

User Reference

# International Payroll - R12

By CMiC



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# International Payroll – R12

## International and US Payroll

Enterprise provides the ability to process and post payrolls from both American and international companies. As such, the US Payroll and International Payroll modules are similar and share many screens in common. However, there are some key differences between the two.

The International Payroll guide is not exhaustive and only documents these differences. Therefore, this guide should be regarded as supplemental to the US Payroll guide. For any screens in the Enterprise Payroll software that are not documented here, please refer to the US Payroll guide.

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## Setting Up Users for International Payroll

**Seniority**

Auto Calculate Seniority

Days to Retain Seniority

**Other**

\* Apply Exempt Employee Hour Restriction None ▼

Priority From  To

- Customer Implemented International Payroll**
- Activate Other Hours Eligibility by Employee
- Add Burden Cost Code and Category in JCJOB CAT
- Add Hourly Premium to Zero Amount/Not Found Rate
- Apply Company Security In Payroll
- Assign New Check/EFT Number By Bank/Branch/Account
- Check Processing And Printing By Check Location
- Greenshades Installed
- Payroll/HR Auto Numbering
- Prefix Company Code when Auto Numbering
- Schedule E-mailing PayStub
- SSN Unique by Employee Table
- Allow Job Burden Allocation On Work Order Job

To set up a user for International Payroll, go to the Payroll tab of the System Options screen (standard Treeview path > System Data > Setup > System Options - Payroll tab). There, users will find the 'Customer Implemented International Payroll' checkbox, as highlighted above. Checking this box has several important effects on the Employee Profile and Employee History screens:

- Users can now access all employee records for all companies and all countries, without changing the user's [Default Company](#) in International Payroll.

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- The Payroll Company and Home Company fields now display all companies from all countries, along with their country codes. These fields can also now be saved as different companies.
- All tax-related information is now hidden from International Payroll screens.

This checkbox therefore allows for moving employee records between companies of different countries.

# Default Company

## Default Login Settings

SET USER DEFAULTS

Selection Criteria

Current User ANDREWW12

Set User Defaults

Search Insert Delete Workflows Report Options ECM Documents User Extensions

\* Company MDR MDR Construction

Security Group MDPYUS MD Payroll Security

*Pgm: PYSET – Set User Defaults; standard Treeview path: International Payroll > Setup > Set User Defaults*

Use the Default Login Settings screen to select the default company and security group for the user. If using both the US and International Payroll modules, different default companies should be selected for each module.

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# Company Setup

## Company Control

### Direct Deposit – Tab

*Pgm: PYCOMPRO – PY Control; standard Treeview path: International Payroll > Setup > Company > Control – Direct Deposit tab*

This screen is functionally similar to the Direct Deposit tab in the US Payroll module.

However, many of the fields differ, as detailed below.

If the company being set-up does not use direct deposit payments, the fields in this tab can be left blank.

#### Direct Deposit Routing Code

Enter the eight-digit routing code provided by the financial institution.

#### CPA Code

Enter the Canadian Payment Association code.

### Bank, Branch, Account

Enter/select the bank code, branch code, and bank account for return payments.

### Customer ID

Enter/select the customer identification code provided by financial institution.

### CRS Account

Enter/select the account used for check reconciliation services.

### CDA Account

Enter/select the account used to post reconciled checks when using check reconciliation services.

### Direct Deposit Stub Secure Password

Select how the password for the direct deposit stub is generated.

## Overriding the Account on Pay Groups

The screenshot displays the 'PAY GROUPS' application window. At the top, there is a blue header bar with the title 'PAY GROUPS' and several utility icons. Below the header, the 'Selection Criteria' section shows 'Company' set to 'CCC' and 'CMIC Construction Company'. The main area is titled 'Pay Group Details' and has three tabs: 'Pay Group Code', 'Check Options', and 'Direct Deposit'. The 'Pay Group Code' tab is active. A toolbar contains icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. The form fields are as follows: 'Pay Group Code' is 'BIWK'; 'Description' is 'BIWEEK TEST'; 'Short Description' is 'BIWEEK TEST'; 'Bank' is 'BOA'; 'Branch' is 'EAST'; 'Bank Account Number' is '100100987'; 'Department' is '00'; 'Credit Account Code' is '1000.200' with 'Bank of America (Payroll)' selected. A red box highlights the 'Override Account' checkbox, which is currently unchecked. Other checkboxes include 'Secure', 'Secure Pay Rate', 'Ignore SSN/SIN Validation' (checked), and 'Separate OT/DOT Checks'. The 'Payroll Overtime Rule Method' is set to 'Original Method: either daily or weekly overtime rule but not both'.

*Pgm: PYPAYGRP – Pay Groups; standard Treeview path: International Payroll > Setup > Company > Pay Groups – Pay Group Code tab*

Sometimes a company will post a payroll at the end of the month, but they do not want the pay to go to the employee's bank because payments are only released after approval and could be delayed for three to five business days. In this case, the company may want to override the cash account so that payroll can be deposited into the company control account.

This can be done using the 'Override Account' checkbox on the Pay Groups screen to allow users to override the cash account. The user can override the account on the Pay Group screen without changing it on the global Bank Account Setup screen. For more details, please see [Pay Groups](#) in the US Payroll guide.

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## Local Tables

### Work Location

The screenshot shows the 'Work Location Details' form with the following fields and values:

- \* Location Code: MONTREAL
- \* Location Name: Montreal
- \* Short Name: Mntrl
- \* Country: CA (Canada)
- \* State/Province: QC (Quebec)
- County/Region: MTL (QC)
- City/Town: MTL (Montreal)
- Sick Policy Code: QUEBEC (Quebec Sick Leave Policy)
- CCQ Region Code: 04

*Pgm: PYWRKLOC – Work Locations; standard Treeview path: Payroll > Setup > Local Tables > Work Locations*

This screen shares most of its fields with the corresponding Work Location screen in the US Payroll module. The key difference here is that the Vertex Geo Code field is replaced with the CCQ Region Code field. Vertex software is not used to calculate taxes in the International Payroll module. Instead, calculation is done by Enterprise itself and all tax rates and codes are pre-populated and updated by CMiC.

#### CCQ Region Code

Enter the Commission de la Construction du Quebec (CCQ) code for this work location.

If the work location is not in Quebec, then leave this field blank.

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# Taxes

Since taxation in the United States differs from that in other countries, most of the functional differences between the US Payroll and International Payroll modules occur in the Taxes sub-menu.

## Taxes

**MAINTAIN TAXES (CANADIAN)**

**Tax Parameters**

Search Previous Next Workflows Report Options ECM Documents User Extensions

\* Tax Code

Description

Short Description

Reporting Group

Paid by Employer

Job Allocation

Department Allocation

Create Voucher For Accounts Payable

Tax ID

Print Order

*Pgm: PYTAXCA – Maintain Taxes (Canadian); standard Treeview path: International Payroll > Administration > Taxes > Taxes*

The Maintain Taxes screen is used to create taxes, as well as view taxes that come pre-defined in the International Payroll module. These pre-populated taxes have several fields that are display-only.

### Tax Code

Enter the code for the tax. This field is display-only for pre-populated taxes.

### **Description, Short Description**

The full and short descriptions of the tax appear here. These fields are display-only for all taxes.

### **Reporting Group**

Enter/select the reporting group for the tax. Reporting groups allow different taxes, benefits, and deductions to be grouped together for reporting purposes.

Leave this field blank to provide detailed display of all items individually on checks and pay stubs.

### **Paid by Employer – Checkbox**

If this box is checked the tax is paid for by the employer. This field is display-only for all taxes, which means that only pre-populated taxes can be paid for by employers.

### **Job Allocation – Checkbox**

If the 'Paid by Employer' box is checked, then check this box to cost the tax to the job worked by the employee.

### **Department Allocation – Checkbox**

Check this box to cost the tax to the department of the employee.

### **Create Voucher for Accounts Payable – Checkbox**

If checked, payroll processing creates and posts the voucher in Accounts Payable for the tax vendor. Tax vendors can be assigned in the Accounting screen.

### **Tax ID**

The ID number for the tax appears here. This field is display-only for all taxes.

### **Print Order**

Enter the print order number for the tax. This number determines the order in which the tax is calculated.

# Elements

The screenshot shows the 'PAYROLL TAX ELEMENTS MAINTENANCE' application. The 'Selection Criteria' section has 'State' set to 'ON' and 'Tax' set to 'EHT'. The 'Tax Element Details' section contains a table with the following data:

* Start Date	End Date	* Type	* Code	Description	Deduction ID	Rgtr Pay	Factor	Taxed On
20180101		Deduction	ZZ10	Employee Group HMO	0		1	Employee Portion

*Pgm: PYTAXELM – Payroll Tax Elements Maintenance; standard Treeview path: International Payroll > Administration > Taxes > Elements*

The Tax Elements screen is used to define those elements (i.e. benefits, deductions, and expenses) that should be included in the total gross wages from which taxes are calculated during payroll processing.

## Selection Criteria – Section

---

### State

Enter/select the state code for state taxes or “ALL” for federal taxes.

### Tax

Enter/select the tax code.

## Tax Element Details – Section

---

### Start Date, End Date

Enter/select the range of the tax element. To leave the element turned on, leave the End Date field blank.

### Type

Select whether the tax element is a benefit, deduction, or expense.

**Code**

Enter/select the tax element code. The name of the tax element appears in the Description field.

**Deduction ID**

Enter/select the ID number that matches the deduction with a recognized, government-approved deduction taxation category.

This field is mandatory for deductions and should be left blank for benefits and expenses.

**Regular Pay – Checkbox**

Check this box if the element is calculated as part of regular pay. This box should be checked for benefits only. This box should not be checked for expenses, deductions, or non-standard benefits, such as bonuses, that are only calculated periodically. In the latter case the system applies a flat rate of tax to the benefit amount.

**Factor**

Enter the appropriate factor or leave this field blank if the whole amount of the previously specified element should be included in the tax calculation.

**Taxed On**

Select whether the element is taxed on the employer or the employee portion.

## Elements By Transaction

The screenshot shows the 'PAYROLL TAX ELEMENTS MAINTENANCE' application. The 'Selection Criteria' section has 'Element Type' set to 'Benefit' and 'Element Code' set to 'ZZ10'. The 'Tax Element Details' section includes a toolbar and a table with the following data:

State	Tax	C Tax Name	* Start Date	End Date	Deduction ID	Rgtr Pay	Factor	Taxed On
ON	EEH	Ontario Employee Health Tax	20180101			<input checked="" type="checkbox"/>		Employee Portion

*Pgm: PYTAXELM – Payroll Tax Elements Maintenance; standard Treeview path: International Payroll > Administration > Taxes > Element By Transactions*

This screen allows tax elements to be sorted and viewed by transaction. The Tax Element Details section is identical to the one in the Elements screen documented above.

## Accounting

The Payroll Taxes Accounting screen is used to assign tax codes to debit and credit accounts.

### Tax Code

Enter/select the tax code. The name of the tax appears in the Tax Description field.

### Credit Department, Debit Department

Enter/select the company departments to credit and debit the tax amount. If either of these fields are blank, they default to the employee department. The names of the departments appear in the Credit Department Name and Debit Department Name field.

### Credit Account, Debit Account

Enter/select the account credited and debited by the system when the tax is processed. These are typically the liability and expense accounts, respectively, associated with the tax. Leave the Debit Account field blank if the employee pays the tax. If this is the case, the system debits the cash/bank account for the tax because it records the payment by the employee.

The names of the accounts appear in the Credit Account Description and Debit Account Description fields, respectively.

**Vendor**

Enter/select the vendor for the tax.

**Comments**

Enter any comments to be displayed in the description for the tax vouchers created.



# Processing

## Ireland Payroll Processing

IRELAND PAYROLL PROCESSING OVERRIDE

**Select Pay Period**

Company

Pay Run

Year

Period

**Payroll Processing Overrides**

View

* Employee	Name	PRSI Insurable Weeks	No PAYE/USC Refunds
<input type="text" value="CCC-GB-01"/>	Greg Bannister	<input type="text" value="3"/>	<input checked="" type="checkbox"/>

*Pgm: PYPROCORIDE\_IE – Ireland Payroll Processing Override; standard Treeview path: International Payroll > Processing > Ireland Payroll Processing Override*

### Select Pay Period – Section

---

#### Company, Pay Run, Year, Period

Enter the company, pay run, year, and period to be processed.

### Payroll Processing Overrides – Section

---

#### Employee

Enter/select the employee whose payroll is being overridden.

**PRSI Insurable Weeks**

Enter the number of weeks that the employee is eligible for pay related social insurance.

**No PAYE/USC Refunds – Checkbox**

Check this box to disallow Pay As You Earn and Universal Social Charge refunds for the employee.

# Government Forms

## ROE Form

ROE PARAMETERS SCREEN

Select Parameter

FEIN Number 77-8899121 CCC Company Main FEIN

Company CCC CMIC Construction Company

Business No.

Pay Year 2018 Period 1 20180101 20181031

From Employee CCC-GB-01 Greg Bannister

To Employee CCC-GB-01 Greg Bannister

\* Recall Date Not Returning

Terminated Since 20181129

\* Reason Code E03 Quit / Return to School

\* Comm. Preferred English

ROE Issue Date

Print Report

Contact's First Name James Contact's Last Name Bannister

Contact's Number 6778581199 Ext.

Issuer Name

Issuer's Number Ext.

Comments

File to be Exported C:\TEMP\ROE.BLK

Print

*Pgm: PYROELSR – ROE Parameters Screen; standard Treeview path: Human Resources > Government Forms > ROE Form*

The Record of Employment (ROE) screen should be completed by Canadian employers for employees receiving insurable earnings who experience an interruption of earnings. The form provides information on employment history and is important in establishing claims for employment insurance (EI) benefits.

Completing the screen and pressing the **[Print]** button creates an XML formatted ROE form which can be uploaded to Service Canada.

**Company**

Enter/select the company. The corresponding FEIN appears in the FEIN Number field.

**Business Number**

Enter/select the business number for the company.

**Pay Year, Period**

Enter the pay year and period during which the interruption of earnings took place.

**From Employee, To Employee**

Enter/select the range of employees whose earnings were interrupted. To complete the form for a single employee, enter the same code in both the From and To fields. To complete the form for the full range of employees, leave both these fields blank.

**Recall Date**

Select whether the employees selected in the From Employee and To Employee fields are due to return to work.

**Terminated Since**

Enter/select the date the employee range was terminated.

**Reason Code**

Select the reason for the interruption of earnings.

**Comm. Preferred**

Select whether the employees should be contacted in English or French.

**ROE Issue Date**

Enter/select the date the ROE is issued.

**Print Report – Checkbox**

Check this box to print the report along with the XML file when the **[Print]** button is pressed. Checking this box disables all fields below it on this screen.

### Contact's First Name, Contact's Last Name, Contact's Number, Ext

Enter the first name, last name, phone number, and phone extension of the contact.

### Issuer Name, Issuer's Number, Ext

Enter the name, phone number, and phone extension of the person issuing the ROE form.

