withholding agent180
Tax authority 461
Tax Authority File 461
Tax Authority File---Cyborg's interpretation of published regulations 181
Tax batch transaction descriptions (in transaction layout) 204
Tax Class fields 196
Tax code 461
Tax Credit 214
Tax Filing Nbr 205
Tax Flag Type (PP20) 353
Tax Maintenance File 461
Tax Maintenance File---incremental updates of published regulations 182
Tax Marital Status (PR11) 385
Tax Method Code (PR09) 381
Tax Misc 208
Tax Misc2 208
Tax Reciprocal Rules (PR36) 398
Tax Reciprocal Status (PR37) 398
Tax Reciprocity Rules---setting up a record for a specific pair of states or localities that have a reciprocal agreement 227
Tax reporting considerations for planning the payroll year 14
Tax specification 461
Tax Specification Information form (T1-SCR) - Federal Tax Code 101 191
Tax Specification Information form (T1-SCR) - Federal Tax Code 102 191
Tax Specification Information form (T1-SCR) - Federal Tax Code 103 192
Tax Specification Information form (T1-SCR) - Local tax code 195
Tax Specification Information form (T1-SCR) - State disability tax code 194
Tax Specification Information form (T1-SCR) - State tax code 193
Tax Specification Information form---the key to activation within the system 190
Tax Specification record 461
Tax table 461
Tax Table 7 211
Tax Table 8 211
Tax Table 9 212
Tax Table Bracket forms (T5-SCR)---wage brackets for a graduated tax calculation 199
Tax Table Definition form (T4-SCR)---one entry for each taxing authority requiring table and brackets for their tax calculation 198
Tax Table Number 217
Tax type 461
Tax Work & Resident (PR13) 386
Tax Work & Resident (PR39) 400
Taxability 461
Taxable wage base 461
Taxation 175
Taxation and The Solution Series 186
Taxation functionality in Payroll Administration12
Tax-related Regulatory Bulletin 462
TDR 462
TE 2 Amount Edit (PP15) 349
TE 2 Hours Edit (PP14) 348
Template 462
Temporary password 462
Termination 462
Termination Code (PP479) 365
Test environment 462
Text box 462
Text qualifier 462
The accumulation process 410

The AP Record 410
The common tax organization 200
The critical issue of deduction sequence 93
The implications for deleting an organization ... 52
The maintenance run---for non-payroll batch operations 259
The payroll cycle 255
The payroll run 259
The Tax Class 1-9 212
The Tax Specification Record---Cyborg-supplied information 186
The Tax Specification Record---employer-specific information 187
The two tax code setup methods200, 238, 242, 243
Time entry 462
Time Entry Code (PR20) 392
Time Entry Codes (PR19) 389
Time entry extract file 462
Time Entry Large Numbers (PR9A) 402
Time entry validation 462
Timeout 462
ToolTip 462
Top-down appraisal 462
Trainer 462
Trainer code 462
Training area 463
Training class results 463
Training class status 463
Training course code 463
Training plan 463
Training reason 463
Training request 463
Transaction Code 204, 207, 209, 212, 217
Transfer 463
Trend analysis 463
Trigger 463
Tuition reimbursement 463
Type of Accumulation (PR27) 395
Type of Calculation (PR28) 396
Type of training request 463
Types of batch system runs 259
Types of earnings and deductions recorded for an organization 11
Types of option lists 320
Types of payroll runs 259

U

UI Rate 208
UI Reciprocal 210
UI Reporting Nbr 205
UI/Disability (PR14) 388
Unauthorized absence 463
Underlined text 463
Unemployment Code (PR12) 386
Unemployment insurance tax 463
Union Code (PP429) 363
Unpaid absence 463
Updating benefits information 297, 315
Updating Reporting Administration history and labor tables (Reporting Administration users only) 296, 314
Updating the Employee Database online---Enhanced Pay Processing and Reporting 295
Updating the Employee Database---Standard Pay Processing and Reporting 314
Updating the Pay Information database (eCyborg Interactive Workforce users only)---Enhanced Pay Processing and Reporting 296
UPOLCR, Process Confirmation form/fb 295
Upward appraisal 463
URL 463
Use Federal 213
Use Tax 206
Use Tax Status (PP67) 374
User class 464
User code 464
User defined password 464
User fields on the Payroll Run Process Control form 270
User ID 464
User profile 464

V

Vacancy 464
Vacation days 464
Vacation/Sick Flag (PP13) 348

Validating additional shifts codes..... 418
Validation 464
Variant forms..... 464
verifying online users 287, 310
Verifying online users---Enhanced Pay Processing and Reporting..... 287
Verifying online users---Standard Pay Processing and Reporting..... 310
Verifying pay requests---Enhanced Pay Processing and Reporting..... 288
Verifying pay requests---Standard Pay Processing and Reporting..... 310
Verifying the pay calculation---Enhanced Pay Processing and Reporting..... 292
Verifying the pay calculation---Standard Pay Processing and Reporting..... 312
VERSCR 288
VERSCR, Pay Setup Verification form/fb 288
Version Number identification on the Payroll Run Process Control form..... 270
Viewing organizations on file..... 33, 53

W

Waive 464
Warning time..... 464
Welfare benefit plan group..... 464
Welfare benefit plan subgroup 464
Welfare plan 464
What is your ACH routing number?..... 41
What is your country? 40
What is your default pay frequency?..... 39
What is your local currency?..... 40
What is your report frequency? 40
What-if mode..... 464
Where to find tax accumulation information... 218
Will you retain both payment history and labor records? 37
Will you use the Payroll Solution's check reconciliation feature?..... 39
Will you use the Reciprocal Taxation feature of The Solution Series/ST?..... 43
Window 464
Wizard 464
WL Record Maintenance form (WL-SCR)
Entering Direct Deposit Information (Canada) 282, 306
WL Record Maintenance form, WL-SCR282, 306
WL Table Type (PP53) 371
WL-SCR, WL Record Maintenance form282, 306
Work area 464
Work instructions 464
Work restrictions 464
Worker's compensation 465
Workforce competency 465

X

XHTML 465

Y

Year End Master File 465
Year-end considerations for planning the payroll year 14

Z

Zero Net Pay Method Code 8B---establishing minimum payments..... 125

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual **3**

Chapter 2 11

Chapter 2 Introduction to Payroll Time Entries and Adjustments **11**

Introduction 12
Time entry formats 13
The Function Code 14
Viewing, correcting, and canceling time entries 15
Time entry batch balancing 16
Adjustments 17
Manual payments 18
Payment reversals 19

Part 2 21

Part 2 Time Entries and Adjustments 21

Chapter 3 23

Chapter 3 Time Entry Formats and the Function Code **23**

Introduction 24
Time entry formats 25

Using the Function Code 26
Function Code (FC) combinations for Format 1 time entries 27
Function Code (FC) combinations for Format 2 time entries 32
Entering hours on a time entry form 35
Time Entry - Full Override form 36
Time Entry Format 1 form 47
Time Entry Format 1 Large Numbers form 48
Rolling Time Entry Format 1 form 49
Time Entry Format 2 form 52
Examples of overriding automatic pay 56
Docking pay 59
Producing a separate payment without deductions 60
Producing a gross-up payment 61
Correcting labor distribution 62
Normalizing taxation on lump-sum payments 63
Performing one-time tax adjustments 64
Performing one-time deductions adjustments 66
Reports used for time entries 68
Detailed Directions 69
Practice and Review 88

Chapter 4 89

Chapter 4 Balancing, Viewing, and Correcting Time Entries 89
Introduction 90
Time entry audit records 91
Time entry batch balancing 92
Detailed Directions 102
Practice and Review 110

Chapter 5 111

Chapter 5 Manual Payments, Adjustments, and Reversals 111
Introduction 112
Adjustments 113
Manual payments 116
Manual Payment form 117
Using the Manual Payment form 121
Payment balancing using the Manual Payment form 123
Earnings Adjustments With Labor form 124
Manual Adjustments form 129
Tax adjustments 132

Payment reversals 139
Payment Reversal/Clearing form 145
Defining retroactive pay parameters 147
Reports used for manual payments and adjustments 148
Detailed Directions 149
Practice and Review 161

Part 3 **163**

Part 3 Appendices **163**

Appendix A **165**

Appendix A Practice and Review Answers 165
Time Entry Formats and the Function Code 166
Balancing, Viewing, and Correcting Time Entries 169
Manual Payments, Adjustments, and Reversals 171

Glossary of Terms **173**

Index **203**

PART 1

Introduction

In This Section

About This Manual 3
Introduction to Payroll Time Entries and Adjustments 11

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Payroll Administration to perform your business tasks. This manual focuses on the setup, maintenance, and tasks associated with payroll reporting in the system.

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 anyone who uses Payroll Administration. The following staff members will find it most useful:

- Management and supervisory staff - Payroll managers will find it helpful to read through the entire manual
- Accounting staff
- Technical staff

Prerequisite skills

Users of this manual should possess a variety of technical skills, depending on the roles they will play. The following minimum skills are recommended to take full advantage of the material in this manual:

- Basic understanding of the Microsoft Windows operating system
- Basic understanding of Payroll Administration

Additional documentation and training courses

The following documentation and training courses are available from Cyborg Systems to help you understand The Payroll Solution.

Documentation

Document	Description
Introduction to the Payroll Solution	The basic setup of organization and employee payroll information and everything you need to create basic time entries and run a basic payroll.
Payroll Organization Setup	A reference and training guide for organization setup, including taxes, earnings and deductions, and an overview of payroll processing.
Payroll Employee Setup	A reference and training guide for employee setup, including employee taxes, earnings and deductions, and basic employee data.
Payroll Time Entries and Adjustments	A reference and training guide for creating time entries and making pay adjustments.
Payroll Reports and Balancing	A reference and training guide for running and troubleshooting payroll reports.
Technical Administration	A reference guide of technical information needed by advanced users for running payroll processing.
Maintaining Payroll Tax Codes	A reference guide of Cyborg Tax Codes and their current status.
Using the Quarterly Processor	A single reference source for state quarterly wage reporting. All information needed to produce quarterly wage information is detailed for each state.
Year-End Processing Guide	Information and instructions for preparing and running the Cyborg Year-End Processor.

If you would like the latest copies of these documents, you can download them from CUBBS or contact Customer Support.

Training Courses

Related Course	Description
Payroll Organization Setup	Learn how to establish and maintain organization information, create and maintain data, tax tables, and processing options, and how to set up organization earnings and deductions. Tax Information, organization options, report requests, and payroll run process control options are also covered.
Payroll Employee Setup	Learn to establish and maintain employee information, employee earnings and deductions, and employee payment and tax information. Creating new hire templates, employee payment history and labor information, adding new employees using a template, and transferring employees are also covered.
Payroll Time Entries and Adjustments	Learn time entry formats, procedures, and batch balancing. This course will also familiarize you with on-line payment calculations and reversals, manual adjustments to accumulated wage and tax amounts, making time entries, calculating and reversing payments on-line, revising time entries, manual checks, batch balancing, and creating manual adjustment entries.
Payroll Reports and Balancing	Learn the payroll reports and how the reports work individually and together to balance and verify payroll. This course also covers the use of reports to verify inputs and outputs from each payroll.
Technical Administration	Learn the technical information you need to run and troubleshoot payroll. This course explains the programs that comprise payroll and walks you through the setup you need to run payroll.
Payroll HED Workshop	This course serves as a workshop to set up HEDs that are unique to your organization.
Payroll Tax Workshop	This course serves as a workshop to set up taxes that are unique to your organization.

Related Course	Description
Year-End Processing Comprehensive	This comprehensive two-day course guides you through the operations and functions of preparing the Master File for year-end payroll processing and subsequent running of W-2s/1099s. This class covers the material needed by those who are planning their first year-end processing and W-2/1099 production, or those who are new to the Cyborg setting.
Year-End Processing Refresher	This one-day refresher course is especially designed for those who need a brief review of year-end W-2/1099 processing requirements along with the current year update on federal and processor changes. This course is designed to guide you through a review of setting up the year-end environment, the processor flow, and technical considerations for year-end processing.

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. Following are the descriptions of the chapters within this manual.

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 Where to get help
2	Introduction to Payroll Time Entries and Adjustments	The concepts introduced in this manual
3	Time Entry Formats and the Function Code	The forms associated with time entry formats How to complete a time entry form How the Function Code is used Special processing options available using time entry forms

Read this chapter		To learn about
4	Balancing, Viewing, and Correcting Time Entries	How to perform batch balancing of time entries How to view time entries that have been entered How to correct errors on submitted time entries and batch balances How to use the delivered utilities in the most effective manner
5	Manual Payments, Adjustments, and Reversals	How to use the Manual Payment form How to use the Payroll Solution forms to perform manual adjustments How to perform payment reversals
A	Practice and Review Answers	Answers to the practice and review questions at the end of each 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

Introduction to Payroll Time Entries and Adjustments

In This Chapter

Introduction 12
Time entry formats 13
The Function Code 14
Viewing, correcting, and canceling time entries 15
Time entry batch balancing.....16
Adjustments.....17
Manual payments.....18
Payment reversals 19

Introduction

Several time entry formats are available. Each format uses special time entry forms which can also be used for special processing options, such as stopping and replacing automatic pay, reapportioning automatic pay, docking pay, producing a separate payment, and creating a gross-up payment. Once time entries have been entered, you can view and correct them using special utilities. All of these topics are discussed in this documentation.

Time entry formats

Time entries are online records used to submit hours and dollars to be paid to employees. Payroll Administration offers multiple time entry forms to provide flexibility in the ways you can enter time and hours data for employees. Two basic time entry formats are available with Payroll Administration: Format 1 (TC1SCR) and Format 2 (TC2SCR). Both formats allow you to enter hours, amounts, or rates, and both formats can override the employee's regular labor distribution, overtime factor, and shift worked.

- **Time Entry Format 1 form (TC1SCR)**—allows you to enter time entries for multiple employees. Up to nine entries can be entered on one form. The Time Entry Format 1 form (TC1SCR) permits overrides to regular pay, overtime pay, period-end date, location charged, and shift worked, period-end date, and deduction cycle. HED 001 is used for regular pay, and HED 003 is used for overtime pay, unless otherwise indicated in the HED text box.
- **Rolling Time Entry Format 1 form (TCRSCR)**—creates transactions to be applied in a subsequent process. This form is useful when entering time for a group or department. It allows you to allocate hours/amounts to the Function text box for time worked outside the employee's normal location, but it does not allow you to override any taxes.
- **Time Entry Format 2 form (TC2SCR)**—allows up to seven different earnings to be submitted on one line. This form provides more Hours text boxes than the Time Entry Format 1 form (TC1SCR), and a separate HED can be tied to each Hours entry. You can also override regular pay, overtime factor, period-end date, Payroll Levels, and shift on this form. Enter these text boxes just as you would for the Time Entry Format 1 form. No tax adjustments or overrides to the employee's normal rate are available on this form.

The Function Code

Regardless of the format you use, the first text box on each time entry form is the Function Code (FC) or Entry Function Code text box. The Function Code (FC) text box is a two-position numeric text box. Each position identifies a unique processing function and provides different actions and results. Together, these two numeric positions identify the format of the time entry and whether the time or amount is to be paid with the employee's normal pay or in a separate payment, if a deduction cycle should be overridden (by overriding deduction frequency), and how the amount or time is to be processed (stop automatic pay, dock pay, or adjust labor distribution).

Viewing, correcting, and canceling time entries

Each time entry you create is placed on the Employee Database as a ZZA record. An audit record is also created. Each audit record is preceded with the letters ZZ, the session number, and a unique audit form number. The audit record is used to view and correct time entries, as well as for reporting on the IS/WAS Audit Trail report (ISWASP).

You can make corrections and adjustments to time entries in several ways:

View Audit Records program (ZZSCAN)

The View Audit Records program (ZZSCAN) allows you to view all the audit records written to the Employee Database during the current online session. Records display in the order in which they were entered.

Correct Time Entry and Adjustment Audit Records program (ZZNEW)

If you need to make a correction to a time entry or adjustment, use the Correct Time Entry and Adjustment Audit Records program (ZZNEW). This program displays an image of the original time entry form in entry mode, so that you can make the correction. You can then return to the View Audit Records program (ZZSCAN) to view the correction online.

Time Entry Edit Format 1 form

The Time Entry Edit Partial Format 1 form (TC1EDT) is used to edit any Format 1 time entry. When you access the form, all existing time entries display for the selected employee. If none exist, a blank form is returned.

Time Entry Edit Format 2 form

The Time Entry Edit Format 2 form (TC2EDT) is used to edit time entries submitted on the Time Entry Format 2 form. This form displays all time entries for the selected employee. If none exist, the system returns a blank form.

Time Entry Edit - Partial form

The Time Entry Edit - Partial Format 1 form (TCFEDT) provides a limited Format 1 Time Entry Edit form. You can not edit taxes on this form.

Canceling time entries

If you want to cancel a time entry entered in error, you can use the CANCEL option. A CANCEL directs the system to change the ZZA record to a ZZB record. ZZB records are not extracted during the PAYXTR process. Use ZZSCAN to locate the audit record of the time entry to be canceled.

If you want to remove a CANCEL memo from a time entry, follow the same procedure you used when placing the CANCEL memo, but replace the word CANCEL with the word ACTIVE. An ACTIVE memo directs the system to process this audit record form (and all time entries or adjustments it contains) during the payroll run.

Time entry batch balancing

The Time-Entry Batch Balancing form (BA-SCR) creates a BATCH transaction for use by the batch payroll program, P2EDIT. Normally, a control total is done on a number of time entries, regular hours, and overtime hours. Any totals entered on this form are matched against all subsequent time entries from the Time Entry Format 1 (TC1SCR) and/or Time Entry Format 2 (TC2SCR) forms entered during the current online session.

Correcting time entry batch balances

Depending on the error you encounter, you have a choice of correction methods for time entry batch balancing:

- NOCLEAR option on the Time-Entry Batch Balancing form (BA-SCR)
  To correct the Time-Entry Batch Balancing form (BA-SCR), access the form using the NOCLEAR option. For example, if you entered the wrong Batch Balance Count, you would use this method.
- Time-Entry Batch Balancing program (BALNCE)
  The BALNCE program is used to recalculate batch balances and differences after corrections have been made using the Correct Time Entry and Adjustment Audit Records program (ZZNEW). Run the BALNCE program before making a new balance inquiry on the Time-Entry Batch Balancing form (BA-SCR).

Adjustments

Adjustments increase or reduce to-date accumulations of earnings, deductions, and taxes. Adjustments update month-to-date, quarter-to-date, and year-to-date activity. You can also correct or eliminate deduction arrears, transfer amounts or hours from one earning or deduction to another, redistribute labor hours and dollars, and refund deductions and taxes withheld.

Tax adjustments

Payroll Administration provides four forms to adjust taxable wages and taxes:

- FICA-OASDI/Total Pay Adjustment form (KF-SCR)
- FICA-HI Adjustments form (KH-SCR)
- Tax Adjustments form (KD-SCR)
- Tax Adjustment - Alternate form (KG-SCR)

Only the text boxes containing values are adjusted for the tax record specified; no other text boxes are adjusted. If an adjustment is entered to update a tax record established at the organization level only, the system automatically establishes the tax record as inactive on the employee's record during a payroll or maintenance run. You may then activate the tax record to use it for future payments, if required.

Manual payments

The term 'manual payments' is used to refer to pay documents, usually in the form of checks, that were not produced within Payroll Administration. All information for a manual payment (earnings amounts and hours paid, deductions taken, taxes paid or withheld, and net pay) must be recorded on the system. This information is required to keep employee records current, particularly with regard to annual tax and wage information for quarterly and year-end (W-2) reporting. A manual payment can also be used to reverse a payment that may not be automatically reversed.

Payment reversals

Occasionally, you may have to reverse a payment made to an employee. Within Payroll Administration, a payment may be reversed with the Manual Payment form (KA-SCR) or you may automatically reverse payments that are still outstanding (those not yet reconciled or cleared). If you do not use the Check Reconciliation feature, and you have elected to have all payments logged as cleared upon issue, payments may be reversed only until the next payroll run is done, unless the source code for the Payment Reversal form (PAYREV) has been modified. At that time, the Recon Code is set to cleared.

PART 2

Time Entries and Adjustments

In This Section

Time Entry Formats and the Function Code 23
Balancing, Viewing, and Correcting Time Entries 89
Manual Payments, Adjustments, and Reversals.....111

CHAPTER 3

Time Entry Formats and the Function Code

In This Chapter

Introduction 24
Time entry formats 25
Using the Function Code 26
Function Code (FC) combinations for Format 1 time entries 27
Function Code (FC) combinations for Format 2 time entries 32
Entering hours on a time entry form 35
Time Entry - Full Override form 36
Time Entry Format 1 form 47
Time Entry Format 1 Large Numbers form 48
Rolling Time Entry Format 1 form 49
Time Entry Format 2 form 52
Examples of overriding automatic pay 56
Docking pay 59
Producing a separate payment without deductions 60
Producing a gross-up payment 61
Correcting labor distribution 62
Normalizing taxation on lump-sum payments 63
Performing one-time tax adjustments 64
Performing one-time deductions adjustments 66
Reports used for time entries 68
Detailed Directions 69
Practice and Review 88

Introduction

This section introduces the time entry forms that are available with Payroll Administration and how they are used to meet specific criteria. These forms share some common features, such as the Function Code, but these text boxes can be used differently depending on your needs. This section also discussed the two types of time entry formats, as well as how to enter nonstandard time entries.

Tasks

This section explains the following:

- Replacing state tax on a time entry
- Stopping automatic pay
- Replacing automatic pay
- Adding to automatic pay
- Reapportioning automatic pay
- Docking an employee's pay
- Normalizing taxation
- Adding sick time
- Withholding additional taxes
- Refunding a tax
- Entering a one-time deduction adjustment
- Entering a one-time deduction refund

Prerequisites

Before you can perform the tasks in this section, you must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentations.

Questions answered

The following questions are answered in this section:

1. List the four forms used for time entries.
2. What are the purposes of the two positions of the Function Code (FC)?
3. What Function Code (FC) is used for docking pay?

Time entry formats

Time entries are online records used to submit hours and dollars to be paid to employees. Payroll Administration offers multiple time entry forms to provide flexibility in the ways you can enter time and hours data for employees. Two basic time entry formats are available with Payroll Administration: Format 1 (TC1SCR) and Format 2 (TC2SCR). Both formats allow you to enter hours, amounts, or rates, and both formats can override the employee's regular labor distribution, overtime factor, and shift worked.

Time entries entered online do not immediately change dollar amounts for the employee. They are entered before the payroll run and processed by the system at the appropriate time. If you use the Time-Entry Batch Balancing form (BA-SCR) when entering time entries, you must enter a form for each organization.

Format 1 (TC1SCR) uses four time entry forms, which allow you to pay any earning by entering the number of hours or dollars and the HED number:

- Rolling Time Entry Format 1 form (TCRSCR)
- Time Entry - Full Override form (TCFSCR)
- Time Entry Format 1 form (TC1SCR)
- Time Entry Format 1 Large Numbers form (TCBSCR)

Format 2 (TC2SCR) allows you to pay a maximum of seven different predefined earnings using one time entry line. Only one form is available:

- Time Entry Format 2 form (TC2SCR)

Cyborg recommends that you use one time entry form for regular, day-to-day entries, and use the other forms for nonstandard entries.

Time entry form text boxes are cleared automatically when the form is saved, but you can edit time entries after they have been submitted using special utilities delivered with the system.

☞ *Refer to* **Viewing and Correcting Time Entries** *(on page 93) for more information about these utilities.*

Using the Function Code

Regardless of the format you use, the first text box on each time entry form is the Function Code (FC) or Entry Function Code text box. The Function Code (FC) text box is a two-position numeric text box. Each position identifies a unique processing function and provides different actions and results. Together, these two numeric positions identify the format of the time entry and:

- Whether the time or amount is to be paid with the employee's normal pay or in a separate payment
- If a deduction cycle should be overridden (by overriding deduction frequency)
- How the amount or time is to be processed (stop automatic pay, dock pay, or adjust labor distribution).

The Function Code text box is a required text box tied to an option list, although it is not a drop-down list. Either type the code directly into the text box, or access the option list dialog box by typing a question mark in the text box and pressing Enter. Then select a code from the list.

Combining payments using the Function Code

Both formats may be used to generate a combined single payment for one employee, or separate payments. An employee may receive up to 98 separate payments in a given payroll run. The following rules apply:

- One combined payment is produced for all time entries that contain a 1 or 6 in the first position.
- One combined payment is produced for all time entries that contain a 2 or 7 in the first position.
- One combined payment is produced for all time entries that contain a 3 or 8 in the first position.
- A separate payment is produced for each time entry that contain a 4, 5, or 9 in the first position.

See Also

- Adding sick time ***(on page 79)***

For detailed directions on using the Function Code to enter sick time.

Function Code (FC) combinations for Format 1 time entries

The following table lists the valid code combinations for the Function Code. To use the table, locate the required position-1 code in the first column, then move across the row to where it intersects with the required position-2 code.

You can type the code directly in the text box or access the PR19 Option List dialog box. To do this, type a question mark (?) in the text box and press Enter, then make a selection from list.

Detailed descriptions of the codes follow the table.

Note: *In the table that follows, 'no deductions' means that deductions with a Frequency of All, Even Ded Cycle 9 (18) will still be taken.*

Position 1 **Position 2**

		0	2	4	5	6	7	8
1	Normal processing with recycling capability. All time entries with a 1 in this position combine into a single payment.	Pay based on time entry. Stops auto-pay for HED 001.	Pay based on time entry. (default)	No payment. Positive (+) labor distribution adjustment.	No payment. Negative (-) labor distribution adjustment.	Dock pay.	Negative payment. Allows reporting of negative hours and docking a dollar amount.	Allows reporting of hours and paying a dollar amount.
2	Normal processing. Deduction Cycle may be overridden. All time entries with a 2 in this position combine into a single payment.	Not used.	Pay based on time entry with optional Deduction Cycle override. (default)	No payment. Positive (+) labor distribution adjustment.	No payment. Negative (-) labor distribution adjustment.	Dock pay.	Negative payment. Allows reporting of negative hours and docking a dollar amount.	Allows reporting of hours and paying a dollar amount.
3	Normal processing. Deduction Cycle must be specified. All time entries with a 3 in this position combine into a single payment.	Not used.	Pay based on time entry. No deductions taken unless Deduction Cycle is specified. (default)	Positive (+) labor distribution adjustment, no payment is created.	Negative (-) labor distribution adjustment, no payment is created.	Dock pay.	Negative payment. Allows reporting of negative hours and docking a dollar amount.	Allows reporting of hours and paying a dollar amount.
4	Normal processing. Deduction Cycle may be overridden. Each time entry with a 4 in this position produces a separate payment.	Used for corrections. All previous '4y' tiime entries ignored, where 'y' is any valid code.	Pay based on time entry. The Deduction Cycle may be overridden. (default)	Not used.	Not used.	Not used.	Not used.	Allows reporting of hours and paying a dollar amount.

5	Process earnings but not taxex. No deductions unless specified in Deduction Cycle. Each time entry with a 5 in this position produces a separate payment.	Used for corrections. All previous '5y' time entries ignored, where 'y' is any valid code.	Pay based on time entry. No taxes taken. No deductions taken unless specified in Deduction Cycle. (default)	Not used.	Not used.	Not used.	Not used.	Allows reporting of hours and paying a dollar amount. No taxes taken. No deductions taken unless Deduction Cycle is specified.

Pay Based on TE (1) and Pay Based on TE (12)

Perform normal processing. Pay all automatic and time entry earnings with applicable taxes, and take deductions as specified in the employee record.

Stop HED 001 Pay TE (10)

Stop automatic pay for HED 001 and pay what is on the time entry. This code is often used to pay auto-paid employees starting in the middle of the pay period.

Time entries with a 1 in the first position are combined with time entries with a 6 in the first position to produce a combined check.

Plus Labor (14), (24), (34)

Do not produce pay for the employee. Create only a plus adjustment.

Minus Labor (15), (25), (35)

Do not produce pay for the employee. Create only a minus adjustment.

Hours Dock Pay (16), (26), (36)

Produce negative pay based on the time entry for docking employee's pay.

Amt Dock Pay (17), (27), (37)

Produce negative pay for docking a salary amount. Report negative hours.

Pay Amount on TE (18)

Treat regular and overtime values as amounts. Use this option to report hours and pay a specific dollar amount entered on the time entry with all applicable taxes and deductions for the current pay period.

Pay Amount on TE (28)

Treat regular and overtime values as amounts. Use this option to report hours and pay a specific dollar amount entered on the time entry. The Deduction Cycle text box can be used to indicate a deduction cycle other than the current cycle being paid.

Pay Amount on TE (38)

Treat regular and overtime values as amounts. Use this option to report hours and pay a specific dollar amount entered on the time entry. No deductions taken except those with a Frequency of All;Even Cycle 9 (18), unless a Deduction Code is specified.

Pay Amount on TE (48)

Treat regular and overtime values as amounts. Use this option to report hours and pay a specific dollar amount entered on the time entry. Each entry is issued a separate check. The Deduction Cycle text box can be used to indicate a deduction cycle other than the current cycle being paid.

Pay Amount on TE (58)

Treat regular and overtime values as amounts. Use this option to report hours and pay a specific dollar amount entered on the time entry.

No taxes are taken. No deductions are taken, except those with a Frequency of All Even Cycle 9 (18), unless a deduction cycle is specified.

Pay TE; Select Ded Cycle (2) and Pay TE; Select Ded Cy (22)

Payment is based on a time entry, but a Deduction Cycle may be specified. This option is used for non-regular payments where you may want to use a specific Deduction Cycle.

Pay TE; No Deductions (3) and Pay TE;No Deductions (32)

Payment is based on the time entry. No automatic deductions are taken, except those with a Frequency of All; Even Cycle 9 (18), unless a deduction cycle is specified.

Pmnt Per TE (4) and Pmnt Per TE (42)

Produce a single check for each time entry. The Deduction Cycle text box can be used to indicate a deduction cycle other than the current cycle being paid.

Cancel All Prior 4s (40)

Ignore all previously entered time entries with a 4 in the first column of the Card Code text box. This option is used for time entry corrections.

Pmnt; No ded/tx (5) and Pmnt Per; No ded/tx (52)

A single check is produced for each time entry. No automatic taxes or deductions are taken. You can specify deductions by entering a code in the Deduction Cycle text box.

Cancel All Prior 5s (50)

Cancel all previously entered time entries with a 50 in the Card Code text box. This option is used to correct time entries.

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about this text box.*

Function Code (FC) combinations for Format 2 time entries

The following table lists the valid code combinations for the Function Code. To use the table, locate the required position-1 ode in the first column, then move across the row to where it intersects with the required position-2 code.

Like Format 1 time entries, Format 2 time entries also use the PR19 option list.

Detailed descriptions of the codes follow the table.

Function Code Table Format 2 time entries

Position 1 **Position 2**

		0	**2**	**4**	**5**	**6**
6	Normal processing. All time entries with a 6 in this position combine into a single payment.	Not used.	Pay based on time entry. (default)	Positive (+) labor distribution adjustment. No payment is created created.	Negative (-) labor distribution adjustment. No payment is created.	Dock pay.
7	Normal processing. All time entries with a 7 in this position combine into a single payment.	Not used.	Pay based on time entry. (default)	Positive (+) labor distribution adjustment. No payment is created.	Negative (-) labor distribution adjustment. No payment is created.	Dock pay.
8	Normal processing of applicable earnings and taxes. No deductions are taken. Each time entry with an 8 in this position produces a separate payment.	Not used.	Pay based on time entry. (default)	Positive (+) labor distribution adjustment. No payment is created.	Negative (-) labor distribution adjustment. No payment is created.	Dock pay.
9	Normal processing. Each time entry with a 9 in this position produces a separate payment.	Used for corrections. When entered, all previous '9y' time entries are ignored, where y is any valid code.	Pay based on time entry. (default)	Not used.	Not used.	Not used.

Pay Based on TE (6) and Pay Based on TE (62)

This code produces payment based on the time entry. All normal taxes and deductions are taken.

Plus Labor (64), Plus Labor (74), and Plus Labor (84)

Do not produce pay for the employee. Create only a plus adjustment.

Minus Labor (65), Minus Labor (75), and Minus Labor (85)

Do not produce pay for the employee. Create only a minus adjustment.

Hours Dock Pay (66), Hours Dock Pay (76), and Hours Dock Pay (86)

Produce negative pay based on the time entry for docking the employee's pay.

Pay TE;Select Ded Cy (7) and Pay TE;Select Ded Cy (72)

Produce a normal payment. The Deduction Cycle text box can be used to specify a deduction cycle other than the current cycle.

Pay TE;No deductions (8) and Pay TE;No deductions (82)

Produce a normal payment. No deductions, except those with a Frequency of All;Even Cycle 9 (18), unless a deduction cycle is specified.

Cancel All Prior 9s (90)

Void all previous code 9 time entries.

1 Pmnt Per TE (9) and 1 Pmnt Per TE (92)

Produce a normal payment with a single check per code 9 time entry. All automatic and time entry earnings are paid with applicable taxes and deductions taken as specified by the employee record.

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about this text box.*

Entering hours on a time entry form

Time may be entered on a time entry in one of two ways: entering hours and hundredths of hours and entering hours and minutes. These methods are not interchangeable, so you must choose one method to use for all time entries.

Hours and hundredths of hours

Use the following formula to convert minutes to hundredths of hours.

minutes/60 = hundredths of hours

For example, you would calculate 6 hours and 42 minutes in the following manner:

1. 6 hours = 6
2. Calculate how many hundredths of hours 42 minutes equals.
   42/60 = .70
3. Add the amounts from step 1 and step 2.
   600 + .70 = 6.70
4. Assume two decimal places when entering the value.
   Enter 6 hours and 42 minutes as '670'.

Hours and minutes

To use the hours and minutes entry method, you must extract the batch program P2EDIT from CYBMST with a special parameter. Contact your IS department if you plan to use this option.

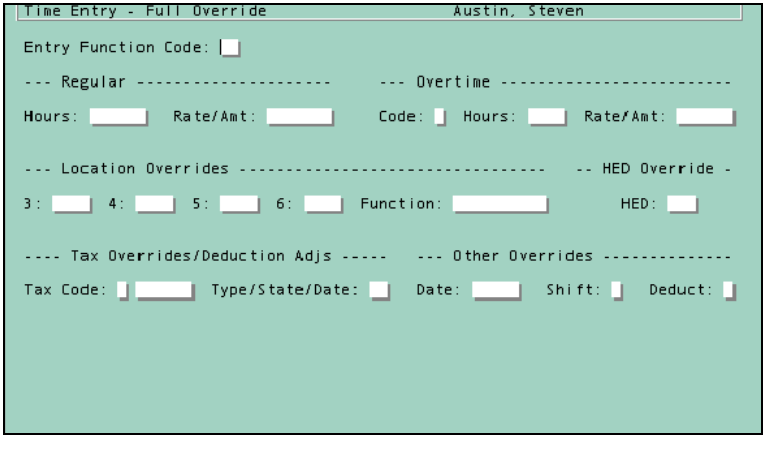
Using this method, you would enter 6 hours and 42 minutes as '642', and you would enter 6 hours as '600'.

☞ *Refer to the Technical Administration documentation for more information about the special parameters for extracting batch payroll programs.*

Time Entry - Full Override form

The Time Entry - Full Override form (TCFSCR) provides the most flexibility when submitting time entries. This form requires one time entry for each HED. An Employee Number must be accessed when using this form. Use the Time Entry - Full Override form (TCFSCR) to override employee rates, labor distribution, deductions and taxes, employee shift, and deduction cycle. It may also be used to refund taxes or tie a one-time deduction to a check.

An example of the form is shown here:



Whenever you are instructed to convert minutes to hundredths of hours, use the formula discussed in the Calculating hundredths of hours section in this section.

What are the regular hours? (Regular Hours and Regular Rate/Amt text box)

Enter the regular hours in the Hours text box of the Time Entry - Full Override form (TCFSCR). If hours are entered but no rate is entered in the Rate/Amt text box, use the employee's normal hourly rate.

If you use the hours and hundredths of hours entry method, assume two decimal places; for example, enter 30 hours and 15 minutes as '3025'. If you use the hours and minutes entry method, enter 30 hours and 15 minutes as 3015.

The following example shows a time entry for submitting regular hours.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime -------------------------

Hours: 2500    Rate/Amt:          Code:   Hours:     Rate/Amt:

--- Location Overrides --------------------------------   -- HED Override -

3:     4:     5:     6:     Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:      Type/State/Date:     Date:     Shift:     Deduct:
```

The Rate/Amt text box works with the Hours text box. It contains either an hourly rate or flat dollar amount, depending on the contents of the Hours text box.

- If no entry is made in the Hours text box, an entry in the Rate/Amt text box is treated as a flat dollar amount. Assume two decimals; for example enter $10.00 as '1000'.
- If the Hours text box contains an entry and the second position of the Function Code is a 2 or blank, the value in the Rate/Amt text box will override the employee's regular hourly rate. The submitted hours and override rate are then multiplied. Assume four decimals; for example, enter $12.75 as '127500'.
- If the Hours text box contains an entry and the second position of the Function Code is an 8, the entry is treated as an amount. Assume two decimals.
- If the Hours text box contains an entry, the second position of the Function Code is a 4 or 5, and the Deduct text box contains a 9, the entry is treated as an amount. Assume two decimals.

The following example shows a time entry for an amount only. The value in the Rate/Amt text box will be treated as a flat $25.00, because there is no entry in the Hours text box.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime ------------------------

Hours:        Rate/Amt: 2500      Code:  Hours:    Rate/Amt:

--- Location Overrides --------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:      Type/State/Date:    Date:      Shift:    Deduct:
```

What are the hours and rate/amount for overtime pay? (Overtime Code, Hours, and Rate/Amt text boxes)

The Code text box overrides the overtime calculation factor for the earning submitted on the time entry. Overtime calculation factors are assigned to each overtime HED using the Overtime Fct option list (PP03) on the Company Earnings and Deductions form (A8-SCR). On other time entry forms and edit forms, this text box is labeled CD. When paying an earning as a separate check with a Tax Frequency of 'Use TE Overtime Code (7)', enter the number of pay periods (from 2-6) that this time entry represents for normalization of taxes.

☞ *Refer Establishing an Organization in the Payroll Organization Setup documentation for more information about the Company Earnings form (A8-SCR).*

The Overtime Rate/Amt text box is treated as either a flat dollar amount (two decimals) or a rate (four decimals), based on the following conditions:

- If the Overtime Hours text box is blank, the Overtime Rate/Amt is treated as a flat dollar amount and the overtime factor applied to the dollar amount.
- If the second position of the Function Code is an 8, the Overtime Rate/Amt is treated as a flat dollar amount and the overtime factor applied to the dollar amount.
- If the second position of the Function Code is a 4 or 5 and there is a 9 in Deduction Cycle (DC) text box, the Overtime Rate/Amt is a flat dollar amount.
- If the Overtime Hours text box contains an entry, the Overtime Rate/Amt text box is treated as a rate. This rate overrides the employee's regular overtime rate, using the following formula: hours x override rate. Overtime is then applied using the HED's overtime factor. If no overtime rate is entered, the employee's normal overtime rate (from HED 003) is used.

Note: All earnings assigned a Category code of Overtime (01) at the organization level must be entered in the Overtime area of the time entry form in order for the overtime factor to be applied. If the hours are inadvertently entered under Regular, the calculation will always be at straight time.

The following example shows an overtime payment of 25 hours and 30 minutes. The employee's regular overtime rate will be used, because there is no entry in the Rate/Amt text box. The calculation is 25.50 x rate x overtime factor.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime ------------------------

Hours:        Rate/Amt:          Code:  Hours: 2550  Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:      Type/State/Date:    Date:      Shift:    Deduct:
```

The following example shows an overtime payment of a flat $75.00. A flat dollar amount is used because there is no entry in the Hours text box. The calculation is $75.00 x overtime factor. For example, if the overtime factor is 1.5, the total paid to the employee would be $112.50.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime ------------------------

Hours:        Rate/Amt:          Code:  Hours:       Rate/Amt: 7500

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:      Type/State/Date:    Date:      Shift:    Deduct:
```

Did this employee work in a location or capacity other than the permanently assigned location? (Location Overrides and Function fields)

The Location Overrides section of the Time Entry - Full Override form (TCFSCR) is used to temporarily override an employee's Payroll Levels (3-6), which are assigned on the Payroll Home Location/Pay Allocations form (GG-SCR). These locations reflect the employee's permanent work assignments. The overrides apply only to the time entry on which they appear. Any text box left blank defaults to the employee's assigned home

location. If you need to charge hours and amounts to multiple locations, use a separate time entry to record each. If you want to suppress the creation of any Labor Records for this time entry, enter four asterisks (****) in the Location Override 3 text box and leave the other three text boxes blank.

☞ *Refer to Employee Maintenance in the Payroll Employee Setup documentation for more information about the Payroll Home Location/Pay Allocations form (GG-SCR).*

In the following example, all Labor Records are suppressed for the time entry.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours:        Rate/Amt:          Code:  Hours:    Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3: ****  4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides -------------

Tax Code:      Type/State/Date:    Date:      Shift:    Deduct:
```

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about option lists PR019, PR029, PR039, and PR049.*

You can also override the employee's Function, which is assigned on the Payroll Home Location/Pay Allocations form (GG-SCR) and is used to further define the normal work assignment. The Function does not affect Labor Records or pass data onto the general ledger.

In the following example, Steven Austin's regularly assigned Function, PROD83, is overridden. This time entry will be assigned to PROJA.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:    4:    5:    6:    Function: PROJA          HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date:    Shift:    Deduct:
```

Both the Location Overrides and Function text boxes are tied to option lists, which are accessible by typing a question mark (?) in the text box and pressing Enter. If left blank, the text box defaults to the employee's assigned Function.

Is this time entry to be charged to an HED other than HED 001 or HED 003? (HED Override text box)

The HED Override section is used if the hours or amount reported are not to be charged to Regular Pay (HED 001) or Overtime Pay (HED 003). If left blank, HED 001 is assumed for the regular portion of the time entry and HED 003 is assumed for the overtime portion of the time entry.

An HED override can be entered for either regular or overtime hours/amounts, but not both. Only one override is allowed per time entry.

If the override HED is not established at the organization level on the Company Earnings and Deductions form (A8-SCR), you will receive a reject message that the HED is not set up at the organization level.

In the following time entry example, the regular pay submitted will be assigned to HED 015, not HED 001.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                HED: 015

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date:    Shift:    Deduct:
```

Are there any tax overrides associated with this time entry? Should state or local taxes be suppressed? (Tax Overrides/Deduction Adjs text boxs)

The Tax Overrides/Deductions Adj section on the Time Entry - Full Override form (TCFSCR) is used to enter one-time tax overrides. The first Tax Code text box is one position and determines the level or type of tax to be used for one-time tax overrides for this time entry only. The second Tax Code text box designates the specific tax record to be used when overriding the employee's normal taxes or to make adjustments.

The Tax Code text box uses option list PR26. To access the available codes for this text box, type a question mark in the text box and press Enter, then make your selection from the list.

The Type/State/Date text box indicates the two-digit state abbreviation code. This code must already be established at the organization level. If you enter a state that is not assigned to the employee, the state will be accepted for the time entry and established as inactive on the employee's record.

The Type/State/Date text box can also be used to bypass the current period end date by placing the year in this text box and entering the month and day in the following date text box. For example, you might want to pay an earnings at a previous rate rather than the current rate. With an appropriate dated entry, the system automatically researches the pay rate on the Salary Assigment/Changes form (40-SCR) within the same period end date as entered in these text boxs on the time entry. This method can save you the time to manually research the prior rate and enter it in the Rate/Amt text box.

Note: *Recycling time entries does not take the year into account. Time entries are recycled only up to six months into the future.*

In the following example, the employee's earnings will be taxed to New York City for this time entry only. The normal, assigned city tax is not updated nor withheld for this earning.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime ------------------------

Hours: 1600    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code: 4 NYC    Type/State/Date:    Date:    Shift:    Deduct:
```

When you indicate a tax override, it applies only to the current time entry. When you indicate a tax suppression, both the tax and wage accumulations are bypassed for the time entry. You can perform several tax overrides and deduction adjustments using this text box:

- To suppress county (tax type 3) taxes, enter 'E' in the first Tax Code text box.
- To suppress city taxes (tax type 4), enter 'F' in the first Tax Code text box.
- To suppress all local taxes (tax type 5), enter '0' in the first Tax Code text box.
- To tie a one-time deduction to a particular check, enter 'DA' in the Type or State text box. Specify the one-time code in the Overtime Code text box and the one-time amount in the Regular Rate/Amt text box. Enter the HED number of the deduction in the HED text box.
- To make a tax adjustment, enter 'TA' in the Type or State text box.

See Also

- Normalizing taxation ***(on page 77)***

For detailed directions on normalizing taxation.

- Refunding a tax ***(on page 82)***

For detailed directions on refunding a tax.

☞ *Refer to the* **Performing one-time tax adjustments** *(on page 64) section for more information about tax adjustments and deduction adjustments.*

Is this a future-dated time entry? (Date text box)

You can enter future-dated time entries by using the Date text box in the Other Overrides section of the Time Entry - Full Override form (TCFSCR). If left blank, the time entry is paid in the current pay period. The first position of the Function Code (FC) text box must contain a 1 to enter a future-dated time entry.

You can enter future-dated time entries up to six months in the future. A date that is six months beyond the current date is considered a past date and the time entry is paid

immediately on the next payroll run for the employee's frequency. Future-dated time entries are retained in the Recycle File until the date entered on the entry is equal to or less than the current period-end date, at which point the time entry is paid.

Enter dates in this text box in MMDD or MM-DD format.

The following example shows a future-dated time entry. Assume the current date is September 1, 2000. The time entry will be paid on November 15, 2000.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------     --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date: 11-15   Shift:    Deduct:
```

The Date text box is also used for proper calculations under FLSA requirements. The Date text box can be used to enter the week-ending date when processing bi-weekly pay.

☞ *Refer to Establishing an Organization in the Payroll Organization Setup documentation for more information about FLSA requirements.*

Should the employee's normal shift be overridden on this time entry? (Shift text box)

Use the Shift text box to override the employee's normal shift assignment. If left blank, the time entry is processed using the permanent shift assignment from the Additional Employee/Payroll Information form (EG-SCR). This text box uses option list PP43. Either type a value directly in the text box, or type a question mark (?) and press Enter to access the PP43 dialog box, then select a value from the list. Enter a '0' to inhibit shift differential pay.

☞ *Refer to Employee Maintenance in the Payroll Employee Setup documentation for more information about the Additional Employee/Payroll Information form (EG-SCR).*

The following example shows shift override for an employee who normally works the second shift.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date:    Shift: 3    Deduct:
```

Do you need to override the deduction cycle? (Deduct text box)

The Deduct text box is used in two ways:

- To specify the deduction cycle to use for this time entry
- To process a specific option when the time entry is processed

The Deduct text box works with the first position of the Function Code (FC) text box to perform special processing. This text box uses option list PR25. The following table shows the relationship between the Deduct text box and the Function Code (FC).

Deduct text box	**Function Code (FC) text box**		**Result**
	Position 1	**Position 2**	
1-5	2-5	any, except 4 or 5	The Deduct text box value is used as the Deduction Cycle for the time entry, regardless of the Deduction Cycle specified on the Company Pay Frequencies form (AJ-SCR)
8	4	2, 8, or blank	Gross-up payment (net to gross calculation)
9	2-5	any, except 4 or 5	Suppresses automatic earnings and deductions, except those with a Frequency of All,Even Ded Cycle 9 (18)

Deduct text box	Function Code (FC) text box		Result
9	1	4 or 5	The Regular or Overtime Rate/Amt text boxes contain an amount instead of a rate on a labor-adjustment entry.
9	1	any, except 4 or 5	The calculated amount is paid and subtracted from HED 001 automatic pay.

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about the PR25 option list.*

See Also

- Replacing state tax on a time entry ***(on page 69)***

For detailed directions on replacing state tax on a time entry.

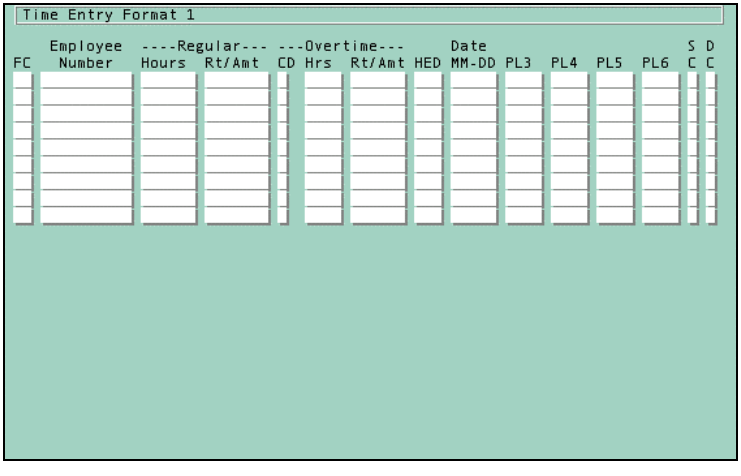
Time Entry Format 1 form

The Time Entry Format 1 form (TC1SCR) allows you to enter time entries for multiple employees. Up to nine entries can be entered on one form. The Time Entry Format 1 form (TC1SCR) permits overrides to regular pay, overtime pay, period-end date, location charged, and shift worked, period-end date, and deduction cycle. HED 001 is used for regular pay, and HED 003 is used for overtime pay, unless otherwise indicated in the HED text box.

No Function or tax override text boxs are available on this form. Otherwise, the text boxs are entered in the same way as the Time Entry - Full Override form (TCFSCR).

If you have more than one entry for an employee, you must re-enter the Employee Number on each line.

An example of the form is shown here:



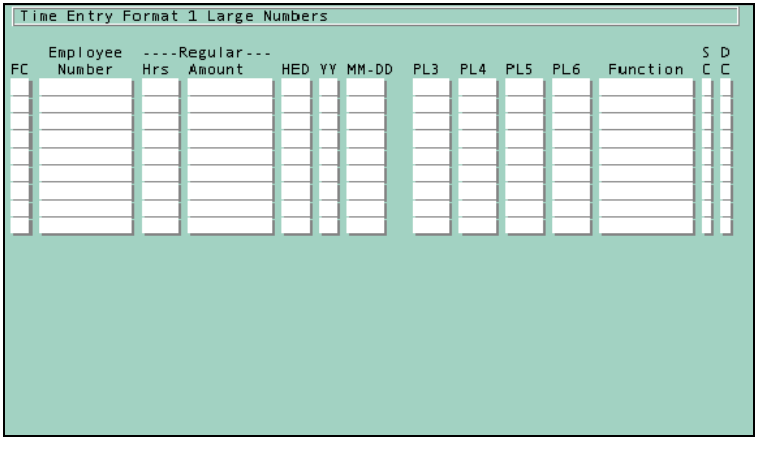
Time Entry Format 1 Large Numbers form

The Time Entry Format 1 Large Numbers form (TCBSCR) allows you to enter, as a dollar amount only (two decimal position), up to $9,999,999.00 on a single time entry paid. You may report up to 99.99 hours with the amount paid. The form permits overrides to regular pay, period-end date, and location charged including Function, shift, and the deduction cycle to use.

The Function Code entry directs the system to process the time entry as a large dollar amount, reporting with it any hours entered in the time entry. No hours times rate calculation is allowed. The Function Code is edited against option list PR9A. Allowable entries are:

- **Pay Amount on TE (13)**—Pay the dollar amount entered, and report any hours entered.
- **Pay Amount on TE (23)**—Pay the dollar amount entered, and report any hours entered. The Deduction Cycle may be used to specify the deduction cycle to use but is not required.
- **Pay Amount on TE (33)**—Pay the dollar amount entered, and report any hours entered. No deductions except those with a Frequency of All Pay;Even Cycle 9 unless a Deduction Cycle is entered.
- **Pay the dollar amount entered and report hours entered (43)**—The deduction cycle may be used to specify the deduction cycle to use but is not required. A separate payment will be issued for each 43 time entry.
- **Amount Doc Pay (19), Amount Dock Pay (29), and Amount Dock Pay (39)**—Produce negative pay for docking a salary amount. Report negative hours.

No overtime may be paid nor any tax override processed on this form. Otherwise, the text boxes are entered in the same way as the Time Entry - Format 1 Large Numbers form (TCBSCR).



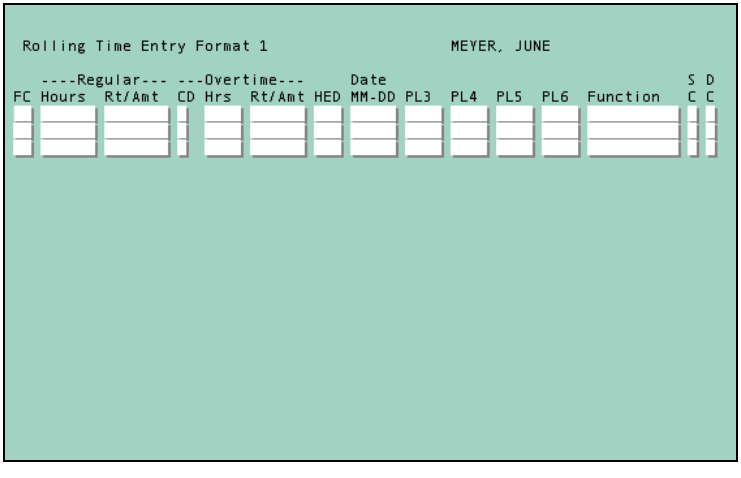
Rolling Time Entry Format 1 form

The Rolling Time Entry Format 1 form (TCRSCR) creates transactions to be applied in a subsequent process. It is useful when entering time for a group or a department. It allows you to allocate hours/amounts to the Function text box for time worked outside the employee's normal location, but it does not allow you to override any taxes.

The Rolling Time Entry Format 1 form (TCRSCR) can be accessed from the Navigator in two ways. To access the form for an individual employee, make the following selections:

Component: Employee Payroll
Process: Time Entry
Task: Enter Rolling Time

An example of this format follows:



To access the rolling format for multiple employees, make the following selections:

Component: Employee Payroll
Process: Time Entry
Task: Rolling Time Entry via Query

An example of the form is shown below:

```
Query TCRSCR Key  From                    To

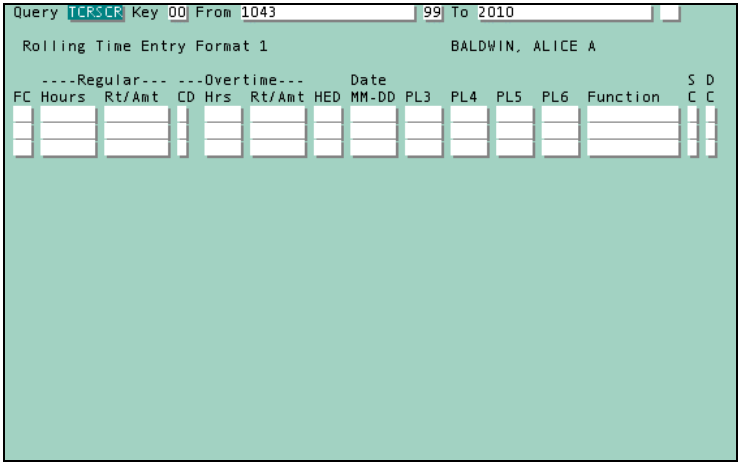
----Complete----
                 00  Employee Number
                 01  Employee Soc Sec Nbr
                 02  Employee Name
                     See Documentation for Others
```

If accessed in rolling format, specify a range of employees by name, number, Social Security number, or a user-defined key (such as Employee Number with PL3 to match the order time entries are submitted to payroll). The Key text box is used to differentiate between identical record occurrences within the established range. For each unique employee, the system automatically enters '99' (Last Occurrence) in this text box. If there are two employees with the same name, they are identified by number; for example, John M. Smith 01 and John M. Smith 99.

☞ *Refer to the Technical Administration documentation for more information about Query alternate keys.*

Note: To use the rolling format, you must enter an 'R' in the Codes 1-2 text box in the Command Entry dialog box. To access the Command Entry dialog box, select Actions | Enter a Command from the menu.

To scroll through using the Employee Number, enter '00' in the Key text box. Then scroll through the defined range by pressing Enter.



This form is designed for entering time entries for a single department or other group with a unifying factor. Using the query format, the system rolls through the specified group (range of employees), and automatically presents a time entry form for each employee in the group. You can not go back to a time entry after saving it. To skip an employee, press Enter or click Save.

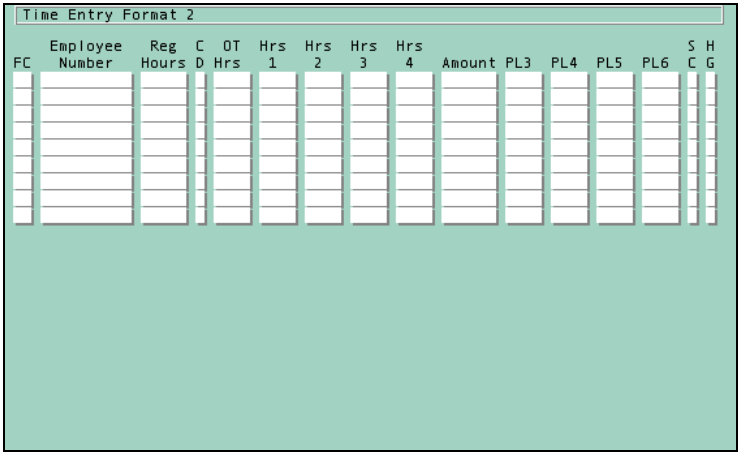
The Rolling Time Entry Format 1 form (TCRSCR) allows the entry of rates and hours for regular and/or overtime pay. You can also enter overrides for period-end date, shift worked, and location charged (Payroll Levels 3-6).

The text boxes on this form are entered in the same way as for other Format 1 time entry forms.

Time Entry Format 2 form

The Time Entry Format 2 form (TC2SCR) allows you to submit up to seven different earnings on one line. It provides more Hours text boxs than the Time Entry Format 1 form (TC1SCR), and a separate HED can be tied to each Hours entry. You can also override regular pay, overtime factor, period-end date, Payroll Levels, and shift on this form. Enter these text boxs just as you would for the Time Entry Format 1 form (TC1SCR). No tax adjustments or overrides to the employee's normal rate are available on this form.

An example of the form is shown here.



This format best suits companies that use several earnings regularly, such as sick, vacation, holiday, bonuses, and commission. By using the different hours and amounts text boxs that were previously assigned to an HED on the Company Earnings form (A8-SCR), you can enter the time (or amount) in the specific text box and avoid typing the earning HED number. It works best for hourly-paid employees, although you can also pay salaried workers using this format.

You can also use this format for the following special circumstances:

- Paying employees who are not auto-paid
- Docking pay from an employee pay document

You can submit up to nine time entries on one form. If you need more than one line entry for the same employee, you must re-enter the Employee Number on each line.

Relationship between the Hrs 1-4 text boxs and the Hours Group (HG) text box

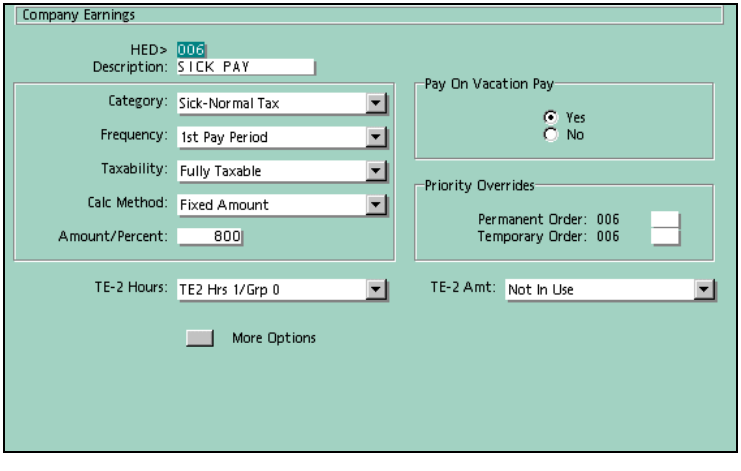
Before using the Time Entry Format 2 form (TC2SCR), any earnings assigned to the Hrs 1 - 4 text boxs must be identified on the Company Earnings form (A8-SCR) in the TE-2 Hours option list (PP14). You can identify up to eight different HEDs: four for Group 0 and

four for Group 1. The TE-2 Hours option must coordinate with the Hours Group (HG) text box on the Time Entry Format 2 form (TC2SCR).

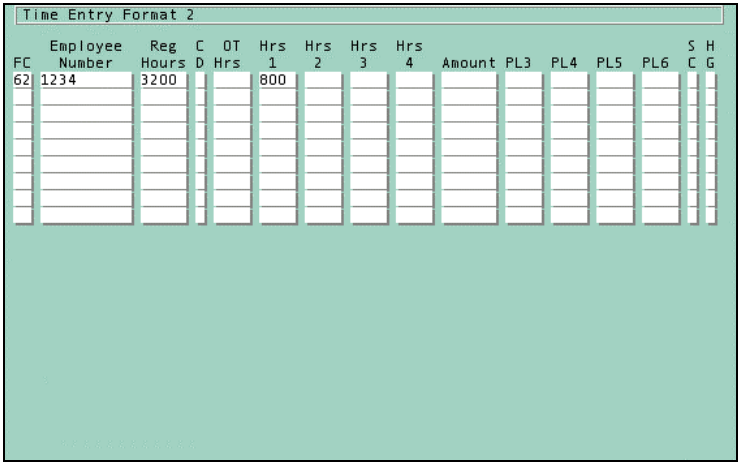
The value entered in the Hours Group (HG) text box on the Time Entry Format 2 form (TC2SCR) determines whether the hours apply to the first or second HED that is tied to the Hours text box. The following table depicts the relationship between these two forms, using example HEDs. Notice that the first four HEDs (006, 120, 130, and 140) are assigned to Hrs 1-4, respectively, and use a time entry HG code of 0 (or blank). The second four time entries must be entered on a separate line, because they use a different Hours Group (HG) code:

Company Earnings form		**Time Entry Format 2 form**	
HED	**TE-2 Hours text box**	**Hours text box**	**Hours Group (HG) text box**
006	TE2 Hrs 1/Grp 0 (1)	Hrs 1	blank or 0
120	TE2 Hrs 2/Grp 0 (2)	Hrs 2	blank or 0
130	TE2 Hrs 3/Grp 0 (3)	Hrs 3	blank or 0
140	TE2 Hrs 4/Grp 0 (4)	Hrs 4	blank or 0
250	TE2 Hrs 1/Grp 1 (5)	Hrs 1	1
260	TE2 Hrs 2/Grp 1 (6)	Hrs 2	1
270	TE2 Hrs 3/Grp 1 (7)	Hrs 3	1
290	TE2 Hrs 4/Grp 1 (8)	Hrs 4	1

Consider the following forms in relation to the previous tables. The Company Earnings form (A8-SCR) indicates that HED 006 is assigned TE2 Hrs 1/Grp 0, as shown in the following example:



The Time Entry Format 2 form (TC2SCR) shows 32 regular hours and 8 hours of sick time. The 8 sick time hours are entered in the Hrs 1 text box with a blank HG text box. The blank is the same as entering a 0.



If you have other earnings to pay using either Hrs 2, Hrs 3, or Hrs 4, you can enter them on the same line because these earnings also require a blank HG text box. If you want to enter HEDs assigned to Hrs 5, Hrs 6, Hrs 7, or Hrs 8, enter them on the second line and use an HG code of 1 (Use Amt 2).

The Hours Group (HG) text box is tied to option list PR21. You can either enter the code directly in the text box or access the Option List PR21 dialog box by entering a question mark (?) in the text box and pressing Enter.

Relationship between the Amount text box and the Hours Group (HG) text box

Before using the Time Entry Format 2 form (TC2SCR), any earnings HEDs assigned to the Amount text box must be identified on the Company Earnings form (A8-SCR). Using the TE-2 Amt option list (PP15), you can identify up to two different HEDs: one for Group 0 and one for Group 1. The TE-2 Amt option must coordinate with the Hours Group (HG) text box of the Time Entry Format 2 form.

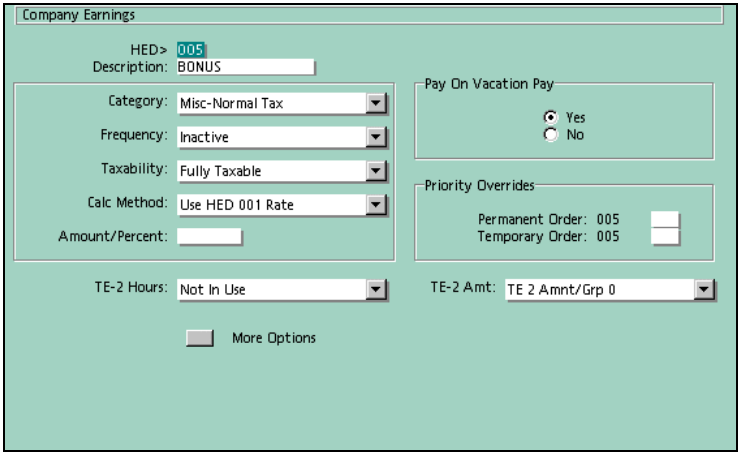
The value entered in the Hours Group (HG) text box determines whether the amount applies to the first or second HED that is tied to the Hours text box. The HG text box is tied to option list PR21. You can either enter the code directly in the text box or access the Option List PR21 dialog box by entering a question mark (?) in the text box and pressing Enter. Then select the option from the list.

The following table depicts a setup for two amount HEDs:

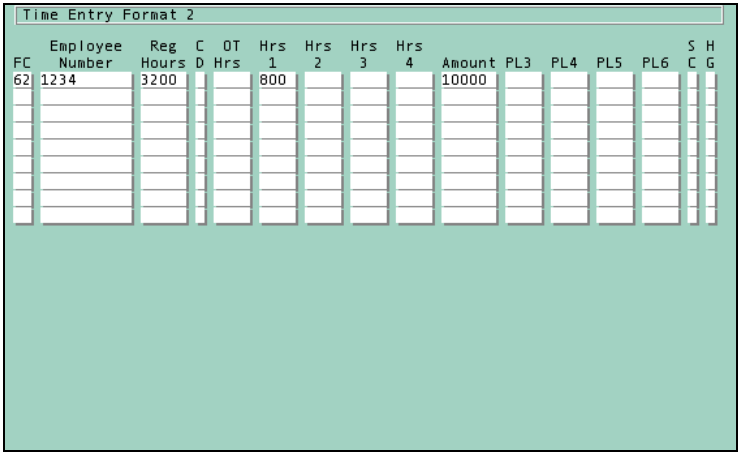
Company Earnings form		**Time Entry Format 2 form**	
HED	**TE-2 Amt field**	**Hours field**	**Hours Group (HG) fields**
005	TE2 Amt/Grp 0 (1)	Hrs 1	blank or 0

Company Earnings form		Time Entry Format 2 form	
023	TE2 Amt/Grp 1 (2)	Hrs 2	1

The Company Earnings form (A8-SCR) would look like this:



In the following example, the Time Entry Format 2 form (TC2SCR) indicates that in addition to 32 hours of regular pay and 8 hours of sick time, the employee will receive a $100.00 bonus. The $100.00 is entered in the Amount text box with an HG code of 0 or blank (the default).



If you wanted to pay HED 023 also, you would use a separate line.

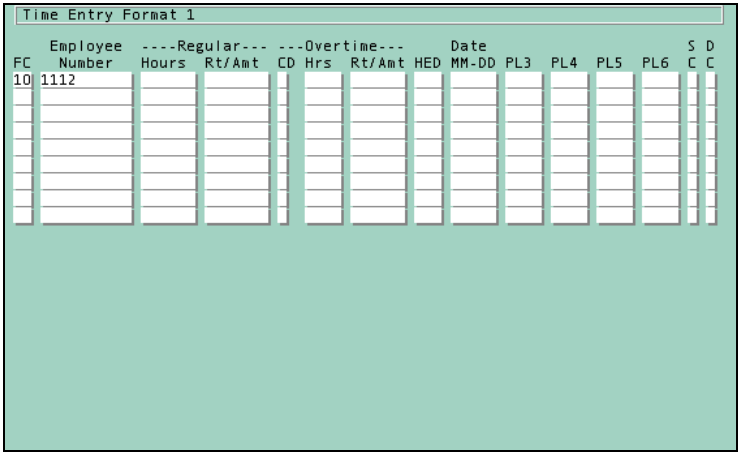
Examples of overriding automatic pay

Occasionally, it may be necessary to stop auto-pay for an employee. For example, if an employee received a vacation advance in the prior payroll run for the hours normally worked, you would probably want to prevent that employee from being paid for actual vacation time. There are several methods available for overriding automatic pay.

Stopping auto-pay

Enter a '10' in the Function Code (FC) text box to stop automatic pay for the submitted time entry. No hours should be entered. Use any Format 1 time entry form to stop auto-pay.

The following example shows a Time Entry Format 1 form (TC1SCR) being used to stop automatic pay for Employee 1112.



See Also

- Stopping automatic pay ***(on page 70)***

For detailed directions on stopping automatic pay.

Replacing auto-pay

Replace auto-pay by entering a '10' in the Function Code (FC) text box and entering only the hours and/or amounts that you want to pay. For example, suppose a newly hired biweekly employee does not work both weeks of the first pay period. By following this procedure, the auto-pay for the employee is stopped for this payroll run only, and the hours and/or amounts entered are paid. Use any Format 1 time entry form to replace auto-pay.

In this example, the Time Entry - Full Override form (TCFSCR) is used to replace automatic pay for Employee 1007.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 10

--- Regular ---------------------      --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:     Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:     4:     5:     6:     Function:                 HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:      Type/State/Date:     Date:     Shift:     Deduct:
```

See Also

- Replacing automatic pay ***(on page 71)***

For detailed directions on stopping automatic pay.

Adding to auto-pay

You can also add to auto-pay by entering any Function Code (FC) that results in a payment to the employee. Do not use the code '10', because this stops automatic pay. Use any time entry form to add to auto-pay.

In the following example, the Time Entry Format 1 form (TC1SCR) is used to add 10 hours to automatic pay for Employee 1112.

```
Time Entry Format 1

    Employee  ----Regular---  ---Overtime---     Date                      S D
FC   Number   Hours  Rt/Amt  CD Hrs  Rt/Amt HED MM-DD PL3  PL4  PL5  PL6  C C
6   1112      1000
```

See Also

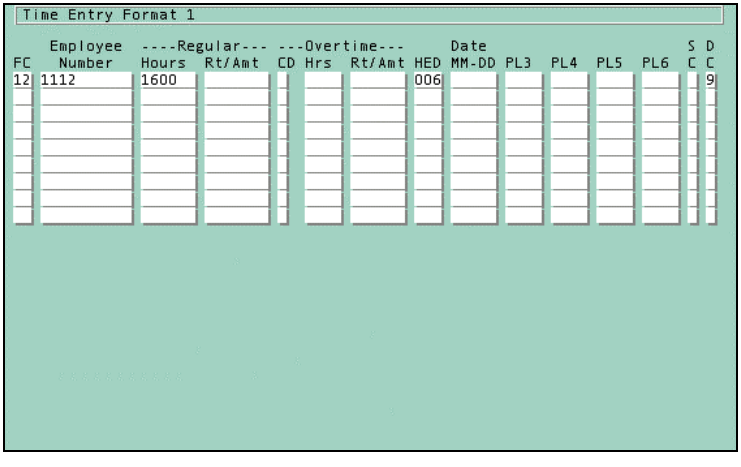
- Adding to automatic pay ***(on page 73)***

For detailed directions on adding to automatic pay.

Reapportioning auto-pay

You can use the Deduct Code (DC) text box to reapportion an employee's regular auto-pay and apply the hours to another HED, such as sick or vacation. Select the Other (9) option (or type '9' directly in the text box) to have the entered hours/dollars subtracted from HED 001 auto-pay, paid and reported to the entered HED. This text box uses option list PR25, which is accessible by entering a question mark (?) in the text box and pressing Enter.

In the following example, an entry is made for an employee who is normally paid 40 hours of auto-pay. The entry replaces 16 hours of auto-pay with sick pay (HED 006). The remaining 24 hours is automatically charged to HED 001. The employee's pay stub will show 24 hours for HED 001 pay and 16 hours for HED 006 pay, for a total pay of 40 hours.



See Also

- Reapportioning automatic pay ***(on page 74)***

For detailed directions on reapportioning automatic pay.

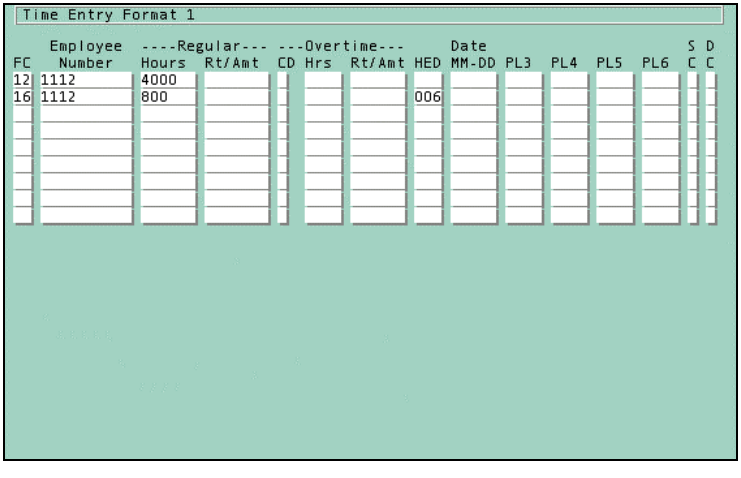
Docking pay

You may have to reduce or dock an employee's pay if, for example, the employee received an overpayment in a previous payroll run. The following rules apply to this type of time entry:

- Use a Format 1 time entry form.
- Any hours entered on the time entry are subtracted from the specified HED.
- Use a Function Code (FC) of '16', which signifies a docked payment.

The net amount will show on the employee's payment document. The employee must have other earnings being paid that are equal to or greater than the amount of the pay that is being docked. Otherwise, a negative pay situation will result and processing will stop prior to any taxes being taken or taxable wages updated for month-to-date, quarter-to-date, and year-to-date. Earnings are still updated, and Labor Records are still created.

In this example, Employee 1112 is paid 40 hours of regular pay (HED 001). Then 8 hours of regular pay is docked. The net amount of 32 hours is paid and shown on the pay document. The advantage to submitting a time entry in this manner is that the docked amount will be shown on the payroll reports.



Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
12	1112	4000												
16	1112	800					006							

See Also

- Docking an employee's pay ***(on page 76)***

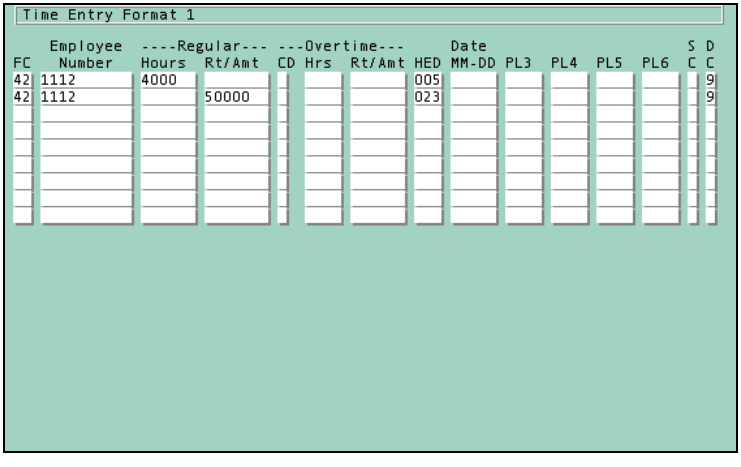
For detailed directions on docking an employee's pay.

Producing a separate payment without deductions

To generate a separate payment without deductions, such as for a bonus or commission payment, you must do the following:

- Use a Format 1 time entry form.
- Use a Function Code (FC) that begins with '4', which represents a separate payment.
- Use a Deduct Code (DC) of '9', to stop any deductions except those with a Frequency of All;Even Cycle 9 (18).

An example is shown here. Two separate payments will be generated without deductions, one for HED 005 and one for HED 023.



Time Entry Format 1

	Employee	----Regular---		---Overtime---			Date					S	D
FC	Number	Hours	Rt/Amt	CD	Hrs	Rt/Amt	HED	MM-DD	PL3	PL4	PL5	PL6	C	C
42	1112	4000					005							9
42	1112		50000				023							9

Producing a gross-up payment

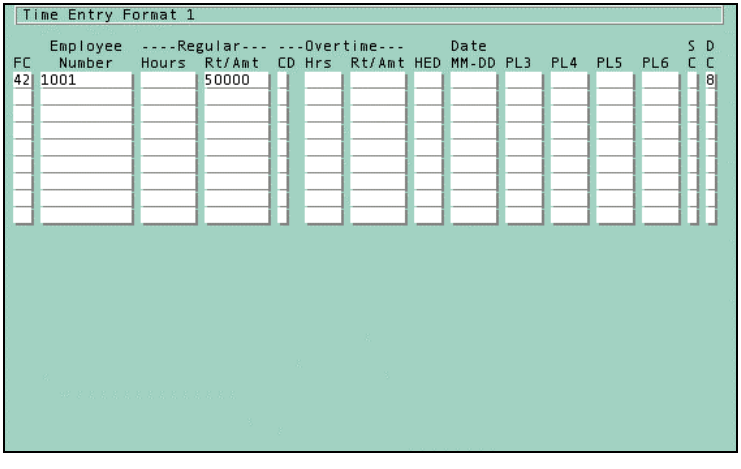
You may find it necessary to produce a net-to-gross (gross-up) calculation for a payment for which the dollar amount is to be given to the employee without deductions being taken. A gross-up payment might be used for a longevity or performance award payment.

The following rules apply to gross-up payments:

- You must use a Format 1 time entry form (TC1SCR).
- You must use a Function Code (FC) of '42' or '48' to indicate a separate payment based on the time entry.
- You must use a Deduct Code (DC) of '8' to indicate a net-to-gross calculation is to be done. No deductions will be taken except those with a Frequency of All;Even Cycle 9 (18).

Note: *Pre-tax deductions (Category 58) are excluded from gross-up calculations.*

In the following example, a gross-up payment of $500.00 will be paid to Employee 1001.



Correcting labor distribution

You can use any of the time entry forms to reallocate pay for labor distribution purposes, as an alternative to using adjustment transactions. Although labor is corrected, no payment is created.

Use a Deduct Code (DC) of '9' to indicate that the Rt/Amt text box contains an amount instead of a rate on a labor-adjustment entry.

In this case, the second position of the Function Code (FC) must indicate a plus (+) or minus (-) adjustment to the HED labor distribution:

- 4 - indicates a plus (+) action to the HED labor dollar/hours distribution
- 5 - indicates a minus (-) action to the HED labor dollar/hours distribution

In this example, the wrong Payroll Level was charged. To correct the entry, a plus adjustment is entered for 20 hours representing $1000.00 against Payroll Level (PL) 3 of Midwest (01). A minus labor time entry is entered against Payroll Level (PL) 3 of Eastern (02) for the same hours and amounts.

Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
14	1001	2000	100000				006		01					9
15	1001	2000	100000				006		02					9

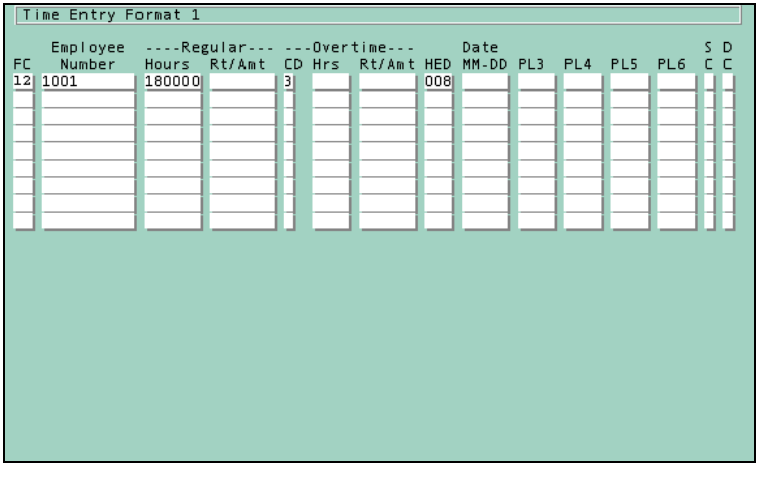
Normalizing taxation on lump-sum payments

Time entries can be used to provide more equitable taxation on large lump sum payments. Use any Format 1 time entry to normalize taxes.

To use this feature, each earning that could be paid separately must first be identified on the Company Earnings form (A8-SCR) with an entry of Use TE Overtime Code (7) in the Tax Frequency option list (PP05). Use the time entry form to enter the hours or amounts, and specify the HED.

In the Overtime Type (CD) text box, type the number of pay periods represented by the payment. You can enter between two and six pay periods. If you have a payment that represents more than six regular pay periods, make another time entry for the additional pay period. The employee will receive a separate payment in this instance. The system looks at the number of pay periods entered, taxes the payment amount as if it were received as multiple payments, and produces one total separate payment.

In this example, a lump sum of $1800.00, which represents three pay periods for HED 008, is paid. The employee will receive one payment with normalized taxation. The employee is taxed no more than she would be for three separate payments of $600.00 each.



See Also

- Normalizing taxation ***(on page 77)***

For detailed directions on normalizing taxation.

Performing one-time tax adjustments

It may be necessary to withhold taxes from, or refund taxes to, an employee. For example, suppose an employee moved from one state to another and the information did not get updated during the correct payroll period. A maximum of four tax adjustments may be entered for a single payment for each employee.

Note: These adjust only tax withheld. Taxable wages must be corrected with a tax adjustment form.

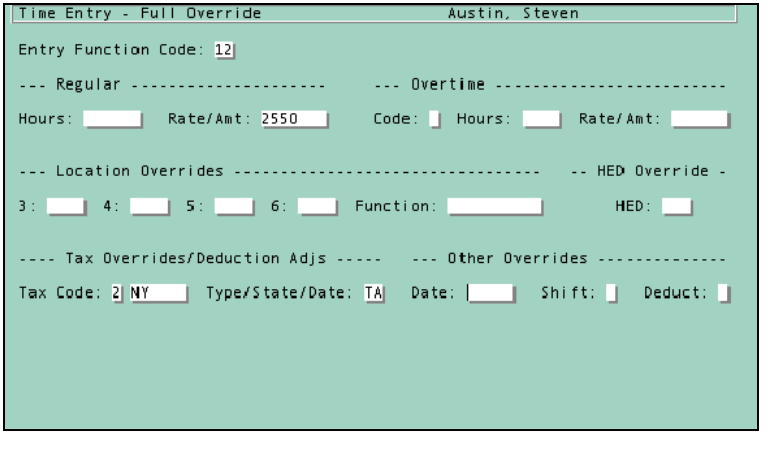
All taxes other than FICA and state disability can be adjusted using time entries. For those tax records, use tax adjustment forms to correct the taxable wages. Because these taxes self-adjust with every pay, they will either be withheld or refunded automatically.

Withholding additional taxes

To withhold additional taxes for the current pay period only, use the Time Entry-Full Override form (TCFSCR). The entry affects taxes withheld only; wages are not adjusted.

1. In the Function Code (FC)text box, enter '12'.
2. In the Regular Rate/Amt text box, enter the additional amount to be withheld.
3. In the Tax Overrides/Deduction Adjs text boxs, enter the Cyborg-assigned Tax Code.
4. In the Type or State text box, enter 'TA'. The amount in the Regular Rate/Amt text box is added to the calculated tax withheld for the tax record on the employee's next payment.

This example shows an additional $25.50 of New York State income tax being withheld.



See Also

- Withholding additional taxes ***(on page 64)***

For detailed directions on withholding additional taxes.

Refunding taxes

Using the Time Entry-Full Override form (TCFSCR), you can refund taxes to an employee for the current pay period only. The entry affects only taxes; wages are not adjusted. Use a tax adjustment form if taxable wages also need to be adjusted.

1. In the Function Code (FC), enter '16'.
2. In the Regular Rate/Amt text box, enter the additional amount to be withheld.
3. In the Tax Overrides/Deduction Adjs text boxs, enter the Cyborg-assigned Tax Code.
4. In the Type or State text box, enter 'TA'. This value indicates that this entry is a tax adjustment. The amount entered will be refunded on the employee's next payment.

This example shows $50.00 of Illinois income tax being refunded.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 16

--- Regular --------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 5000      Code:   Hours:      Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:     4:     5:     6:     Function:                 HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides -------------

Tax Code: 2 IL     Type/State/Date: TA   Date:       Shift:    Deduct:
```

See Also

- Refunding a tax ***(on page 82)***

For detailed directions on refunding a tax.

Performing one-time deductions adjustments

One-time deductions may be needed when correcting the timing of a deduction taken from an employee. Only one deduction per HED per payment for the employee is permitted. Before processing the time entry, verify that the employee already has the deduction established by viewing the Employee Earnings and Deductions Inquiry form (HHISCR).

The deduction must be established at the organization-level and assigned to the employee, before it can be processed by a time entry. If a deduction adjustment is entered for an HED not established for the employee, the time entry will be ignored. For this reason, you might consider using a one-time deduction HED, rather than a time entry, for deduction adjustments.

☞ *Refer to Defining Organization Earnings, Deductions, and Accruals in the Payroll Organization Setup documentation for more information about establishing HEDs.*

You may use the Time Entry-Full Override form (TCFSCR) to process the deduction with the employee's next payment.

1. Use a Function Code (FC) of '12'.
2. Enter the amount of the deduction in the Regular Rate/Amt text box.
3. Enter the HED number.
4. Enter 'DA' in the Type or State text box to signify a deduction adjustment.

When a deduction adjustment is specified, use the Overtime Code text box to identify the appropriate one-time action. This code is taken from the One-time Rule option list (PP50) on the Employee Earnings and Deductions form (HH-SCR). Type one of the following codes:

- No One Time Amt (0) - The One-time Amount text box is inactive. This is the default value for both earnings and deductions.
- Stop Norm;Add This (1) - Stop normal calculation and then do one of the following calculations: For earnings, add the amount in the One-Time Amt text box to gross pay. For deductions, take the amount in the One-Time Amt text box from gross pay.
- Stop Norm;Sub/Rfd Dd (2) - Stop normal calculation and then do one of the following calculations: For earnings, subtract the One-time Amt value from gross pay. For deductions, refund the One-time Amt value.
- Add This Amt to Norm (3) - For earnings and deductions, add the One-time Amt value to normally calculated amount.
- Sub This Amt fr Norm (4) - For earnings and deductions, subtract the One-time Amt value from normally calculated amount.
- Calc Normal THIS Pay (5) - For earnings and deductions, process this HED even if the HED's frequency must be overridden.

☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about this option list.*

In the following example, $11.50 is deducted for HED 505, in addition to the normal deduction amount.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 1150      Code: 3  Hours:     Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:     4:     5:     6:     Function:                 HED: 505

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides -------------

Tax Code:     Type/State/Date: DA   Date:     Shift:    Deduct:
```

See Also

- Entering a one-time deduction adjustment ***(on page 84)***

For detailed directions on entering a one-time deduction adjustment.

- Entering a one-time deduction refund ***(on page 85)***

For detailed directions on entering a one-time deduction refund.

- Reapportioning automatic pay ***(on page 74)***

For detailed directions on reapportioning automatic pay.

Reports used for time entries

The following reports are used for time entries:

- Combined Register report (2222) - details all earnings, deductions, and taxes for each employee payment produced during this run, including any manual payments or adjustments entered since the last pay period.
- HED Register report (2H2H) - provides a detailed listing by employee for each earning, deduction, and net pay number.
- Payroll Audit Trail report (0101) - provides a detailed record of all changes applied to the Employee Database by way of transactions in batch format submitted directly to a payroll or maintenance run.
- Pay Reconciliation report (1C1C) - details cleared, uncleared, and reversal payments.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice 69
Replacing state tax on a time entry 69
Stopping automatic pay 70
Replacing automatic pay 71
Adding to automatic pay 73
Reapportioning automatic pay 74
Docking an employee's pay 76
Normalizing taxation 77
Adding sick time 79
Withholding additional taxes 81
Refunding a tax 82
Entering a one-time deduction adjustment 84
Entering a one-time deduction refund 85

Completing the Guided Practice

Use Organization 999999 for all the tasks in this section. Make a note of the session number you are in, because you will need this for tasks in later section .

Replacing state tax on a time entry

In this tax, you submit a time entry that replaces state tax for Employee 1001. For this time entry only, the employee will be taxed under Illinois state tax. The employee's assigned California state tax record will not be updated and the tax will not be withheld.

1. Access the Time Entry - Full Override form (TCFSCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Enter Full Override time

For practice, access the form for Employee 1001.

2. Enter the Function Code

Type a value in the Entry Function Code text box that identifies this time entry as payment based on a time entry.

For practice, type '12'.

3. Enter the regular hours

Enter the normal hours in the Regular Hours text box. Assume two decimals.

For practice, type '1600'.

4. Enter the Tax Code override

Type the Cyborg-assigned tax code in the Tax Code text boxs.

For practice, type '2' in the first text box and 'IL' in the second text box.

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

```
Time Entry - Full Override                    MEYER, JUNE

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours: 1600    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code: 2 IL    Type/State/Date:    Date:    Shift:    Deduct:
```

5. Click Save or press Enter

The time entry will be submitted.

For practice, press Enter.

See Also

- Time Entry - Full Override form ***(on page 36)***

For more information about tax overrides.

Stopping automatic pay

In this example, you still stop automatic pay for Employee 1112.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter the code that stops automatic pay in the FC text box.

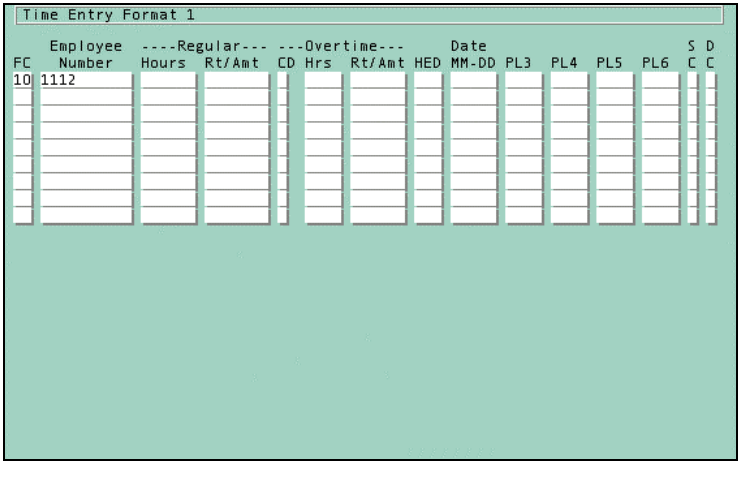
For practice, type '10'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are stopping automatic pay in the Employee Number text box.

For practice, type '1112'.

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



4. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

See Also

- Stopping auto-pay ***(on page 56)***

For more information about stopping auto-pay.

Replacing automatic pay

In this example, you are going to replace auto-pay for Employee 1112.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter the Function Code that overrides automatic pay.

For practice, type '10'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are stopping automatic pay.

For practice, type '1112'.

4. Enter the Hours

Pay this employee for 40 hours.

For practice, type '4000'.

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

Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
10	1112	4000												

5. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

See Also

- Examples of overriding automatic pay ***(on page 56)***

For more information about overriding automatic pay.

Adding to automatic pay

In this example, you are going to add 8 hours of pay for Employee 1112.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter any Function Code that pays the employee.

For practice, type '1'.

3. Enter the Employee Number

Enter the number in the Employee Number text box.

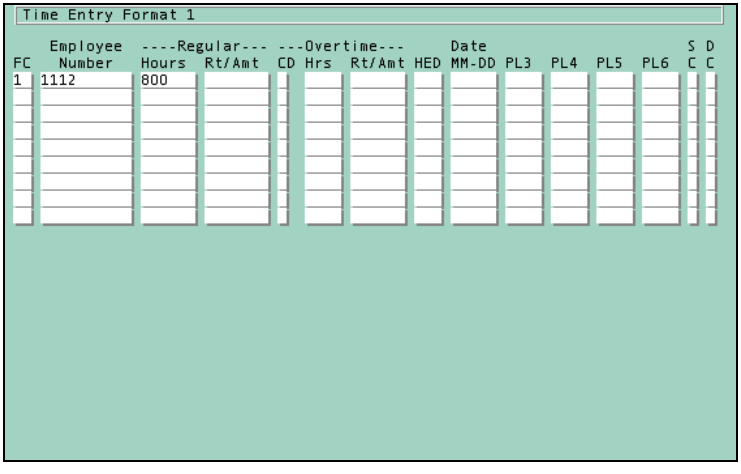
For practice, type '1112'.

4. Enter the Hours

Pay this employee for 8 additional hours.

For practice, type '800'.

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



5. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

See Also

- Examples of overriding automatic pay ***(on page 56)***

For more information about overriding automatic pay.

Reapportioning automatic pay

In this example, you are going to reapportion 16 hours of auto-pay for Employee 1112 to HED 006.

Note: These HEDs must be established at the organization level before this task can be completed.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter any Function Code that pays the employee.

For practice, type '1'.

3. Enter the Employee Number

Enter the Employee Number of the employee for whom you are stopping automatic pay.

For practice, type '1112'.

4. Enter the Hours

Enter the hours that are being reapportioned to the new HED.

For practice, type '1600'.

5. Enter the HED override

Reapportion this automatic payment to HED 006 in the HED text box.

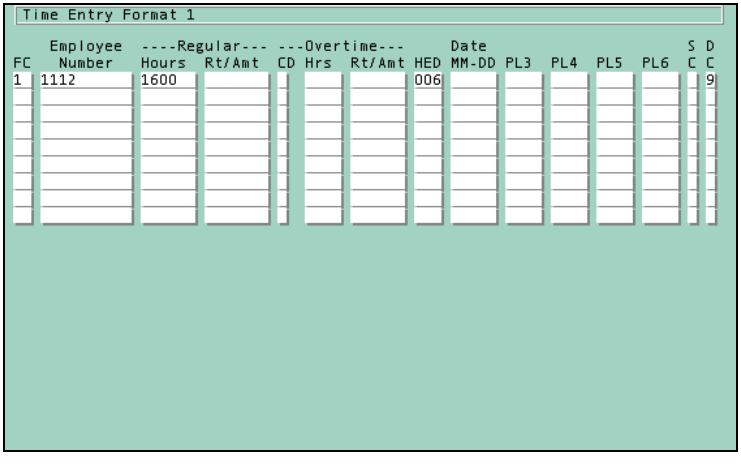
For practice, type '006'.

6. Enter the deduction code

Enter the code that stops automatic earnings in the DC text box.

For practice, type '9'.

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



7. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

See Also

- Examples of overriding automatic pay ***(on page 56)***

For more information about overriding automatic pay.

Docking an employee's pay

In this example, you are going to enter a regular payment of 40 hours for Employee 1112. Then, you will dock 8 hours of regular pay from the same employee.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter the code that signifies a regular payment in the FC text box.

For practice, type '12'.

3. Enter the Employee Number

Enter the number in the Employee Number text box.

For practice, type '1112'.

4. Enter the Hours

Enter 40 hours of the regular payment in the Regular Hours text box.

For practice, type '4000'.

5. Start a new entry

Tab to the second entry line.

For practice, tab to the second line.

6. Enter the Function Code (FC)

Enter the code that signifies a docked payment in the FC text box.

For practice, type '16'.

7. Enter the Employee Number

Enter the number of employee in the Employee Number text box.

For practice, type '1112'.

8. Enter the Hours

Enter the hours that are being docked from the regular payment in the Regular Hours text box.

For practice, type '800'.

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

Time Entry Format 1

	Employee	----Regular---		---Overtime---			Date					S	D
FC	Number	Hours	Rt/Amt	CD	Hrs	Rt/Amt	HED	MM-DD	PL3	PL4	PL5	PL6	C	C
12	1112	4000												
16	1112	800												

9. Click Save or press Enter

Submit the time entry by saving the form.

For practice, click Save.

See Also

- Docking pay ***(on page 59)***

For more information about docking pay.

Normalizing taxation

In this task, you will pay a lump sum of $1800.00 to Employee 1112. This lump sum represents three pay periods for HED 008. The employee will receive one payment with normalized taxation, and the employee is taxed no more that he would be for three separate payments of $600.00 each.

Note: These HEDs must be established at the organization level before this task can be completed.

1. Access the Time Entry Format 1 form (TC1SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 1

For practice, access the form.

2. Enter the Function Code (FC)

Enter the code that signifies a single payment in the FC text box.

For practice, type '42'.

3. Enter the Employee Number

Enter the number in the Employee Number text box.

For practice, type '1112'.

4. Enter the Rate/Amount

Enter the amount to be paid in the Regular Rt/Amt text box.

For practice, type '180000'.

5. Enter the Overtime Type

Type the number of pay periods represented by this single payment in the CD text box.

For practice, type '3'.

6. Enter the HED

Enter the HED number to which this applies in the HED text box.

For practice, type '008'.

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

Time Entry Format 1

FC	Employee Number	----Regular--- Hours	Rt/Amt	CD	---Overtime--- Hrs	Rt/Amt	HED	Date MM-DD	PL3	PL4	PL5	PL6	S C	D C
42	1112		180000	3			008							

7. Click Save or press Enter

Submit the time entry.

For practice, click Save.

See Also

- Normalizing taxation on lump-sum payments ***(on page 63)***

For more information about normalizing taxation.

Adding sick time

In this task, you will add 8 hours of sick time for Employee 1234.

Note: The sick pay HED must be established at the organization level before this task can be completed.

1. Access the Company Earnings form (A8-SCR) for sick pay HED 006

Access this form by making the following selections:

Component: Payroll Setup Processing
Process: Earnings/Deductions/Accruals
Task: Earnings and Deductions

For practice, access the form for HED 006.

2. Select the TE-2 Hours code

Select the value from the TE-2 Hours option list (PP14) that assigns this HED to the Hrs 1 text box on the Time Entry Format 2 form (TC2SCR).

For practice, select TE2 Hrs 1/Grp 0.

3. Save the form

Click Save or press Enter.

For practice, click Save.

4. Access the Time Entry Format 2 form (TC2SCR)

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

Component:	Employee Payroll
Process:	Time Entry
Task:	Time Entry Using Format 2

For practice, access the form.

5. Enter the Function Code (FC)

Enter the code that indicates payment based on a time entry in the FC text box.

For practice, type '62'.

6. Enter the Employee Number

Enter the number of the employee in the Employee Number text box.

For practice, type '1234'.

7. Enter the Regular Hours

Enter the normal hours to be assigned to this time entry in the Regular Hours text box.

For practice, type '3200'.

8. Enter the other hours

Enter the hours to be designated as sick time in the Hrs 1 text box.

For practice, type '800'.

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

Time Entry Format 2

FC	Employee Number	Reg Hours	C D	OT Hrs	Hrs 1	Hrs 2	Hrs 3	Hrs 4	Amount	PL3	PL4	PL5	PL6	S C	H G
62	1234	3200			800										

9. Click Save or press Enter

Save the form to submit the time entry.

See Also

- Using the Function Code ***(on page 26)***

For more information about using the Function Code to enter sick time

Withholding additional taxes

In this task, you will withhold $25.50 of New York state income tax from Employee 1112.

1. Access the Time Entry - Full Override form (TCFSCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Enter Full Override Time

For practice, access the form for Employee 1112.

2. Enter the Entry Function Code

Enter the code that signifies payment based on a time entry.

For practice, type '12'.

3. Enter the additional amount to be withheld

Enter the amount in the Regular Rate/Amt text box.

For practice, type '2550'.

4. Enter the Tax Code

Enter the code for the tax to be withheld.

For practice, type '2' in the first text box and 'NY' in the second text box.

5. Enter the Type or State

Enter the code that indicates this time entry is a tax adjustment.

For practice, type 'TA'.

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

```
Time Entry - Full Override                    JOHNSEN, RICH

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 2550       Code:   Hours:      Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:     4:     5:     6:     Function:                 HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides -------------

Tax Code: 2 NY    Type/State/Date: TA    Date:      Shift:    Deduct:
```

6. Click Save or press Enter

Submit the time entry.

For practice, click Save.

See Also

- Withholding additional taxes ***(on page 64)***

For more information about withholding additional taxes.

Refunding a tax

In this task, you will refund $50.00 if Illinois state tax to Employee 1112.

1. Access the Time Entry - Full Override form (TCFSCR)

Access this form by making the following selections:

Component:	Employee Payroll
Process:	Time Entry
Task:	Enter Full Override Time

For practice, access the form for Employee 1112.

2. Enter the Entry Function Code

Enter the code that signifies docked payment.

For practice, type '16'.

3. Enter the amount to be refunded

Enter the amount in the Regular Rate/Amt text box.

For practice, type '5000'.

4. Enter the Tax Code

Enter the code for the tax that is being refunded.

For practice, type '2' in the first text box and 'IL' in the second text box.

5. Enter the Type or State

Enter the code that indicates this time entry is a tax adjustment.

For practice, type 'TA'.

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

```
Time Entry - Full Override                    JOHNSEN, RICH

Entry Function Code: 16

--- Regular ---------------------     --- Overtime ------------------------

Hours:        Rate/Amt: 5000          Code:   Hours:     Rate/Amt:

--- Location Overrides ------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code: 2 IL    Type/State/Date: TA   Date:       Shift:    Deduct:
```

6. Click Save or press Enter

Submit the time entry.

For practice, click Save.

See Also

- Refunding taxes ***(on page 65)***

For more information about refunding taxes.

Entering a one-time deduction adjustment

In this task, you will deduct an additional $11.50 from HED 505 for Employee 1112.

Note: The HED must already be established at the organization level in order to complete the task.

1. Access the Time Entry - Full Override form (TCFSCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Enter Full Override Time

For practice, access the form for Employee 1112.

2. Enter the Entry Function Code

Enter the code that signifies payment based on the time entry.

For practice, type '12'.

3. Enter the amount to be deducted

Enter the amount in the Regular Rate/Amt text box.

For practice, type '1150'.

4. Enter the Overtime Code

Enter the code that specifies an adjustment.

For practice, type '3'.

5. Enter the HED

Enter the HED number from which the additional deduction will be taken.

For practice, type '505'.

6. Enter the Type or State

Enter the code that specifies a deduction adjustment.

For practice, type 'DA'.

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

```
Time Entry - Full Override                          JOHNSEN, RICH

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 1150      Code: 3  Hours:     Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:     4:     5:     6:     Function:                 HED: 505

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:      Type/State/Date: DA   Date:      Shift:    Deduct:
```

7. Click Save or press Enter

Submit the time entry.

For practice, click Save.

See Also

- Performing one-time tax adjustments ***(on page 64)***

For more information about performing one-time tax adjustments.

Entering a one-time deduction refund

In this task, you will refund $15.00 from HED 504 for Employee 1112.

Note: The HED must already be established at the organization level in order to complete the task.

1. Access the Time Entry - Full Override form (TCFSCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Enter Full Override Time

For practice, access the form for Employee 1112.

2. Enter the Entry Function Code

Enter the code that signifies payment based on the time entry.

For practice, type '12'.

3. Enter the amount to be refunded

Enter the amount in the Regular Rate/Amt text box.

For practice, type '1500'.

4. Enter the Overtime Code

Enter the code that specifies a refund.

For practice, type '2'.

5. Enter the HED

Enter the HED number from which the refund will be taken.

For practice, type '504'.

6. Enter the Type or State

Enter the code that specifies a deduction adjustment.

For practice, type 'DA'.

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