### Comments

Enter any further comments here.

### File to be Exported

Enter the file path of the XML file. The screen pre-populates this field when the Company field is filled. The file extension is "BLK" by default.

### [Print] – Button

Press this button after the screen has been completed to create the XML ROE file. The file is exported to the file path entered in the File to be Exported screen.

## T-4 Forms

The screenshot displays the 'T4 FORMS' application window. The title bar reads 'T4 FORMS'. Below the title bar, the 'Selection Criteria' section contains the following fields and options:

- \* Form Type: T4 (dropdown)
- T4 Tax Year: 2018 (text input)
- FEIN (for address): 77-8899121 (text input) with a search icon; CCC Company Main FEIN (text input)
- Business No./Province: (text input) with a search icon
- \* Order By: Last Name (dropdown)
- Company Code: CCC (text input) with a search icon; (text input)
- Pay Run Code: CCCW (text input) with a search icon; CCC Weekly Pay Run (text input)
- Pay Group: WK (text input) with a search icon; Weekly (text input)
- Starting Employee: CCC-GB-01 (text input) with a search icon; Greg Bannister (text input)
- Ending Employee: CCC-GB-01 (text input) with a search icon; Greg Bannister (text input)
- Starting RL-1 Number: (text input)
- Employer T4/RL-1 Slips:
- Amendment:
- Fein Address:
- \* Print Type: Pre Print T4 Form (dropdown)
- Magnetic Media:
- Summary:
- Print:

Pgm: PY1070CA – T4 Forms; standard Treeview path: International Payroll > Government Forms > T-4 Forms

The T4 form is used by employers to declare what salaried employees have been paid before deductions. It displays CPP, QPP, EI, and any other contributions deducted from pay checks during the tax year.

**Form Type**

Select the type of form to be completed.

**T4 Tax Year**

Enter the tax year being processed.

**FEIN (for address)**

Enter/select the company FEIN.

**Business No./Province**

Enter/select the business number corresponding to the FEIN entered above.

**Order By**

Select how employees should be ordered on the printed form.

**Company Code**

Enter/select the company code.

**Pay Run Code, Pay Group**

Enter/select the pay run and pay group to be processed.

**Starting Employee, Ending Employee**

Enter/select the range of employees whose earnings were interrupted. To complete the form for a single employee, enter the same code in both of these fields. To complete the form for the full range of employees, leave both of these fields blank.

**Starting RL-1 Number**

If completing a RL-1 form, enter the starting number here.

**Employer T4/RL-1 Slips – Checkbox**

Check this box to return T4 or RL-1 slips for the employer.

**Amendment** – Checkbox

Check this box if the information entered in this screen is to amend an already entered form.

**Fein Address** – Checkbox

Check this box to use the address listed for the FEIN of the company entered above.

**Print Type**

Select whether to print or pre-print the T4 form.

**[Magnetic Media]** – Button

Press this button to enter the relevant magnetic media information.

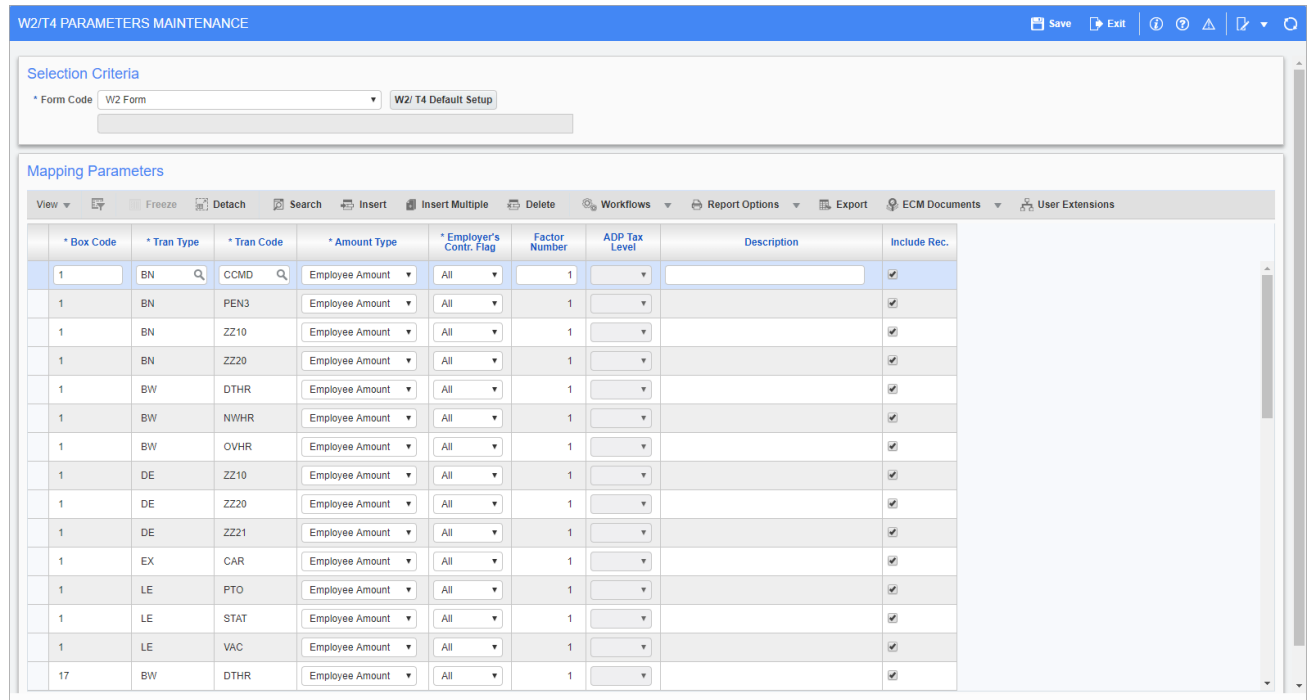
**[Summary]** – Button

Press this button to bring up a summary of pension registration by provinces for the company.

**[Print]** – Button

Press this button to print the complete report.

# T4 Mapping Parameters



Pgm: PYW2MAP – W2/T4 Parameters Maintenance; standard Treeview path: International Payroll > Government Forms

This screen is used to map standard payroll screens such as the W2, T4, T4A, ROE, and ADP with the payroll detail supplied by the system. The International Payroll module comes with a standard setup for each of these screens, but it is possible to make modifications and additions to any nonstandard detail.

The **[W2/T4 Default Setup]** button brings up the setup according to the rules defined for taxes for each of the transaction codes on the system. This process can be run at any time and updates any missing transaction types.

This screen is documented further in the Greenshades guide.

---

**NOTE:** The ADP Tax level field is only available for “ADP – Periodic” and “ADP - Quarterly” codes.

---



# P60 Ireland Report

Enter Parameters for: P60 Ireland Report (PY\_IE\_P60)
×

Company	<input type="text" value="CCC"/>	Q	<input type="text" value="CMiC Construction Company"/>
Year	<input type="text" value="2018"/>	Q	
From Employee	<input type="text" value="CCC-GB-01"/>	Q	<input type="text" value="Greg Bannister"/>
To Employee	<input type="text" value="CCC-GB-01"/>	Q	<input type="text" value="Greg Bannister"/>
Sort By Code/Name	<input type="text" value="N"/>	Q	<input type="text" value="Order By Name"/>

---

Destination

Output Format       Locale

*Pgm: PY\_IE\_P60 – P60 Ireland Report; standard Treeview path: International Payroll > Government Reports > P60 Ireland Report*

The P60 report is an end of year statement issued at the end of the tax year to tax payers. It details employees' taxable income, as well as any deductions made by Pay At Year End (PAYE), Pay Related Social Insurance (PRSI), and other burdens for the tax year. It is the equivalent of the T4 form used in Canadian taxation and the W2 form used in the US.

This screen creates a report of all P60 reports that exist for the entered selection criteria.

## Company

Enter/select the company code.

## Year

Enter the relevant tax year.

## From Employee, To Employee

Enter/select the range of employees for which to print the report. To print the report for a single employee, enter the same code in both fields. To print reports for the full range of employees, leave both fields blank.

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# Calculations for Dubai Region

## Employee Setup for Base Wage Calculation – Dubai Region

### Employee Profile

The screenshot displays the 'EMPLOYEE PROFILE' window for employee JANANI HASSAN (Employee # ALC-ENG100). The 'Personal' tab is active, showing various fields for personal and employment information. The 'Salary Frequency' dropdown menu is highlighted with a red box and set to 'Monthly'. Other visible fields include Last Name (JANANI), First Name (HASSAN), SSN/SIN (101), Work Status (Working), and Date of Birth (01/01/1970).

Field	Value
Employee #	ALC-ENG100
Employee Full Name	JANANI HASSAN
Prefix	
Last Name	JANANI
First Name	HASSAN
Initial / Middle Name	
SSN / SIN	101
Type	Salaried
Status	A Active
Work Status	Working
FLSA Type	Non-Exempt
Salary Frequency	Monthly
Date of Birth	01/01/1970
Hire Date	01/01/2021
Adjusted Service Date	01/01/2021
Primary Employee	ALC-ENG100

Pgm: PYEMPLOY – Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile – Personal tab

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The screenshot displays the 'EMPLOYEE PROFILE' window with the 'Rates/Salary' tab selected. The employee's name is JANANI HASSAN and the employee ID is ALC-ENG100. The 'Monthly Salary' field is set to 12,000.00 and is highlighted with a red box. Other fields include Hourly Rate, Charge Out Rate, Billing Rate, GC Charge Rate, and GC Billing Rate. There are also fields for NWHR Rate, OT Rate, DOT Rate, and OTH Rate. The 'Preferred Pay Rate' and 'Preferred Charge Out Rate' are set to 'Job'. The 'Preferred Method for Direct Deposit Stubs' is set to 'Mail'. The 'Company' field is set to 'ALEC UAE Company'. The 'Override Burden Job Allocation' checkbox is checked.

*Pgm: PYEMPLOY – Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile – Rates/Salary tab*

CMiC includes calculation support for the Dubai region on the International Payroll module. The definition of the base wage in Dubai is a monthly salary which includes monthly allowances. Full wage includes basic salary plus all the employee benefits/allowances. Benefits are calculated as allowances.

The international Employee Profile screen has an option to allow users to define salary as monthly for the Middle East region to avoid rounding issues. The annual salary is changed to salary frequency, as shown in the screenshot above, and two options are provided in the Salary Frequency field: “Annual” (the default option) and “Monthly”. The Employee Package screen can be viewed from the Employee Profile screen.

## Prerequisites

The screenshot displays the 'EMPLOYEE PACKAGE' application window. It features a blue header bar with the title 'EMPLOYEE PACKAGE' and standard software icons (Save, Exit, Print, Help, etc.). Below the header, there are two main sections: 'PACKAGES' and 'NON-PACKAGES'. Each section contains a table with columns for Status, Code, Vendor, Description, Plan Code, Plan Option, Effective Date, Eligible Amount, Amount, Life-To-Date Total Amount, and End Date. The 'PACKAGES' section lists various benefits like Basic Salary, Food Benefit, General Benefit, Housing Benefit, Medical Benefit, School Benefit, and Transportation. The 'NON-PACKAGES' section lists the Car Benefit.

Status	Code	Vendor	Description	Plan Code	Plan Option	Effective Date	Eligible Amount	Amount	Life-To-Date Total Amount	End Date
Base	Wage		Basic Salary			01/01/2021		12,000.00		
Elected	FDLA	AETNA	ALEC Engrs-Food Benefit	ALEC	ALEC	01/01/2021		600.00		
Elected	GNLW	AETNA	ALEC Engrs-General Benefit	ALEC	ALEC	01/01/2021		3,000.00		
Elected	HSLW	AETNA	ALEC Engrs-Housing Benefit	ALEC	ALEC	01/01/2021		1,500.00		
Elected	MDLW	AETNA	ALEC Engrs-Medical Benefit	ALEC	ALEC	01/01/2021		2,000.00		
Elected	SCLW	AETNA	ALEC Engrs-School Benefit	ALEC	ALEC	01/01/2021		1,200.00		
Elected	TRNS	AETNA	ALEC Engrs-Transportation	ALEC	ALEC	01/01/2021		1,200.00		
								<b>21,500.00</b>		

Status	Code	Vendor	Description	Plan Code	Plan Option	Effective Date	Eligible Amount	Amount	Life-To-Date Total Amount	End Date
Elected	CARW	AETNA	ALEC Engrs-Car Benefit	ALEC	ALEC	01/01/2021		1,000.00		
								<b>1,000.00</b>		

The employee package must include the employee monthly salary and the benefit paid to the employee. Therefore, the employee must have both their benefits that are included in the package and those that are not. The non-package allowances are comprised of company contributions and provisions not paid to the employee.

Those benefits can be elected to the employee in the HR module.

Benefits that are marked as a “Package” are displayed in the Packages section of the Employee Package screen shown above. All non-package benefits are displayed in the Non-Packages section.

# Employee Package for Companies in the UAE

*Pgm: PYEMPBENDEDPKG – Employee Package; standard Treeview path: International Payroll > Setup > Employees > Employee Package*

The Employee Package screen displays both package and non-package allowances and all active benefits without an end date. The amount displayed is based on the employee pay run frequency. Benefits are elected for each employee in the Election by Employee screen found under Human Resources > Benefit Administration > Benefit/Deduction Administration on the Treeview.