```
Time Entry - Full Override                          JOHNSEN, RICH

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 1500          Code: 2  Hours:     Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED: 504

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides -------------

Tax Code:     Type/State/Date: DA   Date:      Shift:    Deduct:
```

7. Click Save or press Enter

Submit the time entry.

For practice, click Save

See Also

- Time Entry - Full Override form ***(on page 36)***

For more information about tax overrides.

- Performing one-time tax adjustments ***(on page 64)***

For more information about performing one-time tax adjustments.

Practice and Review

Practice

Use the Time Entry - Full Override form (TCFSCR) to complete the following:

1. Enter regular pay of 40 hours for Employee 1001 and override the Payroll Level (PL) 3 location to the Western region.
2. Enter 24 hours of regular pay to be charged to HED 009 for Employee 1002.

Extended Practice

Use the Time Entry - Full Override form (TCFSCR) to complete the following:

1. Deduct an additional $11.50 from HED 505 for Employee 112..
2. Enter a future-date time entry for Employee 1234 for 40 hours of regular pay. Assume the current date is September 1, 2000. The time entry will be paid on November 15, 2000.

Review

1. List the four forms used for time entries.

2. What are the purposes of the two positions of the Function Code (FC)?

3. What Function Code (FC) is used for docking pay?

CHAPTER 4

Balancing, Viewing, and Correcting Time Entries

In This Chapter

Introduction 90
Time entry audit records 91
Time entry batch balancing.....92
Detailed Directions 102
Practice and Review 110

Introduction

This chapter discusses the various techniques that are used to view audit records created by time entries. You will also learn how to correct time entries.

Tasks

This section explains the following:

- Viewing time entries
- Correcting a time entry
- Verifying a correction
- Correcting a time entry using the Time Entry Edit Format 1 form
- Correcting a time entry using the Time Entry Edit Format 2 form

Prerequisites

Before you can perform the tasks in this section, you must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentation.

Questions answered

The following questions is answered in this section:

What are the three methods used to edit time entries?

Time entry audit records

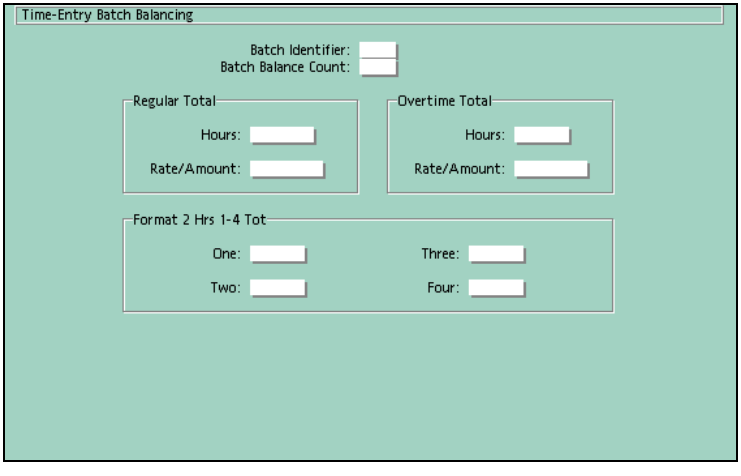
Each time entry you create is placed on the Employee Database as a ZZA record. An audit record is also created. Each audit record is preceded with the letters ZZ, the session number, and a unique audit form number. The audit record is used to view and correct time entries, as well as reporting on the IS/WAS Audit Trail report(ISWASP).

Time entries and audit records remain on the Employee Database until the payroll run merge process is performed. This allows corrections to be made if necessary and the payroll re-run. The merge process builds a new online file of all organizations that were extracted. For a selected extract, only the organizations extracted are rebuilt; however, all audit records and ZZA records for all organizations are deleted from the file.

Time entry batch balancing

The Time-Entry Batch Balancing form (BA-SCR) creates a BATCH transaction for use by the batch payroll program, P2EDIT. Normally, a control total is done on a number of time entries, regular hours, and overtime hours. Any totals entered on this form are matched against all subsequent time entries from the Time Entry Format 1 (TC1SCR) and/or Time Entry Format 2 (TC2SCR) forms entered during the current online session.

An example of the form is shown here:



If a previous Time-Entry Batch Balancing form (BA-SCR) was saved, the batch totals are displayed when the form is accessed. If you have not entered any time entry data, the form displays the batch totals as negative figures. If you have entered time entry data, the system compares the amounts entered with your batch totals, and any difference is displayed.

Note: *If you are entering a Time-Entry Batch Balancing form (BA-SCR), you must enter one form for each organization.*

If you are not entering a Time-Entry Batch Balancing form (BA-SCR), one is created for you automatically as you create time entries. Each time you change organizations, a new Time-Entry Batch Balancing form (BA-SCR) is created for that organization.

The Batch Identifier is used to group time entries for batch balancing. Cyborg recommends that each person making time entries assign a unique Batch Identifier. If more than one Batch Identifier is entered at any time during the current session, the system automatically initiates a new session. If one person enters a Batch Identifier and the next person does not, all subsequent time entry batches will be grouped, or combined, under the last Batch Identifier entered. This may cause confusion when viewing the numbers on the Transaction Load report (0000).

The Batch Balance Count list box contains the number of records to be included in this count, including the Batch transaction. For example, if you are entering 25 time entries, you would enter '26' in this list box.

The top portion of the form contains the Regular and Overtime Hours for Format 1 and Format 2 time entries and Rate/Amount list boxs for a Format 1 time entry.

The bottom portion of the form contains the Hrs 1-4 list boxs for a Format 2 time entry. Each list box contains the sum of the respective Hrs 1-4 list boxs on the Format 2 time entry. During batch balancing, this total is compared to the total amount in all Hrs 1-4 list boxs entered through the Time Entry Format 2 form (TC2SCR) for this batch. Use the TE-2 Hours option list (PP14) on the Company Deductions form (A8-SCR) to assign an HED to the Hrs 1-4 list boxs.

☞ *Refer to* **Time Entry Formats and the Function Code** *(on page 23) for more information about the Function Code, the Time Entry Format 2 form (TC2SCR), and use of the TE-2 Hours option list (PP14).*

Setting up batch balances

Complete the following steps to set up time entry batch balances.

1. Enter the Time-Entry Batch Balancing form (BA-SCR) with the Batch Identifier and the control totals from a batch of time entries.
2. Enter all time entry forms, using any format.
3. Access the Time-Entry Batch Balancing form (BA-SCR) in inquiry-mode, to see if the time entries balance.

Component: Employee Payroll
Process: Time Entry
Task: Recalculate Batch Balances

Use the Command Entry dialog box. In the Program list box, enter the form code 'BA-SCR'. In the Codes 1-2 list box, enter an 'I'. Make sure you are accessing the correct Organization Number.

The Time-Entry Batch Balancing form (BA-SCR) is considered an audit record, so it will be included in the total count. If no Time-Entry Batch Balancing form has been entered, you will receive a 'No batch balancing has occurred' message. Remove the 'I' and press Enter to return to the Time-Entry Batch Balancing form (BA-SCR).

Corrections and adjustments

You can make corrections and adjustments to time entries in several ways:

- View Audit Records program (ZZSCAN)
- Correct Time Entry and Adjustment Audit Records program (ZZNEW)
- Time Entry Edit Format 1 form (TC1SCR)
- Time Entry Edit Format 2 form (TC2SCR)
- Time Entry Edit - Full Format form (TCFEDT)

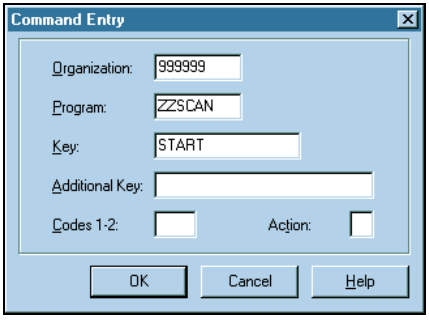
Viewing and correcting time entries

Using a special utility delivered with Payroll Administration, you can view time entries to verify that they were entered correctly. If an error is found, there are several correction methods available.

View Audit Records program (ZZSCAN)

The View Audit Records program (ZZSCAN) allows you to view all the audit records written to the Employee Database during the current online session. Records display in the order in which they were entered.

Although you can scroll forward and backward through the audit records, it is recommended that you use the START option to view the records in forward sequential order, starting with the first time entry entered. To use this option, you must access the Command Entry dialog box. Enter START in the Key list box.



To view audit records in backwards order, starting with the last time entry entered, access this form by making the following selections:

Component: Employee Payroll
Process: Time Entry
Task: Scan Time Entries

When you first access the View Audit Records program (ZZSCAN), a query form displays.

The Query list box contains the name of the query. The View Audit Records program (ZZSCAN) uses the query name ZZSCAN.

The Key list box contains the system-assigned audit record key. The ZZ key indicates time entry audit records. If you did not use the START option when first accessing the form, you must change the From list box to the 0001 and the To list box to 9999 to display the records in the order they were entered.

The From list box contains the beginning audit record number, and the To list box contains the ending audit record number. When you start the program, the From list box will contain the next audit record to be displayed. When you are on the last audit record, the From list box will display the current audit record and a '—Complete—' message will be shown.

In the following example, audit record 0001 is being displayed, and audit record 0002 will be displayed next:

```
Query ZZSCAN Key ZZ From 0002                    To 9999

CSSS <0424( (999999(TCFSCR(  (1001      (                )11:23:12 04-17 S.0.**
GGSWEO                                                    0  F
  Time Entry - Full Override                     MEYER, JUNE
  Entry Function Code:(12)
  --- Regular ---------------------      --- Overtime -------------------------
  Hours:(1600  )  Rate/Amt:(       )    Code:( ) Hours:(    ) Rate/Amt:(      )
  --- Location Overrides -------------------------------   -- HED Override -
  3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(         )       HED:(   )
  ---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------
  Tax Code:(2(IL    ) Type/State/Date:(  )  Date:(     )  Shift:( )  Deduct:( )
```

When you have scrolled through all of the audit records, a '---Complete---' message will be displayed on the form.

```
Query ZZSCAN Key ZZ From 0017                    To 9999

CSSS <0424( (999999(TCFSCR(  (1112      (                )12:14:19 04-17 S.O.**
GGSWEO                                                    0  F
 Time Entry - Full Override                     JOHNSEN, RICH
 Entry Function Code:(12)
 --- Regular ---------------------      --- Overtime -------------------------
 Hours:(      )  Rate/Amt:(1500   )     Code:(2) Hours:(    ) Rate/Amt:(      )
 --- Location Overrides -------------------------------   -- HED Override -
 3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(          )       HED:(504)
 ---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------
 Tax Code:( (      ) Type/State/Date:(DA)  Date:(     )  Shift:( )  Deduct:( )

----Complete----

                  00  Employee Number
                  01  Employee Soc Sec Nbr
                  02  Employee Name
                      See Documentation for Others
```

Correct Time Entry and Adjustment Audit Records program (ZZNEW)

If you need to make a correction to a time entry or adjustment, use the Correct Time Entry and Adjustment Audit Records program (ZZNEW). This program displays an image of the original time entry form in entry mode, so that you can make the correction. You can then return to the View Audit Records program (ZZSCAN) to view the correction online.

Once you have located the audit record using ZZSCAN, you can use ZZNEW to correct it. You must use the Command Entry dialog box to access this program.

1. Select Actions | Enter a Command to access the dialog box.
2. Type the Organization Number in the Organization list box, if it is not already entered.
3. Type ZZNEW in the Program list box.
4. Type the four-digit audit record number in the Additional Key list box. This number is one less that what is shown in the From list box.
5. Click OK or press Enter to access the original time entry.
6. Make the correction.
7. Save the time entry form.
8. Verify the change using the View Audit Records program (ZZSCAN). You can view the canceled audit record and the replacement. The corrected time entry is always placed at the end of the audit records.

Note: You can not use ZZNEW to correct the Time-Entry Batch Balancing form (BA-SCR). You must use the NOCLEAR option with the Time-Entry Batch Balancing form to do this.

See Also

- Viewing time entries ***(on page 102)***

For detailed directions on viewing time entries.

- Correcting a time entry ***(on page 103)***

For detailed directions on correcting a time entry.

- Verifying a correction ***(on page 105)***

For detailed directions on verifying a correction.

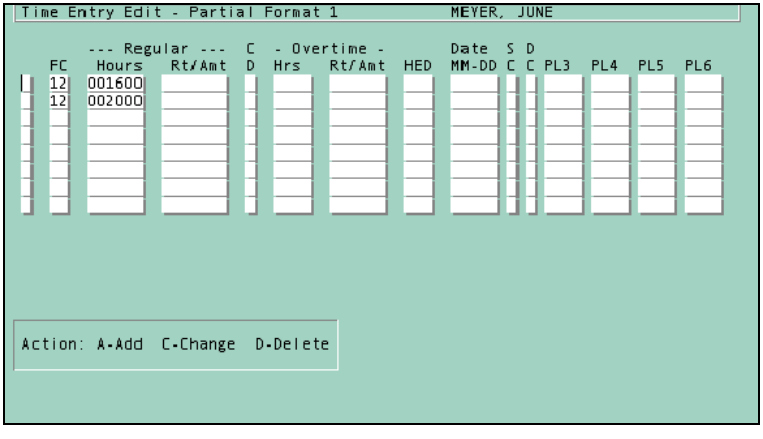
Time entry edit forms

As an alternative to the ZZSCAN and ZZNEW programs, Payroll Administration also provides you with time entry edit forms to display, edit, add, and delete all time entries that were made for an individual employee. You can select individual time entries on these forms, which eliminates the need to scan or locate the audit record number before making a correction. Time entry edit forms are not session-sensitive; you can access all time entries for an employee even if they were entered over several days in different online sessions.

Note: Time entry edit forms can not be used if you intend to balance the batch containing the time entries.

Time Entry Edit Format 1 form

The Time Entry Edit Format 1 form (TC1SCR) is used to edit any Format 1 time entry. When you access the form, all existing time entries display for the selected employee. If none exist, a blank form is returned.



The Action list box is the first list box, which is not labeled. You can enter three actions in this list box:

- A (add) - if you are entering an additional time entry, complete all other required list boxs.
- C (change) - if you are changing a time entry, change the incorrect list boxs only.
- D (delete) - if you are deleting a time entry, no other entry is required.

The remaining list boxs are treated in the same way as the Time Entry Full Override form (TCFSCR).

See Also

- Correcting a time entry using the Time Entry Edit Format 1 form ***(on page 106)***

For detailed directions on correcting a time entry using the Time Entry Edit Format 1 form.

■ Correcting a time entry using the Time Entry Edit Format 2 form ***(on page 107)***
For detailed directions on correcting a time entry using the Time Entry Edit Format 2 form (TC2EDT).

Time Entry Edit Format 2 form

The Time Entry Edit Format 2 form (TC2EDT) is used to edit time entries submitted on the Time Entry Format 2 form (TC2SCR). This form displays all time entries for the selected employee. If none exist, a blank form is returned.

```
Time Entry Edit Format 2                          JONES, JERRY

     Reg  C  OT  Hrs  Hrs  Hrs  Hrs  Hourly        St S H CTL3 CTL4 CTL5 CTL6
 FC Hours D Hrs   1    2    3    4    Rate  Amount Tx C G        -Function-

Action:  A-Add  C-Change  D-Delete
```

Time Entry Edit - Partial form

The Time Entry Edit - Partial Format 1 form (TCFEDT) provides a limited Format 1 time entry edit form. You can not edit taxes on this form.

```
Time Entry Edit - Partial Format 1                AUSTIN, STEVEN

       --- Regular ---  C  - Overtime -       Date  S D
   FC   Hours   Rt/Amt  D  Hrs   Rt/Amt  HED  MM-DD C C PL3  PL4  PL5  PL6

Action: A-Add  C-Change  D-Delete
```

Correcting time entry batch balances

Depending on the error you encounter, there are several correction methods you can use for time entry batch balancing:

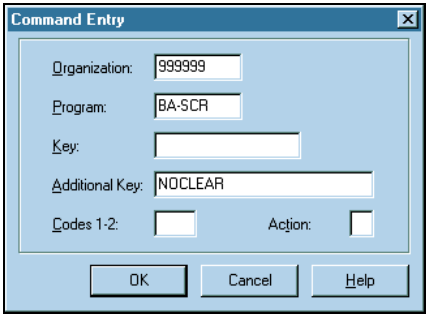
- NOCLEAR option on the Time-Entry Batch Balancing form (BA-SCR)
- Time Entry Batch Balancing program (BALNCE)

NOCLEAR option on the Time-Entry Batch Balancing form

To correct the Time-Entry Batch Balancing form (BA-SCR), access the form using the NOCLEAR option. For example, if you entered the wrong Batch Balance Count, you would use this method.

You must access the Command Entry dialog box to use this option. Access the Command Entry dialog box by selecting Actions | Enter Command from the menu. Enter the program name of the form, BA-SCR, in the Program list box. Enter NOCLEAR in the Additional Key list box. The NOCLEAR option instructs the system not to clear out previous totals.

An example is shown here.



When the form is returned, the formerly entered batch totals are displayed. After you've made the corrections and saved the form, the message '---BATCH TRANSACTION ACCEPTED---' appears on the refreshed form, and the changes are written to the Time-Entry Batch Balancing form (BA-SCR).

To view the results of the changes, access the Time-Entry Batch Balancing form (BA-SCR) in inquiry mode.

Time-Entry Batch Balancing program (BALNCE)

The BALNCE program is used to recalculate batch balances and differences after corrections have been made using the Correct Time Entry and Adjustment Audit Records program (ZZNEW). Run the BALNCE program before making a new balance inquiry on the Time-Entry Batch Balancing form (BA-SCR).

Access this form by making the following selections:

Component: Employee Payroll
Process: Time Entry
Task: Recalculate Batch Balances

When you access the form, your last batch of time entries is returned to you and the Time-Entry Batch Balancing form (BA-SCR) is returned in inquiry mode. If no batch balances were entered, you will receive an 'invalid batch number' message.

In the following example, a batch of three time entries was entered. The batch total should be 30 hours, but the Time-Entry Batch Balancing form (BA-SCR) shows a difference of five hours.

```
Time-Entry Batch Balancing                                   Batch Number:  005

                                   Regular                    Overtime

                     Count        Hours        Amount        Hours        Amount
          Batch:       3          3000
   Transactions:       4          3500

     Difference:       1           500

 Hours
                   - 1 -          - 2 -          - 3 -          - 4 -
          Batch:
   Transactions:

     Difference:
```

Using the View Audit Records program (ZZSCAN), you can see that 15 hours were accidentally entered for Employee 6003, rather 10 hours.

```
 Query ZZSCAN Key ZZ From 0002                    To 0000

 CSSS <0004( (999999(TC1SCR(  (          (                )10:36:57 01-11 S.O.**
GGSWEO                                                     0  F
  Time Entry Format 1
     Employee  ----Regular--- ---Overtime---     Date                      S D
 FC    Number   Hours  Rt/Amt  CD Hrs  Rt/Amt HED MM-DD PL3  PL4  PL5  PL6  C C
(12 (6001      (1000  (       ( )(    (      (   (     (    (    (    (    ( ( )
(12 (6002      (1000  (       ( )(    (      (   (     (    (    (    (    ( ( )
(12 (6003      (1500  (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
(   (          (      (       ( )(    (      (   (     (    (    (    (    ( ( )
```

Using the Correct Time Entry and Adjustment Audit Records program (ZZNEW), you can access the original time entry in edit-mode and make the correction. Then use the Recalculation Batch Balances program (BALNCE) to verify the batch is in balance.

Note: If audit record corrections are made using the Time Entry Edit Format 1 (TC1SCR) or Time Entry Edit Format 2 (TC2SCR) form, the BALNCE program will not be updated.

Canceling a time entry using the CANCEL option

If you want to cancel a time entry entered in error, you can use the CANCEL option. A CANCEL directs the system to change the ZZA record to a ZZB record. ZZB records are not extracted during the PAYXTR process. Use ZZSCAN to locate the audit record of the time entry to be canceled.

1. On the ZZSCAN query form, enter the correct audit record number in the From list box. If displaying records in entry order, subtract one from the From #. If displaying backwards, add one to the From #.
2. Access the Command Entry dialog box.
3. In the Additional Key list box, type 'CANCEL<space>XXXX' where X is the 4-digit audit record of the time entry to be canceled. When you save the form, the canceled audit record displays and 'CANCEL XXXX' appears in the audit record's additional key list box.

Note If you are canceling the last audit record, the number in the From list box will match the audit number of the displayed transaction. In this case, do not subtract or add one from the last audit record displayed.

Activating a canceled time entry

If you want to remove a CANCEL memo from a time entry, follow the same procedure you used when placing the CANCEL memo, but replace the word CANCEL with the word ACTIVE. An ACTIVE memo directs the system to process this audit record form (and all time entries or adjustments it contains) during the payroll run.

1. On the ZZSCAN query form, enter the correct audit record number in the From list box. If displaying records in entry order, subtract one from the From #. If displaying backwards, add one to the From #.
2. Access the Command Entry dialog box.
3. In the Additional Key list box, type 'ACTIVE<space>XXXX' where X is the 4-digit audit record of the time entry to be canceled. When you save the form, the canceled audit record displays and 'ACTIVE XXXX' appears in the audit record's additional key list box.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Completing the Guided Practice 102
Viewing time entries 102
Correcting a time entry 103
Verifying a correction 105
Correcting a time entry using the Time Entry Edit Format 1 form 106
Correcting a time entry using the Time Entry Edit Format 2 form 107

Completing the Guided Practice

Use Organization 999999 for all the tasks in this section. You must have completed the tasks in the previous chapter in order to complete the following tasks.

Viewing time entries

In this task, you will view the time entries that were entered in the previous chapters.

1. Access the View Audit Records program (ZZSCAN)

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

Component: Employee Payroll
Process: Time Entry
Task: Scan Time Entries

For practice, access the form.

2. Enter the To value

Enter the beginning audit number.

For practice, type '0001'.

3. Enter the From value

Enter the ending audit number.

For practice, type '9999'.

4. Click Save or press Enter

Save the form.

For practice, click Save.

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

```
Query ZZSCAN Key ZZ From 0002                    To 9999

 CSSS <0424( (999999(TCFSCR(  (1001      (                )11:23:12 04-17 S.O.**
GGSWEO                                                     0  F
  Time Entry - Full Override                     MEYER, JUNE
  Entry Function Code:(12)
  --- Regular ---------------------      --- Overtime -------------------------
  Hours:(1600  )  Rate/Amt:(       )    Code:( ) Hours:(    ) Rate/Amt:(       )
  --- Location Overrides ---------------------------------   -- HED Override -
  3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(          )       HED:(   )
  ---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------
  Tax Code:(2(IL    ) Type/State/Date:(  )  Date:(     )  Shift:( )  Deduct:( )
```

See Also

- Viewing and correcting time entries ***(on page 93)***

For more information about scanning time entries.

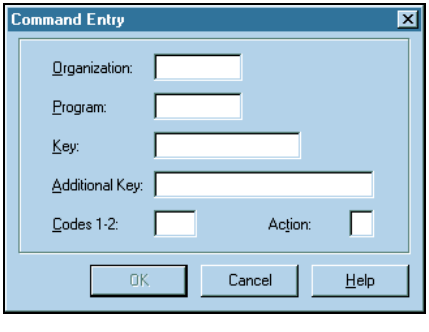
Correcting a time entry

In this task, you will correct a time entry that was entered in a previous chapter.

1. Access the Command Entry dialog box

Access this dialog box by making the following menu selections: Actions | Enter a Command.

The following dialog box is displayed:



For practice, access the Command Entry dialog box.

2. Access the Correct Time Entry and Adjustment Audit Records program (ZZNEW)

Access the form by entering the Organization, Program, and Key list boxs on the Command Entry dialog box.

For practice, type the following:
Organization: '999999'
Program: 'ZZNEW'
Additional Key: '0004'

3. Click OK or press Enter

Click OK to access the Correct Time Entry and Adjustment Audit Records program (ZZNEW).

For practice, click OK.

4. Adjust the hours

The Time Entry - Full Override form (TCFSCR) is displayed for June Meyer. Adjust the hours from 16 to 20.

For practice, type '2000' in the Hours list box.

5. Click Save or press Enter

Save the form to submit the new time entry.

For practice, click Save.

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

```
Time Entry - Full Override                          MEYER, JUNE

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours: 2000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides -------------

Tax Code: 2 IL    Type/State/Date:    Date:    Shift:    Deduct:
```

See Also

- Viewing and correcting time entries ***(on page 93)***

For more information about scanning time entries.

Verifying a correction

In this task, you are going to verify the correction you made in the previous task.

1. Access the View Audit Records program (ZZSCAN)

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

Component: Employee Payroll
Process: Time Entry
Task: Scan Time Entries

For practice, access the form.

2. Enter the To value

Enter the audit number you want to view.

For practice, type '0001'.

3. Enter the From value

Enter the ending audit number.

For practice, type '9999'.

4. Click Save or press Enter

Save the form.

For practice, click Save.

5. Scroll to the end

Press Enter to scroll through the time entries to locate the canceled time entry. The corrected time entry is placed at the end of the audit records.

For practice, press Enter.

If you completed the Guided Practice, the resulting forms should look similar to the examples that follow:

```
Query ZZSCAN Key ZZ From 0017                    To 0000

CSSS <0424( (999999(TCFSCR(  (1001      (                )14:03:45 04-17 S.O.**
GGSWEO                                                    0  F
 Time Entry - Full Override                    MEYER, JUNE
 Entry Function Code:(12)
 --- Regular ---------------------     --- Overtime -------------------------
 Hours:(2000  )  Rate/Amt:(       )    Code:( ) Hours:(    ) Rate/Amt:(      )
 --- Location Overrides --------------------------------   -- HED Override -
 3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(          )       HED:(   )
 ---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------
 Tax Code:(2(IL    ) Type/State/Date:(  )  Date:(     )  Shift:( )  Deduct:( )
```

```
Query ZZSCAN Key ZZ From 0017                    To 0000

CSSS <0424( (999999(TCFSCR(  (1001      (                )14:03:45 04-17 S.O.**
GGSWEO                                                    0  F
 Time Entry - Full Override                    MEYER, JUNE
 Entry Function Code:(12)
 --- Regular ---------------------     --- Overtime -------------------------
 Hours:(2000  )  Rate/Amt:(       )    Code:( ) Hours:(    ) Rate/Amt:(      )
 --- Location Overrides --------------------------------   -- HED Override -
 3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(          )       HED:(   )
 ---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------
 Tax Code:(2(IL    ) Type/State/Date:(  )  Date:(     )  Shift:( )  Deduct:( )
```

See Also

- Viewing and correcting time entries ***(on page 93)***

For more information about verifying corrected time entries.

Correcting a time entry using the Time Entry Edit Format 1 form

In this task, you will correct a time entry for Employee 1112.

1. Access the Time Entry Edit Format 1 form (TC1SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 1

For practice, access the form for Employee 1112.

2. Enter the Action code

Enter the code that signifies a change to the time entry.

For practice, type 'C' in the first list box.

3. Adjust the Rate/Amount

Enter the new rate/amount in the Rt/Amt list box.

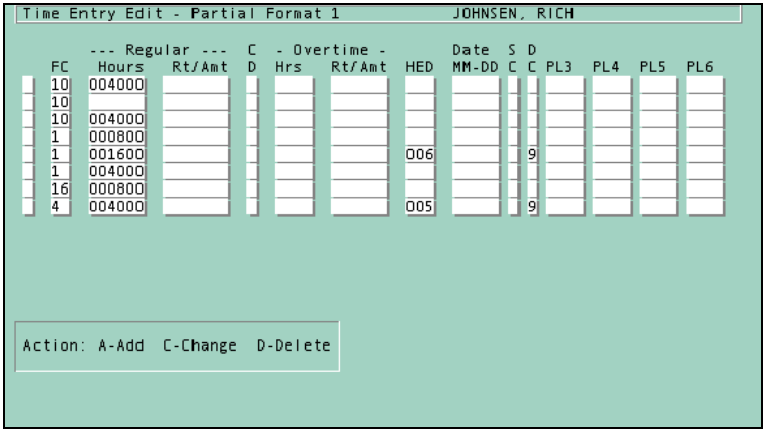
For practice, type '600'.

4. Click Save or press Enter

Save the form to enter the change.

For practice, click Save.

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



See Also

- Time entry edit forms ***(on page 97)***

For more information about using the time entry edit forms.

Correcting a time entry using the Time Entry Edit Format 2 form

In this task, you will correct a time entry for Employee 1234 that was entered in the previous chapter.

1. Access the Time Entry Edit Format 2 form (TC2SCR)

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

Component: Employee Payroll
Process: Time Entry
Task: Time Entry Using Format 2

For practice, access the form for Employee 1234.

2. Enter the Action code

Enter the code that signifies a change to the time entry.

For practice, type 'C' in the first list box.

3. Adjust the Regular Hours

Enter the new regular hours in the Reg Hours list box.

For practice, type '3000'.

4. Adjust the Hours

Enter the new sick hours in the Hrs 1 list box.

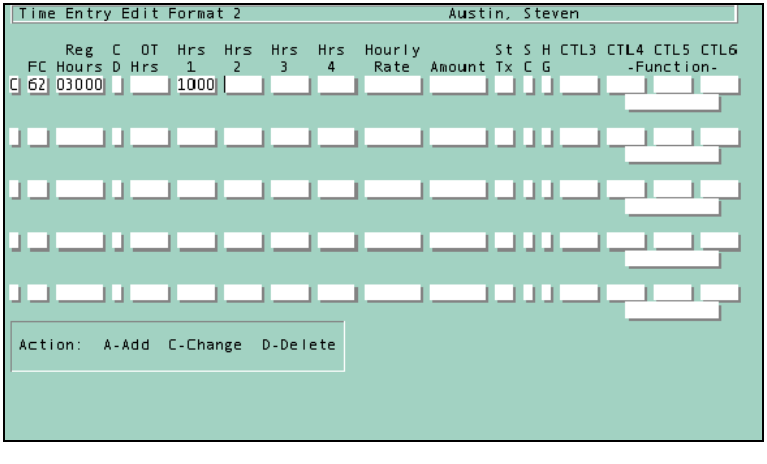
For practice, type '1000'.

5. Click Save or press Enter

Save the form to enter the change.

For practice, click Save.

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



See Also

- Time entry edit forms ***(on page 97)***

For more information about using the time entry edit forms.

Practice and Review

Practice

1. How long do time entries and audit records remain on the Employee Database?

2. Using the Employee Earnings and Deductions form (HH-SCR), add HED 006 for Employee 1001.

Extended Practice

1. Use the Time Entry - Full Override form (TCFSCR) to refund $20.00 of medical insurance premiums (HED 504) to Employee 1112.
2. Use the View Audit Records program (ZZSCAN) to view the time entry.

Review

What are the three methods used to edit time entries?

CHAPTER 5

Manual Payments, Adjustments, and Reversals

In This Chapter

Introduction 112
Adjustments 113
Manual payments 116
Manual Payment form 117
Using the Manual Payment form 121
Payment balancing using the Manual Payment form 123
Earnings Adjustments With Labor form 124
Manual Adjustments form 129
Tax adjustments 132
Payment reversals 139
Payment Reversal/Clearing form 145
Defining retroactive pay parameters 147
Reports used for manual payments and adjustments 148
Detailed Directions 149
Practice and Review 161

Introduction

Payroll Administration offers various methods to correct and adjust employee earnings, deductions, taxable wages, and taxes withheld from the employee or paid by the employer. In addition, you can automatically reverse payments not yet reconciled, record manual payments made outside the system, manually reverse payments already reconciled, and perform online payment and what-if (simulated or projected) calculations. This section discusses the various methods available to perform these adjustments.

Tasks

This section explains the following:

- Processing a manual payment
- Correcting improper HED distribution
- Correcting incorrect arrears amounts
- Refunding a deduction
- Increasing wages in a state
- Increasing FICA-OASDI

Prerequisites

Before you can perform the tasks in this section, you must be familiar with the concepts covered in the Payroll Organization Setup and Payroll Employee Setup documentation.

Questions answered

The following questions are answered in this section:

1. Which form is used to record a manual payment or reverse a payment?
2. Which form is used to refund a deduction taken in error?
3. Name the four forms used to adjust taxable wages.

Adjustments

Adjustments increase or reduce to-date accumulations of earnings, deductions, and taxes. Adjustments update month-to-date, quarter-to-date, and year-to-date activity. You can also correct or eliminate deduction arrears, transfer amounts or hours from one earning or deduction to another, redistribute labor hours and dollars, and refund deductions and taxes withheld.

Employee earnings, deductions, and tax accumulations are not updated immediately. Adjustment and payment transactions are stored on the Employee Database as ZZA records until they are extracted for processing during a payroll or maintenance run. During the payroll or maintenance run, the extracted adjustments update the employee record. After the payroll or maintenance run, you can view the adjustments results online using the HEDs To-Date Inquiry form (HT-SCR), the Taxes To-Date Inquiry form (JJISCR), and the History and Labor Options form (HL-SCR).

Adjustments are processed on either a pay or maintenance run. In both cases, at the time the adjustment is processed, it is included on the Transaction Load report (0000). Also, the Payroll Audit Trail report (0101) provides an IS/WAS comparison of each affected text box. Only when the employee's frequency is paid do the Combined Register (2222), HED Registers (2H2H or 2M2M) and Tax Filing report (2T2T) the adjustment.

Care must be taken when entering adjustments that will be processed on a maintenance run prior to a clearing pay run. Example: only organization 010001 is being paid and adjustments have been entered for organization 020002. All organizations are extracted for paying 010001. The adjustments for 020002 will process and update the employee. The next week organization 020002 is paid with the month and quarter cleared. Since the adjustments processed when 010001 was paid already updated information, these amounts will be cleared from the month and quarter. The amounts will still show individually on the Combined Register (2222) but will not be in the month and quarter figures.

The online pay calculation process is an exception to the general rule that adjustments and payments are not processed and updated until the next payroll run. The online pay calculation process provides the option of calculating payments, updating employee records, and printing pay documents immediately.

☞ *Refer to Employee Payments in the Payroll Employee Setup documentation for more information about online pay calculations.*

Adjustment forms

The following chart describes each of the adjustment forms and transactions used in the Payroll Solution, the transaction code used for payroll processing and reporting, and the purpose of each form .

Form	Transaction	Purpose
Manual Payment form (KA-SCR)	KA	Updates earning, deduction and tax amounts for a manual payment made outside Payroll Administration or manually reverse a payment.

Form	Transaction	Purpose
Earnings Adjustments With Labor form (KL-SCR)	KL	Updates earnings that must be charged to multiple locations for accurate labor-distribution reporting
Manual Adjustments form (KB-SCR)	KB	Updates earning/deduction amounts and hours
FICA-OASDI/Total Pay Adjustment form (KF-SCR)	KF	Updates Social Security taxes and wages (FICA-OASDI, tax record 101)
FICA-HI Adjustments form (KH-SCR)	KH	Updates Medicare taxes and wages (FICA-HI, tax record 103)
Tax Adjustments form (KD-SCR)	KD	Updates all non-FICA active and inactive taxes for wages up to and exceeding one million dollars
Tax Adjustment - Alternate form (KG-SCR)	KG	Updates all non-FICA active and inactive taxes for wages less than one million dollars

See Also

- Correcting improper HED distribution ***(on page 151)***

For detailed directions on correcting improper HED distribution.

- Correcting incorrect arrears amounts ***(on page 153)***

For detailed directions on correcting incorrect arrears amounts.

- Refunding a deduction ***(on page 154)***

For detailed directions on refunding a deduction.

Manual payments using eCyborg Interactive Workforce

If you use eCyborg Interactive Workforce, manual payments must be entered directly into the Pay Information database. Since The Solution Series does not store pay information in a format that eCyborg Interactive Workforce can use, a Pay Information database exists to store pay information in the correct format for eCyborg Interactive Workforce. Report generators 7L7L, Pay Run Extract, and 7M7M, Payslip Extract gather this pay information in text files during the pay run process. The text files are then loaded into the appropriate Pay Information database tables. The information in these database tables populates the View Pay Information pages, allowing users to view their current pay information and their payments over past pay periods. Populating the Pay Information databases begins with the first payroll run after you install eCyborg Interactive Workforce.

The Pay Information database is updated only during payroll runs. Therefore, if your organization voids, issues, or reissues any checks between payroll runs, your database administrator must go into the Pay Information database and manually delete the complete

record for any cancelled checks and add a complete record for any manually created checks. Then the next time you perform a pay run and update the Pay Information database, the year-to-date totals will be accurate.

☞ *Refer to eCyborg Interactive Workforce: Technical Implementation the the functional guides for eCyborg Interactive Workforce for more information on the Pay Information database.*

See Also

- Processing a manual payment ***(on page 149)***

For detailed directions on processing a manual payment.

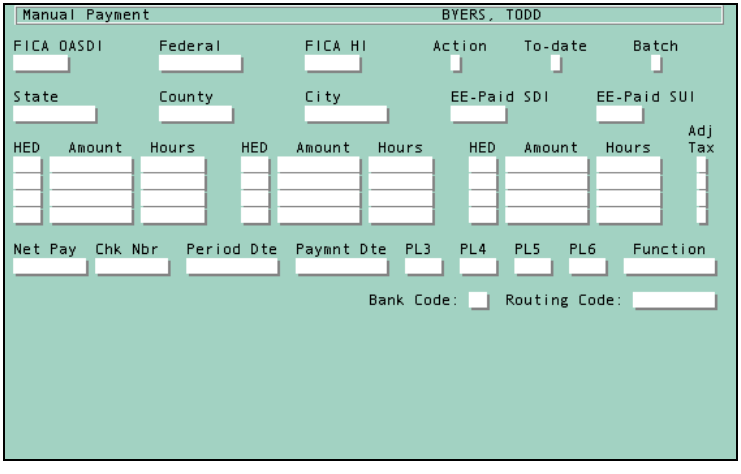
Manual payments

The term manual payments is used to refer to pay documents, usually in the form of checks, that were not produced within the system. All information for a manual payment (earnings amounts and hours paid, deductions taken, taxes paid or withheld, and net pay) must be recorded on the system. This information is required to keep employee records current, particularly with regard to annual tax and wage information for quarterly and year-end (W-2) reporting. A manual payment can also be used to reverse a payment that may not be automatically reversed.

Manual Payment form

The Manual Payment form (KA-SCR) supplies the information needed to prepare or reverse a manual payment. This form provides three separate functional areas for recording adjustments: taxes, HEDs, and net pay. The employee record is not updated when the form is saved. Adjustment transactions are created, which will be processed the next time the organization is processed by the batch payroll programs, either during a payroll or maintenance run.

An example of the form is shown here:



Tax text boxes

The Tax text boxes (KA transaction) include FICA-OASDI, Federal, FICA HI, State, County, City, EE-Paid SDI, and EE-Paid SUI. Use these text boxes to adjust taxes withheld from the employee for active tax records only. For an employee with two active taxes of the same type, such as state, county, or city, enter the amount for the tax authority which is sequentially first in the employee's record in the Manual Payment form (KA-SCR). Use the Tax Adjustments form (KD-SCR) for the second tax authority. You must use the same To-date and Batch codes. Adjustments to inactive tax records are recorded on one of the four tax adjustment forms, discussed later in this section. Assume two decimal places for all dollar amounts.

HED text boxes

The HED text boxes (KB transaction—manual adjustment) include HED, Amount, and Hours. These text boxes are used to enter the amount and hours for earnings and amount and arrears for deductions. You may enter up to 12 adjustments. If an HED has been established at the organization level, but not for the employee, the system automatically establishes the HED for the employee using the organization-level information as the default. Assume two decimal places for hours and amounts.

If you must enter different labor distribution information for each earning, use the Earnings Adjustments with Labor form (KL-SCR) instead of the HED text boxes for all earning HEDs. Enter only deduction HEDs on the Manual Payment form (KA-SCR). Enter all text boxes on the Manual Payment form (KA-SCR) except HED text boxes for earning HEDs. You must use the same to-date and batch codes for both forms.

On rare occasions when it is necessary, you may enter a negative amount for an otherwise plus adjustment by preceding the amount with a minus sign (-). Assume two decimal places for hours and amounts.

Adj Tax text box

The Adj Tax text box determines which, if any, of the active tax records will be automatically updated. It specifies which taxable wages are to be updated by the earning amounts in the same row on the form. The Adj Tax text box is the same as the Plug Code (PC) text box on the Manual Adjustments form (KB-SCR).

The valid entries are as follows:

- blank or 0 - update all taxable wage text boxes
- 1 - update only federal tax authorities. Use this value when the adjustment affects state/local authorities that are currently not active for the employee. Federal authorities will be adjusted; use the Tax Adjustments form (KD-SCR) to adjust the inactive authorities.
- 2 - No taxable wages adjusted, including total pay. This should be used when the taxable wages are correct and only the HEDs need to be adjusted. Because the taxable wages are automatically corrected in a negative pay situation, use this code to correct the earnings HEDs processed if a negative pay is processed.

Note: Weeks Worked is never automatically adjusted in any tax record by a manual payment or reversal.

Net Pay text boxes

The Net Pay and payment detail text boxes include Net Pay, Chk Nbr, Period Dte, Paymnt Dte, PL3, PL4, PL5, PL6, Function, Bank Code, and Routing Code.

Use the Net Pay text box to enter the amount for net pay HED 999.

The Chk Nbr text box contains the check number for the manual payment. Use leading zeroes if the number is fewer than eight digits. The check number entered here appears on the Combined Register (2222) report and the Pay Reconciliation (1C1C) report. A check number of all 9s will cause a payment to be produced the next time the organization is paid even if the employee's frequency is not paid.

Type the period-end date in the Period Dte text box if it is different from the period-end date used for the employee's most recent payment. Type the date that is to be printed on the payment document in the Paymnt Dte text box in YYMMDD or CCYYMMDD format.

The PL3-PL6 text boxes are used when the employee's assigned labor-distribution values for this payment differ from the employee's Payroll Home Location/Pay Allocations form (GG-SCR). If you want to charge each earning to a separate override location, enter four

asterisks (****) in the PL3 text box and use the Earnings Adjustments With Labor form (KL-SCR) to record the various labor distributions.

Note: *If you do not enter '****' in the PL3 text box for a manual payment or reversal when using the Earnings Adjustments With Labor form (KL-SCR), duplicate Labor Records will be created.*

The Bank Code and Routing Code text boxes are used only if the code used for this payment is different than the codes indicated on the Company Options form (AF-SCR).

Action code

The Action text box determines the type of adjustment to be performed. Type the code directly in the text box, or access the PR17 option list by entering a question mark (?) and pressing Enter. The following codes are valid:

- Plus Adj;No Lbr/Hist ($)
- Plus Adj (+)
- Minus Adj (-)
- Minus Adj;No Lbr/Hist (*)
- Manual Check Adj (M)

To-date code

The To-date text box determines the type of to-date figures to be adjusted. The following codes are valid:

- Month To Date Only (1) - This option inhibits creation of History and Labor Records.
- Quarter & YTD (2)
- Month, quarter, and year (3) - Used for most routine adjustments
- Quarter To Date Only (4) - This option inhibits creation of History and Labor Records.
- Year To Date Only (5)
- Combination (6) - Combination of 1, 4, and 5. This option will adjust the first HED for month-to-date only, the second for quarter-to-date only, and the third for year-to-date only. When this option is used, enter a '2' in the Adj Tax text box. The employee's tax records should be adjusted with the appropriate tax adjustment form. This option is valid only for the KB transaction.

Batch code

The Batch code is a one-position alphanumeric code used to group adjustments together for printing on various registers. Group multiple adjustments for the same employee by entering the same Batch code for each adjustment. All adjustments with the same Batch code will appear as a single entry on the Combined Register (2222) report. If you use the same Batch code for all adjustment entries, the Payroll Audit Trail (0101) report lists all KA transactions together, all KB transactions together, and all KC transactions together. This format makes it more difficult to determine which transactions were originally entered together on the same Manual Payment form. Multiple manual payments or reversals for the same employee using the same Batch code will be reported as one, using the Check Number of the last KC transaction processed. Also, only one Payment History Record will be created. Because of this, it is very important that you use a unique Batch code for each

manual payment and each reversal when more than one is being processed for the same employee.

If you use both the Manual Payment (KA-SCR) and Earnings Adjustment with Labor (KL-SCR) forms to record a manual payment and you want both entries to appear together on reports, use the same Batch code on both forms.

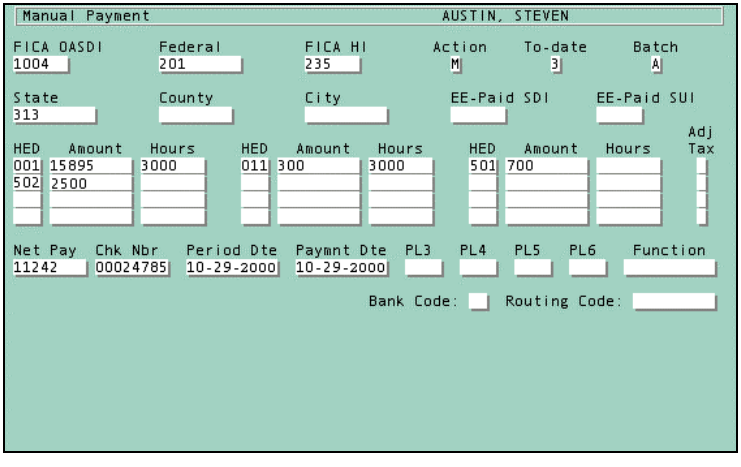
☞ *Refer to the Option List Quick Reference in the Payroll Organization Setup documentation for more information about the option lists on this form.*

Using the Manual Payment form

The Manual Payment form (KA-SCR) can be used in many ways, including submitting a manual payment, submitting a payment reversal, and refunding taxes using the Manual Payment form (KA-SCR).

Submitting a manual payment

The following example shows the proper entries for a manual payment. In this example, no labor overrides are necessary. Labor is created using the assigned locations on the Payroll Home Location/Pay Allocations form (GG-SCR).



Submitting a payment reversal using the Manual Payment form

The following example shows the proper entry for a payment reversal using the Manual Payment form (KA-SCR).

Manual Payment JOHNSEN, RICH DANIEL

FICA OASDI	Federal	FICA HI	Action	To-date	Batch
35960	148067	8410	-	3	

State	County	City	EE-Paid SDI	EE-Paid SUI
16753				

HED	Amount	Hours	HED	Amount	Hours	HED	Amount	Hours	Adj Tax
001	80000	8667	005	500000		502	2500		
605	17400								

Net Pay	Chk Nbr	Period Dte	Paymnt Dte	PL3	PL4	PL5	PL6	Function
3509.10	00030002							

Bank Code: Routing Code:

Payment balancing using the Manual Payment form

Once the Manual Payment form (KA-SCR) is saved, the system verifies the payment and balances it from gross to net. The entered earnings, less deductions and taxes withheld, must equal net pay. If the payment is out-of-balance, a warning that the entries do not crossfoot will display, and the out-of-balance amount will appear at the bottom of the form.

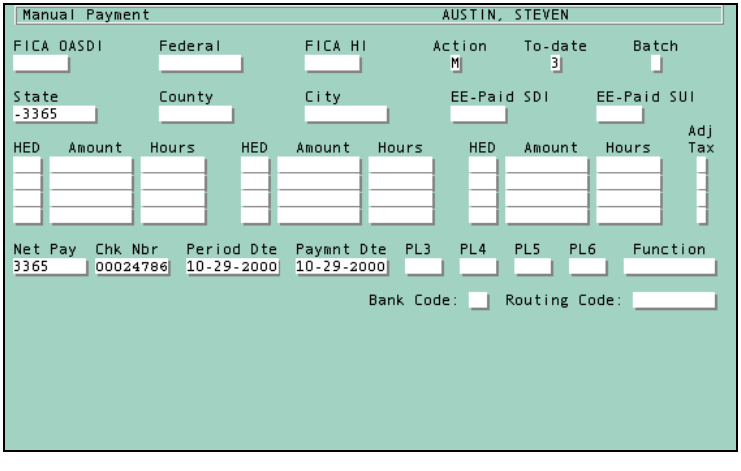
Adjustments submitted on this form normally will balance. All accumulated to-date totals must balance after the adjustment is applied. Keep a record of submitted adjustments to verify the expected results against the Payroll Audit Trail (0101) report. Use the Master File Status (9E9E) report to determine if employee records are out-of-balance.

Sometimes it is necessary to create a manual payment that does not balance, as is the case where two active states each have taxes withheld or when the earnings are entered on the Earnings Adjustment with Labor form (KL-SCR). You can force the system to accept the out-of-balance entries by accepting the warning.

Refunding taxes using the Manual Payment form

You can refund taxes previously withheld using the Manual Payment form (KA-SCR). If the employee is still active and will receive subsequent payments on which FICA can self-adjust, do not adjust FICA taxes (tax codes 101 and 103). Rather, adjust only FICA wages and let the system adjust these taxes the next time the employee is paid.

In the following example, the employee changed his state exemption to have less withholding tax taken from his payments. The payroll department did not receive the request until after the payroll run was completed, and the employee overpaid state withholding by $33.65. A negative adjustment is entered and a manual payment for $33.65 is submitted.



Earnings Adjustments With Labor form

When it is necessary to adjust earnings that require separate HED overrides for multiple locations, use the Earnings Adjustments With Labor form (KL-SCR). This form can be used in place of the Manual Payment form (KA-SCR) to adjust earnings (KB text boxes). It is used for changes or corrections to earnings that must be charged to multiple locations for accurate labor-distribution reporting. Labor is normally charged to an employee's home location (Allocation Number 01) on the Payroll Home Location/Pay Allocations form (GG-SCR), but you can use this form to redistribute labor for payments that have been created with erroneous labor-distribution information.

This form creates KL adjustment transactions. When processed by the batch payroll program P4CALC, the KL entries update the employee's HEDs and one labor-only time entry is created for each KL. The time entry is listed on the Payroll Audit Trail (0101) report and processed in the next payroll run.

Alternatively, you can submit two labor-only time entries. Submit the first with an Entry Function Code of 15 (negative distribution) to reverse erroneous labor. Submit the second with an Entry Function Code of 14 (positive distribution) to charge the labor correctly.

The text boxes on this form are entered in the same way as they are for the Manual Payment form (KA-SCR).

The Shift text box determines the override shift code to reflect the shift the employee worked applicable to the earning specified.

Using the Manual Payment form with an earnings adjustment

You can use the Manual Payment form (KA-SCR) and Earnings Adjustments with Labor form (KL-SCR) to make an earning adjustment.

In the following example, a payment is reversed for an employee using the Manual Payment form (KA-SCR). The form contains deduction HEDs only, because there are labor

distribution overrides. Four asterisks (****) are entered in the PL3 text box to indicate a labor override and prevent duplicate Labor Records from being created.

Manual Payment AUSTIN, STEVEN

FICA OASDI	Federal	FICA HI	Action	To-date	Batch
1004	201	235	M	3	F

State	County	City	EE-Paid SDI	EE-Paid SUI
313				

HED	Amount	Hours	HED	Amount	Hours	HED	Amount	Hours	Adj Tax
501	700		502	2500					

Net Pay	Chk Nbr	Period Dte	Paymnt Dte	PL3	PL4	PL5	PL6	Function
11242	00024785	10-29-1999	10-29-1999	****				

Bank Code: Routing Code:

You will receive an 'Entries do not crossfoot' warning message when the form is saved, if no earning HEDs are included in the gross-to-net pay calculation. For this particular payment, the out-of-balance status is okay, so you can accept the warning.

Then access the Earnings Adjustments With Labor form (KL-SCR) and enter the earning HEDs with their respective labor overrides.

Earnings Adjustments With Labor AUSTIN, STEVEN

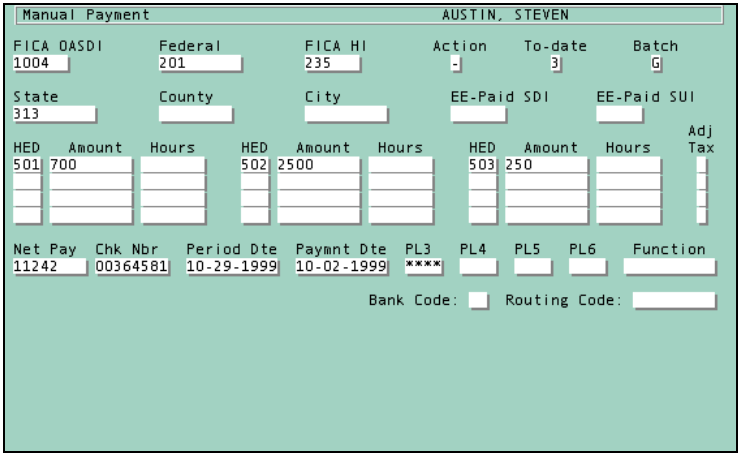
HED Nbr	Amount	Hours	Period Date YY	MM	DD	PL3	PL4	PL5	PL6	Function	Shift	Adj Tax	A C	T C	B C
001	15895	3000				01	MANU						M	3	F
011	300	3000				02	ADM						M	3	F

The 'M' in the AC text box indicates the adjustment is a manual payment. The '3' in the TC text box indicates that month-to-date, quarter-to-date, and year-to-date figures are to be adjusted. The 'F' in the BC text box is the Batch code, which is also assigned on the Manual Payment form. The Batch code will link the adjustment entries for printed reports.

Using the Manual Payment form for a payment reversal with labor distribution

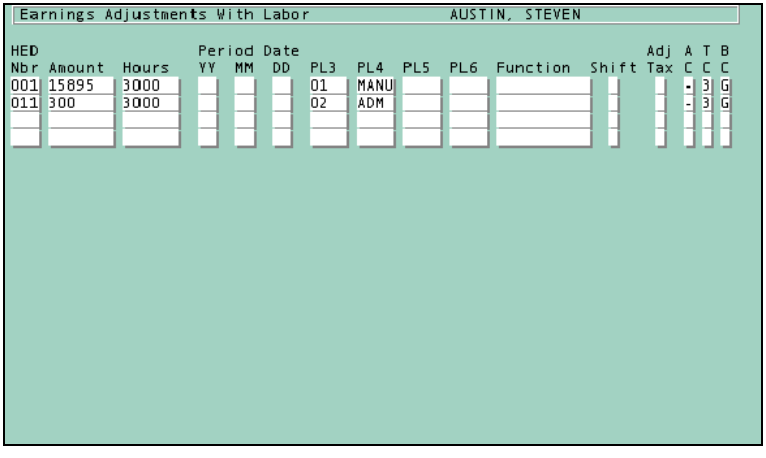
Use the Earnings Adjustments with Labor form (KL-SCR) and Manual Payment form (KA-SCR) to reverse a payment that originally contained labor overrides.

In the following example, a payment is issued to an employee using the Manual Payment form (KA-SCR). The form contains deduction HEDs only, because there are labor distribution overrides. Four asterisks (****) are entered in the PL3 text box to indicate a labor override.



You will receive an 'Entries do not crossfoot' warning message when the form is saved, because no earning HEDs are included in the gross-to-net pay calculation. For this particular payment, the out-of-balance status is okay, so you can accept the warning.

Then access the Earnings Adjustments With Labor form (KL-SCR) and enter the earning HEDs with their respective labor overrides.



Earnings Adjustments With Labor AUSTIN, STEVEN

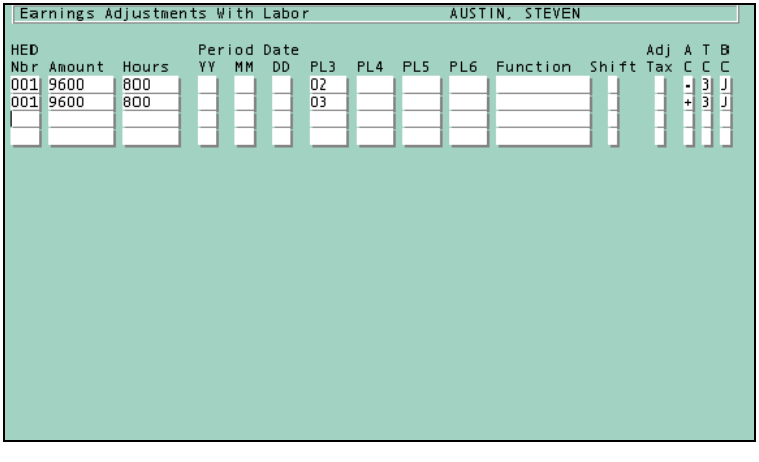
HED Nbr	Amount	Hours	Period YY	Period MM	Date DD	PL3	PL4	PL5	PL6	Function	Shift	Adj Tax	A C	T C	B C
001	15895	3000				01	MANU						-	3	G
011	300	3000				02	ADM						-	3	G

The minus sign (-) in the AC text box indicates a negative adjustment. The '3' in the TC text box indicates that month-to-date, quarter-to-date, and year-to-date figures are to be adjusted. The 'G' in the BC text box is the Batch code, which is also assigned on the Manual Payment form (KA-SCR). The Batch code will link the adjustment entries for printed reports.

Redistributing labor hours and dollars

Use the Earnings Adjustments with Labor form (KL-SCR) to correct the labor distribution of a payment already made to an employee, instead of submitting two labor-only time entries to correct the time entry.

The following example shows the proper entries to correct the labor distribution from the Western (02) region to the Eastern (03) region.



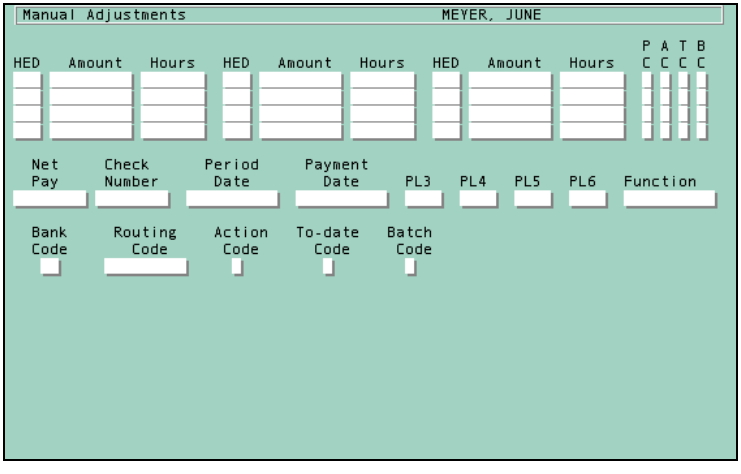
Earnings Adjustments With Labor AUSTIN, STEVEN

HED Nbr	Amount	Hours	Period YY	Period MM	Date DD	PL3	PL4	PL5	PL6	Function	Shift	Adj Tax	A C	T C	B C
001	9600	800				02							-	3	J
001	9600	800				03							+	3	J

The minus sign (-) in the first AC text box indicates a negative adjustment for the incorrect Payroll Level, Western (02). The positive adjustment is made in the second entry for Payroll Level Eastern (03).

Manual Adjustments form

The Manual Adjustments form (KB-SCR) is used to correct inaccuracies, such as an incorrect HED number, a deduction taken in error, or an incorrect arrears amount when tax withheld does not need changing. An adjustment transaction record is created to be used in the next payroll or maintenance run. The employee record is not updated until then. You can enter multiple positive or negative adjustment lines; however, you can not mix positive and negative adjustments on the same line.



The HED text box is used to adjust earnings amounts and hours or to adjust deduction and/or arrears amount. A maximum of twelve adjustments may be entered on each form.

The remaining text boxes are completed in the same manner as the Manual Payment form (KA-SCR).

☞ *Refer to eCyborg Interactive Workforce: Technical Implementation the the functional guides for eCyborg Interactive Workforce for more information on the Pay Information database.*

☞ *Refer to the* **Manual Payment form (KA-SCR** *(see "Manual Payment form" on page 117)) in this section for more information.*

Correcting earning and deduction accumulations

Correcting an improper earning or deduction distribution is accomplished by creating two entries on the Manual Adjustments form (KB-SCR):

- A minus entry reduces the amount attributed to the incorrect earning or deduction.
- A plus entry increases the amount and/or hours to the appropriate HED.

The following example shows the proper entries for correcting a time entry that was charged to HED 006 but should have been charged to HED 008. Note the Batch code (BC) of '4' is assigned to both entries, so they will be linked for reporting purposes.

Manual Adjustments AUSTIN, STEVEN

HED	Amount	Hours	HED	Amount	Hours	HED	Amount	Hours	PC	AC	TC	BC
006	12000	800								-	3	4
008	12000	800								+	3	4

Net Pay	Check Number	Period Date	Payment Date	PL3	PL4	PL5	PL6	Function

Bank Code	Routing Code	Action Code	To-date Code	Batch Code

Correcting arrears

You can also use the Manual Adjustments form (KB-SCR) to correct arrears amounts. Deduction arrears are stored in the Hours text boxes in the employee's record. Arrears are stored as positive values in the current, month-to-date, quarter-to-date, and year-to-date hours text boxes and applicable deductions.

The following example shows the arrears for HED 501 being reduced by $8.31.

Manual Adjustments AUSTIN, STEVEN

HED	Amount	Hours	HED	Amount	Hours	HED	Amount	Hours	PC	AC	TC	BC
501		831								-	3	

Net Pay	Check Number	Period Date	Payment Date	PL3	PL4	PL5	PL6	Function

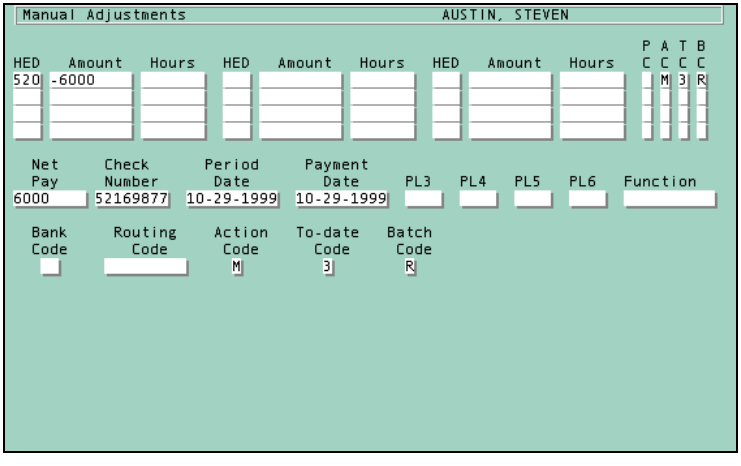
Bank Code	Routing Code	Action Code	To-date Code	Batch Code

Refunding deductions

To refund a deduction taken in error, you can adjust the deduction and submit a payment simultaneously on the Manual Adjustments form (KB-SCR). When a pre-tax deduction is

refunded, all taxable wage text boxes previously reduced have the amount added back to them, unless stopped by the Plug Code (PC) text box. Any self-adjusting tax, such as FICA, will be taken when the employee is paid.

In this example, $60.00 is refunded to the employee from HED 520. The Action Code (AC) and To-date code (TC) text boxes must be completed for both the adjustment and the payment. The Batch Code (BC) links both entries for reporting purposes.



Tax adjustments

Payroll Administration provides four forms to adjust taxable wages and taxes:

- FICA-OASDI/Total Pay Adjustment form (KF-SCR)
- FICA-HI Adjustment form (KH-SCR)
- Tax Adjustments form (KD-SCR)
- Tax Adjustment - Alternate form (KG-SCR)

Only the text boxes containing values are adjusted for the tax record specified; no other text boxes are adjusted. If an adjustment is entered to update a tax record established at the organization level only, the system automatically establishes the tax record as inactive on the employee's record during a payroll or maintenance run. You may then activate the tax record to use it for future payments, if required.

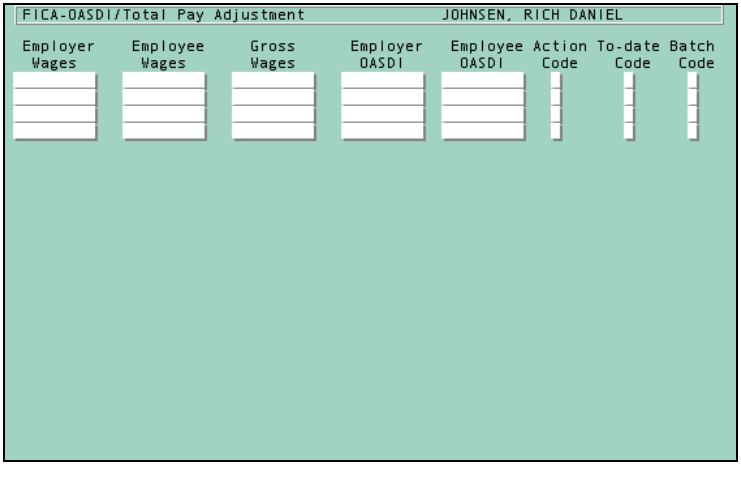
FICA-OASDI/Total Pay Adjustment form

Use the FICA-OASDI/Total Pay Adjustment form (KF-SCR) to adjust tax record 101 (Social Security).

The payroll run process automatically performs a self-adjusting process for FICA-OASDI each time an employee is paid. Year-to-date taxes paid by the employee and employer are always recalculated based on year-to-date wages subject to FICA-OASDI. Any differences are refunded to, or deducted from, an employee each time a payment is processed. Therefore, it is critical that employee and employer wage adjustments are accurate.

The only exception is when you have an adjustment after the last payroll run of the year or after the employee is terminated.

Note: As long as the employee is active and will be receiving subsequent payments on which FICA taxes can self-adjust, you should not refund FICA taxes. Rather, adjust only wages and let the system adjust FICA the next time the employee is paid.



Assume two decimals for all amounts on this form.

The Employer Wages text box adjusts the wages subject to employer-paid FICA, and the Employee Wages text box adjusts the wages subject to employee-paid FICA. Assume two decimal places for both of these text boxes.

The Gross Wages text box appears only on this form. It adjusts the employee's total gross wages. This text box is identified as HED 000 (Total Pay) on the Combined Register (2222) report. Assume two decimal places.

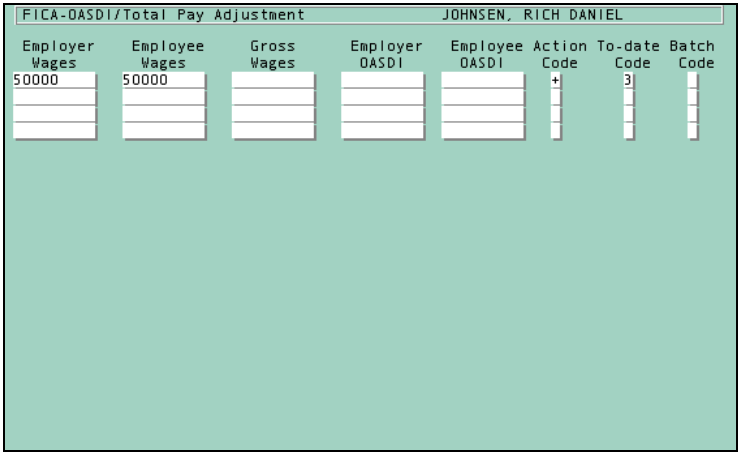
It is not necessary to make entries in the Employer OASDI and Employee OASDI text boxes unless the adjustment is made after the last time the employee is being paid, such as during the last payroll run of the year. The system calculates the employer-paid portion of FICA taxes during the maintenance or payroll run in which the adjustment is processed, as part of the self-adjusting process.

The Action Code, To-date Code, and Batch Code text boxes are used in the same way as other adjustment forms.

The FICA-OASDI/Total Pay Adjustment form (KF-SCR) does not allow adjusting on the employee's prior year-to-date FICA wage and tax withheld. These are stored in Text box 123 and Text box 124 and may be viewed using the Taxes To-Date/Text box Number Inquiry form (JD-SCR). To adjust these text boxes, the KF transaction must be created outside of the online system. The Tax Adjustments form (KD-SCR) may also be used, with the entries made in the OT Premium text box for the wage and weeks worked for the tax.

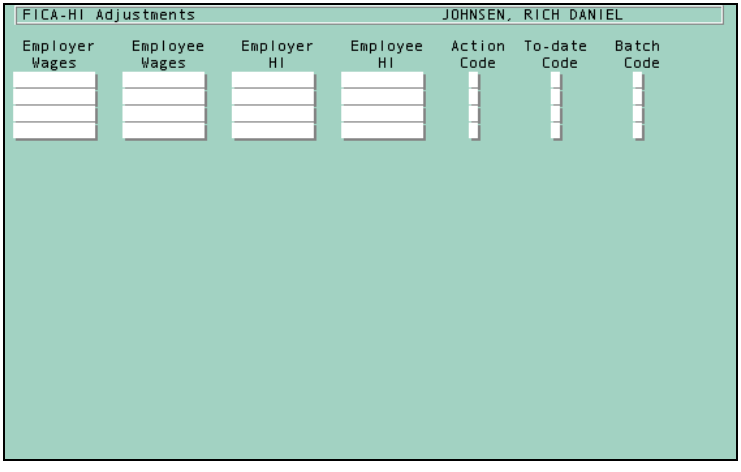
☞ *Refer to the Technical Administration documentation for more information about the batch payroll transaction layout for the KF transaction.*

The following example shows the proper entries for increasing FICA-OASDI by $500.00. Only the Employer Wages and Employee Wages are used in the adjustments. These entries allow FICA taxes to self-adjust.



FICA-HI Adjustments form

Use the FICA-HI-Adjustments form (KH-SCR) to adjust tax record 103 (Medicare). The same rules apply as the FICA-OASDI/Total Pay Adjustment form (KF-SCR).



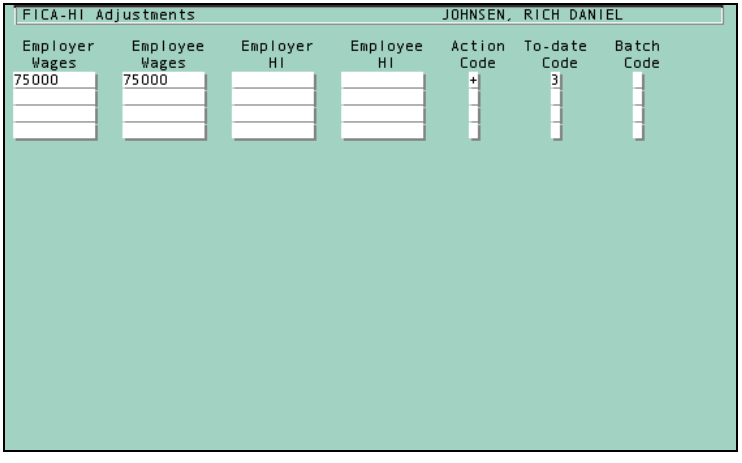
Assume two decimals for all amounts.

The Employer Wages text box adjusts the wages subject to employer-paid FICA, and the Employee Wages text box adjusts the wages subject to employee-paid FICA. Assume two decimal places for both of these text boxes.

It is not necessary to make entries in the Employer HI and Employee HI text boxes unless the adjustment is made after the last time the employee is being paid, such as during the last payroll run of the year or after a termination. The system calculates the employer-paid portion of FICA taxes during the maintenance or payroll run in which the adjustment is processed, as part of the self-adjusting process.

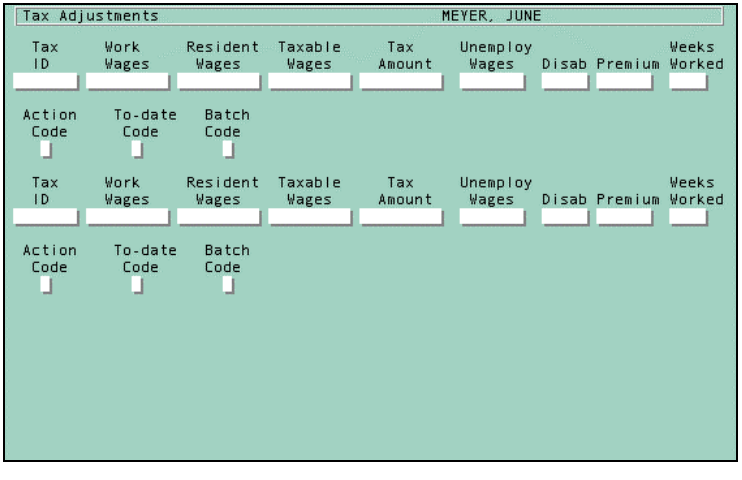
The Action Code, To-date Code, and Batch Code text boxes are used in the same way as other adjustment forms.

The following example shows the proper entries for increasing FICA-HI by $750.00. Only the Employer Wages and Employee Wages are used in the adjustments. These entries allow FICA taxes to self-adjust.



Tax Adjustments form

The Tax Adjustments form (KD-SCR) can be used to adjust any active or inactive non-FICA tax record. It allows entry of taxable wages greater than one million dollars. Inactive tax records are adjusted in the same manner as active tax records. The adjustment is applied during a payroll or maintenance run. The Tax Adjustments form (KD-SCR) presents two identical sets of entry text boxes, enabling you to adjust two tax records using one form.



Type the tax code identifying the employee tax record that is being adjusted in the Tax ID text box.

Adjustments to the Work Wages, Resident Wages, and Taxable Wages text boxes should reflect taxable wages only. Use two decimal places in these text boxes.

In the Unemploy Wages text box, type the adjustment amount using two decimal places. For wages subject to unemployment and special assessments, current, month-to-date, and

quarter-to-date amounts no longer accumulate once the taxable wage base is reached. The year-to-date amount continues to accumulate after the tax wage base has been reached. Because the YTD SUI is uncutoff and QTD is cutoff it may be necessary to input two adjustment forms to correctly account for a SUI wage adjustment.

The Disab text box is used in several ways:

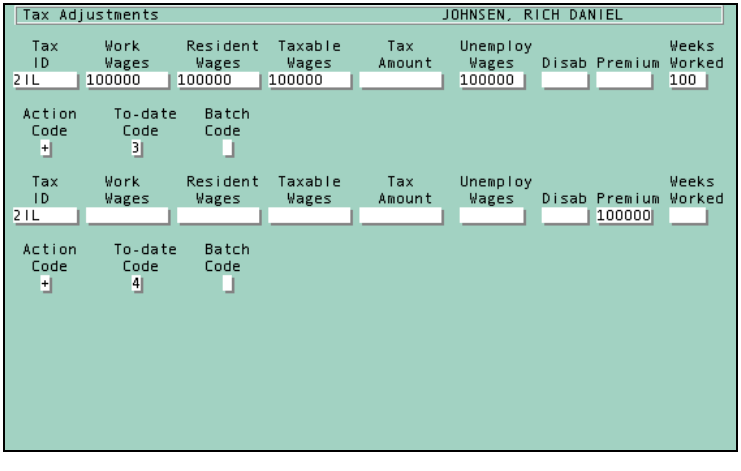
- For federal tax record 102, this text box adjusts the employee's advanced Earned Income Credit amount.
- For state tax records, this text box adjusts employee-paid unemployment insurance.
- For Type 4 state disability tax records, this text box adjusts the employee-paid disability.

The Premium text box adjusts the premium portion of overtime (the wages paid in excess of the regular hourly rate for the employee). Assume two decimal places. For state tax records, the quarter-to-date accumulation for the Premium text box contains the uncutoff unemployment wages; that is, the accumulation disregards the SUI wage limit.

The Weeks Worked text box is used to adjust the number of weeks that the employee worked or was paid for while this tax record was active in the current calendar year. Weeks (the number of weeks per pay period) are typed with two decimal places.

Note: *Pre-tax deductions and flexible benefits must be considered before making adjustments to these text boxes.*

In the following example, Illinois state wages are increased. The entries in the top half of the form increase month-to-date, quarter-to-date, and year-to-date taxable wages and unemployment wages by using a To-date Code of 3. The entries in the second half of the form increase the uncutoff SUI quarter-to-date wages by using the Premium text box and a To-date Code of 4.

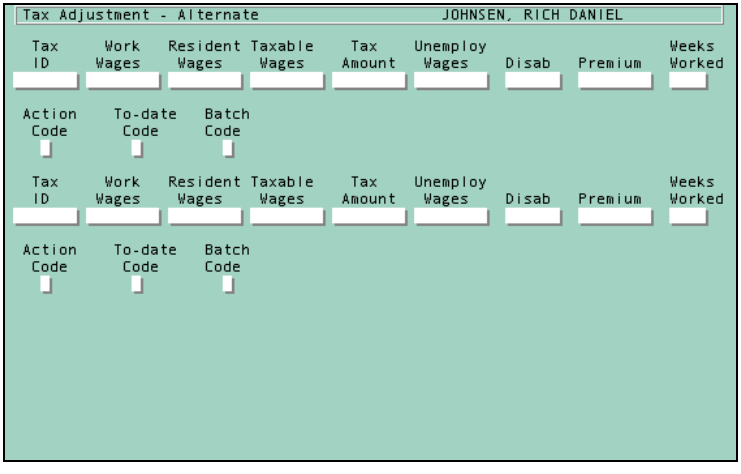


Tax Adjustment - Alternate form

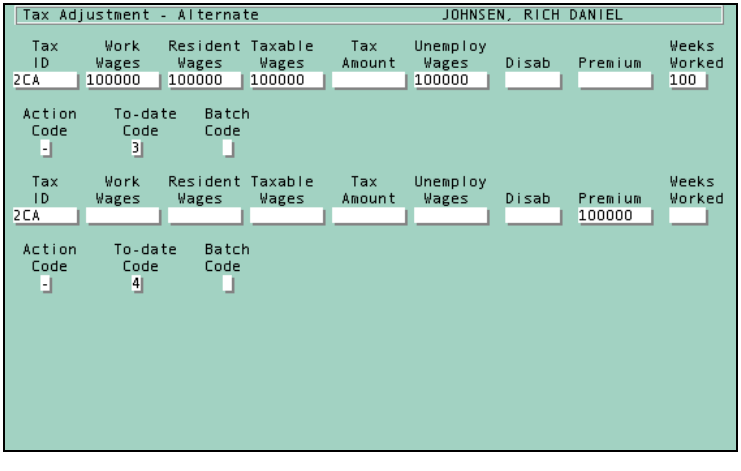
The Tax Adjustment - Alternate form (KG-SCR) can be used to adjust an employee's active or inactive tax records, except for FICA-OASDI and FICA-HI. This form accepts taxable

wage adjustment amounts that are less than one million dollars. Inactive tax records are adjusted in the same manner as active tax records. The adjustment is applied during a payroll or maintenance run.

The Tax Adjustment - Alternate form (KG-SCR) provides two identical sets of text boxes that enable you to adjust two tax records using one form. All text box names and descriptions are the same as those described for the Tax Adjustments form (KD-SCR).



In the following example, California state tax is reduced. The entries in the top half of the form reduce month-to-date, quarter-to-date and year-to-date taxable wages and unemployment wages by using a To-date Code of 3. The entries in the second half of the form reduce the amount of uncutoff SUI quarter-to-date wages by using the Premium text box and a To-date Code of 4.



See Also

- Increasing wages in a state ***(on page 156)***

For detailed directions on correcting improper HED distribution.

- Increasing FICA-OASDI ***(on page 159)***

For detailed directions on correcting improper HED distribution.

Payment reversals

Occasionally, you may have to reverse a payment made to an employee. Within Payroll Administration, a payment may be reversed with the Manual Payment form (KA-SCR) or you may automatically reverse payments that are still outstanding (those not yet reconciled or cleared). If you do not use the Check Reconciliation feature, and you have elected to have all payments logged as cleared upon issue, payments may be reversed only until the next payroll run is done, unless the source code for the Payment Reversal form (PAYREV) has been modified. At that time, the Recon Code is set to cleared.

Note: To reverse a payment already shown as cleared, the Payment Reversal form (PAYREV) source code must be modified. Refer to the documentation within the form source coding for more information about this modification.

Payments that have cleared the bank before reversal should be collected according to your company policy.

Payments Issued form

The Payments Issued form (PDLSCR) is used for inquiry functions. Use the Payments Issued form (PDLSCR) to locate the Master Number of a payment that you wish to reverse on the Payment Reversal form (PAYREV).

The following example of the Payments Issued form (PDLSCR) is for Employee 1001, showing Master Number 0002. A normal payment (9H) is shown.

```
Payments Issued                                  MEYER, JUNE

 Recon        Payment   Master     Clear
 Number        Date     Number     Code        Type of Payment        Net Pay
00000037    02-08-1992   0002       2       9H Normal Payment          423.92

----Complete----
```

This form displays all payment records for an employee, including the following:

- Reconciliation Number
- Payment Date
- Master Number
- Clear Option
- Type of Payment
- Net Pay

The system displays a message if there are no history records on file for the employee.

The Recon Number is assigned during the payroll run process. It is a unique, system-assigned reconciliation number for this payment. For a manual payment, it contains the check number entered for the payment.

The Payment Date is the date the payment was made, as it appeared on the employee's pay document.

The Master Number is a unique number automatically assigned and system-maintained for each payment. This number is required when identifying the payment that is to be reversed.

The Clear Code indicates whether the payment has cleared the bank or is still outstanding, or if the payment has already been reversed or voided. The following codes apply to this text box:

- 1 - The payment is uncleared from the current run.
- 2 - The payment is uncleared from a previous run.
- 3 - The payment has already cleared the bank, or the Check Reconciliation feature is not in use. These payments can not be automatically reversed.
- 4 - The payment has already cleared the bank, or the Check Reconciliation feature is not in use. These payments can not be automatically reversed.
- R - The payment was reversed in a previous run.
- V - The payment was voided in this run. The Payment Reversal form (PAYREV) changes the Clear code of the Payment History Record to a V, so it can not accidentally be reversed multiple times.

Note: To reverse a payment already shown as cleared, options 3, 4, and R require a change to the Payment Reversal form (PAYREV) source code. Refer to the documentation within the form source coding for more information about this modification.

The Type of Payment text box indicates how the system-created payment was generated (for example, manual payment or normal payment). The following codes apply to this text box:

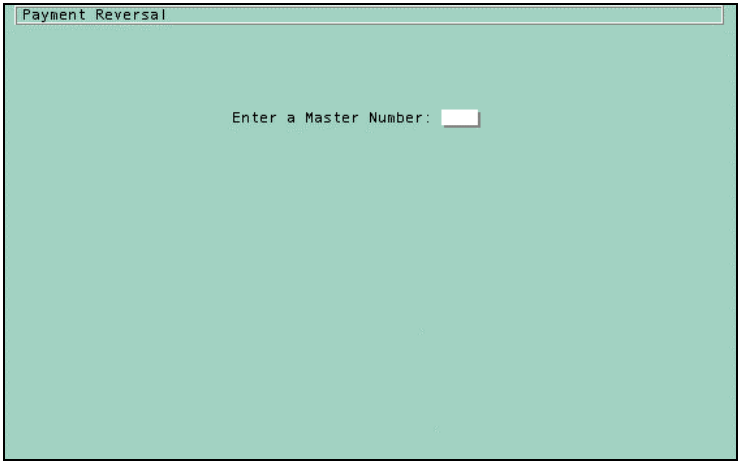
- 9H - normal payment
- +H - plus adjustment
- -H - minus adjustment
- MH - manual payment
- 0H - multiple payments

The Net Pay amount of the payment is also shown on the Payments Issued form (PDLSCR).

Payment Reversal form

The Payment Reversal form (PAYREV) is used to reverse payments that have not been cleared by the bank. This option can be used only before the payment has cleared the bank. Adjustment transactions are created to reverse the payment during the next payroll run. The system also creates X transactions that void the Labor Records in the same batch run to ensure correct general ledger reporting.

Access the Payment Reversal form (PAYREV) using the appropriate Master Number. Each payment generated by or entered in the Payroll Solution is issued a unique Master Number. The Master Number is stored as part of the payment history. Before a payment can be reversed, the Master Number associated with the payment must be identified by using the Payments Issued form (PDLSCR).



The following example shows a payment reversal form for Employee 1001, using Master Number 0002.

```
Payment Reversal                                   MEYER, JUNE

Master Number Entry                To-date Code:                Master Number: 0002
                                     Batch Code:

HED     Amount    Hours    HED     Amount    Hours    HED     Amount    Hours
001     461.54    40.00

  Net Pay Recon No   Period     Paymnt    CTL3 CTL4 CTL5 CTL6   Function  Bk
   423.92 00000037 02-02-1992 02-08-1992  03   PURC 103  A
                                                      Routing #

Tax Rcd        Work   Resident    Taxable       Tax     Unemp      FICA Weeks
101          461.54     461.54     461.54     28.62                28.62
102          461.54     461.54     461.54       .00    461.54       .00  1.00
103          461.54     461.54        .00      6.69                 6.69
2CA          461.54     461.54     461.54       .00    461.54       .00  1.00
4CASDI          .00        .00        .00       .00    461.54      2.31  1.00
```

Enter the To-date Code and Batch Code text boxes. These text boxes work the same way as they do for the Manual Payments form (KA-SCR). The message 'Do you want to reverse this payment?' will appear. If you accept the warning, the Clear Code of the Payment History Record is changed to an 'R' to prevent it from being accidentally reversed a second time. Adjustments for application to the employee's record are extracted and processed during the next payroll or maintenance run for the organization.

Note: The adjustments and X transactions may be viewed online by using the View Audit Records program (ZZSCAN). .

You can view the HED number (HED text box), the payment amount (Amount text box), and the hours or deduction arrears that were included in the payment (Hours text box). The net pay amount (Net Pay text box), pay document number (Recon No text box), period-end date for the payment (Period text box), and actual payment date (Paymnt) are also shown.

The CTL3 through CTL6 text boxes display the Payroll Levels 3 through 6 values from the employee's home location, to which the employee was assigned at the time the payment was processed. The Function text box displays the function (such as a job, product, or special project), if any, to which the employee was assigned at the time the payment was processed. The Bk text box displays the two-character Bank Code, if any, that designates the bank upon which the payment was drawn, and the Routing # text box displays the routing number of the bank used for the payment.

A separate line containing the rest of the text boxes displays the taxable wages and employee-paid taxes for each taxing authority to which the employee was subject at the time the payment was produced. Due to size limitations, the number of lines shown is dependent on the number of HEDs. The more HEDs displayed, the fewer tax records are shown.

The employee tax record to which the wages and tax apply is shown in the Tax Rcd text box.

The Work text box displays the following:

- For FICA taxes, the wages subject to employer-paid tax.
- For federal and state taxes, the employee wages subject to tax while working in the taxing authority location.

The Resident text box displays the following:

- For FICA tax records (tax codes 101 and 103), the wages subject to employee-paid tax.
- For federal, state, city, and county taxes, the employee wages subject to tax as a resident of the taxing authority.

The Taxable text box displays the following:

- For FICA-OASDI, the employee's gross pay.
- For federal, state, city, or county tax records, the wages on which withholding tax was calculated (wages actually subject to withholding tax).

The Tax text box displays the following:

- For all taxes except FICA-OASDI and FICA-HI, the actual tax amount withheld from the employee's payment for the taxing authority.
- For FICA-OASDI and FICA-HI, the employer portion.

The Unemp text box contains the following:

- For state tax records, the employee-paid SUI tax, if any.
- For state disability tax records, the employee-paid state disability tax, if any.

The FICA text box shows the amount of the employee-paid portion of FICA-OASDI or FICA-HI.

The Weeks text box displays the number of weeks worked by the employee during the payment period.

Adjustment transactions

As delivered, the system creates KB, KC, KD, KF, and X transactions and stores them as ZZA records on the Employee Database. In the next pay or maintenance run, these KB, KC, KD, KF, and X records will be processed, and the proper adjustments will be made. The X transaction for the Payment History Record changes the Recon Clear Code to 'V' (voided). The X transaction for the Labor Records changes the Recon Clear Code to 'R' (reversed), and then a 'V' (voided) on the next batch payroll run. These X transaction changes happen regardless of whether pay is calculated.

Using the delivered payment reversal method of reversing existing Labor Records is ideal when the employee's frequency is always paid following the reversal, and it is not necessary for reporting purposes to show a minus labor for every Labor Record that is reversed. A second payment reversal option is available, if maintenance runs are done between payroll runs and you want separate minus Labor Records for the reversal.

How to create earnings adjustments (KL) instead of X transactions for labor reversal

To create earning adjustment (KL) transactions for Labor Records instead of X transactions, you must modify the Cyborg Scripting Language for the Payment Reversal form (PAYREV). To do this, use the System Control Repository Editor program (EDIT). Follow these steps.

1. Access the Edit utility by making the following selections:

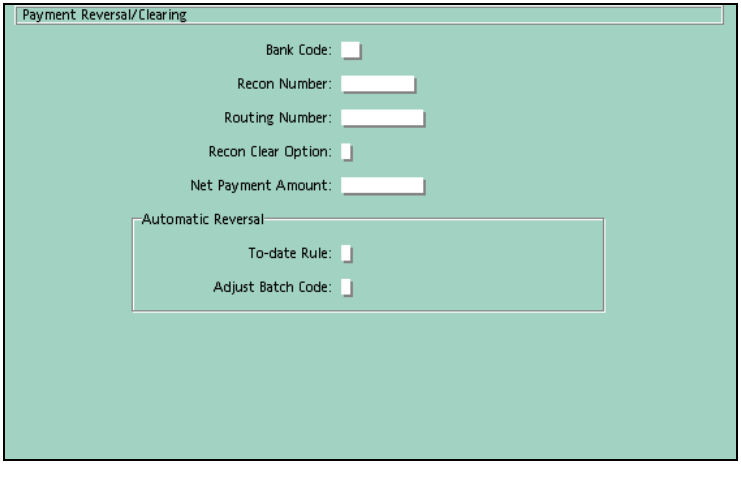
Component: Development Tools
Process: System Control Repository Utilities
Task: Edit Control Repository Object

2. Select EL Source from the Object option list (SC03).
3. Enter the program name, PAYREV, in the Object Key text box.
4. Go to Paragraph Label P340-CREATE-KB-TRANSACTIONS. To do this, enter a P in the first text box of the Command line. Enter P340 in the second text box. Press Enter.
5. Remove the @ symbols from the two commented lines (the IF statement) in P340.
6. Go to Paragraph Label P390-UPDATE-LABOR-RECORDS-&-CREATE-X-TRANSACTIONS.
7. Remove the @ symbols from the commented line (the GO statement) in P600.
8. RELOAD the Payment Reversal program (PAYREV).

Payment Reversal/Clearing form

The Payment Reversal/Clearing form (ER-SCR) may be used to trigger the automatic reversal of a payment using the Automatic Payment Reversal (4343) report or to indicate that a payment has cleared the bank using the Pay Reconciliation (1C1C) report. Organization 999999 must be used when entering this form. Organizations using the Check Reconciliation feature may need to use this form to clear a payment the bank scanned incorrectly.

☞ *Refer to Payroll Reports and Balancing documentation for more information on the Check Reconciliation and Payment Reversal features.*



In the Bank Code text box, enter bank on which the payment was drawn. This entry must match the Bank Code on the Company Options form (AF-SCR).

In the Recon Number text box, enter the Reconciliation Number of the payment that has cleared the bank or is to be reversed.

In the Routing Number text box, enter the bank routing number for when the payment was created.

From the Recon Clear Option text box, you may enter one of the following options:

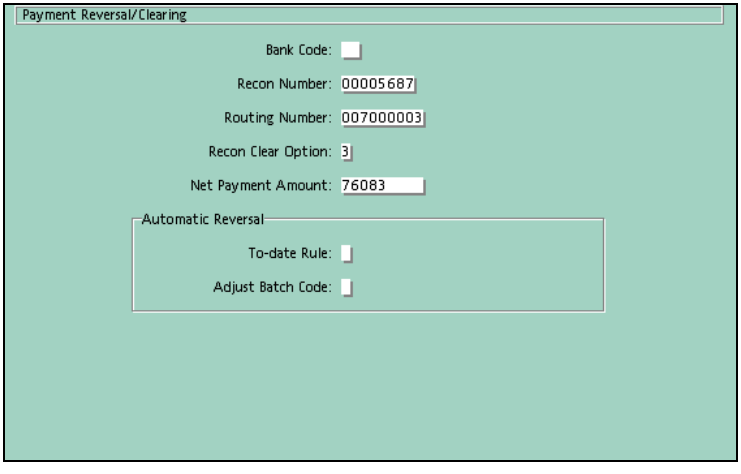
- 3 - cleared by bank
- R - reversal

In the Net Payment Amount text box, enter net amount of the payment. Assume two decimals.

The To-date Rule specifies the clearing option.

The Adjust Batch Code is a user-defined, one-position batch identifier that links this transaction to other batch transactions, for reporting purposes.

In the following example, assume the organization uses the Check Reconciliation feature. The check was for $760.88, but the bank scanned it in as $760.83. Use the form to create a correct record for reconciliation purposes.



Defining retroactive pay parameters

The Define Retroactive Pay Parameters form (WX-SCR) is used to supply parameters to the Retroactive Pay Report Generator 9R9R. You can use this form to give retroactive pay increases to all employees or to a selected group of employees.

- For all employees, submit a single form for the entire group.
- For selected employees, submit one form per employee.

In both cases, the report generator processes labor records and generates time documents. The time entries are written to the Recycle File and result in payments the next time the employee's frequencies are paid. These forms are deleted automatically once they are processed by Report Generator 9R9R.

You can view any entered WX record data using the W Record Inquiry form (OTHER).

☞ *Refer to Employee Payments in the Payroll Employee Setup documentation for more information about retroactive pay.*

Reports used for manual payments and adjustments

The following reports are used for manual payments and adjustments:

- Clear Manual Payments report (4245)—creates a transaction in a Cyborg-specific format for every minus adjustment being applied in this run that has a Reconciliation Number, then writes it to the Recycle File.
- Combined Register report (2222)—details all earnings, deductions, and taxes for each employee payment produced during this run, including any manual payments or adjustments entered since the last pay period.
- Out-of-Balance Check report (2X2X)—analyzes employee month-to-date, quarter-to-date, and year-to-date accumulations each time an adjustment is processed.
- HED Register report (2H2H)—provides a detailed listing by employee for each earning, deduction, and net pay number.
- Payroll Audit Trail report (0101)—provides a detailed record of all changes applied to the Employee Database by way of transactions in batch format submitted directly to a payroll or maintenance run.
- Pay Reconciliation report (1C1C)—details cleared, uncleared, and reversal payments.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Processing a manual payment 149
Correcting improper HED distribution 151
Correcting incorrect arrears amounts 153
Refunding a deduction 154
Increasing wages in a state 156
Increasing FICA-OASDI 159

Processing a manual payment

In this task, a manual payment is made to Employee 1234 for a referral bonus.

Note: HED 005 must be established at the organization-level and assigned to the employee.

1. Access the Manual Payment form (KA-SCR)

Access this form by making the following selections:

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Process Manual Payment

For practice, access the form for Employee 1234.

2. Enter the FICA-OASDI tax

Enter the amount to be deducted.

For practice, type '2678'.

3. Enter the Federal tax

Enter the amount to be deducted.

For practice, type '4156'.

4. Enter the FICA HI tax

Enter the amount to be deducted.

For practice, type '626'.

5. Enter the Action code

Enter the Action code that specifies a manual check adjustment.

For practice, type 'M' in the Action text box.

6. Enter the To-date value

Type the code that signifies month, quarter and year.

For practice, type '3'.

7. Enter the State tax

Enter the amount to be deducted.

For practice, type '1123'.

8. Enter the HED number

Charge to HED 005.

For practice, type '005'.

9. Enter the Amount

Use two decimal places.

For practice, type '108583'.

10. Enter the Net Pay

Use two decimal places.

For practice, type '100000'.

11. Enter the check number

Record the manual check number in the Chk Nbr text box.

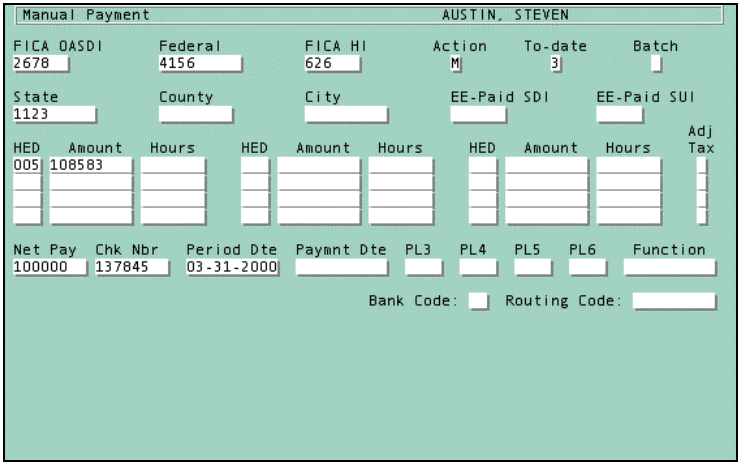
For practice, type '137845'.

12. Enter the payment date

Enter the date in the Paymnt Dte text box in MM-CC-YYYY or YYYYMMDD format.

For practice, type '03-31-2000'.

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



13. Click Save or press Enter

A manual payment is recorded for the selected employee. If an earning number is entered that does not exist for the employee, the system automatically adds the earning or deduction to the employee's record using the company earning or deduction information.

For practice, save the form.

Correcting improper HED distribution

In this task, you will correct a time entry for Employee 1112. A time entry was submitted for HED 005, but it should have been entered for HED 008.

1. Access the Manual Adjustments form (KB-SCR)

Access this form by making the following selections:

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Adjust Earnings/Deductions

For practice, access the form for Employee 1112.

2. Enter the HED number

Enter the HED number that will be negatively adjusted.

For practice, type '005'.

3. Enter the Amount

Enter the amount to be deducted.

For practice, type '1000'.

4. Enter the Hours

Enter the hours to be adjusted.

For practice, type '800'.

5. Enter the Action Code

Enter the code that specifies a negative adjustment.

For practice, type '-'.

6. Enter the To-date code

Enter the code that specifies month-to-date, quarter-to-date, and year-to-date.

For practice, type '3'.

7. Enter the Batch Code identifier

Enter a code so that these adjustments will be grouped together.

For practice, type 'P'.

8. Enter the next HED number

Enter the HED number that will be positively adjusted.

For practice, type '008'.

9. Enter the Amount

Enter the amount to be deducted.

For practice, type '1000'.

10. Enter the Hours

Enter the hours to be adjusted.

For practice, type '800'.

11. Enter the Action Code

Enter the code that specifies a positive adjustment.

For practice, type '+'.

12. Enter the To-date code

Enter the code that specifies month-to-date, quarter-to-date, and year-to-date.

For practice, type '3'.

13. Enter the Batch Code identifier

Enter a code so that these adjustments will be grouped together.

For practice, type 'P'.

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

Earnings Adjustments With Labor JOHNSEN, RICH DANIEL

HED Nbr	Amount	Hours	Date	PL3	PL4	PL5	PL6	Function	Shift	Adj Tax	A C	T C	B C
005	100000	800									-	3	P
008	100000	800									+	3	P

14. Click Save or press Enter

Click Save to submit the time entry.

For practice, save the form.

See Also

- Adjustments ***(on page 113)***

For more information about using the Manual Adjustments form.

Correcting incorrect arrears amounts

In this task, you will correct arrears for Employee 1112.

1. Access the Manual Adjustments form (KB-SCR)

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

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Adjust Earnings/Deductions

For practice, access the form for Employee 1112.

2. Enter the HED number

Enter the HED number that will be negatively adjusted.

For practice, type '501'.

3. Enter the Hours

Enter the arrears amount to be adjusted. Arrears are stored in the Hours text box.

For practice, type '834'.

4. Enter the Action Code

Enter the code that specifies a negative adjustment.

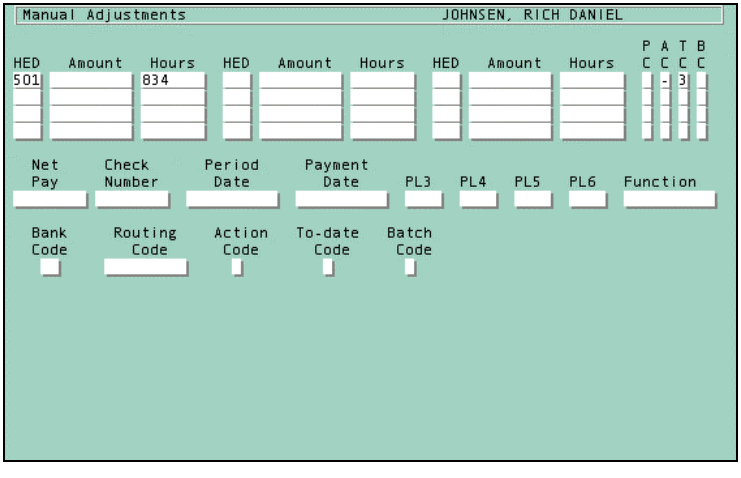
For practice, type '-'.

5. Enter the To-date code

Enter the code that specifies month-to-date, quarter-to-date, and year-to-date.

For practice, type '3'.

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



6. Click Save or press Enter

Click Save to submit the time entry.

For practice, save the form.

See Also

- Adjustments ***(on page 113)***

For more information about using the Manual Adjustments form.

Refunding a deduction

In this task, you will refund a deduction taken in error from Employee 1112.

1. Access the Manual Adjustments form (KB-SCR)

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

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Adjust Earnings/Deductions

For practice, access the form for Employee 1112.

2. Enter the HED number

Enter the HED number that will be adjusted.

For practice, type '520'.

3. Enter the Amount

Enter the arrears amount to be adjusted.

For practice, type '-6000'.

4. Enter the Action Code

Enter the code that specifies a manual check adjustment.

For practice, type 'M'.

5. Enter the To-date code

Enter the code that specifies month-to-date, quarter-to-date, and year-to-date.

For practice, type '3'.

6. Enter the Batch Code identifier

Enter a code that will link the HED information with the payment information.

For practice, type 'R'.

7. Enter the Net Pay amount

Enter the amount to be refunded.

For practice, type '6000'.

8. Enter the Check Number

Enter the number that will appear on the payment document.

For practice, type '56894123'.

9. Enter the Action Code for the payment

Enter the code that specifies a manual check adjustment.

For practice, type 'M'.

10. Enter the To-date Code

Enter the code that specifies month-to-date, quarter-to-date, and year-to-date.

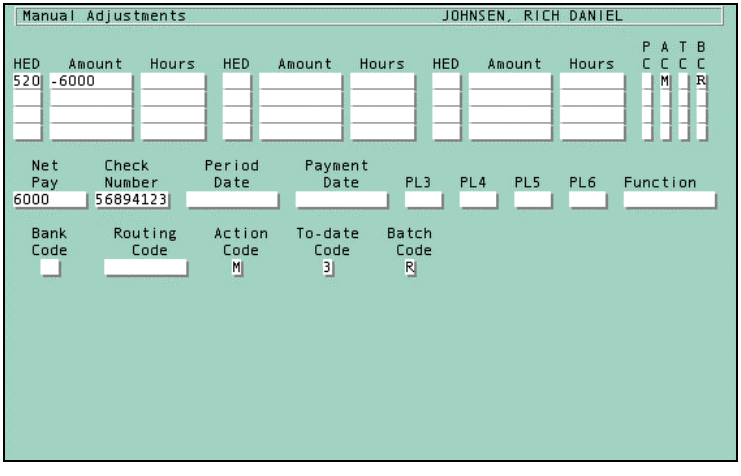
For practice, type '3'.

11. Enter the Batch Code identifier

Enter a code that will link the HED information with the payment information.

For practice, type 'R'.

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



12. Click Save or press Enter

Click Save to submit the time entry.

For practice, save the form.

See Also

- Adjustments ***(on page 113)***

For more information about using the Manual Adjustments form.

Increasing wages in a state

In this task, you will increase Illinois state wages for Employee 1234 by $1000.00.

1. Access the Tax Adjustments form (KD-SCR)

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

Component: Employee Payroll
Process: Wages and Tax Adjustments
Task: Adjust Taxes

For practice, access the form for Employee 1234.

2. Enter the Tax ID

Enter the Cyborg-assigned tax code.

For practice, type '2IL'

3. Enter the Work Wages

Enter the increase in work wages using two decimals.

For practice, type '100000'.

4. Enter the Resident Wages

Enter the increase in resident wages using two decimals.

For practice, type '100000'.

5. Enter the Taxable Wages

Enter the increase in Taxable Wages using two decimals.

For practice, type '100000'.

6. Enter the Unemploy Wages

Enter the increase in unemployment wages using two decimals.

For practice, type '100000'.

7. Enter the Weeks Worked

Enter the weeks worked.

For practice, type '100'.

8. Enter the Action Code

Enter the code that indicates a positive adjustment.

For practice, type '+'.

9. Enter the To-date Code

Enter the code that indicates month-to-date, quarter-to-date, and year-to-date.

For practice, type '3'.

10. Enter the Batch Code

Enter a code that will be used to link these adjustments.

For practice, type 'K'.

11. Enter the next Tax ID

Enter the Cyborg-assigned tax code.

For practice, type '2IL'.

12. Enter the Premium amount

Enter the amount to increase for uncutoff SUI wages.

For practice, type '100000'.

13. Enter the Action Code

Enter the code that indicates a positive adjustment.

For practice, type '+'.

14. Enter the To-date Code

Enter the code that indicates quarter-to-date.

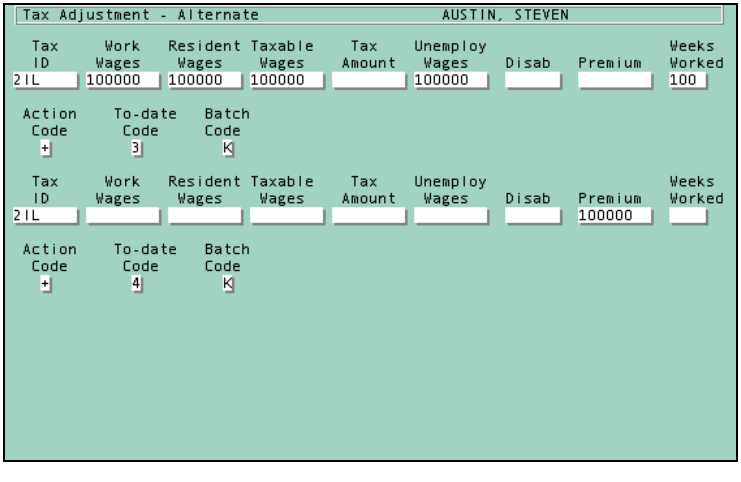
For practice, type '4'.

15. Enter the Batch Code

Enter a code that will be used to link these adjustments.

For practice, type 'K'.

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



16. Click Save or press Enter

Save the form to submit the adjustment.

For practice, click Save.

See Also

- Tax adjustments ***(on page 132)***

For more information about using the tax adjustments forms.

Increasing FICA-OASDI

In this task, you will increase FICA-OASDI wages by $500.00 for Employee 1112.

1. Access the FICA-OASDI/Total Pay Adjustment form (KF-SCR)

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

Component:	Employee Payroll
Process:	Wages and Tax Adjustments
Task:	Adjust FICA-OASDI

For practice, access the form.

2. Enter the Employer Wages

Enter the amount to be adjusted using two decimals.

For practice, type '50000'.

3. Enter the Employee Wages

Enter the amount to be adjusted using two decimals.

For practice, type '50000'.

4. Enter the Action Code

Enter the code that indicates an increase.

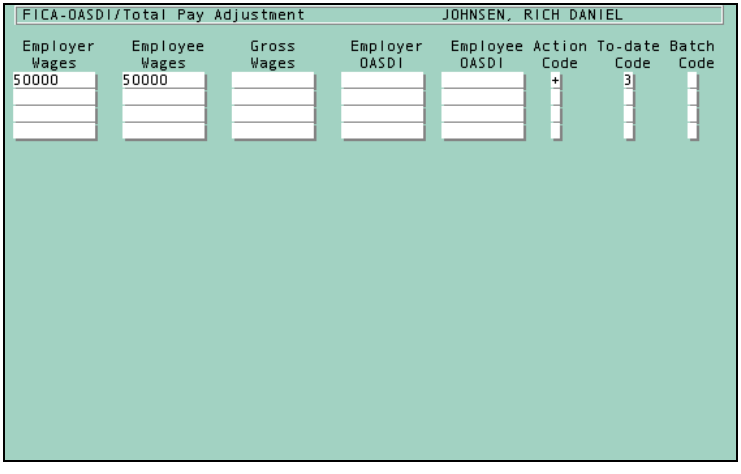
For practice, type '+'.

5. Enter the To-Date Code

Enter the code that indicates quarter-to-date.

For practice, type '3'.

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



6. Click Save or press Enter

Save the form to submit the adjustment.

For practice, click Save.

See Also

- Tax adjustments ***(on page 132)***

For more information about using the tax adjustments forms.

Practice and Review

Practice

1. Use the Manual Adjustments form (KB-SCR) to reduce an HED 501 arrears amount by $10.00 for Employee 1112.
2. Use the Manual Adjustments form (KB-SCR) to refund $15.00 for HED 504 to Employee 1112. Indicate that the employee is to receive the payment the next time the organization is paid.

Extended Practice

1. Use the View Audit Records program (ZZSCAN) to view the adjustments you made in this section.

Review

1. Which form is used to record a manual payment or reverse a payment?

2. Which form is used to refund a deduction taken in error?

3. Name the four forms used to adjust taxable wages?

PART 3

Appendices

In This Section

Practice and Review Answers.....165

APPENDIX A

Practice and Review Answers

In This Appendix

Time Entry Formats and the Function Code 166
Balancing, Viewing, and Correcting Time Entries 169
Manual Payments, Adjustments, and Reversals.....171

Time Entry Formats and the Function Code

Practice

Use the Time Entry - Full Override form (TCFSCR) to complete the following:

1. Enter regular pay of 40 hours for Employee 1001 and override the Payroll Level (PL) 3 location to the Western region.