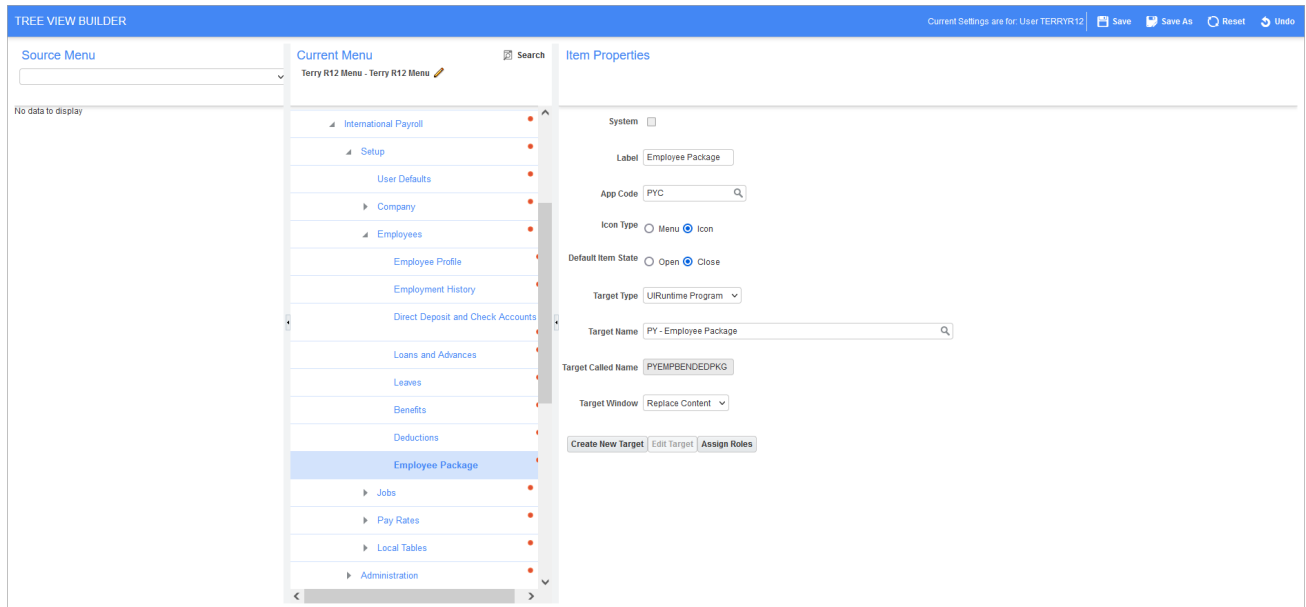
---

**NOTE:** This functionality is available for US Payroll and International Payroll.

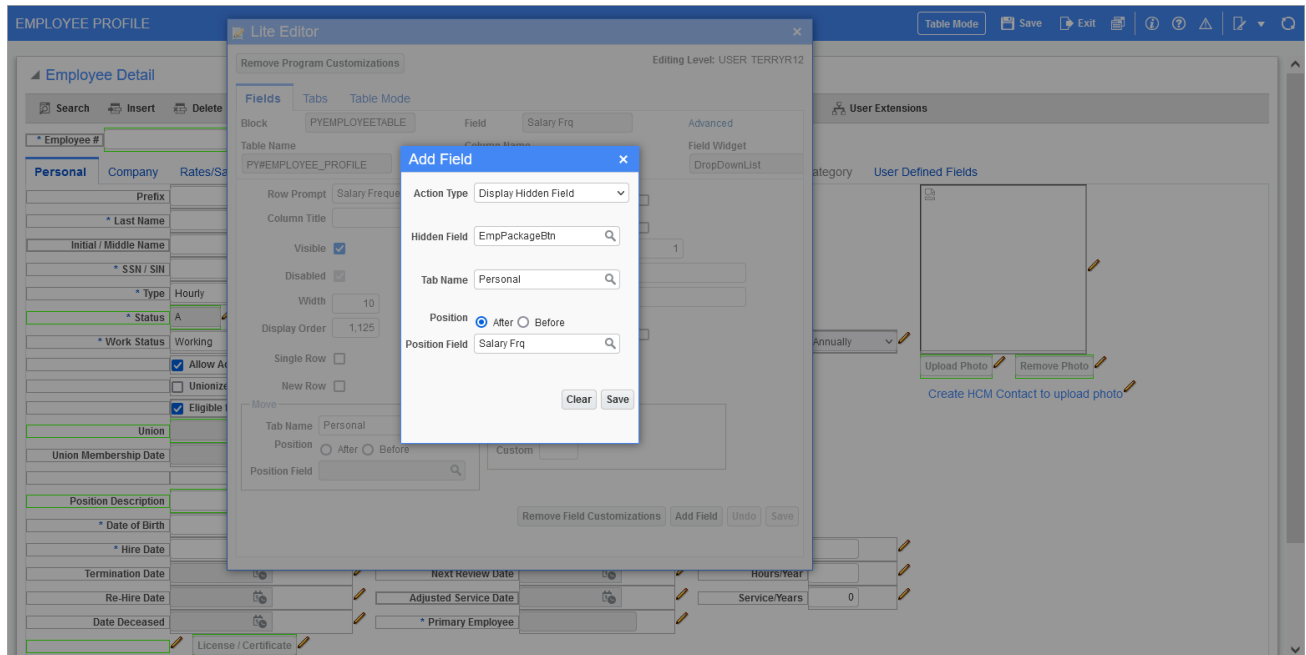
---

The Employee Package screen can be added to the Treeview using the Treeview Builder tool, as shown in the screenshot below.

## International Payroll - R12



It can also be accessed through the [**Employee Package**] button found on the Employee Profile and Employment History screens. This button will display a screen with the employee total base wage and both package and non-package allowances. By default, this button is a hidden field, known as EmpPackageBtn, and must be added to the screens via the Lite Editor, as shown in the screenshot below.



With the Employee Package screen, the Hour Types screen can be based on types of packages, as described in [Overtime Rate Calculation on Wages, Partial Packages, and Full Packages](#). It is also used alongside the Benefits Master screen through the 'Include in Package' and 'Pro-Rate Lump Sum Benefit' checkboxes, as described in [Pro-ration of Lump Sum Benefits](#).



# Pro-ration of Lump Sum Benefits

## Overview

The screenshot shows the 'BENEFITS MASTER' application window. The 'Benefit Details' section is active, displaying various fields and checkboxes. The 'Pro-rate Lump Sum Benefit' checkbox is checked and highlighted with a red box. Other visible fields include 'Code' (BCLA), 'Description' (ALEC Engrs-Food Benefit), 'Short Description' (FOOD), 'Reporting Group', 'Type' (Lump Sum), 'Base Code' (NONE), and 'Amount'. The 'Include in Package' checkbox is also checked.

International Payroll includes the functionality of pro-ration for employees hired or terminated mid period. Employees are paid monthly allowances for travel, food, and housing, depending on the camp in which they are housed. These allowances may change mid month if the employee changes jobs/camps or if the employee changes their employment situation.

In the Master Benefit screen, shown above, the 'Pro-rate Lump Sum Benefit' checkbox can be used to indicate that the benefit calculations will pro-rate based on the start date of the employee. If the lump sum benefit will be part of the package calculation, check the 'Include in Package' checkbox.

---

**NOTE:** This functionality is available for US Payroll and International Payroll.

---

In order to use this calculation method, the following pre-requisites need to be met:

1. Alternative work days must be set up for seven working days for the Dubai region.
2. To pro-rate for a lump sum benefit, the 'Pro-rate Lump Sum Benefit' box should be checked.

## Cash and Non-Cash Lump Sum Benefits

If a non-packaged percentage benefit needs to be calculated, the cash or non-cash lump sum benefits calculation method can be used. In order to use this calculation method, the following pre-requisites need to be met:

1. Alternative work days must be set up for seven working days for the Dubai region.
2. For cash and non-cash lump sum benefits, the 'Include in Package' and 'Pro-rate Lump Sum Benefit' checkboxes should be unchecked as these type of benefits should not be part of a package or pro-rated.
3. For non-cash lump sum benefits, the 'Paid in Cash' checkbox should be unchecked.
4. For cash lump sum benefits, the 'Paid in Cash' checkbox should be checked.

## Annual Leave Processing

The Hour Type screen has the option to calculate annual leave based on either “Wage”, “Partial Package”, or “Full Package”. The UAE and its regions have various types of leaves paid for employees. Some of them are regulated by the UAE labour law, such as annual leave. For annual leave, the worker must receive their basic salary in addition to a housing allowance if such an allowance is stipulated in the contract.

Employees are entitled to an annual leave of:

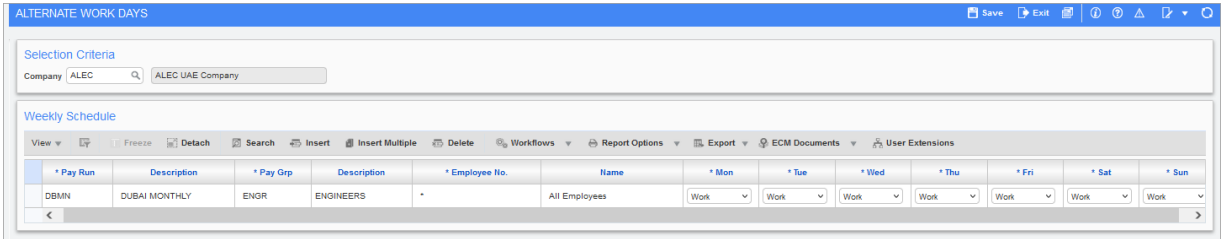
- 2.5 days per month, if they have completed six months of service, but not one year.
- 30 days, if they have completed one year of service.

The calculation of the duration of annual leave will include official holidays specified by law or by agreement and any other leaves caused by sickness if they fall within the annual leave.

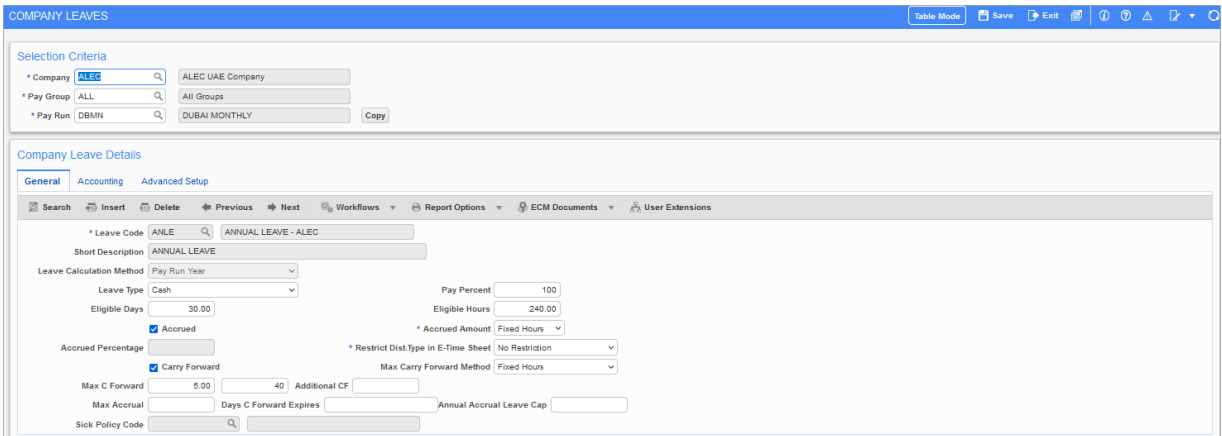
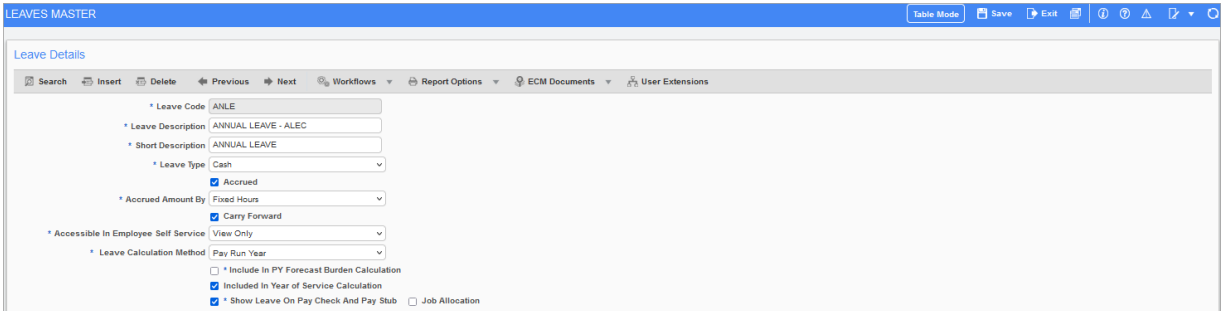
In order to use this calculation method, the following pre-requisites need to be met:

# International Payroll - R12

1. Alternate workdays must be setup for seven working days as per Dubai region.



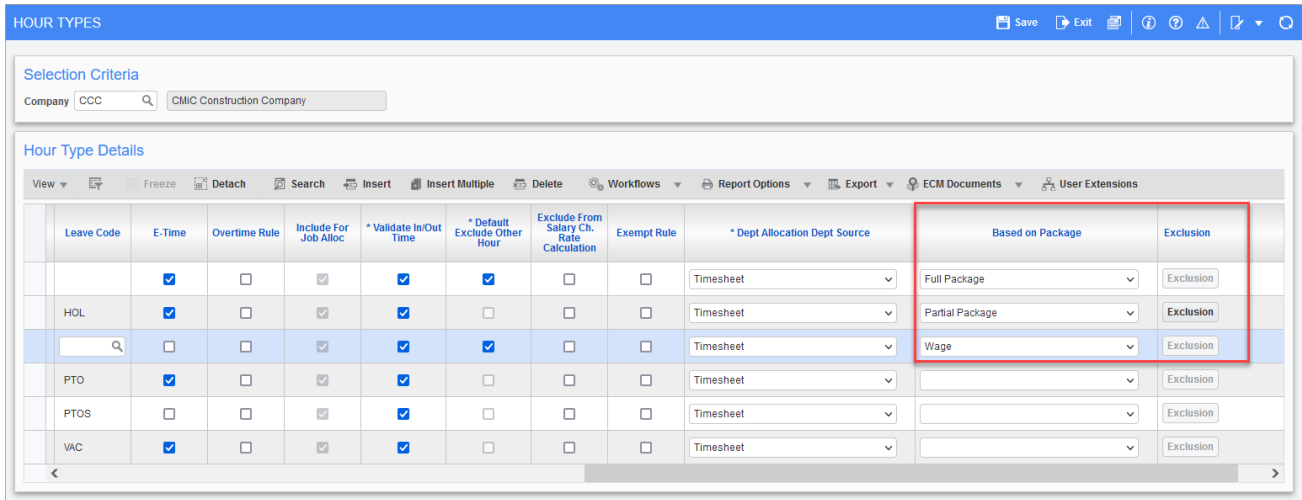
2. Annual leave setup is required, as shown in the example below.



3. The Hour Types screen should be setup to have annual leaves based on wage, partial package, and full package just like AL1, AL2, and AL3 below.

* Code	* Description	* Short Description	* Type	Rate Code	Rate Name	Leave Code	E-Time	Overtime Rule	Includes For Job Alloc	Validates In/Out Time	Default Excl'd User Hour	Excludes From Job Alloc Calculation	Exempt Rule	* Dept Allocation Dept Source	Based on Package	Exclusion
AL1	Annual Leave Base	Annual LE Base	Benefit	OTH-R	Other	ANLE								Timesheet	Wage	Exclusion
AL2	Annual Leave PP	Annual LE Full	Benefit	OTH-R	Other	ANLE								Timesheet	Full Package	Exclusion
AL3	Annual Leave PP	Annual LE Partia	Benefit	OTH-R	Other	ANLE								Timesheet	Partial Package	Exclusion
AL4	Yearly Leave PP	Yearly LE Partia	Benefit	OTH-R	Other	YULE								Timesheet	Partial Package	Exclusion
DR1	DRIVING	DRIVING	Benefit	OT	Overtime									Timesheet	Partial Package	Exclusion
DRV	DRIVING	DRIVING	Benefit	OT	Overtime									Timesheet	Wage	Exclusion
HELI	HELICOPTER TIME	TIME	Benefit	OT	Overtime									Timesheet	Full Package	Exclusion

# Overtime Rate Calculation on Wages, Partial Packages, and Full Packages



The Hour Types screen has two columns, Based on Package and Exclusion, that can be added to the screen using the Lite Editor if overtime rates based on packages need to be calculated.

The Alternate Work Days screen is required to be setup for 7 days a week and setup for overtime packages on the Hour Types screen is required in order to proceed with an overtime rate calculation for packages.