```
Time Entry - Full Override                    MEYER, JUNE

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours: 4000    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3: 03    4:    5:    6:    Function:              HED:

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date:    Shift:    Deduct:
```

2. Enter 24 hours of regular pay to be charged to HED 009 for Employee 1002.

```
Time Entry - Full Override                    MOORE, SAMUEL

Entry Function Code: 12

--- Regular --------------------      --- Overtime ------------------------

Hours: 2400    Rate/Amt:          Code:   Hours:    Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:              HED: 009

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:    Type/State/Date:    Date:    Shift:    Deduct:
```

Extended Practice

Use the Time Entry - Full Override form (TCFSCR) to complete the following:

1. Deduct an additional $11.50 from HED 505 for Employee 1112

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 1150      Code: 3  Hours:     Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED: 505

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:     Type/State/Date: DA   Date:     Shift:    Deduct:
```

2. Enter a future-dated time entry for Employee 1234 for 40 hours of regular pay. Assume the current date is September 1, 2000. The time entry will be paid on November 15, 2000.

```
Time Entry - Full Override                    Austin, Steven

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours: 4000   Rate/Amt:           Code:    Hours:     Rate/Amt:

--- Location Overrides -------------------------------   -- HED Override -

3:    4:    5:    6:    Function:                 HED:

---- Tax Overrides/Deduction Adjs -----   --- Other Overrides --------------

Tax Code:     Type/State/Date:      Date: 11-15   Shift:    Deduct:
```

Review

1. List the four forms used for time entries.
   There are three Format 1 forms:

   - *Time Entry - Full Override form (TCFSCR)*
   - *Rolling Time Entry Format 1 form (TCRSCR)*
   - *Time Entry Format 1 form (TC1SCR)*

There is one Format 2 form:

- *Time Entry Format 2 form (TC2SCR)*

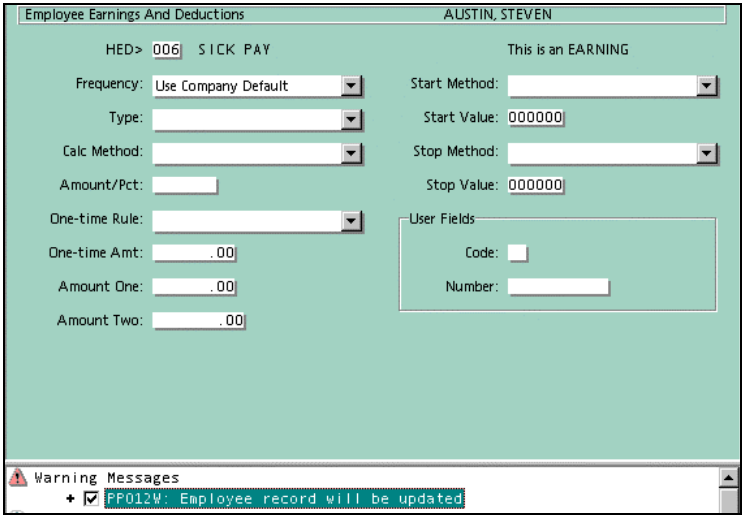
2. What are the purposes of the two positions of the Function Code (FC)?
   Each position identifies a unique processing function and provides different actions and results. Together, the two positions identify the following:
   - *format of the time entry*
   - *whether the time or amount is to be paid with the employee's normal pay or in a separate payment, if a deduction cycle should be overridden (by overriding deduction frequency)*
   - *how the amount or time is to be processed (stop automatic pay, dock pay, or adjust labor distribution)*

3. What Function Code (FC) is used for docking pay?
   16

Balancing, Viewing, and Correcting Time Entries

Practice

1. How long do time entries and audit records remain on the Employee Database?
   Until the payroll run pay merge process is performed for the organization.
2. Using the Employee Earnings and Deductions form (HH-SCR), add HED 006 for Employee 1001.



Extended practice

2. Use the Time Entry - Full Override form (TCFSCR) to refund $20.00 of medical insurance premiums (HED 504) to Employee 1112.

```
Time Entry - Full Override                    JOHNSEN, RICH

Entry Function Code: 12

--- Regular ---------------------      --- Overtime ------------------------

Hours:        Rate/Amt: 2000       Code: 2  Hours:     Rate/Amt:

--- Location Overrides -------------------------------    -- HED Override -

3:     4:     5:     6:     Function:                 HED: 504

---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------

Tax Code:      Type/State/Date: DA   Date:      Shift:    Deduct:
```

2. Use the View Audit Records (ZZSCAN) program to view the time entry.

```
Query ZZSCAN Key ZZ From 0020                    To 0000

CSSS <0424( (999999(TCFSCR(  (1112      (               )14:28:42 04-17 S.O.**
GGSWEO                                                   0  F
 Time Entry - Full Override                    JOHNSEN, RICH
 Entry Function Code:(12)
 --- Regular ---------------------      --- Overtime ------------------------
 Hours:(      )  Rate/Amt:(2000   )    Code:(2) Hours:(    ) Rate/Amt:(      )
 --- Location Overrides -------------------------------    -- HED Override -
 3:(    ) 4:(    ) 5:(    ) 6:(    ) Function:(          )       HED:(504)
 ---- Tax Overrides/Deduction Adjs -----    --- Other Overrides --------------
 Tax Code:( (      ) Type/State/Date:(DA)  Date:(     )  Shift:( )  Deduct:( )
```

Review

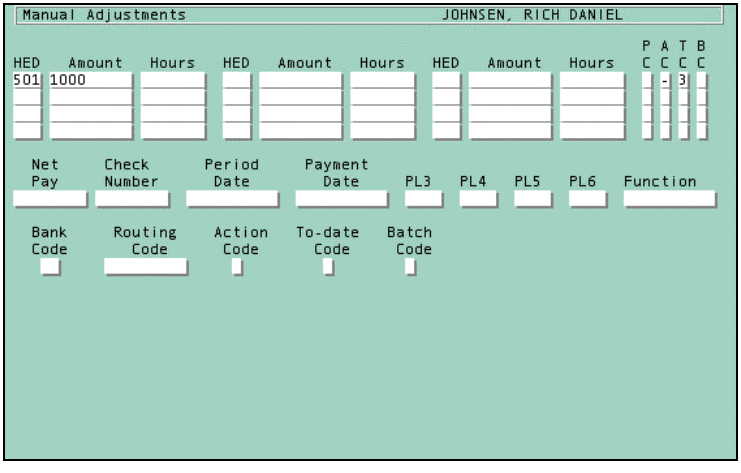
1. Name the three methods used to edit time entries.
   You can make corrections and adjustments to time entries in several ways:

   - *View Audit Records (ZZSCAN) program*
   - *Correct Time Entry and Adjustment Audit Records (ZZNEW) program*
   - *Time Entry Edit Format 1 form (TC1SCR)*
   - *Time Entry Edit Format 2 form (TC2SCR)*
   - *Time Entry Edit - Partial form (TCFEDT)*

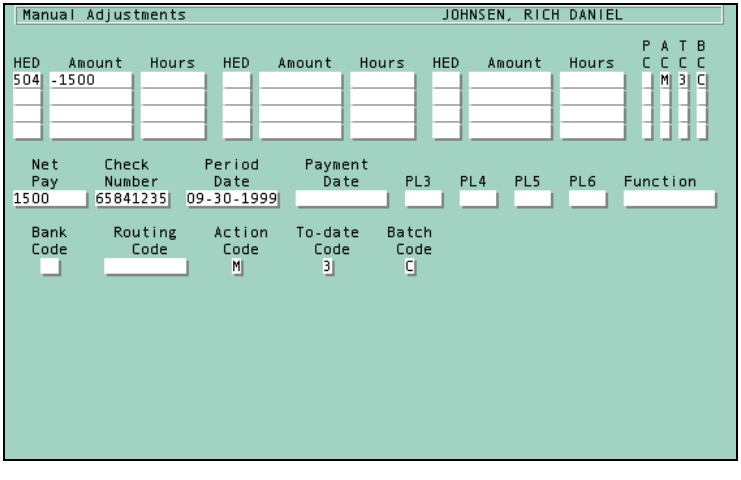
Manual Payments, Adjustments, and Reversals

Practice

1. Use the Manual Adjustments form (KB-SCR) to reduce an HED 501 arrears amount by $10.00 for Employee 1112.



2. Use the Manual Adjustments form (KB-SCR) to refund $15.00 for HED 504 to Employee 1112. Indicate that the employee is to receive the payment the next time the organization is paid.



Extended practice

1. Use the View Audit Records (ZZSCAN) program to view the adjustments you made in this chapter.

```
 Query ZZSCAN Key ZZ From 0001                    To 9999

 CSSS <0032( (999999(KF-SCR(  (1112      (                )09:39:27 08-12 S.O.**
GGSW O                                                     O  F
  FICA-OASDI/Total Pay Adjustment                JOHNSEN, RICH DANIEL
  Employer    Employee     Gross      Employer   Employee Action To-date Batch
   Wages       Wages       Wages       OASDI      OASDI    Code    Code   Code
(50000    ) (50000    ) (         ) (         )(         ) (+)     (3)    ( )
(         ) (         ) (         ) (         )(         ) ( )     ( )    ( )
(         ) (         ) (         ) (         )(         ) ( )     ( )    ( )
(         ) (         ) (         ) (         )(         ) ( )     ( )    ( )

----Complete----
                  00  Employee Number
                  01  Employee Soc Sec Nbr
                  02  Employee Name
                      See Documentation for Others
```

Review

1. Which form is used to record a manual payment or reverse a payment?
   Manual Payment form (KA-SCR)
2. Which form is used to refund a deduction taken in error?
   Manual Adjustments form (KB-SCR)
3. Name the four forms used to adjust taxable wages?
   Tax Adjustments form (KD-SCR)
   Tax Adjustment - Alternate form (KG-SCR)
   FICA-OASDI/Total Pay Adjustment form (KF-SCR)
   FICA-HI Adjustment form (KH-SCR)

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 182).

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 179).

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 181).

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 181).

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 181).

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

Index

.

.EXE 173
.INI 173

0

0101, Payroll Audit Trail report 68, 148

1

1 Pmnt Per TE (9) and 1 Pmnt Per TE (92) 34
1C1C, Pay Reconciliation report 68, 148

2

2222, Combined Register reports 68, 148
2H2H, HED Register report 68, 148
2X2X, Out-of-Balance Check report 148

3

360-degree appraisal 173

4

4245, Clear Manual Payments report 148

A

About This Manual 3
Absence data 173
Absence point 173
Absence type 173
Account timeout 173
Accumulator id 173
Acrobat 173
Action button 173
Action code 119
Action Code 119
Activating a canceled time entry 101
ACTIVE option 101
Activity code 173
Activity types 173
Actuarial valuation 173
Adding sick time 26, 79
Adding to automatic pay 58, 73
Adding to auto-pay 57
Adj Tax text box 118
adjustment forms 113
Adjustment forms 113
adjustment transaction codes 113
Adjustment transactions 143
adjustments 17, 113
  and online pay calculations 113
  and payroll reports 113
  creating earnings adjustments instead of manual adjustments 144
  earnings with labor adjustment 124
  FICA-HI tax adjustment 134
  FICA-OASDI adjustment 132
  non-FICA tax adjustment 135, 136
Adjustments 17, 113, 153, 154, 156
Administration home page 173
Administrative User ID 173
Aggregate tax method 174
Amt Dock Pay (17), (27), (37) 30
Annualization 174
Annualization factor 174
Annuitant 174
Annuity 174
Appendices 163
Applicant 174
Appraisal rating 174
Are there any tax overrides associated with this time entry? Should state or local taxes be suppressed? (Tax Overrides/Deduction Adjs text boxs) 42
arrears

correcting using the Manual Adjustments form 130
ASCII 174
Ask Me wizard 174
As-of reporting 174
Audit record 174
Audit report 174
Audit trail 174
Authorized absence 174
automatic pay
adding to 57
reapportioning 58
replacing 56
stopping 56
Automatic plan 174
Average deferral percentage 175
Average rating 175

B

Back 175
Badge 175
Badge error 175
Badge number 175
balancing 123
Balancing, Viewing, and Correcting Time Entries 89, 169
BALNCE, Time-Entry Batch Balancing program 16, 99
Banner 175
BA-SCR, Time-Entry Batch Balancing form 16
Batch 175
Batch code 119
using the Batch code to group adjustments . 124, 126
Batch control record 175
Batch layout facility 175
Batch number 175
Batch processing 175
Benchmark job 175
Beneficiary 175
Benefits control number 175
Benefits statement 175
Big option list 175
Bridge loan 175
Browser 175
Budget plan year 175
Budget scenario 176
Budget setting 176

C

Cafeteria plan 176
Calculation option list 176
Cancel All Prior 4s (40) 31
Cancel All Prior 5s (50) 31
Cancel All Prior 9s (90) 34
CANCEL option 101
Canceling a time entry using the CANCEL option 101
Canceling time entries 15
Candidate 176
Career planning 176
Carrier record 176
Case-sensitive 176
Catalog 176
Category code 176
CE/H 176
Change control facility 176
Check box 176
Check digit 176
Check Reconciliation feature 19, 139
Checklist 176
Checklist item 176
Checklist item status 176
Checklist margin 177
Checkmark 177
Class 177
Class evaluation results 177
Clear Code 139
Clear Manual Payments report, 4245 148
Client data file 177
Clock in and out 177
Clock transaction 177
Clock transaction warning 177
Closing costs 177
CLP 177
Codeset 177

Coefficient 177
Combined register (2222) report 177
Combined Register report, 2222..... 68, 148
Combining payments using the Function Code. 26
Command button 177
Common tax organization 177
Communication event..... 177
Compa ratio 177
Competency..... 177
Complement limit..... 178
Complement position..... 178
Complement unit 178
Completing the Guided Practice..... 69, 102
Compliance..... 178
Component 178
Component icon..... 178
Component plan..... 178
Condition 178
Considered earnings 178
Considered earnings/hours (CE/H) accumulators 178
Considered hours paid 178
Considered hours worked 178
Consolidated reporting 178
Context-sensitive help 178
Contribution type..... 178
Control 1-2 178
Control levels 178
  and payment reversals 141
Control number..... 178
Conversion..... 178
Co-ordinator 178
Core plan 178
Correct Time Entry and Adjustment Audit Records program (ZZNEW) 15, 96
Correct Time Entry and Adjustment Audit Records program, ZZNEW 15, 96
Correcting a time entry..... 96, 103
Correcting a time entry using the Time Entry Edit Format 1 form 97, 106
Correcting a time entry using the Time Entry Edit Format 2 form 98, 107
Correcting arrears 130
Correcting earning and deduction accumulations 129
Correcting improper HED distribution.... 114, 151
Correcting incorrect arrears amounts 114, 153
Correcting labor distribution 62
Correcting time entry batch balances 16, 99
Corrections and adjustments 93
Cost categories 179
Cost types..... 179
Costing 179
Course 179
Course directory..... 179
CPI 179
Credited service..... 179
Crew 179
Crew code 179
Cross-reference keys 179
CSL 179
Cumulative data 179
Cursor..... 179
Customer-defined..... 179
CYB88X..... 179
Cyborg Scripting Language 179

D

Data extract 179
Data load 179
Data mapping 179
Database..... 179
Datamart..... 180
Deduct credits by plan..... 180
Deduct credits by plan method..... 180
Deduction 180
Deduction cycle..... 180
deductions
  one-time deduction adjustments 66
  refunding using the Manual Adjustments form 130
  separate payments without..... 60
De-enrollment 180
Deferred compensation 180
Deferred plan..... 180

Define Retroactive Pay Parameters form, WX-SCR 147
Defining retroactive pay parameters 147
Delimiter 180
Dependent 180
Dependent number 180
Detail page..... 180
Detailed Directions..... 69, 102, 149
Dialog box 180
Did this employee work in a location or capacity other than the permanently assigned location? (Location Overrides and Function fields) 39
Disability insurance tax 180
Disciplinary action 180
Discretionary increase 180
Display 180
Display box 180
Disposable income 180
Distributed location 181
Distribution 181
Distribution rules..... 181
DL 181
Do you need to override the deduction cycle? (Deduct text box) 45
Docking an employee's pay..... 59, 76
docking pay 59
Docking pay 59, 77
Double-click 181
Drop-down list..... 181
Drop-down list box..... 181
Dynamic SQL..... 181

E

Earned income credit..... 181
Earning 181
earnings
adjusting with labor..... 124
earnings adjustments
and the Manual Payment form 124
Earnings Adjustments With Labor form 124
Earnings Adjustments With Labor form, KL-SCR 113, 117, 124
Earnings category 181
EBCDIC 181
eCyborg Interactive Workforce Home 181
eCyborg Interactive Workforce Home page 181
editing time entries.....97
Effective date 181
EIC 181
EL 181
Electronic Performance Support system ..181, 182
Email 181
Employee cancellation 181
Employee Database.....175, 182
Employee Database record.....182
English Language.....182
Enrollment form.....182
Entering a one-time deduction adjustment...67, 84
Entering a one-time deduction refund.....67, 85
Entering hours on a time entry form 35
Entitlement accrual 182
Entity.....182
Entry field 182
Entry form.....182
Entry Function Code text box 26
Environment.....182
EPSS 182
ESS Pay Information database 114
Establishment Reporting 182
Event 182
Examples of overriding automatic pay..56, 73, 74, 76
Excused absence 182
Extended practice.....169, 172
Extended Practice.....88, 110, 161, 166
Extract file.....182

F

FC text box.....26
Federal Insurance Contributions Act 182
FICA 182
FICA-HI Adjustments form 134
FICA-HI Adjustments form, KH-SCR.....113, 134
FICA-OASDI/Total Pay Adjustment form 132
FICA-OASDI/Total Pay Adjustment form, KF-SCR 113, 132

Field 182
Filter 182
Finished 183
Flat rate tax 183
Flex credits 183
Flex Master Plan 183
Flex plan 183
Flexible Benefits Plan 183
Flexible Benefits Program 183
Flexible Spending Arrangement 183
Folder 183
Form 183
Form area 183
Form Builder 183
Formal education 183
Forward 183
FSA 183
FTE 183
FTP 183
Full Time Equivalent 183
Function Code 14
  combinations 26
  for Format 1 time entries 27
  for Format 2 time entries 28
  introduction 26
Function Code (FC) combinations for Format 1 time entries 27
Function Code (FC) combinations for Format 2 time entries 32
Function Code Table Format 2 time entries 33
Funeral days 183

G

Gap analysis 184
Garnishment 184
General ledger interface 184
Go to details 184
Graphical User Interface 184
Grievance 184
Gross wages 184
Gross Wages
  and the Combined Register report 132
gross-up payments 61
Group box 184
Group plan 184
GUI 184

H

Handicap 184
Health and safety profile 184
HED 184
HED Register report, 2H2H 68, 148
HED text boxes 117
Help 184
History record 184
Holiday days 184
Home page 184
Hours and hundredths of hours 35
Hours and minutes 35
Hours Dock Pay (16), (26), (36) 30
Hours Dock Pay (66), Hours Dock Pay (76), and Hours Dock Pay (86) 34
How to create earnings adjustments (KL) instead of X transactions for labor reversal 144
HTML 184

I

Import facility 185
Import record 185
Inactive plan 185
Inactive tax record 185
Increasing FICA-OASDI 138, 159
Increasing wages in a state 138, 156
Incumbent 185
Information-level security 185
Initial Administrator 185
Initial passwords 185
InitialAdmin 185
Inquiry form 185
Instructional text 185
Internal candidate 185
Internet 185
Intranet 185
Introduction 1, 12, 24, 90, 112
Introduction to Payroll Time Entries and Adjustments 11

Investment funds 185
IPEDS..... 185
Is this a future-dated time entry? (Date text box)43
Is this time entry to be charged to an HED other than HED 001 or HED 003? (HED Override text box) 41

J

Job assignment 185
Job code..... 185
Job streams 185
Job type 185
Jury duty 185

K

KA transaction..... 117
KA-SCR, Manual Payment form 113, 117
KB transactions 113, 117, 143, 144
KB-SCR, Manual Adjustments form 113, 129
KC transactions 113, 118, 143
KD transactions 113, 143
KD-SCR, Tax Adjustments form 113, 135
KF transactions..... 113, 143
KF-SCR, FICA-OASDI/Total Pay Adjustment form..... 113, 132
KG-SCR, Tax Adjustment - Alternate form... 113, 136
KH-SCR, FICA-HI Adjustments form.... 113, 134
KL transactions 144
KL-SCR, Earnings Adjustments With Labor form 113, 117, 124

L

Label..... 186
labor distribution
correcting 62
overriding..... 124
labor distribution overrides 126
labor hours and dollars
redistributing..... 127
Labor record 186
Leave of absence 186
Log off..... 186
Logical Employee Model.....186
LPI 186
lump-sum payments
normalizing taxation on 63

M

Mailing address.....186
Maintenance payroll run 186
Major activity.....186
Mandatory field.....186
Manual Adjustments form 129
Manual Adjustments form, KB-SCR 113, 129
Manual Payment form.....117, 129
Manual Payment form, KA-SCR 113, 117
manual payments 18, 116
using The ESS Solution.....114
Manual payments.....18, 116
Manual payments using eCyborg Interactive Workforce.....114
Manual Payments, Adjustments, and Reversals111, 171
Map file.....186
Mass time entry creation.....186
Master File (0202) report.....186
Master Number 139, 141
Matrix ID 186
Menu 186
Menu bar item.....186
Message area.....186
Method code.....186
Midpoint.....186
Minimart 186
Minus Labor (15), (25), (35).....30
Minus Labor (65), Minus Labor (75), and Minus Labor (85).....34
Monetary perquisites.....187
Moving expenses 187
Multiple master 187

N

Navigation bar.....187
Navigator 187
Net credit method.....187

Net Pay text boxes 118
New hire 187
New user 187
New User Home page 187
Pmnt; No ded/tx (5) and Pmnt Per 31
Pay TE; No Deductions (3) and Pay TE 31
Pay TE;No deductions (8) and Pay TE 34
NOCLEAR option 99
NOCLEAR option on the Time-Entry Batch Balancing form 99
Node 187
Node ID 187
Normalizing taxation 43, 63, 77
normalizing taxation on lump-sum payment 63
Normalizing taxation on lump-sum payments 63, 79
Number registered 187

O

Object 187
Object key 187
Obsolete plan 187
Off cycle 187
one-time tax adjustments 64
Online 187
online pay calculation and adjustments 113
Open enrollment 187
Operator ID 188
Option 188
Option button 188
Option list 188
Organization 188
Organization Level 3 188
Organization Level 4 188
Organization Level 5 188
Organization Level 6 188
Organization Number 188
Organization Unit 188
Organization Validation table 188
Organization-specific tax setup 188
Out-of-Balance Check report, 2X2X 148
out-of-balance errors 123, 124, 126
Override file 188

P

Packaged reporting 188
Paid absence 188
Parallel run 189
Parameter form 189
Password 189
Password aging 189
Pay allocation 189
Pay Amount on TE (18) 30
Pay Amount on TE (28) 30
Pay Amount on TE (38) 30
Pay Amount on TE (48) 30
Pay Amount on TE (58) 30
Pay Based on TE (1) and Pay Based on TE (12) 30
Pay Based on TE (6) and Pay Based on TE (62) 34
Pay document 189
Pay frequency 189
Pay Reconciliation report, 1C1C 68, 148
Pay schedule 189
Pay stub 189
Pay-for-performance matrix 189
payment balancing 123
Payment balancing using the Manual Payment form 123
Payment history record 189
payment reversal using the Manual Payment form (KA-SCR) 121
Payment Reversal form 141
Payment Reversal form, PAYREV 141
Payment Reversal/Clearing form 145
payment reversals 19, 139
Payment reversals 19, 139
payment types 139
Payments Issued form 139
Payments Issued form, PDLSCR 139
PAYREV, Payment Reversal form 141
Payroll Audit Trail report, 0101 ..... 68, 148
Payroll home location 189
Payroll Level 3 189
Payroll Level 4 189
Payroll Level 5 189
Payroll Level 6 189
Payroll Levels

and payment reversals 141
Payroll period 190
Payroll Process Control 190
Payroll run 190
PCL 190
PDF 190
PDLSCR, Payments Issued form 139
Peer-group appraisal 190
Pending de-enrollment segment 190
Pending eligibility segment 190
Performance appraisal 190
Performance appraisal rating 190
Performance rating 190
Performance-related pay 190
Performing one-time deductions adjustments ... 66
Performing one-time tax adjustments43, 64, 85, 87
Perquisites 190
Personal days 190
Phonetic keys 190
Pixel 190
Plan deactivation 190
Plan ID 190
Plan shutdown 190
Plan year 190
Plug Code 118
Plus Labor (14), (24), (34) 30
Plus Labor (64), Plus Labor (74), and Plus Labor (84) 34
Pmnt Per TE (4) and Pmnt Per TE (42) 31
Policy tables 190
Pop-up menu 191
Portable document format 191
Position 191
Position Administration Control Number 191
Position complement 191
Position in range 191
Posttax 191
Practice 88, 110, 161, 166, 169, 171
Practice and Review 88, 110, 161
Practice and Review Answers 165
Premium 191
Premium text box
and the Tax Adjustments form 135
Prenotification 191
Prerequisites 24, 90, 112
Pretax 191
Primary account 191
Process 191
Process bar 191
Processing a manual payment 115, 149
Producing a gross-up payment 61
Producing a separate payment without deductions 60
Program 191
Protected amount 191
Prototype HED 191
Provider 192
Push button 192

Q

Quartile 192
Query alternate keys 192
Query primary keys 192
Questions answered 24, 90, 112
Quick Hire 192

R

Radio button 192
Reapportioning automatic pay 58, 67, 74
Reapportioning auto-pay 58
Recall 192
Reciprocal taxation 192
Recon Number 139
Reconciliation Number 139, 148
Record 192
Recruitment 192
Recycle File 192
Redistributing labor hours and dollars 127
Refunding a deduction 114, 154
Refunding a tax 43, 65, 82
Refunding deductions 130
Refunding taxes 65, 84
Refunding taxes using the Manual Payment form 123
refunding taxes using the Manual Payment form (KA-SCR) 123

Registration 192
Registration number 192
Rehire 192
Reimbursement account 192
Reinstatement 192
Reject time 192
Relationship between the Amount text box and the Hours Group (HG) text box 54
Relationship between the Hrs 1-4 text boxs and the Hours Group (HG) text box 52
Relocation 192
Remaining net pay 193
Replacing automatic pay 57, 71
Replacing auto-pay 56
Replacing state tax on a time entry 46, 69
Replication 193
Replication Application 193
Replication Distribution 193
Replication Holding File 193
Replication Packet File 193
Report 193
Report Generator 193
Report Generator 9R9R 147
report generators
7L7L 114
7M7M 114
Report Group 193
Report Group Scheduler 193
Report parameters 193
Reports used for manual payments and adjustments 148
Reports used for time entries 68
Requisition 193
Requisition candidate 193
Requisition limit 193
Requisition unit 193
Retirement 193
retroactive pay
defining pay parameters 147
Return 193
Review 88, 110, 161, 167, 170, 172
Review process 193
Rolling Time Entry Format 1 form 49
Rolling Time Entry Format 1 form, TCRSCR .. 49
Roll-up reporting 193
Rotation pattern 193

S

Safety standards 194
Salary budget record 194
Salary grade 194
Salary grade range 194
Salary plan 194
Salary plan year 194
Salary range 194
Salary review 194
Salary review authorization form 194
SAT file 194
Save Changes 194
Schedule Activities table 194
Schedule assignments 194
Schedule error 194
Schedule Master table 194
Schedule number 194
Screen 194
Scroll bar 194
Search argument 195
Search type 195
Secondary account(s) 195
Security Officer 195
Pay TE; Select Ded Cycle (2) and Pay TE 31
Pay TE;Select Ded Cy (7) and Pay TE 34
Self-adjusting taxes 195
separate payments without deductions 60
Sequential Master File 195
Service interruption 195
Service method 195
Session 195
Setting up batch balances 93
Shift 195
Shift premium 195
Shortcut menu 195
Should the employee's normal shift be overridden on this time entry? (Shift text box) 44
Sick days 195
Solution View 195

Source DL 195
Special assessment 195
Spinbox 195
Spreadsheet application 195
Standalone Time and Attendance 196
Static data 196
Static SQL 196
Status bar 196
Statutory employee 196
Stop HED 001 Pay TE (10) 30
Stopping automatic pay 56, 70
Stopping auto-pay 56, 71
Submitting a manual payment 121
Submitting a payment reversal using the Manual Payment form 121
Sub-schedule number 196
Succession planning 196
Summary page 196
Summary plan 196
Supplemental wages 196
Surplus 196
System administrator 196
System Control Repository 196
System Generator 196

T

Table 196
Table Definition Record 196
Target DL 197
Task 197
Task icon 197
Tasks 24, 90, 112
Tax Adjustment - Alternate form 136
Tax Adjustment - Alternate form, KG-SCR... 113, 136
tax adjustment forms 135
tax adjustments 17, 132
  one-time tax adjustments 64
Tax adjustments 17, 132, 159, 160
Tax Adjustments form 135
Tax Adjustments form, KD-SCR 113, 135
Tax authority 197
Tax Authority File 197
Tax code 197
Tax Maintenance File 197
Tax specification 197
Tax Specification record 197
Tax table 197
Tax text boxes 117
Tax type 197
Taxability 197
Taxable wage base 197
taxes
  adjusting FICA tax records 134
  adjusting FICA-OASDI tax records 132
  adjusting non-FICA tax records for less than one million dollars 136
  adjusting non-FICA tax records for more than one million dollars 135
Tax-related Regulatory Bulletin 198
TC1EDT, Time Entry Edit Format 1 form 15
TC1SCR, Time Entry Format 1 form 47
TC2EDT, Time Entry Edit Format 2 form 15
TC2SCR, Time Entry Format 2 form 52
TCBSCR, Time Entry Format 1 Large Numbers form 48
TCFEDT, Time Entry Edit - Partial Format 1 form 15
TCFEDT, Time Entry Edit Format 1 form 97
TCFSCR, Time Entry - Full Override form 36
TCRSCR, Rolling Time Entry Format 1 form ... 49
TDR 198
Template 198
Temporary password 198
Termination 198
Test environment 198
Text box 198
Text qualifier 198
The ESS Solution 114
The Function Code 14
time entries
  correcting 15, 96
  editing 97
  viewing 15, 94
Time Entries and Adjustments 21
Time entry 198

Time Entry - Full Override form 36, 70, 86
Time Entry - Full Override form, TCFSCR 36
Time entry audit records..... 91
Time entry batch balancing 16, 92
Time Entry Edit - Partial form..... 15, 98
Time Entry Edit - Partial Format 1 form, TCFEDT 15
Time Entry Edit Format 1 form..... 15, 97
Time Entry Edit Format 1 form, TC1EDT 15
Time Entry Edit Format 2 form..... 15, 98
Time Entry Edit Format 2 form, TC2EDT 15
time entry edit forms 97
Time entry edit forms 97, 107, 109
Time Entry Edit Full Format 1 form, TCFEDT. 97
Time entry extract file 198
Time Entry Format 1 form..... 47
Time Entry Format 1 form, TC1SCR 47
Time Entry Format 1 Large Numbers form..... 48
Time Entry Format 1 Large Numbers form, TCBSCR 48
Time Entry Format 2 form..... 52
Time Entry Format 2 form, TC2SCR 52
time entry formats..... 13, 25
Time entry formats 13, 25
Time Entry Formats and the Function Code23, 93, 166
time entry forms
entering hours on..... 35
Time entry validation 198
Time-Entry Batch Balancing form, BA-SCR 16
Time-Entry Batch Balancing program (BALNCE) 99
Time-Entry Batch Balancing program, BALNCE 16, 99
Timeout 198
To-date code 119
ToolTip..... 198
Top-down appraisal 198
Trainer 198
Trainer code..... 198
Training area..... 199
Training class results 199
Training class status 199
Training course code 199
Training plan 199
Training reason..... 199
Training request 199
transaction codes for adjustments..... 113
Transfer 199
Trend analysis 199
Trigger..... 199
Tuition reimbursement 199
Type of training request 199

U

Unauthorized absence 199
Underlined text..... 199
Unemployment insurance tax..... 199
Unpaid absence 199
Upward appraisal 199
URL..... 199
User class 200
User code..... 200
User defined password 200
User ID..... 200
User profile 200
Using the Function Code..... 26, 81
Using the Manual Payment form 121
Using the Manual Payment form for a payment reversal with labor distribution 126
Using the Manual Payment form with an earnings adjustment..... 124

V

Vacancy..... 200
Vacation days..... 200
Validation..... 200
Variant forms 200
Verifying a correction 96, 105
View Audit Records program (ZZSCAN) .. 15, 94
View Audit Records program, ZZSCAN 15, 94
Viewing and correcting time entries .. 25, 93, 103, 105, 106
Viewing time entries 96, 102
Viewing, correcting, and canceling time entries 15

W

Waive 200
warning message
  Entries do not crossfoot 126
Warning time 200
Welfare benefit plan group 200
Welfare benefit plan subgroup 200
Welfare plan 200
What are the hours and rate/amount for overtime pay? (Overtime Code, Hours, and Rate/Amt text boxes) 38
What are the regular hours? (Regular Hours and Regular Rate/Amt text box) 36
What-if mode 200
Window 200
Withholding additional taxes 64, 81, 82
Wizard 200
Work area 200
Work instructions 200
Work restrictions 200
Worker's compensation 201
Workforce competency 201
WX-SCR, Define Retroactive Pay Parameters form 147

X

X transactions 113, 143
XHTML 201

Y

Year End Master File 201

Z

ZZA records 143
ZZNEW, Correct Time Entry and Adjustment Audit Records program 15, 96
ZZSCAN, View Audit Records program 15, 94

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Contents

Part 1 1

Part 1 Introduction 1

Chapter 1 3

Chapter 1 About This Manual **3**

Chapter 2 9

Chapter 2 Overview of Quarterly Processing **9**
- Introduction 10
- What is Quarterly Reporting? 11
- What are the reporting formats used? 12
- How is Quarterly Reporting done? 13
- Review of Questions Answered 18

Part 2 19

Part 2 Setting Up Quarterly Information 19

Chapter 3 21

Chapter 3 Creating File Header Records **21**
- Introduction 22
- File header information 23
- Filing entity 24
- Effective date—date entry decisions 25
- Detailed Directions 26

Review of Questions Answered 36

Chapter 4 37

Chapter 4 Setting Up and Using Quarterly Table Control Numbers 37
Introduction 38
Quarterly table relationships 39
Establishment reporting 42
Detailed Directions 44
Review of Questions Answered 57

Chapter 5 59

Chapter 5 Entering State-Specific Information 59
Introduction 60
State-specific quarterly reporting information 61
Detailed Directions 62
Question answered 77

Chapter 6 79

Chapter 6 Entering Employee-Specific Information 79
Introduction 80
Employee-specific quarterly reporting information 81
Detailed Directions 83
Review of Question Answered 90

Part 3 91

Part 3 Processing 91

Chapter 7 93

Chapter 7 Creating Quarterly Reporting Output 93
Introduction 94
Preparation for processing quarterly information 95
Set up a duplicate environment 96
Select states for processing 97

Extract quarterly reporting information 98
Changing information in the System Control Repository (FILE01) 99
Changing information in the Employee Information File (FILE02) 100
Review quarterly reports and output files 101
Archive the quarterly data 102
Detailed Directions 103
Review of Questions Answered 109

Part 4 **111**

Part 4 Appendices **111**

Appendix A **113**

Appendix A Practice and Review Answers 113
Overview of Quarterly Processing 114
Creating File Header Records 115
Setting Up and Using Quarterly Table Control Numbers 116
Entering State-Specific Information 117
Entering Employee-Specific Information 118
Creating Quarterly Reporting Output 119

Appendix B **121**

Appendix B Report Quick Reference 121

Appendix C **143**

Appendix C Quarterly Processor Error Messages 143
New error messages by form 144

Appendix D **147**

Appendix D Additional Quarterly Considerations 147
Important information about method code 5G8Q 148
Establishing the accumulator method code 149

Glossary of Terms 155

Index 185

PART 1

Introduction

In This Section

About This Manual 3
Overview of Quarterly Processing 9

CHAPTER 1

About This Manual

Welcome

This manual has been designed to guide you through the use of Cyborg's Quarterly Processor to perform your quarterly unemployment insurance reporting.

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

Who should use this manual?

The primary users of this document are both business and technical experts involved in quarterly reporting.

Additional documentation and training courses

The latest regulatory bulletins (RBs) are available on the Cyborg Users' Bulletin Board (CUBBS).

Training courses

Related Course	Description
Payroll HED and Tax Workshop	A class in which students acquire valuable hands-on experience working with hours, earnings and deduction (HEDs) codes, and setups as well as taxes.
Year-end Processing	This comprehensive course guides you through the operations and functions of preparing the Employee Database (FILE02) for year-end payroll processing and subsequent running of W-2/1099s.

Web-based training

MMREF	A Webinar in which the Magnetic Media Reporting and Electronic Filing (MMREF) specifications and instructions are discussed with Cyborg experts.
Quarter End Processing	A Webinar that details Cyborg's newly updated quarterly processing method.

If you wish to attend any of these courses, contact your local Cyborg Customer Service Manager 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 sections are grouped accordingly into the following parts:

Part	Sections	Description
1. Introduction	1–2	Provides an overview of the manual
2. Setting up Quarterly Information	3–6	Organization-level and employee setup for quarterly processing
3. Processing	7	Detailed procedures for processing every quarter
4. Appendices	A–D and Glossary	Additional reference materials related to quarterly processing and the glossary

Following are descriptions of the sections within the parts.

Part 1: Introduction

Section 1 provides an overview of this manual and Section 2 describes the concepts used in Quarterly Reporting.

Read this section		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 Where to get help
2	Overview of Quarterly Reporting	Terms and definitions Why quarterly reports are submitted The relationship between data preparation and government reporting requirements Reporting formats A general overview of the quarterly process

Part 2: Preparation

The sections in Part 2 describes how to prepare for quarterly processing.

Read this section		To learn about
3	Creating File Header Records	Entering Submitter/Transmitter, Contact, Tape Return and Computer information.
4	Setting Up and Using Control Numbers	Establishing and maintaining Organization to Rules Cross-Reference Control Numbers and specifying employer, state controlling and output media information.
5	Entering State-Specific Information	Entering state specific magnetic media header information, completing state-specific information, and entering employee level quarterly reporting information.
6	Entering Employee-Specific Information	Entering employee specific information required by some states.

Part 3: Processing

Part 3 describes the process of producing quarterly reporting files.

Read this section		To learn about
7	Creating Quarterly Reporting Output	Generating the quarterly reports

Part 4: Appendices

The appendices in Part 4 contain the following quick references.

Read this appendix		To learn about
A	Review Answers	Answers to Review questions
B	Report Quick Reference	Report samples and descriptions
C	Error Messages	List of quarterly-processing-related error messages and explanations
D	State Specific Information	Lists, by state, the data required for each state before processing can begin
E	Additional Quarterly Considerations	Other quarterly activities

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 Quarterly Processing

In This Chapter

Introduction 10
What is Quarterly Reporting? 11
What are the reporting formats used? 12
How is Quarterly Reporting done? 13
Review of Questions Answered.....18

Introduction

This section will provide a definition of quarterly reporting and a high level perspective of how Cyborg System's enhanced Quarterly Processing functions.

Those who have used Cyborg's Quarterly Processing in the past will find that the new processing method is much less labor intensive by allowing all reporting for all filing entities in all states to be completed in one execution of the Quarterly Processor.

Questions answered

1. What is Quarterly Reporting?
2. What are the reporting formats used?
3. Which quarterly processor-related activities must be performed each reporting period?

What is Quarterly Reporting?

Each state requires employers to submit quarterly contribution and state unemployment insurance (SUI) wage reports containing information such as:

- total SUI wages paid
- SUI taxable wages paid
- nontaxable wages paid
- SUI excess wages paid
- gross wages for each employee
- number of employees each month
- number of weeks worked by each employee

Reports must be sent to the filing entities in all states in which a company has employees.

What are the reporting formats used?

There are several quarterly reporting formats:

- MMREF
- ICESA
- TIB-4
- standard paper format (plain paper or preprinted form)
- custom formats

The data to be reported is defined by the filing entity and, therefore, may vary from state to state.

The field labels on the reports and the form/report labels are also defined by the filing entity. Cyborg Systems software is based on each state's requirements to ensure that all the required data is captured and formatted correctly.

The reporting media may vary. Quarterly reports may be submitted on magnetic tape, diskette, or paper forms. Most states are currently using magnetic tape media if a company has 250 or more employees in a state.

Magnetic media record types

The reporting formats (MMREF, ICESA, and TIB-4) for magnetic media are further broken down into the following record types.

Tape Record Types		
ICESA/TIB–4		**MMREF**
A/B	File header	RA
E	Employer headers	RE
S	Employee records	RS
T	Employer totals	RT
F	File totals	RF

Each tape has only one file header record or pairs of file headers (if ICESA or TIB-4). The content of these headers can differ by state.

Within these file record types there will be sets of employer records. These sets consist of the employer headers (E or RE) and employer totals (T or RT).

Within the sets of employer records are the employee records (S or RS) for that state.

The content of the employer and employee records can vary from state-to-state.

☞ *Refer to State Specific Information to learn how states to which you report may require variations from the standard ICESA, MMREF, or TIB-4 records.*

How is Quarterly Reporting done?

Create basic information

The first information that is needed is that used by the system to set up the header records that identify to the filing entities basic information about your company name, who your contact person is, who to return reports to if a problem or question arises, and computer-specific data.

This is information that, generally speaking, will be entered once and only modified when changes occur. It is done through a series of forms accessed through the Payroll Processing menu, US Quarterly Setup process.

These forms are not organization-related; they are date-driven. If any information changes, a new record with a new effective date should be created in order to perserve a history of previous entries.

☞ *Refer to* **Creating File Header Records** *(on page 21) for details on completing these forms.*

Build tables

Secondly,Once you create basic information, you will build tables that can be shared with your various organizations. Tables are setup on FILE01 with control numbers which can be assigned to specific organizations.

Control numbers are entered on a form to assign the tables to the Organizations on FILE02.

This is also an activity which, generally, is only done once.

Note: Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

☞ *Refer to* **Setting Up and Using Quarterly Table Control Numbers** *(on page 37) for naming strategies for creating control numbers.*

Example 1: All organizations use the same tables

For each organization (Control 1–2), you can enter the same control numbers you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have two organizations, 881234 and 883333, and the tables are assigned control numbers as follows:

- Employer, A1A1
- State controlling, A1A1
- Output media, A1A1
- Additional, A1A1
- State specific information, A1A1

You would enter two Organization-To-Rules Cross Reference for Quarterly Process forms (AQ-SCR); one for organization 881234 and one for organization 883333 using the same control numbers (A1A1, B2B2, C3C3, and so forth) and just one set of the information tables.

Example 2: Each organization uses its own tables and shares a table

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information, for example:

- Employer
- State controlling
- Additional
- State specific information

In this case, the organizations will share or use the same table for the Output Media.

Note: *Organizations may share any one or more of the tables.*

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Additional., HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Additional, P869
- State specific information, I657

Organization 987651 and Organization 982313's shared table:

- Output media, GGGG

In this example, you would create:

1. two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and

2. two sets of the information table forms (one specific set with its unique table control numbers for its respective organization) for Employer, State controlling, Additional, and State specific information
3. one Output media table

Example 3: Each organization uses its own tables

For each organization (Control 1–2), you can enter different control numbers which you have created for the following types of information:

- Employer
- State controlling
- Output media
- Additional
- State specific information

For example, if you have organizations, 987651 and 982313, which will use different tables, the tables are assigned control numbers as follows:

Organization 987651

- Employer, EEEE
- State controlling, FFFF
- Output media, GGGG
- Additional., HHHH
- State specific information, IIII

Organization 982313

- Employer, M234
- State controlling, J000
- Output media, Q564
- Additional, P869
- State specific information, I657

In this example, you would create two Organization-To-Rules Cross Reference for Quarterly Process forms (organizations 987651 and 982313) and two sets of the information table forms (one specific set with its unique table control numbers for its respective organization).

Record additional information required by some states

The next activity is dependent upon the state(s) to which you report. Some states require additional employee and magnetic media header information.

Note: *Refer to* **Entering State-Specific Information** *(on page 59) and* **Entering Employee-Specific Information** *(on page 79) to determine if you need to complete additional information for your filing entity(ies).*

This also is an activity that does not need to be repeated each quarter unless some data element changes or you add employees in a state that requires the additional information.

Before you process quarterly reports

Prior to initiating the programs that produce the quarterly reports, you should review the documentation supplied by the filing entity(ies) to become aware of any changes they require.

Review report formatting information so that you can quickly and accurately check the outputs.

Make sure that you have applied all the Cyborg Systems supplied quarterly regulatory bulletins to ensure compliance with the filing entity(ies).

Create a processing environment so that you do not inadvertently corrupt your production environment.

Select the states for which you want to produce quarterly reports.

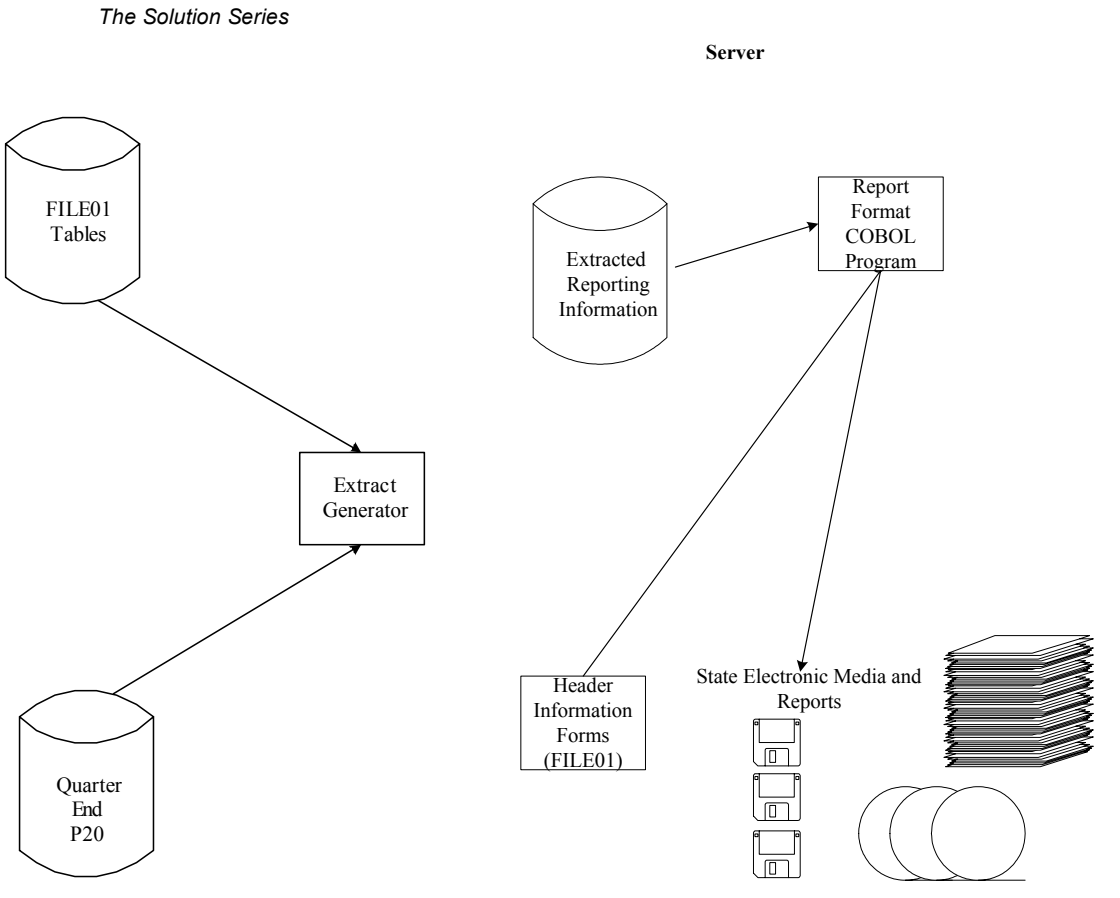
☞ *Refer to* **Creating Quarterly Reporting Output** *(on page 93) Detailed Directions for specific steps for the above.*

Run the quarterly processing jobs

You have the option of doing the quarterly processing during the last payroll run of the quarter or doing the quarterly processing later.

☞ *Refer to* **Creating Quarterly Report Output** *(see "Creating Quarterly Reporting Output" on page 93) for the names of the jobs that would be executed in either scenario.*

You will run the jobs that create the quarterly information extract file and that format the data and produce media for the various filing entity(ies) once each quarter.



Review output

As the jobs produce intermediate outputs you can review the output (logs, reports and audit trail) to ensure that the jobs are executing correctly.

☞ *Refer to* **Report Quick Reference** *(on page 121) for examples of the various outputs.*

Review the report formats that have been produced prior to submitting them to the filing entity(ies).

Archive

Archive the P20 file and the FILE01 so that, if necessary, quarterly reports can be re-created using the same data.

Review of Questions Answered

1. What is Quarterly Reporting?

2. What are the reporting formats used?

3. Which quarterly processor-related activities must be performed each reporting period?

PART 2

Setting Up Quarterly Information

In This Section

Creating File Header Records.....21
Setting Up and Using Quarterly Table Control Numbers 37
Entering State-Specific Information 59
Entering Employee-Specific Information 79

CHAPTER 3

Creating File Header Records

In This Chapter

Introduction 22
File header information.....23
Filing entity 24
Effective date—date entry decisions.....25
Detailed Directions 26
Review of Questions Answered.....36

Introduction

This section discusses the file header records for the Quarterly Reporting magnetic media files and contains step-by-step instructions for completing the forms to enter the header information.

Tasks

This section explains the following:

- Specifying Submitter/Transmitter information
- Specifying Contact Information
- Specifying Tape Return Information
- Specifying Computer Information

Prerequisites

Before you enter the initial quarterly processor header information, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component
- Review filing entity(ies) documentation regarding requirements and reporting formats

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. What types of information do Quarterly Processor file headers contain?
2. What is a filing entity?
3. How does the Quarterly Processor use the Effective Date field?

File header information

The file header forms described in this section provide information used to create the header records in all Quarterly Processor output files. This information relates to system-wide information and, therefore, is assigned by the Filing Entity rather than by organization (Control 1-2).

Before generating quarterly processing files, you must enter the header information for the files using the following forms:

- Submitter/Transmitter Information form (QS-SCR):
  This is required information naming the organization that is submitting the report information..
- Contact Information form (QN-SCR):
  This is required information naming the person who should be called if the state in which you are filing has processing problems with the report information.
- Tape Return Information form (QT-SCR):
  This is required information which names the organization to which the state should return the media..
- Computer Information form (QM-SCR):
  This is information about the computer on which the Quarterly Report files are created.

The information you enter on the forms remains in the system; therefore, you need to enter it only once, unless any of the file header information changes during the course of a quarter.

The processor reads the records to enter the header information on the output files.

Filing entity

The Filing Entity is the state in which you are filing quarterly reports. Using the drop down list box for the Filing Entity, you can select all states to use the information on the form for the header records for all states and/or territories.

To enter specific information for an individual state, select that state and fill in the information on the form for that state only.

You can save this form for all states and territories.

If you save a copy of the form for all states as well as for individual states, the Quarterly Processor selects the appropriate header information for the filing entity during processing.

Effective date—date entry decisions

The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

For the State Selection form (QL-SCR) the effective date date is compared to the system date on the day the Quarterly processor is run.

For all other Quarterly processor parameter transactions, the effective date is compared to the last day of the quarter specified by the selected QL-SCR transaction. The parameter transaction dated closest to, but not exceeding, the quarter end date will be selected.

Note: *This allows the entry of future dated transactions which will not become effective until a future quarter is processed. It also maintains a parameter history which allows reruns with the same parameters as the original Quarterly Processor run.*

☞ *Refer to Creating Quarterly Reporting Output for detailed instructions on completing the State Selection form (QL-SCR).*

If any information on the form changes, create a new record with a new effective date.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Specifying Submitter/Transmitter Information 26
Specifying Contact Information 28
Specifying Tape Return Information..... 31
Specifying Computer Information---optional 34

Specifying Submitter/Transmitter Information

Use the Submitter/Transmitter Information form (QS-SCR) to enter Quarterly Reporting submitter information that appears in the header of the magnetic media file for each filing entity.

To enter submitter/transmitter information, follow these steps.

1. Access the Submitter/Transmitter Information form (QS-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Submitter/Transmitter Information

For practice, access the Submitter/Transmitter Information form.

2. Select the filing entity

Select 'All States' if the information applies to all states for which you are filing Quarterly Reports.

To enter information for only a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Enter the submitter's FEIN

Enter the numeric federal employer identification number (FEIN).

Omit hyphens, prefixes, and suffixes.

This FEIN should match the FEIN on the file's external label.

For practice, enter '123456789'.

5. Enter the submitter's PIN (Optional)

Enter the assigned personal identification number (PIN) of the submitter.

For practice, enter '98765432112345678'.

6. Enter the submitter's name

Enter the name of the organization submitting the file.

Use the second field if you need extra positions.

Note: Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.

For practice, enter 'Acme Manufacturing'.

7. Specify the submitter's address

Enter the submitting organization's street address in the Street Address field.

For practice, enter '1142 N. Rush Street'.

8. Specify the submitter's address

Enter the second line of the submitting organization's street address, if applicable.

For practice, leave blank.

9. Enter the submitter's city

Enter the city where the submitting organization is located.

For practice, enter 'Chicago'.

10. Select the submitter's state

Select the state in which the submitting organization is located.

Note: Leave this field blank if the submitter's address is outside the US.

For practice, enter 'Illinois'.

11. Enter the submitter's zip code and zip code extension

Enter the submitting organization's zip code and extension in the Zip fields.

Note: Leave this field blank if the submitter's address is outside the US.

For practice, enter '60606'.

12. Indicate whether the submitter's address is foreign

Check this box if the submitter's address is outside the United States. Otherwise, leave this check box blank.

For practice, leave blank.

13. Enter the foreign state or province

Enter the submitter's foreign state or province if the address is outside the United States. Otherwise leave this text box blank.

For practice, leave blank.

14. Enter the foreign postal code

Enter the submitter's foreign postal code if applicable.

For practice, leave blank.

15. Enter the country code

Enter the submitter's country code if outside the United States.

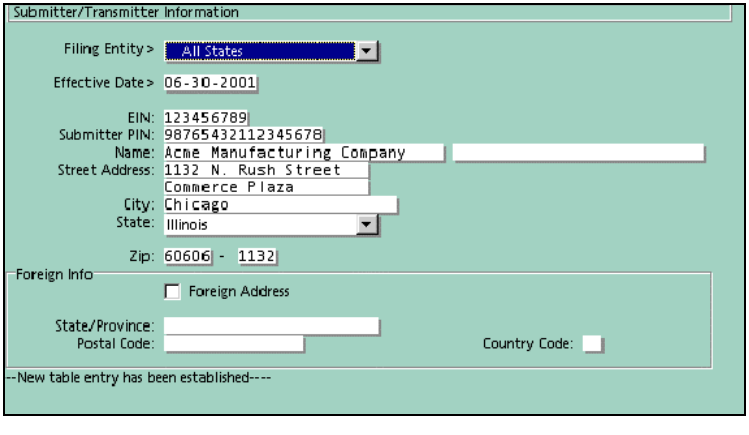
For practice, leave blank.

16. Save the record

Click Save or press Enter to save the information.

For practice, press Enter.

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



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Contact Information

Use the Contact Information form (QN-SCR) to enter Quarterly Reporting contact information that appears in the header of the magnetic media file for each filing entity.

The form provides the name and contact information of a specific person at the submitting organization to whom questions and/or instructions should be directed.

To enter contact information, follow these steps.

1. Access the Contact Information form (QN-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Contact Information

For practice, access the Contact Information form.

2. Select the filing entity

Select All States if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Identify an individual to contact

Enter the name of the individual the filing entity should contact concerning any problems in processing the submitted information.

This field allows 30 alphanumeric characters.

For practice, enter 'Steve Austin'.

5. Enter the contact's phone number

Enter the phone number of the individual to contact.

Note: If you are using the ICESA reporting format, the telephone number is limited to 10 positions.

If you are using the MMREF reporting format, the telephone number is fifteen positions. Leave blanks at the end of the field if you do not use all fifteen positions.

For practice, enter '312.279.7000'.

6. Enter the phone extension number

Enter the phone number extension of the contact individual, if applicable.

Note: The MMREF format allows for a 5 position telephone extension; ICESA allows 4 positions.

For practice, leave blank.

7. Enter the e-mail address of the person to contact

Enter the e-mail address of the person to contact concerning any problems in processing your information.

For practice, enter 'Steve_Austin@AcmeManufacturing'.

8. Enter an e-mail address continuation

If necessary, continue the e-mail address in the next field.

For practice, enter '.com'.

9. Enter the fax number of the person to contact

Enter the fax number of the person the filing entity should contact concerning any problems in processing your information.

For practice, enter '3125557099'.

10. Select the preparer type

Select the preparer type to indicate the type of organization that prepared the Quarterly Report file.

For practice, select 'Self-Prepared'.

11. Select the problem notification method

Select the code that indicates the method by which you would like to receive notification of any processing problems.

For practice, select 'E-mail/Internet'.

12. Identify the TLCN

Enter the Tape Library Control Number displayed on the notice sent by the Social Security Administration.

Note: The Tape Library Control Number is only used if you must resubmit a quarterly report. You will have received notification to do so which will contain the TLCN to use.

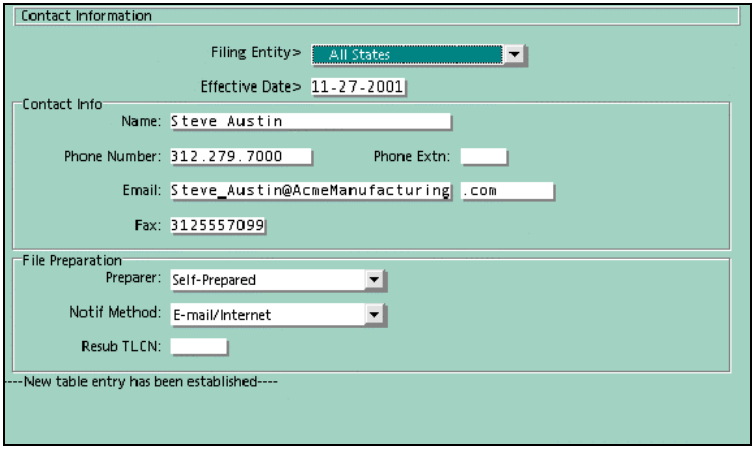
For practice, leave blank'.

13. Save the record

Click Save or press Enter to save the completed form.

For practice, click OK.

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



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Tape Return Information

Use the Tape Return Information form (QT-SCR) to enter Quarterly Reporting tape return information that appears in the header of the magnetic media file for each filing entity.

To enter tape return information, follow these steps.

1. Access the Tape Return Information form (QT-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Tape Return Information

For practice, access the Tape Return Information form.

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date.

4. Enter the organization name

Enter the name of the organization to whom the tape should be returned, using the second field if you need extra positions.

The first field accepts 30 alphanumeric characters; the second field accepts 27 alphanumeric characters.

Note: Depending on the state's requirements the submitter's name may be truncated (shortened) in the output.

For practice, enter 'Acme Manufacturing'.

5. Enter the street address

Enter the street address of the organization to which the tape should be returned should it be necessary.

For practice, enter '1142 N. Rush Street'.

6. Enter the street address

Enter the second line of the street address of the organization to which the tape should be returned (should it be necessary).

For practice, enter 'Commerce Plaza'.

7. Enter the city

Enter the city of the organization to whom the tape should be returned (should it be necessary). This field accepts 22 alphanumeric characters.

For practice, enter 'Chicago'.

8. Select the state

Select the abbreviation of the state for the address of the organization to which the tape should be returned.

Note: Leave this field blank if the address is outside the US.

For practice, select 'Illinois'.

9. Enter the zip code and zip code extension

Enter the zip code and zip code extension for the address of the organization to whom the tape should be returned.

Note: Leave this field blank if the address is outside the US.

For practice, enter '60606'

10. Indicate whether the return address is foreign

Check this box if the address to which the tape should be returned is outside the United States. Otherwise, leave this checkbox blank.

For practice, leave blank.

11. Enter the foreign state or province

Enter the foreign state or province if the address to which the tape should be returned is outside the United States. Otherwise leave this checkbox blank.

For practice, leave blank.

12. Enter the foreign postal code

Enter the foreign postal code if applicable.

For practice, leave blank.

13. Enter the country code

Enter country code if applicable.

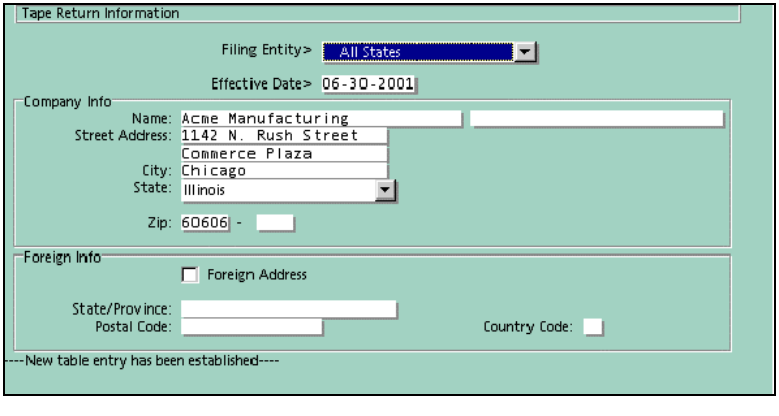
For practice, leave blank.

14. Save the record

Click Save or press Enter to save the information.

For practice, press Enter.

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



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Specifying Computer Information---optional

Use the Computer Information form (QM-SCR) to enter Quarterly Reporting computer information applicable to the system that creates the tape so that it appears in the header of the magnetic media file for each filing entity.

You can store Computer Information by state as well as for all states.

To enter computer information, follow these steps.

1. Access the Computer Information form (QM-SCR)

Access this form from the menus by choosing:

Component:	Payroll Setup Processing
Process:	US Quarterly Setup
Task:	Computer Information

For practice, access the Computer Information form.

2. Select the filing entity

Select 'All States' if the computer information applies to all states for which you are filing Quarterly Reports.

To enter information for a specific state, select that state.

For practice, select 'All States'.

3. Enter the effective date

Type the date on which you are entering or changing data on this form.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date.

4. Identify your computer's manufacturer

Identify the manufacturer of the computer being used to prepare the Quarterly Report files.

For practice, enter 'IBM'.

5. Select the internal label

Select the type of label appearing in the header of the Quarterly Report files.

For practice, select 'Standard Label'.

6. Select the density

Select the two-character density code that indicates the number of bytes per inch at which the magnetic media on the Quarterly Report files is being recorded.

For practice, select '1600 bpi'.

7. Select the type of recording code

Select the recording code format (ASCII or EBCDIC) used to record the Quarterly Report files.

For practice, select 'EBCDIC'.

8. Enter the number of tracks

Use the arrows to enter the number of tracks used on your submitted magnetic media.

For practice, select '09'.

9. Specify the blocking factor

Use the arrows to scroll and select the blocking factor (number of physical records in a logical record) for the information on your magnetic media.

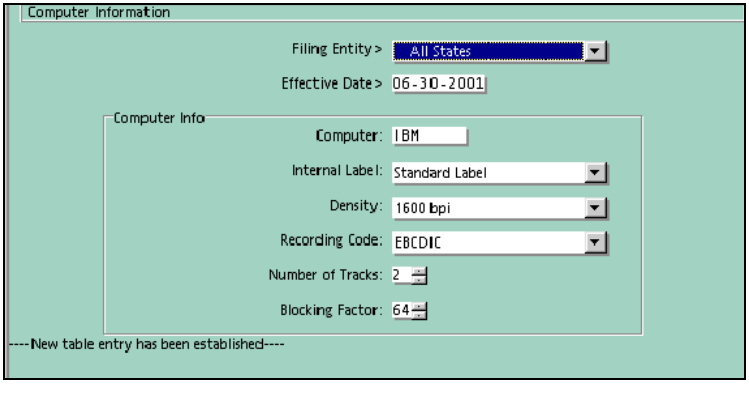
For practice, select '25'.

10. Save the record

Click Save or press Enter to save the information.

For practice, press Enter.

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



See also:

- File header information ***(on page 23)***

For an explanation of the use of this form.

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?

2. What is a filing entity?

3. How does the Quarterly Processor use the Effective Date field?

CHAPTER 4

Setting Up and Using Quarterly Table Control Numbers

In This Chapter

Introduction 38
Quarterly table relationships 39
Establishment reporting 42
Detailed Directions 44
Review of Questions Answered 57

Introduction

This section discusses the use of control numbers to create relationships between multiple tables of quarterly reporting information.

Tasks

This section explains the following:

- Establishing and Maintaining Organization-To-Rules Cross Reference for Quarterly Process control numbers
- Specifying employer information
- Specifying state controlling information
- Specifying output media information

Prerequisites

Before you set up information in the Quarterly Processor, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. Why would I share tables?
2. To what level can I share?
3. Why develop a naming strategy for control numbers?
4. Why enter future dates? Why isn't it always a good idea to do so?
5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

Quarterly table relationships

The data configuration discussed in this section can be shared or re-used. In fact, most often, this is the case.

This type of configuration saves the user from entering the same data repeatedly. The user can do one global setup for all organizations, then simply create exceptions. For example, 777777 may be exactly the same, except it requires a slightly different state specific configuration.

Quarterly reporting control numbers—the rules

Much of the information you submit when you set up for quarterly reporting is organized by control numbers.

Several or all organizations may access the same set of tables or each organization may have its own set of tables.

Control numbers are used as a mechanism for tying the organization-specific Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to a specific table.

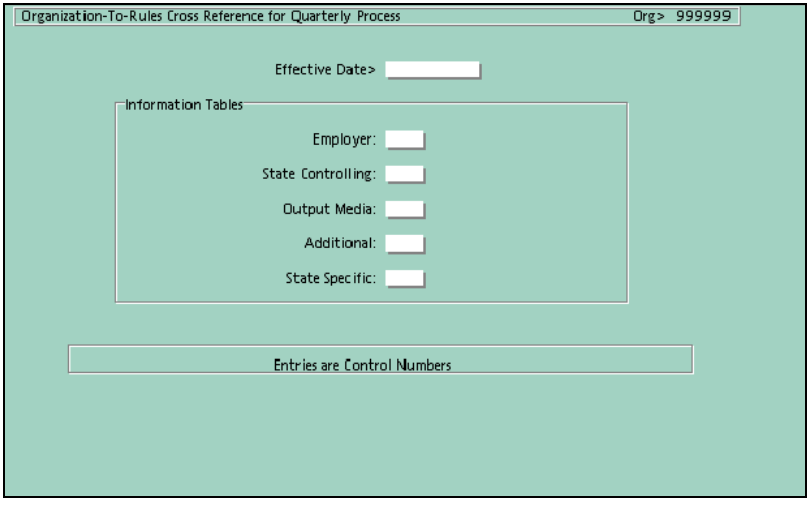
You must establish one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for each organization.

Note: *Organizations that have the same state unemployment insurance number (SUI) must all use the same control numbers. If your organization comprises a single legal entity (has only one state unemployment insurance number), the same control number can be used for all tables.*

So, even if you have multiple organizations (Control 1–2s), you must setup one Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) for all of them if they use the same SUI number.

The control numbers entered in each text box on the Organization-To-Rules Cross Reference for Quarterly Process form create an occurrence of the associated form. This feature allows you to assign the same set of tables to multiple organizations or to assign unique tables to a specific organization.

The following illustration shows the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) where you set up control numbers to cross-reference the organization (Control 1-2) specific AQ-SCR with other tables.



The Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) must be the first table established during the organization-level quarterly reporting setup.

The control numbers in the text boxes on the above form set up cross-references to the following forms:

- Employer: Employer Information form (QE-SCR)
- State Controlling: State Controlling Information form (QC-SCR)
- Output Media: Output Media form (QO-SCR)
- Additional: Additional Quarterly Information form (QI-SCR)
- State Specific: State specific information set up forms

Naming strategies for quarterly reporting control numbers

Note: Although Cyborg Systems calls these items control 'numbers', these links need not be numeric.

A quarterly reporting control number:

- is defined by you
- is four alphanumeric characters in length
- gives the system direction as to what tables to access for a particular organization

No relationship exists between the control number and the organization's control structure. However, choosing a control number that is meaningful to you and relates to the organization may help you identify control numbers when accessing a form to enter information.

Employees who use the Quarterly Processor should know the current organization structure and must be able to readily access the correct form.

How many quarterly reporting control numbers do you need for each table?

If you determine that 'one size fits all', you can setup the tables for one organization, then re-use the information you previously configured for all your organizations.

For example, if you want only one Employer Information table and one Output Media table, create one control number and use that control number for employer information and output media.

If you determine that you need multiple tables, set up multiple control numbers for tables.

For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, you establish two Employer Information control numbers.

You then access the Employer Information form (QE-SCR) twice, entering information on the form for each of the control numbers.

Note: You must have the proper security to add, update, or delete tables.

Establishing table dates

The quarterly reporting process ignores any tables, with the exception of the State Selection form (QL-SCR), that are set up with a date that is beyond the quarter-end date for the specified quarter.

The table date reflects the effective date of the table. The following date options are available:

- Initially, on the Organization-To-Rules Cross Reference for Quarterly Process form(AQ-SCR) 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, Cyborg recommends that you create a new table record with a new effective date. We recommend you use the date that you actually enter the change into the system.

Note: Whenever you make any change to a cross-reference field, you must rerun the extract.

- You may create future-dated tables, in which case the Quarterly Processor ignores the table data until that time. We do NOT recommend this option as there is a potential for changes getting into the output in an incorrect synchronization.

You can use the effective date and control number to track changes, maintain employer information tables for historical purposes, and future date tables for employer information changes that will go into effect at a later time.

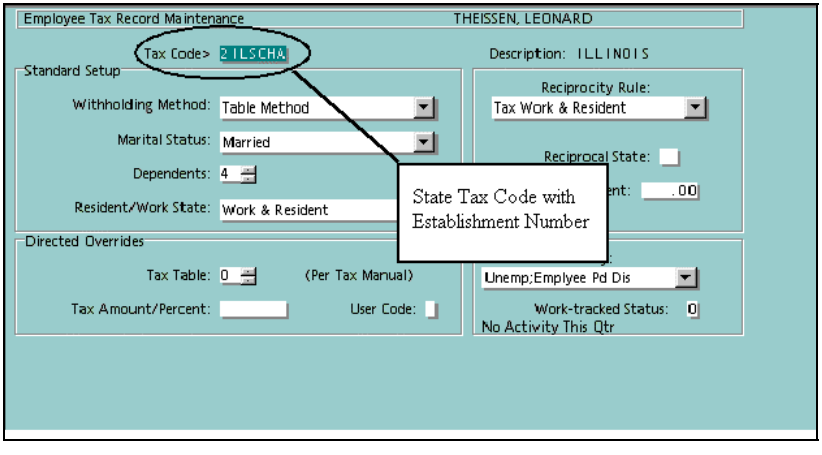
☞ *Refer to* **Creating File Header Records** *(on page 21), Effective date—date entry decisions for additional information about effective dates.*

Establishment reporting

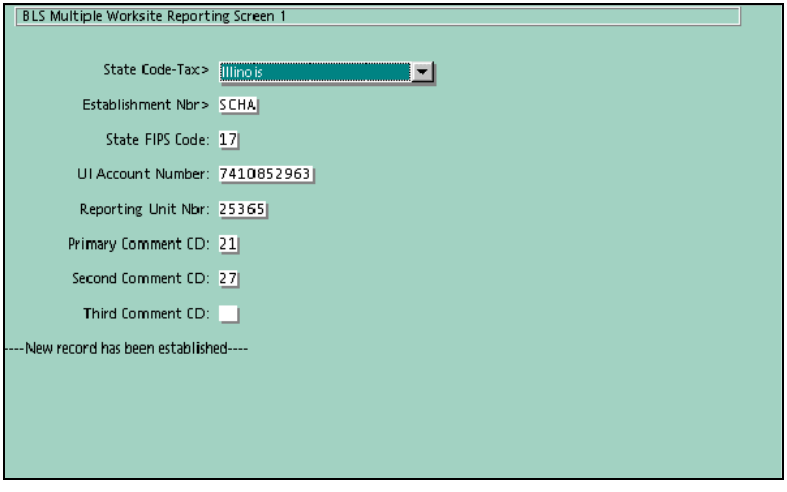
Some states require establishment reporting.

By using Establishment Reporting the employer can file wage reports by location or unit to the state. Each unit is identified by a five-character code, called a Reporting Unit Number which is supplied to you by the state government.

In Payroll Administration, worksite information is entered as an expansion of the Cyborg state tax code on an Employee's Employee Tax Record Maintenance form (JJ-SCR) for the state tax record where, immediately following the state tax code, you enter a four character establishment number for the employee.



The four digit worksite information code is linked to the Reporting Unit Number which is entered on the BLS Multiple Worksite Reporting Screen 1 (BL1SCR).



☞ *Refer to the Payroll Reports and Balancing manual, Multiple Worksite Reporting, for more information on setting up Establishment Reporting.*

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Tasks

Establishing control numbers 44
Maintaining control numbers 47
Establishing employer information 48
Establishing state controlling information 51
Specifying the output media 53

Establishing control numbers

Note: Before beginning the tasks that follow, be sure you are working with the correct organization. The Quarterly Reporting control numbers establish which tables are used for an organization.

Note: You can not define employer, state controlling, or output media information or state-specific tables for an organization until you establish valid Quarterly Reporting control numbers.

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to establish quarterly processing control numbers for the organization you are accessing. By using this form you set control numbers for other forms that enable you to establish multiple copies of the forms, each using a different control number to link to a different set of data.

Follow these steps to set up cross-reference control numbers:

Note: In the following steps we are using an example were all organizations use the same tables. Refer to Overview of Quarterly Processing, Build Tables for more information.

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

For practice, access the Organization-To-Rules Cross Reference for Quarterly Process form.

2. Enter the effective date

Enter the beginning date for which the quarterly reporting information is valid.

The date stays in effect until you enter an Organization -To-Rules Cross Reference for Quarterly Process form with a different effective date.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information relative to the quarter end date for which you are processing.

For practice, enter today's date. The date entry format is either, for example, '20010630' or '06-30-2001' for June 30, 2001.

3. Enter the employer information control number

Enter a four-digit control number to associate with an instance of the Employer Information form (QE-SCR).

Think of the Employer Information control number as a table ID. When you access the Employer Information form (QE-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Employer Information table for each separate operating company within your organization for which you want to run quarterly reporting.

For practice, enter 'A1A1'.

4. Enter the state controlling control number

Enter a four-digit control number to associate with an instance of the State Controlling Information form (QC-SCR).

Think of the State Controlling Information control number as a table ID. When you access the State Controlling Information form (QC-SCR) and enter the effective date, the Quarterly Processor uses the date closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate State Controlling Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

5. Enter the output media control number

Enter a four-digit control number to associate with an instance of the Output Media Information form (QO-SCR).

Think of the Output Media control number as a table ID. When you access the Output Media Information form (QO-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Output Media Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

6. Enter the control number for additional quarterly information

Enter a four-digit control number to associate with an instance of the Additional Information form (QI-SCR).

Think of the Additional Information control number as a table ID. When you access the Additional Information form (QI-SCR) and enter the effective date, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up a separate Additional Quarterly Information table for each separate operating company within your organization for which you run quarterly reporting.

For practice, enter 'A1A1'.

7. Enter a control number for state-specific information

Enter a four-digit control number to associate with any state-specific form.

Think of the State Specific control number as a table ID. When you access any of the state-specific forms, the Quarterly Processor uses the control number closest to the effective date you enter. That control number appears in the top right corner of the form.

You can use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to set up separate state-specific tables for each separate operating company within your organization for which you run quarterly reporting.

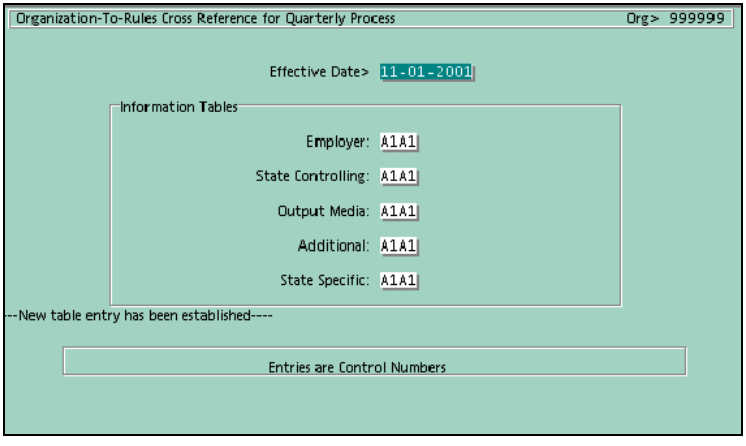
For practice, enter 'A1A1'.

8. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: '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:



9. Repeat for each Control 1–2 in your organization for which you are running payrolls

Maintaining control numbers

Use the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR) to maintain/change a control number you previously created.

By changing only the effective date you can maintain history.

Note: Remember to rerun the extract whenever you change any cross-reference field.

1. Access the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly Processor Cross Reference

For practice, access the Organization-To-Rules Cross Reference for Quarterly Process form.

2. Enter the effective date

Enter the effective date of the control number tables you want to maintain.

For practice, enter today's date.

3. Tab to the field that represents the table whose control number you want to change

Remove the existing four-digit control number and enter the new control number.

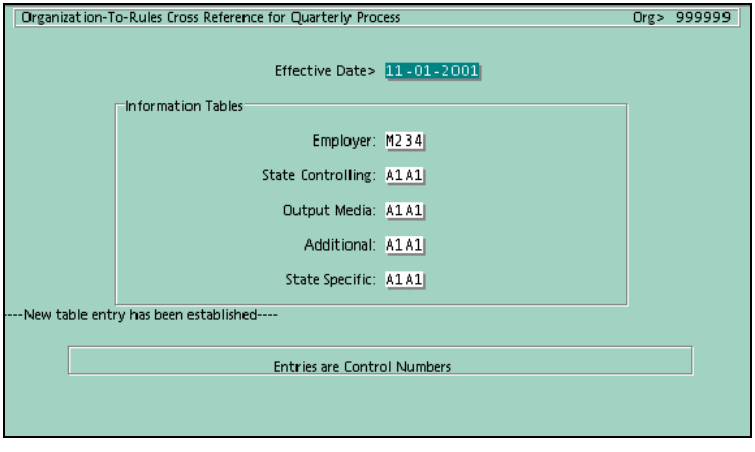
For practice, tab to the Employer text box and change the number from 'A1A1' to 'M234'.

4. Save the record

Click OK or press Enter to submit the completed form. The system displays the message: 'Maintenance has been performed.'

For practice, click OK.

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



Establishing employer information

Note: Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

Use the Employer Information form (QE-SCR) to establish employer information for an Employer Header record within a quarterly report file.

If various organizations (Control 1-2s) have different names and addresses, create multiple Employer Information forms each with a separate control number.

You must enter data on this form.

To enter employer information, follow these steps.

1. Access the Employer Information form (QE-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Employer Information

For practice, access the Employer Information form.

2. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

3. Enter the employer's name

Enter the name of the employer for this quarterly information using the second field if you need extra positions.

Note: Depending on a state's reporting requirements, the name may be truncated (shortened) in the output.

For practice, enter 'Acme Manufacturing'.

4. Enter the employer's address

Enter the employer's street address.

For practice, enter '1142 N. Rush Street'.

5. Enter any additional employer address information

Enter the second line of the employer's street address if applicable.

For practice, enter 'Commerce Plaza'.

6. Enter the employer's city

Enter the city where the employer is located.

For practice, enter 'Chicago'.

7. Select the employer's state

Select the state in which the employer is located.

For practice, select 'Illinois'.

8. Enter the employer's zip code and zip code extension

Enter the employer's zip code and extension in the Zip fields.

For practice, enter '60606'.

9. Select the agent indicator for the employer

Select the employer's agent indicator from the drop down list box.

For practice, select 'Common Pay Master'.

10. Enter the employer's EIN

If '2678 Agent' was not selected in Step 9, skip this Step.

For practice, leave blank.

11. Enter the employer/agent EIN

Enter the nine-digit employer EIN if 'Common Pay Master' was selected in Step 9.

Enter the agent EIN if '2678 agent' was chosen in Step 9.

For practice, enter '123456789'.

12. Enter the other EIN

If Form 941 was previously submitted for your employer using an EIN other than the one used in Step 10 or Step 11, enter the EIN used on the previous Form 941.

Note: Refer to the Social Security Administration publication, MMREF-1, May 2001 to determine if you must complete this field.

For practice, leave blank.

13. Specify business termination

Select the Terminating Business check box if the employer has terminated business during the current quarter.

For practice, leave blank.

14. Select the employment type

Select the Employment Code from the drop down list box that most closely matches the reporting entity.

For practice, select 'Regular'.

15. Indicate whether the employer's address is foreign

Check this box if the employer's address is outside the United States. Otherwise, leave this check box blank.

For practice, leave blank.

16. Enter the foreign state or province

Enter the employer's foreign state or province if the address is outside the United States. Otherwise leave this text box blank.

For practice, leave blank.

17. Enter the foreign postal code

Enter the employer's foreign postal code if applicable.

For practice, leave blank.

18. Enter the country code

Enter the employer's country code if outside the United States.

For practice, leave blank.

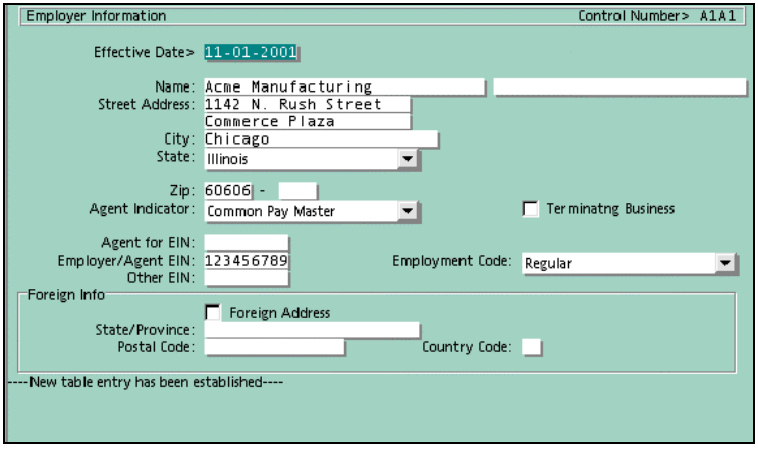
19. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the Control Number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, press Enter.

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



Establishing state controlling information

Note: Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

Use the State Controlling Information form (QC-SCR) to provide additional information for an employer header record within a quarterly reporting file.

This is an optional form. If you do not use this form, the employer SUI account number will be extracted from the Tax Specification Information form (T1-SCR). Establishment Reporting will be set to 'N' and State Control Nbr will be blank.

If various organizations (Control 1-2s) have separate Employer Header records due to different State Control Numbers, complete this form for each of the control numbers.

Note: If you change the SUI account number on this form, you must rerun the extract.

To enter state controlling information, follow these steps.

1. Access the State Controlling Information form (QC-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: State Controlling Information

For practice, access the State Controlling Information form.

2. Select the state

Using the drop down list box, select the state for which you want to enter state controlling information.

For practice, select 'Illinois'.

3. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

4. Enter the state control number

Enter the state control number, if required.

Refer to that state's UI reporting magnetic media specifications.

For practice, enter 'IL12345'.

5. Enter the employer's state UI account number

Enter the state-assigned employer UI (Unemployment Insurance) account number.

Refer to that state's UI reporting magnetic media specifications. This is a 20 position field.

For practice, enter 'IL12345678909876 54IL'.

6. Record the Document Ctrl Nbr

If the state to which you are reporting requires a Document Control Number, enter it in this field.

This is a 10 position field.

For practice, enter 'ILDOCCTRL1'.

7. Enter the Experience Rate

If the state to which you are reporting requires that you record the Experience Rate for paper report submittal, enter it in this field.

For practice, enter '.050000'.

8. Indicate establishment reporting

If establishment reporting is in effect for this state, select the Estblshmt Reporting check box.

For practice, leave blank.

9. Record the Tax Type code

If the state to which you are reporting requires a Tax Type Code, enter it in this field.

This is a one position alphanumeric entry.

For practice, enter 'T'.

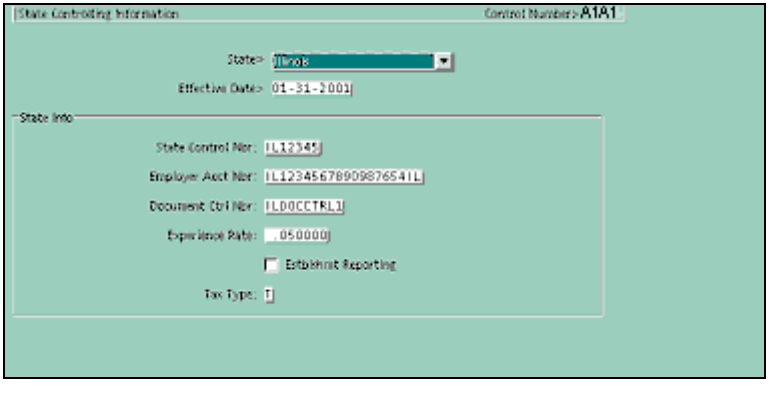
10. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, click OK.

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



Specifying the output media

Note: Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

Use the Output Media Information form (QO-SCR) to tell the Quarterly Processor the kind of output required for quarterly processing.

If the same type of magnetic media is required for all organizations for all states, you complete this form only once. However, if, for example, you report in five states and four states require tapes while the fifth state requires a diskette, you must complete this form twice.

On one form you choose 'All States' from the drop down list and complete the form for tapes. The second time you complete the form, select the state that is the exception (requires a diskette) and complete the form for that state.

In addition to Media Format, you can also select the Forms Output box.

You must enter data on this form. To enter output media information, follow these steps.

1. Access the Output Media Information form (QO-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Output Media

For practice, access the Output Media form.

2. Select the state

Using the drop down list box, select the state for which you want to enter output media information.

For practice, select 'All States'.

3. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

4. Select media format

Select the appropriate radio button in the Media Format portion of the form.

None	No media output
Diskette	Output media will be chunked into sizes that can fit on diskettes
Tape	Output media will be a continuous stream which can be placed on a tape or provided via e-mail/FTP to the filing entity

For practice, select 'Tape'.

5. Select forms output

Select the Forms Output check box if you want to print forms. You can create a print file as well as media output when you run the processor.

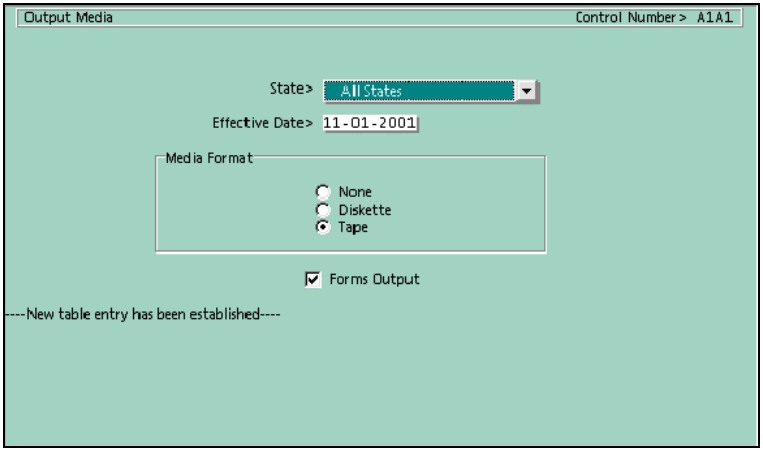
For practice, click the checkbox to print forms.

6. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



7. Select a state for exception processing

Using the drop down list box, select a state that requires a different form of magnetic media.

For practice, select 'Illinois'.

8. Enter the effective date

Enter the beginning date for which the information on this form is effective.

For practice, enter today's date.

9. Select media format

Select the appropriate radio button in the Media Format portion of the form.

For practice, select 'Diskette'.

10. Select forms output

Select the Forms Output check box if you want to print forms. You can create a print file as well as media output when you run the processor.

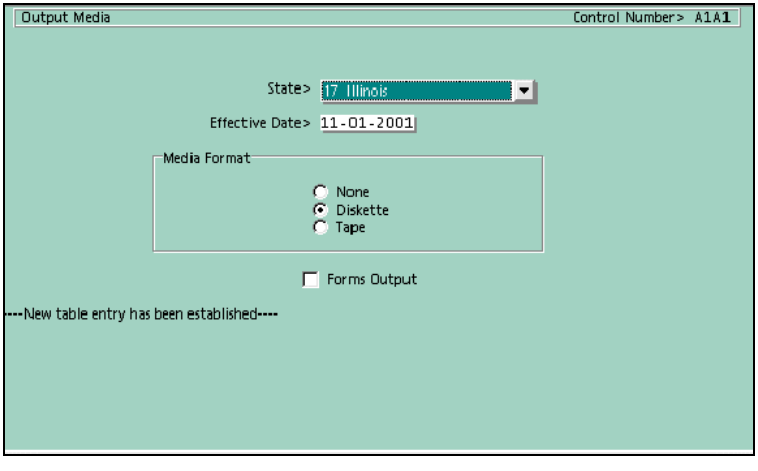
For practice, leave blank.

11. Save the record

Click Save or press Enter to save the information.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



Review of Questions Answered

1. Why would I share tables?

2. To what level can I share?

3. Why develop a naming strategy for control numbers?

4. Why enter future table dates? Why isn't it always a good idea to do so?

5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?

CHAPTER 5

Entering State-Specific Information

In This Chapter

Introduction 60
State-specific quarterly reporting information 61
Detailed Directions 62
Question answered.....77

Introduction

This section discusses state-specific information required by various states as well as step-by-step instructions for completing forms to provide this information.

Tasks

This section explains the following:

- Entering general additional information
- Entering Illinois state specific Information
- Entering Louisiana state specific information
- Entering New Jersey state specific information
- Entering New Mexico state specific information
- Entering New York state specific information
- Entering North Dakota state specific information
- Entering Wyoming state specific information

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

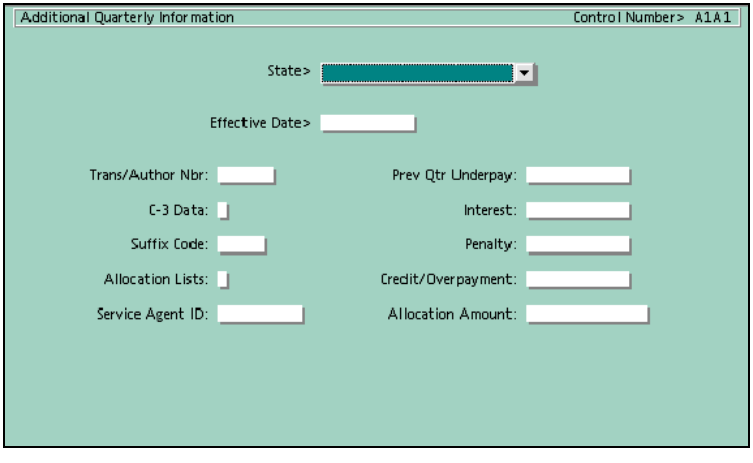
State-specific quarterly reporting information

While some employee and magnetic media header information is a common requirement for all states, some states require additional information. Depending on the state in which you are filing quarterly reports, you may need to complete one or more of these additional forms.

The Additional Quarterly Information form (QI-SCR) allows you to include additional organization-level information in the magnetic media header.

If your state requires the ICESA reporting format, then you may also need to enter data on this form.

Note: *If you use this form, you must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth.*



☞ *Refer to State Specific Information to determine which states require this form.*

Additionally, the Quarterly Processor includes several forms that contain information for specific states. If you file in any of these states use the appropriate form to enter additional magnetic media header information.

The state-specific forms are:

- Illinois (QILSCR)
- Louisiana (QLASCR)
- New Jersey (QNJSCR)
- New Mexico (QNMSCR)
- New York (QNYSCR)
- North Dakota (QNDSCR)
- Wyoming (QWYSCR)

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering general additional information 62
Entering Illinois state specific information 65
Entering Louisiana state specific information..... 66
Entering New Jersey state specific information 68
Entering New Mexico state specific information 70
Entering New York state specific information..... 72
Entering North Dakota state specific information 74
Entering Wyoming state specific information..... 75

Entering general additional information

Note: Before entering data on this form, you must have set a control number in the Employer text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

Information on the Additional Quarterly Information form (QI-SCR) is used predominantly in the Header Records of the ICESA format tapes or diskettes.

Note: Not all states require this information.

If you are reporting to a state that requires any of the information on this form, you must complete the form.

☞ *Please refer to the state detail pages in State Specific Information for specific instructions.*

Note: Information on this form must be cleared and/or updated prior to each quarterly run.

To submit general, additional information for the quarterly processor using the Additional Quarterly Information form (QI-SCR), follow these steps:

1. Access the Additional Quarterly Information form (QI-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Additional Quarterly Information

For practice, access the Additional Quarterly Information form.

2. Select the State for output

Select the state (filing entity) for which you are completing the additional information.

For practice, enter 'Illinois'.

3. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid.

The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Enter the Transmitter/Author Number

Enter the transmitter/author number for states requiring this information.

This is the control number assigned to the state from the state's Unemployment Insurance reporting magnetic media specification.

☞ *Refer to State Specific Information to determine if your filing entities require this information.*

For practice, enter '202623'.

5. Enter the C-3 Information

Enter the C-3 information for states requiring this information.

States requiring this information will define it.

For practice, enter 'Y'.

6. Enter the Suffix Code

Enter the suffix code for states requiring this information.

States requiring this information will define it.

For practice, enter 'AB125'.

7. Enter the Allocation Lists

Enter an Allocation Lists indicator for states requiring this information.

If allocation lists are used, enter 'Y' else leave this field blank.

For practice, enter 'Y'.

8. Enter the Service Agent ID

If the Allocation Lists field in Step 7 above is 'Y' then enter the service agent ID for states requiring this information.

For practice, enter '123456789'.

9. Enter any Underpayments from Previous Quarters

Enter the amount of previous quarter underpayments if applicable. This field accepts 11 digits.

For practice, enter '50000'.

10. Enter any Interest Due

Enter the interest amount due as a result of underpayments if applicable. This field accepts 11 digits.

For practice, enter '1500'.

11. Enter the Penalty Amount

Enter the amount of any penalty due. This field accepts 11 digits.

For practice, enter '6250'.

12. List the Credit/Overpayment Amount

Enter the amount of any previous overpayments or credits to be applied to the balance due. This field accepts 11 digits.

For practice, leave blank.

13. List the Allocation Amount

Enter any allocation amount if applicable.

States requiring this information will define the options for the Allocation Amount field.

This field accepts 13 digits.

For practice, leave blank.

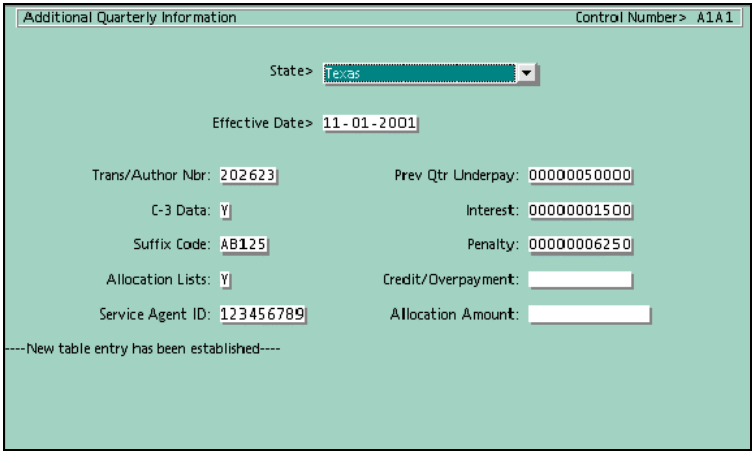
14. Save the record

Click OK or press Enter to submit the completed form.

The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, click OK.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the Additional Quarterly Information form.

Entering Illinois state specific information

The Illinois State Specific Information form (QILSCR) contains additional quarterly reporting information for Illinois. If you are reporting to Illinois, you must complete this form.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit Illinois state specific information for the quarterly processor, follow these steps:

1. Access the Illinois State Specific Information form (QILSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Illinois State Specific Information

For practice, access the Illinois State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Select the Filing Type

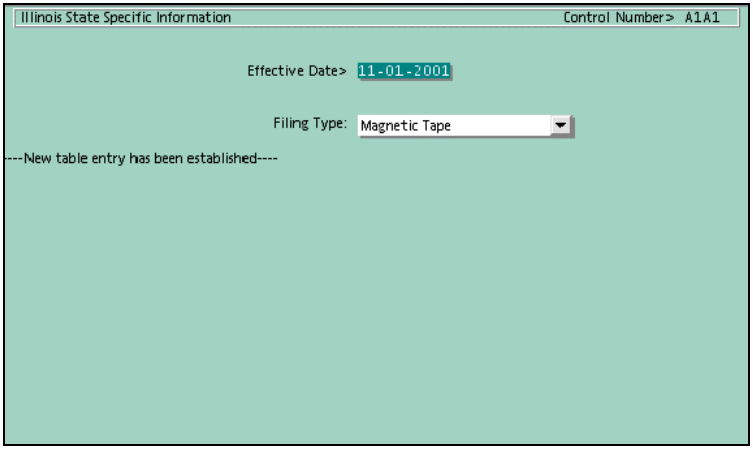
Select the filing type (for example, diskette, modem, or magnetic tape) from the drop down list.