The Based on Package column is a drop-down list that shows three types of packages: "Wage", "Partial Package" (which allows the exclusion of benefits), and "Full Package".

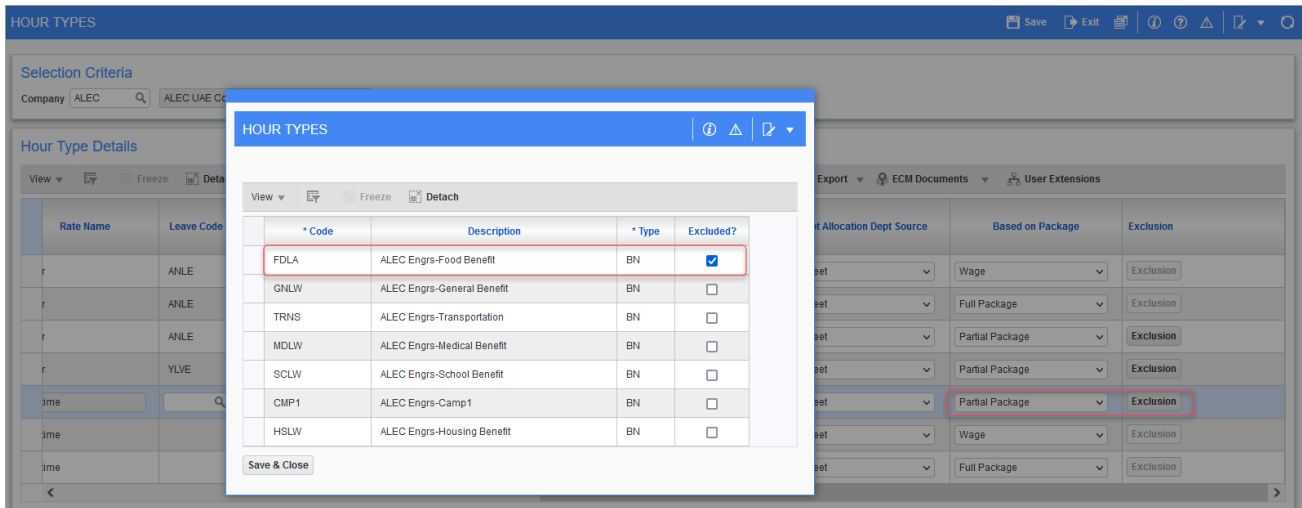
The **[Exclusion]** button opens a pop-up window to select which benefits to exclude for a partial package.

When the Based on Package column is set to "Wage", the other type of overtime calculation are based on the employee's basic salary. This type of calculation does not include any allowances in the overtime rate calculation.

When the Based on Package column is set to "Partial Package", CMiC payroll allows users to set up overtime based on the employee's gross wages with the ability to include specific

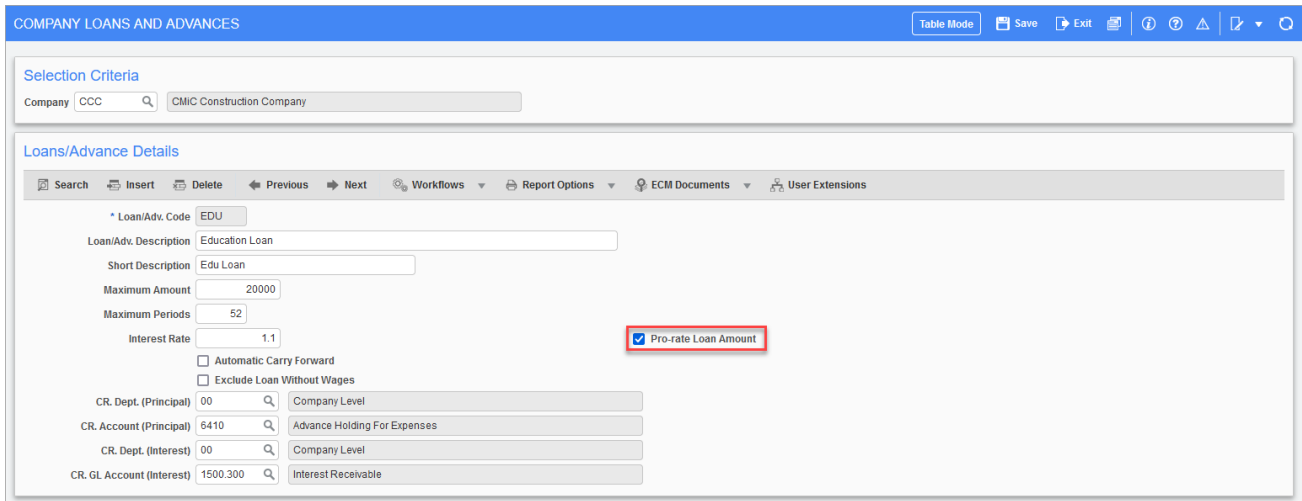
## International Payroll - R12

allowances. As shown below, the employee continues to receive all allowances except food in the overtime rate calculation.



When the Based on Package column is set to “Full Package”, the calculation will include all allowance benefits employees receive in their monthly pay that are marked as package allowance. Any benefit that has the box checked for 'Include in Package' will be included in the overtime rate calculation.

## Pro-rate Loans and Advances



The 'Pro-rate Loan Amount' checkbox can be used to pro-rate loans and advances for the Dubai region. When this checkbox is checked, loans and advances will pro-rate based on the

number of days the loan started. The employee's loan start date that has been set on the Employee Loans and Advances screen is used at the time of calculating the total number of days in the loan procedure for the Dubai region.

For example, an employee's hire date is January 1st, 2021 and their loan start date is on January 15th, 2021. The loan calculates from January 15th to January 31st for the monthly period.

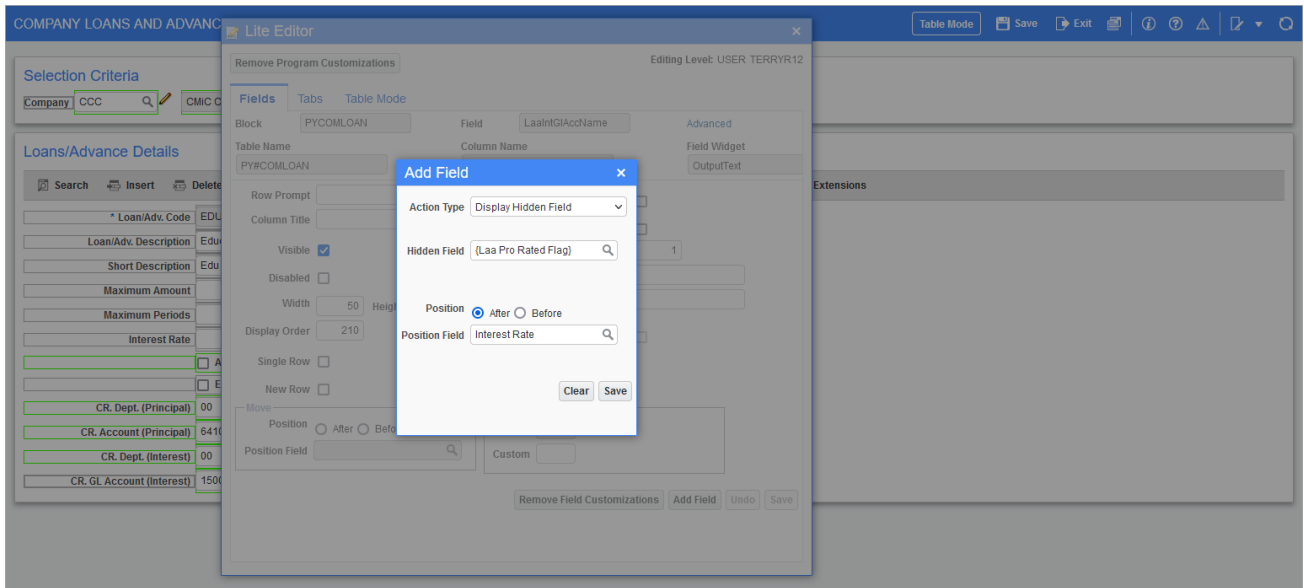
---

**NOTE:** This functionality is available for US Payroll and International Payroll.

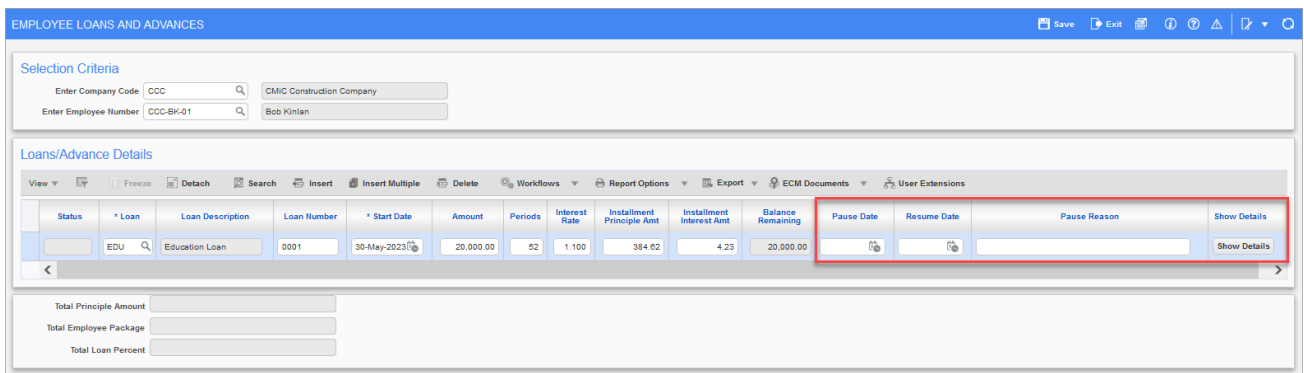
---

In order to access this checkbox, it needs to be added to the Company Loans and Advances screen from the Lite Editor. Alternative work days for the selected company should also be set up for seven working days as per the Dubai region.

## International Payroll - R12



## Pause Loan Installment



Pgm: PYEMPLAA - Employee Loans and Advances; standard Treeview path: International Payroll > Setup > Employees > Loans and Advances

The Employee Loans and Advances screen has a Pause Date, Resume Date, Pause Reason, and [Show Details] button. It does not allow the loan start date, pause date, and resume date to be on the same date.

---

**NOTE:** An error message is displayed to stop the user from entering the same pause or resume date as the start date.

---

When a date is entered in the Pause Date column, the loan is paused and will not be calculated until the date entered in the Resume Date column is reached. When the 'Pro-rate

Loan Amount checkbox is checked, the loan will calculate on a per day basis. When it is unchecked, it will either be at full amount or none depending on the pause and resume dates selected.

## Employee Leaves Encashment

Emp No	Employee Hire Date	Elig. Hours	Elig. Days	CF from Last Year	Hours Accrued	Hours Used	Hours Remain	CF Entitled	Unprocessed Encashment	Available for Encashment	Include Flag
ALC-ENG108	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG109	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG110	15/04/2021	240	30	0	60	0	60	40	0	20	<input type="checkbox"/>
ALC-ENG111	15/04/2021	240	30	0	60	0	60	40	0	20	<input type="checkbox"/>
ALC-ENG112	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG113	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG114	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG115	01/01/2021	240	30	0	240	128	112	40	0	72	<input checked="" type="checkbox"/>
ALC-ENG116	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>
ALC-ENG117	01/01/2021	240	30	0	0	0	0	40	0	-40	<input type="checkbox"/>

*Pgm: PYEMPLEVENCASH – Employee Leaves Encashment; standard Treeview path: International Payroll > Utilities > Employee Leaves Encashment*

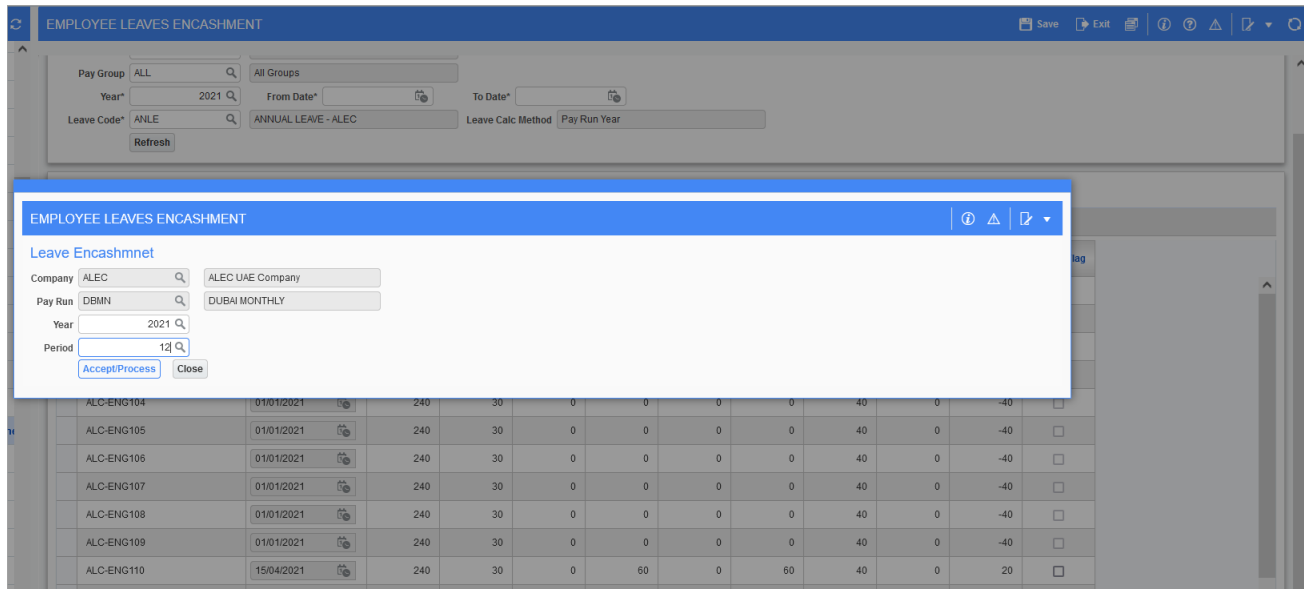
The Employee Leaves Encashment utility screen can be run, prior to payroll processing for the period, to determine how many employees’ yearly leave cycles have been completed and how much leave encashment the employee is due. The utility screen checks if the employee anniversary date falls in the period entered on the header and only displays the balances of those employees in the detail section.

To use this screen, it can be added to the Treeview using the Treeview Builder tool if necessary. Alternate workdays should be set to seven working days as per the Dubai region, and the employee must have worked for a year. If they did not use their leaves, then the utility screen will pay the employee for the leave days in cash.