For practice, select 'Modem'.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the Illinois State Specific Information (QILSCR) form.

Entering Louisiana state specific information

The Louisiana State Specific Information form (QLASCR) contains additional quarterly reporting information for Louisiana. If you are reporting to Louisiana, you must complete this form.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit Louisiana state specific information for the quarterly processor, follow these steps:

1. Access the Louisiana State Specific Information form (QLASCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Louisiana State Specific Information

For practice, access the Louisiana State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Check the applicable Multiple Worksite choices

Select any of the checkboxes in the Multiple Worksite portion of the form that apply.

Checkbox	Definition
County/Industry	This firm has employees at more than one county/industry included in this report.
Location	This firm has employees at more than one location within the same county included in this report.
Indicator	This firm is including multiple worksite data on wage reporting magnetic media in lieu of form BLS 3020

For practice, choose all three checkboxes.

4. Check the EFT Indicator if applicable

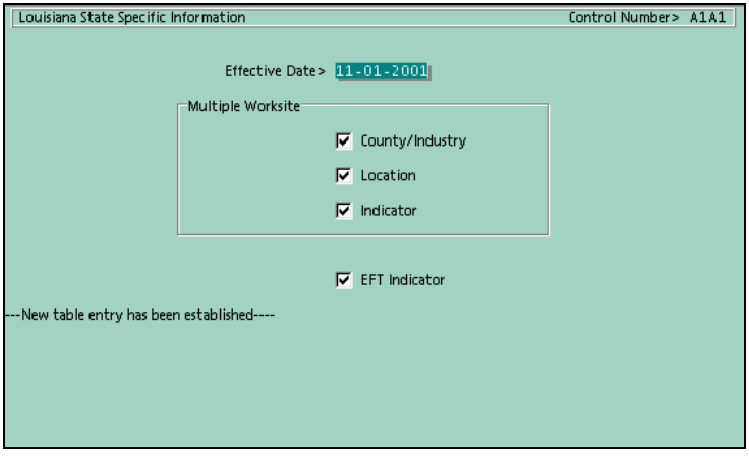
Check the EFT Indicator to record that your organization participates in Electronic Funds Transfer of Quarterly UI Payroll Taxes. Otherwise, leave the checkbox blank.

For practice, select the EFT Indicator.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the Louisiana State Specific Information (QLASCR) form.

Entering New Jersey state specific information

The New Jersey State Specific Information form (QNJSCR) contains additional quarterly reporting information for New Jersey. If you are reporting to New Jersey, you must complete this form.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To enter New Jersey specific information for the quarterly processor, follow these steps:

1. Access the New Jersey State Specific Information form (QNJSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New Jersey State Specific Information

For practice, access the New Jersey State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Enter the Maximum base weeks worked for Quarter 1

Use the arrows to enter the maximum base weeks worked in the first quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '13'.

4. Specify whether to Increase base weeks for Quarter 1

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the first quarter.

For practice, select this option.

5. Enter the Maximum base weeks worked for Quarter 2

Use the arrows to enter the maximum base weeks worked in the second quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '13'.

6. Specify whether to Increase base weeks for Quarter 2

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the second quarter.

For practice, select this option.

7. Enter the Maximum base weeks worked for Quarter 3

Use the arrows to enter the maximum base weeks worked in the third quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '12'.

8. Specify whether to Increase base weeks for Quarter 3

Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the third quarter.

For practice, select this option.

9. Enter the Maximum base weeks worked for Quarter 4

Use the arrows to enter the maximum base weeks worked in the fourth quarter. The value in this text box must be 12, 13, or 14.

For practice, enter '14'.

10. Specify whether to Increase base weeks for Quarter 4

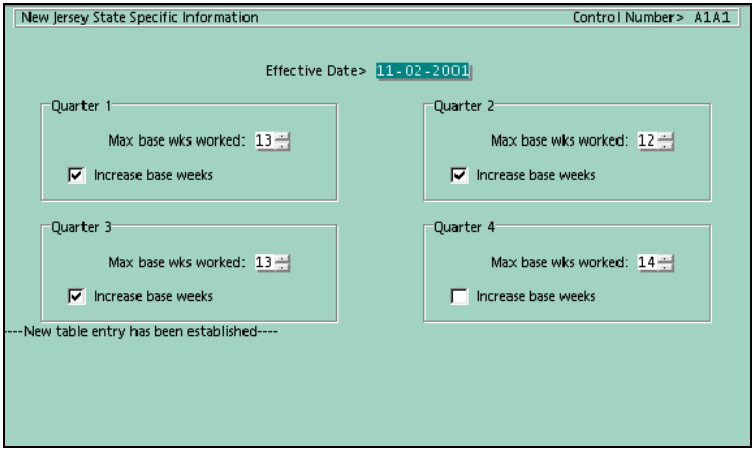
Check this box to indicate that the employee's actual weeks worked can be increased up to the maximum base weeks worked for the fourth quarter.

For practice, leave blank.

11. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the New Jersey State Specific Information form (QNJSCR).

Entering New Mexico state specific information

The New Mexico State Specific Information form (QNMSCR) contains additional quarterly reporting information for New Mexico.

Note: This form is not required unless the employer is a multi-county/location filer in the State of New Mexico.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit New Mexico specific information for the quarterly processor, follow these steps:

1. Access the New Mexico State Specific Information form (QNMSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New Mexico State Specific Information

For practice, access the New Mexico State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Specify Multi County Ind

Check the Multi County Ind box if your organization has employees at more than one county or industry in the state.

For practice, select this option.

4. Specify Multiple Locations

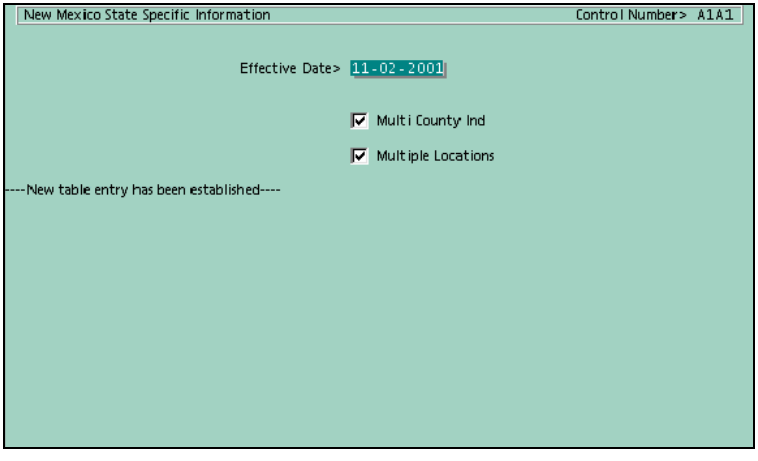
Check the Multiple Locations box if your organization has employees at more than one location in the same county included in this report.

For practice, select this option.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the New Mexico State Specific Information form (QNMSCR).

Entering New York state specific information

The New York State Specific Information form (QNYSCR) contains additional quarterly reporting information for New York. If you are reporting to New York, you must complete this form.

Note: This form is not required unless the employer is a seasonal filer in the State of New York.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit New York specific information for the quarterly processor, follow these steps:

1. Access the New York State Specific Information form (QNYSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: New York State Specific Information

For practice, access the New York State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Specify Tax Jurisdiction Code/Seasonal Filer

Select this checkbox if your organization is a seasonal filer and, therefore, not required to report every quarter.

For practice, select this option.

4. Enter the Withholding ID Number

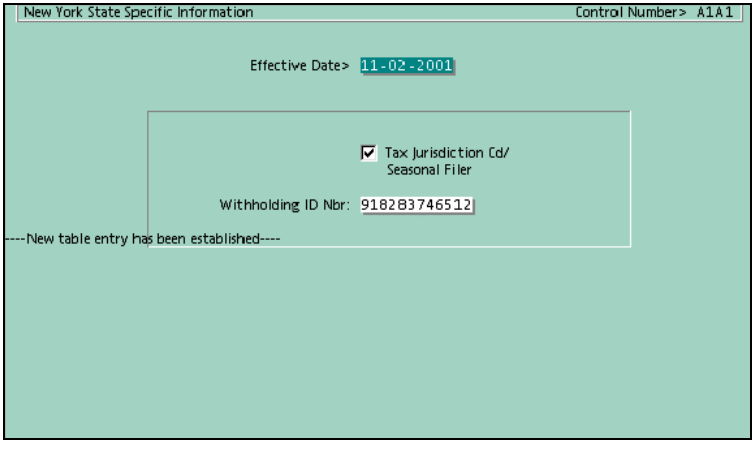
Enter the Withholding ID Number for your organization.

For practice, enter '918283746512'.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the New York State Specific Information form (QNYSCR).

Entering North Dakota state specific information

The North Dakota State Specific Information form (QNDSCR) contains additional quarterly reporting information for North Dakota. If you are reporting to North Dakota, you must complete this form.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit North Dakota specific information for the quarterly processor, follow these steps:

1. Access the North Dakota State Specific Information form (QNDSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: North Dakota State Specific Information

For practice, access the North Dakota State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

4. Select the Media Type

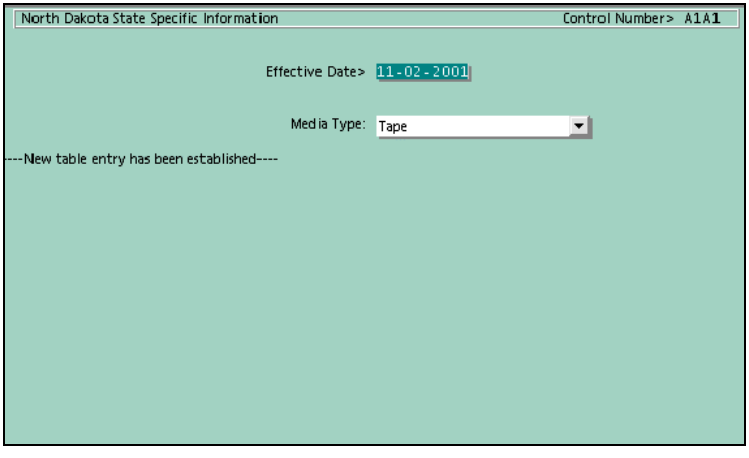
Select the media type from the drop down list.

For practice, enter 'Tape'.

5. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the North Dakota State Specific Information form (QNDSCR).

Entering Wyoming state specific information

The Wyoming State Specific Information form (QWYSCR) contains additional quarterly reporting information for Wyoming. If you are reporting to Wyoming, you must complete this form.

Note: All state-specific forms/tables are linked to one control number. Before entering data on this form, you must have set a control number in the State Specific text box on the Organization-To-Rules Cross Reference for Quarterly Process form (AQ-SCR).

To submit Wyoming specific information for the quarterly processor, follow these steps:

1. Access the Wyoming State Specific Information form (QWYSCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Wyoming State Specific Information

For practice, access the Wyoming State Specific Information form.

2. Enter the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

3. Enter the Workers Comp Employer Number

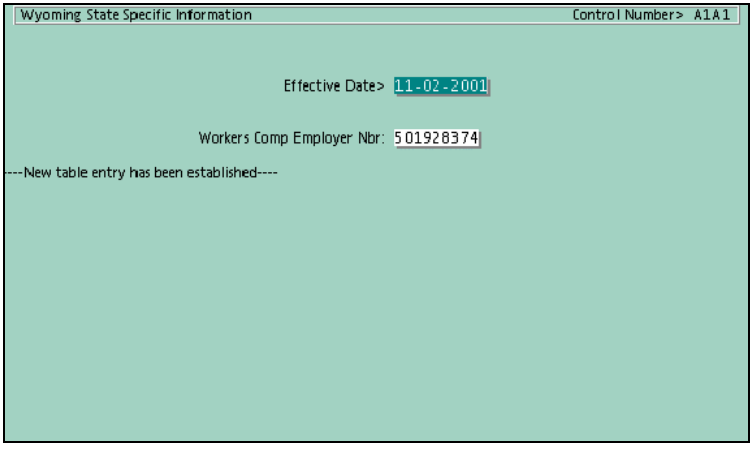
Enter your organization's workers compensation employer number.

For practice, enter '501928374'.

4. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

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



See also:

- ***State-specific quarterly reporting information***

For additional information about the Wyoming State Specific Information form (QWYSCR).

Question answered

The following question is answered in this section:

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

CHAPTER 6

Entering Employee-Specific Information

In This Chapter

Introduction 80
Employee-specific quarterly reporting information 81
Detailed Directions 83
Review of Question Answered 90

Introduction

This section discusses the forms available to enter additional employee-level information required by various states as well as step-by-step instructions for completing the forms used to gather the data.

Tasks

This section explains the following:

- Entering employee level quarterly reporting information
- Entering employee level tax information required for quarterly reporting

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Question answered

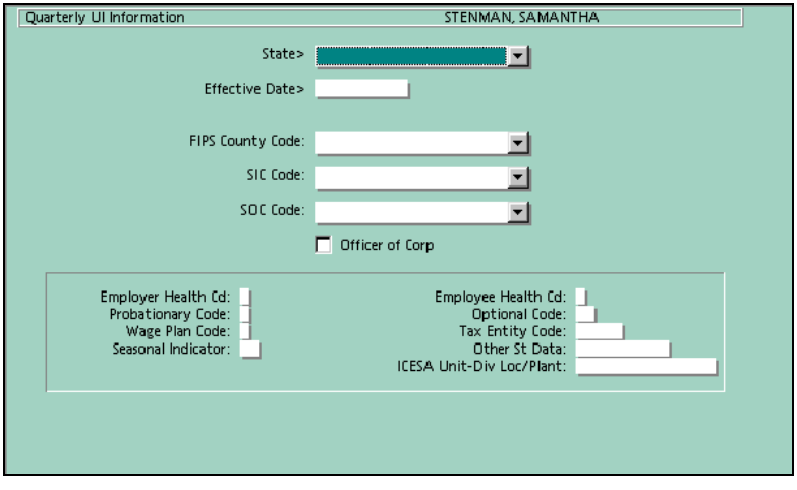
The following question is answered in this section:

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

Employee-specific quarterly reporting information

Some states require information on an individual employee basis. The Quarterly UI Information form (EQ-SCR) and the Miscellaneous Tax Data form (MT-SCR) provide this information to the Quarterly Processor.

Use the Employee level Quarterly UI Information form (EQ-SCR) to enter employee-level information required by these states.



See also:

- Entering employee level quarterly reporting information ***(on page 83)***

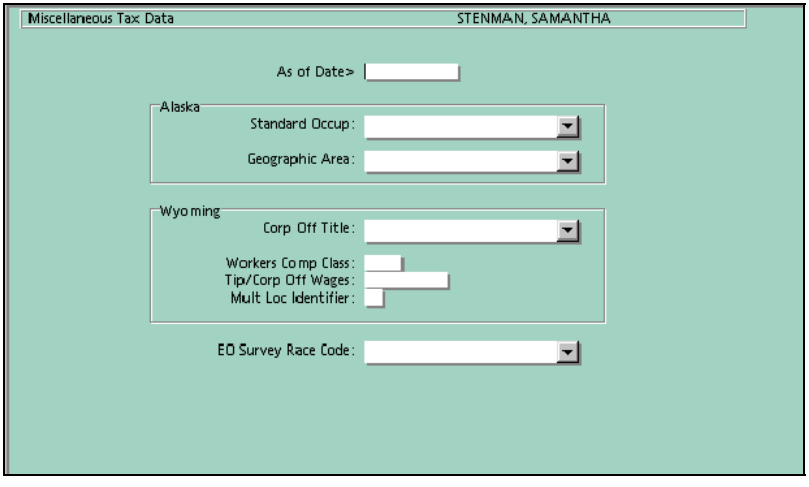
For information on completing this form.

- Entering employee level quarterly reporting information ***(on page 83)***

For information on completing this form.

Some states, currently Alaska and Wyoming, require specialized employee-level tax information.

If you are reporting to Alaska or Wyoming use the Miscellaneous Tax Data form (MT-SCR) to enter this information.



See also:

- Entering employee level tax information required for quarterly reporting ***(on page 87)***

For detail about completing this form.

Detailed Directions

This section provides detailed directions on completing a business task.

Tasks

Entering employee level quarterly reporting information 83
Entering employee level tax information required for quarterly reporting 87

Entering employee level quarterly reporting information

Use the Quarterly UI Information form (EQ-SCR) to submit additional employee-level state UI information.

If you are reporting to states that require this information, you must complete this form. You can store this additional quarterly UI information by state or for 'All States'.

If the states in which you report require this information, you must complete this form for each employee whose information is included in that state's quarterly report.

You may have multiple occurrences of this screen for an employee if that employee works in several states that require this information.

☞ *Please refer to the state detail pages in State Specific Information for instructions before completing this form.*

Note: *You may wish to add the Quarterly UI Information form (EQ-SCR) to the New Hire Checklist in order to ensure that this form is completed for all new employees.*

To submit additional employee-level quarterly information using the Quarterly UI Information form (EQ-SCR), follow these steps:

1. Access the Quarterly UI Information form (EQ-SCR)

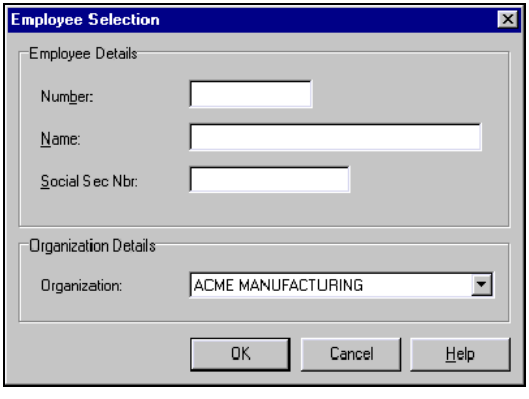
Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Quarterly UI Information

For practice, access the Quarterly UI Information form.

2. Enter selection criteria

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



For practice, enter '3018' as the Number and press Enter.

3. Select State(s) for output

On the Quarterly UI Information form that appears next, use the drop down list box to select 'All States' to include this information for all states or select the specific state for which you are reporting.

For practice, choose '17 Illinois'.

4. Specify the Effective Date

Enter the beginning date for which the quarterly reporting information is valid. The Quarterly Processor uses the most recent, not future dated, occurrence of this form when obtaining header information.

For practice, enter today's date.

5. Select the FIPS County Code

Select the appropriate FIPS (Federal Information Processing Standard) County Code for the employee's work site.

For practice, choose 'IL - Cook'.

6. Select the SIC Code

Select the Standard Industrial Classification Code (SIC) assigned to the employee's reporting unit.

For practice, pick '3577 Comp Periphrl' from the list.

7. Select the SOC Code

Enter the Standard Occupational Classification Code (SOC) assigned to this employee.

Note: The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.

For practice, leave blank.

8. Specify whether the employee is a Corporate Officer

If the employee is an officer of the corporation, select this check box. Otherwise leave this box blank.

For practice, leave blank.

9. Specify Employer Health Code

Specify whether an employer health code is included.

States requiring this information will define the options for this field.

For practice, enter '1'.

10. Specify Probationary Code

Specify whether a probationary code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

11. Specify Wage Plan Code

Specify whether a wage plan code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

12. Specify Seasonal Indicator

Specify whether the business or your organization is seasonal.

States requiring this information will define the options for this field.

For practice, leave blank.

13. Specify Employee Health Code

Specify whether an employee health code is included.

States requiring this information will define the options for this field.

For practice, leave blank.

14. Specify Optional Code

Use this text box to enter any additional information required by the reporting entity.

For practice, leave blank.

15. Specify Tax Entity

States requiring this information will define the options for the Tax Entity Code field.

This field accepts 5 characters.

For practice, leave blank.

16. Specify Other State Data

Use this text box to enter any additional information required by the reporting entity.

For practice, leave blank.

17. Enter the ICESA Unit-Div Loc/Plant

Enter the ICESA (Interstate Conference of Employment Security Agencies) code assigned to identify wages by work site.

Note: If you have setup BLS reporting on the Multiple Worksite Reporting Screen 1 (BL1SCR) any entry you make in this field will override the entry on the BL1SCR..

If no entry is made in this field the Unit will be picked up from the BL1SCR if you have establishment reporting in effect.

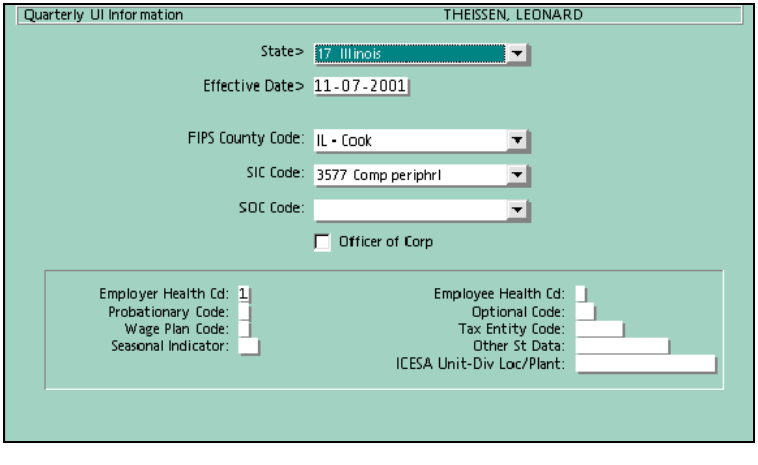
For practice, leave blank.

18. Save the record

Click Save or press Enter to submit the completed form. The Quarterly Processor enters the control number with the closest effective date in the Control Number area at the top right of the form and saves the information to a table with that control number.

For practice, press Enter.

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



See also:

- Employee-specific quarterly reporting information ***(on page 81)***

For more information about the Quarterly UI Information form (EQ-SCR).

Entering employee level tax information required for quarterly reporting

The Miscellaneous Tax Data form (MT-SCR) contains additional quarterly reporting tax information for Alaska and Wyoming. If you are reporting to either or both of these states, you must complete this form.

To submit additional employee-level quarterly information using the Miscellaneous Tax Data form (MT-SCR), follow these steps:

1. Access the Miscellaneous Tax Information form (MT-SCR)

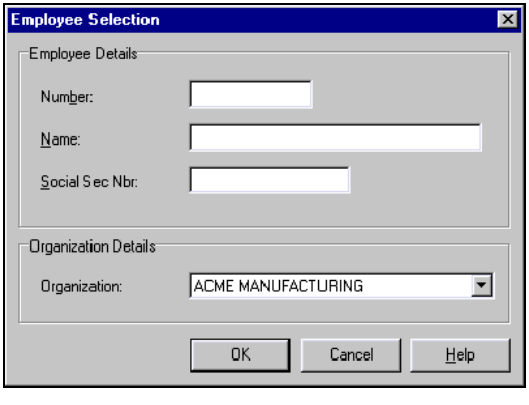
Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Miscellaneous Tax Data

For practice, access the Miscellaneous Tax Information form.

2. Enter selection criteria

On the Employee Selection form that pops-up, enter either the employee's number, name or social security number to select the employee for whom you wish to enter data.



For practice, enter '2003' as the Number and press Enter.

3. Enter the As of Date

Enter the date on which the information on this form became effective.

For practice, enter today's date.

4. (Alaska only) Select the Standard Occupational Classification

Select the employee's Alaska standard occupational classification code from the drop down list.

Note: The option list of Standard Occupational Classification Codes (PR64) for this entry is user filled from the Department of Labor's Standard Occupational Classification codes that apply to this business.

For practice, leave blank.

5. (Alaska only) Select the Geographic Area

Select the employee's Alaska geographic area from the drop down list.

For practice, leave blank.

6. (Wyoming only) Specify Corporate Officer's Title

If the Wyoming employee is an officer of the corporation, select the corporate officer title from the drop down list.

For practice, select 'Other'.

7. (Wyoming only) Enter the Workers' Comp Classification

Enter the employee's Wyoming Workers' Compensation Classification ID.

The workers compensation class code is assigned by Wyoming.

For practice, enter '1010'.

8. (Wyoming only) Enter the Tip/Corporate Officer Wages

Enter the amount of the Wyoming employee's tip/corporate officer wages for Wyoming workers compensation, if applicable.

For practice, enter '75000'.

9. (Wyoming only) Specify whether this employee works in Multiple Locations

Enter the employee's Wyoming Multiple Location Identifier.

Refer to the Wyoming Department of Employment for this ID.

For practice, enter '24'.

10. Select the EO Survey Race Code

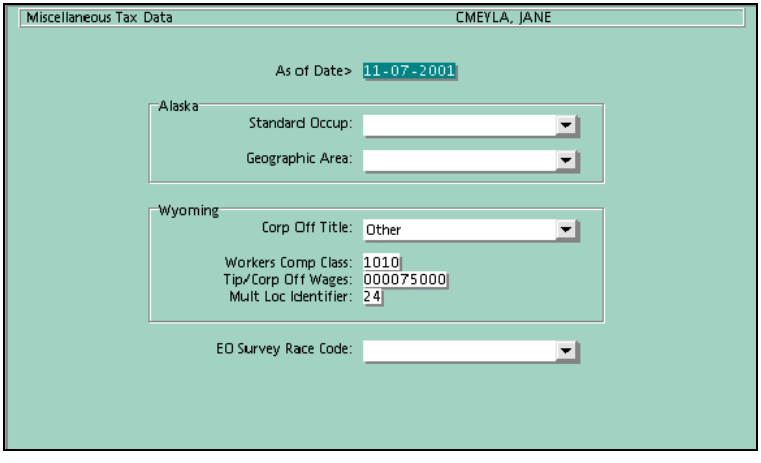
Note: This entry is not required for Quarterly Reporting.

11. Save the record

Click Save or press Enter to submit the completed form.

For practice, press Enter.

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



See also:

- Employee-specific quarterly reporting information ***(on page 81)***

For more information about the Miscellaneous Tax Data form (MT-SCR).

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

PART 3

Processing

In This Section

Creating Quarterly Reporting Output 93

CHAPTER 7

Creating Quarterly Reporting Output

In This Chapter

Introduction 94
Preparation for processing quarterly information 95
Set up a duplicate environment.....96
Select states for processing 97
Extract quarterly reporting information 98
Changing information in the System Control Repository (FILE01).....99
Changing information in the Employee Information File (FILE02).....100
Review quarterly reports and output files 101
Archive the quarterly data.....102
Detailed Directions 103
Review of Questions Answered.....109

Introduction

This section describes how to prepare for and generate quarterly reports.

Tasks

This section explains the following:

- Selecting states for quarterly processing
- Running the Quarterly Processor
- Reviewing output reports

Prerequisites

Before you can prepare for quarterly processing, you must:

- Understand the concepts in Overview of Quarterly Processing
- Have a working knowledge of The Solution Series payroll component

☞ *Refer to the payroll documentation suite available on the Cyborg Systems, Inc. web site, www.Cyborg.com.*

Questions answered

The following questions are answered in this section:

1. What documentation should be reviewed as you prepare for quarterly processing?
2. Why should a special quarterly processing environment be prepared?
3. How do I indicate the states for which reports should be prepared?
4. What job(s) do I run to extract the quarterly reporting information?
5. What output can I review to check the reporting accuracy?

Preparation for processing quarterly information

Before you begin processing for any quarter, you must always review all current, updated quarterly reporting information, including:

- Updates from filing entities to which you submit reports
- The current Cyborg Systems, Inc. quarterly regulatory bulletin

Note: *Cyborg relies on its customers for quarterly reporting updates as well as information received from the states. As Cyborg is a software vendor, not all filing entities consider it an employer and, therefore, they may not automatically update Cyborg with changes to their filing requirements. Because of this you must keep up-to-date on information from the filing entities and watch for any changes in filing format requirements. Please check with Cyborg to make sure we are aware of any changes of which you have received notice.*

Once you have reviewed all applicable reporting information, you must make any changes in your quarterly setup that are necessary to update the outputs for the filing entities to which you submit reports.

Note: *It is critical that you review the information listed above every quarter before you begin processing your quarterly reporting information.*

Set up a duplicate environment

Before you begin to process quarterly reporting information, you must set-up a duplicate processing environment.

If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

By establishing a separate environment for quarterly processing , you will be working with a P20 that is not subject to change. It is a 'frozen' image of FILE02 as of the extraction.

Note: *Never skip this step. Cyborg recommends that you not process quarterly information in your production environment.*

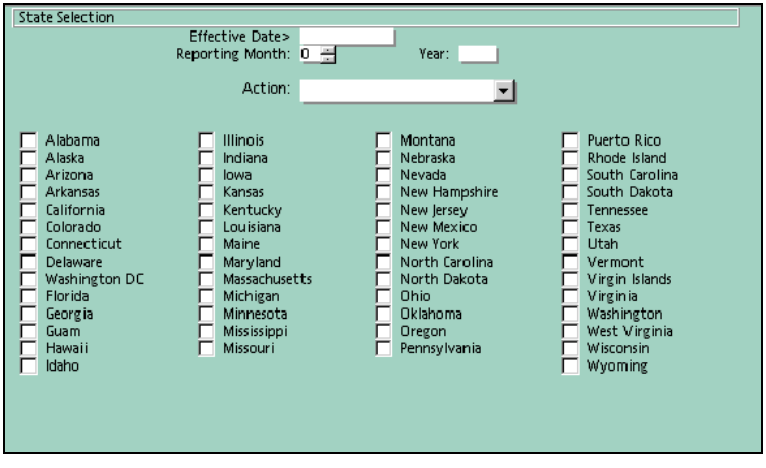
Select states for processing

The State Selection form (QL-SCR) is used to select states for quarterly processing.

The Effective Date for the QL-SCR is compared to the system date on the day the Quarterly Processor is run. The QL-SCR transaction with an effective date closest to, but not exceeding, the date of a Quarterly Processor run will be chosen and will determine the quarter for which the run is being made (and the states which are selected).

It is recommended that the QL-SCR be entered each quarter with the current date as the effective date. The Quarterly Processor may then be rerun as many times as necessary for the current quarter without changing the QL-SCR quarter end date.

The State Selection form is shown below.



See also:

- Selecting states for quarterly reporting ***(on page 104)***

For more detailed directions for completing this form.

Extract quarterly reporting information

The Quarterly Extract Program extracts the employee-level information to be processed from the Employee Database (FILE02).

The extract program extracts every employee in the Employee Database (FILE02) in one pass, with every piece of information that any filing entity might require.

From this information, the extract program creates the Extracted Quarterly Information Data File (P50QTR).

The extraction process creates a record for each state tax authority for which the submitter has Unemployment Insurance (UI) data.

Changing information in the System Control Repository (FILE01)

Although you may make changes to the System Control Repository at any time, if you make changes during quarterly report processing, Cyborg recommends re-execute the quarterly extract process.

However, if you modify establishment reporting, EIN, or state UI information after executing quarterly reporting, you must re-extract the quarterly information.

Changing information in the Employee Information File (FILE02)

Although you may make changes to the Employee Information File at any time, if you make changes during quarterly report processing, you must re-extract the quarterly reporting process.

If you make any changes to FILE02 after executing quarterly report processing, you must re-execute the process which creates the quarterly information extract file.

Note: If you make any changes to the Tax Specification Information form (T1-SCR), you must rerun the extract.

See also:

- Running the quarterly processor ***(on page 106)***

For details on executing the jobs that comprise the quarterly processing.

Review quarterly reports and output files

Each of the jobs that make up the quarterly processing produces reports that can be used to verify that the jobs ran correctly and to verify the accuracy of the data being reported.

☞ *See* **Report Quick Reference** *(on page 121).*

After running the quarterly processing, you should review the output that you will send the filing entities to verify the data and format is correct.

Government publications list specifications so you can identify what the output is for each filing entity and what to look for in your formatted output. Although states may accept multiple formats, the Cyborg Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.

☞ *See State Specific Information for expected output for each filing entity.*

Note: Cyborg Systems, Inc. does its best to make sure that all quarterly reporting output is accurate, but it is your responsibility to verify your output files for accuracy of information and format.

Archive the quarterly data

Archive the P20 file and FILE01 so that should it be necessary to re-run the quarterly reports, you will be able to access the same data.

Detailed Directions

This section provides detailed instructions for the tasks summarized in the previous section.

Note: You must have completed the Guided Practices in the previous section to guarantee the successful completion of the Guided Practice that follows.

Tasks

Preparing for quarterly report processing 103
Creating a new processing environment 104
Selecting states for quarterly reporting 104
Running the quarterly processor 106
Printing and reviewing the output files 107
Archiving the quarterly data 107

Preparing for quarterly report processing

1. **Review all current updates from quarterly filing entities**
   Review all update information to be aware of any changes that apply to entities to which you submit quarterly reporting files.

2. **Apply all changes in your quarterly setup that are required by the filing entities**
   Before you can process the quarterly information, you must be sure to apply any changes required by filing entities to which you submit quarterly reports.

3. **Review all current formatting information such as ICESA**
   Review all update information to be aware of any changes that apply to the format in which you submit quarterly reporting files.

4. **Apply all changes to your quarterly setup that are required for the format**
   Before you can process the quarterly information, you must be sure to apply any changes required for the format in which you submit quarterly reporting files.

5. **Review the current quarterly regulatory bulletin issued by Cyborg Systems, Inc.**
   The regulatory bulletin lists any filing entity changes processed by Cyborg for the current quarter.

6. **Apply the updated files included with the quarterly regulatory bulletin**
   Cyborg issues new files and quarterly documentation each quarter. Apply these updated files and any other changes to your system.

7. **Review data previously entered**
   Review data that you have previously entered on the forms described in the preceding sections to ensure that the data is correct.

8. Check that WL transactions exist

WL transactions must exist for each organization being selected for quarterly processing. If you have added organization(s) during the quarter and plan to report on them during the current processing, make sure that WL transactions have been created for them.

Creating a new processing environment

Your computer platform installation guide includes instructions for creating environments. Please refer to that guide to set-up your duplicate processing environment.

Selecting states for quarterly reporting

Note: You must complete this form each quarter.

Use the State Selection form (QL-SCR) to select the states for which you want to generate quarterly output and to enter reporting month and year.

To select states for output, follow these steps.

1. Access the State Selection form (QL-SCR)

Access this form from the menus by choosing:

Component: Payroll Setup Processing
Process: US Quarterly Setup
Task: Selecting State for Quarterly Processing

For practice, access the State Selection form.

2. Enter the effective date

Enter the current date.

For practice, enter today's date.

3. Select the reporting month

Use the arrows to select the reporting month. The option you select is the number of the last month in the reporting quarter.

Number	Month
3	March
6	June
9	September
12	December

For practice, select 3.

4. Enter the reporting year

Enter the complete, four-digit year for which you are submitting this quarterly information.

For practice, enter 2001.

5. Specify the action

Use the drop down list to select an action. The Action field options are in the All/Exclude/Include option list (PR63).

The options are:

- **All:** Select All in the Action field to generate quarterly output formatted appropriately for all states included in the Extract File.
- **Exclude:** If you select Exclude in the Action field, you must select the states to exclude from quarterly report processing. The quarterly processor then generates output formatted for all of the states except those you selected.
- **Include:** If you select Include in the Action field, you must select the states to include in the quarterly reporting process. The quarterly processor then generates output formatted for all states you selected.

Note: If you select All, checks in the state boxes will be ignored.

For practice, choose 'Exclude'.

6. Select states to exclude or include from processing (optional)

If you selected the Exclude option, you must individually select only states for which you do not want to generate quarterly output.

If you selected the Include option, you must individually select only states for which you want to generate quarterly output.

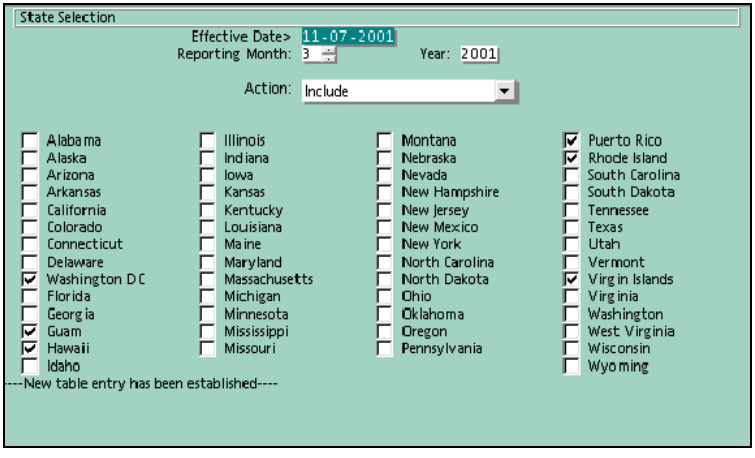
For practice, select Washington D.C., Guam, Hawaii, Puerto Rico, Rhode Island, and Virgin Islands.

7. Save the record

Click Save or press Enter to submit the completed form.

For practice, press Enter.

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



Running the quarterly processor

To create the quarterly information extract file:

1. Create the P20 Batch Master file

To create the P20 Batch Master File, execute the JPAYXTR jobstream.

For example:

jpayxtr > ..\log\payxtr.log

Review the log file and then the payxtr.03 file to determine if there were any errors. Correct any errors before proceeding.

2. Create the extract file

Execute the standard jobstream JMNTRUN or JPAYRUN to create the quarterly information extract file.

You must place in any of positions 19-80 of the P4 parameter card (contained in the P05RDR file for the P4CALC step) a single non-numeric character which corresponds to the Report Select character on the DD-SCR for the following report generators:

- Main Extract Generator (7F7F)
- Balancing Report by Organization (7I7I)
- Balancing Report by State (7J7J)
- Exceptions Listing (7K7K)

As delivered, the DD transactions for these report generators contain the character '*' in the Report Select field.

For example, on an NT platform:

JMNTRUN > JMNTRUN.LOG

Review the log and then the Transaction Load Report and the Payroll Audit Trail files to determine if there were any errors.

Note: It is imperative that you research and resolve the reason any name appears on the Exceptions Listing (7K7K) as those employees will not appear in the quarterly processing run.

Other outputs to review include the Exceptions Listing (7K7K), the Balancing Report by Organizations (7I7I), and the Balancing Report by State (7J7J).

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State

☞ *See* **Report Quick Reference** *(on page 121).*

3. Format the quarterly data and produce media

To format the quarterly data and produce reporting media for the various filing entities, run JQTRRUN.

For example:

```
jqtrrun > ..\log\jqtrrun.log
```

Review the Options and Exceptions Report (P5QTR). The processing totals should foot back to the balancing reports created during the pay or maintenance run in Step 2. If they do not, the report will note that fact.

Also review the Employee Detail Audit (P5QAUD) report produced from this job.

Printing and reviewing the output files

Use the Cyborg print utility to print and view reports

Note: With the release of this quarterly processing software, Cyborg Systems, Inc. has included a print utility that will facilitate printing and viewing quarterly reports. The Cyborg Print Utility program can be activated by using a desktop shortcut icon on your PC. Please contact your technical support staff if you need assistance in creating the shortcut.

☞ *Refer to the online help system to utilize the Cyborg print utility (CYBPRUTL) to print and view the Quarterly Processor outputs.*

Review the output files to confirm that the format and content are correct according to the filing entity's specifications.

Archiving the quarterly data

After processing is complete and reports sent to the filing entities, archive the P20 file and FILE01.

This ensures that quarterly reports can be re-created if necessary.

Archiving the quarterly data

After processing is complete and reports sent to the filing entities, archive the P20 file and FILE01.

This ensures that quarterly reports can be re-created if necessary.

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?

2. Why should a special quarterly processing environment be prepared?

3. How do I indicate the states for which reports should be prepared?

4. What job(s) do I run to extract the quarterly reporting information?

5. What output can I review to check the reporting accuracy?

PART 4

Appendices

In This Section

Practice and Review Answers.....113
Report Quick Reference.....121
Quarterly Processor Error Messages.....143
Additional Quarterly Considerations 147

APPENDIX A

Practice and Review Answers

In This Appendix

Overview of Quarterly Processing.....114
Creating File Header Records.....115
Setting Up and Using Quarterly Table Control Numbers 116
Entering State-Specific Information 117
Entering Employee-Specific Information 118
Creating Quarterly Reporting Output 119

Overview of Quarterly Processing

Review of Questions Answered

1. What is Quarterly Reporting?
   The submission of quarterly contribution and SUI wage information to the filing entities in all states in which a company has employees.

2. What are the magnetic media reporting formats used?
   MMREF, ICESA, TIB-4 and custom

Note: *Remember that although states may accept multiple formats, the Cyborg Quarterly processor is programmed to one format per state in the order of MMREF, ICESA, TIB-4, or custom.*

3. Which quarterly processor-related activities must be performed each reporting period?
   Review of current, updated quarterly reporting information

   Setup of quarterly processing environment

   Extraction and formatting of data

   Review of quarterly reports and output files

   Archival of quarterly data

Creating File Header Records

Review of Questions Answered

1. What types of information do Quarterly Processor file headers contain?
   The name, address, and EIN of the business submitting the information.

   The name, address, and phone number of the person to contact at the business if there is a problem with the magnetic media.

   The name and address of the company to which the magnetic media should be returned.

   Computer-related information such as computer manufacturer, media density, recording code, number of tracks, and blocking factor.

2. What is a filing entity?
   The filing entity is the state or states in which you are filing quarterly reports.

3. How does the Quarterly Processor use the Effective Date field?
   The Effective Date allows you to track changes as they occur, maintain tables for historical purposes, and future date tables for changes that will go into effect at a later time.

   During processing, the Quarterly Processor uses the most recent, not future dated occurrence on the form.

Setting Up and Using Quarterly Table Control Numbers

Review of Questions Answered

1. Why would I share tables?
   So that you do not have to enter the same data for each organization.

2. To what level can I share?
   Several or all organizations may access the same set of tables.

3. Why develop a naming strategy for control numbers?
   The control numbers give the system direction as to the specific tables to access for a particular organization.

   For example, if you have an organization that must have its own table for Employer Information and another organization will use different Employer Information, then you would establish two employer information control numbers.

4. Why enter future table dates? Why isn't it always a good idea to do so?
   The table date reflects the effective date of the table. The quarterly reporting process ignores any tables that are set up with a date that is beyond the quarter-end date for the quarter being processed except for the State Selection form (QL-SCR).

   You may create future date tables, in which case the Quarterly Processor ignores the table data until that time. Cyborg recommends that you use great care when using future-dated tables.

5. What difference does it make in Quarterly Reporting if you use establishment reporting instead of reporting by organization (Control 1–2)?
   By using establishment reporting an employer can file wage reports by location or unit to the Bureau of Labor Statistics (BLS).

Entering State-Specific Information

Review of Question Answered

Why should you review the Additional Quarterly Information form (QI-SCR) before each quarterly processing run?

You must review it every quarter prior to running the Quarterly Processor to clear or update such fields as Prev Qtr Underpay, Interest, Penalty, and so forth that were entered for the preceding quarter.

Entering Employee-Specific Information

Review of Question Answered

If a filing entity requires that you should report the employer's health code, which form would you use to record it?

The Quarterly UI Information form (EQ-SCR) is used to record the employer's health code.

Creating Quarterly Reporting Output

Review of Questions Answered

1. What documentation should be reviewed as I prepare for quarterly processing?
   The current Cyborg Systems, Inc. quarterly regulatory bulletin

   Updates from filing entities to which you submit reports

2. Why should a special quarterly processing environment be prepared?
   If you attempt to do quarterly processing in your production environment, any changes made to FILE01 while the quarterly processor is running may affect the quarterly results.

   By establishing a separate environment for quarterly processing, you will be working with a P20 that is not subject to change. This also facilitates re-running a quarter.

3. How do I indicate which states should be processed?
   Use the State Selection form (QL-SCR) to select states for quarterly processing.

4. What job(s) do I run to extract the quarterly reporting information?
   JPAYXTR to create the P20 Batch Master file

   Depending upon your setup, either JPAYRUN or JMNTRUN

   JQTRRUN to format the quarterly data and produce media

5. What output can I review to check the reporting accuracy?
   Transaction Load Report (Translod)

File ID	File Description
PRINT1	Payroll Audit Trail, Options and Exceptions Report, Employee Audit Detail, Summary Totals
PRINT3	Exceptions Listing
PRINT4	Balancing Report by Organization, Balancing Report by State
9091 or 2T2T	Tax Filing Report

APPENDIX B

Report Quick Reference

In This Appendix

Payroll Audit Trail.....122
Balancing Report by Organization.....126
Balancing Report by State 128
Exceptions Listing 130
Options and Exceptions Report 132
Summary Totals.....136
Employee Audit Detail (P5QTR).....140

Payroll Audit Trail

☞ *Refer to the Payroll Reports and Balancing manual for more information about the Payroll Audit Trail (0101).*

Report generators resident on the Sequential Master File are listed at the beginning of the report. Each of the reports is listed as being either LOADED or NOT LOADED.

LOADED means that the report is available to be produced on this run; NOT LOADED means that it cannot be produced.

Under each organization's section of the Payroll Audit Trail report, each report that has a Report Requests form (DD-SCR) entry is listed as either SELECTED or NOT SELECTED. A report will only be produced for an organization if it has been selected. In order for a report to be selected it must be LOADED.

Quarterly reporting report generators will be selected if the Report Select non-numeric character in the DD-SCR matches any of positions 19-80 of the P4CALC P4 transaction found at the top of the Payroll Audit Trail (0101).

Special considerations

The Payroll Audit Trail (0101) report should always be printed. Do not suppress the printing of this report.

See also:

- Payroll Audit Trail - Example ***(see "Payroll Audit Trail" on page 123)***

For more information on this report.

Payroll Audit Trail

```
                                                        PAYROLL AUDIT TRAIL    REPT                    FILE VERSION    PAGE     1
                                                                               0101                    TIME 15:52 DATE 06/14/2002
CC   EMPLOYEE IDENT-   FLD FIELD                FIELD OR CARD CONTENTS         CARD  MESSAGE                            BATCH    CARD
      NUMBER  IFIER    NBR NAME                                               COLS.                                     NBR.     NBR.
PROGRAM VERS.  38.05         *COPYRIGHT (C) 1989 - 2002 CYBORG SYSTEMS, INC.
H2
P4                *
R0  0A             2            NOT LOADED                    PERMANENT CONSTANTS                                  10/05/99 11:41:39
R0  0G             2            NOT LOADED                    VARIABLE CONSTANTS                                   10/05/99 11:41:39
R0  0O             2            NOT LOADED                    WRKFLDS                                              10/05/99 11:41:39
R0  0P             2            NOT LOADED                    PAY CONSTANTS                                        10/05/99 11:41:39
R0  17             2            NOT LOADED                    EDIT ERROR MESSAGES                                  10/05/99 11:41:39
R0  18             2            NOT LOADED                    ROUTINE NUMBERS 000-099                              10/05/99 11:41:39
R0  19             2            NOT LOADED                    ROUTINE NUMBERS 100-255                              10/05/99 11:41:39
R0  20             2            NOT LOADED                    DEFINE USER EDIT TABLES                              05/23/01 08:55:31
R0  21             2            NOT LOADED                    FIELD NUMBERS 1-100                                  10/05/99 11:41:39
R0  22             2            NOT LOADED                    FIELD NUMBERS 101-200                                10/05/99 11:41:39
R0  23             2            NOT LOADED                    FIELD NUMBERS 201-300                                10/05/99 11:41:39
R0  24             2            NOT LOADED                    FIELD NUMBERS 301-400                                10/05/99 11:41:39
R0  25             2            NOT LOADED                    FIELD NUMBERS 401-500                                10/05/99 11:41:39
R0  26             2            NOT LOADED                    FIELD NUMBERS 501-600                                10/05/99 11:41:39
R0  27             2            NOT LOADED                    FIELD NUMBERS 601-700                                10/05/99 11:41:39
R0  28             2            NOT LOADED                    FIELD NUMBERS 701-800                                10/05/99 11:41:39
R0  29             2            NOT LOADED                    FIELD NUMBERS 801-900                                10/05/99 11:41:39
R00101           O 0            LOADED                        PAYROLL AUDIT TRAIL                                  10/05/99 11:41:39
R00103        CT O 0            LOADED                        CONTROL HEADERS                                      11/30/00 14:40:39
R00202       7                  LOADED                        MASTER FILE PRINT                                    10/05/99 11:41:39
R00505       7                  LOADED                        ACCRUAL REPORT                                       10/05/99 11:41:39
R01C1C  234XXX    H             LOADED                        PAY RECONCILIATION                                   10/05/99 11:41:39
R01H1H 1234   C   H             LOADED                        HISTORY REPORT                                       10/05/99 11:41:39
R01J1J      6  T                LOADED                        QTRLY EE LIST                                        07/17/01 08:02:12
R01L1L          L L             LOADED                        LABOR REPORT                                         10/05/99 11:41:39
R01N1N       7                  LOADED                        JIMM TEST                                            04/10/01 16:15:11
R02222                          LOADED                        COMBINED REGISTER                                    10/05/99 11:41:39
R02B2B       7C                 LOADED                        FLAG ACTIVE J'S                                      07/17/01 08:02:12
R02H2H 1234   C                 LOADED                        HED'S-COMBINED REGISTER                              10/05/99 11:41:39
R02T2T 1234   C                 LOADED                        TAXES-COMBINED REGISTER                              10/05/99 11:41:39
R05G5S             Y            NOT LOADED                    W2 ST/LCL PAIRING V00.01                             11/30/00 14:40:39
R05G7G                          LOADED                        QTRLY EXCEPTIONS SUBRTN                              04/15/01 18:48:10
R05G7P                          LOADED                        QTRLY EXCEPTIONS SUBRTN                              11/14/01 15:50:39
R05G7Q                          LOADED                        QRTRLY 1ST EE RTNS  V1.0                             11/14/01 15:50:39
R05G9W                          LOADED                        HOURS WORKED M.C.                                    04/10/01 16:15:11
R05H5Z             4            NOT LOADED                    ON-LINE CSSS ROOT                                    10/05/99 11:41:39
R06767 1234                     LOADED                        DEPOSIT SLIP-COMB. REG.                              10/05/99 11:41:39
R06868 1234                     LOADED                        CHECK-COMBINED REGISTER                              10/05/99 11:41:39
R07F7F      6 CT O              LOADED                        QRTRLY PROCESSOR EXTRACT                             11/14/01 15:50:39
R07I7I                          LOADED                        QTR PRCSR BAL C1-2  V1.0                             11/14/01 15:50:39
R07J7J                          LOADED                        QTR PRCSR BAL STATE V1.0                             11/14/01 15:50:39
R07K7K                          LOADED                        QRTRLY PRCSSR EXCEPTV1.0                             11/14/01 15:50:39
```

```
R09090 1234   C                LOADED                      PAID FREQ TAX FILING RPT                          04/10/01 16:15:11
R09091 1234   C                LOADED                      ALL FREQ. TAX FILING RPT                          04/10/01 16:15:11
R09D9D       7                 LOADED                      1099 MISC                                         10/24/00 11:16:10
POSITIONS LEFT IN DATA AREAS - REPORT AREA  77,659 PAYER AREA  70,816 TAX AREA  99,999 EMPLOYEE AREA  71,333 AREAW   77,355
```

Balancing Report by Organization

The Balancing Report by Organization (7I7I) prints a total by states being reported upon of the gross state wages, taxable, total, and excess SUI wages, and the number of employees.

Business Tasks

This report is used to complete the following business task:

- verify data against one of the Tax Filing reports, either 2T2T or 9091.

Report field details

- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees for whom wages were reported in that state.

See also:

- Balancing Report by Organization - Example ***(on page 127)***

For more information on this report.