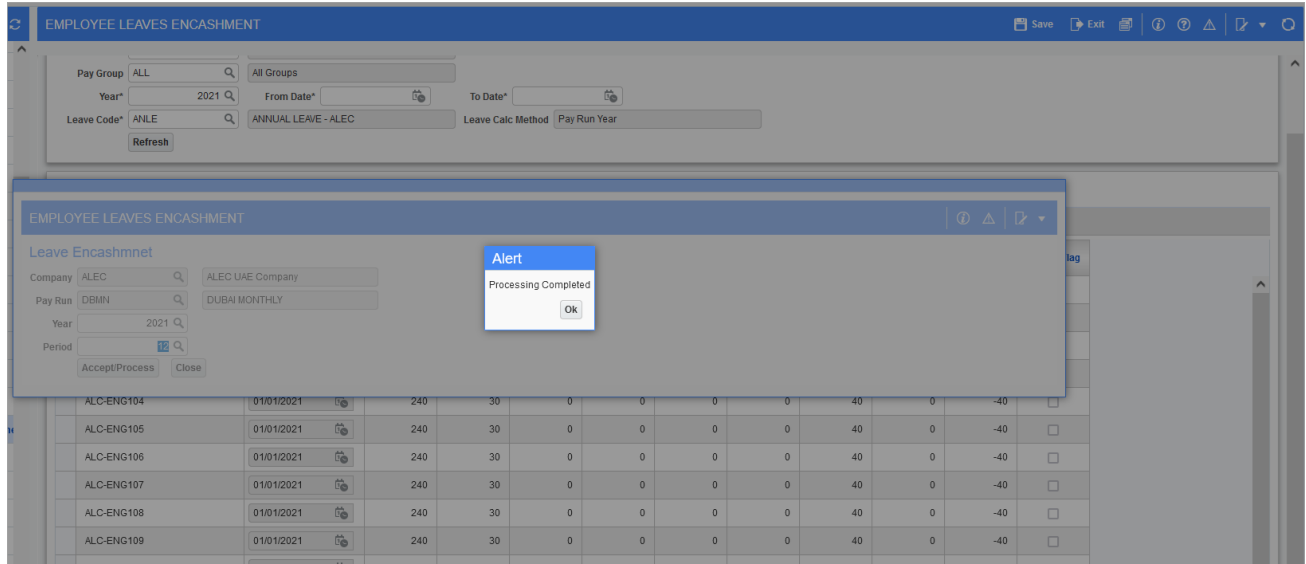
## International Payroll - R12

The utility allows users to select all employees who have a remaining balance and all employees that need to encash their leave amount.

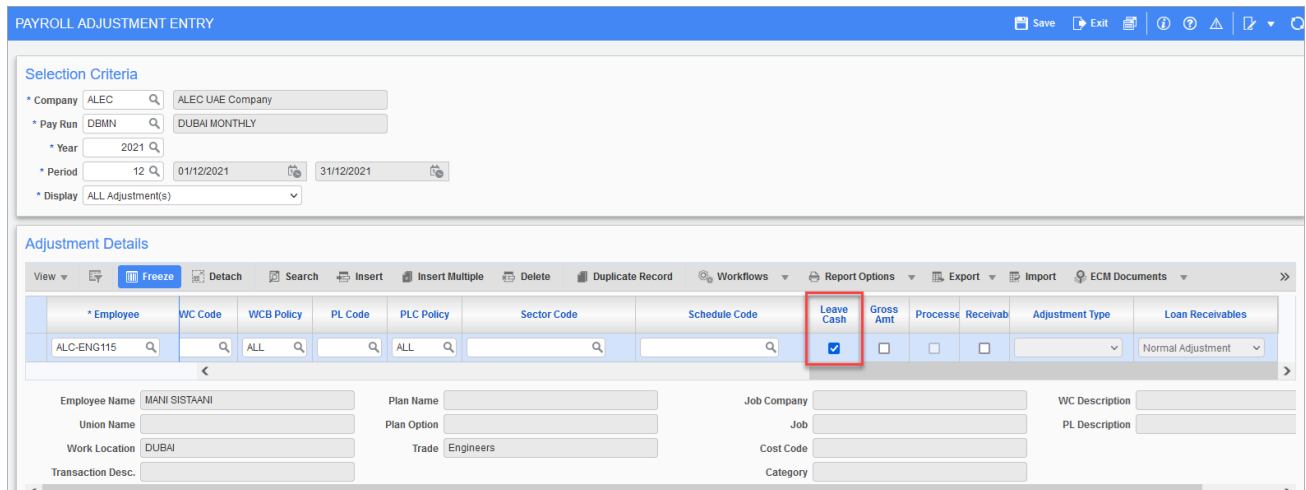


Once employees have been selected, the **[Submit]** button will display a pop-up window to insert the data into the adjustment table, as shown in the screenshot above. The pop-up window will be displayed to choose the pay year and period for leave processing. The pop-up window will default the current open period for the company and pay run from the Selection Criteria section of the screen.

## International Payroll - R12



After clicking on the [**Accept/Process**] button, an Alert pop-up window will confirm that the process has completed, as shown in the screenshot above, and the data will be inserted into the Payroll Adjustment Entry screen with the 'Leave Cash' box checked.



The data can be reviewed by the user and adjusted if needed once verified in the Payroll Adjustment Entry screen.

# Unpaid Leave Calculation

EMPLOYEE WORK STATUS

Employee Work Status

* Code	Description	Active Status
W	Working	<input checked="" type="checkbox"/>
LEAV	On LEAVE - ALEC	<input checked="" type="checkbox"/>
Y	ON LEAVE - Y - ALEC	<input checked="" type="checkbox"/>
N	ON LEAVE - INACTIVE - ALEC	<input type="checkbox"/>
V	On Leave	<input type="checkbox"/>
L	Temporary Layoff	<input checked="" type="checkbox"/>
F	FMLA	<input checked="" type="checkbox"/>
C	WIC	<input checked="" type="checkbox"/>
S	Suspension	<input checked="" type="checkbox"/>
M	Military	<input checked="" type="checkbox"/>
LP	LOA-Paid Leave	<input checked="" type="checkbox"/>
LU	LOA-Unpaid Leave	<input type="checkbox"/>
LB	LOA-Unpaid with Benefits	<input type="checkbox"/>
LL	LOA-LTD	<input type="checkbox"/>
LS	LOA-STD	<input type="checkbox"/>

Pgm: PYEMPSUBSTATUS - Employee Work Status; standard Treeview path: International Payroll > Setup > Employees > Employee Work Status

EMPLOYEE PROFILE

Employee Detail

\* Employee # ALC-ENG136 Employee Full Name SINGH SUNNY

Personal Company Rates/Salary Address HR Info HCM Exclude Other Hours Security Project History Work Category User Defined Fields

Prefix  
 \* Last Name SINGH \* First Name SUNNY  
 Initial / Middle Name Suffix  
 \* SN / SIN 456765434 \* Full / Part Full-Time  
 \* Type Salaried \* FLSA Type Non-Exempt Salary Frequency Monthly  
 \* Status A Active  
 \* Work Status On LEAVE - ALEC \* Employee Package  
 Allow Accrued Leave  
 Unionized  
 Eligible for Rehire  
 Union  
 Union Membership Date Union Member No.  
 Position Description  
 \* Date of Birth 01/01/1980 Place of Birth  
 \* Hire Date 01/01/2021 Seniority Date  
 Termination Date Next Review Date Work Days/Year  
 Re-Hire Date Adjusted Service Date Hours/Year  
 Date Deceased \* Primary Employee ALC-ENG136 Service/Years 0

**4CHAR WORK STATUS**

Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

When an employee is on unpaid leave, they receive no paid wages or allowances. The Employee Work Status field on the Employee Profile screen will allow users to put an

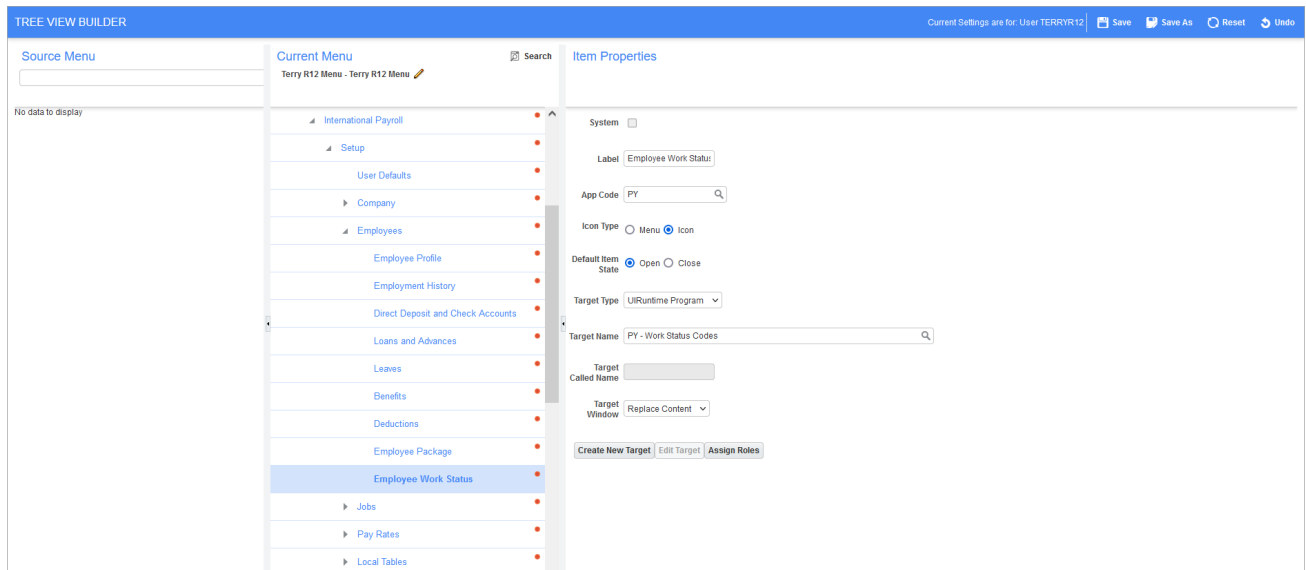
employee on permanent unpaid leave for a longer period instead of entering unpaid leave timesheets. The employee can be active but on an unpaid leave for as long as required.

---

**NOTE:** This functionality is available for US Payroll and International Payroll.

---

If needed, the Employee Work Status screen can be added to the Treeview using the Treeview Builder tool, as shown in the screenshot below.



Before changing the work status for the employee, create a new inactive work status on the Employee Work Status screen. The “N” code has the 'Active Status' box unchecked, and the “W” code cannot be changed as it is system defined.

The work status code can be up to four characters and can be used on the Employee Profile screen.

The processing looks up the new “Active” status from the setup table for work status. If the work status has an unchecked 'Active Status' box, then it will not be included for processing.

---

**NOTE:** Timesheet entry will be modified in the next patches to warn users if the employee work status is inactive.

---

# Leave Accruals

The screenshot shows the 'LEAVES MASTER' application interface. The 'Leave Details' form is displayed with the following fields and values:

- Leave Code: JLEV
- Leave Description: JOB LEAVE-ALEC
- Short Description: JOB LEAVE
- Leave Type: Cash
- Accrued Amount By: Fixed Hours
- Leave Calculation Method: Pay Run Year
- Accrued:
- Carry Forward:
- Accessible In Employee Self Service: No
- Include In PY Forecast Burden Calculation:
- Included In Year of Service Calculation:
- Show Leave On Pay Check And Pay Stub:
- Job Allocation:  (highlighted with a red box)

Some leaves are accrued in a certain region and must be charged to the job. The leave accrual must also accrue based on worked hours in a period for salaried employees. The worked hours are paid wage hours and not the timesheet hours.

To enable this:

1. Alternate work days should be set to seven working days as per the Dubai region working days.
2. The 'Job Allocation' checkbox needs to be added via the Lite Editor on the Leaves Master screen and checked.

The 'Job Allocation' checkbox is only enabled when the 'Accrued' box is checked. The payroll processing has been modified to allocate the accrued leave on jobs similar to other burdens. Accrual must be allocated to the job charged on leaves only.

---

**NOTE:** This functionality is available for US Payroll and International Payroll.

---

# Leave Pay Percent for the Dubai Region

**BENEFIT DEDUCTION TABLE BASE** Table Mode Save Exit

---

**Bed Ded Table Base**

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Table Code: AZETCA      Table Description: AZETCA PTO

\* Table Type: Leave Pay Percent      \* Effective Date: 01-Jan-2021

\* Based On: Leave Taken YTD      \* Term: Month

\* Retrieve: Single Row      Apply To Base:  Factor  Percentage

---

**Ben Ded Table Rows**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

From	To	* Value/ Effective Days/ Eligible Hours
0	15	100
16	30	50
31	999	0

*Pgm: PYBDTAB – Benefit Deduction Table Base; standard Treeview path: International Payroll > Administration > Leaves > Table Bases*

For the Benefit Deduction Table Base screen, a pay percent based on leave taken by year to date for the Dubai Region is available. The Table Type field must be set to the "Leave Pay Percent" option, the Based On field should be set to the "Leave Taken YTD" option, and the Apply to Base field should have the 'Percentage' radio button selected.

The employee is entitled to a sick leave of no more than 90 days per year, only after three months of continuous service following the probation period.

The 90 days of sick leave can be continuous or intermittent, and the salary is paid as follows:

- Full payment for the first 15 days
- Half payment for the next 30 days
- No payment for the rest of 45 days

# International Payroll - R12

**COMPANY LEAVES** [Table Mode] [Save] [Exit] [Help] [Refresh] [Print] [Close]

**Selection Criteria**

- \* Company: CCC (CMIC Construction Company)
- \* Pay Group: ALL (All Groups)
- \* Pay Run: DBMN (DUBAI MONTHLY) [Copy]

**Company Leave Details**

**General** | Accounting | Advanced Setup

[Search] [Insert] [Delete] [Previous] [Next] [Workflows] [Report Options] [ECM Documents] [User Extensions]

\* Leave Code: SICK (SICK)

Short Description: SICK

Leave Calculation Method: Pay Run Year

Leave Type: Cash

Eligible Days: [ ]

Pay Percent: [ ]

Eligible Hours: [ ]

Accrued

\* Accrued Amount: Fixed Hours

Accrued Percentage: [ ]

\* Restrict Dist.Type in E-Time Sheet: No Restriction

Carry Forward

Max Carry Forward Method: Fixed Hours

Max C Forward: [ ] Additional CF: [ ]

Max Accrual: [ ] Days C Forward Expires: [ ] Annual Accrual Leave Cap: [ ]

Sick Policy Code: [ ] \* Validate Eligible Hours Taken based on: Balance Hours

Pgm: PYCOMLEV – Company Leaves; standard Treeview path: International Payroll > Administration > Leaves > Company - General tab

**COMPANY LEAVES** [Table Mode] [Save] [Exit] [Help] [Refresh] [Print] [Close]

**Selection Criteria**

- \* Company: CCC (CMIC Construction Company)
- \* Pay Group: ALL (All Groups)
- \* Pay Run: DBMN (DUBAI MONTHLY) [Copy]

**Company Leave Details**

**General** | Accounting | **Advanced Setup**

[Search] [Insert] [Delete] [Previous] [Next] [Workflows] [Report Options] [ECM Documents] [User Extensions]

Base Element: [ ] [Create Base]

Table Base: [ ] [Table Base]

Leave Pay Table Base: AZETCA (AZETCA PTO) [Table Base]

\* Allow More than Eligible Hours: Warning

Total Max Hours: [ ]

Pgm: PYCOMLEV – Company Leaves; standard Treeview path: International Payroll > Administration > Leaves > Company - Advanced tab

On the Company Leaves screen users can assign the payment policy to the leave. The Leave Pay Table Base LOV under the Advanced Setup tab only displays table bases setup as “Leave Pay Percent” on the Benefit Deduction Table Base screen. Users can also click the [Table Base] button to create a new table from the Company Leaves screen.

**NOTE:**

- If users assign a value for the Leave Pay Table Base field, then it will take precedence over the Pay Percent field on the General tab.
  - Payroll processing for salaried employees has been modified to pay employees based on the new table base rules.
  - The Timesheet screen considers the new table base rule to populate the rate accordingly when the leave is entered.
- 

## Employee Nationality, Employee Religion, and Airport Destination

The Employee Nationality, Employee Religion, and Airport Destination screens are available to be added to International Payroll, as well as other different fields integrated within HR and Payroll. They are not in Standard Menu and need to be added from the Treeview Builder. Any fields related to these screens need to be made visible through the Lite Editor.

---

**NOTE:** The countries available for use on these screens are managed on the Countries screen located under the Setup > Local Tables > Geographies submenu for International Payroll. If multiple countries need to be added, the standard CMiC Import feature on the Toolbar can be used.

---



## Employee Nationality

The screenshot displays the 'EMPLOYEE NATIONALITY DETAILS' window. At the top, there is a 'Table Mode' button and standard application icons. Below the title bar, a 'Select Employee' section contains a search field with 'Employee CCC-GB-01' and a dropdown menu showing 'Greg Bannister'. The main area is titled 'Nationality Details' and contains a toolbar with 'Search', 'Insert', 'Delete', 'Workflows', 'Report Options', 'Import', 'ECM Documents', and 'User Extensions'. The form fields are as follows:

Employee Mother's Name	Barnett
Employee Primary Nationality	UAE United Arab Emirates
Employee Secondary Nationality	CA Canada
Passport Place of Issue	CA Canada
Passport No	123456789
Passport Date of Issue	15-Jan-2015
Passport Expiry Date	15-Jan-2025
Employee Emirates ID	748502
Visa Place of Issue	CA Canada
Employee Visa No	583040
Visa Issue Date	01-Jan-2022
Visa Expiry Date	31-Dec-2023

*Pgm: PYEMP NATIONAL - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Employee Nationality*

The Employee Nationality screen is used to store applicant/employee nationality or Visa information. The screen can also be accessed using the **[Employee Nationality]** button on the Employee Profile and Employee History screens. The button is hidden by default and can be added via the Lite Editor.

---

**NOTE:** Validation for Pym\_Passport\_Place\_Issue and Pym\_Visa\_Place\_Issue have been removed, as well as table mode and import have been removed.

---

The following describes the fields available on the screen:

### Employee

Enter the employee/applicant number.

### Employee Mother's Name

The maiden name of the employee's mother.

### Employee Primary Nationality

The employee's primary nationality (may be by birth).

**Employee Secondary Nationality**

The employee's secondary nationality by migration.

**Passport Place of Issue**

The country where the passport was issued.

**Passport No**

The employee's passport number.

**Passport Date of Issue**

The date the passport was issued.

**Passport Expiry Date**

The passport's expiry date.

**Employee Emirates ID**

The employee's Emirates ID.

**Visa Place of Issue**

The country the Visa was issued.

**Employee Visa No**

The employee's Visa number.

**Visa Issue Date**

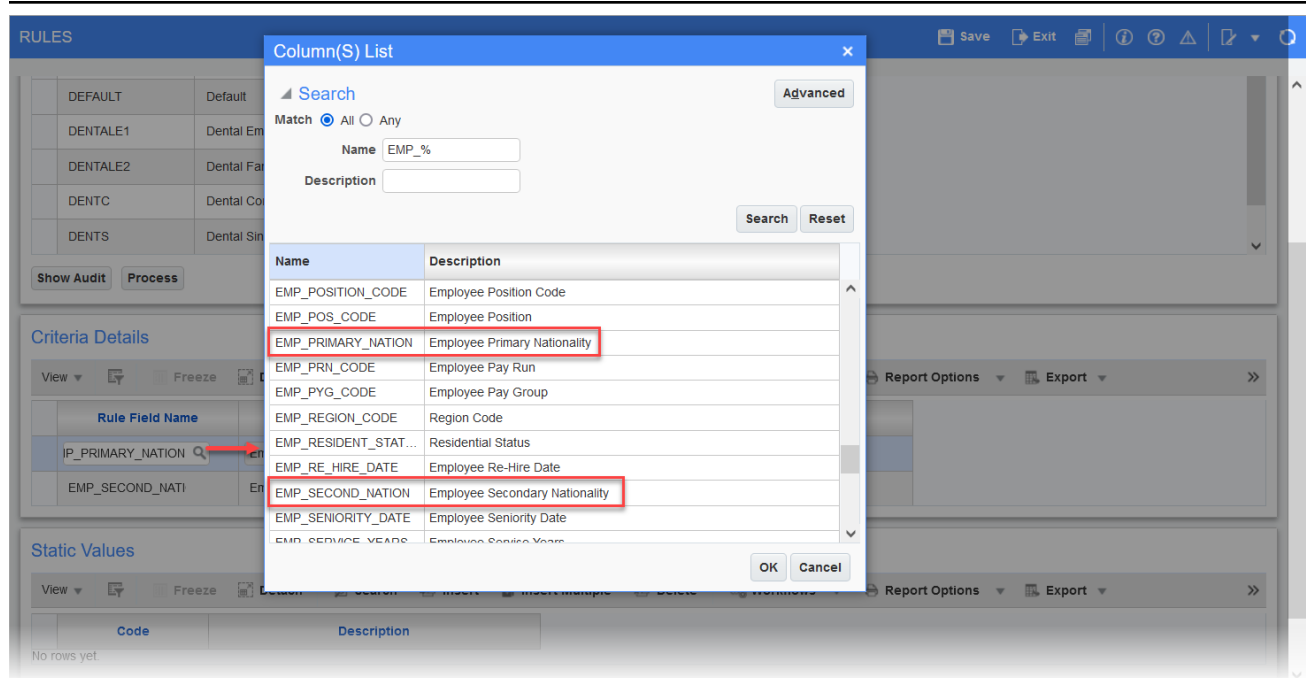
The date the Visa was issued.

**Visa Expiry Date**

The Visa's expiry date.

## Human Resources Integration with Employee Nationality

### HR Benefit Eligibility Rules



*Pgm: HRRULADM - Rules; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Rules*

The EMP\_PRIMARY\_NATIONALITY, EMP\_SECOND\_NATIONALITY, and EMP\_MONTHLY\_SALARY fields are available in the Human Resource Rules screen (located under the Benefit Administration > Benefit/Deduction Administration submenu) to allow users to set up benefit eligibility rules.

The three fields can be found under the Criteria Details section of the Rules screen in the Rule Field Name LOV. The Rule Value field will show the list of countries in the LOV.

**NOTE:** The list of countries for EMP\_PRIMARY\_NATIONALITY and EMP\_SECOND\_NATIONALITY is limited based on the Employee Nationality screen.

Static values of EMP\_PRIMARY\_NATIONALITY and EMP\_SECOND\_NATIONALITY will only show the country selected in the LOV of the Criteria Details section.

## HR Employee Relatives

The screenshot displays the 'RELATIVES' form interface. At the top, there are navigation icons and a 'Table Mode' button. Below this is the 'Selection Criteria' section with input fields for employee identification and status. The 'Relative Details' section follows, containing fields for the relative's name and status. The 'Personal Info' section is the largest and includes fields for birth date, gender, relationship to the employee, and nationalities. A red box highlights the 'Primary Nationality' (UAE), 'Secondary Nationality' (CA), and 'Hold Residence Visa' checkbox area.

Pgm: HREMPREL - Relatives; standard Treeview path: Human Resources > Personnel > Employee Relatives

The below fields are available to add to the Employee Relatives screen using the Lite Editor:

### Primary Nationality

The employee's primary nationality that may be by birth.

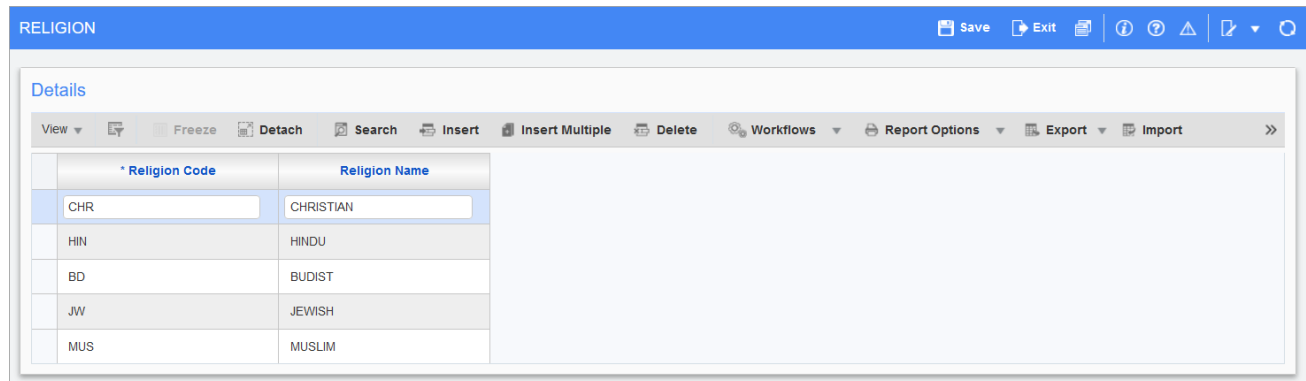
### Secondary Nationality

The employee's secondary nationality by migration.

### Hold Residence Visa – Checkbox

Check this box for relatives if they have a residence Visa and are living with the employee.

## Employee Religion



*Pgm: PYRELIGION - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Employee Religion*

The screen allows users to add or import data for different religions using the Religion Code and Religion Name fields. This information is needed in the Dubai Region for the foreman to maintain a proper schedule. For example, if a Friday schedule is needed for Muslims for Friday prayer.

The Religion Code and Religion Name fields can also be added to the Employee Profile and Employee History screens via the Lite Editor.

## Human Resources Integration with Employee Religion

The Human Resources Control File screen allows users to set the default probation month using the End of Probation field under the General tab. This field is hidden by default and needs to be added via the Lite Editor. The data can be set up using the drop-down menu to select the frequency option of "Weeks", "Months", or "Not Applicable".

On the Employee Profile screen, users are able to calculate the probation based on the hire or re-hire date, and the Probation Date field can be enabled via the Lite Editor.

When the frequency is set up as "Months", the formula is:

End Of Probation Date = add\_months(Hire Date, Probation Period)

When the frequency is set up as "Weeks", the formula is:

End Of Probation Date = Hire Date + (Probation Period \* 7)

## Airport Destination

The screenshot shows the 'AIRPORT DESTINATIONS' application window. The title bar includes 'Save', 'Exit', and other standard window controls. Below the title bar is a toolbar with options like 'View', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', and 'Import'. The main area contains a table with the following data:

Airport Code	Airport Name	Fare Type	Adult Fare	Child Fare
YYZ	Toronto Pearson Airport	Economy	600	300
IAH	George Bush International	Business	700	350
DXB	United Arab Kingdom	First Class	1000	950

*Pgm: PYAIRPORTS - Employee Nationality; standard Treeview path: International Payroll > Setup > Employees > Airport Destinations*

This screen allows users to set up airports in countries. The Airport Code, Airport Name, Airport Fare Type, and Airport Fare Type Name fields are also available on the HR tab, (next to the 'Able to Travel' checkbox) of the Employee Profile screen and the HR Info tab (next to the 'Able to Travel' checkbox) of the Employee History screen. These fields are hidden by default and can be added to the screens via Lite Editor. The field information can also be found on the Tickets tab of the Employee Relatives screen.

The following describes the fields available on the screen:

### Airport Code

This is the code set up by the user for the airport.

### Airport Name

This is the name of the airport.

### Fare Type

This is the type of fare with the following drop-down menu options:

- Economy
- Business
- First Class

### Adult Fare

This is the average adult fare for the associated airport code.

## Child Fare

This is the average child fare for the associated airport code.

## Other Screens Integrated with Airport Destination

## Grades

* Code	Description	Short Description	Entitled for Tickets	School Entitlement	% Paid for Schooling
101	Grade level 1		<input type="checkbox"/>	<input type="checkbox"/>	
102	Grade level 2		<input type="checkbox"/>	<input type="checkbox"/>	
103	Grade level 3		<input type="checkbox"/>	<input type="checkbox"/>	
104	Grade level 4		<input type="checkbox"/>	<input type="checkbox"/>	
105	Grade level 5	5	<input type="checkbox"/>	<input type="checkbox"/>	
111	PM	PM	<input type="checkbox"/>	<input type="checkbox"/>	
201	EP Grade Level	EP Grade Level	<input type="checkbox"/>	<input type="checkbox"/>	
A	Excellent	Above Avg	<input type="checkbox"/>	<input type="checkbox"/>	
A1	Excellent Performance	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC1	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>	
ARC2	Good	Good	<input type="checkbox"/>	<input type="checkbox"/>	
ARC3	Excellent	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC4	Poor	Poor	<input type="checkbox"/>	<input type="checkbox"/>	
B	Above Average	Avg	<input type="checkbox"/>	<input type="checkbox"/>	
Dx01	Outstanding	Outstanding grad	<input type="checkbox"/>	<input type="checkbox"/>	

*Pgm: PYGRADES - Grades; standard Treeview path: International Payroll > Setup > Local Tables > Grades*

The 'Eligible for Tickets' checkbox can be added to the Grades screen via Lite Editor. The grade code that has the 'Eligible for Tickets' box checked can then be assigned to an employee using the Grade field found on the Company tab of the Employee History screen.

## International Payroll - R12

The screenshot displays the 'EMPLOYEE HISTORY' application window. At the top, there is a 'Selection Criteria' section with fields for Employee (ALC-ENG100), HASSAN JANANI, SSN (101-), Action (Change), Effective Date (01/01/2022), Current Date (14/11/2022), Process (Employee Package), and UAE. Below this is the 'Employee History Details' section, which is currently obscured by a blue 'Alert' dialog box. The alert message reads: 'System will update all future records with new changes, press "Yes" to update them, "No" to just to insert the new record, "Cancel" for no operation.' The background shows a grid of fields for 'Company', 'Payroll Company', 'Home Company', 'Payroll Dept', 'Home Dept', 'Debit Salary Acc', 'Credit Clearing Acc', 'Debit Clearing Acc', 'Leave Exp Accrual', 'Leave Liability Accrual', 'Pay Run', 'Pay Group', 'Work Location', 'Grade', and 'Trade'. The 'Grade' field is highlighted with a red box, showing '105' and 'Grade level 5'. The 'Trade' field is 'ENG' and 'Engineers'. On the right side of the details section, there are checkboxes for 'Workers Comp from Job', 'Work Location for Job', 'Include in Exception Report', 'Include in Certified Payroll Report', 'Include in Generate Timesheet Utility', 'Available for Dispatch', and 'Include in Field Tracking'.