Balancing Report by Organization - Example

```
CORPORATION  01   US 1099 TEST COMPANY                QUARTERLY PROCESSOR         REPT                    FILE VERSION 39 PAGE     1
REGION       1099 TEST DATA FOR 1099 PROCESSING  BALANCING REPORT BY ORGANIZATION  7I7I                    TIME 15:52 DATE 06/14/2002
                                                                   GROSS       TAXABLE             TOTAL          EXCESS      NUMBER
                                                               STATE WAGES       SUI WAGES       SUI WAGES       SUI WAGES        EMPS
*STATE TOTAL     ALABAMA                   PROC                 150,868.16       40,000.00      148,601.20      108,601.20           5
                                           TOTAL                150,868.16       40,000.00      148,601.20      108,601.20           5
*STATE TOTAL     ALASKA                    PROC                 150,868.16      123,303.84      148,450.24       25,146.40           5
                                           TOTAL                150,868.16      123,303.84      148,450.24       25,146.40           5
*STATE TOTAL     ARIZONA                   PROC                 150,868.16       35,000.00      148,601.20      113,601.20           5
                                           TOTAL                150,868.16       35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     ARKANSAS                  PROC                 150,868.16       45,000.00      148,601.20      103,601.20           5
                                           TOTAL                150,868.16       45,000.00      148,601.20      103,601.20           5
*STATE TOTAL     CALIFORNIA                PROC                 150,868.16       35,000.00      148,601.20      113,601.20           5
                                           TOTAL                150,868.16       35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     COLORADO                  PROC                 150,868.16       50,000.00      148,601.20       98,601.20           5
                                           TOTAL                150,868.16       50,000.00      148,601.20       98,601.20           5
*STATE TOTAL     CONNECTICUT               PROC                 150,868.16       75,000.00      148,601.20       73,601.20           5
                                           TOTAL                150,868.16       75,000.00      148,601.20       73,601.20           5
*STATE TOTAL     DELAWARE                  PROC                 150,868.16       42,500.00      148,601.20      106,101.20           5
                                           TOTAL                150,868.16       42,500.00      148,601.20      106,101.20           5
*STATE TOTAL     FLORIDA                   PROC                 150,868.16       35,000.00      148,601.20      113,601.20           5
                                           TOTAL                150,868.16       35,000.00      148,601.20      113,601.20           5
*STATE TOTAL     GEORGIA                   PROC                 150,868.16       42,500.00      148,601.20      106,101.20           5
                                           TOTAL                150,868.16       42,500.00      148,601.20      106,101.20           5
```

Note: This is a partial report listing. After listing all states for an organization, total lines will print. For example:

```
ORG.  TOTAL     011099                     PROC        7,484,679.52    2,998,910.24    7,372,362.16    4,373,451.92         247
                                           TOTAL       7,484,679.52    2,998,910.24    7,372,362.16    4,373,451.92         247
```

There will also be report grand totals given at the end of the Balacing Report by Organization. For example:

```
GRAND TOTAL     7I7I                       PROC       33,540,334.64   12,170,599.76   33,168,626.64   20,998,026.88       1,187
                                           REJ        23,599,007.72    8,777,407.24   22,663,920.66   13,886,513.42         963
                                           TOTAL      57,139,342.36   20,948,007.00   55,832,547.30   34,884,540.30       2,150   </STYLE>
```

Balancing Report by State

The Balancing Report by State (7J7J) prints for each state gross state wages, taxable, total, and excess SUI wages, and number of employees paid in each organization of the state.

Business Tasks

This report is used to complete the following business task:

- Verify data against the Balancing Report by Organization (7I7I)

Report field details

- **Organization**—Control 1–2.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Number Emps**—Number of employees in that state.

See also:

- Balancing Report by State - Example ***(on page 129)***

For more information on this report.

Balancing Report by State - Example

```
STATE-2AL                                          QUARTERLY PROCESSOR         REPT                    FILE VERSION 38 PAGE     1
                ALABAMA                            BALANCING REPORT BY STATE      7J7J                    TIME 15:52 DATE 06/14/2002
                                        ORGAN-                    GROSS       TAXABLE             TOTAL          EXCESS      NUMBER
                SUI#                    IZATION             STATE WAGES       SUI WAGES       SUI WAGES       SUI WAGES        EMPS
*               0910638AL               011099
                                              PROC           150,868.16       40,000.00      148,601.20      108,601.20           5
                                              TOTAL          150,868.16       40,000.00      148,601.20      108,601.20           5
*SUI#  TOTAL    0910638AL                     PROC           150,868.16       40,000.00      148,601.20      108,601.20           5
                                              TOTAL          150,868.16       40,000.00      148,601.20      108,601.20           5
*               1910638AL               01ATLA
                                              REJ             99,813.92       50,240.00       99,601.92       49,361.92          18
                                              TOTAL           99,813.92       50,240.00       99,601.92       49,361.92          18
*               1910638AL               01MICH
                                              PROC           392,548.56      130,240.00      387,823.44      257,583.44          28
                                              TOTAL          392,548.56      130,240.00      387,823.44      257,583.44          28
*SUI#  TOTAL    1910638AL                     PROC           392,548.56      130,240.00      387,823.44      257,583.44          28
                                              REJ             99,813.92       50,240.00       99,601.92       49,361.92          18
                                              TOTAL          492,362.48      180,480.00      487,425.36      306,945.36          46
*               4910638AL               01W2US
                                              REJ            141,866.48       40,000.00      139,620.32       99,620.32           5
                                              TOTAL          141,866.48       40,000.00      139,620.32       99,620.32           5
*SUI#  TOTAL    4910638AL                     REJ            141,866.48       40,000.00      139,620.32       99,620.32           5
                                              TOTAL          141,866.48       40,000.00      139,620.32       99,620.32           5
*STATE TOTAL    ALABAMA                       PROC           543,416.72      170,240.00      536,424.64      366,184.64          33
                                              REJ            241,680.40       90,240.00      239,222.24      148,982.24          23
                                              TOTAL          785,097.12      260,480.00      775,646.88      515,166.88          56
Note:This is a partial report listing. There will also be report grand totals given at the end of the Balacing Report by State. For example:
*GRAND TOTAL    7J7J                          PROC        33,540,334.64   12,170,599.76   33,168,626.64   20,998,026.88       1,187
                                              REJ         23,599,007.72    8,777,407.24   22,663,920.66   13,886,513.42         963
                                              TOTAL       57,139,342.36   20,948,007.00   55,832,547.30   34,884,540.30       2,150
```

Exceptions Listing

The Exceptions Listing (7K7K) prints a list of employees by

Business Task

This report is used to complete the following business task:

- Identify exceptions in FILE02/P20 employee level data for the Quarterly Processor.

Report field details

- **Lvl**—W=Warning message, E=Error in employee record; employee not included in report, F=Fatal error in company setup; company is bypassed in processing.
- **Employee**—Employee number.
- **Name**—Employee name.
- **Ident**—Tax identifier.
- **Exception**—Description of error.

See also:

- Exceptions Listing - Example ***(on page 131)***

For more information on this report.

Exceptions Listing - Example

```
CORPORATION  01   CYBORG SYSTEMS, 01MICH  V35.00       QUARTERLY PROCESSING        REPT                    FILE VERSION 05 PAGE     1
DIVISION     MICH PAYROLL TEST COMPANY - 01MICH        EXCEPTIONS LISTING          7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 W  0611        LOW, SINGLE VICTOR             4CASDI     DISAB TAX     9.54 S/B    1,060.00 * .000000  =      .00
 W  0612        SMITH2, SINGLE VICTOR          4CASDI     DISAB TAX    18.18 S/B    2,020.00 * .000000  =      .00
 W  0613        SMITH, TODD MICHAEL E          4CASDI     DISAB TAX    26.79 S/B    2,976.32 * .000000  =      .00
*** END OF EXCEPTIONS REPORT FOR 01MICH
CORPORATION  01   US RRTA TEST COMPANY                   QUARTERLY PROCESSING        REPT                    FILE VERSION 39 PAGE     1
REGION       RRTA TEST DATA FOR RRTA PROCESSING          EXCEPTIONS LISTING          7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
*** END OF EXCEPTIONS REPORT FOR 01RRTA
CORPORATION  01   CYBORG SYSTEMS TEST COMPANY            QUARTERLY PROCESSING        REPT                    FILE VERSION 40 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 01TEST          EXCEPTIONS LISTING          7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 F  ALL         !! FATAL COMPANY ERROR !!      FILE01     NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE
 E  0900        VERY HIGH, SINGLE              2CT        SUI TAXABLE  780,000.00 EXCEEDS SUI TOTAL WAGE         .00
 W  1511        LOW, SINGLE INCOME             4HISDI     DISAB TAX      .00 S/B      790.90 * .005000  =     3.95
 W  1515        HAWAII, LOTS OF HEDS           4HISDI     DISAB TAX    26.57 S/B    6,068.90 * .005000  =    30.34
 W  1521        LOW, MARRIED INCOME            4HISDI     DISAB TAX     7.76 S/B    1,544.40 * .005000  =     7.72
 W  1525        HIGH, MARRIED INCOME           4HISDI     DISAB TAX    25.04 S/B    5,000.00 * .005000  =    25.00
*** END OF EXCEPTIONS REPORT FOR 01TEST
CORPORATION  03   CYBORG SYSTEMS, 03TEST  V35.00       QUARTERLY PROCESSING        REPT                    FILE VERSION 39 PAGE     1
DIVISION     TEST PAYROLL TEST COMPANY - 03TEST          EXCEPTIONS LISTING          7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
 E  7511        LOW, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7512        STEP 2, SINGLE INCOME          2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7513        STEP 3, SINGLE INCOME          2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7514        MAX, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7515        MAX, SINGLE INCOME             2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7521        LOW, MARRIED INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7522        STEP 2, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7523        STEP 3, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7524        MAX, MARRIED INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7525        HIGHST, MARRIED INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7581        LOW, TABLE 8 INCOME            2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7582        STEP 2, TABLE 8 INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        STEP 3, TABLE 8 INCOME         2PR        NO QC-SCR OR T1 SUI ACCT NUM
 E  7583        STEP 3, TABLE 8 INCOME         2VI        NO QC-SCR OR T1 SUI ACCT NUM
*** END OF EXCEPTIONS REPORT FOR 03TEST
CORPORATION  99   ACME RETIREES                          QUARTERLY PROCESSING        REPT                    FILE VERSION 41 PAGE     1
DIVISION     5555 RETIREE ORGANIZATION                   EXCEPTIONS LISTING          7K7K                    TIME 15:52 DATE 06/14/2002
LVL EMPLOYEE    NAME                           IDENT      EXCEPTION
*** END OF EXCEPTIONS REPORT FOR 995555
</STYLE>
```

Options and Exceptions Report

This report, produced by the Quarterly Processor, is a listing of all FILE01 transactions entered via forms and selected for the run.

Business Tasks

This report is used to complete the following business task:

- Verification of data entry, FILE01 transactions, and detection of errors

Report field details

- **Process State**—Yes or no.
- **Magnetic Media**—Diskette or tape.
- **Tape Format**—ICESA, MMREF, TIB-4, custom.
- **Forms**—Yes or no.
- **Status**—Processed or not processed due to error.

See also:

- Options and Exceptions Report - Example ***(see "Options and Exceptions Report" on page 133)***

For more information on this report.

Options and Exceptions Report

```
                                                                                                   TIME  15:55:13   DATE 06/14/2002

PROCESS STATE            YES
MAGNETIC MEDIA           NONE
FORMS                    YES
STATUS                   PROCESSED

QL-SCR (STATE SELECTION)
TRAN EFF DATE
---- ----------
UQR0 2001/08/27 A        20010331
UQR0 2001/08/27 B        A               N N    N           N                 Y

AQ-SCR (ORG. CONTROL NUMBERS)
TRAN CTL1-2 EFF DATE
---- ------ --------
TZAQ 011099 2000/06/12  44443333222211110000

--- QO-SCR (OUTPUT MEDIA)
TRAN CTL# ST EFF DATE
---- -- ----------
UQR8 2222 AA 2000/07/14 Y

--- CYBORG MAINTAINED PARAMETERS
TRAN ST EFF DATE
---- -- ----------
UQRA AL 2001/01/01 A    IYYYNYYY          YN               1 Y
UQRA AL 2001/01/01 B    0306030054541448501501010256000000000000000000000000011
UQRA AL 2001/01/01 C    015434005436000001290000780000000000000000780000000000

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2001/03/31 A  CYBORG SYSTEMS, INC
UQR2 4444 2001/03/31 B                           120 S. RIVERSIDE PLAZA
UQR2 4444 2001/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2001/03/31 D  CHICAGO                IL606063911
UQR2 4444 2001/03/31 E   NR
UQR2 4444 2001/03/31 F  N

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2001/03/31       0910638AL                                        *** GENERATED ***

--- QE-SCR (EMPLOYER)
TRAN CTL# EFF DATE
---- ---- ----------
UQR2 4444 2001/03/31 A  CYBORG SYSTEMS, INC
```

```
UQR2 4444 2001/03/31 B                            120 S. RIVERSIDE PLAZA
UQR2 4444 2001/03/31 C  17TH FLOOR - DEVELOPMT
UQR2 4444 2001/03/31 D  CHICAGO                 IL606063911
UQR2 4444 2001/03/31 E   NR
UQR2 4444 2001/03/31 F  N
AL - ALABAMA          03/2001    QUARTERLY PROCESSOR - OPTIONS AND EXCEPTIONS REPORT     P5QTR     ST 4.5.3             PAGE     2
                                                                                                    TIME  15:55:13   DATE 06/14/2002

--- QC-SCR (STATE CONTROL)
TRAN CTL# ST EFF DATE
---- ---- -- ----------
UQR6 3333 AL 2001/03/31        1910638AL                                    *** GENERATED ***
</STYLE>
```

Summary Totals

The Summary Totals report is also processed by the Quarterly Processor. It lists by state the SUI account number, control number, unit, the gross state wages, taxable, total and excess SUI wages, number of employees, and totals selected and processed by each of these categories.

Business Tasks

This report is used to complete the following business task:

- Verification of totals from previous reports

Report field details

- **SUI Account Number**—State Unemployment Insurance account number.
- **CTL #**—Control number created for Quarterly Processing.
- **Unit**—Number used when doing establishment reporting.
- **Gross State Wages**—118.
- **Taxable SUI Wages**—121.
- **Total SUI Wages**—123.
- **Excess SUI Wages**—123 - (minus) 121.
- **Num Emps**—Number of employees for whom wages were reported in that state.
- **1ST Mo**—Total number of employees for who wages were reported by month of the quarter.
- **2ND Mo**—Total number of employees for who wages were reported by month of the quarter.
- **3RD Mo**—Total number of employees for who wages were reported by month of the quarter.

See also:

- Summary Totals - Example ***(see "Summary Totals - Report" on page 137)***

For more information on this report.

Summary Totals - Report

```
  REPORTING PERIOD   03/2001    QUARTERLY PROCESSOR - SUMMARY TOTALS REPORT             P5QTR     ST 4.5.3              PAGE     1
                                                                                                TIME  15:55:13   DATE 06/14/2002

                                          GROSS          TAXABLE           TOTAL          EXCESS      NUM     1ST     2ND     3RD
                                    STATE WAGES        SUI WAGES        SUI WAGES        SUI WAGES     EMPS      MO      MO      MO
ALABAMA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AL            3333            150,868.16       40,000.00       148,601.20       108,601.20        5       3       2       2
1910638AL            3333            392,548.56      130,240.00       387,823.44       257,583.44       28      16      10      12
                                  -------------   -------------   -------------    -------------   ------  -----   -----   -----
 SELECTED BUT OUT OF BALANCE        543,416.72      170,240.00       536,424.64       366,184.64       33      19      12      14

ALASKA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AK            3333            150,868.16      123,303.84       148,450.24        25,146.40        5       2       2       2
1910638AK            3333            305,918.64      255,902.24       300,812.00        44,909.76       13       6       6       5
                                  -------------   -------------   -------------    -------------   ------  -----   -----   -----
 SELECTED BUT OUT OF BALANCE        456,786.80      379,206.08       449,262.24        70,056.16       18       8       8       7

ARIZONA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AZ            3333            150,868.16       35,000.00       148,601.20       113,601.20        5       2       2       2
TEST DATA            3333            413,645.36      126,966.08       407,612.00       280,645.92       23      13      10       7
                                  -------------   -------------   -------------    -------------   ------  -----   -----   -----
 SELECTED BUT OUT OF BALANCE        564,513.52      161,966.08       556,213.20       394,247.12       28      15      12       9

ARKANSAS
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638AR            3333            150,868.16       45,000.00       148,601.20       103,601.20        5       2       2       2
TEST DATA            3333            568,059.44      298,202.72       562,035.04       263,832.32       49      29      20      18
                                  -------------   -------------   -------------    -------------   ------  -----   -----   -----
 SELECTED BUT OUT OF BALANCE        718,927.60      343,202.72       710,636.24       367,433.52       54      31      22      20

CALIFORNIA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CA            3333            150,868.16       35,000.00       148,601.20       113,601.20        5       2       2       2
1910638CA            1111              3,692.32        3,692.32         3,692.32              .00        1       0       0       0
1910638CA            3333          1,670,287.84      205,268.24     1,664,191.20     1,458,922.96       35      21      14      13
                                  -------------   -------------   -------------    -------------   ------  -----   -----   -----
 SELECTED BUT OUT OF BALANCE      1,824,848.32      243,960.56     1,816,484.72     1,572,524.16       41      23      16      15

COLORADO
```

```
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CO            3333           150,868.16        50,000.00       148,601.20        98,601.20        5       2       2       2
1910638CO            3333           313,503.44       120,586.80       308,808.32       188,221.52       16       9       6       6
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         464,371.60       170,586.80       457,409.52       286,822.72       21      11       8       8

CONNECTICUT
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638CT            3333           150,868.16        75,000.00       148,601.20        73,601.20        5       2       2       2
1910638CT            3333         2,444,899.84     1,254,297.68     2,436,031.04     1,181,733.36       94      56      38      36
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE       2,595,768.00     1,329,297.68     2,584,632.24     1,255,334.56       99      58      40      38

DELAWARE
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638DE            3333           150,868.16        42,500.00       148,601.20       106,101.20        5       2       2       2
1910638DE            3333           505,066.64       236,736.80       499,970.32       263,233.52       34      19      13      14
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         655,934.80       279,236.80       648,571.52       369,334.72       39      21      15      16

FLORIDA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638FL            3333           150,868.16        35,000.00       148,601.20       113,601.20        5       2       2       2
TEST DATA            3333           378,046.64       105,000.00       373,324.24       268,324.24       15       8       6       6
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         528,914.80       140,000.00       521,925.44       381,925.44       20      10       8       8

GEORGIA
SUI ACCOUNT NUMBER   CTL# UNIT
-------------------- ---- ----
0910638GA            3333           150,868.16        42,500.00       148,601.20       106,101.20        5       2       2       2
TEST DATA            3333           292,734.64        85,000.00       288,221.52       203,221.52       10       5       4       4
                                  -------------    -------------    -------------    -------------   ------   -----   -----   -----
 SELECTED BUT OUT OF BALANCE         443,602.80       127,500.00       436,822.72       309,322.72       15       7       6       6

Note: This is a partial report display. At the end of the report a Grand Total is printed. For example:

GRAND TOTAL                       33,540,334.64    12,170,599.76    33,168,626.64    20,998,026.88    1,187     639     461     419
```

Employee Audit Detail (P5QTR)

This is report is also produced by the Quarterly Processor. This section is a listing by state, filing standard and media of employees in social security number order who are included in the Quarterly Report.

Business Tasks

This report is used to complete the following business task:

- detail the data sent to the state

Note: The example that follows is for the ICESA reporting format; other formats appear differently and contain different data.

See also:

- Employee Audit Detail (P5QTR) - Example ***(on page 141)***

For more information on this report.

Employee Audit Detail (P5QTR) - Example

```
AL - ALABAMA  06/2002    QUARTERLY PROCESSOR -  EMPLOYEE DETAIL AUDIT REPORT     P5QTR    ST 4.5.3              PAGE     1
0910638AL                CYBORG SYSTEMS, INC 07/11/02                    ICESA /DISKETTE TIME  15:26:28   DATE 09/28/2002

  SOC SEC    -----       EMPLOYEE              NAME      -----  ORG.  WEEKS    TAXABLE        TOTAL      HIRE    SEPARATION
   NUMBER                                                              WORKED   SUI WAGES    SUI WAGES     DATE       DATE

338-56-7631  ALSMITH              AMANDA                       011099  02      8000.00     22658.16     01/1999
   GROSS WAGE    23095.28  EXCESS WAGES:    14658.16
 UI ACCT NBR:0910638AL                                HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:0

366-54-8795  ALMENDELL            ARTHUR                       011099  05      8000.00     28799.12     01/1999
   GROSS WAGE    29250.40  EXCESS WAGES:    20799.12
 UI ACCT NBR:0910638AL                                HOURS WORKED:  0  EMPL MONTH 1:0  EMPL MONTH 2:0  EMPL MONTH 3:1

388-56-7645  ALHOWARD             JONATHAN        A            011099  06      8000.00     42616.16     01/1999    05/2001
   GROSS WAGE    43099.28  EXCESS WAGES:    34616.16
 UI ACCT NBR:0910638AL        UNIT LOCATION:AAAAAAAA HOURS WORKED:  0  EMPL MONTH 1:1  EMPL MONTH 2:0  EMPL MONTH 3:1
 SEASONAL INDIC:AA  EMPLOYER HLTH: A  EMPLOYEE HLTH: A  PROBATION CD:  A  OFFICER CODE:  1  WAGE PLAN CODE:A
```

APPENDIX C

Quarterly Processor Error Messages

In This Appendix

New error messages by form 144

New error messages by form

Following are new error messages for the Quarterly Processor, organized by the form on which they appear:

Illinois State Specific Information (QILSCR) – Error Messages

PR153R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

Louisiana State Specific Information (QLASCR) – Error Messages

North Dakota State Specific Information (QNDSCR) – Error Messages

New Jersey State Specific Information (QNJSCR) – Error Messages

PR156R—Control Nbr cross reference not on file; see AQ-SCR

The AQ table record is missing for the Control 1–2 present on the Command Line or the Control on the AQ-SCR for the Control 1–2 present on the Number field for the table is blank on the AQ Table.

Either enter the full AQ Table record on the AQ-SCR form, if it is missing, or enter the Control Number for this Table.

PR158R—Only 12, 13, or 14 is allowed for the max base wks worked.

You have entered a number other than 12, 13 or 14. These are the only correct number of weeks that may be entered for the maximum base weeks worked.

New Mexico State Specific Information (QNMSCR) – Error Messages

New York State Specific Information (QNYSCR) – Error Messages

State Selection (QL-SCR) – Error Messages

PR152R—Reporting Month must have a value of 3, 6, 9, or 12.

You have entered a value other than 3, 6, 9, or 12. These are the only correct values for this field.

Submitter/Transmitter Information (QS-SCR) – Error Messages

PR153R—State and Zip must be blank.

Because the Foreign Address indicator is checked, the State and Zip fields must be blank.

PR154R—The State and Zip fields must be entered.

For a domestic address, the State and Zip fields must be entered.

PR155R—The Foreign address information must be blank.

Because the Foreign Address indicator is not checked, information cannot be accepted in the foreign address fields.

PR160R—Foreign address information must be entered.
You have selected the Foreign Address indicator, therefore, the foreign address fields must be completed or you should uncheck the indicator and enter a domestic address.

Employer Information (QE-SCR) – Error Messages

PR150R—Agent EIN Required
The Agent EIN was not entered and is required for the Agent Indicator selected.

Either enter the agent EIN or select a different Agent Indicator.

PR151R—Agent EIN must be blank.
An Agent EIN was entered and is not valid for the Agent Indicator selected.

Either remove the Agent EIN number or select an Agent Indicator that is appropriate.

Tape Return Information (QT-SCR) – Error Messages
State Controlling Information (QC-SCR) – Error Messages
Output Media (QO-SCR) – Error Messages
Additional Quarterly Information (QI-SCR) – Error Messages

P156R—Numeric values cannot be negative
Negative amounts are not valid entries for numeric fields on this form.

Wyoming State Specific (QWYSCR) – Error Messages

Report error messages

(F)FATAL ERRORS

1. NO WLFD7F WORK REC(S), ALL EMPLOYEES REJECTED, EDITS CONTINUE

   Two WL records of the following format are required. (These are automatically loaded with the extracted report generators.)

```
1...5...10...15...20...25...30...35
WLFD7F1                    *
WLFD7F2                    *
```

2. NO QL-SCR TABLE REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

3. NO AQ-SCR TBL REC, ALL EMPLOYEES REJECTED, EDITS CONTINUE

(E)EMPLOYEE ERRORS

TAX BODY NOT IN COMPANY TAX AREA
LVF NAME SEGMENT NOT PRESENT
LVH CITY/ST SEGMENT NOT PRESENT
NEGATIVE GROSS WAGES
NEGATIVE TAXABLE WAGES
NEGATIVE TAX WITHHELD
NEGATIVE SUI TAXABLE WAGES
NEGATIVE SUI TAX
NEGATIVE SUI TOTAL WAGES
NEGATIVE WEEKS WORKED

SUI TAXABLE EXCEEDS SUI TOTAL WAGES
SUI TAXABLE EXCEEDS SUI MAX
SUI TAX (OUT OF BALANCE)
NEGATIVE DISABIY WAGES
NEGATIVE DISABIY TAX
NEGATIVE NY WAGES YTD
NEGATIVE NY TAX YTD
NEGATIVE NY TOTAL PAY QTD
NEGATIVE NY TOTAL PAY YTD
NEGATIVE NY CITY TAX QTD
NEGATIVE NY CITY TAX YTD
NEGATIVE YONKERS TAX QTD
NEGATIVE YONKERS TAX YTD

(W)WARNING ERROR

DISAB TAX (OUT OF BALANCE)

APPENDIX D

Additional Quarterly Considerations

In This Appendix

Important information about method code 5G8Q 148
Establishing the accumulator method code.....149

Important information about method code 5G8Q

The 5G8Q method code is designed to accumulate and store hours worked based on the fact that an accumulator HED is set to an active frequency. The state tax record identified in the HED User Number field must also be an active tax record.

Once you set a tax record to an inactive status, method code 5G8Q stops accumulating hours worked for that HED.

For example:

An employee works the first eight weeks of the quarter with memo accumulator 450 with state tax record 2MN for Minnesota state tax. The employee then moves to Washington.

You change the Minnesota tax record to inactive for that employee and add an active Washington tax record.

You add a new accumulator HED to the employee's record to allow hours to be accumulated for Washington.

You enter '2WA' in the HED User Number field on the Employee Earning and Deduction (HH-SCR) form.

Hours worked stop accumulating for Minnesota and start accumulating for Washington.

As the employee moves from state to state, you set up additional memo HEDs to accumulate hours worked for each state that requires the reporting of those hours.

Note: *Remember that the memo HEDs you establish must have a number greater than any of the HEDs to be accumulated.*

These memo HEDs can be generic. In other words, you do not have to link them to any specific state tax code because the method code reads the entry in the HED User Number field and processes the tax information based on this entry.

Establishing the accumulator method code

Setting up for hours worked accumulation requires these steps:

1. organization level
   - set up the accumulator HED
   - set up the HEDs to be accumulated
2. employee level
   - add the accumulator HED to the employees' records

Organization-level setup

To initiate the accumulation process at the organization level you perform these two tasks:

- Establish memo HEDs through the Company Earnings and Deductions (A8-SCR) form
- List the HED numbers with hours to be combined and then stored in the accumulation HED through the HED Accumulation Method Code Setup (MCASCR) form

Establishing memo HEDs

To establish memo HEDs, perform these steps:

1. Access the Company Earnings or Company Deductions (A8-SCR) form.
2. Create a memo HED to accumulate the hours worked. Be sure to choose an earning (not deduction) HED number that is higher than any of the working HED numbers that are being accumulated in the new HED.
3. Select the Accumulation Method (8Q) option in the Calc Method field.
4. Complete the rest of the fields as appropriate and submit the form.

Note: See the Payroll Organization Setup documentation for information about the Company Earnings and Deductions (A8-SCR) form.

Setting up HEDs to be accumulated

To list the HED numbers with hours to be combined and then stored in the accumulation HED, perform these steps:

1. Access the HED Accumulation Method Code Setup (MCASCR) form.
2. In the Accumulated HED field, list the HED number you established that will store the total of the working HED numbers.The processing order that you specify on the Company Earnings and Deductions (A8-SCR) form for the accumulation earning must be higher than the processing order of any of the HED numbers being accumulated in the lower portion of this form.
3. Enter a number in the Sequence field beginning with 01.
   The entry you make in the Sequence field allows you to store the combined total of

more than 10 working earning numbers in a single accumulation number. You accomplish this by linking multiple HED Accumulation Method Setup forms.

4. On each additional HED Accumulation Method Code Setup (MCASCR) form, enter a consecutive number in the Sequence field (02 for the second form, 03 for the third form, and so on). Specify the same accumulation HED number on each additional form.
5. In the Calculation Action field, select either Blank or 0 (zero) for no calculation because this process accumulates hours only.
6. In the Limit Definition field, select Blank.
7. In the Accumulated HEDs/Ops 1 through 10 entry fields, list all of the earning HEDs that are to be accumulated into actual hours worked for quarterly state tax reporting. The 'All' option is invalid for method code 5G8Q because it accumulates only dollars, not hours.
8. In the Accumulated HEDs/Ops 1 through 10 list box fields, select the (+3) Add Hours option.
9. Complete the rest of the fields as appropriate and submit the form.

Note: See the Payroll Organization Setup documentation for information about the HED Accumulation Method Code Setup (MCASCR) form.

Warning: See the Important Information section earlier in this section.

Employee-level setup

To establish the accumulation process at the employee level, you assign the accumulation HED to the employees.

1. Access the Employee Earnings And Deductions (HH-SCR) form.
2. Assign the accumulation HED that you created through the Company Earnings or Company Deductions (A8-SCR) form.
3. Enter the state tax identifier for the employee's active tax record in the first three positions of the HED User Number field.

   - For example, if you are reporting to Illinois, the first three positions in the HED User Number field must contain '2IL'.

Note: See the Payroll Employee Setup documentation for information about the Employee Earnings and Deductions (HH-SCR) form.

Warning: See the Important Information section earlier in this section.

One-time reporting option

Note: If this is the first quarter you are to report accumulated hours and you have not been accumulating those hours, you may want to use Report Generator 8Z8Z.

As a quick, one-time reporting method, you can use Report Generator 8Z8Z to collect quarterly hours worked.

Note: You must do all the organization and employee setup activities from the preceding pages.

For subsequent quarters, you will use the 5G8Q method code to accumulate the hours worked.

This report generator accumulates the hours worked as specified by the HED numbers in a specific WL record. The program posts these hours to the HED that you enter as part of the key on that WL record.

Note: The HED that you use here must be an earning number to insure proper clearing at quarter- and year-end.

Setting up Report Generator 8Z8Z for one-time reporting

You can load Report Generator 8Z8Z into the production Batch Master File (P20) during either a payroll or maintenance run. The WL and D transactions and forms detailed in this section control this program.

WL transaction for 8Z8Z

	Position	Description
WLFDHOURS	1-9	Required key for the 8Z8Z report generator
aaa	11-13	HED in which hours are to be accumulated. This HED must be set up at the organization level before running 8Z8Z, but it is not required at the employee level.
b	14	Action code for the adjustment. Enter '+' (plus sign) to indicate that hours are being added to the HED.
c	15	To-date code for this adjustment. Enter '2' to indicate that the hours are to be posted in the quarter-to-date and year-to-date fields on the target HED.
d	16	Adjustment batch code for this adjustment. Enter 'A'. This field is used to separate adjustments on the various registers.
eee	28-30	First earning HED to accumulate.
fff	32-34	Second earning HED to accumulate.
ggg	36-38	Third earning HED to accumulate.
hhh	40-42	Fourth earning HED to accumulate.
iii	44-46	Fifth earning HED to accumulate.
jjj	48-50	Six earning HED to accumulate.
kkk	52-54	Seventh earning HED to accumulate.
lll	56-58	Eighth earning HED to accumulate.
mmm	60-62	Ninth earning HED to accumulate.
nnn	64-66	Tenth earning HED to accumulate.

Note: The WLFDHOURS WL record can accommodate up to 10 HEDs. If hours worked are accumulated in more than 10 HEDs, additional passes of 8Z8Z are required; you must change the WLFDHOURS record to reflect the additional HEDs to be accumulated. Each pass writes KB records to P05T80 file. You can combine these files as input to a payroll or maintenance run to post the hours worked for the quarter.

WL Record Maintenance (WL-SCR) form entry for 8Z8Z

On the following sample WL Record Maintenance form (WL-SCR), matching entries are shown for the corresponding WL transaction:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7   7
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5...9
WLFDHOURS aaabcd           eee fff ggg hhh iii jjj kkk lll mmm nnn
```

Note: Choosing the Column Ruler button on the WL Record Maintenance (WL-SCR) form displays position numbers on the form as shown in this sample. This option makes it easier to convert batch transactions to form entries.

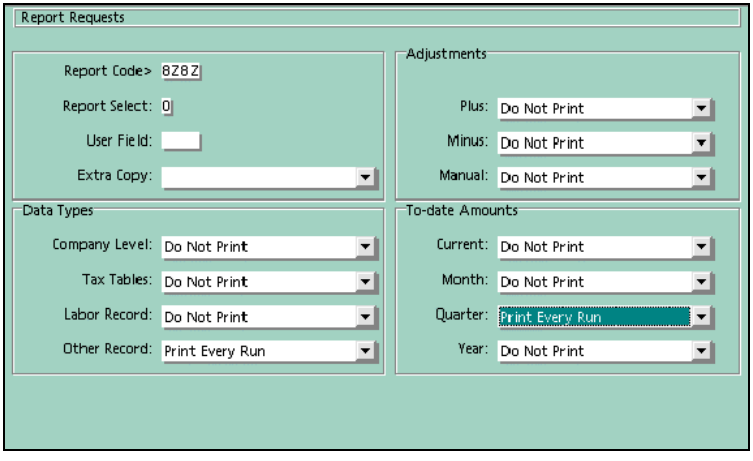
D Transaction for 8Z8Z

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0
D aaaabcccccdeeeef
```

	Position	Description
D	1	Constant ‘D’
aaaa	3-6	Constant ‘8Z8Z’
b	7	Constant ‘0’
ccccc	8-12	Constant ‘55555’
d	13	Constant ‘0’
eee	14-17	Constant ‘5555’
f	18	Constant ‘0’

Report Requests (DD-SCR) form entry for 8Z8Z

On the following sample Report Requests (DD-SCR) form matching entries are shown for the corresponding D transaction:



Additional report to run each pay run

In order to update the flag in the employee file that indicates an employee was active on the 12th of the month, be sure to run Flag Active Js on 12th of Month Generator (2B2B).

There is no P5PRNT output file produced. This is a processing report which updates the employee tax records.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 2B2B0      1
```

Special Considerations

- You may change the Select-Code to a '1' or an alphabetic character to be selected on a payroll run or a '0' (zero) to be selected on a maintenance run.
- Generator 9B9B must be run at the end of the quarter before the first payroll run of the new quarter.
- The WORK-FLAG-CODE field is checked to determine which month(s) of the quarter the employee was active.

Note: The WORK-FLAG-CODE is set by generator 2B2B which you must select each payroll run for accurate reporting.

Note: During the first payroll run of the new quarter, the P4CALC program causes the WORK-FLAG-CODE to be cleared when quarter-to-date amounts are cleared with the Payroll Run Process Control form (AE-SCR).

Additional report to run at the end of each quarter

At the end of each quarter prior to the first pay run of the next quarter, you must run the Employees Active on the 12th of the Month Generator (9B9B).

The P5PRNT output file name is Print 1.

There are no WL requirements.

Set up the following D transaction for each reporting Organization Number:

```
         1    1    2    2    3    3    4    4    5    5    6    6    7    7    8
1...5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø....5....Ø
D 9B9B0      ØØ
```

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 164).

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 161).

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 163).

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 163).

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 163).

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

Index

(

(E)EMPLOYEE ERRORS 145
(F)FATAL ERRORS 145
(W)WARNING ERROR 146

.

.EXE 155
.INI 155

3

360-degree appraisal 155

A

About This Manual 3
Absence data 155
Absence point 155
Absence type 155
Account timeout 155
Accumulator id 155
Acrobat 155
Action button 155
Activity code 155
Activity types 155
Actuarial valuation 155
Additional Quarterly Considerations 147
Additional Quarterly Information (QI-SCR) – Error Messages 145
Additional report to run at the end of each quarter 154
Additional report to run each pay run 153
Administration home page 155
Administrative User ID 155
Aggregate tax method 156
Annualization 156
Annualization factor 156
Annuitant 156
Annuity 156
Appendices 111
Applicant 156
Appraisal rating 156
Archive 17
Archive the quarterly data 102
Archiving the quarterly data 107, 108
ASCII 156
Ask Me wizard 156
As-of reporting 156
Audit record 156
Audit report 156
Audit trail 156
Authorized absence 156
Automatic plan 156
Average deferral percentage 157
Average rating 157

B

Back 157
Badge 157
Badge error 157
Badge number 157
Balancing Report by Organization 126
Balancing Report by Organization - Example 126, 127
Balancing Report by State 128
Balancing Report by State - Example 128, 129
Banner 157
Batch 157
Batch control record 157
Batch layout facility 157
Batch number 157
Batch processing 157
Before you process quarterly reports 16
Benchmark job 157

Beneficiary 157
Benefits control number 157
Benefits statement 157
Big option list 157
Bridge loan 157
Browser 157
Budget plan year 157
Budget scenario 158
Budget setting 158
Build tables 13

C

Cafeteria plan 158
Calculation option list 158
Candidate 158
Career planning 158
Carrier record 158
Case-sensitive 158
Catalog 158
Category code 158
CE/H 158
Change control facility 158
Changing information in the Employee Information File (FILE02) 100
Changing information in the System Control Repository (FILE01) 99
Check box 158
Check digit 158
Checklist 158
Checklist item 158
Checklist item status 158
Checklist margin 159
Checkmark 159
Class 159
Class evaluation results 159
Client data file 159
Clock in and out 159
Clock transaction 159
Clock transaction warning 159
Closing costs 159
CLP 159
Codeset 159
Coefficient 159
Combined register (2222) report 159
Command button 159
Common tax organization 159
Communication event 159
Compa ratio 159
Competency 159
Complement limit 160
Complement position 160
Complement unit 160
Compliance 160
Component 160
Component icon 160
Component plan 160
Condition 160
Considered earnings 160
Considered earnings/hours (CE/H) accumulators 160
Considered hours paid 160
Considered hours worked 160
Consolidated reporting 160
Context-sensitive help 160
Contribution type 160
Control 1-2 160
Control levels 160
Control number 160
Control Numbers 13, 44
Conversion 160
Co-ordinator 160
Core plan 160
Cost categories 161
Cost types 161
Costing 161
Course 161
Course directory 161
CPI 161
Create basic information 13
Creating a new processing environment 104
Creating File Header Records 13, 21, 41, 115
Creating Quarterly Reporting Output ... 16, 93, 119
Credited service 161
Crew 161
Crew code 161
Cross-reference keys 161

CSL 161
Cumulative data 161
Cursor 161
Customer-defined 161
CYB88X 161
Cyborg Scripting Language 161

D

D Transaction for 8Z8Z 152
Data extract 161
Data load 161
Data mapping 161
Database 161
Datamart 162
Deduct credits by plan 162
Deduct credits by plan method 162
Deduction 162
Deduction cycle 162
De-enrollment 162
Deferred compensation 162
Deferred plan 162
Delimiter 162
Dependent 162
Dependent number 162
Detail page 162
Detailed Directions 26, 44, 62, 83, 103
Dialog box 162
Disability insurance tax 162
Disciplinary action 162
Discretionary increase 162
Display 162
Display box 162
Disposable income 162
Distributed location 163
Distribution 163
Distribution rules 163
DL 163
Double-click 163
Drop-down list 163
Drop-down list box 163
Dynamic SQL 163

E

Earned income credit 163
Earning 163
Earnings category 163
EBCDIC 163
eCyborg Interactive Workforce Home 163
eCyborg Interactive Workforce Home page.... 163
Effective date 163
Effective date—date entry decisions 25
EIC 163
EL 163
Electronic Performance Support system . 163, 164
Email 163
Employee Audit Detail (P5QTR) 140
Employee Audit Detail (P5QTR) - Example.. 140, 141
Employee cancellation 163
Employee Database 157, 164
Employee Database record 164
Employee-level setup 150
Employee-specific quarterly reporting information 81, 87, 89
Employer Information (QE-SCR) – Error Messages 145
English Language 164
Enrollment form 164
Entering employee level quarterly reporting information 81, 83
Entering employee level tax information required for quarterly reporting 82, 87
Entering Employee-Specific Information .. 15, 79, 118
Entering general additional information 62
Entering Illinois state specific information 65
Entering Louisiana state specific information ... 66
Entering New Jersey state specific information 68
Entering New Mexico state specific information70
Entering New York state specific information .. 72
Entering North Dakota state specific information74
Entering State-Specific Information.... 15, 59, 117
Entering Wyoming state specific information... 75
Entitlement accrual 164
Entity 164

Entry field 164
Entry form 164
Environment 164
EPSS 164
Establishing control numbers 44
Establishing employer information 48
Establishing memo HEDs 149
Establishing state controlling information 51
Establishing table dates 41
Establishing the accumulator method code 149
Establishment reporting 42
Establishment Reporting 164
Event 164
Example 1
All organizations use the same tables 13
Example 2
Each organization uses its own tables and shares a table 14
Example 3
Each organization uses its own tables 15
Exceptions Listing 130
Exceptions Listing - Example 130, 131
Excused absence 164
Extract file 164
Extract quarterly reporting information 98

F

Federal Insurance Contributions Act 164
FICA 164
Field 164
File header information 23, 28, 31, 34, 35
Filing entity 24
Filter 164
Finished 165
Flat rate tax 165
Flex credits 165
Flex Master Plan 165
Flex plan 165
Flexible Benefits Plan 165
Flexible Benefits Program 165
Flexible Spending Arrangement 165
Folder 165
Form 165
Form area 165
Form Builder 165
Formal education 165
Forward 165
FSA 165
FTE 165
FTP 165
Full Time Equivalent 165
Funeral days 165

G

Gap analysis 166
Garnishment 166
General ledger interface 166
Go to details 166
Graphical User Interface 166
Grievance 166
Gross wages 166
Group box 166
Group plan 166
GUI 166

H

Handicap 166
Health and safety profile 166
HED 166
Help 166
History record 166
Holiday days 166
Home page 166
How is Quarterly Reporting done? 13
How many quarterly reporting control numbers do you need for each table? 41
HTML 166

I

Illinois State Specific Information (QILSCR) – Error Messages 144
Import facility 167
Import record 167
Important information about method code 5G8Q 148
Inactive plan 167

Inactive tax record 167
Incumbent 167
Information-level security 167
Initial Administrator 167
Initial passwords 167
InitialAdmin 167
Inquiry form 167
Instructional text 167
Internal candidate 167
Internet 167
Intranet 167
Introduction 1, 10, 22, 38, 60, 80, 94
Investment funds 167
IPEDS 167

J

Job assignment 167
Job code 167
Job streams 167
Job type 167
Jury duty 167

L

Label 168
Labor record 168
Leave of absence 168
Log off 168
Logical Employee Model 168
Louisiana State Specific Information (QLASCR) – Error Messages 144
LPI 168

M

Magnetic media record types 12
Mailing address 168
Maintaining control numbers 47
Maintenance payroll run 168
Major activity 168
Mandatory field 168
Map file 168
Mass time entry creation 168
Master File (0202) report 168
Matrix ID 168
Menu 168
Menu bar item 168
Message area 168
Method code 168
Midpoint 168
Minimart 168
Monetary perquisites 169
Moving expenses 169
Multiple master 169

N

Naming strategies for quarterly reporting control numbers 40
Navigation bar 169
Navigator 169
Net credit method 169
New error messages by form 144
New hire 169
New Jersey State Specific Information (QNJSCR) – Error Messages 144
New Mexico State Specific Information (QNMSCR) – Error Messages 144
New user 169
New User Home page 169
New York State Specific Information (QNYSCR) – Error Messages 144
Node 169
Node ID 169
North Dakota State Specific Information (QNDSCR) – Error Messages 144
Number registered 169

O

Object 169
Object key 169
Obsolete plan 169
Off cycle 169
One-time reporting option 150
Online 169
Open enrollment 169
Operator ID 170
Option 170
Option button 170

Option list 170
Options and Exceptions Report 132, 133
Organization 170
Organization Level 3 170
Organization Level 4 170
Organization Level 5 170
Organization Level 6 170
Organization Number 170
Organization Unit 170
Organization Validation table 170
Organization-level setup 149
Organization-specific tax setup 170
Output Media (QO-SCR) – Error Messages 145
Override file 170
Overview of Quarterly Processing 9, 114

P

P156R—Numeric values cannot be negative .. 145
Packaged reporting 170
Paid absence 170
Parallel run 171
Parameter form 171
Password 171
Password aging 171
Pay allocation 171
Pay document 171
Pay frequency 171
Pay schedule 171
Pay stub 171
Pay-for-performance matrix 171
Payment history record 171
Payroll Audit Trail 122, 123
Payroll home location 171
Payroll Level 3 171
Payroll Level 4 171
Payroll Level 5 171
Payroll Level 6 171
Payroll period 172
Payroll Process Control 172
Payroll run 172
PCL 172
PDF 172
Peer-group appraisal 172
Pending de-enrollment segment 172
Pending eligibility segment 172
Performance appraisal 172
Performance appraisal rating 172
Performance rating 172
Performance-related pay 172
Perquisites 172
Personal days 172
Phonetic keys 172
Pixel 172
Plan deactivation 172
Plan ID 172
Plan shutdown 172
Plan year 172
Policy tables 172
Pop-up menu 173
Portable document format 173
Position 173
Position Administration Control Number 173
Position complement 173
Position in range 173
Posttax 173
PR150R—Agent EIN Required 145
PR151R—Agent EIN must be blank. 145
PR152R—Reporting Month must have a value of 3, 6, 9, or 12. 144
PR153R—State and Zip must be blank 144
PR154R—The State and Zip fields must be entered. 144
PR155R—The Foreign address information must be blank. 144
PR158R—Only 12, 13, or 14 is allowed for the max base wks worked. 144
PR160R—Foreign address information must be entered. 145
Practice and Review Answers 113
Premium 173
Prenotification 173
Preparation for processing quarterly information 95
Preparing for quarterly report processing 103
Prerequisites 22, 38, 60, 80, 94
Pretax 173
Primary account 173

Printing and reviewing the output files..... 107
Process..... 173
Process bar..... 173
Processing..... 91
Program 173
Protected amount..... 173
Prototype HED 173
Provider 174
Push button 174

Q

Quarterly Processor Error Messages 143
Quarterly reporting control numbers—the rules 39
Quarterly table relationships..... 39
Quartile..... 174
Query alternate keys 174
Query primary keys 174
Question answered..... 77, 80
Questions answered 10, 22, 38, 94
Quick Hire 174

R

Radio button 174
Recall..... 174
Reciprocal taxation..... 174
Record 174
Record additional information required by some states..... 15
Recruitment 174
Recycle File..... 174
Registration 174
Registration number 174
Rehire 174
Reimbursement account 174
Reinstatement 174
Reject time..... 174
Relocation..... 174
Remaining net pay..... 175
Replication..... 175
Replication Application..... 175
Replication Distribution 175
Replication Holding File 175
Replication Packet File..... 175
Report..... 175
Report error messages 145
Report Generator..... 175
Report Group..... 175
Report Group Scheduler..... 175
Report parameters 175
Report Quick Reference.....17, 101, 107, 121
Report Requests (DD-SCR) form entry for 8Z8Z 152
Requisition 175
Requisition candidate 175
Requisition limit..... 175
Requisition unit 175
Retirement..... 175
Return..... 175
Review of Question Answered..... 90, 117, 118
Review of Questions Answered 18, 36, 57, 109, 114, 115, 116, 119
Review output 17
Review process 175
Review quarterly reports and output files 101
Roll-up reporting..... 175
Rotation pattern..... 175
Run the quarterly processing jobs 16
Running the quarterly processor 100, 106

S

Safety standards 176
Salary budget record 176
Salary grade..... 176
Salary grade range..... 176
Salary plan..... 176
Salary plan year..... 176
Salary range..... 176
Salary review..... 176
Salary review authorization form..... 176
SAT file..... 176
Save Changes 176
Schedule Activities table..... 176
Schedule assignments..... 176
Schedule error 176
Schedule Master table 176
Schedule number..... 176

Screen 176
Scroll bar 176
Search argument 177
Search type 177
Secondary account(s) 177
Security Officer 177
PR153R—Control Nbr cross reference not on file 144
PR156R—Control Nbr cross reference not on file 144
Select states for processing 97
Selecting states for quarterly reporting 97, 104
Self-adjusting taxes 177
Sequential Master File 177
Service interruption 177
Service method 177
Session 177
Set up a duplicate environment 96
Setting Up and Using Quarterly Table Control Numbers 13, 37, 116
Setting up HEDs to be accumulated 149
Setting Up Quarterly Information 19
Setting up Report Generator 8Z8Z for one-time reporting 151
Shift 177
Shift premium 177
Shortcut menu 177
Sick days 177
Solution View 177
Source DL 177
Special assessment 177
Special Considerations 153
Specifying Computer Information---optional 34
Specifying Contact Information 28
Specifying Submitter/Transmitter Information . 26
Specifying Tape Return Information 31
Specifying the output media 53
Spinbox 177
Spreadsheet application 177
Standalone Time and Attendance 178
State Controlling Information (QC-SCR) – Error Messages 145
State Selection (QL-SCR) – Error Messages .. 144
State-specific quarterly reporting information ...61
Static data 178
Static SQL 178
Status bar 178
Statutory employee 178
Submitter/Transmitter Information (QS-SCR) – Error Messages 144
Sub-schedule number 178
Succession planning 178
Summary page 178
Summary plan 178
Summary Totals 136
Summary Totals - Report 136, 137
Supplemental wages 178
Surplus 178
System administrator 178
System Control Repository 178
System Generator 178

T

Table 178
Table Definition Record 178
Tape Return Information (QT-SCR) – Error Messages 145
Target DL 179
Task 179
Task icon 179
Tasks 22, 38, 60, 80, 94
Tax authority 179
Tax Authority File 179
Tax code 179
Tax Maintenance File 179
Tax specification 179
Tax Specification record 179
Tax table 179
Tax type 179
Taxability 179
Taxable wage base 179
Tax-related Regulatory Bulletin 180
TDR 180
Template 180
Temporary password 180
Termination 180

Test environment 180
Text box 180
Text qualifier 180
Time entry 180
Time entry extract file 180
Time entry validation 180
Timeout 180
ToolTip 180
Top-down appraisal 180
Trainer 180
Trainer code 180
Training area 181
Training class results 181
Training class status 181
Training course code 181
Training plan 181
Training reason 181
Training request 181
Transfer 181
Trend analysis 181
Trigger 181
Tuition reimbursement 181
Type of training request 181

U

Unauthorized absence 181
Underlined text 181
Unemployment insurance tax 181
Unpaid absence 181
Upward appraisal 181
URL 181
User class 182
User code 182
User defined password 182
User ID 182
User profile 182

V

Vacancy 182
Vacation days 182
Validation 182
Variant forms 182

W

Waive 182
Warning time 182
Welfare benefit plan group 182
Welfare benefit plan subgroup 182
Welfare plan 182
What are the reporting formats used? 12
What is Quarterly Reporting? 11
What-if mode 182
Window 182
Wizard 182
WL Record Maintenance (WL-SCR) form entry for 8Z8Z 152
WL transaction for 8Z8Z 151
Work area 182
Work instructions 182
Work restrictions 182
Worker's compensation 183
Workforce competency 183
Wyoming State Specific (QWYSCR) – Error Messages 145

X

XHTML 183

Y

Year End Master File 183