The School Entitlement and % Paid for Schooling fields can also be added to the Grades screen using the Lite Editor and are used against schooling fees for employees by employee grade. This allows users to set up the schooling entitlement.

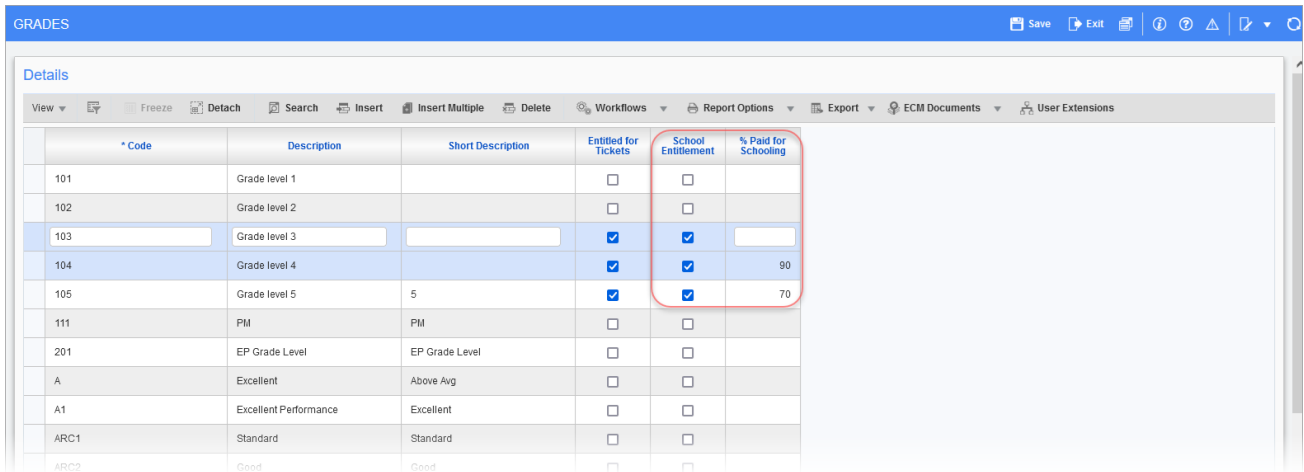
An example of how they are currently used:

New hires will be elected as per grade:

- D1, D2 to D5 = 70%
- E1 higher = 90%
- C5 below = NA



## International Payroll - R12

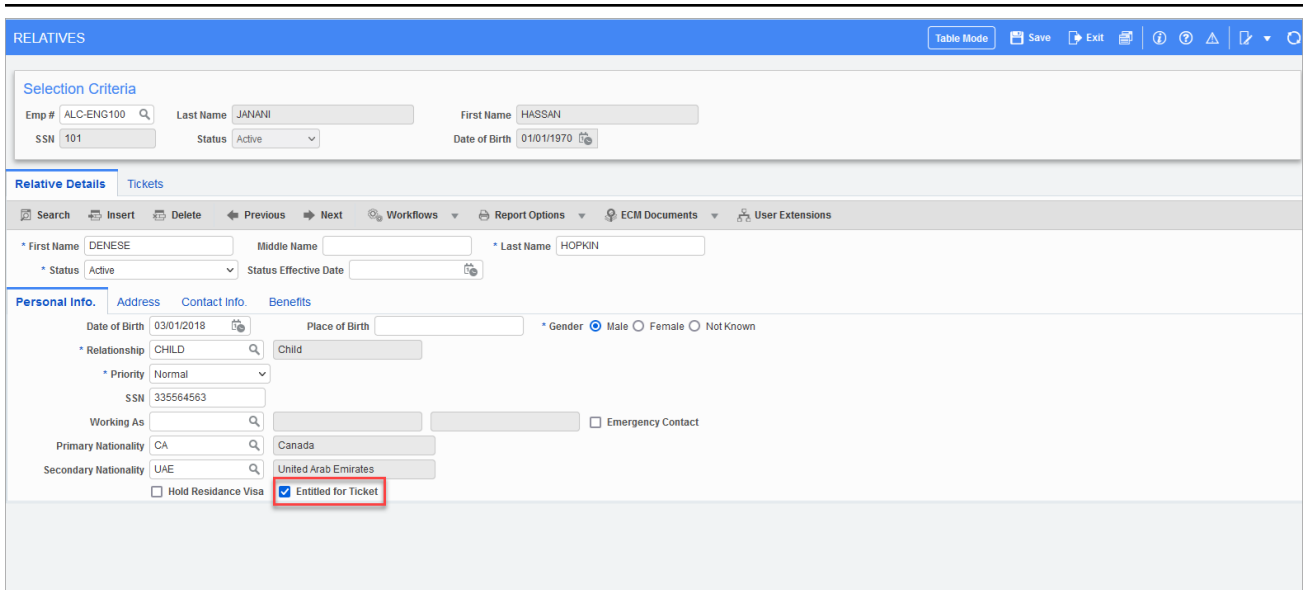


* Code	Description	Short Description	Entitled for Tickets	School Entitlement	% Paid for Schooling
101	Grade level 1		<input type="checkbox"/>	<input type="checkbox"/>	
102	Grade level 2		<input type="checkbox"/>	<input type="checkbox"/>	
103	Grade level 3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
104	Grade level 4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90
105	Grade level 5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70
111	PM	PM	<input type="checkbox"/>	<input type="checkbox"/>	
201	EP Grade Level	EP Grade Level	<input type="checkbox"/>	<input type="checkbox"/>	
A	Excellent	Above Avg	<input type="checkbox"/>	<input type="checkbox"/>	
A1	Excellent Performance	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	
ARC1	Standard	Standard	<input type="checkbox"/>	<input type="checkbox"/>	
ARC2	Good	Good	<input type="checkbox"/>	<input type="checkbox"/>	

Pgm: PYGRADES - Grades; standard Treeview path: International Payroll > Setup > Local Tables > Grades

The School Eligibility % field can also be added to the HR Info tab of the Employee Profile screen and to the HR Info tab of the Employee History screen using the Lite Editor. When a grade is selected on the Employee History screen, the School Eligibility % field on the HR Info tab populates automatically.

## Employee Relative



**RELATIVES** Table Mode Save Exit Print Help ? Undo Redo

**Selection Criteria**

Emp # ALC-ENG100 Last Name JANANI First Name HASSAN  
SSN 101 Status Active Date of Birth 01/01/1970

**Relative Details** Tickets

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* First Name DENESE Middle Name Last Name HOPKIN  
\* Status Active Status Effective Date

**Personal Info.** Address Contact Info Benefits

Date of Birth 03/01/2018 Place of Birth \* Gender  Male  Female  Not Known

\* Relationship CHILD Child  
\* Priority Normal  
SSN 335564563  
Working As Emergency Contact  
Primary Nationality CA Canada  
Secondary Nationality UAE United Arab Emirates  
 Hold Residence Visa  Entitled for Ticket

Pgm: HREMPREL - Relatives; standard Treeview path: Human Resources > Personnel > Employee Relatives

The Employee Relative screen displays the ticketing cost based on the employee's airport destination.

## International Payroll - R12

The Tickets tab on the Employee Relatives screen displays all employee relatives' names with their relationship, and the cost of the fare from the Airport Destination table when the relationship type is entitled to the tickets. The 'Ticket Entitled' checkbox allows users to set up whether or not the relative is entitled to a ticket.

The adult fare is shown for all relationships except child and the 'Ticket Entitled' checkbox can be added via the Lite Editor on the Relative Details tab.

---

**NOTE:** When a relative holds a residence Visa they are automatically entitled for the ticket, therefore they will have a cost on the Fare field of the Tickets tab.

---

## Pay Stub PYSTB11C for the Dubai Region

The screenshot shows the 'PAY PERIODS' screen. The 'Pay Run' section is configured with 'PYSTB11C' as the stub. The 'Pay Period' table is as follows:

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted Flag	* Close Timesheet Period
1	01/01/2021	31/01/2021	31/01/2021	31/01/2021	31/01/2021	1	<input type="checkbox"/>	None
2	01/02/2021	28/02/2021	28/02/2021	28/02/2021	28/02/2021	2	<input type="checkbox"/>	None
3	01/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021	3	<input type="checkbox"/>	None
4	01/04/2021	30/04/2021	30/04/2021	30/04/2021	30/04/2021	4	<input type="checkbox"/>	None
5	01/05/2021	31/05/2021	31/05/2021	31/05/2021	31/05/2021	5	<input type="checkbox"/>	None
6	01/06/2021	30/06/2021	30/06/2021	30/06/2021	30/06/2021	6	<input type="checkbox"/>	None
7	01/07/2021	31/07/2021	31/07/2021	31/07/2021	31/07/2021	7	<input type="checkbox"/>	None
8	01/08/2021	31/08/2021	31/08/2021	31/08/2021	31/08/2021	8	<input type="checkbox"/>	None

The PYSTB11C pay stub has an Earnings section and a Deduction section. The Earnings section prints all wages, leaves, expenses, and benefits. The Deduction section prints all deductions, loan principles, and advance transactions.

To use this pay stub, the employee's Split Type field must be set to "Direct Deposit" on the Direct Deposit and Check Accounts screen. Then, on the Pay Periods screen, the Stub field should be set to "PYSTB11C", as shown in the above screenshot.

This stub can be printed from the Check Printing screen and the Pay Stub Printing screen. Once the report is run through one of the printing screens, it will print in the following format:

**NOTE:** Non-cash benefits should not be on the stub.

ALEC UAE Company Al Meydan Road DUBAI EM 125212					<b>PAYSLIP</b>		
<b>COMPANY</b>			<b>DATE</b>		<b>EMPLOYEE NAME</b>		
ALEC UAE Company (ENGINEERS - ENGR)			28/02/2021		direct deposit (8766546789)		
<b>EMPLOYEE NO.</b>	<b>OCCUPATION</b>	<b>PAYPOINT</b>	<b>GRADE</b>	<b>DEPARTMENT</b>	<b>PAY METHOD</b>	<b>BANK</b>	<b>BANK ACCOUNT NO.</b>
ALC-DIRECTDEPO	ENG	00		Company Level	TBD	002	10000200
<b>EARNINGS</b>				<b>DEDUCTIONS</b>			
<b>DESCRIPTION</b>	<b>DAYS/HRS</b>	<b>RATE</b>	<b>AMOUNT</b>	<b>YEAR TO DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>YEAR TO DATE</b>
REGULAR WAGES	0.00	48.39	0.00	12,000.00	TELEPHONE	200.00	500.00
REGULAR WAGES	-48.00	50.00	-2,571.42	-2,571.42			
REGULAR WAGES	224.00	53.57	12,000.00	12,000.00			
OVERTIME WAGES	4.00	75.00	300.00	300.00			
DOUBLE TIME	4.00	100.00	400.00	400.00			
ANNUAL LEAVE	48.00	53.57	2,571.42	2,571.42			
ANNUAL LEAVE	0.00		1,607.14	1,607.14			
FOOD	0.00		471.43	1,071.43			
GENERAL	0.00		2,357.14	5,357.14			
HOUSING	0.00		1,178.57	2,678.57			
PERCENTAGE	0.00		127.00	247.00	<b>TOTAL DEDUCTIONS</b>		200.00
SCHOOL	0.00		942.86	2,142.86	<b>NET PAY</b>		<b>21,012.76</b>
TRANSPORT	0.00		942.86	2,142.86			
VEHICLE	0.00		785.71	1,785.71			
CAR	0.00		100.05	100.05			
<b>TOTAL EARNINGS</b>				21,212.76			
<b>DATE ENGAGED</b>	01/01/2021						

The top section displays information in the following order:

1. Company Name
2. Period End Date
3. Employee Full Name
4. Employee Number
5. Occupation

6. Pay Point - This is pulled from the Employee Profile screen. If there's a job setup for the employee it will display the job, otherwise it will display the payroll department of the employee.
7. Employee Grade From Profile
8. Employee Payroll Department Name
9. Pay Method
10. Employee Bank Name From Paycheck Table
11. Employee Bank Account Number From Paycheck Table

The Earnings section displays information in the following order:

1. The short description for the transaction code
2. Total number of hours worked
3. Per day rate calculated based on the total package allowance
4. Total amount paid for the period per transaction
5. Total year to date paid per transaction
6. Date engaged "hire date"

The Deductions section displays information in the following order:

1. The short description for the transaction code
2. Total amount paid for the period per transaction
3. Total year to date paid per transaction

The stub can also be scheduled to be emailed to the employee by checking the 'E-mail' box when running the report in the Pay Stub Printing screen.

# International Payroll - R12

**PAY STUB PRINTING**

Save Exit

**Selection Criteria**

FEIN Number [ ]  
Company ALEC [ ] ALEC UAE Company  
Pay Run DBMN [ ] DUBAI MONTHLY  
Pay Year 2021 [ ]  
Period 2 [ ] 01/02/2021  
Check Location [ ]  
Pay Group [ ]  
To Pay Group [ ]  
Employee Pick List [ ]  
From Employee ALC-DIRECTDEPO [ ]  
To Employee ALC-DIRECTDEPO [ ]  
Language English  
\* Print Type Direct Deposit Employees Only  
\* Sort By Default

**Report Configuration for: PYSTB11C - UAE Payslip (PYSTB11C)**

Destination Preferred Contact Method  
Format PDF  
Locale English  
E-Mail   
Mail Preview  
Schedule  Run Now  Run On 2022-11-11T11:15:00  
Run Report Close

Report PYSTB11C has been sent to report server  
Process

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# Quebec Insurance Group Maintenance

QUEBEC INSURANCE GROUP MAINTENANCE

Save Exit

Selection Criteria

Company CCC CMIC Construction Company

Groups

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Group Code	Description	Employer Contr. Percent
HEALTH	Health Insurance Group	50

Group Items

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Deduction Code	Description	Employer Priority
HINT	HEALTH COVERAGE INT PAYRC	1
DISS	Short Term Disability	2

Province Override

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Province Code	Description	* Employer Percent
ON	Ontario	70

*Pgm: PYQCINSGRP – Quebec Insurance Group Maintenance; standard Treeview path: International Payroll > Administration > Deductions > Quebec Insurance Group Maintenance*

The employer contribution of the deductions in the insurance group can be determined with the ability to group a set of related deductions into an insurance group. The user can specify the employer contribution for the group expressed as a percentage, specify the priority order when allocating the employer portion, and specify if each deduction in the group is subject to employer contribution. The amount paid by the employee is not tax deductible, but the amount paid by the employer can be subject to tax.

An insurance group can be set up in the Administration > Deductions > Quebec Insurance Group Maintenance screen, which can be added to the Treeview if needed using the Treeview Builder tool. The employer maximum contribution is specified as a percentage of the total employee insurance premium. The deductions in the group are assigned a priority to specify the order in which the deductions will be distributed, allocating as much as it can to each until the maximum is reached or there are no more deductions.

## International Payroll - R12

The Quebec Insurance Group Maintenance screen has a section called Province Override where the Province and Employer Contr. Percentage columns are available. This gives users the ability to change the employer contribution based on the work province of the employee. By default, the company pays 70% of the insurance prime in the province of Quebec, and pays 100% of the insurance prime outside the province of Quebec.

The user can enter alternate percentage values for other provinces against the company and group code selected. No changes are needed under the Group Items section, which display a list of deductions for the selected Group Code.

The existing Employer Contr. Percent column on the Groups section will be considered as a Quebec percentage, whereas for the other provinces, the user will be able to enter different percentages in the Province Override section. If the override values are available for the work province of the employee, then the system will take that percentage, otherwise the system will take the percentage from the Groups section.

The screenshot displays the 'DEDUCTIONS MASTER' application window. The main content area is titled 'Deduction Details' and contains a form with the following fields and options:

- Code:** HINT
- Description:** HEALTH COVERAGE INT PAYROLL
- Short Description:** HEALTH COVERAGE
- Reporting Group:** (Searchable dropdown)
- Type:** Lump Sum
- Based On:** NONE
- Amount:** (Input field)
- Options:**
  - Mandatory
  - Employer Contribution (highlighted with a red box)
  - Job Allocation
  - Work Location Allocation
  - Department Allocation
  - Automatic Carry Forward
  - Include on Invoices
  - Dependents Enrollment Allowed
  - Job Allocate Using User-Defined Base Code
  - Create Voucher For Accts Payable
  - Include in Retropay Processing
  - Exclude Without Wages
- Job Allocation Based On:** Default Method
- Calculation Sequence:** 20016 (with 'All Used Sequences' button)
- Priority:** 1
- Print Order:** 1
- Maximum Limit Group Code:** (Searchable dropdown)

*Pgm: PYDEDUCT – Deductions Master; standard Treeview path: International Payroll > Administration > Deductions > Master*

The deductions are set up at the master, company, and employee level if necessary. The Employer Contribution checkbox on the Deductions Master screen, shown above, will indic-



## International Payroll - R12

ate if the deduction has an employer contribution, or if the deduction is only paid by the employee. Please see the US Payroll guide for further details on deductions.

**Selection Criteria**

Country: CA  
State: QC (Quebec)  
Tax: EHT (Employer Health Tax)

**Tax Element Details**

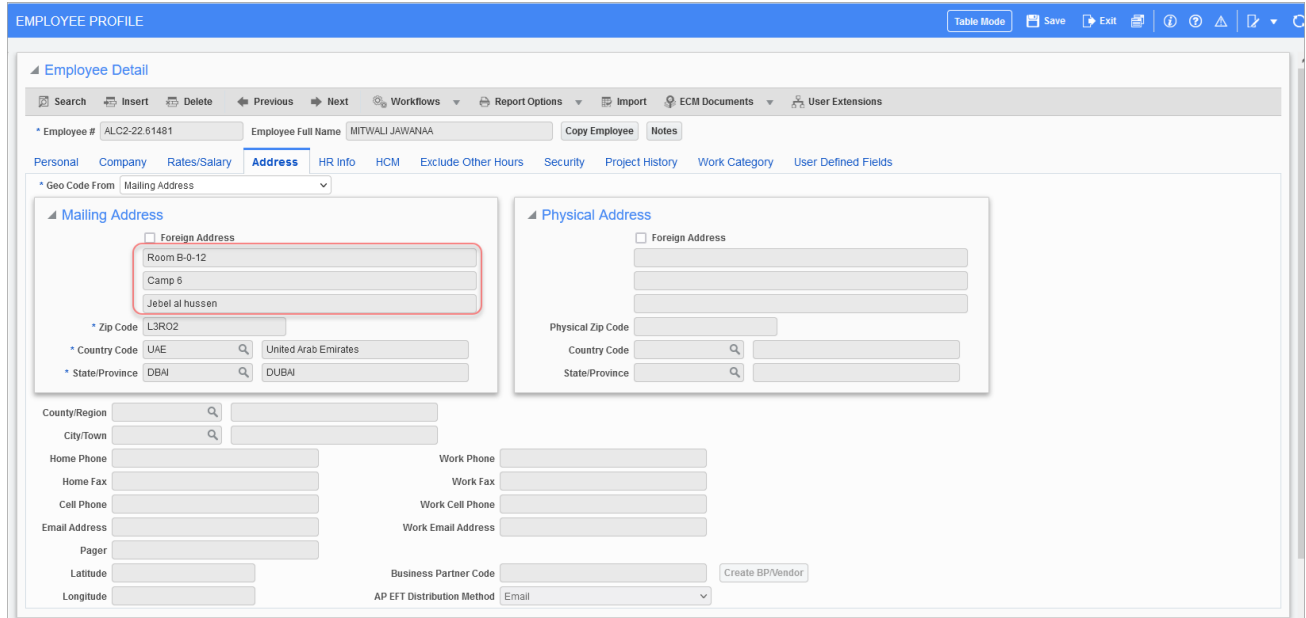
Start Date	End Date	Type	Code	Description	Deduction ID	Rgtr Pay	Factor	Taxed On	Country Code
01-Nov-2020		Expense	EXP2	Expense 2		<input checked="" type="checkbox"/>		Employee Portion	CA
01-Jun-2022		Deduction	HINT	HEALTH COVERAGE INT PAYROLL	0	<input checked="" type="checkbox"/>		Employee Portion	CA

*Pgm: PYTAXELM – Payroll Tax Elements; standard Treeview path: International Payroll > Administration > Taxes > Elements*

In the Payroll Tax Elements and Tax Elements by Transaction screens show above, the user can specify whether the employee deduction is tax deductible or whether the employer portion is subject to tax. A deduction code can only have one or the other selected but not both. Please see the US Payroll guide for further details on the Payroll Tax Elements and Tax Elements by Transaction screens.

During payroll processing, the maximum for the insurance group is determined by the percentage defined for the group multiplied by the total amount of the employee portion of the deductions.

# Process Benefits Based on Camp Information in the Employee Profile



Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

The following three address fields are available on the Address tab of the Employee Profile screen to allow users to process benefits based on camp information by adding the fields to the Human Resources Benefit Eligibility Rule table.

- EMP\_ADDRESS1 represents Room Number and Block
- EMP\_ADDRESS2 represents Camp Number/Name
- EMP\_ADDRESS3 represents Area

The following steps show how to set up the benefits/deductions rules:

# International Payroll - R12

1. Set up the Employee Profile screen by entering values for the three address fields.

The screenshot shows the 'EMPLOYEE PROFILE' application window. The 'Address' tab is selected, showing two main sections: 'Mailing Address' and 'Physical Address'. In the 'Mailing Address' section, three text input fields are highlighted with a red box, containing the values 'Room B-0-12', 'Camp 6', and 'Jebel al hussen'. Other fields include 'Zip Code' (L3R02), 'Country Code' (UAE), and 'State/Province' (DBAI). The 'Physical Address' section has several empty input fields. Below these are fields for 'Country/Region', 'City/Town', and various phone numbers.

Pgm: PYEMPLOY - Employee Profile; standard Treeview path: International Payroll > Setup > Employees > Employee Profile

2. Create a rule and assign the address fields to the proper value from the LOV that were set in the Employee Profile screen.

The screenshot shows the 'RULES' application window. The 'Rule Details' section contains a table with the following data:

Rule ID	Description	Status	Apply Rule
ALCHRE	ALCHRE 22.61481	Rule Last Processed Date 09-NOV-2022	<input type="checkbox"/>
BALATEST	Test	Rule Last Processed Date 10-JUN-2022	<input type="checkbox"/>
DEFAULT	Default	Rule Last Modified Date 26-AUG-2022	<input type="checkbox"/>
DENTALE1	Dental Emp + Child/Dental	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTALE2	Dental Family	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTC	Dental Core Emp + Spouse	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
DENTS	Dental Single	Rule Last Processed Date 19-SEP-2021	<input type="checkbox"/>
ENGINEERS	Engineers	Rule Last Processed Date 09-NOV-2022	<input type="checkbox"/>

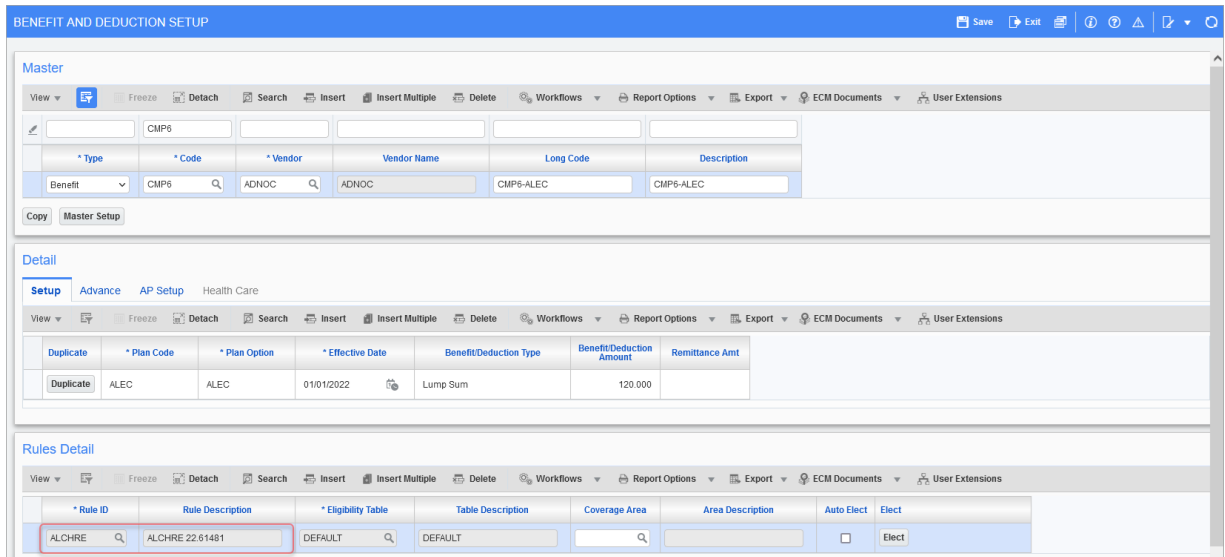
The 'Criteria Details' section below shows a table with the following data:

Rule Field Name	Field Name	Rule Operator	Rule Value
EMP_ADDRESS1	Employee Address	=	Room B-0-12
EMP_ADDRESS2	Employee Address	=	Camp 6
EMP_ADDRESS3	Employee Address	=	Jebel al hussen
EMP_COMP_CODE	Employee Company	=	ALEC

Pgm: HRRULADM - Rules; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Rules

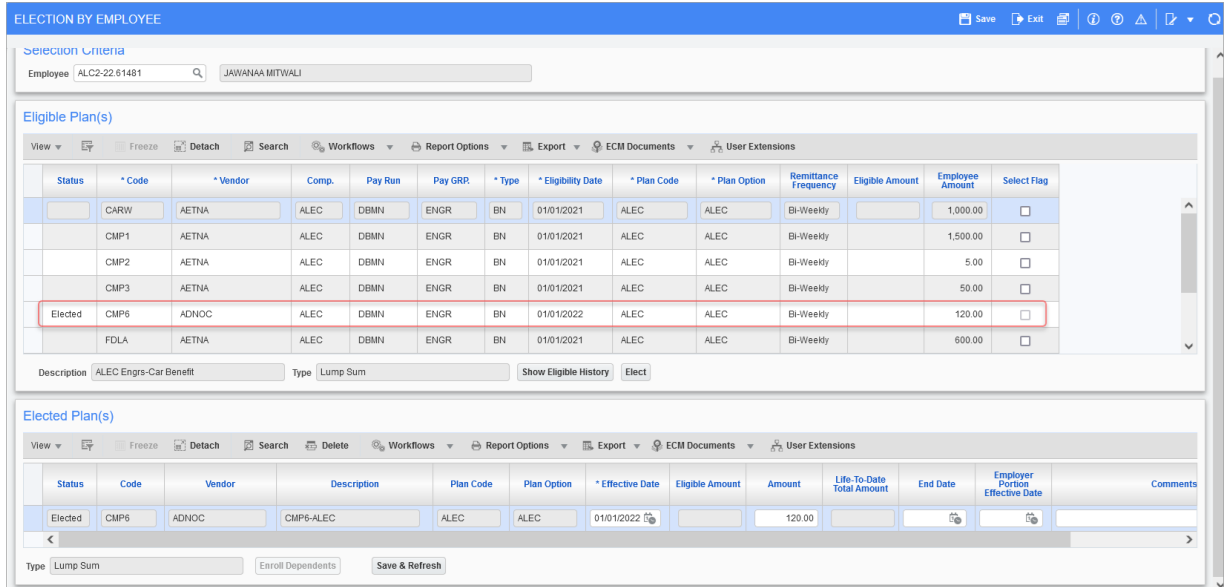
3. Assign the benefits/deductions to the rule created in step 2.

# International Payroll - R12



*Pgm: HRBDADM - Benefit and Deduction Setup; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Benefit/Deduction*

4. Navigate to the Human Resources Rules screen and process the rule.
5. Navigate to election by employee, select the employee with those address fields, and elect the plans for them to activated.



*Pgm: HRELGADM - Election by Employee; standard Treeview path: Human Resources > Benefit Administration > Benefit/Deduction Administration > Election by Employee*

# Frequently Asked Questions

## Taxes

### **Are Canadian taxes calculated using Vertex?**

Calculation of Canadian taxes is done completely through Enterprise and does not use Vertex software. The tax codes and rates are pre-populated and are updated by CMiC with every tax change.

### **How can I verify Taxes were calculated prior to printing the Payroll Checks?**

The most direct method of verification is to run the Payroll Register Report or the Employee Pay History query for an employee in the current payroll run. Specify the current period only and browse for TX (Tax) Transactions. This can be done to verify the benefits, deductions, leave used, expenses paid, or loan payments made in the period.

Once verified, proceed with the printing of the Payroll Checks and EFT Payments.

## Transactions

### **What are the standard Transaction Types as coded for queries, screens, and reports?**

There are several queries and reports that may include a transaction type to represent the type of item being detailed. The standard transaction types used throughout the CMiC Enterprise system are:

- BN – Benefit
- BW – Basic Wage
- DE – Deduction

- EX – Expense
- LE – Leave
- LI – Loan Interest
- LP – Loan Principle
- TX – Tax
- WC – Workers' Compensation

**What are the various transaction codes?**

Unlike the transaction types which are standard, there are customized Transaction Codes. Standard codes are used to identify items like normal hours (NWHR) or double overtime (DTHR). Others exist depending on the codes used when setting up items like the tax codes, benefits, deductions, etc., from the Local Tables sub-menu. As such, they may vary from company to company.

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